

Sent: 04 November 2009 12:33

To: All Mathematics Undergraduates and Taught Masters students

Subject: Swine Flu Teaching Plans in Mathematics

Dear Undergraduates and Taught Masters students,

We've put in place departmental plans to cover us in the event that we have a serious disruption to teaching because of swine flu. Generally, we're open for business as usual (and it's hoped that no-one is seriously ill). Generally we see this as being no more serious than other illnesses but that more people may be affected.

How does the plan affect you?

1. If you are unwell you should stay in college/in your rooms until you feel well enough to continue. This would avoid unnecessary extra contact with other students and reduce infection rates. You should notify your college office.

On-line notes should be studied and problem sheets tackled as your health improves. This may be possible even if you are unwell enough to attend classes/tutorials and lectures. We encourage you to have at least one text book reference for each course (e-books can be very helpful if you are unable to attend a library).

If you have missed several weeks of lectures/classes or lectures/tutorials, examiners would be informed of this and may take this into account although it is unlikely that adjustments would be made to formal assessments. Colleges notify Proctors as usual and examiners are thus informed.

2. If deadlines for submission of assessed work are missed, the student's college should as usual apply to the Proctor's office for an extension. Examiners will take this into account (as per guidance from the Proctors) when deliberating classification.

3. Students should follow the University's official guidance on swine flu.

<http://www.ox.ac.uk/flu>.

The section on FAQ will be very useful here. Students should report their illness to the College Senior Tutor/Dean for Undergraduates.

4. If possible we hope to be able to make up any missed lectures/classes (eg in the given term or at the start of the subsequent term, towards the end in week 0). We will do our best to ensure that you have minimal disruption to your studies and that you are not disadvantaged. Please read e-mail regularly as we will notify you via e-mail of any missed lectures/classes.

5. We say that "significant disruption" has occurred if a student has missed two or more full weeks of lectures and classes (or tutorials) and when there are no on-line notes available. Examiners may need to take this into account when setting papers. (Details are in the attached paper). This applies to all taught courses.

6. Please be tolerant. It may be that not all buildings are open (eg if many of the caretakers are unwell) but it is hoped that the main building, St Giles, will be open for lectures.

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