M.Sc in Mathematics and the Foundations of Computer Science
Supervisory Committee
Standing Orders 2020-21

Constitution of the Supervisory Committee

There shall be a Supervisory Committee for the M.Sc in Mathematics and the Foundations of Computer Science which should consist of:

- Three members of the Mathematical Institute
- Three members of the Department of Computer Science

appointed by their respective departments and all of whom shall have a research interest related to some subject included within the programme

- one student representative
- and at least one member external to the University, nominated by the Committee.

This committee shall meet as necessary but may conduct its business by correspondence (including email).

Remit of the Supervisory Committee

The Supervisory Committee is responsible for matters concerning the teaching and examining of the M.Sc in Mathematics and the Foundations of Computer Science. The committee is also responsible for the approval of the formal course documentation including the Course Handbook, Examination Conventions and Regulations.

Chair
The committee shall appoint one of its members as Chair and Course Director, with the concurrence of the Head of Department of the Mathematical Institute and the Head of Department of Computer Science.

Course Director
The Course Director will be responsible for ensuring that the programme is set up and the decisions of the committee are carried out. The Course

Director shall arrange for the appointment of a supervisor for each candidate, and is responsible, subject to obtaining appropriate advice where needed, for approving the topics for dissertations and the arrangements for their supervision. The Course Director will be involved in the shortlisting, interviewing and admissions decisions for all the applicants with assistance from the most relevant member of the faculty for the respective departments.

Schedule of Courses

The committee shall have the power to approve all courses offered and shall be responsible for the publication of the list of courses in the Course Handbook as required by the Regulations for the course.

Course Documentation

The Committee shall ensure that the Course Handbook and the Examination Conventions are reviewed and published annually.

Nomination of Examiners

The Chair, with the advice of members of the committee, is responsible for the recommendation through the Mathematical Institute of examiners from Mathematics for the M.Sc. The Department of Computer Science's Nominating Committee is responsible for nominating examiners from the Department of Computer Science.

The responsibility for nominating the chair of examiners will usually alternate between the Mathematical Institute and the Department of Computer Science. The term of office for the chair of examiners shall be one year, which may be renewed once.

Two internal examiners are required; one from each of the Mathematical Institute and the Department of Computer Science. The term of office for internal examiners shall be three years, with a maximum of two consecutive terms on the same board of examiners. There shall be at least one external examiner and normally two, with one representing each side of the course. The term of office for the external examiner(s) shall be three years with the possibility of an exceptional extension of one year.

The principal contact for nominations/appointments is the course administrator: (mfocs@maths.ox.ac.uk)

Examiners' Reports

The committee shall receive and consider the internal and external examiners' reports on the M.Sc examinations at the Michaelmas Term

meeting. A response to the comments made by the external examiner(s) will be forwarded to the Graduate Studies Committee.

Reporting Mechanisms

Standing orders should be approved annually at the first meeting of the Departmental Committee. Membership of the Supervisory committee should be reported to the Departmental committee.

The Supervisory Committee reports termly to the Graduate Studies Committee. The principal focus of this committee is to share good practice. Representatives from the graduate student population in the department shall be invited to attend the Graduate Studies Committee meetings.

The Supervisory Committee reports to the Graduate Studies Committee on the following issues; all examination matters (consideration of examiner reports and responses to external examiner reports), oversight of graduate admissions and all quality assurance issues (review of course questionnaires and receive feedback from students and the Consultative Committee for Graduate Studies). Additionally, the Graduate Studies Committee shall approve formal course documentation including examination conventions, and will approve the examination regulations.

Reporting to the MPLS Division

Reports to the MPLS Division are sought at various times of the year, as set out in the EdC/MPLS Quality Assurance and Quality Enhancement Calendar. For example, reports on examination reports are provided at the start of Hilary Term, and are considered by the MPLS Academic Audit Sub-Committee. The Director of each Supervisory Committee attends the MPLS Annual Meeting of Directors of Graduate Taught Courses. Generally feedback to the MPLS Academic Committee and Academic Audit Sub-Committee would go via both Mathematics Teaching Committee and the Department of Computer Science.