

Final Honour School of Mathematics and Statistics

Part C 2008-09

First Notice to Candidates

Mini-Projects, Michaelmas Term 2008

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

The course MS2a Bioinformatics and Computational Biology will be examined by a mini-project. The work set for the mini-project may be collected from Jan Boylan (Academic Administrator) in Room 101 of the Department of Statistics, 1 South Parks Road after 12 noon on Friday 5 December 2008.

The completed mini-projects are due by 12 noon on Monday 19 January 2009. Your mini-project should be put in an envelope, clearly marked with your candidate number (but not your name) and the name of the course, and addressed to the Chairman of Examiners, FHS Mathematics and Statistics, Part C. The envelope must be handed in to the Examination Schools by 12 noon. Mini-projects cannot be handed in at the Department of Statistics, or anywhere else other than at the Examination Schools. It is important that you hand in your mini project on time. A penalty can be imposed for late submission, as detailed in the Examination Conventions.

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

Each mini-project is designed to take you about three days' work. You may, however, need an extra day for background reading.

1. Your mini-project should not normally exceed 20 pages, and 10 pages would be more typical. Please write on one side of the paper only, and use standard A4 paper. Write legibly and allow time to polish your work. Illegible and poorly laid out work will be penalised more severely than in a standard written exam. Typewritten or word-processed mini-projects are acceptable, provided the mathematical notation is clear, but please do not feel obliged to spend time typing your mini-project unless you wish to do so.
2. You should aim to do significantly more than half of the mini-project. If you complete less than half of the mini-project, you should still hand it in as even if you obtain a low mark in this subject, the work will earn you credit in the overall assessment.

3. If problems arise, please consult one of your college tutors in the first instance. Tutors will not be able to help you answer the mini-project, but they may be able to help you with your reading and your planning. They may consult the examiners on your behalf if they feel that clarification is necessary, and may inform the examiners (through your college and the Proctors) of any extraneous factors (e.g. illness) that may affect you. You should not make direct contact with the course lecturer, the class tutor(s) or the examiners.
4. When submitting your mini-project you need to complete a Declaration of Authorship attesting that it is your own work, except where indicated. Failure to correctly acknowledge your sources is plagiarism, i.e. cheating, which is treated as a very serious disciplinary offence. If you obtain a low mark on a mini-project, it is possible to remedy the situation later; but the consequences of copying can never be remedied. Please consult (a) the University web site regarding plagiarism, and (b) your tutor, if you are worried about any possible suspicion of any irregularity in examination procedures.

You should not show your mini-project to any other student (even after the deadline), nor should you discuss it with another student. You should not ask or seek to look at anybody else's work.

If you use material from any source such as textbooks, lecture notes, articles or the web then you should reference it explicitly at the relevant point. Your tutor can give you guidance on proper referencing.

Assessors will not give you much credit if you simply copy information verbatim because that displays very little understanding. They will be more impressed if you synthesise information from a number of sources (properly cited, of course), and combine it with your own ideas.

Neil Laws
Chairman of Examiners

3 November 2008

FINAL HONOUR SCHOOL OF MATHEMATICS AND STATISTICS

DECLARATION OF AUTHORSHIP

This certificate should be completed and submitted to the Examination Schools with your mini-project.

Name (in capitals):

Candidate number:

College (in capitals):

Name of course, and title of mini-project (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 mini-project 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.

I have not sought assistance from any professional agency.

I agree to retain an electronic version of the work except where submission is in hand-written form. I agree to make the electronic copy available on request from the Chair of Examiners should this be required in order to confirm my word count or to check for plagiarism.

Candidate's signature:

Date: