

University of Oxford
Final Honour School of Mathematics and Statistics 2008
Part C
Second Notice to Candidates

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

Dissertations

Two copies of your dissertation, identified only by your candidate number, should be sent to the Chairman of Examiners, FHS of Mathematics and Statistics Part C, Examination Schools, Oxford, to arrive no later than noon on **Friday 14th March**.

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 the Declaration of Authorship. This should be included in the envelope with the two copies of the 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 remind you of the importance of avoiding any suspicion of plagiarism, as explained in the 'Guidance Notes' on 4th year dissertations.

You should write on the envelope your candidate number and the words '*Dissertation, FHS of Mathematics and Statistics Part C*'.

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.

The dissertation will be marked by assessors who are experts on the subject. 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).

Late Submission of or Failure to Submit Coursework

The Examination Regulations stipulate specific dates for submission of the required pieces of coursework to the Examiners (the Dissertation for Part C). 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 2007, 2006, 2005 & 2004, respectively on pages 45, 45, 44 & 44).

Normally the relevant Examination Regulations for a particular candidate are those in force at the time the candidate embarked on his/her FHS. **However in the specific case of the abovementioned regulations on late submission of work the Proctors and the EPSC have stipulated that the 2007 (and 2006) regulation shall apply to all work submitted for examination from 1st October 2006 onwards including that by candidates who are otherwise governed by earlier issues of Examination Regulations.** [The 2006 Regulation omits the most severe automatic penalty for late submission specified in the earlier regulations.]

Under the provisions permitted by the 2007 regulation, late submission of coursework for Mathematics and Statistics examinations will normally result in the following penalties:

- a. With permission from the Proctors under clause (2) of para 16.8, page 45, no penalty.
- b. 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.
- c. 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.

Jotun Hein

Chairman of Examiners

Department of Statistics

February 2008

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: