



10 January 2012

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

**Hilary Term 2012 – Teaching Information**

1. **MODS 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/teaching-staff/restricted/past-collections>.  
If you have difficulty with this please contact the IT staff via [help@maths.ox.ac.uk](mailto:help@maths.ox.ac.uk).

2. **MuPAD**

Dr Macdonald (MuPAD Projects Coordinator) will be giving a lecture for all students taking MuPAD. It will be held at the University Museum from 2-3pm on Monday of Weeks 1 and 3.

***MuPAD Projects***

- The *Mathematics with MuPAD* course will continue this term. All first-year undergraduates taking Mathematics or Mathematics & Statistics must complete two MuPAD projects. These count towards Moderations. The deadlines for these projects are Friday 12 noon, Weeks 5 and 8. Project handbooks are available from reception at the Mathematical Institute or online at <http://www.maths.ox.ac.uk/courses/material/4546>
- **Late Submissions**

Candidates who miss the above deadlines may ask their college to apply to the Chairman of Mathematics for permission for late submission. Where there is a valid reason, the Chairman would normally approve the late submission without penalty. Where it is deemed that there is no valid reason the Chairman of Mathematics will advise the Moderators to apply a penalty of at least 5% of the MuPAD project mark.

***Demonstration Sessions***

This term, the MuPAD 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 *small computer room* at the Department of Statistics whenever suits them at the following times:

Weeks 3,4,6,7 Mon-Fri 3pm-4pm

Weeks 5 and 8 Mon, Tues 3pm-4pm, Weds, Thurs 3pm-5pm, Fri 10am-12noon

3. **Mathematics and Philosophy**

Students may also, if they have the support of their Maths tutor, apply to the Joint Committee for Mathematics and Philosophy for approval to take one or more other options available for Mathematics Part A as listed in the Mathematics Part A supplement. Applications for special approval must be made through the candidate's college and sent to the Chairman of the Joint Committee for Mathematics and Philosophy, c/o Academic Administrator, Mathematical Institute, to arrive by **5pm, Monday of Week 2 of Hilary Term** Email: [academic.administrator@maths.ox.ac.uk](mailto:academic.administrator@maths.ox.ac.uk)



#### 4. Hilary Term Lecture List

The lecture list can be found on the website; <https://www.maths.ox.ac.uk/notices/lecture-lists>.

#### 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 Sandy Patel 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 2010/11 is posted at <https://www.maths.ox.ac.uk/teaching-staff/restricted>

#### 6. Exam Entry

Mods and Part A students are entered automatically at registration.

For Parts B and C, students should enter for their exams via the college office by noon on Friday 27 January 2012. In due course an exam entry form for each candidate will be sent out by the Academic Records Office to the college offices.

Part B students should also declare on their exam entry form their intention to take either the three-year (BA) or four-year (MMath/MMathPhil/MMathCom/MMathStats) course. From that point onwards the registration will be stored officially in the University Student Records system (OSS), and if the college wishes to check/change the registration after that date they will have to do it via that system.

#### 7. History of Mathematics

Please note that mini-projects must be handed in to the Examination Schools by noon on Friday of week 9 this term. Further details will be communicated to candidates via the Notices.

#### 8. Undergraduate Ambassadors Scheme

Please note the deadline for journals and reports for the Undergraduate Ambassadors Scheme is noon on Friday of 0<sup>th</sup> week Trinity Term.

#### 9. Extended Essays, Dissertations and Structured Projects

The deadline for extended essays and dissertations is 12 noon Friday week 9 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.

#### 10. Careers Event

The Careers Service will be holding a Careers Event for undergraduate mathematicians at the Mathematical Institute on Monday 6<sup>th</sup> February from 4-6pm. Details will be sent to tutors and students by email.

#### 11. 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/notices/exam-reports>

#### 12. Teaching Register

The teaching register for graduate students and Post docs is available at: <https://www.maths.ox.ac.uk/notices/committees/teaching/reports/restricted/teaching-register>

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