7th January 2013

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

Hilary Term 2013 – 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/teaching-staff/restricted/past-collections. If you have difficulty with this please contact the IT staff via 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 Prelims. 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 Monday -Friday 3pm-4pm
     - Weeks 5 and 8 Monday, Tuesday 3pm-4pm, Wednesday, Thursday 3pm-5pm, Friday 10am-12 noon
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

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 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 2011/12 is posted at https://www.maths.ox.ac.uk/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 again for Hilary Term. We have made a number of small amendments though to how this will work.

   Like for Michaelmas term students will be able to choose the option they would like to take from the list of the available class times and weeks. They will also be able be given the option to choose an alternative time that would also suit them. Further to this tutors and students will be able to see how many places are left in each class.

   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 Monday noon of Week 1 till Friday 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 and we will sign them up manually.

7. **Exam Entry**
   Prelims 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 25 January 2013. 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/MMathCompSci/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.
8. **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.

9. **Undergraduate Ambassadors Scheme**
   Please note the deadline for journals and reports for the Undergraduate Ambassadors Scheme is noon on Friday of 0th week Trinity Term.

10. **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.

11. **Careers Event**
    The Careers Service will be holding a Careers Event for undergraduate mathematicians at the Mathematical Institute on Tuesday 22nd January from 4-6pm. Details will be sent to tutors and students by email.

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/notices/exam-reports](https://www.maths.ox.ac.uk/notices/exam-reports)

13. **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](https://www.maths.ox.ac.uk/notices/committees/teaching/reports/restricted/teaching-register)

**Dr R Earl**
(Director of Undergraduate Studies)