



## **MSc IN MATHEMATICAL MODELLING AND SCIENTIFIC COMPUTING 2023-24 Notice to Candidates**

This circular contains information about:

- standardized marks (USMs) and classification;
- the format of, and procedure for, sitting exam papers in the MSc in Mathematical Modelling and Scientific Computing;
- the use of calculators and tables;
- submission procedures for coursework;
- late submission penalties.

The full Regulations for the MSc in Mathematical Modelling and Scientific Computing examination are contained in the Examination Decrees and Regulations. Full particulars about the syllabus and other information can be found on the Mathematical Institute Course Management webpages which supplement the Course Handbook 2023-24 issued by the Mathematical Institute.

### **Examination Timetable**

**Trinity Term Examinations will take place in Week 0 of Trinity Term:**

- **Paper A2 will take place at 9:30am on Thursday 18<sup>th</sup> April;**
- **Paper B2 will take place at 9:30am on Friday 19<sup>th</sup> April.**

If you are unable to take a paper at the stipulated time for a religious or other compelling reason, you should ask your college to make the appropriate application on your behalf. Please do not ask the Examiners; they are powerless in such matters.

In addition to the above examinations, the below deadlines for assessed submissions will apply:

**Hilary Term Special Topics will be due at 12 noon on Monday 22<sup>nd</sup> April**

**Case Studies in Mathematical Modelling will be due at 12 noon on Monday 29<sup>th</sup> April**

**Case Studies in Scientific Computing will be due at 12 noon on Tuesday 7<sup>th</sup> May**

**Dissertations will be due at 12 noon on Wednesday 28<sup>th</sup> August**

Prof Coralia Cartis

Chair of MSc in Mathematical Modelling and Scientific Computing Examiners

February 2024

## Format of Examination Papers

### Paper A2: Mathematical Methods II

### Paper B2: Further Numerical Linear Algebra and Continuous Optimization

The paper lasts for 2.5 hours and consists of 6 questions (each question is marked out of 25). The rubric states “You may attempt as many questions as you like but you must answer at least one question in each section. Your best answer in each section will count, along with your next best answer(s), making a total of four answers.”

## Calculators and Tables

The use of calculators and mathematical tables is not permitted in the written examinations for the MSc in Mathematical Modelling and Scientific Computing but nor will they be required.

## Conduct of Examination Sessions

All papers will be sat in the Examination Schools on High Street. You must wear Academic Dress (*sub fusc*) to all in-person examination, and should arrive for your exam at least 20 minutes before the start of each of your papers. Please ensure you have your university card with you. You are permitted to take non-carbonated water in a spill-proof bottle into the examination room. Nothing else apart from writing equipment can be taken into the examination room unless permission has been granted by the Proctors. You must expect this rule to be rigorously enforced by the invigilators. *Mobile phones are included in this rule and must not be taken into the examination room.*

On reaching your desk you should check that the correct question paper has been provided but should not open the paper until the invigilator declares the start of the examination.

The invigilator will read out a list of instructions on procedure at the start of each examination. You should note in particular that you are not permitted to leave the examination room except with the permission of the invigilator. You are not permitted to leave during the first 30 minutes nor the last 30 minutes of an examination. You may take your question paper with you at the end of the examination but no other paper may be removed from the examination room.

## Scripts

Answer booklets are provided. You may write on both sides of the paper. You should take careful note of the rubric for each paper.

**It is essential that your candidate number be written correctly and legibly on the front page of each answer booklet. You must start each question in a new booklet.**

## Queries during the Examination

If you think there is an error within an exam question, you should state this at the top of your answer, along with your understanding of the exam question. You should then continue to answer the question as best you can. It is not possible to query the content of an exam question during an exam.

## Handing-in of Scripts

You must order your answer booklets by section and question number and secure each section with the treasury tag provided. Then, on the front page of the top booklet, in each section list the question numbers of the questions attempted.

### **Rough work**

No special paper is provided for rough work. A separate answer booklet may be used for rough working, and should be labelled as such: these booklets must be handed in at the end of the examination. Alternatively, you may do rough working in the same booklet as your fair copy. In this case you should cross through all rough working to indicate very clearly to the Examiners what is to be marked and what is not.

### **Illegible scripts**

Please write legibly. Examiners may require illegible scripts to be transcribed, the cost of which is charged to the candidate.

### **Illness**

If you are prevented by illness or other cause from attending any part of the examination you should ensure that the Senior Tutor of your college is informed immediately so that they can refer the case to the Proctors. In the case of illness, a medical certificate will be required. In the absence of Proctorial permission to be absent the consequence of non-attendance will be failure of the paper.

## **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](mailto:mmsc@maths.ox.ac.uk).

### **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). 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>

## **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 2023-24.

## **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 2023-24.

## **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:

<https://www.maths.ox.ac.uk/system/files/attachments/MMSC%20Examination%20Conventions.pdf>

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 2023-24.