



29 September 2010

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

### **Michaelmas Term 2010 – Teaching Information**

#### **1 New Admin Team**

There have been a few changes to the Academic Administration section. Those in the Mathematical Institute involved in the administration of courses are as follows:

- **Mrs Charlotte Turner-Smith, Academic Administrator** - [academic.administrator@maths.ox.ac.uk](mailto:academic.administrator@maths.ox.ac.uk)
- **Mrs Helen Lowe, Deputy Academic Administrator** - [loweh@maths.ox.ac.uk](mailto:loweh@maths.ox.ac.uk)  
*Helen provides administrative support for Part B/C examinations, for the Projects Committee, for the Joint Consultative Committee of Undergraduates and for the CETL coordinator. This job has responsibility for preparing the Hilary and Trinity Term timetables, room bookings and arranging payment for intercollegiate class teaching.*
- **Ms Sandhya Patel, Academic Assistant** - [patels@maths.ox.ac.uk](mailto:patels@maths.ox.ac.uk)  
*Sandy is responsible for administration for Part A examinations, on course administrative support for the MSc Mathematical Modelling and Scientific Computing and assisting with organisation of intercollegiate classes.*
- **Ms Amelia Bliss, Academic Assistant** - [bliss@maths.ox.ac.uk](mailto:bliss@maths.ox.ac.uk)  
*Amelia is responsible for administration of the Mods examinations, for students with disabilities, open days, and the Joint Committee for Mathematics and Philosophy.*
- **Ms Margaret Sloper, Graduate Studies Assistant** - [graduate.studies@maths.ox.ac.uk](mailto:graduate.studies@maths.ox.ac.uk)  
*Margaret is responsible for all postgraduate matters and also administrator for the MSc in Mathematics and the Foundations of Computer Science.*

#### **2 Induction Programme for First-year undergraduates**

**PLEASE NOTE** that there has been a change of time to our Undergraduate Induction this year. It will be held on *Friday, 0<sup>th</sup> week (8<sup>th</sup> October) 1.45pm-2.45pm in the University Museum Lecture Theatre* (please find an induction flyer enclosed)

Mathematics students

Mathematics & Statistics students

Mathematics & Philosophy students

Mathematics & Computer Science students

#### **Further sessions are organised for students in the Joint Schools:**

**Mathematics & Statistics, Mathematics & Computer Science, Computer Science**

**Friday, 0<sup>th</sup> week 3pm+:**

Mathematics & Statistics students – **Department of Statistics, 1 South Parks Road.**

Computer Science, Mathematics & Computer Science students – **Computing Laboratory.**

**Mathematics & Philosophy:**

**These inductions are held in the Faculty of Philosophy Library, 10 Merton Street**

Thursday 0<sup>th</sup> – 9.45 to 10.45 – Exeter, Hertford, Keble, Magdalen, Mansfield, New, Pembroke, Queen's, St Hilda's, St John's, St Peter's, Wadham, Worcester

Friday 0<sup>th</sup> – 11 to 12 – Merton, St Edmund Hall, St Hugh's, Somerville,

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Fax: +44 (0)1865 273583 Email: [director-ugrad-studies@maths.ox.ac.uk](mailto:director-ugrad-studies@maths.ox.ac.uk) Web: <http://www.maths.ox.ac.uk>

Friday 0<sup>th</sup> – 3.30 to 4.30 – Balliol, Brasenose

**All students:**

Details of **library inductions** (in the RSL, Philosophy Library, etc) vary between colleges. For details consult <http://www.bodleian.ox.ac.uk/services/training/undergraduate>

**3 Undergraduate Handbook**

Please note that Mathematics Handbooks will be distributed to first-year students at the Induction session on Friday of Week 0. The Handbook is posted on the website at <http://www.maths.ox.ac.uk/current-students/undergraduates/handbooks-synopses/math>

**4 MuPAD**

**For students in Mathematics and Mathematics & Statistics only:**

Starting in Michaelmas Term 2010 Maple is being replaced with MuPAD. MuPAD is integrated into the software Matlab. This is compulsory and will be counted towards Moderations.

**a) Lectures**

There will be one lecture in MT in week 2 and HT week 1. The MT lecture will be on Tuesday in Week 2 at 3pm in the University Museum.

