



DEPARTMENT OF MATHEMATICS

**UNDERGRADUATE
STUDENT HANDBOOK**

2011/2012

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Department of Mathematics
Royal Holloway, University of London
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Disclaimer

This document was published in September 2011 and was correct at that time. The Department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term 'Department' is used to refer to both 'Departments' and 'Schools'. Students on joint or combined degree programmes will need to use both departmental handbooks.

An electronic copy of this handbook can be found on your departmental website <http://www.ma.rhul.ac.uk/> where it will be possible to follow the hyperlinks to relevant webpages.

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Introduction to the Department

1.1 Welcome

Welcome to the Department of Mathematics. This booklet contains important information for undergraduates registered for degree programmes including Mathematics; please read it carefully. You will find an electronic copy of it on our website: www.ma.rhul.ac.uk/students, where there is also detailed information about the teaching programmes, courses, 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 Mathematics Department is situated in the McCrea Building. The Department Office, and the offices of members of the teaching staff are all found there. The Department's notice boards and student pigeonholes are also in the McCrea Building.

1.3 Egham campus (click for hyperlink)

Student parking is limited and a parking permit is required. This can be obtained via Security. You will need proof of insurance and ID before a permit will be issued.

1.4 How to find us: the staff

Academic staff all have offices in the McCrea Building. You should only visit them during their office hours; these are posted on the door of their office and on the Department's website. If you cannot visit during office hours, please email the staff member asking for an appointment and saying when you are free.

There is a staff list with office information on the Department's website, and in the foyer of the McCrea Building.

If you have problems, the following list shows who to contact:

- **Course units** – the lecturer, or your tutor, or your workshop leader
- **Course selection** – your personal adviser
- **Your degree programme** – your personal adviser and then the Academic Coordinator
- **A personal problem** – your personal adviser, or the Welfare Services

(Counsellors, Health Centre, Chaplaincy, Student Union)

- **A problem common to other students** – the lecturer, your Student-Staff Committee representative
- **College registration, enrolment, fees, accommodation, loans etc.** – the Student Administration Centre, Crosslands Bungalow

Your key contacts for 2011-12 are:

- **Personal Adviser:** You will be allocated a Personal Adviser during Induction week (see 2.5 for the role of Personal Advisers)
- **Senior Faculty Administrator:** Mr Guillaume Subra 01784 44 3085
guillaume.subra@rhul.ac.uk
- **Computer Technical Support:** Ms Lisa Nixon 01784 44 3106
lisa.nixon@rhul.ac.uk
- **Academic Coordinator:** Dr Jens Bolte, 01784 27 6269
jens.bolte@rhul.ac.uk
- **Director of Teaching:** Dr Koenraad Audenaert, 01784 27 6272
Koenraad.audenaert@rhul.ac.uk
- **First Year Coordinator:** Dr Francisca Mota-Furtado, 01784 44 3096
f.motafurtad@rhul.ac.uk
- **Chair of the Sub-Board of Examiners:** Prof Pat O'Mahony, 01784 44 3088
p.omahony@rhul.ac.uk
- **Special Needs Coordinator:** Mr Guillaume Subra
- **Health and Safety Coordinator:** Mr Guillaume Subra

1.5 How to find us: the Departmental office

The Department Office is in room C243. The office's opening hours will be posted on the door of C243. You can phone the Office on 01784 44 3091/3093, or you can email maths@rhul.ac.uk.

1.6 The Department: practical information

Safety. 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 the McCrea Building.

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 Communication

It is vitally important that you keep in touch with us and we keep in touch with you. Members of staff will often need to be able to contact you to inform you about changes to teaching arrangements, special preparations you may have to do for a class or meetings you might be required to attend. You will need to be able to contact members of the Department for example, if you are unable to attend a class, or wish to arrange a meeting with a tutor or your Personal Adviser.

2.1 Email

Email to your College email address is routinely used and **you should check regularly** (at least daily) if any official communication has been sent to your email address. **Do not** ignore the email as it will be assumed that it will have been received by you within 48 hours, excluding Saturdays and Sundays. The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the **student portal** <https://campus-connect.rhul.ac.uk/> (Campus Connect) or direct via **Outlook.com** <http://outlook.com/> **Email to this address will be used routinely for all communication with students.** Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you **check your emails once a day**. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

The College provides a number of PC Labs around Campus for student use, and you can also use your own laptop/smart phone etc, so the Department expects you to check your email regularly. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. **Just deleting messages is not sufficient; you must clear the 'Sent Items' and 'Deleted Items' folders regularly. It is your responsibility to make sure your College email account is kept in working order.** If you have any problems contact the **IT Service Desk** <http://itservicedesk.rhul.ac.uk/>

The Mathematics Department will only use the address in the College Global Address List and **does not** use private or commercial email addresses, such as hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting <http://help.outlook.com/> and searching for **forwarding**. This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, hotmail, it will not be deleted from the RHUL account. You **must** log on to your College account occasionally and conduct some account maintenance or your account may become full and therefore will not forward messages.

If you send an email to a member of staff in the Department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research.

2.2 Post

All post addressed to students in Mathematics is delivered to the student pigeonholes (alphabetical by surname) in the McCrea foyer. Important information from Registry is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly. Please be aware that at the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed.

