



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

Michaelmas Term 2014 – Teaching Information

Academic Administration

Those in the Mathematical Institute involved in the administration of courses are as follows:

- **Charlotte Turner-Smith, Academic Administrator**
academic.administrator@maths.ox.ac.uk
- **Catherine Goodwin, Academic Policy Officer –**
goodwin@maths.ox.ac.uk
- **Helen Lowe, Deputy Academic Administrator –**
helen.lowe@maths.ox.ac.uk
Helen provides administrative support for Part B/C examinations, for the Projects Committee and for the Mathematics Teaching Committee. This post also has responsibility for preparing lecture timetables and arranging payment for intercollegiate class teaching.
- **Nia Roderick, Academic Assistant –** roderick@maths.ox.ac.uk
Nia is responsible for administration of the Prelims and Part A examinations, for students with disabilities, MATLAB, open days and undergraduate admissions administration.
- **Jessica Sheard – Academic Assistant –** sheard@maths.ox.ac.uk
Jessica is responsible for collating student feedback, room bookings, maintaining student records and assisting with organisation of intercollegiate classes. She is also responsible for the administration of the modules for the MSc in Mathematical Finance
- **Monica Finlayson, MSc Course Administrator –** finlayson@maths.ox.ac.uk
Monica provides administrative support for administration of the MSc in Mathematics and the Foundations of Computer Science and the MSc in Mathematical Modelling and Scientific Computing.
- **Sandy Patel, Graduate Studies Assistant –**
graduate.studies@maths.ox.ac.uk
Sandy is responsible for all postgraduate research matters.
- **Laura Dean, MSc Course Administrator –** mathcompfin@maths.ox.ac.uk
Laura provides administrative support for administration of the MSc in Mathematical and Computational Finance and is PA to the Mathematical Finance research group.
- **Octavia Kelly, Course Administrator –**
mathematical.finance@maths.ox.ac.uk
Octavia provides administrative support for administration of the part-time MSc in Mathematical Finance.

Information for first year undergraduates

Induction Programmes

There will be an induction programme for all first year students it will be held on **Friday, 0th week (11th October) 2pm – 3pm in L1 in the Mathematical Institute, Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road.**

Please note the induction is compulsory for
Mathematics students
Mathematics & Statistics students
Mathematics & Philosophy students
Mathematics & Computer Science students

Further sessions are organised for students in the Joint Schools:

Mathematics & Statistics Induction

Friday, 0th week 3.30pm:
Department of Statistics, 1 South Parks Road.

Mathematics & Computer Science & Computer Science

Friday, 0th week 3pm
Department of Computer Science, Wolfson Building, Parks Road.

Mathematics & Philosophy Induction

Friday, 0th week 3pm
Radcliffe Humanities Building, Radcliffe Observatory Quarter, Woodstock Road.

Mathematics & Philosophy Induction held by the Faculty of Philosophy:

Details can be found here
<http://www.bodleian.ox.ac.uk/using/training/undergraduate>

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>

Undergraduate Handbooks and Course Synopses

Mathematics 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 <https://www.maths.ox.ac.uk/members/students/undergraduate-courses/teaching-and-learning/handbooks-synopses>

Mathematics and Philosophy Handbook

The handbook is available at <https://www.maths.ox.ac.uk/members/students/undergraduate-courses/teaching-and-learning/handbooks-synopses> and will be given out at one of the Induction sessions. Tutors will be notified by e-mail as soon as it becomes available.

Mathematics and Statistics

The handbook is available at http://www.stats.ox.ac.uk/current_students/bammath/course_handbooks

Mathematics and Computer Science

The handbook is available at <http://www.cs.ox.ac.uk/teaching/mcs/>

Syllabi, Lecture Synopses and Reading Lists: Prelims, Parts A, B and C for 2014/15

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

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

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

Computational Mathematics

For students in Mathematics and Mathematics & Statistics only:

Computational Mathematics is compulsory and will be counted towards Prelims.

a) Lectures

There will be an explanatory lecture in MT in week 2 and a further one on Computational Mathematics projects in HT week 1. The MT lecture will be on **Friday in Week 2 at 11am in the Mathematical Institute L2.**

b) Demonstration Sessions

These will be held in the Mathematical Institute. Sessions will be held as follows
MT 2014 Weeks 3-8: Monday, Thursday & Friday 11am – 1pm, Monday, Tuesday and Wednesday from 4pm-6pm in classrooms of size 20, students will attend one session every two weeks. **A timetable showing Computational Mathematics sessions for students in your college this term has been sent by email.**

c) Access to MATLAB

Students may 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. Further details on how to install MATLAB are available at <http://www.maths.ox.ac.uk/members/it/software-personal-machines/matlab>

d) Laptops – IMPORTANT CHANGE

Students should bring a laptop to the demonstration sessions and install MATLAB as above. Those without personal laptops are asked to contact Nia Roderick (roderick@maths.ox.ac.uk) as soon as possible to organise to borrow one from the Institute for the duration of a session.

