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

Michaelmas Term 2013 – Teaching Information

As you are all probably aware over the summer vacation the Mathematical Institute moved to our new building located in the Radcliffe Observatory Quarter on Woodstock Road. Please note that all maths undergraduate and graduate teaching will now take place there. Please find attached a floor plan of the new teaching spaces which may be of use to you we will also email this to the students ahead of the start of term so please encourage them to take note of where their lectures or classes will be.

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
- Mrs 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.
- 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 A examinations and for the Joint Committee for Mathematics and Philosophy. This post also has responsibility for administration of 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 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.

2 Induction Programme for First-year undergraduates
It will be held on Friday, 0th week (11th October) 2pm – 2.45pm in L1 in the Mathematical Institute, Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road.
(please find an induction flyer attached). 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
Friday, 0th week 3.30pm:
Department of Statistics, 1 South Parks Road.

Mathematics & Computer Science & Computer Science
Friday, 0th week 3pm

General Enquiries Tel: +44 (0)1865 273525 Direct: +44 (0)1865 615202
Fax: +44 (0)1865 273583 Email: director-ugrad-studies@maths.ox.ac.uk Web: http://www.maths.ox.ac.uk
Department of Computer Science, Wolfson Building, Parks Road.

Mathematics & Philosophy Induction held by the Mathematical Institute:
This will be held on Wednesday, 1st week (16th October) at 5pm in the C1 Mathematical Institute, Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road. (please find an induction flyer attached). This will be followed by a drinks reception at 6pm for ALL Mathematics & Philosophy Undergraduates in the mezzanine.

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

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/maths

4 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 L1.

b) Demonstration Sessions
These will be held in the Mathematical Institute. Sessions will be held as follows

MT 2013 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/help/software/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/help/faqs/undergrads/course-work (accessible from within the University network).

f) Using MATLAB 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) Computational Mathematics Manual
The new manual for Michaelmas Term will be handed out at the Undergraduate Induction.

5 Syllabi, Lecture Synopses and Reading Lists: Prelims, Parts A, B and C for 2013/14
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.

6 Examination Entry Part A, 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 of week 2 of Hilary Term 31st January.

New for 2013-14 Part A students will also be expected to complete an examination entry form. Students will need to submit their entry forms through their college office by 12noon Friday of week 4 of Hilary Term (14th February 2013).

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) 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 (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 noon on Thursday of week 0 and will close at 5pm on Tuesday of week 1. 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 Wednesday of week 0.

10 **French & Spanish 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 **New Part A Structure – Michaelmas Term Long Options**
Second year Mathematicians now 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.

12 **(a) FHS Maths & Philosophy Second Years – new 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**.

**(b) FHS Maths & Philosophy – Handbook**
The handbook is available at [https://www.maths.ox.ac.uk/current-students/undergraduates/handbooks-synopses/mathsphil](https://www.maths.ox.ac.uk/current-students/undergraduates/handbooks-synopses/mathsphil) and will be given out at one of the Induction sessions. Tutors will be notified by e-mail as soon as it becomes available.

13 **MMathPhys Handbook**
Students entering their second year will have the option of applying to transfer to a fourth year in Mathematical and Theoretical Physics, and completing their degree with an MMathPhys. Applications will need to be made during the third year and there is a quota for this option. Full details can be found at [http://www-thphys.physics.ox.ac.uk/MMathPhys/MMathPhysweb/index.html](http://www-thphys.physics.ox.ac.uk/MMathPhys/MMathPhysweb/index.html)

14 **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/](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’ – Thursday Week 7, 12noon, Mathematical Institute, Room L4

15 LaTeX and MATLAB Lectures
We will be running a serious of LaTeX and MATLAB lectures open to all students research and undergraduate:
MATLAB: Wednesday at 9am and Thursday at 12noon weeks 1-2, Mathematical Institute L4
LaTeX: Tuesdays at 3pm weeks 1-3, Mathematical Institute L3

16 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.

17 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].

18 ‘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

19 ‘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.

20 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. 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

21 Undergraduate Welcome Party
On Thursday week 1 (17th 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 2012 examinations will be recognised. Prof Marcus Du Sautoy 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)