**b) Demonstration Sessions**

These will be held in the Statistics Department. (This arrangement will continue until we move to the new building. Many thanks to Statistics for this.) Sessions will be held as follows  
 MT 2010 Weeks 3-8: Monday, Thursday & Friday 9am – 10:45am Tuesday and Wednesday from 4pm-6pm in lab of size 20, students will attend one session every two weeks (this will accommodate 200 students).

**A timetable showing MuPAD sessions for students in your college this term has been sent by email.**

**c) Access to Statistics**

Data for Demonstrators ID cards and Student ID cards will be sent to Statistics so that they can gain access to Statistics during office hours and during term time, using their University cards.

**d) Access to MuPAD**

Undergraduates use the workstations in the Statistics Department Computer Laboratory. For this they will need their university single sign-on account.

Students may also access the system through college or individual computers; for details of how to do this they should consult the computing support at their own college. The Matlab software needed can be downloaded from [http://www.oucs.ox.ac.uk/sls/matlab.xml.ID=body.1\\_div.2](http://www.oucs.ox.ac.uk/sls/matlab.xml.ID=body.1_div.2)

**e) Logging-on and submission of projects in Hilary Term**

This will be done using university computer accounts, so there will be no need for students to have a maths account. The project submission will be handled by Mathematics. Details are given at

<http://www.maths.ox.ac.uk/help/faqs/undergrads/course-work> (accessible from within the University network).

**f) Using MuPAD in lecture courses**

Lecturers are encouraged to talk to Dr Wilkins about examples they could use in problem sheets where using a package is the most efficient method, eg. searching for patterns – which a student could then prove a general result about.

**g) MuPAD Manual**

The new manual for MuPAD will not be handed out at the Undergraduate Induction as in past years it will be sent to students colleges before the first lecture.

**5 Syllabi, Lecture Synopses and Reading Lists: Mods, Parts A, B and C for 2010/11**

All syllabi, synopses and reading lists can be found at:

<http://www.maths.ox.ac.uk/current-students/undergraduates/handbooks-synopses/math>

Paper copies of Mods synopses will be distributed at the Undergraduate Induction session.

**6 Examination Entry Part B and C.**



The examination entry for third and fourth year students will be the same as last year students will need to submit their entry forms through their college office by 12noon Friday 28<sup>th</sup> January.

### 7 **Student Registration – Self-Service**

Each student needs to register via Student Self Service ([https://www.studentsystem.ox.ac.uk/OA\\_HTML/xxigs/xxigsAppsLocalLogin.jsp](https://www.studentsystem.ox.ac.uk/OA_HTML/xxigs/xxigsAppsLocalLogin.jsp)) at the anniversary of the term in which they first started their current programme of study. When they access Student Self Service they will be asked to confirm their personal details, check their programme of study details, and confirm their new or continuing status as a student for the forthcoming academic year.

### 8 **E-mail**

All first years will be asked either to use their college email accounts, or to set up a 'forward' from those accounts to one which they use regularly. (Full details of how to do this are given in the Undergraduate Handbook). Information about courses will often be sent directly to students by e-mail, and all students should check their e-mail regularly.

### 9 **Intercollegiate Class scheme**

The Minerva database is used to administer the classes. This is to reduce the administrative burden for all involved, and allow college tutors to monitor through the web, the progress of their students.

#### **Passwords**

New lecturers can obtain a password from Sandhya Patel, Academic Assistant ([patels@maths.ox.ac.uk](mailto:patels@maths.ox.ac.uk)).

Each college has a password so that college tutors can follow the progress of students at their college. Again, password can be obtained from Sandhya Patel, Academic Assistant ([patels@maths.ox.ac.uk](mailto:patels@maths.ox.ac.uk)).

Please note that Classes in Statistics and in Computer Science are administered using similar systems, but you will need to contact the Statistics Department (Jan Boylan – [boylan@stats.ox.ac.uk](mailto:boylan@stats.ox.ac.uk)) and the Computing Laboratory (Shoshannah Holdom – [Shoshannah.Holdom@comlab.ox.ac.uk](mailto:Shoshannah.Holdom@comlab.ox.ac.uk)) for details/passwords.

Each year we arrange sufficient classes to cover students who have registered before the beginning of term. Any large classes are a result of students changing preferences early in the term. Students should be reminded that examination marks are normalised and that although an initial problem sheet may appear to be less challenging than some others they should not assume that taking this option will result in gaining a higher USM. Students may need to be reminded that the perceived difficulty of problem sheets does not necessarily mean easier examination questions and higher USMs.

