

Intercollegiate Classes: Overview and FAQs

Intercollegiate classes run in Hilary and Michaelmas terms for Part B and Part C undergraduates, as well as OMMS and other MSc courses.

Every lecture course is accompanied by a set of four classes. Each class is 90 minutes long (occasionally, a course may have six 60 minute classes instead), and will typically take place once every two weeks within Weeks 2-8 of Michaelmas term, although schedules can vary. Some classes will hold their final sessions in Week 1 of Hilary. Classes almost always take place in the Mathematical Institute, in Classrooms C1-C6. If a tutor chose to hold a class elsewhere, e.g. in their college, this would be communicated during sign-up.

There will be a tutor and teaching assistant in each Part B class. The tutor will run the class, whereas the teaching assistant marks and returns problem sheets, checks attendance, and may occasionally give demonstrations during the classes. In some instances, a tutor might choose to act as their own TA.

Problem sheets should take the following format:

- Section A: one or more introductory questions, with solutions provided for students
- Section B: core questions to be handed in for marking, usually not with solutions for students, and to be discussed in classes
- Section C: one or more optional extension questions (which might, but need not, be harder than those in Section B), with sketches of solutions/references provided for students.

Part C classes will not have teaching assistants.

Class sizes

The majority of classes will have a maximum of 12 students in a class, and a minimum of 5. More popular courses may, however, have around 30 students in a class, unless the department asks students on the waiting list to move to an undersubscribed class, or create another class if all other classes are full. If a class has less than 5 students, we will cancel that class and ask those students to move to other undersubscribed classes. If a course has less than 5 students across all classes, it is standard to turn that course into a series of tutorials rather than class teaching.

If you attempt to register on TMS for a class which is already full, you will be automatically placed on a waiting list. This means that you are not guaranteed a place in that particular class.

Class registration

All class registrations are through the Teaching Management System (TMS): <https://tms.ox.ac.uk/>

We aim to open sign-ups by Wednesday of Week 0, although this is not confirmed. Once sign-ups open, you will need to login to TMS using your Single Sign-On (SSO). You will then see a list of the courses that you are eligible to register for. Clicking into these courses will provide you with a list of groups and class times which you can sign up for.

The timeline of class registrations is not yet confirmed, but we aim to keep registrations open for around a week. At this point, sign-ups will close and Academic Administration will begin inputting the confirmed class groups into Moodle.

If you think you should be able to sign up for a course but it is not showing up on TMS, email acadadmin@maths.ox.ac.uk as soon as possible. If there is an error which prevents you from signing up from courses which you should be allowed to take, we will endeavour to register you manually.

How many classes can I sign up for?

Students can sign up for up to 9 courses. This is not the same as enrolling for the exam – you must enrol for your exams in a separate process. You are expected to attend classes and submit problem sheets for all of the courses you register for, and you will not be able to drop any course after Friday of Week 4.

Dropping or moving a class

If you wish to drop or move a class, please email acadadmin@maths.ox.ac.uk. Only Academic Administration are able to remove students from a class, or move them to another class on TMS.

Remember: unenrolling on Moodle is not the same as dropping the class! You must email us to be removed on TMS. Otherwise, you will still be considered a registered student and any lack of attendance and/or non-submission of problem sheets will continue to be recorded on TMS.

Using TMS and Moodle

The table below gives a brief overview of the difference between the two platforms:

Moodle	TMS
Access to all course materials, lecture recordings, and discussion forums.	Students are able to view class times and locations, and the teaching staff for each class. Students can sign up to classes.
Students submit problem sheets.	TA records students' problem sheet grades.
TA returns marked problem sheets.	TA records students' attendance at classes.
Tutors and lecturers can make 'announcements' to all students.	Tutor records end-of-term reports for each student.

Please Note: Students can 'enrol' themselves on Moodle to access course materials and lecture recordings, but this is not the same as registering to attend a class. The only way to register for your classes is to sign up via TMS.

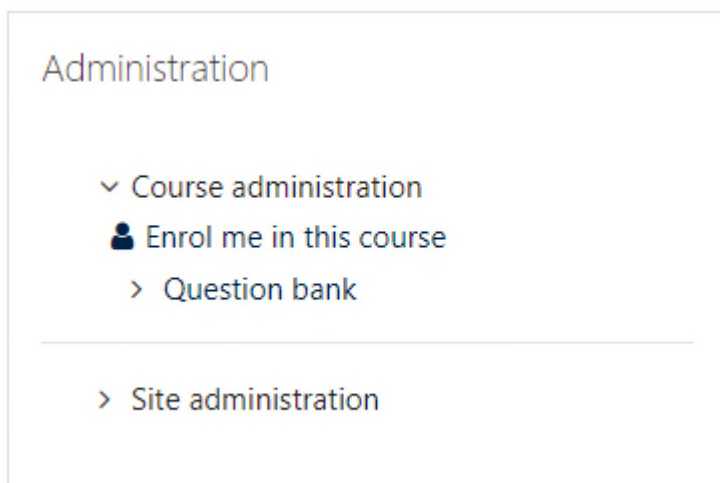
Instructions on how to submit your work on Moodle can be found here:

<https://www.maths.ox.ac.uk/members/it/faqs/communication/submitting-course-work-moodle>

The default deadline for handing in work is 48 hours before the class, excluding weekends. For example, a class which runs at 9am on Mondays would have a problem sheet deadline of 9am Thursday. Tutors may set their own custom deadlines; if they choose to do so, the modified deadline

would be communicated to all students. Please bear in mind that although Moodle will allow late submission of problem sheets, the TA is not obligated to mark late submissions.

To enrol yourself in a course on Moodle, login to <https://courses.maths.ox.ac.uk/> with your SSO. Navigate to the course you wish to take. On the course page, you should see this option in a menu on the right-hand side:



Select 'Enrol me in this course'.

This will allow you to see the course materials and receive notifications regarding the course. You will not be able to attend classes, submit problem sheets or have your work marked unless you have registered for a class on TMS. Moodle will prevent you from submitting problem sheets if you have not been entered into a class for that course.

Class format

All classes are in-person, and no set of classes will be held entirely online. There is not an option to join classes remotely. If any class does have a one-off online session, this will be clearly communicated during sign-up.

Part B and C Problem sheets

Teaching Committee suggests that it would be good for each course to have a Problem Sheet 0: note that this is not compulsory. This initial problem sheet should not be for discussion in class. Solutions will be made available for you to check. This problem sheet should give you some taste of the course, and help them to revise background material.

Problem sheets should be at the rate of one per 4 lectures. Each sheet (not including Problem Sheet 0) should have the following structure:

- Section A: one or more introductory questions, with solutions provided for students
- Section B: core questions to be handed in for marking [see note below], and to be discussed in classes
- Section C: one or more optional extension questions (which might, but need not, be harder than those in Section B), with sketches of solutions/references provided for students.

Students are expected to attempt Sections A and B of each problem sheet, these Sections will cover examinable material.

Note that Part C students will have Section B of problem sheets 1 and 3 marked – you will receive solutions for the other problem sheets.

Courses in other departments

If you wish to take courses which are outside of your usual schedule of units for your degree course, please email acadadmin@maths.ox.ac.uk. We cannot guarantee that you will be able to take courses from other departments, but we will submit your request to them. Typically, such a request would need to be supported by both your college tutor/s, and any departments you are affiliated with (for example, Maths and Computer Science would both need to give approval if you are a M&CS student). Please bear in mind that other departments may wait until after class registrations have closed to assess whether they have space in their classes for students from Maths.

Useful Links

TMS: <https://tms.ox.ac.uk/>

Moodle: <https://courses.maths.ox.ac.uk/>

Submitting work on Moodle:

<https://www.maths.ox.ac.uk/members/it/faqs/communication/submitting-course-work-moodle>

Part B Course Synopses and other information:

<https://www.maths.ox.ac.uk/members/students/undergraduate-courses/teaching-and-learning/part-b-students>

Part C Course Synopses and other information:

<https://www.maths.ox.ac.uk/members/students/undergraduate-courses/teaching-and-learning/part-c-students/teaching-and-learning>