

MCF Internships – Industry Supervisor Guidance

Mathematical Institute, University of Oxford

Thank you for working with us to offer a paid internship to a student studying for an MSc in Mathematical and Computational Finance at the University of Oxford. We hope this document serves as a quick reference guide to our expectations surrounding the student's dissertation that they will base on their internship. Any questions can be sent to the student's academic supervisor or to industry.engagement@maths.ox.ac.uk.

Key dates

- Monday 19th April 2027 – Students start working on their dissertation
- Monday 19th April 2027 – Preferred internship start date
- Tuesday 4th May 2027 – Latest possible internship start date
- Monday 21st June 2027 – Student sends a full draft dissertation to their academic supervisor for feedback
- Friday 2nd July 2027 – Cohort dissertation submission deadline
- Friday 2nd July 2027 – Deadline for providing feedback and supervision report

Dissertation

The desired outcome of the project is that the student writes a dissertation up to 40 pages in length. Models, methods, results and analysis from the internship project will be included in the written dissertation. We issue further guidance to the students in the [dissertation handbook](#), and the student's academic supervisor is best placed to advise on this further.

As standard, the distribution of the dissertation will be limited to the academic supervisor, academic administration staff and the examiners. The University will not sign an NDA or similar with respect to these projects, but the student's academic supervisor will be able to advise how the student can present their work for examination sensitively without divulging background IP. We expect the student to send you a PDF copy of the dissertation at the end of the project.

Supervisory arrangements

The arrangements for supervising the student should be agreed between yourself and the academic supervisor at the start of the project. We expect that you (the "industrial" supervisor) will plan the work to be undertaken by the student, and that you will be responsible for the day-to-day supervision of the student. As a bare minimum, you should meet with the student for at least an hour every fortnight, though meeting with the student more frequently is encouraged.

The student will be allocated to a member of academic staff at the University of Oxford (the "academic" supervisor) who will have oversight of the project, and they should be updated by the student on the project's progress at least once every fortnight.

In addition, we recommend a few three-way meetings throughout the project, where the student, academic supervisor and industrial supervisor meet. As a minimum, there should be a three-way meeting at the start of the project to establish the scope and nature of the project.

The student should ideally start their internship on Monday 19th April, and must start no later than Tuesday 4th May, to give them sufficient time to work on their dissertation before the cohort submission deadline of Friday 2nd July.

We ask that each student sends a full draft of their dissertation to their academic supervisor at least ten days before the submission deadline to give them time to read it and provide comments, and for those comments to be acted upon. If you need to read the dissertation (to check for background IP, say) before it is submitted for assessment, please clearly communicate your expectations to the student and academic supervisor in the three-way meeting at the start of the project.

Should it become necessary, please discuss any alterations to the project with the student and academic supervisor.

Assessment

The dissertation will be submitted through Inspira (the secure online platform). A copy of the dissertation will be downloaded to a hard drive and uploaded to SharePoint to enable marking, with access restricted to examiners and academic administration staff. These copies of the dissertation will be deleted after six months, and examiners will be notified to delete any downloaded copies of the dissertation after they have finished marking. The dissertation will also be submitted to Turnitin to check for plagiarism. The examiners will judge the dissertation on its mathematical and financial content, as well as on the clarity of the writing.

As part of the assessment, the student's supervisors are asked to provide the examiners with a report on the quantity and nature of the supervision the students have received. **Please could you write a report on your meetings with the student** to feed into the examination process. We will provide a template report before the student starts work on the project.

Student visas

For students on student visas, the University will notify the Home Office that the student is undertaking a work placement.

The student may work on their internship without a restriction on the number of hours they work, provided the internship is the subject of their dissertation. This is so the internship meets the Home Office criteria for a 'work placement'. Should a student on a student visa submit their dissertation early, then that student will be prohibited from working more than 20 hours per week from the date they submit until the cohort dissertation submission deadline. After the cohort dissertation submission deadline, the student may work without a restriction on the number of hours worked until the end of their student visa.

Should you require a letter to prove the student's status, please ask the student to obtain this from the course administrator.

Feedback

Towards the end of the project, we will ask for your supervision report and some more general feedback on how you felt the project went. Please provide your feedback by the cohort dissertation submission deadline to help us with the assessment process.

Health, safety and liability

You are responsible for the student's work-related health and safety during their internship, and responsible for complying with health, safety and employment legislation. You should have suitable insurance in place to cover your liability to the student, and to indemnify the student for any injury and/or damage they cause undertaking work in good faith under your supervision.

We do not advise on typical compensation, but insist the students receive the [Oxford Living Wage](#) as an absolute minimum.

Please arrange for the student to receive an induction to your organisation and its working practices, including any applicable health and safety arrangements, fire precautions, emergency evacuation plans, and how to report accidents, incidents, near-misses and unsafe conditions. For in-person internships, please provide a suitable space for the student to work, and please arrange for access to any necessary equipment as appropriate.

The students will be briefed to raise any health and safety concerns with you in the first instance. Please report any serious accidents, incidents, near-misses or breaches of discipline involving the student to the Industry Engagement Officer using the contact details below.

Contact details

We expect that your primary channel of communication with the University of Oxford will be through the academic supervisor, who will be introduced to you via email prior to the start of the project.

The Industry Engagement Officer can be contacted at industry.engagement@maths.ox.ac.uk or +441865280616 if you have any questions or comments. In addition, please get in touch if there are any issues that cannot be resolved in a timely manner.

In an emergency, call 999 (or 112 in the EU) for emergency help, then notify the University by calling the Oxford University Security Services on +44 1865 289999.