#### **New Options at Part B**

Classes and supervision payments for the new Part B Structured Projects and Mathematics Education will be paid by colleges through OxCort.

### 10 **French Classes**

Students in Mathematics and Mathematics & Statistics are eligible. Students in Mathematics & Philosophy are eligible if there are sufficient places. Priority will be given to Mathematics candidates if spaces are available they will be open to joint schools. Students who are interested should attend the Language Centre, Woodstock Road for a qualifying test on Monday of Week 1 from 5-7pm. Students will be emailed about this.

### 11 **(a) FHS Maths & Philosophy Second Years**

In MT students take Algebra and Analysis in Part A. Please note that the optional mathematics subjects available to students in HT and TT are:



Group Theory	(half unit)
Introduction to Fields	(half unit)
Number Theory	(half unit)
Integration	(1 unit)
Topology	(1 unit)
Multivariable Calculus	(half unit)
Mods Probability (discrete variables)	(1 unit)

Students are expected to prepare 1½ to 2 units in optional mathematics units.

If any candidate wishes to apply to the Joint Committee for Mathematics & Philosophy for approval of other optional subjects as listed for Part A of Mathematics, the application should be made through the candidate's college to the Chairman, Joint Committee for Mathematics & Philosophy, c/o Academic Administrator, Mathematical Institute, to arrive by **5pm on Monday of week 0 Hilary Term.**

### (b) FHS Maths & Philosophy – Handbook

It is hoped that the handbook will be available by the start of term, and will be given out at one of the Induction sessions. Tutors will be notified by e-mail as soon as it becomes available.

## 12 Essays and Dissertations

Students wishing to do an *Extended Essay* (option BE/OE in the third year) or *Dissertation* (option CD /CO in the fourth year) should apply to the Projects Committee **by Friday of Week 0.** Application forms and Guidance Notes are on the web at:

<http://www.maths.ox.ac.uk/current-students/undergraduates/projects/>

There are two lectures for students who are interested in offering a project. Details are given on the printed Lecture List; they are as follows:

'Introduction to LaTeX' - Thursday Week 5, 4pm Mathematical Institute, Room L1

'Projects: Presenting a Thesis' – Monday Week 7, 11am, Mathematical Institute, Room L1

## 13 Lecture List – changes to the printed list

Please note that there have been some changes to the printed list. The updated list can always be viewed on the website at <http://www.maths.ox.ac.uk/notices/lecture-lists/> **Please make sure that your students are using the most up to date list.**

The lecture list will also be available on-line in a different format for all students.

## 14 Electronic Archive of Past Papers

In addition to the webpage with past examination papers, an electronic archive of past papers is now available from the Mathematical Institute website, as well as on the computer network. These can be downloaded for use in problem sheets, Collections, and the like. The LaTeX source and style files are available; as the style files have changed over time a certain amount of editing may be necessary. In order to access the papers see

<http://www.maths.ox.ac.uk/teaching-staff/examinations/past-papers-src/>

[You will need a Mathematical Institute computer account username and password to access these pages, and other teaching information. If you do not have one of these please contact [help@maths.ox.ac.uk](mailto:help@maths.ox.ac.uk)].

## 15 'Graduate Teaching Register'

As graduate students register an interest in college teaching during the year, their details will be posted at <http://www.maths.ox.ac.uk/notices/committees/reports/restricted/teaching-register>

## 16 'Teaching the Undergraduate Mathematics Course: a Guide.'

A slightly revised version can be accessed on the web at:

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

You will need a Mathematical Institute computer account username and password to access this.



**17. English Language Classes for Overseas Students**

We would just like to draw to your attention the English language courses available at the University's Language Centre for any overseas students who may need some additional help. Details of courses can be found at <http://www.lang.ox.ac.uk/eas.html>

The Language Centre will also be offering a week-long intensive course in academic writing for overseas students, post-docs and contract researchers in Week 9 of TT for more details on this course please contact the Language Centre directly at [admin@lang.ox.ac.uk](mailto:admin@lang.ox.ac.uk)

Finally pre-sessional English Language Courses are available in July/August/September for overseas students before they arrive for more information please go to: <http://www.lang.ox.ac.uk/courses/pre-ses.html>

**Dr G Luke**  
**(Acting Chair of Teaching Committee)**