Welcome to the Department of Mathematics at Imperial College London

This Welcome pack is for students starting in October 2017, under the codings of G100, G102, G103, G104, G125, G1F3, G1G3, GG31, G1GH. Students on the Joint Mathematics and Computing programme (JMC) will have different arrangements set up by the Computing department.

We look forward to welcoming you to the Department and hope you have a wonderful time studying with us! Please do not hesitate to contact the relevant person from the contact list given in this document prior to your arrival / any time you are with us with any questions you have.

Information for new students will be updated on the website, please make sure you check regularly for any changes or new information:

www.imperial.ac.uk/mathematics/undergraduate

For College-wide activities, please see events for new students on:

www.imperial.ac.uk/newstudents

Please note that the information in this welcome packet is subject to change — please make sure to check the website as noted above for any new information.

Things to do now!

Register with the College on e-service (starting on 4th September 2017)

If applicable please fill out the Health Form on page 23 and return to Mrs Donna Pile-Grant, by 15th September at the following address:

maths-student-office@imperial.ac.uk

Table of contents

Welcome from
Professor David van Dyk, Head of Department .......................................................... 04
Matthew McGill, Departmental Student Representative ........................................ 05
Aimee He, MathSoc President ...................................................................................... 06

General Information
Registration .................................................................................................................. 07
Email Access and Microsoft Office 365 ................................................................. 07

Term Dates & Induction
Induction Week ............................................................................................................. 08
Mathematics Department Induction ........................................................................... 09

1st Year Programme
1st Year Modules ........................................................................................................ 09
Problems Classes & Problem Sheets ........................................................................ 11
Sample Timetable ........................................................................................................ 12
Imperial Horizons ....................................................................................................... 12
Year in Europe (G104) ............................................................................................... 13

Contacts in the Department
Contact details ............................................................................................................. 14
Maths Mums and Dads ............................................................................................... 15
Activities in the Department ....................................................................................... 15

Getting Around the Campus ....................................................................................... 15

How to Prepare
What to Read/Review .................................................................................................. 16
METRIC .......................................................................................................................... 17
Basic Techniques ......................................................................................................... 18

Who Do I Go to Help With? ....................................................................................... 19

Health Form to fill out and return (if appropriate) ..................................................... 23
Welcome letter from Head of Department
Professor David van Dyk

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Professor David A van Dyk
Head of Mathematics Department
(from October 2017)

August 2017

Dear First Year Student,

It is a pleasure to formally welcome you to the Mathematics Department at Imperial College.

Going to University is a big step and I am sure that you will remember this time as a milestone in your life. Imperial is a fantastic place to spend your University years, and as such it is highly competitive to get a place here. You have done well to gain entry! And, I am delighted that you decided to take up our offer of admission and join us.

I hope that you continue to excel, to enjoy Mathematics, and that you take advantage of the lectures, facilities and teaching support available. It is important to realise that College is very different from school and this time is a transition to a more mature education style. University study will require considerable commitment from you - it is a challenging course. I hope you enjoy it.

Again, Welcome!

Best wishes for your first year with us.

Yours sincerely,

David A van Dyk

Professor David A van Dyk

Welcome letter from Departmental Student Representative (Dep Rep), Michael

Dear Fresher,

Welcome to Imperial! You should be so proud of obtaining a place here in the Mathematics Department, it is extremely competitive (remember this proud moment if times get tough during your first year)! My name is Michael and I will be your Departmental Representative for the upcoming year which means I am the link between students and faculty when we work together to solve problems.

University is one of the most difficult yet rewarding experiences of your life. You will look back on the time you spent here with fond memories, so you should make the most of it! Try to approach everything with an open mind, your attitude to mathematics, and life, is likely to change – try to welcome this! Also, take advantage of as much the Union has to offer! They provide a number of services/opportunities you might not get later on.

Naturally, I'm sure you have a lot of questions about the Maths course and university life in general, so I'll try my best to answer some of the most common:

How tough is the course really? The jump between university maths and the maths you will have done at school is quite large, you should expect to find at least some parts difficult and new. Don't be disheartened though – the department offers a lot of support to help you throughout the year. The first term is likely to be the worst, as you gain a lot of independence and try to figure out your work-life balance, but you will get the hang of it.

What are the people like? I'd love to say that everyone is exactly like you and you will get on with everyone but that just wouldn't be true – and honestly one of the best parts about Imperial is the diversity of the people here. There is such a wide variety of brilliant people which means you will definitely find people with similar interests to you, but also learn new things, thoughts and ideas from others. You all already have something in common – you’re all very smart!

What is there to do except Maths? Imperial is able to boast a HUGE number of different clubs and societies (over 340) where you will be able to take your mind off the maths and do something you enjoy. If you can't find anyone to go with to a new society, why not go yourself? It is the best way to meet new people outside of your halls and your course.

A few final pieces of advice so you enjoy your time at Imperial: Go to events and parties organised by MathSoc (our Departmental Society) and the RCSU (the union our Department belongs too); sign up to the family system so you have ‘parents’ – friendly faces in upper years who can offer help and advice; explore as much of London as you can; and get to know as many people in your year as you can, and don't let language or cultural barriers stand in the way! You should also join the "Imperial College Mathematics Freshers 2017 (Official)" Facebook page where you can get to meet us and the rest of your coursemates.

Enjoy your summer! I look forward to meeting you all in October, feel free to ask me any questions now or throughout the year – and make sure to say 'hi' if you see me around campus! Happy studying.

Michael McGill (Your Dep Rep – michael.mcgill15@imperial.ac.uk)
Welcome letter from Math Soc
President, Aimee He

Dear fresher,

Congratulations on surviving the hardships of university applications/exams and welcome to Imperial!

Whether you are feeling excited right now about moving away from home and starting a new chapter of life, or slightly worried about the academic challenges lying ahead, I can assure you that Imperial is the perfect place to find the balance between enjoying social life and delving into mathematics.

You are about to enter a journey within one of the most reputable departments at Imperial, with help from the finest staff and of course, the support from the best departmental society, MathSoc.

My name is Aimee and I will lead the MathSoc committee to provide comprehensive guidance and support for your first year at Imperial.

If there is one thing I learnt the hard way from my two-year university life, is the need to look and plan ahead. It might seem like mission impossible to plan your entire college life ahead, but it is never too early to think about what you want to achieve most from university education. Time flies faster than everyone’s expectations, and opportunities slip away so quietly that you cannot even catch a glimpse of them. The Autumn term of the new academic year is a crucial timing to sort out plans for the first-year summer, be it internships, research or volunteering programmes, and starting early is always the key to success. If you are clueless about available opportunities and timeline of actions, MathSoc is here for you. We organise a welcome event in the first week of the term to guide you through the process and introduce you the series of events across the year. Along the way, various career consulting sessions and academic seminars will prepare you further for applications and interviews.

However, among all the seriousness, Mathsoc is not all invested in academia or careers. We are also dedicated in providing fantastic social events tailor-made for you! Start-of-year party, treasure hunt, quiz nights, bar nights, Christmas dinner... all lined up ahead waiting for you to enjoy. To start with, sign up for the Mums & Dads scheme and we promise to deliver the best family experience at the very first social event of the year.

Want to know more about us? Visit our webpage, and do not forget to follow our Facebook page for the most up-to-date events. You are welcome to drop us a message through either of the above or email me at jh7315@ic.ac.uk.

Now enjoy the rest of your holidays and I look forward to meeting you in October!

