



## FINAL HONOUR SCHOOLS OF MATHEMATICS, MATHEMATICS & COMPUTER SCIENCE, OXFORD MASTERS IN MATHEMATICAL SCIENCES (OMMS) PART C 2023-2024

### Notice to Candidates offering a Mini-Project

#### Collecting the Mini-Project

The C3.9 Computational Algebraic Topology Mini-Project will open on Inpera (<https://oxford.inspera.com/>) **at midday, 12pm, on Friday week 8 (8<sup>th</sup> March)**. Please let Academic Admin ([acadadmin@maths.ox.ac.uk](mailto:acadadmin@maths.ox.ac.uk)) know if you are **not** able to access the Mini-Project in week 8. Guidance on using Inpera is available here:

<https://www.ox.ac.uk/students/academic/exams/open-book/online-assessments>

Please note that you may only collect a Mini-Project if you have made an exam entry for the particular assessment.

#### Working on your Mini-Project

The work you submit for your Mini-Project should be entirely your own. You may use books, articles or other references but must acknowledge these. Please see <http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism> for advice on avoiding plagiarism.

You should begin your Mini-Project with a brief statement of the overall goal of the project, and finish with a conclusion of what you have achieved (or needed to assume) and comment on what other questions your work might lead to. Your project should be clearly written in sentences with appropriate punctuation, display of formulae, and appropriate use of 'Definition', 'Lemma', 'Theorem', 'Proof', etc. For some Mini-Projects, you may be asked to typeset your report using LaTeX and to use a specific style file to give a particular format.

You may quote any result from the course notes, or from the literature, but these should be properly cited. Additional credit will be given to students who go above and beyond in their answers to the five tasks; for example, the extent to which they can provide proofs, or implement their constructions in software to provide illustrative results.

We will not give precise guidance on length, as this can vary considerably from project to project, depending on how much calculation may be needed (and also possibly on the style file required). It is unlikely, however, that a project can be completed in fewer than five pages in 'ordinary' formatting and it is not expected that any submission should exceed 15 pages, including title page, and any graphs, appendices or reference list. The Mini-Projects are designed to be completed in 3-4 days, though further preparation and revision may be needed beforehand.

#### Queries about Mini-Projects

If you have any questions about the Mini-Project (e.g. requests for clarification), please email Academic Administration ([acadadmin@maths.ox.ac.uk](mailto:acadadmin@maths.ox.ac.uk)). These will be passed as appropriate to the relevant assessor and/or the Chair of Examiners. Any replies will be sent to all students taking that Mini-Project. You must not communicate directly with the assessor, nor discuss the projects with each other.

### Presentation of Mini-Project

Your work should be numbered on each page and provided as a pdf. **You must not write your name on your Mini-Project; the only identification should be your candidate number which is a separate identifier from your student number that can be found through Student Self Service.**

### Submitting your Mini-Project: Electronic Copy

You must submit an electronic version of your Mini-Project via Inspira by **12 noon on Friday of week 12 (5<sup>th</sup> April)**. We will not need any hard-copy versions of your Mini-Projects.

Please give the file you are submitting your candidate number as its name. You should not include any identifying information other than your candidate number.

At the point of submission, you will be asked to state a declaration of authorship. This will not be made available to the assessors.

### Late Submission of, or Failure to Submit Coursework

The Examination Regulations stipulate specific dates for submission of coursework to the examiners; this includes the dissertations, Mini-Projects and any coursework you need to complete if you take a course taught by another department. Rules governing late submission and any consequent penalties are set out in full in the Examination Regulations (Regulations for the Conduct of University Examinations, Part 14).

If you will be prevented by illness or other urgent cause from submitting your coursework on time you should contact your college office or college tutor as soon as possible. Your college is able to submit an application for an extension of time to the Proctors on your behalf.

The scale of penalties agreed by the board of examiners in relation to late submissions of assessed items, without an accepted reason, is set out below.

Table 1. Late Submission Tariff

Lateness	Penalty
Up to 4 hours	1%
4–24 hours	10%
24 – 48 hours	20%
48 –72 hours	30%
72 hours– 14 days	35%
More than 14 days late	Fail

Note: The penalty will be a percentage reduction of the maximum total mark available for the work. For example, if a 10% penalty is applied to an assessment given a USM out of 100 then 10 marks would be deducted. The final mark awarded after application of the penalty cannot be below 0.

For Part C students, failure to submit a required element of assessment, without an accepted reason, will result in the failure of the whole of Part C. For OMMS students, failure to submit a required element of assessment, without an accepted reason, will result in the failure of that assessment. In this case, the mark for any resit of the assessment will be capped at a pass.

Prof. Jason Lotay  
Part C Mathematics Chair of Examiners

Prof. Eamonn Gaffney  
OMMS Chair of Examiners