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/members/it/faqs/undergrads/course-work> (accessible from within the University network).

f) Using MATLAB in lecture courses

Lecturers are encouraged to talk to Dr Thompson 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) Computational Mathematics Manual

The new manual for Michaelmas Term will be handed out at the Undergraduate Induction.

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.**

Information for second, third and fourth year students

Examination Entry Parts A, B and C.

The examination entry for second, third and fourth year students will be slightly different this year. Students will no longer have to complete a paper copy of the exam entry form they will now be instructed to complete their entry on-line through student self-service. Academic Records will be sending out further details closer to the time. The exam entry dates will still be as follows:

Part A students by 12noon Friday of week 4 of Hilary Term (13th February 2015).

Part B and C students by 12noon Friday of week 2 of Hilary Term 30th January 2015.

Student Registration – Self-Service

Each student needs to register via Student Self Service (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.

Intercollegiate Class scheme (Parts B and C)

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.

New lecturers can obtain a password by emailing acadadmin@maths.ox.ac.uk.

Each college has a password so that college tutors can follow the progress of students at their college. Again, passwords can be obtained by emailing acadadmin@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) and the Department of Computer Science (Leanne Carveth – leanne.carveth@cs.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 will be able to sign up to classes on-line. Sign up will open at 9am on Thursday of week 0 and will close at 9am on Monday of week 1. As in previous years any changes to classes must be made by Monday of week 4.

We will ask class tutors to inform us of class times and dates by Wednesday Week 0.

French & German 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.

Part A Structure – Michaelmas Term Long Options

Second year Mathematicians need to offer papers A1, A2, five long options and Paper ASO (on the Short Options). The Long Options are largely lectured in Hilary Term, the two exceptions being A8 *Probability* and A11 *Quantum Theory*.

It was the view of Faculty and Teaching Committee that taking one of these two options in MT would make for an appropriate workload. It is of course possible to take neither or both if they wished. The former would make for a rather light term; the latter was also felt to be possible if some of the tutorial teaching was delayed into HT.

FHS Maths & Philosophy Second Years –Part A structure

In MT students take *Algebra I* and *Metric Spaces and Complex Analysis*. This is a mathematics lecture load equivalent to previous years. Students will then also need to offer two of the papers A3 (Algebra II), A4 (Integration), A5 (Topology), A8 (Probability), ASO (Short Options).

Arranging the teaching for these options should be relatively straightforward with the possible exception of Probability which is also lectured in MT. Faculty felt such students should delay some or all of their tutorial teaching to HT if they wished to take this option.

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 2 Hilary Term**.

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 is a lecture for those who choose to offer a project, by way of guidance writing it up. . Details are as follows and are also given on the printed Lecture List; '*Projects: Presenting a Thesis*' – Thursday Week 7, noon, Mathematical Institute, Room L4

LaTeX Lectures

We will be running a series of LaTeX lectures open to all students research and undergraduate. They will be held at the following times in Michaelmas Term:
Friday 11am weeks 1-3, Mathematical Institute L3

MMathPhys – IMPORTANT CHANGE

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 23rd January 2015**. Full details can be found at

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

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).

Information for all students

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 <https://www1.maths.ox.ac.uk/members/students/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.

Information for Tutors

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].

'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>

'Teaching the Undergraduate Mathematics Course: a Guide.'

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

<https://www.maths.ox.ac.uk/system/files/attachments/GuidanceNotes.pdf> You will need a Mathematical Institute computer account username and password to access this.

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

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>

Events for students and tutors

Undergraduate Welcome Party

On **Thursday week 1 (16th October) at 5pm** in the Mathematical Institute there will be an Undergraduate Welcome Party at which those students who were awarded prizes for their performance in the 2014 examinations will be recognised.

Prof Roger Penrose will be giving a talk and it will be followed by a drinks reception. We welcome all students and tutors. We do require you to register. If you would like to attend please email nia.roderick@maths.ox.ac.uk

Dr R A Earl
(Director of Undergraduate Studies)