2 October 2008

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

Michaelmas Term 2008 – Teaching Information

1 New Admin Team
There have been a few changes to the Academic Administration section. Those in the Mathematical Institute involved in the administration of courses are as follows:

Miss Charlotte Rigdon, Academic Administrator
academic.administrator@maths.ox.ac.uk
Mr Yan-Chee Yu, Deputy Academic Administrator
yuy@maths.ox.ac.uk
Ms Helen Lowe, Academic Assistant
loweh@maths.ox.ac.uk
Ms Margaret Sloper, Graduate Studies Assistant
graduate.studies@maths.ox.ac.uk
Ms Sandhya Patel, Academic Assistant
patels@maths.ox.ac.uk
Mrs Laura Auger, Administrator for the Mathematical Finance Group and Course Administrator for the MSc in Mathematical and Computational Finance
auger@maths.ox.ac.uk

2 Induction Programme for First-year undergraduates

Friday, 0th week (10th October) 2-3pm
University Museum Lecture Theatre
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.
Computer Science, Mathematics & Computer Science students – Computing Laboratory.

*Mathematics & Philosophy:*
*Wednesday 0th Week (8th October) 9.45-10.45:* An Introduction to the Philosophy Library and electronic resources, Philosophy Centre, 10 Merton Street. Also *Wednesday, 1st Week (15th October) 5pm+* Introductory talk (5 - 6pm – Room SR2) followed by drinks (6 - 7pm – Common Room) (Mathematical Institute).

*All students:*
Details of *library inductions* (in the RSL, Philosophy Library, etc) vary between colleges. For details consult [http://cms.ouls.ox.ac.uk/eresources/information_skills](http://cms.ouls.ox.ac.uk/eresources/information_skills)

### 2 Updates on Handbook
Two new sections have been added to this year’s handbook one on Assessments and Examinations and one aimed at International Students. We draw your attention to requirements from the Education Committee (formerly the Educational Policy and Standards Committee) to insert information on assessment as student questionnaires have shown that this was not previously fully understood. We have also expanded the information on project assessment. A map has also been added to the back cover to help students become familiar with the growing department.

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/](http://www.maths.ox.ac.uk/current-students/undergraduates/handbooks-synopses/)
A copy is enclosed.

### 3 Examinations
We would like to draw your attention to changes at Part B & C.

Each whole unit paper in Part B and Part C will be of three hours duration and will consist of two sections; the first section covering the first half of the whole unit’s syllabus (the sixteen hours lectured in MT), and the second section covering the second half of the whole unit’s syllabus (the sixteen hours lectured in HT). Each section will consist of three questions, each marked out of 25. Candidates may submit answers to as many questions as they wish, but only the best two answers from each section will count towards the mark for the paper.

Each half unit paper in Part B and Part C will be of one and a half hours duration and consist of three questions, each marked out of 25. Candidates may submit answers to as many questions as they wish, but only the best two answers will count towards the mark for the paper. These papers will cover either the syllabus of a course which has been designated as a stand-alone half unit, or in some cases the first or second half of the syllabus of a whole unit (in which case its questions will be identical to the corresponding section of the whole unit paper).

### 4 Maple
*For students in Mathematics and Mathematics & Statistics only:*
Maple is compulsory and will be counted towards Moderations.

**a) Lectures**
Dr Cath Wilkins will continue as Maple Course Director and she will give lectures in
MT weeks 1 and 6, and HT week 1. The MT lectures will be on Mondays in Weeks 1 and 6 at 2pm 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 2008: Monday, Thursday & Friday 9am – 10:45am in lab of size 20, students will attend one session every two weeks (this will accommodate 200 students). Tuesday and Wednesday from 4pm-6pm (size 20).
MT 2008: One extra lab will be needed Mondays 4-6pm (size 20).

A timetable showing Maple sessions for students in your college this term is attached.

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 maple
We will supply a CD with Maple to each college for STUDENT USE. This means students will no longer need to purchase this but can load this onto their own computers under our license. (If a college wants to buy Maple I’m afraid it would cost £200 per copy as our license would not extend to this use).

