DEPARTMENT OF MATHEMATICS

UNDERGRADUATE STUDENT HANDBOOK

2022/2023

Department of Mathematics

School of Engineering, Physical and Mathematical Sciences
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1   Introduction to your Department

1.1 Welcome
Welcome to Royal Holloway. Royal Holloway, University of London (hereafter 'the College') is one of the UK's leading research-intensive universities, with six academic schools spanning the arts and humanities, social sciences, and sciences.

Welcome to the Department of Mathematics. This Handbook contains important information specific to undergraduate students registered for Mathematics degree programmes and modules. Additional information relating to all RHUL Programmes can be found here in the College Undergraduate Student handbook. Both Handbooks should be read very carefully and referred to regularly. You will find an electronic copy of the Department Student handbook (this handbook) on the Mathematics UG Departmental Moodle page, where there is also detailed information about the teaching programmes, modules, and people within the Mathematics Department. The Department complies with the College Regulations, Student Charter and Codes of Practice. The Codes of Practice cover Academic Welfare, Freedom of Speech, Student Union Affairs, Personal Harassment, and Health and Safety. No interpretation of the information presented here should conflict with these regulations or a Code of Practice. In the case of any apparent difference, the College regulations will prevail.

1.2 How to find us: the Department
The Department of Mathematics is situated in the McCrea Building. The offices of members of the teaching staff are all found there.

The School of Engineering, Physical and Mathematical Sciences (EPMS) Administration Office can be found in the Bedford Building, room 1-29.

1.3 Map of the Egham campus
A Campus map is available on the final page of the Handbook.

1.4 How to find us: the staff

CONTACT DETAILS

Executive Dean (EPMS):	**Professor Gavin Shaddick** Gavin.Shaddick@rhul.ac.uk	01784 446881	Bedford 1-27
Head of Maths Department: (Autumn term)	**Professor James McKee** James.McKee@rhul.ac.uk	01784 443670	McCrea 0-23
Head of Maths Department: (Spring Term)	**Professor Iain Moffat** Iain.Moffat@rhul.ac.uk	01784 443670	McCrea 0-23

<u>**Academic Staff:**</u>

UG Lead:	**Prof Jens Bolte** Jens.Bolte@rhul.ac.uk	01784 276269	McCrea 0-09
Year 1 & 2 Coordinator:	**Dr Teo Sharia** t.sharia@rhul.ac.uk	01784 414331	McCrea 0-12
Year 3 & 4 Coordinator:	**Prof Pat O'Mahony** p.omahony@rhul.ac.uk	01784 443088	McCrea 0-12
Chair of the Department Assessment Board:	**Dr Alexey Koloydenko** Alexey.Koloydenko@rhul.ac.uk	01784 276421	McCrea 0-29
School Manager:	**Vanessa Law** Vanessa.Law@rhul.ac.uk	01784 443598	Bedford 1-28
Help desk:	EPMS-School@rhul.ac.uk	01784 276881	Bedford 1-29
Disability & Neuro Diversity Team Network Member:	**Stuart Hollister** EPMS-School@rhul.ac.uk	01784 276881	Bedford 1-29

1.5 How to find us: the School Admin Office

The school office is located in Bedford Building 1-29. The School Office is open from 10:00am to 16:00pm, Monday to Friday. You can also phone the Help Desk on 01784 276881, or you can email EPMS-School@rhul.ac.uk.

1.6 The Department: practical information

Please make yourself aware of the procedure for fire evacuation. The Mathematics Assembly Point is between McCrea and Horton, at Fire Assembly Point 11.

Smoking: Please note that smoking is not allowed in any Building on Campus, or within 5 metres of any building on campus.

1.7 Staff research interests

Our staff are all active researchers. We have research groups in algebra, combinatorics, cryptography, information security, number theory, quantum dynamics and statistics. For more details, please see the research pages on our web site.

2   Support and advice

2.1 Support within your School

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. Opening hours are 10:00am to 16:00pm Monday to Friday. The Helpdesk is staffed throughout these opening hours.

You can ring 01784 276881 during office hours or email EPMS-School@rhul.ac.uk . Depending on your query, the Helpdesk will answer your questions, book you an appointment, put you in touch with a colleague who can help, or refer you another professional team within the College. The Helpdesk is situated in room 1-29, in Bedford Building.

2.2 Disability & Neurodiversity Team (DND)

If you have a disability, long standing medical condition or specific learning difficulty, it is important that you bring it to the College's attention as soon as possible.

Your first point of contact for advice and guidance in the Department is Prof Francisca Mota-Furtado.

3   Communication from the Department

The Department will primarily contact you via your RHUL email address. Please check your mailbox at least once per day during term and twice a week outside of term.

Departmental information is available on the departmental Moodle page here. Announcements will also be made on this page. Make sure that you can access the page and have not muted announcement notifications.

3.1 Personal Tutors

During the first week in the Department, you will be allocated a member of the academic staff who will act as their Personal Tutor, normally throughout their degree course. The role of the Tutor is to guide your academic progress throughout your time here; they are responsible for overseeing your academic welfare. Please talk to your tutor as soon as possible, if you have any academic, financial, medical, or other problems that might affect your studies: they may be able to suggest an appropriate course of action or point you towards another source of help; they can also act on your behalf in some circumstances. Any personal information will be treated in strict confidence.

Note: You should see your Personal Tutor at least at the beginning and end of each term (even if everything is going well). Your tutor will review and plan your study with you, as well as complete any routine administration that is needed.

3.2 Questionnaires

We welcome your feedback on any aspect of the Department. If you have any urgent issues with a module, the best action is to approach the lecturer directly. You will have the opportunity to provide feedback on each module by completing a questionnaire towards the end of term. You can also provide feedback to your Personal Tutor, or to the student representatives on our Staff Student Committee.

4 Teaching

Term dates are found [here](#)

4.1 Mathematics Study weeks

Week 7 (Autumn term) and week 12 (Spring term) are study weeks. During these weeks, no lectures or timetabled activities are scheduled.

5 Mathematics degree structure

5.1 Department specific information

Your degree programme determines which modules you can take at any given stage. Please see the Course Registration FAQs on the [Department's UG Moodle page](#) which includes the document "[Course Option Registrations for Academic Year 2022-23](#)".

The full Undergraduate Regulations for students to progress to the next year of their programme are found [here](#). If you have any query on these or any other regulations, please ask your Personal Tutor or your [Year Coordinator](#).

If you are taking a degree that is not wholly within the Mathematics Department (i.e. some modules are taught by another Academic Department) then you must also read their Departmental Student Handbook to understand their Course and Module requirements.

If you are an MSci student in your second or third year and your average mark is below a certain threshold, you will be transferred to the corresponding BSc programme.

To help you make good progress in your studies at RHUL, we have a simple on-line module SS1001 in 'Academic Integrity' which will guide you through preparing your assignments using the best academic standards. You will need to successfully complete this short module in your first year, and you can have as many attempts as you like before the submission deadline for your first summative assessment.

5.2 Module registrations

You can only register for 120 credits' worth of modules in each academic year (this excludes modules which are being re-sat).

You will have the option of changing modules up to the end of week 3 (for term 1 modules) and up to the end of week 14 (for term 2 modules).

Any modules that you wish to take on an extracurricular basis (that is, not counting towards your degree) must be identified at the start of the academic year. Any modules that you wish to take on an extracurricular basis (that is, not counting towards your degree) must be approved by your Personal Tutor and the Module Coordinator for the module(s) (who will determine whether there is space on the module).

5.3 Change of course

In addition to the conditions contained within the [College Undergraduate Student Handbook](#), the Department will not allow a change to the MSci programme after the start of Term 1 of Year 3. If you are an MSci student, the Department will approve a switch to the corresponding BSc programme at any time before the start of your Fourth Year exams. If you are in the Fourth Year, this means you would graduate with a BSc.

6 Departmental Facilities

6.1 The Library

The Information Consultant for Mathematics is Eva Gracia Grau, who can be contacted at
Eva.GarciaGrau@rhul.ac.uk

6.2 Moodle pages

Moodle is Royal Holloway's Virtual Learning Environment. Lecturers use Moodle for providing information such as course details, announcements, worksheets, project materials and useful links and so on. See
https://moodle.royalholloway.ac.uk

6.3 Excel and R

Excel and the statistical package R are used in some statistics modules. They are on the PCs in MC103, and on most other PCs around the campus (where you usually enter via Programs –Current Applications).

6.4 Mathematica and Maple TA

Mathematica is available on most PCs on campus including those in MC103. There will be an introduction to Mathematica session for all new students during Welcome Week.

Maple TA is a software system for the electronic marking of coursework. It is used in some courses to mark and provide feedback on weekly worksheets.

6.5 Departmental computer use

Use of the Department's computer facilities is subject to the Code of Conduct (found here) when using Labs 0-06 and 0-04 in Bedford Building. Breach of these regulations is treated very seriously and may result in withdrawal of access to facilities.

Do not disclose your password to anyone or permit anyone else to use your account. Always ensure you have logged off whenever you have finished using a computer.

Print credit will not be refunded if you forget to logout and someone else uses your account.