Best regards,
Aimee
MathSoc President 2017/18

www.imperial.ac.uk/mathematics/undergraduate/
Term dates & induction

The dates of term for the 2017 – 2018 session are:

- **Autumn term (Term 1):** Saturday 30th September - Friday 15th December 2017
- **Spring term (Term 2):** Saturday 6th January - Friday 23rd March 2017
- **Summer term (Term 3):** Saturday 28th April - Friday 29th June 2017

Please note that you are required to be in attendance during term time. Where necessary please arrange flights, holiday, work etc. well in advance to ensure that you comply with this College regulation. For more information, please go to the Registry website:

[www.imperial.ac.uk/admin-services/registry/term-dates/](http://www.imperial.ac.uk/admin-services/registry/term-dates/)

**Induction week**

**College-wide induction**

Term starts on Saturday 30th September.

For all students living in Halls, you will be able to move in from 9.30am on Saturday 30th September. Please try to arrive before 4pm.

Please see the Accommodation website: [www.imperial.ac.uk/accommodation](http://www.imperial.ac.uk/accommodation) or email the office for more information: accommodation@imperial.ac.uk.

The weekend of the 30th of September and 1st of October will include a number of College led activities for new students, both for those in halls and those living at home.

Please see all events for all new students on: [www.imperial.ac.uk/students/new-students/welcome-week/undergraduate/](http://www.imperial.ac.uk/students/new-students/welcome-week/undergraduate/)

**ID cards**

If you are living in the Halls, your ID card will be sent there for you. If you are not living in the Halls, you will need to pick it up from the Department's UG office, Huxley 649, after you start.

[www.imperial.ac.uk/mathematics/undergraduate/](http://www.imperial.ac.uk/mathematics/undergraduate/)

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**Mathematics Department induction**

The induction meeting for all first year maths students will take place on:

**Monday, October 2nd at 9.30 in the Clore Lecture Theatre, Huxley Building, 2nd Floor**

This is a compulsory year meeting at which you will be given the basic information on the course and your first year. You will also receive your Handbook at this meeting.

The doors will be open from 9am, you are welcome to come early and start meeting some of your classmates!

You will have a full induction day on Monday (until 5pm), followed by a number of other activities throughout the week.

The full schedule of events will be posted online in September: [www.imperial.ac.uk/mathematics/undergraduate/](http://www.imperial.ac.uk/mathematics/undergraduate/)

Please contact maths-student-office@imperial.ac.uk with any concerns regarding the start of year.

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**1st Year Programme**

**1st Year Modules**

After Induction Week (introductory lectures and compulsory meetings), normal lectures start in Week 2 and run through to the last day of term, December 15th. Tests and Problems Classes start in Week 3.

An example of a possible 1st year mathematics student's Autumn Term timetable is shown on page 12. Please note that this is only an example to show the breakdown of lectures, etc.; the 2017 timetable has not yet been finalised—you will get this on the first day of Term. Timetable updates will be found on the College VLE, Blackboard, under Maths Central, once they are finalised and a personalised calendar will be available to you via i-Calendar with core lectures and classes (most small tutorials will not appear on these calendars and you will need to add these yourself). The Maths Central pages on Blackboard will include important documents and information for your study here, please check this regularly. Year updates will also be posted there.

The teaching day for UGs runs weekdays from 9AM to 6PM (Except Wednesdays where no teaching is scheduled for after 12). You could have classes or meetings scheduled at any time between these times. Although lectures and problems classes for Year 1 Maths students are all common, you will have individual times for tutorials/meetings, so you will need to make a note of these for yourself so as to not miss them. Time management is a key skill to learn ASAP!

Lectures and classes in the Department of Mathematics start at the designated time (on the hour) and generally end 10 minutes to the hour to enable time for breaks/movement from one room to another.

One thing you will quickly notice once you start at College is how different learning at university is to school.

[www.imperial.ac.uk/mathematics/undergraduate/](http://www.imperial.ac.uk/mathematics/undergraduate/)
In your lectures you will need to be taking good notes so that you can review these later, and although there are usually opportunities at the end to ask questions, most of your “work” and asking of questions will need to be done outside of lectures in your own time.

Many of your lecturers will use a Blackboard page to display module information (eg. notes, problem sheets, recommended reading), but some will use separate websites. Information will be given at the start of year lectures.

In the Autumn Term ALL first year mathematics students (regardless of your coding) take four lecture modules (3 lectures + 1 problems class per module per week) and one Computing module (1 lecture + 1 tutorial per week). These modules are:

- M1F Foundations of Analysis
- M1GLA Geometry and Linear Algebra
- M1S Probability and Statistics 1
- M1M1 Mathematical Methods 1
- M1C Computational Techniques

In Computational Techniques you will learn to use the mathematical computer packages Matlab and (in the Spring term) Python. No previous computing experience is necessary. You are advised NOT to buy either Matlab or Python beforehand.

In addition, you will also have the following that will be individually scheduled:

1 meeting per week with your Personal Tutor (small group)
1 weekly small group tutorial problem solving session with an older (year 3 or 4) student (starting in week 3)

And for some students:

- Language classes (for those students on the Year in Europe programme only)
- English language classes (for those students who are required to participate based on English language test)
- Imperial Horizons (see more information to follow)

Problem classes & problem sheets

The main purpose of the weekly problems classes is to discuss the lecture material and to sort out any difficulties arising from problems sheets set by the lecturers. You can ask questions from the lecturer or PhD students in the sessions to help you, work with peers on questions, or just work quietly on your maths.

Each week you will be given sheets of problems to tackle. It is very important to spend adequate time on these. You will probably have found Mathematics relatively easy at school or college. Don’t be surprised if you find that you need to work much harder at Mathematics at university, where the subject is more about problem solving and rigorous proof than about tackling routine exercises and calculations. Most students should expect to struggle with at least some of the problem sheets we will give you. You will also find that you will need to work hard throughout the year and that last minute revision before the examinations will not be a recipe for success even if this was your strategy at school. We find that students who ignore this advice are usually the ones who fail their exams here!

To help you with the transition from school to university level Mathematics, we try to give you as much support as possible in the first year. In addition to the problems classes, lecturers have office hours and you will have two small tutorials—one with our Personal Tutor, an academic, and one with a peer tutor, in which to go over problems in more depth. The best way to get the most out of your time here is to make sure you have done a lot of independent work before coming to these tutorials so that you can get the help you need, and know what questions to ask.

Typically, you will need to spend 40 hours per week on Mathematics (including lectures and tutorials). You will find, however, that solving problems and understanding concepts is more satisfying and productive without time constraints. We expect you to spend as much time as necessary to understand Mathematics. Remember that everyone on your course will have done well at Mathematics at school! As a previous student has said—first year is all about learning how to “struggle” with a problem, to really understand how to break it down and solve it.
Sample timetable

The following is a SAMPLE timetable for a First Year Student for the Autumn Term (Term 1) (this is NOT this year’s timetable) in yellow are the courses all students take. In orange are extra sessions that will be scheduled for every student, however, the times and places for these will change per student, below is just a sample. In green is the optional Imperial Horizons course. In addition, if taking a language as a G104 student, you will have language classes to add into your schedule. Similarly, for students taking the English language class, you will have a two-hour class scheduled during the week.

Free time is set for independent work on your studies and time to meet with other students for study groups. In addition, numerous activities/specialty lectures/careers events are scheduled throughout the year and you are encouraged to take full advantage of everything Imperial has to offer. One thing you will quickly learn is that time management is the key to everything—so start your work early, keep on top of your lectures and ask for help when needed!

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<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>9-10</td>
<td>MM 1 Lecture Harxey 213 (Clare LT)</td>
<td>MM 1 Lecture Harxey 213 (Clare LT)</td>
<td>MM 1 Lecture Harxey 213 (Clare LT)</td>
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<td>11-12</td>
<td>MM 1 Lecture Harxey 213 (Clare LT)</td>
<td>Mathematical Computation M 1C Lecture Harxey 213 (Clare LT)</td>
<td>MM 1 Lecture Harxey 213 (Clare LT)</td>
<td>MM 1 Lecture Harxey 213 (Clare LT)</td>
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<tr>
<td>12-13</td>
<td>Weekly Test Harxey 340/341/342</td>
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<td>13-14</td>
<td>Meet with Personal Tutor</td>
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<tr>
<td>14-15</td>
<td>MM 1 Lecture Harxey 213 (Clare LT)</td>
<td>M 1C Computing Tutorial MLC</td>
<td>M 1FQA Lecture Harxey 213 (Clare LT)</td>
<td>MM 1 Lecture Harxey 213 (Clare LT)</td>
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<tr>
<td>15-16</td>
<td>MM 1 Lecture Harxey 213 (Clare LT)</td>
<td>NO CLASSES Optional Sports Activities</td>
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<tr>
<td>16-17</td>
<td>M 1FQA Lecture Harxey 213 (Clare LT)</td>
<td>Small Group Tutorial</td>
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<tr>
<td>17-18</td>
<td>Imperial Horizons</td>
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Imperial Horizons

The Imperial Horizons programme allows you to take a non-maths module from a number of different options, including modules such as: Entrepreneurship, Sound Technology or Korean. The programme has been designed to broaden students’ education and enhance their career prospects. It is a great opportunity to expand your knowledge (and CV!) and to meet new people. The modules run on Tuesdays from 4-6 PM and do not interfere with your maths lectures. In the Mathematics Department Horizons modules are not for credit in Years 1 and 2. Please read more about the programme on: [www.imperial.ac.uk/horizons](http://www.imperial.ac.uk/horizons). You need to apply to the programme separately by the deadline given (the deadline will be soon after the start of term).

Year in Europe students (G104 coding):

Students taking the Year in Europe course G104 need to have at least a GCSE (or equivalent) in their chosen language and they MUST register for classes in their chosen language as soon as possible after registration opens on 4th September. More information can be found on: [www.imperial.ac.uk/languages/year-in-europe](http://www.imperial.ac.uk/languages/year-in-europe).

The enrolment form is through the Horizons page, on [www.imperial.ac.uk/horizons/enrolment](http://www.imperial.ac.uk/horizons/enrolment). You will need your CID number which is on the email you receive from College once you have accepted your offer of admission. Make sure you indicate that you are a Year in Europe Student on enrolment form.

Note that while in general you have to pass the language examinations at the end of Years 1 and 2 in order to stay on G104, your language examination results are not counted towards the Honours Marks of your Mathematics degree.
Contacts in the Department

Director of Undergraduate Studies:
Professor David Evans

Professor Evans oversees the academic side of the undergraduate experience. He can be emailed at david.evans@imperial.ac.uk

Senior Tutor: Dr Chris Ford

The Senior Tutor oversees student welfare and student progression including interruptions of study. He is also the Disabilities Officer in the Department. Dr Ford can be emailed at ma.st@imperial.ac.uk

Year 1 Tutor: Professor John Barrett

The Year 1 Tutor works with the Senior Tutor to oversee their year. You should contact the Year Tutor with any concerns about absences, missing tests/courseworks due to illness, and personal academic progression.

Undergraduate Liaison Officers:

Mrs Inkeri Hibbins  
Mrs Anne-Marie Hilder

The Student Liaison Officers help with student support services in the Department. Students can see either Anne-Marie or Inkeri at any point for either welfare or academic issues. You can find them in the Huxley Building in room 632, or they can be emailed at: a.hilder@imperial.ac.uk (Anne-Marie) and j.hibbins@imperial.ac.uk (Inkeri).

UG Maths Student Office:
Mrs Donna Pile-Grant and Mrs Agnieszka (Aga) Damasiewicz

The UG Maths Student Office is the hub for all important paperwork. This is where you will hand in your coursework throughout the term and also hand in (and pick up) important forms/letters such as reference requests, illness forms and degree code change applications. The Office is in the Huxley Building, room 649. You can email the office at maths-student-office@imperial.ac.uk. Aga will be mainly in charge of Year 1 information, so with any questions, please go to see her.