A Maple CD is enclosed. Senior Maths Tutors are asked to make arrangements with their college office for students to have access to this CD. Please make sure that your students are given the new version 12, not the version which was issued last year. We will send details of all students’ University card numbers to OUCS – this will cover department licence agreement issues. Students will need to log on to https://register.oucs.ox.ac.uk/self/software to register to use MAPLE and receive an access code.

There will be no remote access to Maple over a VPN connection. To compensate for this, students who do not have their own computer may use facilities in DH (general access computers) and the computers in the Maths Institute. Students need to talk to me to set this up.

e) Logging-on and submission of projects
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.stats.ox.ac.uk/about_us/it_information/restrictedaccess/undergraduate_maple_server (accessible from within the University network).

f) Using Maple in lecture courses
Lecturers are encouraged to talk to Dr Wilkins 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.

5 Syllabi, Lecture Synopses and Reading Lists: Mods, Parts A, B and C for 2007/08
All syllabi, synopses and reading lists can be found on the ‘new-style’ web at:
http://www.maths.ox.ac.uk/current-students/undergraduates/handbooks-synopses/maths

Paper copies will also be available for collection from reception in the Mathematical Institute.
from the end of Week 0. Paper copies ofMods synopses will be distributed at the Undergraduate Induction session. Examination Conventions will also be distributed. Note that there have been some changes to the versions originally published on the web at the end of Trinity Term. In particular, in Part C the courses in ‘General Relativity II’ and ‘Domain Theory’ have been cancelled. No eligible students in Mathematics registered for these courses, and students will be emailed about this.

6 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.

7 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. Students will need their Herald account to use MAPLE.

8 Class scheme

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.

Passwords

New lecturers can obtain a password from Helen Lowe, Academic Assistant (loweh@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 from Helen Lowe, Academic Assistant (loweh@maths.ox.ac.uk).

Please note that Classes in Statistics and in Computer Science/Numerical Analysis 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 (Christine O’Connor – Christine.oconnor@comlab.ox.ac.uk) for details/passwords.

9 French Classes

Students in Mathematics, Mathematics and Computing and Mathematics & Statistics are eligible. Students in Mathematics & Philosophy are eligible if there are sufficient places. 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.

10 (a) FHS Maths & Philosophy Second Years

Senior Tutor Notes MT 2008
In MT students take Algebra and Analysis in Part A. Please note that the optional maths subjects available to students in HT and TT are:

- Groups in Action
- Introduction to Fields (half unit)
- Number Theory (half unit)
- Integration (1 unit)
- Topology (1 unit)
- Multivariable Calculus (half unit)
- Graph Theory (1 unit)

Students are expected to prepare 1½ to 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 0 Hilary Term.**

(b) FHS Maths & Philosophy – Handbook

It is hoped that 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.

Please note the change in papers to be taken by second year students instead of AO3(P) they will take two papers AO1(P) and AO2(P). Details of the rubric will be circulated as soon as it is available.

11 FHS Maths and Computer Science

Please not the change in papers to be taken by second year students instead of AO(MC) they will take two papers AO1(MC) and AO2(MC). AO1(MC) will contain short questions; candidates will be allowed to submit up to five answers with the best four counting. AO2(MC) will contain long questions; candidates will be allowed to submit three answers with the best two counting.

12 Essays and Dissertations

Students wishing to do an Extended Essay (option BE/OE in the third year) or Dissertation (in the fourth year) should apply to the Projects Committee by **Friday of Week 3.** 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/)

Lectures will be given for students who are interested in offering a project. Details are given on the printed Lecture List; they are as follows:

- ‘Projects: Presenting an Application’ – Dr P.M. Neumann – Thursday Week 1, 11am, Mathematical Institute, Room L3;
- ‘Projects: Presenting a Thesis’ – Dr P.M. Neumann – Thursday Week 7, 11am, Mathematical Institute, Room L3;

13 Lecture List – changes to the printed list

Please note that there have been a few changes to the printed list. The details are enclosed here. The updated list can always be viewed on the website at [http://www.maths.ox.ac.uk/notices/lecture-lists/](http://www.maths.ox.ac.uk/notices/lecture-lists/) **Please make sure that your students are using the most up to date list.**
14 **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 is 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].

15 **‘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/teaching-staff/teaching-assistants/.

16 **‘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.

17 **Finals and Mods papers 2008**
Booklets have been sent to each Senior Mathematics Tutor.

With best wishes

Dr A G Curnock