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

Michaelmas Term 2012 – Teaching Information

1 Academic Administration
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
- Ms Sandy Patel, Graduate Studies Assistant - graduate.studies@maths.ox.ac.uk
  Sandy is responsible for all postgraduate matters and also administrator for the MSc in Mathematical Modelling and Scientific Computing.
- Ms Vicky Archibald, Academic Assistant – archibald@maths.ox.ac.uk
  Vicky provides administrative support for Part B/C examinations, for the Projects Committee and for the Joint Committee for Mathematics and Philosophy. This post also has responsibility for preparing the Hilary and Trinity Term timetables, arranging payment for intercollegiate class teaching and administration for the MSc in Mathematics and the Foundations of Computer Science.
- Ms 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, MuPAD, 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.

2 Induction Programme for First-year undergraduates
It will be held on Friday, 0th week (5th October) 2pm – 2.45pm in the University Museum Lecture Theatre (please find an induction flyer enclosed) and 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, Mathematics & Computer Science, Computer Science Friday, 0th week 3pm+
Mathematics & Statistics students – Department of Statistics, 1 South Parks Road.
Mathematics & Computer Science students – Department of Computer Science.

Mathematics & Philosophy Induction held by the Mathematical Institute:
This will be held on Wednesday, 1st week (10th October) at 5pm in the Mathematical Institute.

Mathematics & Philosophy Induction held by the Faculty of Philosophy:
This will be held on Thursday 0th week 9.45 - 10.45 (4th October) in the Faculty of Philosophy, Radcliffe Humanities, Woodstock Road.

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 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/maths

MuPAD

For students in Mathematics and Mathematics & Statistics only:

MuPAD is compulsory and will be counted towards Moderations.

a) Lectures
There will be an explanatory lecture in MT in week 2 and a further one on MuPAD projects in HT week 1. The MT lecture will be on Wednesday in Week 2 at 9am 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 2012 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. 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

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 Macdonald 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 be handed out at the Undergraduate Induction.

Syllabi, Lecture Synopses and Reading Lists: Prelims, Parts A, B and C for 2012/13

All syllabi, synopses and reading lists can be found at:
http://www.maths.ox.ac.uk/current-students/undergraduates/handbooks-synopses/maths

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

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 25th January.

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.
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 email, and all students should check their email regularly.

9 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, password 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 Computing Laboratory (Shoshannah Holdom – 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.

This year students will be able to sign up to classes on-line. Sign up will be open on Monday of week 1 and will close at noon on Monday of week 2. As in previous years any changes to classes must be made by Monday of week 4.

We will be asking class tutors inform us of class times and dates by Friday of week 0.

10 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.

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) (half unit) – lectured in Michaelmas

Students are expected to prepare 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 2 Hilary Term.
(b) FHS Maths & Philosophy – Handbook
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 is a lecture for students who are interested in offering a project. Details are given on the printed Lecture List; they are as follows:
‘Projects: Presenting a Thesis’ – Wednesday Week 7, 11am, Mathematical Institute, Room L3

13 LaTeX and MATLAB Lectures
This year we will be running a serious or LaTeX and MATLAB lectures open to all students research and undergraduate:
MATLAB: Tuesdays at 4pm and Wednesday at 1pm weeks 1-2, Mathematical Institute L2
LaTeX: Tuesdays at 4pm weeks 5-7, Mathematical Institute L2

14 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 online in a different format for all students.

15 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].

16 ‘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

17 ‘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.

18 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

19 Prize Presentation Event
On Tuesday week 2 (16th October) at 5pm in the Mathematical Institute there will be a Prize Presentation Event at which those students who were awarded prizes for their performance in the 2012 examinations will be recognised. Professor Alain Goriely will be giving a talk on ‘Left or right? The mathematics of handedness and perversion’ and it will be followed by a drinks reception. We welcome all students and tutors. We do require you to register as numbers are limited. If you would like to attend please email nia.roderick@maths.ox.ac.uk

20 ‘This is Improbable’ event
Marc Abrahams is visiting Oxford again at the end of next week! Tickets are available (£6 or £3 concessions) from http://improboxford.eventbrite.com/

Father of the IgNobel Prizes (http://www.improbable.com/ig/), Marc Abrahams tells tales of scientists, researchers, and other colourful individuals explaining research that will make you laugh and then think!! Why are books on ethics are more likely to get stolen? What time of month generates higher tips for Las Vegas lap dancers? What's the best way to murder tree snakes in Guam? And what is the significance of Mr Buckley's exploding trousers? Along with more of the strangest and interesting research known to this pale blue dot.

Marc Abrahams is editor and co-founder of the science humor magazine Annals of Improbable Research (AIR). Marc is the father and master of ceremonies of the Ig Nobel Prize Ceremony, honoring achievements that make people LAUGH, and then THINK. The Prizes are handed out by genuine Nobel Laureates at a gala ceremony held each autumn at Harvard University and broadcast on National Public Radio and on the Internet.

He is the author of This Is Improbable and lives in Cambridge, Mass, USA.

Mathematical Institute
Friday, 5th October 2012
5pm - 6.30pm

21 The Story of Equations
A special lecture by Professor Sir Andrew Wiles will be held on Tuesday 6th November. Doors open at 4.30pm; the lecture will start at 5.30pm and will be followed by a drinks reception. The lecture will be held at the Examinations Schools High Street. This is free-of-charge but ticketed and places can be booked by going to https://eventbookingonline.com/oxford/equations

Dr R Earl
(Director of Undergraduate Studies)