Maths Mums & Dads - Imperial College Union

The Union’s Maths Mums and Dads scheme is one where new first year students are placed into a “maths family” with older students acting as the “parents” - a great way to get the “insider” information on the course and College! The Union will send out more information about this and how to join. A number of activities will be arranged for families to take part in every year.

Activities in the Department

The Department has a Mathematics Society, MathSoc, run by undergraduates, which organises social events and talks by visiting speakers. In addition there is an informal club called Plus! which meets several times a term to chat about interesting and unusual mathematical problems. If you took part in the Mathematics Olympiads in the past, you may be interested in joining Plus!

The UG Colloquium is a weekly lecture series run by undergraduates for undergraduates. Come and listen to talks about independent research your fellow students are undertaking (or just an interesting problem they have come across and looked into), or present a talk of your own!

Getting around campus

All maths lectures and classes primarily take place in the Huxley Building. The main lecture theatre for 1st year lectures is The Clore Lecture Theatre, on level 2. This is on the right hand side on the same level you enter the building from on Queen’s Gate.

Problems Classes usually take place on the 3rd Floor of the Huxley Building, in Rooms 340, 341 and 342.

The two main Departmental rooms undergraduates can use for working and relaxation are the Maths Common Room (sofas, board games, computers, tables, whiteboards for working on) on the 2nd floor next to the Clore, and the Maths Learning Centre (MLC) on level 4 (main computer room with additional tables for individual work, small side rooms for tutorials and a small soft seated area). There are also two other smaller computer rooms, 408 and 410 that students can use. 410 is designated as a silent work area.

Please see: www.imperial.ac.uk/media/imperial-college/visit/public/SouthKensingtonCampus.pdf for the South Kensington Campus Map. The Huxley Building is point number 13.
For most people the pace of work at university is much faster than they are used to at school so it is very important that you consolidate your A-level knowledge of Mathematics before you arrive. This is particularly important if you have had a gap year.

What to read/review

You should refer to our list of basic mathematical techniques (page 18 with which we would like you to be familiar before the start of term. Items in section A should already be at your fingertips, but you may not yet have met all of the topics in section B. Students come to Imperial from a number of educational backgrounds—we know that certain topics are not covered by everybody at school. To make the start of your course a lot easier, you are urged to study anything unfamiliar on the list (both sections A and B), from an appropriate A-level Mathematics or Further Mathematics text book e.g:

Introducing Pure Mathematics by Robert Smedley & Gary Wiseman (ISBN 0 19 914 803 1)

Further Pure Mathematics by Brian Mark Gaulter (ISBN 0 19 914 735 3)

You could perhaps contact your old school or public library who may be able to lend you a suitable text. A few excellent books, which will help you to prepare for the different style of mathematics that you will study here, are:


This book is an excellent support for one of your 1st Year modules, M1F, and the latest edition (4th) has material that is useful for M1P1 and M1P2 as well, two other 1st Year modules.

How to Think Like a Mathematician by Kevin Houston, published by Cambridge University Press (ISBN 978 052 171 9780)

How to Study for a Mathematics Degree by Lara Alcock, published by Oxford University Press

You will take a Diagnostic Test during the Induction Week. The material is based around A-level material, and may be based on topics we ask you to review through METRIC (see page 17), but will test more problem solving ability than specific knowledge.

You will also find it useful (and entertaining) to read some recreational Mathematics books, which should be available either from your local library or in paperback versions from a good bookshop.

Suggestions include:

Alice in Numberland by J Baylis and R Haggerty, Macmillan Education 1988


or anything by Martin Gardner or Ian Stewart. The New Scientist and Scientific American also have interesting mathematical articles.

