

M.Sc. in Mathematical Modelling and Scientific Computing  
Supervisory Committee  
Standing Orders 2023–24

## **Constitution of the Supervisory Committee**

There shall be a Supervisory Committee for the M.Sc. in Mathematical Modelling and Scientific Computing, consisting of

- M.Sc. Course Director
- Director of OCIAM
- Head of the Numerical Analysis Group
- Director of Graduate Studies (Taught)
- External member (usually a representative from industry)
- Three additional members of faculty
- One student representative

This committee shall meet once a term in addition to conducting business as necessary by email. In the event of a decision being put to a vote, all the above members, with the exceptions of the student representative and the external member, will have one vote.

## **Remit of the Supervisory Committee**

The Supervisory Committee is responsible for matters concerning the teaching and examining of the M.Sc. in Mathematical Modelling and Scientific Computing. The committee is also responsible for approval of formal course documentation including the Examination Conventions and Handbook.

### **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.

### **Schedule of Courses**

The committee shall have the power to approve the core lecture courses, special topic lecture courses and other instruction.

## **Course Documentation**

The committee shall ensure that the Course Handbooks and the Examination Conventions are reviewed and published annually.

## **Nomination of Examiners**

Principal contact for nominations/appointments: M.Sc. Course Administrator, email [mmsc@maths.ox.ac.uk](mailto:mmsc@maths.ox.ac.uk).

Four internal examiners are required from the Mathematics faculty, of which two should be from the Numerical Analysis Group or the Data Science Group, and two should be from OCIAM or the Wolfson Centre for Mathematical Biology. The term of office for internal examiners shall be three years, with a maximum of two consecutive terms of office on the same board of examiners. The term of office for the Chair of Examiners shall be one year, which may be renewed once. There shall be one external examiner whose period of office shall be three years with the possibility of an exceptional extension of one year. The Supervisory Committee is responsible for making a recommendation to the departmental Nominating Committee for Examiners when new internal or external examiners are required.

## **Examiner's Report**

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 will be forwarded to the Graduate Studies Committee.

## **Admissions Committee**

The committee shall appoint the members of the admissions committee which shall consist of the Course Director and three other members drawn from Mathematics faculty.

## **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 to the Graduate Studies Committee on the following issues: all examination matters (consideration of examiners' reports and responses to external examiners' 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, examination reports are provided at the start of Hilary Term, and are considered by the MPLS Academic Audit Sub-Committee. Generally feedback to the MPLS Academic Committee and Academic Audit Sub-Committee goes via the Mathematics Teaching Committee.