You should make a habit of checking the student pigeonholes in the Department.

2.3 Telephone and postal address

It is **your responsibility** to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date on the **student portal** (Campus Connect) <https://campus-connect.rhul.ac.uk/>. There are occasions when the Department needs to contact you urgently by telephone or send you a letter by post.

The Department does not disclose students' addresses and telephone numbers to anybody else (including relatives and fellow students) without the student's specific permission to do so.

2.4 Notice boards

The official student notice boards are on the walls in the McCrea foyer.

There are also notice boards in the Department where information is displayed:

Student-Staff Committee: by C223

Postgraduate Courses: by C251 and C253

Careers Information & Job Opportunities: by C224

Every effort is made to post notices relating to class times etc well in advance, but occasionally changes have to be made at short notice and in that case email will be used.

It is your responsibility to check the times and venues of all class meetings and of any requirements (eg. essay deadlines) relating to your courses, so, if in doubt, please ask!

2.5 Personal Advisers

You have been assigned a member of teaching staff to act as a personal adviser. The role of the adviser is to guide your academic progress throughout your time here; he/she is responsible for overseeing your academic welfare. Please talk to your adviser 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 adviser at least at the beginning and end of each term (even if everything is going well). Your adviser will review and plan your study with you, as well as complete any routine administration that is needed.

2.6 Questionnaires

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

3 Teaching

3.1 Dates of terms

Term dates can be found on the College website

<http://www.rhul.ac.uk/aboutus/collegecalendar/home.aspx>

3.2 Reading weeks

The Mathematics Department does not have reading weeks. You are expected to attend classes and submit work throughout the term (and this applies even if you are taking some courses in departments with reading weeks).

3.3 Attendance requirement

Most Mathematics courses are based on **lectures**, often 3 one hour lectures per week. Please make sure you attend all lectures: they are central to your understanding of the course material (and we observe a strong correlation between students with a good attendance record and students who do well on the course!).

Please make sure that any mobile phones or similar devices are switched off in lectures, tutorials or other classes.

First year students with Mathematics as a Major or with single honours Mathematics will have **weekly tutorials**. These consist of a small group of students (typically 4) meeting with a staff member in their office. They are used to complement the lectures in the first term of the first year. The aim of a tutorial is to deepen the understanding of the course material, to develop good study skills and to increase motivation. You will gain more from tutorials if you identify subjects for discussion beforehand, ideally in conjunction with the other students in your group.

Workshop sessions, consisting of a group of about thirty students meeting with a staff member, are used in some first year courses. These aim to help you develop your understanding and skills by working on specified problems at your own pace, either singly or in a group. The staff member is there to give you instant feedback on your work, to help you if you are stuck, and to suggest ideas to enrich your learning. Workshops are also available for some second year courses; these are run by third year students.

The Department monitors your **attendance, academic engagement and progress** in order to offer you appropriate academic and pastoral support and to identify where support from outside the Department may be necessary. Inadequate engagement on a course may lead to disciplinary action which can result in the termination of your registration (see section on [Disciplinary action](#)) or, on courses where the attendance requirements are stated in the course specification, the outcome of Attendance Fail (AF) (see

the section on **Outcomes** of course unit assessment for further explanation of the AF outcome).

Students **must**

- attend all classes necessary for the pursuit of their studies,
- undertake all assessments and
- attend meetings and other activities as required by the Department.

A class is any learning and teaching activity and the term is used to encompass such things as lectures, seminars, tutorials, workshop, field work, laboratories, advisor meetings etc. This means not simply turning up – but arriving having undertaken whatever reading, thinking, or research was identified as necessary preparation. You are also expected to arrive punctually - teaching activities are timetabled to start at 5 minutes past the hour and finish 5 minutes before the hour. You may be marked absent if you turn up late without good reason.

The departments will monitor your attendance at all lectures, workshops, and tutorials. It is your responsibility to complete any attendance register that is circulated and to make sure that your attendance has been noted. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying.

It is important that you attend all the learning activities related to your programme of study. Whilst attendance is compulsory at all learning activities it is recognised that emergencies may occur at any time throughout the year and therefore a minimum level of 80% attendance has been set. You should also be aware that there may be some courses which you study which have a specific course attendance requirement. If you face difficulty in attending any classes or undertaking an assessment it is your responsibility to inform the department(s) in which you are studying and provide a satisfactory explanation.

You must manage your time so that any paid employment, voluntary or other activities fit into the times when you are not required to be in a class. You are reminded that UG Regulations stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

If you are having other problems that are causing you to miss classes, you should talk to your Personal Adviser, year tutor or another member of staff, or visit the Student Advisory Service or Students' Union before your problems get out of control. There are many people who can provide support (see Support on <http://www.rhul.ac.uk/forstudents/home.aspx> and <http://www.su.rhul.ac.uk/support/>) but remember - they cannot help if you

do not ask.

In recognition of its legal responsibilities under the Equality Act 2010, the College may adjust the attendance requirement. It will only do this when such adjustment does not compromise competence standards or the ability of the student to reach the learning outcomes of the course. Any need to adjust attendance requirements will be treated case by case and discussed by the department with the Educational Support Office and Academic Development Services.

3.4 Notification of absence

This guidance applies if you are absent from classes for any reason.

You must

- a. advise your department(s). This is done by sending an email to MathsAttendance@rhul.ac.uk.
- b. submit doctor's note to your department(s) either before your absence or within TWO working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level
- c. ensure that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor.

This table shows the documentation that is required should you be absent for any reason.

| Reason for absence | Documentation required |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Illness up to and including 5 consecutive term-time days (excluding Saturdays and Sundays) | Send email to MathsAttendance@rhul.ac.uk indicating dates and reason |
| Illness for more than 5 consecutive term-time days (excluding Saturdays and Sundays) | Send email to MathsAttendance@rhul.ac.uk indicating dates and reason plus Formal Medical Certification signed by the Health Centre, your GP or hospital consultant |
| Unrelated to sickness | Send email to MathsAttendance@rhul.ac.uk indicating dates and reason plus supporting evidence (see www.rhul.ac.uk/attendance for details of documentation required.) |
| Leave of absence request | Send email to MathsAttendance@rhul.ac.uk indicating dates and reason, giving enough time for the Department to consider your request. |

Note:

- If you should be absent for a prolonged period it is important that you keep in touch with your department.

- Departments will monitor the frequency of self-certified absences and a Head of Department may request that you provide a doctor's medical certificate in multiple and sustained instances of self-certified illness.
- It is at the discretion of the Department as to whether any absence is deemed acceptable or unacceptable (see www.rhul.ac.uk/attendance for details of what constitutes 'acceptable' and 'unacceptable' circumstances relating to absence). If deemed unacceptable the absence will be recorded as such and will count against the minimum attendance level.

If you are absent from an examination or assessment then you must follow the guidance in the [Essential Examinations Information](#).

<http://www.rhul.ac.uk/registry/Examinations/Essential-info.html> (see also the section on [Assessment information](#))

For further details on the kinds of circumstances where absence may be deemed as 'acceptable' and 'unacceptable' and for the type of supporting evidence that you may be required to provide as justification of absence, please click on 'Studying' tab on the Student Home page. www.rhul.ac.uk/attendance.

3.5 Meetings

You are likely to be 'invited' to meet with a member of academic staff in your department:

- If you fail to attend all learning activities in two consecutive weeks without providing an explanation
- where your pattern of absence is:
- considered to be having an effect your work or causing concern for the your well being
- pointing to a possible disability that you may not have disclosed.
- where your attendance is approaching the minimum attendance level.

You should take any meeting 'invitation' seriously. If you should have problems you are being offered an opportunity to seek advice and assistance. At the meeting the Department's expectation of you will be made clear and the formal disciplinary process will be outlined to you.

3.6 Disciplinary action

Should you choose not to pay attention to your studies then formal disciplinary action may be implemented. You could be issued with a formal warning which can escalate to the termination of your registration at the College <http://www.rhul.ac.uk/forstudents/studying/academicregulations/ugregs/ugtermination.aspx>. On courses where there is a specified attendance level requirement the Departmental Sub-Board of Examiners may judge that you have not fulfilled the learning outcomes of a course and award the outcome of Attendance Fail (AF) for the course. Students who receive the outcome of AF for a course have not passed the course; they are not permitted to re-sit

the assessment for the course and must repeat the course in attendance in order to complete it. Thus the outcome of AF can prevent your progress to the next year of your degree programme, or even from graduating.

In situations where documented severe difficulties are experienced by a student the College will make every effort to support the student and counsel them as to the best course of action. However, there may be cases where, although non-attendance is explained by an acceptable reason the student's level of attendance falls to a level which compromises educational standards or the ability of the student to reach the learning outcomes of the course. In such cases it will be necessary to implement disciplinary procedures as detailed above.

3.7 Withdrawal of visa

If you are in receipt of a Tier 4 visa you should be aware that it a **legal requirement for Royal Holloway to report any student admitted to the College on a student visa who does not appear to be in attendance to the UK Border Agency**. Such students will be issued with warnings, both formal and informal, and failure to respond to these warnings will result in the College notifying the UK Border Agency and the student having their student visa withdrawn.

4 Degree Structure

4.1 Degree programmes and the Course Unit system

First an example, to clarify some terminology. MT1810 Number Systems is a **course** on the Maths and Physics BSc **programme**. Sometimes we talk about MT1810 being a **half-unit**, since passing MT1810 contributes 0.5 units of credit towards your final degree qualification.

You take 4 units each year (or **stage**) of your programme. If all your courses are half-units, this means 8 courses per year. (All Maths courses except the one-unit 4th year MSci project are half-units, but if your programme is not wholly within Mathematics you could well be taking some one-unit courses in your other department.)

Your degree programme determines which courses you can take at any given stage. Please see the Programme of Study document on the Department's website for more details.

To **progress** from each stage of your programme to the next, or to graduate, you need to pass at least 3 units from your current stage. Some other departments also ask for specific courses to be passed in addition to this requirement; if you are taking a degree which is not within Mathematics, you should check with your other department for more details on this. 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.

The full College regulations for students to progress to the next year of their course are given at: www.rhul.ac.uk/Registry/academic_regulations/. See Section 7 of this Handbook for some details.

If you have any query on these or any other regulations, please ask your personal adviser or the Academic Coordinator.

