



MSc IN MATHEMATICAL MODELLING AND SCIENTIFIC COMPUTING 2024-25 Notice to Candidates

This circular contains information about:

- standardized marks (USMs) and classification;
- the format of the dissertation for the MSc in Mathematical Modelling and Scientific Computing;
- submission procedures for the dissertation;
- the date and format of the viva voce examination;
- late submission penalties.

The full Regulations for the MSc in Mathematical Modelling and Scientific Computing examination are contained in the Examination Regulations. Full particulars about the syllabus and other information can be found on the Mathematical Institute Course Management webpages which supplement the Course Handbook 2024-25 issued by the Mathematical Institute.

Submission Timetable

The below deadlines for assessed submissions will apply:

Dissertations will be due at 12 noon on Wednesday 3rd September

Prof Yuji Nakatsukasa
Chair of MSc in Mathematical Modelling and Scientific Computing Examiners
July 2025

Procedures for Submission of Coursework

Electronic Submissions

Candidates must submit an electronic version of their assessments via Inspira by 12 noon on the day of the submission deadline. The Inspira platform can be accessed at

<https://oxford.inspera.com/>. You will not be required to submit a hard copy of your work.

Please check you can see your submissions on Inspira in advance of the deadline to ensure you are able to submit and have the relevant access.

NB. Please note that after you have uploaded your work to Inspira, you **must** click 'Submit Now'. Work that is uploaded but not submitted will not be accepted by the Examiners.

In the unlikely event that you experience technical difficulties with the online submission which cannot be resolved before the deadline please contact the MSc administration team at mmsc@maths.ox.ac.uk.

Format of the Dissertation

Submissions should adhere to the below presentation requirements:

- The dissertation must be typed and a 12pt font size should be used.
- The width of the text should be at most 15cm (6 inches) per page and the height of the text should be at most 22.5cm (9 inches) per page.
- The spacing of the text should be at least one and a quarter spacing.
- The dissertation should have a title page which includes the following:
 - the title of the dissertation
 - the candidate's name
 - the title of the candidate's degree course
 - the term and year of submission.

The candidate's examination candidate number should **not** appear anywhere on the submitted dissertation.

The final dissertation should usually be 40–50 pages in length excluding front matter (title page, abstract, acknowledgements, table of contents) and references but including figures and tables. Overlength penalties will apply to submissions exceeding 54 pages in length, as described in the Examination Conventions for the course.

Further information (e.g. detailed calculations, more detailed data) may be included in appendices. However, whilst examiners are required to consider the main body of the dissertation, whether they read appendices is entirely at their discretion.

Plagiarism

Plagiarism is presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition, as is the use of material generated wholly or in part through use of artificial intelligence (save when use of AI for assessment has received prior authorisation e.g. as a reasonable adjustment for a student's disability and in line with the department's acceptable

use policy. See below). Plagiarism can also include re-using your own work without citation. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

Where the Chair finds that a case of plagiarism can be dealt with by the Exam Board, assessors will mark the work on its academic merits. The Board may deduct marks for derivative or poorly referenced work. Boards are free to operate marks deductions of between 1 and 10% (maximum) of the marks available for that particular piece of work. Where the consequence of the marks deduction would result in failure of the assessment and of the programme (i.e. no resit opportunity) the case must be referred to the Proctors.

Please see the University's guidance on plagiarism for detailed information.

<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>

Use of AI

The department has developed a policy outlining the acceptable use of AI in MSc dissertations. Please read this carefully.

https://www.maths.ox.ac.uk/system/files/attachments/Departmental%20policy%20on%20use%20of%20AI%20in%20MSc%20Dissertations_0.pdf

Declaration of Authorship

Upon electronic submission you will be required to declare that you have

- read and understood
 - the University's disciplinary regulations concerning conduct in examinations and, in particular, the regulations on plagiarism
 - the Education Committee's information and guidance on academic good practice and plagiarism
- submitted work that is
 - entirely your own except where otherwise indicated
 - not copied from the work of another candidate
 - not from a service of any agency providing specimen, model, or ghostwritten work
 - not previously submitted, either partially or in full, to this qualification or any other Honour School or University qualification
- acknowledged
 - any assistance you received
 - all material quoted from other sources
 - all paraphrased material with appropriate references
- agreed to
 - retain an electronic copy of this work until the publication of the final exam result
 - make any such electronic copy available to the examiners should it be necessary to confirm the word count or to check for plagiarism.

Late Submission or Failure to Submit Coursework

For detailed information relating to late submission or failure to submit coursework please see the MMSC Examination Conventions 2024-25.

Submission of Coursework exceeding the Page Limits

Penalties apply to work submitted that exceeds the expected length of submission as stated in the MMSC Examination Conventions. For detailed information relating to the penalties imposed, please see the MMSC Examination Conventions 2024-25.

The Viva Voce Examination

Viva voce examinations will be held in person in Oxford on 17th and 18th September 2025, and will last for half an hour. A timetable for these examinations will be circulated ahead of these dates.

Students must attend the viva in sub fusc. Students should expect at least two examiners to be present at the viva; these will be the examiners who have already read and assessed the dissertation. Students should bring a copy of their dissertation with them and be prepared to use the whiteboard if necessary.

Questions in the viva tend to concentrate on the dissertation but the examiners may also ask questions about any other part of the course. The examiners will start by asking each student to describe in 5 minutes the aims and results of their dissertation and students are encouraged to prepare 3–5 slides to help with this.

MSc in Mathematical Modelling and Scientific Computing

The formal procedures determining the conduct of University examinations are established and enforced by the Proctors.

The Examiners are nominated by the Nominating Committee in the Mathematical Institute and these nominations are submitted for approval by the Vice-Chancellor and the Proctors. Assessors are appointed to assist the examiners and in particular the core course lecturers take on the role of assessors in setting, checking and marking the written exam papers.

It must be stressed that to preserve the independence of the Examiners, candidates are not allowed to make contact directly about matters relating to the content or marking of papers. Any communication must be via the Senior Tutor of your college, who will, if he or she deems the matter of importance, contact the Proctors. The Proctors in turn communicate with the Chair of Examiners.

Examination conventions can be downloaded from the course webpage:

<http://www.maths.ox.ac.uk/members/students/postgraduate-courses/msc-mmssc>

These conventions are a guide to the Examiners and candidates but the regulations set out in the Examination Regulations have precedence. The Examiners normally adhere to the published examination conventions, subject to the guidance of the appointed external examiners, and other bodies such as the Mathematics Teaching Committee, the Mathematical, Physical and Life Sciences Division, the University's Education Committee and the Proctors, who may offer advice or make recommendations to examiners.

Standardized Marks and Class Descriptors

Information relating to standardised marks and class descriptors can be located in the MMSC Examination Conventions 2024-25.