



9 January 2015

**To: Senior Mathematics Tutors (also to all college mathematics tutors)**

### **Hilary Term 2015 – Teaching Information**

1. **PRELIMS AND PART A COLLECTIONS** on Michaelmas Term lecture material have been revised and new versions are now on the web in the restricted Information for Teaching Staff Restricted Materials.

You will need your Mathematical Institute IT username and password to access these and some other material at <https://www.maths.ox.ac.uk/members/teaching-staff/restricted/collections-directory>

If you have difficulty with this please contact the IT staff via [help@maths.ox.ac.uk](mailto:help@maths.ox.ac.uk).

2. **Computational Mathematics**

Dr Thompson (Computational Mathematics Coordinator) will be giving two lectures for all students taking MATLAB. They will be held in L1 from 11am on Tuesday of Weeks 1 and 3.

#### **Computational Mathematics Projects**

- The *Computational Mathematics* course will continue this term. All first-year undergraduates taking Mathematics or Mathematics & Statistics must complete two Computational Mathematics projects. These count towards Prelims. The deadlines for these projects are Monday 12 noon, Weeks 6 and 9. Project handbooks are available from reception at the Mathematical Institute or online at <https://www0.maths.ox.ac.uk/courses/course/26397>
- **Late Submissions**  
Candidates who miss the above deadlines may ask their college to apply to the Proctors for permission for late submission.

#### **Demonstration Sessions**

This term, the Computational Mathematics slots in Week 1 and 2 will be the same as those for weeks 7 and 8, respectively, of Michaelmas Term. From Week 3 onwards, there are no fixed hours for each college, so your students may use the timetabled classrooms at the Mathematical Institute whenever suits them at the following times:

- Weeks 3-8: Monday 3pm-4pm in C5, Thursday 3pm-4pm in C4.
- Weeks 5: Wednesday 3pm-5pm in L6, Friday 3pm-5pm in C4
- Week 8: Friday 3pm-5pm in C4.

Please note that if students need to borrow a laptop they should inform Nia Roderick ([roderick@maths.ox.ac.uk](mailto:roderick@maths.ox.ac.uk)) well in advance of their chosen sessions to ensure availability.

3. **Hilary Term Lecture List**

The lecture list can be found on the website;

<https://www.maths.ox.ac.uk/members/students/lecture-lists>

#### 4. Part A – Integral Transforms

Note that there is a new short option *Integral Transforms* being lectured in the first four weeks of term. This option will be examined as part of the ASO paper (alongside the Trinity short options). Note it is a pre-requisite for the long option Differential Equations II course running this term.

#### 5. Intercollegiate Classes

In some areas there is a shortage of tutors and we may have to run classes with more than 12 students. Where this seems likely Jessica Sheard will email you to alert you. She will ask colleges if they wish to withdraw their students. If the students DO attend, the college will be billed at the usual rate.

The report on classes for 2013/14 is posted at

<https://www.maths.ox.ac.uk/members/teaching-staff/restricted>

#### 6. Intercollegiate Class Sign Up

Part B and C students will be able to sign up to intercollegiate classes through the online sign up tool on the Mathematical Institute website for Hilary Term.

We have asked class tutors to input their class times and weeks into Minerva by **Wednesday of Week 0 of Hilary Term**. Students will then have from Thursday noon of week 0 till Monday noon of week 1 to sign up to the classes they would like to take they can sign up to 5 classes through the online signup and if they wish to sign up to more they will need to email [acadadmin@maths.ox.ac.uk](mailto:acadadmin@maths.ox.ac.uk) and we will sign them up manually.

#### 7. Exam Entry

Prelims students are entered automatically at registration.

***IMPORTANT New arrangement this year:***

*All Part A, B and C students will be expected to enter for examinations on-line starting this term. All students will be notified of this via email from the Academic Records Office.*

For Part A, students should enter for their examinations by noon Friday 13<sup>th</sup> February 2015. Whilst we cannot confirm individual dates of exams at this point, the Part A exams will be timed for Weeks 8 and 9 in Trinity.

For Parts B and C, students should enter for their examinations by noon on Friday 30<sup>th</sup> January 2015.

In due course an email will be sent to each candidate by the Academic Records Office.

As examination entry is now dealt with electronically it is no longer possible for Part B students to declare on their exam entry form their intention to take either the three-year (BA) or four-year (MMath/MMathPhil/MMathStats) course. ***Therefore we will be writing to all Part B students in week 3 asking them to declare their intention to either take the three-year or four-year course.*** Once we have received the results will circulate them to college offices.

#### 8. History of Mathematics

Please note that mini-projects must be handed in to the Examination Schools by noon on Monday of week 10 this term. Further details will be communicated to candidates via the Notices.

## 9. Undergraduate Ambassadors Scheme

Please note the deadline for journals and reports for the Undergraduate Ambassadors Scheme is noon on Monday of 1<sup>st</sup> week Trinity Term.

## 10. Extended Essays, Dissertations and Structured Projects

The deadline for extended essays and dissertations is 12 noon Monday week 10 of Hilary Term. Students need to submit four hard copies and one electronic copy. Supervisors continue to be involved in assessing projects. Details of the electronic submission will be included on the Notices to candidates.

There will be a lecture from the Chair of Projects Committee (Dr Earl) at 11am Thursday 29<sup>th</sup> January (Week 2) in L5 on presenting and typesetting a dissertation. This will largely be a repeat of last term's lecture.

## 11. MMathPhys – DEADLINE REMINDER

MMath students entering their third year (but not joint schools) will have the option of applying to transfer to a fourth year in Mathematical and Theoretical Physics, and completing their degree with an MMathPhys.

The deadline for applications is **noon on 23<sup>rd</sup> January 2015**. Full details can be found at

<http://www-thphys.physics.ox.ac.uk/MMathPhys/MMathPhysweb/index.html>

Students wishing to transfer to the MMathPhys must apply by following the link below by noon on 23<sup>rd</sup> January 2015 applications received after this date will not be considered.

<https://www.maths.ox.ac.uk/members/students/undergraduate-courses/mmathphys-msc-mtp/mmathphys-applications-2015-entry>

All references must also be received by this date references can be emailed to [academic.administrator@maths.ox.ac.uk](mailto:academic.administrator@maths.ox.ac.uk)

The course is challenging and it is anticipated that most students transferring to the course will achieve first class marks in Parts A/B. Students who unsuccessfully apply to transfer will be permitted to continue to Part C (if they wish and achieve the required 2.1).

## 12. Examiners Reports

All examination reports including external examiners' reports are now posted on-line and can be found at:

<https://www.maths.ox.ac.uk/members/students/undergraduate-courses/examinations-assessments/examiners-reports>

## 13. Teaching Register

The teaching register for graduate students and Post docs is available at:

<https://www.maths.ox.ac.uk/members/teaching-staff/teaching-assistants>

Dr R Earl  
(Director of Undergraduate Studies)