7 Assessment Information

7.1 Coursework Essays and Dissertation

Dissertation

If you choose to do a dissertation, you will be assigned a dissertation supervisor who will oversee your work. In most cases, students are happy with the supervisory relationship. However, there are occasions where for some reason the supervisory relationship does not work and breaks down. If this happens, you should speak as soon as possible with your Year Coordinator or your Personal Tutor to see whether the problem can be resolved informally, e.g., through mediation, changing supervisor.

You should not wait until after you have received your final degree results to raise the matter, as it is very difficult for the Department to resolve such matters or take remedial action at that point.

Coursework

In most modules the lecturer will give out weekly worksheets. You should hand in your answers on time each week. Failure to do this may lead to formal warnings, which can ultimately lead to your registration with the College being terminated. Coursework is part of the formal assessment through the Department's Continuous Assessment Scheme. The College has general policies on late submission of work, on over-length work, and on plagiarism: please refer to the College UG Student Handbook (found here) for further details.

Calculators in mathematics examinations

The following calculators are approved by the Department for use in the Mathematics Modules' exams - refer to other Departments for non-Mathematics Modules:

TI30X
Casio FX83 GTPlus
Casio FX85 GTPlus

Your School (EPMS) will provide you with a Department approved calculator in year 1, with a MT sticker on the calculator and the case. If you lose your approved calculator, you can purchase a new one by contacting EPMS-School@rhul.ac.uk. Spares are not allowed which means you will not be allowed to use any other calculator apart from the ones approved by the Department. If you forget your approved calculator on the day of the exam, the invigilators are not allowed to issue any spares, so do not forget yours!

Projects

Several modules in the Department require you to complete assessed project work which will contribute to the final mark for the module. The module lecturer will inform you at the start of term of the procedure for handing in these projects; in particular, please take note of the deadlines for work to be handed in, and the penalties (see College UG Student Handbook) for the late submission of work without an approved extension.

MT2500 and MT3050: group selection and dispute resolution

The second year module MT2500 and the third year module MT3050 incorporate group work throughout, and a presentation component. The groups are chosen by the students and may change for each assignment. Should a dispute arise within a group that the group itself cannot resolve, that group should contact the module lecturer who will facilitate resolution of the dispute

MT3090: Mathematics in the Classroom

Students interested in taking this Module need to submit an application form by the end of week 2 in their third year. All students who apply are invited to an interview, for which a ten-minute presentation on a mathematical topic of their choice is needed. Students accepted on the Module will be placed in a local school in the spring term. Student attend the school for one session a week for at least nine weeks. Additionally, they attend a weekly one-hour seminar to discuss current issues in the teaching profession. The Module is examined by a project, which has its own marking criteria, and a final presentation. Precise details of the module and its examination structure are covered in a handout given to every student interested in being selected for the Module. A copy will also be placed on the MT3090 Moodle page in due course.

MT3000 and MT4000: Module guidelines and marking criteria

Each of these project modules has a clearly defined timetable that must be followed, e.g., appointment of supervisor, topic approval, draft submission, etc. The timetable will be given to students pre-registered for the module in the third term of the second/third year, as appropriate, by the module leader, who will also provide each student with the marking guidelines. If you are interested in taking a project module next year but have not pre-registered, then contact the module leader in the third term of this year.

7.2 Anonymous marking

All summative assessments are marked anonymously except for Group work or verbal presentations.

7.3 Submission of work

Each module lecturer will advise you on the process for submitting their coursework or completing their assessment

7.4 Extensions to Mathematics Module deadlines

Not every assessment is eligible for an extension. Listed below are the assessments for which extensions cannot be granted.

- Weekly homework submissions
- Weekly Moodle quizzes
- MT2500 Group Projects
- MT3050 Group Projects

7.4.1 Academic misconduct - Plagiarism

In addition to reading section 7.10 of the College UG Student handbook (found here) to avoid committing Academic Misconduct you are expected to complete and pass the mandatory Moodle course: Academic Integrity (SS1001) before submitting your first assessment.

8 Engagement Requirements

To ascertain student engagement the following will be monitored::
- Summative assessment: participation in the weekly quizzes and in the weekly computer workshops (for those modules that have them) and submission of the weekly problem sets.
- Participation with the weekly group work sessions.
- Substantial weekly engagement with the material on the module's Moodle page.

Contact the following members of staff if you required further clarification:
- For Years 1 & 2: Dr Teo Sharia
- For Years 3 & 4: Prof Pat O'Mahony

9   Health and safety information

The Health and Safety webpage provides general information about our health and safety policies.

9.1 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College's Code of Practice on personal harassment for students should be read in conjunction with the Student Disciplinary regulations and the Complaints procedure.

9.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found here.

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator or the College Health and Safety Office.

It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to students undertaking duties off campus.

Map of the Egham campus