There is no need to buy any undergraduate textbooks at this stage. They are sometimes expensive and it is best to wait until you have a better idea about what you will need. You will find that the main College Library is well stocked with appropriate books including eversions. Through the library you will also have access to numerous e-journals and newspapers.

Some of you may be thinking about buying a new calculator or computer. Although a simple calculator can be useful for some coursework and project work, any complex calculations are better done using a computer package. By the way, we do not normally allow the use of calculators (or formula sheets) of any kind in Mathematics examinations! For information about computing facilities in the College and the purchase of machines and/or software go to www.imperial.ac.uk/ict. College will send you details of how to activate your College Computer Account before you arrive.

Mathematics Education Technology (METRIC)

To help prepare for the first year, all First Year Mathematics Undergraduates are asked to log on to METRIC over the summer. Imperial’s METRIC online tool includes learning modules consisting of self-test exercises, Interactive explorations of concepts and mathematical tools.

We encourage you to read and try a few questions from each of the sections listed below. If you find the questions in a particular section easy, feel free to do only a few – and concentrate on sections that you may be less familiar with (or have forgotten!). Hopefully the material and exercises will prove a good refresher of material at the end of this long (and hopefully wonderful!) summer!

Please note that within METRIC you will have access to a number of sections in addition to the ones listed below. You are of course welcome (and we encourage you!) to look through and try as many as extra ones as possible, as hopefully the more you do, the easier the first year will be.

Access to the resource will be available to you throughout your first year, and you may wish to revisit the resource during the year, especially when you are taught sections that are available in METRIC as well. To access METRIC, please visit: www.imperial.mapleserver.com/imperial/. No log-in is required.

Recommended sections to review prior to arrival at Imperial

Trigonometry

“Trigonometrical Functions” the section on “Domain, Range, Period”
All sections under title “Identities”

Algebra

All sections under title “Rational Expressions”
Under “Series” remind yourself of the basics, the sections on: “Arithmetic & Geometric series”

Functions and Graphs

All sections under title “Functions in General”

Differentiation

Under “Principles”: “Differentiation from First Principles” (the demo in secants and tangents also very useful if you haven’t seen this before)

Vectors

All sections under title “Introduction to Vectors”
All sections under title “Vector Equation of a line”
Who do I go to if I need help?

In addition to the support services in the Department, the College has a number of places students can get help. You can read about the support services on: www.imperial.ac.uk/student-space/

With so many places to get support, it can be difficult to identify who best to ask, and thus below and on the next few pages are some of the most frequently asked questions. In most cases, your Personal Tutor can help you identify support, but in other cases it is possible to find support directly yourself. Of course, although your Personal Tutor is listed as the first person to discuss things with, you are always free to discuss your needs with any staff member you feel most happy to do so. The Undergraduate Liaison Officers are not always listed as a separate person to contact, but are always available to help point you in the right direction on any question you may have.

FAQ: Who do I go to help with...?

Problem: Trouble settling in/adjusting to life at University

Your Personal Tutor is your point person on most issues, especially settling in at University. If you have any concerns/feeling low/homesick, not settling in/meeting people, make sure to speak with your Personal Tutor or one of the Student Liaison Officers. If you are living in the Halls, you should also speak with your Hall Senior or Warden. Just make sure you talk to someone. Also, if you notice any of your friends feeling low, encourage them to speak to someone.

Problem: Computer / IT issue (related to campus systems or software)

The ICT Helpdesk on Level 4 Sherfield can help with most issues. Their website is www.imperial.ac.uk/admin-services/ict - you should log your support query via the website form to ensure the right person responds.
Problem: Language Support

Your Personal Tutor can help you identify any concerns with your language skills, and may refer you to the Centre for Academic English. The Centre for Academic English offers short intensive evening classes—please take a look on: www.imperial.ac.uk/academic-english/undergraduate-and-exchange-students/. For international First Year students, an English support module runs throughout the year. If you have not been asked to attend the module based on your English test results, but would like to do so, please contact the Undergraduate Liaison Officer.

