

FHS Mathematics and Statistics Part C 2010-2011

First Notice to Candidates

This notice contains information about mini-projects, dissertations, and penalties for late or non-submission of coursework (i.e. mini-projects/dissertations). It is being issued at this early stage as the first courses examined by mini-project take place in Michaelmas Term 2010.

Full particulars of the examinations are given in the Examination Regulations 2010, and the Examination Conventions for 2010-11 can be found at http://www.stats.ox.ac.uk/current_students/bammath/examinations

1. Mini-projects

The following courses will be examined by mini-project:

Michaelmas Term

MS2a Bioinformatics and Computational Biology

Mini-project assignments 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 of week 8 (3 December 2010).

TWO COPIES of your completed mini-project should be handed in at the Examination Schools by the deadline of 12 noon on Monday of week 1 of Hilary Term (17 January 2011).

Hilary Term

MS1b Statistical Data Mining

Mini-project assignments 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 of week 8 (11 March 2011).

TWO COPIES of your completed mini-project should be handed in at the Examination Schools by the deadline of 12 noon on Monday of week 1 of Trinity Term (2 May 2011).

The copies of your mini-project should be identified by your candidate number only and should be submitted in an envelope addressed to the *Chairman of Examiners, FHS Mathematics and Statistics Part C*. You should also write your candidate number and the name of the course on the envelope.

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, and the name of the course on the front page.

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.

I would like to remind you of the importance of avoiding any suspicion of plagiarism, as explained in the Mathematics and Statistics Undergraduate Handbook (Section 5.7 in particular) which can be found at

http://www.stats.ox.ac.uk/current_students/bammath/course_handbooks

It is important that you hand in your mini-project on time: a penalty can be imposed for late submission (see below).

Each mini-project is designed to take you about 3 days' work. You may, however, need an extra day for background reading.

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.

The mini-project assignment will contain an outline of the marks available for each part of the mini-project. Each mini-project will be marked independently by two examiners or assessors. A USM mark in the range 0–100 will be awarded.

If a problem arises, 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 planning. They may consult the examiners on your behalf if they feel that some clarification of the mini-project assignment is necessary, and may inform the examiners (through your college and the Proctors) of any 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.

Past mini-projects can be found at

http://www.stats.ox.ac.uk/current_students/bammath/examinations/part_c_mini-projects

2. Dissertations

TWO COPIES of your dissertation should be handed in at the Examination Schools by the deadline of 12 noon on Friday of week 9 of Hilary Term (18 March 2011).

Both copies of the dissertation should be bound. Hard bindings are not required and cheaper forms of soft binding, such as thermal binding or comb binding, are in most cases perfectly adequate. Loose leaves in ring binders or held together by paper clips are not acceptable.

The copies of your dissertation should be identified by your candidate number only and should be submitted in an envelope addressed to the *Chairman of Examiners, FHS 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 that you received at the start of the year and which can be found at

http://www.stats.ox.ac.uk/current_students/bammath/projects

It is important that you hand in your dissertation on time: a penalty can be imposed for late submission (see below).

Each dissertation will be marked independently by two examiners or assessors. A USM mark in the range 0–100 will be awarded. As detailed more fully in the 'Guidance Notes', marks will be awarded in the following proportions: 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).

3. Penalties for late or non-submission of coursework

It is important that you submit your mini-project(s)/dissertation on time. You should be aware that the formal consequence of missing the deadline is withdrawal from the examination, just as if you 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 2010.

Under the provisions permitted by the 2010 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, 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

10 November 2010

Attached to this notice:
Declaration of Authorship form

FHS MATHEMATICS AND STATISTICS PART C

DECLARATION OF AUTHORSHIP

Name (in capitals):

Candidate number:

College (in capitals):

Supervisor (dissertations only):

Name of course and title of mini-project (in capitals)

or

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 mini-project/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.

I have not sought assistance from any professional agency.

(Mini-project) I have acknowledged appropriately any assistance I have received

or

(Dissertation) I have acknowledged appropriately any assistance I have received in addition to that provided by my supervisor. Details of any such assistance are specified in the box below.

I agree to retain an electronic copy of this work until the publication of my final examination result, except where submission is in hand-written form. I agree to make any such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.

Candidate's signature:

Date: