A warm welcome to all of you and congratulations on your A-level results. We are delighted that you have chosen to study Mathematics at Royal Holloway, University of London (RHUL).

I am the first year coordinator and this guide will hopefully explain and give you details of some of the events/activities that will be happening during induction week (18 to 22 September 2017) and during the first weeks of term in our Department. Please note that if you are on a joint degree (such as Mathematics with XXX or Mathematics and XXX), you will also need to check the events organised by the other Department.

This first week of term at Royal Holloway is very important. It has a number of objectives: you will be required to perform a number of administrative duties, and you will be advised of a number of student services, have the opportunity to join student societies and more generally start developing your social life here!

My colleagues and I look forward to meeting you. We wish you a happy and exciting time during your studies with us.

Best wishes from all of us.

Professor Mota-Furtado, First Year Coordinator.
Welcome from Head of Department

Congratulations on receiving an offer to study Mathematics (or something including Mathematics!) here at Royal Holloway. We are delighted to welcome you to the department and are committed to helping you develop your knowledge and skills during the length of your degree programme.

Over the next few years you will learn and discover new mathematical theories and how they can be applied to all areas of life. You will be expected to commit to attending lectures and completing weekly homework assignments – all specially designed for your success, supported by Workshops and Tutorials. Our team of academics are experts within their fields, but we are also extremely approachable. We all have Office Hours when you are welcome to ask for assistance with the more difficult questions – we will be able to help you solve complex problems or look at things differently. You will also be assigned a personal advisor who is there to support you throughout your student career.

Make the most of your time here, it goes quickly! I would encourage you to get involved where you can – we have a thriving Mathematics society who are always keen to welcome new members – find out more about them and other Departmental activities on our facebook page: www.facebook.com/MathsRHUL

Professor McKee (picture below)
Head of School
Mathematics and
Information Security Group

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Quote: “The only way to learn Mathematics is to do Mathematics”
- Paul Halmos

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September 2017
https://www.royalholloway.ac.uk/mathematics/home.aspx
https://www.royalholloway.ac.uk/students/welcome-week/home.aspx
What happens in the Department during welcome week?

<table>
<thead>
<tr>
<th>Key events</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Monday - Induction+Registration</strong>&lt;br&gt;(10am to 2pm)&lt;br&gt;(2 to 3 pm)</td>
<td>You receive a welcome pack with the induction program, the name and office location of your personal adviser and the allocation of workshops that you have to attend (see below). After a free pizza lunch (midday to 1pm) you meet your personal adviser in his/her office to register. There is an extra induction session at 2pm, if you were in another department.</td>
</tr>
<tr>
<td><strong>Tuesday - Workshop on Mathematica and MapleTA (1 hour session)</strong>&lt;br&gt;<strong>College Talk (11am-12)</strong></td>
<td>Mathematica and MAPLE T.A. are very powerful software systems used by scientists worldwide. MAPLE T.A. is also an easy-to-use web-based system for assessing students. Both will be used for assessing students on some courses. In MT1710 you'll use Mathematica from week 2 so a good start is to carefully follow the induction class. In your welcome pack you have a page with the one hour session you must attend.</td>
</tr>
<tr>
<td><strong>Wednesday</strong>&lt;br&gt;<strong>Maths Talk+Registration</strong>&lt;br&gt;(from 2 to 4pm)</td>
<td>From 2-3pm there is a Maths talk, 'Pi: a Fundamental Constant of the mathematical Universe', by Dr Martin Widmer, followed by a presentation on the Student Union and on Careers. It follows a catch-up session for registration if you were in another Department on Monday.</td>
</tr>
<tr>
<td><strong>Thursday – Meeting with 1st Yr Coordinator</strong>&lt;br&gt;(11am-midday)&lt;br&gt;<strong>Tutorial list posted</strong></td>
<td>Departmental procedures; do's and don'ts for success in your studies. In the afternoon a list will be posted on the main noticeboard in the Foyer of McCrea Building with tutorial groups, tutor's names and offices. The time of your group first meeting will be scheduled for the following day (Friday). Remember to check the noticeboard.</td>
</tr>
<tr>
<td><strong>Friday – Tutorials - First Meeting</strong></td>
<td>During this meeting you will arrange a regular weekly meeting time to be used during the rest of term.</td>
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</table>

### Important websites to look at:

<table>
<thead>
<tr>
<th>Website</th>
<th>Link</th>
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<tbody>
<tr>
<td>College Enrolment Info</td>
<td><a href="http://www.welcome.royalholloway.ac.uk/enrolment-for-new-students/">http://www.welcome.royalholloway.ac.uk/enrolment-for-new-students/</a></td>
</tr>
<tr>
<td>RHUL Welcome week</td>
<td><a href="https://www.royalholloway.ac.uk/students/welcome-week/home.aspx">https://www.royalholloway.ac.uk/students/welcome-week/home.aspx</a></td>
</tr>
<tr>
<td>RHUL Maths homepage</td>
<td><a href="https://www.royalholloway.ac.uk/mathematics/home.aspx">https://www.royalholloway.ac.uk/mathematics/home.aspx</a></td>
</tr>
<tr>
<td>RHUL Mathematics – Information for current students</td>
<td><a href="https://www.royalholloway.ac.uk/mathematics/informationforcurrentstudents/home.aspx">https://www.royalholloway.ac.uk/mathematics/informationforcurrentstudents/home.aspx</a></td>
</tr>
<tr>
<td>Maths Facebook page</td>
<td><a href="https://www.facebook.com/MathsRHUL">https://www.facebook.com/MathsRHUL</a></td>
</tr>
<tr>
<td>Moodle - RHUL’s Virtual Learning environment</td>
<td><a href="http://moodle.rhul.ac.uk/">http://moodle.rhul.ac.uk/</a></td>
</tr>
</tbody>
</table>

Here you will find the Department’s [Undergraduate programme handbook](https://www.royalholloway.ac.uk/mathematics/informationforcurrentstudents/home.aspx). It contains information about all the degrees we offer and lists the rules and regulations we follow. Please download it and read it!

You will find all the information about your courses: work to complete, notes, comments, chats, coursework marks, etc.... Find out what you can do with it!
## Lectures begin on Monday 25th September 2017

Please read the information below relating to teaching, examinations and assessments.

<table>
<thead>
<tr>
<th>Essential Information</th>
<th>What you need to know</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Timetable</strong> (on arrival it will be in your welcome pack)</td>
<td>In the welcome pack you receive a timetable for this term. Please use induction week to check where your lecture rooms are! <strong>First lecture is MT1710 on Monday 25th September at 10 am with Dr Mota-Furtado in ABLT1.</strong></td>
</tr>
<tr>
<td><strong>Tutorial Groups</strong></td>
<td>Every week you attend a one hour tutorial, which will help you with the courses MT1940, MT1100 and with the use of Mathematical language in MT1710/MT1810. These are very valuable to help you to understand the material you'll be studying. Your attendance is monitored. You'll meet in the tutor's office. A final list assigning students to each tutorial will be posted in the main notice board in the Foyer of the McCrea Building by Wednesday 27th September. <strong>Tutorials begin w/c Monday 2nd October.</strong></td>
</tr>
<tr>
<td><strong>Workshops</strong></td>
<td>Every week you attend a two hours workshop, which will help you with the courses MT1710 and MT1810. These are very valuable to help you with understanding the material and completing the homework for MT1710/MT1810. Your attendance is monitored. The timetable shows these as ‘MT1710/MT1810WS(A),(B) or (C)’; this year they are run in the McCrea Building, Room 201. A list assigning students to each workshop will be posted in the main notice board in the Foyer of the McCrea Building by Wednesday 27th September. <strong>Workshops begin w/c Monday 2nd October.</strong></td>
</tr>
<tr>
<td><strong>Continuous Assessment</strong></td>
<td>Your homework is part of your assessment for all your first year courses and it counts for 10% of your final mark. Please see the rules on continuous assessment either on the MT1710 Moodle page or at: <a href="https://www.royalholloway.ac.uk/mathematics/informationforcurrentstudents/home.aspx">https://www.royalholloway.ac.uk/mathematics/informationforcurrentstudents/home.aspx</a> <strong>The January tests are also part of your assessment for MT1710/MT1810/MT1940. They are set on the Wednesday 10th January 2018 and count 10% for your final mark.</strong></td>
</tr>
<tr>
<td><strong>Calculators</strong></td>
<td>In your welcome pack you'll receive a calculator model no. TI30XA. Please note that this is the only type of calculator that is allowed in all your exams with us. It is your responsibility to keep it safe and bring it to the exams. If you lose this you will need to pay for a replacement. (Only university approved and labelled calculators are allowed in exams.)</td>
</tr>
<tr>
<td><strong>IT induction sessions + You college email account</strong></td>
<td>IT sessions: <strong>IT induction material, including an online Moodle course</strong> will be available online. The link is <a href="https://www.royalholloway.ac.uk/it/essentials/home.aspx">https://www.royalholloway.ac.uk/it/essentials/home.aspx</a> Your College e-mail account is our primary way to communicate with you. <strong>Remember to connect it to any other e-mail accounts you use</strong> so that you can be aware of events and of any form of communication we need to send you. Please check this regularly.</td>
</tr>
<tr>
<td><strong>Points of contact</strong></td>
<td>A list of points of contact (“How to find us: the staff”) can be found on the next page and on our website or the Departmental undergraduate programme handbook.</td>
</tr>
</tbody>
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**September 2017**
[https://www.royalholloway.ac.uk/mathematics/home.aspx](https://www.royalholloway.ac.uk/mathematics/home.aspx)

[https://www.royalholloway.ac.uk/students/welcome-week/home.aspx](https://www.royalholloway.ac.uk/students/welcome-week/home.aspx)
What to do if……?

I need to visit the Departmental office
The Departmental Office is in room MC247. The Departmental Office is open during term-time from 9 - 5pm, Monday to Friday. You can contact the Office on 01784 44 3091 or 3093, or you can email maths@rhul.ac.uk.

I need to have a chat with an Academic member of staff
Academic staff all have offices in the McCrea Building. Each member of staff has allocated office hours posted on their door. If you cannot visit during these hours please email the staff member asking for an appointment. There is a staff list with office information on the Department’s website, and in the foyer of the McCrea Building.

I can’t make it to a lecture
You must email mathsattendance@rhul.ac.uk and let us know. Don’t forget if you’re ill for more than three days you need to visit the Health Centre and get checked out.

I have a question about my course
Email your course leader in the first instance. If you can’t get in touch with them, email maths@rhul.ac.uk or visit us at office MC247 (McCrea building).

I have a problem with enrolment, fees, accommodation or loans
Please visit Student Services located in the Windsor building.

I am experiencing a problem common to other students concerning an academic matter
Speak to a lecturer or your Staff-Student representative.

I have a personal problem
Speak to your personal adviser or a departmental administrator who can put you in touch with the relevant service. (Or you can go directly to the service yourself - further information can be found on https://www.royalholloway.ac.uk/studentlife/supportthealthandwelfare/home.aspx).

I want to change my degree or one of my course choices
Please discuss this first with your personal adviser and then with the Academic Coordinator.

How to find us:
The Staff
Personal Adviser:
You will be allocated a Personal Adviser during Induction week. (in your induction pack)

School Manager for Mathematics and Inf.Security:
Mrs Lisa Cavey 01784 44 3085
lisa.cavey@rhul.ac.uk
(Room 244, McCrea)

Computer Technical Support:
cimhelpdesk@rhul.ac.uk
01784 44 3443

Academic Coordinator:
Prof. Jens Bolte 01784 276269
Jens.Bolte@rhul.ac.uk
(Room 352, McCrea)

Director of Teaching:
Prof K.Audenaert 01784 276272
Koenraad.Audenaert@rhul.ac.uk
(Room 238, McCrea)

First Year Coordinator:
Prof. Francisca Mota-Furtado 01784 44 3096
f.motafurtado@rhul.ac.uk
(Room 241, McCrea)

Chair of Sub-Board of Examiners:
Dr A.Koloydenko 01784 276421
Alexey.Koloydenko@rhul.ac.uk
(Room 251, McCrea)

Disability and Dyslexia Services and Health and Safety Coordinator:
Mrs Lisa Cavey 01784 44 3085
lisa.cavey@rhul.ac.uk
(Room 244, McCrea)