

# Final Honour School of Mathematics and Statistics

## Part C 2008-09

### Third Notice to Candidates

This circular contains information about the submission and assessment of dissertations.

Full particulars of the examinations are given in the Examination Regulations 2008, and the Examination Conventions for 2008-09 can be found at

[http://www.stats.ox.ac.uk/current\\_students/bammath/examinations](http://www.stats.ox.ac.uk/current_students/bammath/examinations)

#### **Dissertations**

**TWO COPIES of your dissertation should be handed in at the Examination Schools by the deadline of 12 noon on Friday 20 March 2009.**

The copies of your dissertation should be identified by your candidate number only (not your name), and should be in an envelope addressed to the *Chairman of Examiners, FHS of Mathematics and Statistics Part C*.

Please make sure that you do not write your name or college on any part of your work, but you should put your **candidate number** on every page.

You also need to complete a Declaration of Authorship. This should be included in the envelope with the copies of your dissertation. This declaration will be removed by the Chairman of Examiners, and the assessors of your work will not be able to identify you.

I would like to remind you of the importance of avoiding any suspicion of plagiarism, as explained in the 'Guidance Notes' on 4th year dissertations.

#### **Marking**

A USM mark in the range 0-100 will be awarded: 25% of the marks will be attributed to content, 50% to the mathematics/statistics (or data analysis/simulation) and the remaining 25% to presentation (including reference to source material).

Each dissertation will be marked independently by two examiners or assessors (neither of who will be the dissertation supervisor). When the two marks for a dissertation show minor discrepancies, the two marks will be averaged. In the other cases, there will be a discussion between the two examiners or assessors concerned, after which it will normally be possible for a mark to be agreed. In any exceptional cases a third examiner or assessor will normally read the dissertation before the Examiners agree a mark.

## **Penalties for late or non-submission of coursework**

It is important that you submit your dissertation on time. You should be aware that the formal consequence of missing the deadline is withdrawal from the examination, just as if one had failed to take a written paper at the appointed time. At the very least, a penalty can be imposed for late submission. See below for fuller details. You are advised to consult the Senior Tutor of your college if for good cause you are unable to meet the stipulated deadline.

Rules governing late submission and any consequent penalties are set out in the 'Late submission of work' sub-section of the 'Regulations for the Conduct of University Examinations' section of the Examination Regulations 2008 on pages 45 and 46.

Under the provisions permitted by the 2008 regulation, late submission of coursework for Mathematics and Statistics examinations will normally result in the following penalties:

- With permission from the Proctors under clause (2) of para 16.8, page 45, no penalty.
- With permission from the Proctors under clauses (3) + (4) of para 16.8, a penalty of a reduction in the mark for the coursework in question of at least 5 USMs (or at least 5% of the maximum mark available for the piece of work); the exact penalty to be set by the Examiners with due consideration to the advice given in the document 'Academic Penalties for Late Submission of a thesis or other exercise: Proctors Notes for Guidance', dated 1/11/06.
- Where the candidate is not permitted by the Proctors to remain in the examination he or she will be deemed to have failed the examination as a whole.
- Where no work is submitted or it is proffered so late that it would be impractical to accept it for assessment the Proctors may, under their general authority, and after (i) making due enquiries into the circumstances and (ii) consultation with the Chairman of the Examiners, permit the candidate to remain in the examination. In this case the Examiners will award a mark of zero for the piece of coursework in question.

Neil Laws  
Chairman of Examiners

February 2009

**FINAL HONOUR SCHOOL OF MATHEMATICS AND STATISTICS**

**DECLARATION OF AUTHORSHIP**

This declaration should be completed and placed in a sealed envelope together with the two copies of your dissertation. The envelope should bear your examination number only on the outside and be addressed to the Chairman of Examiners, Final Honour School of Mathematics and Statistics. It should be submitted by hand to the Examination Schools in the High Street.

**Name (in capitals):**

**Candidate number:**

**College (in capitals):**

**Supervisor:**

**Title of dissertation (in capitals):**

*Please tick to confirm the following:*

I am aware of the University's disciplinary regulations concerning conduct in examinations and, in particular, of the regulations on plagiarism.

The dissertation I am submitting is entirely my own work except where otherwise indicated.

It has not been submitted, either wholly or substantially, for another Honour School or degree of this University, or for a degree at any other institution.

I have clearly signalled the presence of quoted or paraphrased material and referenced all sources.

I have acknowledged appropriately any assistance I have received in addition to that provided by my supervisor.

I have not sought assistance from any professional agency.

I agree to retain an electronic version of the work and to make it available on request from the Chair of Examiners should this be required in order to confirm my word count or to check for plagiarism.

Please indicate any parts of your dissertation where you have received substantial assistance (eg from your supervisor).

Candidate's signature: .....

Date: .....