

## **Statement of Provision for PGT Students: MSc/Diploma in Applied Statistics**

1. *Who is the Course Director with overall responsibility for students on this course?*

Ms Amber Tomas is the MSc Course Co-ordinator. She makes the day-to-day arrangements for the course, co-ordinates practicals and projects for example, does some teaching on the course and acts as the academic point of contact for students. There is an MSc Supervisory Committee, chaired by Professor Bob Griffiths in 2008-09, with responsibility for the course.

2. *What induction arrangements will be made?*

In 0<sup>th</sup> week of Michaelmas Term, the week before the full undergraduate term begins, students are provided with an induction programme which includes familiarisation with the Department's library and a separate talk about the University's library facilities; setting up Departmental computer accounts and familiarisation with the practical facilities; a separate talk about the University's computing facilities and training courses; meetings with the Head of Department, the MSc Co-ordinator, Academic Administrator, etc.

3. *What is the overall length of the course, and for how many weeks are students expected to work in Oxford?*

The MSc is a full-time 12-month course. Students are expected to work for about 44 to 46 weeks, but outside of normal term time they might be working away from Oxford. Lectures and classes are often arranged in Week 9 of Michaelmas and Hilary Terms and the deadline for submission of assessed work may be in Week 9. Students are therefore expected to remain in Oxford at that time.

The Diploma is a full-time 9-month course, running from October to June, and is intended for students with a more practical background. There is no dissertation and greater weight is given to the basic parts of the course than in the case of the MSc.

4. *What is the pattern of lectures, classes, seminars, tutorials and self-directed work for this course?*

Each lecture course is of between 6 and 18 hours of lectures. For most of these there will be associated supervised practical sessions and problems classes. In addition, students will be expected to undertake reading, and work on practical preparation and problem sheets. Longer lecture courses may have about 6 x 2 hours supervised practical sessions and 4 x 1 hour problems classes, short courses may have 1 x 2 hours supervised practical session and 1 x 1 hour problems class. The MSc course is full-time, so students are expected to work 35-40 hours per week. In Michaelmas Term a student's time would be mainly spent on about 3 core courses, plus one or two short skills courses and perhaps an optional course. In Hilary Term a student's time would be split across 4-5 typically shorter core courses, plus some of the 5 or so optional courses. From about mid-June to mid-September they will be working on their project and dissertation.

5. *What one-to-one or small group teaching will students on this course receive?*

On the taught part of the course, students will have small group teaching for practicals (usually no more than 10 students to each demonstrator) and students will meet their supervisor (usually on a one-to-one basis) approximately fortnightly. Supervision of projects will be on a one-to-one basis.

6. *Who will take overall responsibility for an individual student's progress and for completing the joint progress report form in each term of the course?*

Responsibility for an individual student's progress is usually taken by the supervisor, but the MSc Co-ordinator and the Academic Administrator will also monitor progress of all students on the course. The progress report form each term will be completed by the supervisor and read by the Director of Graduate Studies.

7. *What workspace will be provided? What IT support/library facilities/experimental facilities will be available?*

Each student is allocated an individual machine in MSc computing lab during the scheduled supervised practical sessions where there are demonstrators to give students guidance if necessary. The computing facilities in a second computing lab are also available to MSc students, and at any given time at least one of the two labs is available to MSc students. (The Department, including the two computing labs, are accessible 24 hours a day.) Wireless access is provided throughout the Department. The Department also has its own computing support team if there are problems with equipment or software. The Department has its own library, and each year ensures that there are copies of each of the core books on the reading list for the MSc in Applied Statistics.

8. *What opportunities are provided for students to take part in research seminars or groups? What formal graduate skills training will be provided?*

The Departmental timetable for MSc in Applied Statistics students includes the Statistics Graduate Seminar series and also the weekly Departmental Seminars. Students are encouraged by their supervisors to attend these talks as appropriate and also to attend talks organised by some of the research groups that may be of particular interest. Each year there are several seminars on statistical computing and report writing skills specifically for MSc students.

9. *What are the arrangements for student feedback and for responding to student concerns?*

Feedback can be channelled through the informal meetings between supervisors and students, and the regular informal contact that students have with the MSc co-ordinator and with the Academic Administrator. Formally, there is an MSc in Applied Statistics representative on the Department's Graduate Liaison Committee which meets termly; the minutes of these meetings are put onto the

departmental intranet and noticeboard. In addition, students are asked to complete a termly questionnaire covering the lectures, classes and practicals they have attended. Some lecture courses also have their own questionnaires.

10. *What arrangements for accommodation, meals and social facilities will be made for students on a graduate taught course?*

Obviously, this question relates mostly to colleges, but the Department does provide kitchens and common rooms that can be used by graduate students.

Many colleges will be able to provide you with at least one year's accommodation. Generally speaking your college will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and you will need to familiarise yourself with your college's detailed arrangements. In addition there are usually self-catering facilities available in graduate accommodation. You will be a member of the Middle Common Room, or equivalent, of your college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and may often have dedicated funds for research (conference and field grants). It also represents the interests of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

Graduate students may become members of the University Club in Mansfield Road, and participate in the range of sporting activities provided by the University.

11. *What arrangements are in place for pastoral and welfare support?*

There are many people within the Department to provide pastoral and welfare support, i.e. the Supervisor, the MSc Course Co-ordinator, and the Academic Administrator. If a student does need such support, then we ensure that we communicate with the college so that this can be co-ordinated.

There is an extensive framework of support for graduates within each college. Your college will allocate to you a College Advisor from among its Senior Members, usually in a cognate subject, who will arrange to see you from time to time and whom you may contact for additional advice and support on academic and other matters. In college you may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates is a fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of Tutor for Graduates. Each college will also have other named individuals who can offer individual advice.

The University also has a professionally staffed confidential Student Counselling Service, which offers assistance with personal, emotional, social, and academic

problems (<http://www.admin.ox.ac.uk/shw/counserv.shtml>) and a Careers Service (<http://www.careers.ox.ac.uk/>).

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