4.2 Changing your degree programme

There is a formal procedure to go through if you wish to change your degree programme. You must first consult your personal adviser to discuss any change. You must obtain a form from the Senior Faculty Administrator of the department you want to transfer to (or 'towards'). You must take this form to the Academic Coordinators of all the Departments involved for approval. We will only approve a change of degree programme when it makes academic sense to do so.

If you wish to switch from a BSc to an MSci programme and you are a UK student (funded by your Local Education Authority), then you need to switch by the end of Term 1 of Year 2 at the latest so that you can be guaranteed funding. In any case, you cannot switch to an MSci after the start of Term 1 of Year 3.

If you are an MSci student, we will approve a switch to the corresponding BSc programme at any time before the start of your 4th year exams. If you are in the 4th year, this means you would graduate with a BSc.

4.3 Course Registration – beginning of the academic year

At the beginning of the Academic Year, you should see your personal adviser and complete a course registration form: this form lists the courses you will take during the year. Your programme specifies some courses that you must take; if your programme involves more than one department, your programme also determines how many optional course units you must take in each department. To find this information for Maths courses, look at the Programme of Study information on the Department's website: it is on the page listing the courses we offer each year.

- In the first two weeks of each term you are welcome to sample all

optional courses you are interested in, by attending all the lectures.

- You need to make a firm commitment to your optional courses by the end of these two weeks – no change will be allowed after the first two weeks of each term.
- Please note that we cannot change the timetable if you have lecture clashes due to last minute course changes. To help us reduce the chance of any clashes, you should try to pre-register for the courses you are most likely to take (see below).

You will need to fill in a form for any change (available from the Department Office). This form must be signed by you and by your personal adviser and returned to the Department Office (C243).

4.4 Course Registration – pre-registering for the next year

In the second term each year, you will be asked to pre-register for next year's courses. This pre-registration is not binding, but helps us ensure that your chosen combination of courses will be available without timetable clashes. It also allows us to reserve appropriately sized lecture rooms.

To choose your courses:

- Go to the web page listing courses for **next** year.
- Look at the Programme of Study information, to find out which courses you must take. If you are taking a degree programme involving more than one department, this information also tells you how many courses from each department you must take.
- Look at the list of optional courses available to you: click on the links to get the full course specification for each course.
- We allow Stage 3 students to take a Stage 2 half-unit. We allow Stage 4 (MSci) students to take up to 1 unit at Stage 3. Stage 2 students will not normally be allowed to take Stage 1 courses (except Maths & Management BSc students, who take MT1300 in their second year).
- Make sure you have the prerequisites for each optional course you plan to take. Make sure you are taking any prerequisites for courses you want to do in future years.
- Make sure you have an even (2:2) split of course units between terms; a 2.5:1.5 split is also often possible, but you should ask your adviser whether this is a good idea for you.

Once you've chosen your courses, you fill in a form, discuss it with your adviser (who should sign the form) and hand it in to the Department Office

(C243).

4.5 Exchange Programmes

The College offers students the opportunity to study abroad for a year through the International Exchange programme and the Erasmus programme. Students are able to apply to study abroad in Europe or at one of 24 International institutions in the USA, Canada, Australia, New Zealand, Hong Kong, South Korea, Japan and Singapore, either as an integral part of their degree programme or as an additional year of study. Further details on participating in such programmes and restrictions placed on students in different departments are available at <http://www.rhul.ac.uk/international/studyabroadandexchanges/home.aspx> or from the Visiting Student Team in Royal Holloway International.

5 Facilities

5.1 Libraries

Although your lecture notes and worksheets normally form the definitive version of the course, you will need to consult other sources. The lecturer will tell you which books are most useful, and possibly suggest others. You may also find your A-level textbooks useful for some first year courses.

We welcome comments about those books in the library. If you think that more copies of an important textbook are needed in the library, or you find a book that you think should be there, please tell the lecturer concerned.

The library also makes **past examination papers** available. Alternatively, the Department maintains a selection of past papers at www.ma.rhul.ac.uk/students/pass

Please talk to our Library Liaison Officer if you have any questions and comments relating to the library.

5.2 Photocopying, printing and computing

As well as the PCs available in C103 (shared with the Computer Science Department) and C356, you have access to PCs in the Computer Centre and elsewhere on campus. Details of all the Department computer facilities are available on the Department website:

<http://www.ma.rhul.ac.uk/students/it>

Printing

You will be given a department printing allowance each academic year, which may be used to print on Maths Department and Computer Centre printers. Once the Department's allowance has been used additional print credit may be purchased from the computer centre service desk or credit machines around campus. Please note that Department credit is used in preference to any personal credit a user may have. Further details about the Department printing allowance are available from the website above.

IT Support

Departmental support for any hardware or software issues can be obtained from our IT helpdesk at <https://helpdesk.ma.rhul.ac.uk>.

Moodle

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

MINITAB

The statistical package *MINITAB* is used in all the statistics half-units; it is introduced in MT1300. Like *Mathematica*, it is on the PCs in C103, and on most other PCs around the campus (where you usually enter via Programs – Current Applications). A student version of *MINITAB* is on sale, from www.olc.co.uk.

Mathematica

Mathematica is available on most PCs on campus including those in C103 and C356; instructions for using it are on our website: <http://www.ma.rhul.ac.uk/students/pass>. As a student you can buy a license for using *Mathematica* on your own computer from the Department Office (please see the website above for details).

Maple TA

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.

Computer use and regulations

Use of the Department's computer facilities is subject to the Computer Centre regulations as listed on the Computer Centre website:

<http://www.rhul.ac.uk/Information-Services/Computer-Centre/>. Please 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. Department print credit will not be refunded if you forget to logout and someone else uses your account. Please note the Department operates a no food or drink policy within the computer labs. Breach of these regulations is treated very seriously and may result in withdrawal of access to facilities.

6 Coursework and written work

6.1 Coursework

In most courses 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.

The College has general policies on late submission of work, on over-length work, and on plagiarism: please see Section 7 of this Handbook.

6.2 Calculators in Examinations

For examinations in which calculators are allowed, they will be supplied by the College. The calculators are of an easy-to-use standard type. **You are not permitted to take your own calculator into the examination room.**

6.3 Projects

Several courses in the Department require you to complete assessed project work which will contribute to the final mark for the course. The course 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 Section 7 below) for the late submission of work.

6.4 MT2800: group selection and dispute resolution

The second year course MT2800 incorporates a group project and presentation. The groups are arranged by the course lecturer, following academic guidelines and procedures. Should a dispute arise within a group, which the group itself cannot resolve, that group should contact the course lecturer who will facilitate the dispute resolution.

6.5 MT3090: Mathematics in the Classroom

Students interested in taking this course need to submit an application form

by the end of the first teaching week of the first term in the third year; all students who apply are invited to interview, for which a ten-minute presentation on a mathematical topic of their choice is needed. Students selected on to the course will be placed in a local school in the second term; usually the student attends the school for one session a week for at least nine weeks. The students on the course attend a weekly one-hour seminar to discuss current issues in the teaching profession. The course is examined by a project, which has its own marking criteria, and a final presentation. Precise details of the course and its examination structure are covered in the handout that is given to every student interested in being selected for the course.

6.6 MT3000, MT4000: Course guidelines and marking criteria

Each of these project courses has a clearly defined timetable, which must be followed, e.g. appointment of supervisor, topic approval, draft submission, etc. There are also clearly defined marking guidelines for both the MT3000 and MT4000 projects.

The timetable will be given to students pre-registered for the course in the third term of the second/third year, as appropriate, by the course leader, who will also provide each student with the marking guidelines. **If you are interested in taking a project course next year but have not pre-registered, then contact the course leader in the third term of this year.**

6.7 Deadline extensions for projects

Please see Subsection 7.3 below.

7 Assessment Information

7.1 Illness or other extenuating circumstances

If you are taken ill or there are other extenuating circumstances that you believe have adversely affected your performance in relation to any aspect of your course/programme (for example, your attendance, submission of work, or examination performance) at any point during the academic year, you must inform your department(s)/school(s) in writing, and provide the appropriate evidence. Please read the “**Instructions to Candidates**” issued by the Examinations Office.

<http://www.rhul.ac.uk/registry/Examinations/Essential-info.html> for full details on how and when to inform your department about such circumstances as well as the **deadline for submission of such information.**

Absence from an examination / failure to submit coursework

Please see the section on progression and award requirements below for further details of the impact on course outcomes of failure to attend an examination or to submit required coursework.

If you miss an examination or fail to submit a piece of assessed coursework through illness, or other acceptable cause for which adequate documentation is provided in accordance with the section **Illness or other extenuating circumstances** in the **Instructions to Candidates** the Sub-board of Examiners may take this into account when considering your results.

Special arrangements for examinations for disabled students and those in need of support

For all such students there is a process to apply for special arrangements for your examinations and other forms of assessment. Such requests should be made to the Educational Support Office (ESO) which will carry out an assessment of your needs. Please see the section **Students in need of support** (including disabled students) for further guidance about registering with the Educational Support Office.

7.2 Extensions to deadlines

Extensions to deadlines will only be granted if you have mitigating circumstances which prevent you from submitting a project on time, and you have documentary evidence of these mitigating circumstances. If you need to apply for a deadline extension, you should contact the lecturer responsible for the course. If you do not want to discuss the details of your mitigating circumstances with the lecturer, you should inform them that you have mitigating circumstances and submit your evidence to the Chair of the Sub-board of Examiners.

7.3 Penalties for late submission of work

The following College policy applies to all students on taught programmes of study.

All coursework should be submitted by the specified deadline. Please ensure that you are aware of the deadlines set by your department(s). Work that is submitted after the deadline will be penalised as follows:

- For work submitted up to 24 hours late, the mark will be reduced by ten percentage marks* subject to a minimum mark of a minimum pass;
- For work submitted more than 24 hours late, the maximum mark will be zero.

*eg. an awarded mark of 65% would be reduced to 55%.

If you have had extenuating circumstances which have affected your ability to submit work by the deadline these should be submitted in writing, accompanied by any relevant documentary evidence, to your department(s). As with all extenuating circumstances it is the discretion of the examiners whether to accept these as a reason for having not submitted work on time. Please see the section on applying for an **extension to the deadlines** set, and the section for details on **submitting requests for extenuating circumstances** to be considered.

There are special regulations regarding the late submission of weekly first-year coursework which can be found at <http://www.ma.rhul.ac.uk/students/first-year-coursework.html>

7.4 Anonymous marking and cover sheets

All work that is submitted for assessment is marked anonymously. (The only exceptions to this are the projects submitted for MT3000, MT3090 and MT4000, where the subject will reveal the author's identity.)

If such material also forms part of the formative assessment, then a cover sheet is provided; this allows your identity to be hidden at the time of marking but the work can later be discussed with you.

7.5 Penalties for over-length work

The College has a common policy on over-length work. For projects in Mathematics this means the following:

For every project a recommended page range and an upper page limit is specified. The number of pages of your work should normally be within the recommended page range. If the number of pages of your work exceeds the upper page limit by at least 10% and by less than 20%, the mark will be reduced by ten percentage marks, with passing scripts subject to a minimum mark of a minimum Pass. For work which exceeds the upper page limit by 20% or more, the maximum mark will be zero.

The page count generally includes all tables, diagrams, references, etc. Pages must have normal margins, you must use normal line spacing and text must not be smaller than 11pt.

7.6 Return of written coursework

The following College policy applies to the return of coursework:

Assessed work (other than formal examinations) should be returned within 4 weeks of the submission deadline, except in cases where it is not appropriate to do so for academic reasons. The deadline for the return of marked work should be made clear to students when they receive their assignments.

7.7 Plagiarism

Definition of plagiarism

'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet.

Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment. Group working would constitute plagiarism where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work.

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student's work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student's work alone, without reference to further evidence.

7.8 Assessment offences

The College has regulations governing **assessment offences** which can found on the following webpage:

<http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx>

Offences include plagiarism, duplication of work, falsification, collusion, failure to comply with the rules governing assessment (including those set out in the 'Instructions to candidates'). The Regulations set out the procedures for investigation into allegations of an offence and the penalties for such offences.

7.9 Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact the **Educational Support Office**.
<http://www.rhul.ac.uk/studentlife/supporthealthandwelfare/eso.aspx>

7.10 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification and also more generally in the **Undergraduate Regulations**

<http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx>

If you do not pass a course unit at a first attempt you may be given an opportunity to 're-sit' or 'repeat' the course unit.

Re-sit of a failed unit - Normally the opportunity to re-sit any failed parts of a course unit not passed will be during the following academic session.

Repeat - If you are given the opportunity to repeat a course unit you will need to register for the course unit for the next academic session and satisfy afresh the coursework and attendance requirements.

Please note that it is **not** possible to re-sit or repeat a course unit which you have passed.

For 2011/12, summer re-sits are available to:

- **All first year undergraduate students, who would not otherwise be in a position to progress onto the next stage prior to the following year of study, provided they meet the criteria set out in the Undergraduate Regulations.**
- **Second year undergraduate students on BA, BMus, BSc or BSc (Econ), who would not otherwise be in a position to progress onto the next stage prior to the following year of study, provided they meet the criteria set out in the Undergraduate Regulations.**

Any second year MSci student who does not meet the requirements to progress from one stage to the next at the first attempt will be transferred onto the BSc programme and will be given the opportunity of summer resits in order to progress onto the next stage of the BSc programme, provided they meet the criteria set out in the Undergraduate Regulations.

Students registered for programmes leading to the award of MSci must meet the following requirements **at the first attempt** to progress from the second and third stage:

- (a) must pass, be allowed, or be granted exemption from at least three

units from each stage;

(b) must pass, be allowed, or be granted exemption from any courses denoted as compulsory for progression in the programme specification;

(c) for progression from stage two to stage three, must achieve an average, calculated to two decimal places, of 50.00% or above;

(d) for progression from stage three to stage four, must achieve a weighted average of 55.00% or above, calculated to two decimal places, where the second stage average is weighted as 1 and the third stage average is weighted at 2.

To qualify for summer resits the following criteria, which are set out in the

Undergraduate Regulations

<http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx>

, must be met:

(a) the student must already have passed, been allowed, or been granted exemption from courses to a value of at least two units;

(b) the student may only re-sit the assessment from courses in which s/he has achieved a mark of at least 30% on the first attempt, except where his/her performance was affected by documented extenuating circumstances deemed acceptable by the Sub-board of Examiners.

This opportunity will be offered **only** to students who would be in a position to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.

7.11 Outcomes of course unit assessment

The Undergraduate Regulations require that for a student to qualify for final consideration in a course unit, the Sub-board of Examiners will take into consideration:

(a) whether the candidate has satisfied the attendance requirements stated in the course specification;

(b) whether the candidate has satisfied the assessment requirements stated in the course specification.

The Sub-board of Examiners will determine an outcome and a percentage mark recorded as an integer between 0% and 100% inclusive for each candidate, as follows:

(a) an outcome of Pass (P) with a percentage mark will be returned where the candidate has gained a mark of 40% or above overall and in all elements of the assessment which carry an individual pass requirement;

(b) an outcome of Fail (F) with a percentage mark will be returned where the candidate has gained a mark of 39% or below overall or in any element of the assessment which carries an individual pass requirement;

(c) an outcome of Attendance Fail (AF) without a percentage mark will be returned where the candidate has not met the attendance requirements stated in the course specification. For the purposes of calculating the stage and final average, an AF will be treated as a zero unless a subsequent percentage mark is achieved through repeating the course in attendance.

Where a student's performance in the assessment was compromised by adequately documented extenuating circumstances, the Sub-Board of Examiners may return alternative course outcomes as set out in the Undergraduate Regulations. In some cases this will require the student to complete additional work or a resit of affected assessment. For further details please see **Undergraduate Regulations**.

<http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx>

Students entered to resit an examination will normally not receive an overall percentage mark greater than 40% for that course unit.

For details on the requirements for degree classification please see the section on the **Consideration for the Award** in the Undergraduate Regulations.

<http://www.rhul.ac.uk/forstudents/studying/academicregulations/ugregs/ugconsiderationfortheaward.aspx>

7.12 Examination results

Please see the **Examinations Office** website

<http://www.rhul.ac.uk/registry/Examinations/> for details of how you will be issued with your **results**.

<http://www.rhul.ac.uk/registry/Examinations/results.html>

The Examinations website is the place where you can access the “**Instructions to Candidates**” and details of the examinations **appeals** procedures.

<http://www.rhul.ac.uk/registry/Examinations/results.html#Bookmark6>

8 Student Support

8.1 Students in need of support (including disabled students)

Your first point of reference for advice within the Department is the Senior Faculty Administrator, Mr Guillaume Subra. Inevitably, problems will sometimes arise that the Senior Faculty Administrator is not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the **Student Support** page:

<http://www.rhul.ac.uk/forstudents/home.aspx>

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Departmental Educational Support Office (ESO) representative is the Senior Faculty Administrator. You must also contact the ESO (Founders East 151; tel: +44 (0)1784 443966; email: educational-support@rhul.ac.uk) who will arrange for an assessment of needs to be carried out and will advise on appropriate sources of help. Further information is available on the College web on the ESO **Support, health and welfare** page
<http://www.rhul.ac.uk/studentlife/supporthealthandwelfare/eso.aspx>

8.2 Student-staff committee

There is a student-staff committee on which both taught and research students are represented. The Committee meets at least three times each year and plays an important role in the Department as a forum for airing student views. You can use the Committee to raise any issues which concern students. Notices will be sent by email giving details of forthcoming elections or the names of current representatives.

8.3 Students' Union

The Students' Union offers a wide range of services and support, from entertainment and clubs/societies to advice on welfare and academic issues. The Advice and Support Centre, situated on the first floor of the Students' Union, runs a confidential service that is independent from the College. Open 9.30am - 5pm, Monday – Friday, it operates an open door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment. Full details can be found at www.su.rhul.ac.uk/support

8.4 Careers information

The College has a **careers advisory service**, housed in the Horton Building, which is open to any student during normal College hours.
<http://www.rhul.ac.uk/careers/home.aspx>

8.5 Non-academic policies

Please see the **Codes and Regulations** webpage <http://www.rhul.ac.uk/forstudents/regulations/home.aspx> which includes information on non-academic policies, regulations, and codes of practice as well as the **Student Charter**.
<http://www.rhul.ac.uk/aboutus/governancematters/studentcharter.aspx>

8.6 Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Personal Advisor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the **College Complaints Procedures** for students <http://www.rhul.ac.uk/forstudents/studying/complaintsprocedure.aspx> . You should raise your complaint **as soon as possible**.

If the complaint concerns an academic decision, there is an **academic appeals process**. Please note that an academic appeal can only be submitted once you have received your results. Details of the **appeals procedures** and permitted grounds for appeal can be found on the following webpage <http://www.rhul.ac.uk/forstudents/studying/academicappeals/home.aspx>

9 Health and Safety Information

9.1 Code of practice on harassment for students

This can be found on the student home pages under codes and regulations <http://www.rhul.ac.uk/forstudents/regulations/home.aspx>

9.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found on the **Health and Safety Webpages** <http://www.rhul.ac.uk/health-and-safety/policies-and-procedures.html>

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. The Department and the type of work conducted by students is classified as a low risk activity.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Co-ordinator Mr Guillaume Subra 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.

10 Equal Opportunities Statement and College Codes of Practice

10.1 Equal opportunities statement

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.

Royal Holloway, University of London (hereafter 'the College') is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that;

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
- it creates a positive, inclusive atmosphere, based on respect for diversity within the College
- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

10.2 College codes of practice

Royal Holloway is committed to upholding the dignity of the individual. Personal harassment can seriously harm working, learning and social conditions at the College. Harassment will be regarded seriously and could be grounds for disciplinary action, which may include termination of registration as a student. Royal Holloway's Code of Practice on Personal Harassment for Students is available at

<http://www.rhul.ac.uk/registry/onlinestudenthandbook/studentharassment.pdf>

11 Prizes

The following prizes are available to Mathematics students.

College prizes:

Martin-Holloway prize for the best finalist in each faculty

Lillian F Heather and Murgoci prizes for the best first year students in each Faculty

Harrison prize for the best combined honours finalist.

Mathematics Department prizes:

The **Bailey Prize** marks Professor Wilfred Bailey, Head of Mathematics at Bedford College 1944- 1958. It is awarded to a student of Mathematics at the start of his or her third year of study

The **Coulter McDowell Prize** marks Professor Coulter McDowell, member of staff at Royal Holloway 1957-1964 and 1969-1986, Head of Mathematics 1981-1986. It is awarded to the student who produces the best third or fourth year project in Mathematics.

The **Simpson Prize** is in memory of Professor Harold Simpson, Head of Mathematics at Bedford College 1907-1944 (until 1939 his surname was Hilton). It is awarded to a first-year undergraduate in the Department of Mathematics in recognition of outstanding academic effort or achievement.

The **Thewlis/Wilks Prize** is in memory of Madeline Thewlis and Ruth Wilks, former students at Bedford College. It is awarded to a student of the College entering for the final examinations in Mathematics to assist him or her in postgraduate work.

The **Harding Prize** marks Professor Percy Harding, Head of Mathematics at Bedford College 1870- 1907. It is awarded to a student in the Department of Mathematics who has completed at least five terms of study, usually for a post-examination essay.

The **Mary Bradburn Prizes** were given in memory of Dr Mary Bradburn, student at Royal Holloway College 1935-1940 and staff 1945-1980. They are awarded to undergraduate students of the Mathematics Department in their third or fourth year for outstanding effort or achievement, and were awarded for the first time in 2004.

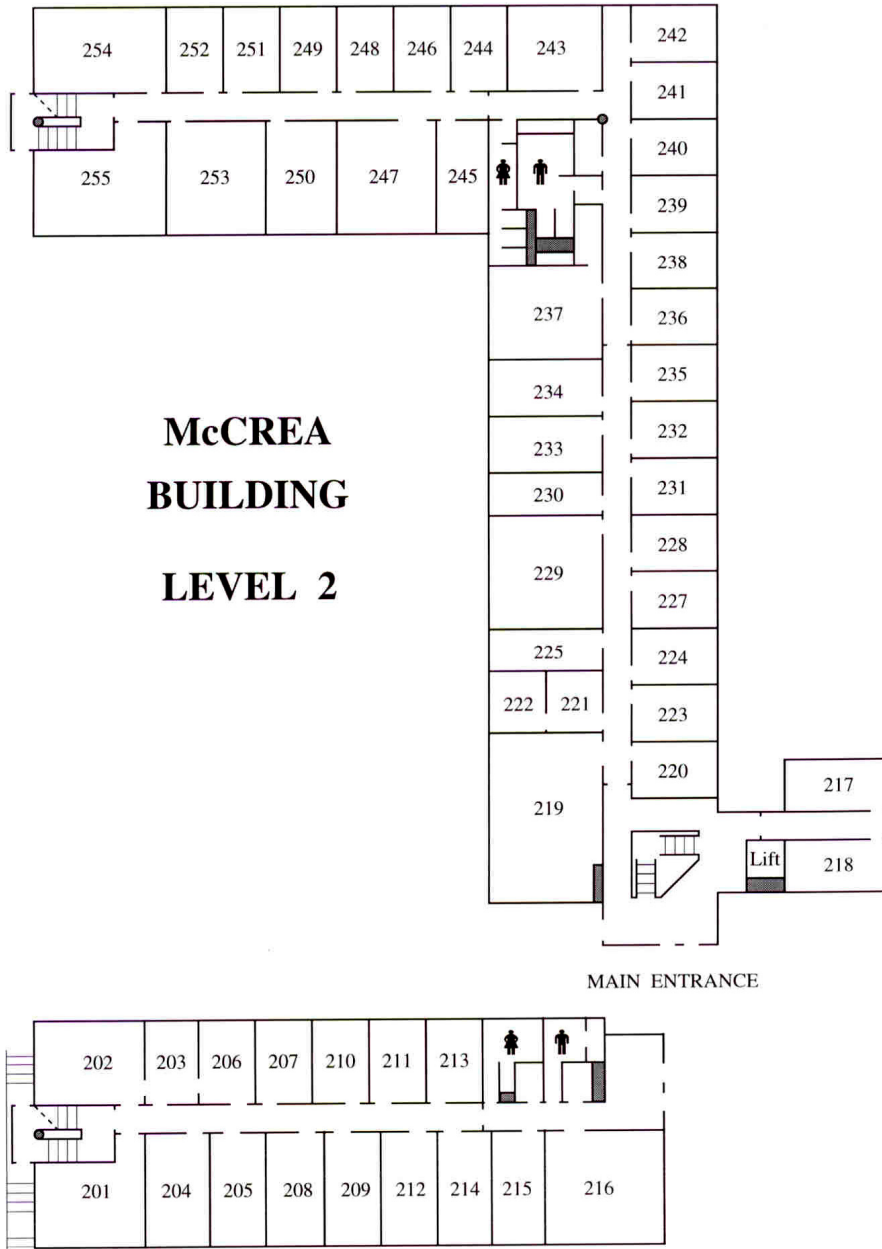
The **Driver** prizes, in all subjects taught at Royal Holloway at the time, were endowed by Miss Mary Ann Driver in 1887, just after the opening of the College. Miss Driver was the sister of Jane, wife of Thomas Holloway. Up to two are awarded in Mathematics, for post-examination essays.

The **Robert L. MacNeil** Mathematical Prize is for the third year undergraduate who made the most valuable contributions to the department.

The two **IMA Prizes** are awarded by the Institute of Mathematics and its Applications to the two best finalists in Mathematics at the College. The prizes consist of free membership to the IMA.

Apart from the IMA and Thewlis/Wilks prizes, the Mathematics prizes are to be spent on books.

A Map of the McCrea Building (Ground Floor)



A Map of the McCrea Building (Top Floor)

