Department of Statistics Intercollegiate Classes: Student Guide

Please note this is the guide for classes run by the Department of Statistics only.

Introduction

Intercollegiate classes run by the Department of Statistics are for Parts B and C undergraduate students, mainly for those who are taking Mathematics and Statistics or Mathematics, as well as OMMS students.

Every lecture is accompanied by a set of four classes. Most classes are 90 minutes long and typically take place once every two weeks within weeks 2-8 of Michaelmas Term and also extending into Week 1 of Hilary Term.

Classes take place in the Department of Statistics, generally in the Small Lecture Theatre (LG.03) or the Seminar Room (LG.04).

Most classes will have a tutor and teaching assistant. The tutor will run the class, whereas the teaching assistant marks the problem sheets, checks attendance, and may also give a question demonstration during class. In some instances, the tutor might act as their own TA.

Class sizes

There is a maximum of 12 students per class and a minimum of 5. If a class exceeds 12 students, the department will ask students on the waiting list to move to an undersubscribed class or create another class. In exceptional cases, classes may exceed 12 students if additional teaching staff cannot be found. Below five students per class, the class will be cancelled and those students will be asked to move to other classes.

The sign up on TMS will not allow more than 10 or 11 students to sign up per class. If you sign up to a class that is already full then you will be placed on a waiting list. You will not be guaranteed a place in that class if you are on the waiting list.

Class registration

All class registrations are through the [Teaching Management System](#) (TMS).

We will open the sign-up on Wednesday of week 0 and close on Wednesday of week 1. Before sign-up opens, a list of classes for Statistics courses is available on the timetable pages on Canvas for [Part B](#) and [Part C](#).

Once the sign-up opens, you will need to login to TMS using your Single-Sign-On (SSO). You will see a list of the courses that you are eligible to register for and you can only register for one class in each course.

Once sign-ups close, students will be added to Canvas in the confirmed class groups. As said above, if you are on a waiting list you may not be in the class you signed up for.

If you think you should be able to sign up for a course but it is not showing up on TMS, please e-mail hannah.harrison@stats.ox.ac.uk. If there is an error which prevents you from signing up to courses you should be allowed to take, we will register you manually.

Hybrid classes

Where necessary (i.e. if any students are unable to come to Oxford), the Department of Statistics is running one hybrid class per course (group 1 in each). However, these classes are only intended for any students who are unable to come to Oxford. **You are still expected to attend classes in-person if you are in Oxford.** If you are not in Oxford, please e-mail hannah.harrison@stats.ox.ac.uk to confirm this to ensure that you can attend the hybrid classes.

How many classes to sign up for

Students can sign up for up to 9 courses. This is not the same as enrolling for the exam – that is a separate process. You are expected to attend the classes you register for and submit problem sheets. You will not be able to drop any course after Friday of Week 4.

Dropping or moving classes

If you wish to drop or move classes, please e-mail hannah.harrison@stats.ox.ac.uk. Only academic admin can remove students or move them to another class on TMS and Canvas.

You must tell us if you are dropping a class, otherwise you will still be considered registered and non-attendance and non-submission of problem sheets will be recorded on TMS.

Unable to attend through illness

If you are unable to attend a class through illness, you should try to arrange to attend a different class in-person. In exceptional circumstances, you may be able to join the hybrid class online but please e-mail hannah.harrison@stats.ox.ac.uk if you require this.

Canvas

You must sign up to classes to be registered on a course on Canvas. If you are just interested in the course but do not intend to take classes, you can access the courses without registering via the Part B and Part C Canvas pages.

Problem sheets are handed in on Canvas and instructions on how to do this can be found on the Part B and Part C Canvas pages.

The default deadline for handing in work is 48 hours before the class, excluding weekends. Tutors may set their own deadlines but these would not be more than 48 hours before the start of the class.

Canvas will allow late submission of work but the TA is not obligated to mark late submissions.