



Oxford Centre for Industrial and Applied Mathematics

New Graduate Students Guide to Study in OCIAM October 2011

*New Updated Edition for
Michaelmas Term 2011*

University of Oxford

Centre for Industrial and Applied Mathematics

Mathematical Institute

24–29 St Giles

Oxford OX1 3LB

United Kingdom

Welcome to Dartington House
1st Year DPhil Students

Please call into DH17 during your first few weeks at OCIAM and say hello.

Ruth Preston

OCIAM and Dartington Hou

se Administrator

Forward

This booklet gives a ‘brief’ outline of things to be aware of as a 1st year DPhil student at OCIAM, part of the Mathematical Institute, University of Oxford. We hope that you will find the notes helpful.

We’ve included details about the facilities in this building, as well as details about being a graduate student in OCIAM and what is expected of you in your first year. We hope it provides you with valuable information for your time with us, including useful contact names and emails.

Please remember that your supervisor/advisor is always there to help you, as are the support staff and Academic Administration.

Jon Chapman

Director OCIAM

October 2011

Note:

Please always check the Graduate Research Student Handbook which you will find on line from the Maths Institute Web Pages.

https://www.maths.ox.ac.uk/system/files/attachments/2011handbook_0.pdf

GENERAL INFORMATION

- If you need any IT support, please email help@maths.ox.ac.uk
- For information on seminars/events and visitors, please see the board in the first floor foyer and the Electronic Notice Board in the Common Room.
- Travel Insurance: the University operates a travel insurance policy that can be used by all staff, volunteers, students and members of clubs and societies (registered with the Proctors' Office or Sports Federation) travelling for a University purpose. <http://www.admin.ox.ac.uk/finance/insurance/travel/>
- The Mathematical Institute is the main building and your post will go into the A-Z pigeon holes in the St. Giles building.
- The Maths Institute is spread over other sites and buildings, including the Gibson Building and Eagle House.
- **For more information on OCIAM please visit our webpage:**
www.maths.ox.ac.uk/ociam
- For the 2011/12 comprehensive Handbook please see - The University of Oxford Mathematical, Physical and Life Sciences Division. Graduate Handbook
<http://www.mpls.ox.ac.uk/intranet/teachingandlearning/graduateprog.html>
- For help with a variety of student queries try the self help web page
<http://www.ox.ac.uk/students/studentselfservice/>

Email Distribution List:

In order to receive OCIAM announcements, such as - seminar/event information and general notices, please provide Jenny (huj@maths.ox.ac.uk) (DH17) with your preferred email address.

Building Access – Dartington Houe

For access to the building you will need a university card: please note:

- Your university card will be supplied by your college and you will need to gain authorisation for access to Dartington House main doors and gate - please email Reena Masih or Clare Cozier on DH reception (reena.masih@maths.ox.ac.uk) / (clare.cozier@maths.ox.ac.uk) with all of the details as they appear on your card.
- Your University Card will be authorised by the Maths Institute to enable its use on internal/external Maths buildings doors other than DH main doors. The card details will be uploaded automatically within a few days of issue.
- If you wish to visit Dartington House out of office hours (between 6pm and 9am) or at the weekend, you will need to enter a code to access the building – please ask in DH17 for the code.

IT SUPPORT

<http://www.maths.ox.ac.uk/help>

For all IT issues please contact: help@maths.ox.ac.uk

You will find most of the IT support information that you might need on the Institute Web pages and IT staff are always there to help.

Dartington House Workstation Computer

You will have a desktop computer running linux, which is the main system used by the Department and is worth becoming familiar with.

1. Remote access to Windows (MS Office) is available via the remote Desktop Client.
2. Each computer has access to Matlab, Maple, Mathematica and COMSOL.
3. All Department computers are backed up regularly – automatically!
- 4. If you use a personal laptop instead – make sure you back it up regularly.**
5. If you have your own laptop, it is possible to either use a wired or wireless connection to access the Departments facilities (details on the web).
<https://www.maths.ox.ac.uk/help/introductory-info>
Remote Access to IT Services - <http://www.maths.ox.ac.uk/help/remote-access>

THE DIRECTORS GUIDE TO SURVIVAL IN OCIAM

1. **Come to seminars.** The OCIAM seminar is the Differential Equations and Applications seminar on **Thursdays at 4.00pm**, followed by tea and cakes in the common room, and then beer in the Royal Oak.

As well as broadening your scientific knowledge attending seminars is useful for developing your own presentational skills. If a seminar strikes you as good/bad think about what makes it so. Don't worry if the seminar is not in your research area - it's still worth attending.

2. **Come to the Industrial workshops.** Every Friday morning during term time there are interdisciplinary/industrial workshops. These are more informal than seminars and often lead to brainstorming sessions. Participating in these workshops will broaden your scientific outlook and help you develop modelling skills outside your own particular research project. And they're fun.
3. **Plan your first year.** Check up on your transfer requirements and (later) confirmation of status. You will find help on this OCIAM 1st Year Guide, but you should check the Graduate Research Student Handbook 2011.
4. **Come to coffee.** We meet for coffee every morning at 11.00/11:15am. OCIAM is a collaborative centre, with people working and talking together rather than in isolation. Coffee helps make it so. Even better, cakes on Monday and biscuits the rest of the week.
5. **Go to JAMS** (Junior Applied Mathematics Seminars). These are “Junior” seminars to which faculty can't go. You'll probably be encouraged to give a seminar in this series in your second year.
6. **Don't struggle in silence.**
7. **Talk to other students and postdocs.** You will learn as much from them as you will your supervisor.
8. **As well as a supervisor the Department will have appointed you an Advisor.** This is especially useful if you have a problem involving your supervisor, but feel free to talk to your advisor at any time. If you haven't heard otherwise, your advisor will be either Jon Chapman or Andreas Muench. You are always welcome to go to Ruth Preston, Administrator for OCIAM if you need any advice (DH17 – preston@maths.ox.ac.uk).
9. **Do the simplest problem first.**

OCIAM MEMBERS

Members (*October 2011*)

Academic Staff	Special Interest
Dr Chris Breward	Fluid mechanics, surfactants, modelling industrial and biological systems
Prof Jon Chapman	Modelling, asymptotics & differential equations applied to fluid and solid mechanics including applications in medicine and biology
Dr Paul Dellar	Lattice Boltzmann methods, kinetic theory, Hamiltonian and geophysical fluid dynamics, scientific computation, magnetohydrodynamics
Dr Andrew Fowler	Environmental and geophysical problems, dynamical systems, medical applications
Prof Alain Goriely	Solid mechanics, morphogenesis, growth, dynamical systems
Dr Ben Hambly	Probability, stochastic processes, financial mathematics and fractals
Dr Keith Hannabuss	Quantum field theory and Quantum computing
Dr Peter Howell	Modelling, asymptotics & differential equations applied to fluid and solid mechanics
Prof Sam Howison	Mathematical finance, free boundary problems in heat flow and fluid dynamics, superconductivity
Dr Robert Leese	Discrete optimisation
Dr Irene Moroz	Nonlinear geophysical fluid dynamics, wavelets, predictability, dynamical systems, voice morphing, nonlinear time series analysis, tracking, data assimilation

- Dr Andreas Münch** Nano & microfluidics, capillary interfaces, asymptotics, scientific computing
- Dr James Oliver** Free moving boundary problems in fluid dynamics and biology; splashing and jet impact, cell motility, biomechanics
- Dr Mason Porter** Nonlinear dynamics, nonlinear waves, classical and quantum chaos, complex networks, granular media, Bose-Einstein condensation
- Dr Dominic Vella** Surface tension, thin elastic objects, flow in porous media
- Dr Sarah Waters** Mathematical medicine and biology, biofluid mechanics, biomechanics, tissue engineering

Emeritus

- Prof John Allen** Dusty plasmas, plasma boundaries and R.F. plasma reactors
- Dr Hilary Ockendon** Fluid mechanics, industrial problems
- Prof John Ockendon** Differential Equations, asymptotic, applications
- Dr John Norbury** Nonlinear differential equations and applications

Senior Research Staff

- Dr David Allwright** Acoustics, structural vibration
- Dr Christopher Voyce** Fluid mechanics, industrial problems

BEING IN OCIAM

Stationery - Stationery is available on the first and second floors. If you are based on the first floor, please ask Sara (DH58) for assistance. If you are based on the second and third floors, the stationery can currently be found in the DH36 area, keys in DH17.

Media – For advice on poster production, borrowing poster holders, etc., please ask in DH17. We are able to use Media Services in Physics and the Reprographics Section in the University, charged via purchase orders.

Refreshments - Tea and Coffee facilities are available in the kitchens on the first and second floors. Tea and Coffee are FREE, but you MUST clear up after yourself. Please return mugs to the kitchen and don't let them stack up at your desks. Pubs are just around the corner.

Coffee Time – Dartington House Common Room at 11.00/11:15

Security - Please try to remember to avoid allowing people to 'tailgate' you into the building. If you ride a push bike to the Dept, please always remember to lock your bike. There is cctv in the Dartington House grounds, but you should be vigilant. Remember that all personal property is left at your own risk, including bicycles.

Telephones - The telephone in your office will be for internal and local calls only. You should not use these phone lines for personal use. If you need to make an international call or use a restricted number for visas, please come to DH17/or email a request and we will help you with the call or give your office phone temporary access (please give a few hour notice). You will find the number for your office in the DH Telephone Number booklet. Once you have an email address from IT you should find, once you have logged into the Maths web page, under 'My Account', your details to complete so that your contact information appears on the MI web page.

To dial an external number in the UK, dial 9 to get an outside line.

To dial into your office from an outside line you need to add a 2 to the front of the internal number (or a 6 for internal numbers beginning with 1)

<http://www.maths.ox.ac.uk/help/faqs/www/editing-personal-data>

OCIAM Bench Collection (for library see Whitehead Library)

The Alan Tayler Room (on the second floor) has a small collection of books (*instructions for borrowing are in the room*). This collection is not listed on the central University Library System OLIS.

Go to the internal pages and log in with your normal login.

<http://www2.maths.ox.ac.uk/ociam/>

You will arrive here:

<https://www2.maths.ox.ac.uk/ociam/internal/>

You will find instructions on how to use and borrow books and an Excel spread sheet of books held in DH12 (Alan Tayler Room)

It is also worth noting that some duplicates of these books are also held at OCCAM in the Gibson Building.

OCIAM News <http://www2.maths.ox.ac.uk/ociam/news/>

This web page will guide you to a variety of news events both academic and social.

Remember, there is a solution to just about any problem, so please do come along and ask.

MY CHECKLIST
SETTING UP
IN DARTINGTON HOUSE

Please call into DH17 during your first few weeks at OCIAM and say hello

Check that:

You know where your office is, the fire drill and first aid points.

You remember that the fire evacuation procedure is to exit the main staircase and you meet outside Café Rouge in Little Clarendon Street.

You have your computer account set up.

Your email account is registered with OCIAM admin (DH17) to receive information from the mail lists.

You have found out the key punch code for entry to the building outside normal office hours.

Your University card has Dartington House access – see DH reception.

You have completed an application form to the Whitehead Librarian for access to the Library.

Update your contact details on the Maths Institute profile (website).

OCIAM EVENTS

<http://www2.maths.ox.ac.uk/ociam/events/>

Here you can find out about:

Seminars and Workshops and Study Groups

These are events that you would be *expected* to attend

Differential Equations and Applications Seminar

<http://www.maths.ox.ac.uk/events/seminars/upcoming/4/881>

Held every Thursday during term at 16:00 in Dartington House DHSR1
or as advertised

Industrial and Interdisciplinary Workshops

<http://www2.maths.ox.ac.uk/ociam/workshops/dh/>

The Friday workshops are a regular forum for current industrial and/or interdisciplinary problems to be presented and discussed with OCIAM. The aim is to develop or improve mathematical models, to analyse their behaviour, and so to provide insight into the physical processes and phenomena occurring. Anyone is welcome to attend.

OCIAM Coffee Time

A chance to discuss OCIAM related issues, Seminars etc
DH Common room at 11:00

JAMS

Junior Applied Mathematics Seminars

Organiser: Emma Warneford, OCIAM,

University of Oxford (Emma.Warneford@maths.ox.ac.uk)

<http://www.maths.ox.ac.uk/people/profiles/emma.warneford>

<http://www.maths.ox.ac.uk/events>

<http://people.maths.ox.ac.uk/~siamstudentchapter/webpages/events.html>

The Junior Applied Maths Seminars (JAMS) will run on Tuesdays of weeks 2, 4, 6 and 8. They will start at 13:15 and people should bring their own lunch (some biscuits, tea and coffee will be available). Talks are given by graduate students to graduate students in an informal setting. They are a good place to practise presenting your research as well as finding out what other students are working on. The talks last for half an hour and faculty will occasionally be allowed as listeners, but will not be able to ask questions. The venue will change, so that more people from different applied mathematics groups may attend the meetings. The venue and speaker will be advertised on the ENB and other internal notice boards, plus the email message announce for events.

OCIAM EVENTS

<http://www2.maths.ox.ac.uk/ociam/events/>

These are events that you would be *encouraged* to attend

Past:

Graduate Modelling Week. Graduate Modelling Camp, the Mathematical Institute, University of Oxford on 29th March – 1st April 2011. (Chris Breward OCCAM-Associate-Director@maths.ox.ac.uk)

CHECK OCCAM Events page for interesting conferences etc.,
<http://www.maths.ox.ac.uk/groups/occam/forthcoming-events>

Study Groups 2010/11 <http://www.maths-in-industry.org/>

These week long workshops, which were initiated in Oxford in 1968, provide a forum for industrial scientists to work alongside academic mathematicians on problems of direct industrial relevance. The success of the Study Groups' unique format, which uses problems presented by industry as a basis for mathematical research, is demonstrated by the extent to which it has been copied around the world and is now extending into other areas where mathematics may be applied.

For more information on how Study Groups Work:

<http://www.maths-in-industry.org/how/>

Nottingham (UK)

The 5th Mathematics in the Plant Sciences Study Group (MPSSGV)
3 – 6 January 2012
<http://www.cpib.ac.uk/events/mpssg/>

Cape Town (South Africa)

9th Mathematics in Industry Study Group in South Africa
9 – 13 January 2012
<http://www.aims.ac.za/en/programmes/workshops-conferences/misg-2012>

Eindhoven (Netherlands)

84th European Study Group with Industry (SWI 2012)
30 Jan – 3 Feb 2012
http://www.eurandom.nl/events/workshops/2012/SWI_2012/index.html

Melbourne (Australia)

Mathematics and Statistics-in-Industry Study Group
5 – 10 Feb 2012
<http://www.rmit.edu.au/math/misg>

Norwich (UK)

European Study Group with Industry
16 – 20 Apr 2012
<http://www.cimr.uea.ac.uk/workshops/esgi85/>

Ohio (USA)

MBI Bio-Sciences Study Group
16 – 20 Jul 2012
<http://www.mbi.ohio-state.edu/2012/stgrdescription.html>

Mathematics in Medicine Study Groups

<http://www.maths-in-medicine.org/>

Mathematics in Medicine Study Group at Keele University from 10th - 14th September, 2012

Oxford University SIAM Student Chapter

The Annual Oxford SIAM Student Chapter Conference

<http://people.maths.ox.ac.uk/~siamstudentchapter>

To join please contact: Matt Hennessy (hennessy@maths.ox.ac.uk)

The University of Oxford SIAM Student Chapter is a fast-growing society devoted to facilitating engagement between the University of Oxford's international applied mathematics community and industry through conferences, workshops, competitions, prizes and other events. In this way, the Chapter provides a specialised forum in which the finest mathematicians can share a common interest in applied mathematics, scientific computing and industrial applications. The Chapter was founded in **January 2008** by a small group of enthusiastic students. We are now one of the largest chapters worldwide with members including undergraduates, graduate students, post-doctoral researchers, faculty and industrial partners. Our goals include:

- Providing a forum in which students and faculty members can share their interest in applied mathematics and scientific computing.
- Organising internal seminars and workshops for researchers to present their work, and arranging social functions in Oxford at which members can interact in an informal setting.
- Engaging Oxford University members in SIAM's international community through the conferences, competitions, prizes and other opportunities offered by SIAM.
- Establishing links with industrial partners.

To find out more, come along to our introductory social, Thursday **13th October** (1st week) from 5.15pm in the Maths Institute common room.

You can contact Emma for information:

Emma Warneford, OCIAM,
University of Oxford (Emma.Warneford@maths.ox.ac.uk)
<http://www.maths.ox.ac.uk/people/profiles/emma.warneford>

COURSES AND SERVICES

<http://www.vitae.ac.uk/>

You will find important information on this link, including:

Transferable Skills: Broadly speaking "Transferable skills" are those which are not specific to the topic of the student's research, but might be useful in later life.

UK GRAD: Student requirements for those supported by the **EPSRC**

All EPSRC supported students are required to attend a residential UK GRAD Programme Graduate School, ideally in their second year. This will count towards the two-week total for the year (10 working days). To enrol on a course please see the EPSRC webpage for details http://www.grad.ac.uk/cms/ShowPage/Home_page/GRAD_courses/GRAD_courses_introduction/p!empFFdf.

When completed please send details of time and dates to the graduate.studies@maths.ox.ac.uk Graduate Studies Assistant.

Mathematical, Physical and Life Sciences Division University of Oxford
(MPLS) 9 Parks Road, Oxford +44 (0)1865 282570

<http://www.mpls.ox.ac.uk/index.html>

Did you know? MPLS Skills Training, University of Oxford is on
FACEBOOK <http://www.facebook.com/skillstraining>

twitter <http://twitter.com/mplsskills>

Teaching Assistant for the third and fourth year undergraduate classes

The Mathematical Institute **strongly encourages** graduate students to become involved in its class teaching. At the start of Michaelmas Term, the Department runs an initial training session in class teaching. It then provides opportunities for graduates to act as teaching assistants (TAs) for the third and fourth year undergraduate classes. As a TA you will be working as a sort of apprentice to the class tutor, who will report briefly at the end of the term on your progress. Attendance at the initial training session together with two satisfactory reports on class teaching lead to a pass at **Stage 1** of the available training.

Stage 1 constitutes Preparation for Academic Practice in the University's terminology.

Stage 2 is called Developing Academic Practice, and leads to associate membership of the Higher Education Academy, a useful addition to your CV. If you wish to go on to Stage 2, which involves compiling a small teaching portfolio, please make contact with the Faculty Teaching Advisor through [Sandy Patel](#).

For details of Stage 1 and Stage 2 see the Oxford Learning Institute webpages, in particular, <http://www.learning.ox.ac.uk/oli.php?page=6> and <http://www.learning.ox.ac.uk/files/file/LearningtoTeach.doc>.

For material from the last Mathematical Institute seminars see <http://www.maths.ox.ac.uk/current-students/graduates/training/class-teaching-training-sessions>.

Graduates who wish to teach in undergraduate classes should contact [Sandy Patel](#) and complete the registration form at www.maths.ox.ac.uk/teaching-staff/class-scheme/.

THE WHITEHEAD LIBRARY

Located on the 2nd floor of the St Giles' main building.

The Whitehead Library of the Mathematical Institute holds material covering mathematical topics at graduate and research level. It is primarily for the use of the graduate students and academic staff of the Mathematical Institute.

The library is kept locked at all times but your University Card will have been automatically activated to swipe on the library door and give you 24/7 library access.

Whitehead Library Rules: a copy of the rules, to which all library users must adhere, is included in your Graduate Induction pack.

Library Holdings

Books and journals are listed on SOLO, the University's online catalogue (<http://solo.bodleian.ox.ac.uk/>)

Borrowing

Books may be borrowed (5 books per reader, 3 week loan).

All books must be checked-out on the SOLO automated loan system in the library.

Journals are reference only and may not be taken out of the library except for brief photocopying in the Institute. However, the majority of journals are now available online.

E-Resources

A wide range of electronic resources are available, including the MathSciNet database (<http://www.ams.org/mathscinet/>) and electronic journals (<http://ejournals.bodleian.ox.ac.uk>).

Library Web Page

Further information about the library, including new acquisitions, recommending new books, and Inter-Library Loans, can be found at <http://www.maths.ox.ac.uk/library>

Contact

Ms Cathy Hunt (Librarian) Tel: (2)73559

Email: library@maths.ox.ac.uk

Other Libraries in Oxford

- (a) The Radcliffe Science Library (<http://www.bodleian.ox.ac.uk/rsl/>) is the science library of the Bodleian and holds mathematics books and journals at all levels. Some of the books can be borrowed.
- (b) Some of the other science departments (eg. Statistics, Engineering, Computing) also have their own library which you may wish to use depending on your particular research area.
- (c) The large central libraries of Social Science (<http://www.bodleian.ox.ac.uk/ssl>) and Said Business School (<http://www.sbs.ox.ac.uk/research/library/Pages/default.aspx>) may be useful for those doing mathematical finance.

Further information about all Oxford Libraries can be found at:

<http://www.bodleian.ox.ac.uk/libraries/libraries>

A 6 POINT PLAN TO

END GAME and PASS!

Note: Probationary Research Students are assessed at the end of their first year to determine whether they may transfer their status to that of full research student. The formal requirements for this process are described in the “Notes for the Guidance of Graduate Students in Mathematics”, found within this page:

<http://www2.maths.ox.ac.uk/ociam/students/>

In addition there is a requirement that you make an oral presentation of your work. In OCIAM these presentations all happen during a workshop slot at the end of Trinity term. The “Graduate Handbook” (<https://www.maths.ox.ac.uk/current-students/graduates>) will give you full explanations for all of the following, but should you wish to talk to somebody, Graduate Admissions in Dartington House will be very pleased to help you. You will find them on the 1st floor.*

**Note: There have been recent changes to Graduate Training. Please make sure that you check for finalized details in the Graduate Research Student Handbook for Maths which you will find online on the Maths Inst Web Page.*

POINT 1

BROADENING TRAINING

All D.Phil students must undertake at least 100 hours of ‘broadening’ training outside their specialist area

These should amount to the equivalent of 5 standard 16-hour lecture courses, which may be selected from the following:

1. TCC courses (our consortium or others).
2. Graduate lectures and advanced classes/courses as listed in the Mathematics Lecture List.
3. Courses specific to any of the Mathematics MSc Programmes.
4. MMath (Section C) courses provided that you have not already taken the course (or an equivalent elsewhere).
**Students may sit in on problem classes with permission from the class tutor but may not have work marked.*
5. Courses offered by other departments, for example through the Division's GRAD School, with prior approval from the DGS.
6. LMS/EPSRC Summer Schools, Graduate Modelling Camps and similar, with (where feasible) the number of hours of lectures defining the amount of training.
7. Other courses with approval from the DGS.

The remainder of the 100 hours is to be made up via attendance at seminars and colloquia.

If you mark for a section C course that they have not taken yourself you may consider writing a mini-project on it at the same time.

You should choose the topic in consultation with the lecturer. For each course you should submit a short special topic/mini project (essay) of 5 to 10 pages. This must be handed to the lecturer within 3 weeks of the end of the course. You must also hand in the form to record the mark; mini-projects should be marked and returned to you and the form returned to Graduate Studies by 0 week of the following term.

The assessors for Transfer or Confirmation of Status may ask you questions (at a fairly general level) about the topics that you have covered in your broadening training.

Seminars, Workshops and Colloquia

You should attend seminars, workshops and colloquia regularly, even if not in your specialist area. You will be required to provide a list of such events attended, together with extended abstracts (one or two pages) for some of them.

Exemptions for previous study

If you have done training beyond a normal MMath or equivalent (e.g. BA + MSc) you may apply to the DGS to have the broadening requirement reduced. DTC students are exempt from the requirements, with the exception of attendance to at least 20 seminars, workshops or Colloquia.

You will find a form to complete here:

<http://www2.maths.ox.ac.uk/ociam/students/>

as soon as it is available (*7th October, 2011*).

POINT 2

THE FIRST YEAR

In addition to formal requirements each student should:

- Acquire a working knowledge of LaTeX and MatLab.
- **Start your broadening training:** Attend at least three lecture courses that you have not done before. Write three 'special-topics'/'mini-projects' essays of 5 to 10 page each. You should discuss these essays with your supervisor; they offer an opportunity to practise writing on a small scale before tackling the thesis.
- Attend some of the courses/lectures/practicals on 'research skills'.
Courses and Services.
<https://www.maths.ox.ac.uk/current-students/graduates/training>
- You must also complete your user profile on the maths website, as explained here: <http://www.maths.ox.ac.uk/help/faqs/www/editing-personal-data> with (as a minimum) a short description in non-technical language of your research Project. This should be linked to your OCIAM web page.
- Create your own Maths Inst web page, which should include a description in non-technical terms of your *research* (*please ask IT support to set up the page initially*).
- Give your 1st year OCIAM transfer presentation in TT week 7.

YOU WILL NEED THE FOLLOWING FORM

(NOTE: any of the graduate students in your office will be happy to advise you, but if you have any queries consult your supervisor)

Please hand this form in at your presentation in Trinity term, along with your three “special topics/mini-projects”, and the print out of your OCIAM web page, to the OCIAM Assistant Administrator. (Jenny Hu – DH17)

Name:		Supervisor	
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Email	
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Title of
transfer
dissertation

Title 1	
Title 2	
Title 3	
Details of research skills training attended	
Date research webpage completed	

Date:		Signed:	
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POINT 3

TRANSFER OF STATUS

By the end of your **THIRD** term

You should apply for transfer of status by the end of your first year. Your transfer thesis should be roughly 30 pages long and need not run to any more than that. The thesis should be securely bound but does not need to be hard bound (*heat or ring binding is adequate*). **In extreme circumstance**, transfer of status may be delayed until your 4th term by agreement with the Director of Graduate Studies for the Mathematical Institute and may be delayed beyond the end of the 4th term only in exceptional circumstances.

If you need help please speak to Margaret Sloper, but you are welcome to come to DH17 for advice.

Please Note: Special rules apply if you have already completed an MSc.
Please ask.

Forms relating to Transfer of Status

<http://www.admin.ox.ac.uk/gso/forms/>

Form GSO.2 Transfer of Status

This form together with any supporting documentation required, should be sent to the relevant Graduate Studies Assistant at Division*. Please complete Part I and then ensure that Part II and III are completed by your supervisor and college. You should make sure that you are aware of the maximum fee liability you will incur in your proposed new status, and consult your college or Graduate Studies Assistant if in doubt.

Form MAT.1 (transfer of status for DPhil)

This form should accompany GSO.2.

*For help with the completion of these forms please go to Margaret Sloper in Maths Academic Administration, Graduate Admission Office, on the 1st Floor of Dartington House.

[\(sloper@maths.ox.ac.uk\)](mailto:sloper@maths.ox.ac.uk)

***_Miss Lucy Ronaldson**

Mathematical, Physical and Life Sciences, Telephone: (2)82579

Lucy.Ronaldson@mpls.ox.ac.uk

(Based in Mathematical, Physical and Life Sciences Divisional Offices, 9 Parks Road, Oxford OX1 3PD)

POINT 4

Confirmation of Status

You are encouraged to apply for confirmation of status at least 6-12 months before you expect to submit your thesis for examination

By this time you should have completed your broadening training.

With your application for confirmation of status you should include a list of seminars and workshops attended. The assessors will need to confirm that your training is at the required rate of ten days per year.

- **Forms GSO.14 and GSO.14a** must be completed and submitted to the Divisional Graduate Studies Office, 9 Parks Road.
- **Form GSO.14** asks you and your supervisor to provide a clear indication of your progress to date, and the timetable for submission of your thesis.
- **Form GSO.14a** concerns the development of subject-specific, personal and professional skills. Research Council funded students should have reported sufficient training equivalent to about ten days training in their second year. All sections of the two forms must be completed. Your forms may be returned to you to complete if the information provided is inadequate.

Forms relating to Confirmation of Status

<http://www.maths.ox.ac.uk/current-students/graduates/status>

You will find some foot notes at the bottom of each of these forms which will hopefully answer some of your questions, but you are encouraged to go to Maths Graduate Admissions and speak to Margaret Sloper to confirm what is required for confirmation of status with the Mathematical Institute.

You will then *Prepare* to submit your thesis in your 9th to 12th term.

Application for appointment of examiners' (complete GSO.3)

POINT 5

1. **YOUR THESIS (Preparation and Submission and Examiners)**
2. **YOUR COMPLETED THESIS**

1. YOUR THESIS

About your Thesis: The best way to find out what is required for a successful thesis in your subject area is to go to your departmental library and examine some of the theses deposited there in recent years. You should obviously look particularly closely at theses written by previous members of your own research group, which are available in the University library.

Writing your Thesis – find help

<http://www.maths.ox.ac.uk/help/faqs/latex/thesisclass>

IMPORTANT

YOU ARE STRONGLY ADVISED TO APPLY FOR THE APPOINTMENT OF EXAMINERS AT LEAST FOUR TO SIX WEEKS BEFORE YOU SUBMIT YOUR THESIS (GSO.3 form)

You should submit your GSO.3 form for the appointment of examiners* in advance of submission of your thesis to avoid delays with your examination process. You may submit your thesis to the Examination Schools, High Street at any time up to the last day of the vacation following the term in which you submit the form GSO.3.
<http://www.admin.ox.ac.uk/gso/forms/gso3.pdf>

Please note that your thesis should not be submitted until your application for confirmation of status has been approved (this applies to DPhil students only).

If you are funded on a research council studentship, you will have a specified end-date before which your thesis must be submitted.

*EXAMINERS

Your supervisor must suggest the names of examiners and after consulting with you confirm one internal and one external – plus a reserve for each. When the form is complete you may take it to Margaret Sloper (DH61) as it will be approved by the Director of Graduate Studies (Math Inst) and two examiners will be formally appointed. If you take your form GSO.3 to the Examination Schools the form will be returned to the Maths Inst for approval and appointment and this could delay your viva date.

Change of Thesis Title

If during your studies you want to change the title or subject of your thesis, you must obtain the approval of the Director of Graduate Studies through an application to the division Graduate Studies office (GSO.6)

[http://googlesearch.oucs.ox.ac.uk/search?site=admin&Unit=Central+Administration&client=oxford&proxystylesheet=admin&output=xml_no_dtd&q=GSO.6&Go=Go!
&domains=ox.ac.uk](http://googlesearch.oucs.ox.ac.uk/search?site=admin&Unit=Central+Administration&client=oxford&proxystylesheet=admin&output=xml_no_dtd&q=GSO.6&Go=Go!&domains=ox.ac.uk)

2. YOUR COMPLETED THESES

You should submit a copy of your thesis including your abstract which should not normally be more than 300 words.

You should submit TWO of these to the Examination School in an unsealed padded envelope.

A guide to produce your thesis can be found here:

<http://www.maths.ox.ac.uk/help/faqs/latex/thesisclass>

POINT 6

THE VIVA

PLEASE NOTE

You should take a copy of your thesis with you to your oral examination.

You will always have an oral ('viva voce') examination on the subject of your thesis. It is unusual for examiners to require a written examination as well. This will only happen if they are dissatisfied with your level of general knowledge in your field of work, as displayed at your viva. Formally, the viva is a public occasion, the time and place of which is advertised in the University Gazette, and which any member of the University may attend. In practice, however, it is extremely unusual for anyone except you and the examiners to be present.

Academic dress must be worn for your viva. For male students, this consists of a dark suit, dark socks, dark shoes or boots, a white shirt and collar and a white bow tie.

Female students must wear a white blouse, black tie, dark skirt or trousers, dark stockings, dark shoes or boots and, if desired, a dark coat.

An academic gown must also be worn by all students. For Oxford graduates, this will normally be an Oxford BA gown and hood, but graduates of other Universities may wear the academic gown of their own University.

You should not expect your examiners to give you any indication at the end of the viva as to whether or not you have passed the examination, although they may do so informally. This may seem surprising at first, but you should remember that it is the duty of the examiners to report to the divisional board (normally to an officer or a committee invested with delegated powers). The board then decides, on the basis of the examiners' recommendation, whether or not your degree should be awarded.

THESIS DEPOSITION

<http://www.maths.ox.ac.uk/node/6982>

All research students must deposit a printed copy of their thesis in the Bodleian library on completion of their degree.

Your hard bound Thesis should be submitted as your submission for examination including a copy of your abstract. You should also put a loose copy of your abstract with your bound copy for processing by the Bodleian.

All students who started on or after 1st October 2007 are, in addition, required to deposit an electronic copy of their thesis in the Oxford University Research Archive (ORA) (<http://www.bodleian.ox.ac.uk/ora>) <http://ora.ouls.ox.ac.uk/>

Training relating to ORA is available from the Computing Service www.oucs.ox.ac.uk/itlp/courses/detail/THAC

All OCIAM students are requested to produce a copy of their thesis for their supervisor.

A copy of the thesis will be produced by the OCIAM administration to be kept in the Alan Tayer Room, OCIAM Bench Collection. Please let us have an electronic copy before you leave.

You should be aware of Intellectual Property (IP) <http://www.admin.ox.ac.uk/researchsupport/ip/>

The IP Right team is based within Research Services. The Team deals with a variety of IP queries, most especially with helping to establish whether parties outside of the University have a claim to any rights in the IP created by members of the University, by virtue of involvement in, or support for, the creation of the IP. The Team may also negotiate with external parties where rights clearance is required.

The Team works closely with Isis Innovation (<http://www.isis-innovation.com/>), the technology transfer company of the University of Oxford. Isis Innovation was established to help researchers in the University protect and commercialise their inventions.

SUMMARY
OCIAM 1st YEAR TIME LINE
and in preparation through to your 4th year
for all DPhil students

BY 0 WEEK - You should have:

Signed up for TA duties where you are able, but if you have not it will not be too late to sign up for Hilary Term.

MICHAELMAS TERM 2nd week - There will be a 1st Year Student Welcome Party for all students in Dartington House in the Second Week of Michaelmas Term 2011 (watch the announcements – give us your email).

❖ **You should attend:**

OCIAM Events, seminars, workshops and JAMS.

❖ **Should do:**

Go to the coffee mornings and Group Meetings announced.

Check up Study Groups and Modelling Week.

(POINT 1) During your first year at OCIAM you should acquire:

A working knowledge of LaTeX and MatLab.

Attend three courses that you have not done before.

Write three essays of 5 to 10 pages, in LaTeX based on those lectures (discuss with your supervisor) for assessment by the lecturer.

Create your own web page.

Complete your user profile on the maths web page.

(POINT 2) By the end of your first year (or by your 4th term)

Write your transfer thesis of approximately 30 pages (*between 20 – 60 pages*).

(POINTS 3 – 5)

During your second year:

Attend a further two course and complete two more essays.

By your fourth year:

Collect a list of seminars, workshops and Colloquia attended. For two of these you need to write short extended abstract (5 to 10 pages long).

(POINTS 6) Viva

In preparation for your completion and viva:

Apply for confirmation of status by the end of your 3rd year and before you expect to submit.

Prepare to submit your thesis in your 9th to 12th term.

Apply for your appointment of examiners four to six weeks before you submit.

Submit your thesis, with abstract, (TWO copies) to the Examination Schools.

Procedure for Complaints on Academic Matters

DPhil graduate students should, in the first instance, contact their supervisor. If the supervisor is unable to help they should contact the Director of Graduate Studies at the Mathematical Institute.

Health and Welfare

A new Health and Welfare section has been added to the Student Gateway website at: <http://www.ox.ac.uk/students/shw/>. This section aims to provide students with University information on:

- **Health** – Details on registering with health professionals, medical emergencies, occupational health and an A-Z of health advice pages on common topics;
- **Disability Advisory Service** – Guidance on study support including funding, special examination arrangements and fact sheets on specific disabilities;
- **Counselling Service** – Comprehensive new range of pages outlining the support available to students in the form of individual and group counselling, workshops and self-help resources plus additional pages offering advice for those supporting students such as University & college staff, parents, other students and GPs & health professionals;
- **Student-led support** – Information on the Peer Support scheme, OUSU Student Advice Service and Nightline;
- **Equality & Diversity** – Introduction and links to the Equality and Diversity Unit website and an outline of the role it plays in ensuring no student will be treated less favourably on the grounds of age, gender, race, religion & belief and sexual orientation;
- **Childcare Services** – Useful links to services and support available for student parents.

This section has replaced the Student Health and Welfare website that was previously located at <http://www.admin.ox.ac.uk/shw>. In addition, the Disability Advisory Service content for students has been moved from the Equality and Diversity website at <http://www.admin.ox.ac.uk/eop> into this section.

Academic Administration Division Communications
Examination Schools, 75-81 High Street, Oxford, OX1 4BG
Tel: +44 (0)1865 (2)84847
Email: AcademicAdmin.Comms@admin.ox.ac.uk
Web: <http://www.ox.ac.uk/students>

FIRST AID

We hope you never, ever have any accidents or mishaps here, but if you do, the first aiders listed below are here to help.

List of qualified First Aiders

Dartington House

- **Michael Stone** (Caretaker) –
(DH41 or ask in DH17 (2nd floor reception) 83880)
- **Jenny Hu** (DH17 - 70501)
- **Octavia usher** (DH35 80102)
- **Jenny Hu** (Octavia usher (DH17 11516)
- **Helen Taylor** (DH58 83879)

Gibson Building

- **Phillip Whitfeld** (Assistant Caretaker) - (ask in 1st floor reception RI1.10 Tel: 15100)

Locations of First Aid Kits

- Dartington House
 - First Floor - outside DH41
 - Second Floor - outside DH17
 - Third Floor - opposite DH30

FIRE EVACUATION

**A CONTINUOUS ALARM MEANS THAT
YOU SHOULD EVACUATE THE
BUILDING DOWN THE MAIN
STAIRCASE AND WAIT OUTSIDE
CAFÉ ROUGE**

IMPORTANT CONTACT NUMBERS

Important contact numbers

Ruth Preston (OCIAM and Dartington House Administrator DH17) – (2)70501
preston@maths.ox.ac.uk

Jenny Hu (OCIAM Assistant Administrator) – DH17) – (6)11516
huj@maths.ox.ac.uk

Laura Auger (Mathematical and Computational Finance Administrator DH36a) –
(2)80612
auger@maths.ox.ac.uk

Michael Stone (Caretaker - DH41) – (2)83880
stonem@maths.ox.ac.uk

Sara Jolliffe (CMB secretary – DH58) – (2)83889
jolliffe@maths.ox.ac.uk

Margaret Sloper (Academic Administration) – (DH61) (6)15206
sloper@maths.ox.ac.uk

Mathematical Institute Reception – (2)73525

Dartington House Reception – (2) 80307

University Security Services

24 hour service

01865 (2) 72944

(internal only 72944)

EMERGENCY NUMBER

For immediate response

01865 (2) 89999

(internal only 89999)

If you have any other queries please don't hesitate to contact Ruth in DH17

PAGE FOR NOTES

This leaflet is correct at the time of being printed....at least we hope!

For any suggestions to improve this booklet, including errors/additions,

Please email me – Ruth Preston preston@maths.ox.ac.uk .

Ruth Preston – DH17

01865 2 70501

OCIAM and Dartington House Administrator,

The Mathematical Institute,

University of Oxford,

24-29 St Giles,

Oxford

OX1 3LB

