October 2009

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

Michaelmas Term 2009 – 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
- Mrs Helen Lowe, Deputy Academic Administrator
  loweh@maths.ox.ac.uk
  This post provides administrative support for Part B/C examinations, for the Projects Committee and for the CETL co-ordinator. This job has responsibility for preparing the Hilary and Trinity Term timetables, room bookings and arranging payment for intercollegiate class teaching.
- Ms Sandhya Patel, Academic Assistant
  patels@maths.ox.ac.uk
  This post is responsible for administration for Part A examinations, on course administrative support for the MSc Mathematical Modelling and Scientific Computing and assisting with organisation of intercollegiate classes.
- Academic Assistant – Position currently vacant.
  This post will be responsible for administration of the Mods examinations, for students with disabilities, open days, and the Joint Committee for Mathematics and Philosophy.
- Ms Margaret Sloper, Graduate Studies Assistant
  graduate.studies@maths.ox.ac.uk
  This post is responsible for all postgraduate matters and also administrator for the MSc in Mathematics and the Foundations of Computer Science.

2 Induction Programme for First-year undergraduates

Friday, 0th week (9th October) 2-3pm
University Museum Lecture Theatre
Mathematics students
Mathematics & Statistics students
Further sessions are organised for students in the Joint Schools:

Mathematics & Statistics, Mathematics & Computer Science, Computer Science
Friday, 0\textsuperscript{th} week 3pm+:
Mathematics & Statistics students – Department of Statistics, 1 South Parks Road.
Computer Science, Mathematics & Computer Science students – Computing Laboratory.

Mathematics & Philosophy:
Wednesday 0\textsuperscript{th} Week (7\textsuperscript{th} October) 9.45-10.45: An Introduction to the Philosophy Library and electronic resources, Philosophy Centre, 10 Merton Street. Also Wednesday, 1\textsuperscript{st} Week (15\textsuperscript{th} October) 5pm+ Introductory talk (5 - 6pm – Room L3) 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

2 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

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

a) Lectures
There have been some changes to Maple this year Dr Cath Wilkins will continue as Maple Course Director however will give just one lecture in MT in week 2 and HT week 1. The MT lecture will be on Monday in Week 2 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 2009 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 (this will accommodate 200 students).
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
Undergraduates use the workstations in the Statistics Department Computer Laboratory. For this they will need their university (Herald Webmail) account.
Arrangements will be made to ensure that, as far as possible, students are allocated an account before MT lectures begin.

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 Maple package may also be installed and used on personally owned computers under the University’s site licence. Students will be able to download the Maple package from the Maths Institute website (https://www.maths.ox.ac.uk/help/software/maple). To access this page students will need to login to the website using their Webauth username and password (the same login details as for their webmail account).

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 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.

4 Syllabi, Lecture Synopses and Reading Lists: Mods, Parts A, B and C for 2009/10
All syllabi, synopses and reading lists can be found 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 of Mods synopses will be distributed at the Undergraduate Induction session.

5 Outline of Changes to Synopses
Tutors are encouraged to take a close look at the Mods syllabus for Papers C & D (please find attached) which have been slightly revised to better match the relevant lecture courses.

Please note there is no tutorial required for ‘Introduction to Complex Analysis’. A solution will be sent to tutors of students for them to correct this revision work.

6 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 29th January.

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. Students will need their Herald account to use MAPLE.

9 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 Sandhya Patel, Academic Assistant (patels@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 Sandhya Patel, Academic Assistant (patels@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 (Shoshannah Holdom – Shoshannah.Holdom@comlab.ox.ac.uk) for details/passwords.

10 French and 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)

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 or Mods Probability (discrete variables), 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.

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 3. Application forms and Guidance Notes are on the web at: 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’ – Monday Week 1, 11am, Mathematical Institute, Room L3;
‘Introduction to LaTeX’ - Wednesday Week 6 Mathematical Institute, Room L2
‘Projects: Presenting a Thesis’ – Monday Week 7, 11am, Mathematical Institute, Room L1;

13 Lecture List – changes to the printed list
Please note that there have been a some 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/ 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 Mods and Part A students. See attached.
Please note that this is the last term that the University will be producing printed timetables for Mathematics. However lists in the new format will be available for all years as of Hilary Term 2010.

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/notices/committees/reports/restricted/teaching-register

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.

With best wishes

Dr A G Curnock
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