Problem: Disability Support

The Senior Tutor, Dr Ford, is the Department Disability Officer and can help you to identify your support needs. You will be asked to meet with the College Disability Advice service and depending on your needs support options will be reviewed. You can also speak with one of the Student Liaison Officers.

If you have a registered disability/a long term health issue or if you had special arrangements during school exams, please do let us know as soon as possible (please fill out and return the form on the last page). It is important that the College has all of the paperwork in place in order to support you in the most appropriate manner. Specific advice is available on the Disability Advisory Service Website: www.imperial.ac.uk/disabilityadvisoryservice, or by email disabilities@imperial.ac.uk.

Problem: Learning Difficulties

Your Personal Tutor or Student Liaison Officer may identify any issues you may have, but this will be referred to the Senior Tutor. We will then work with the College Disability Advice service to identify your needs and provide support where available.

Problem: Health issues interfering with studies (body or mind)

You should alert your Personal Tutor or one of the Student Liaison Officers as soon as you can; this will be discussed with the Senior Tutor to help assess the likely impact on your studies. All students should make sure that they are registered with a Doctor either at the Campus Health Centre (if living in campus accommodation/in the catchment area) or near their home. Contact the Health Centre via: www.imperialcollegehealthcentre.co.uk/ and phone: 020 7584 6301. The Health Centre has triage clinics for urgent issues every weekday morning from 8:30 to 10AM. The College has a Counselling service that is free for students to use: www.imperial.ac.uk/counselling/. There is also a Dental Clinic on campus—call 020 7589 6623 for information.

Problem: Stress

Your Personal Tutor or Student Liaison Officer may identify any concerns with your language skills, and may refer you to the Centre for Academic English. The Centre for Academic English offers short intensive evening classes—please take a look on: www.imperial.ac.uk/academic-english/undergraduate-and-exchange-students/. For international First Year students, an English support module runs throughout the year. If you have not been asked to attend the module based on your English test results, but would like to do so, please contact the Undergraduate Liaison Officer.

Problem: International Student Concerns

Extensive advice is available for international students on the International Student Support Office Website: www.imperial.ac.uk/study/international-students/, and students are encouraged to see the staff in the office for any questions regarding their visa or their stay in the UK.

Problem: Accommodation troubles

If living in the Halls, speak with the Warden/Sub-Warden/Hall Seniors with any concerns. Your Personal Tutor or one of the Student Liaison Officers can discuss issues with you to help you find avenues of support and refer you to the Accommodation Office. The Senior Tutor can also help identify the likely effect on your work. If living off campus and having issues around housing rights/your landlord, you can also seek support from the Union Advice Centre at advice@imperial.ac.uk.

Problem: Social troubles

Your Personal Tutor or the Student Liaison Officers can discuss your concerns, as well as the Senior Tutor, and we can help you to find possible solutions.

Problem: Family troubles

Your Personal Tutor or one of the Student Liaison Officers can discuss your concerns with you, as well as the Senior Tutor. If the issues are likely to interfere with your work, the Senior Tutor can help to identify possible routes of support.

Problem: Study skills (Exams, Lectures, writing reports)

Your Personal Tutor or one of the Student Liaison Officers can help you identify your needs and can work with you to improve your study skills. You can also look at the Imperial Success Guide to help you identify how best to improve your study skills www.imperial.ac.uk/students/success-guide/.
Problem: Course concerns

If there are any potential concerns with your course of study, be it content, difficulty or structure of deadlines and/or workload, the Director of Undergraduate Studies, Professor David Evans, is happy to discuss the concerns with you. Your Student Year Reps and Departmental Representative, Michael McGill and the Student Liaison Officers are also here to help liaise between the students and the staff, so you can always approach them with concerns over the academic programme.

Problem: Financial troubles

Your Personal Tutor can discuss your concerns with you. You should also visit the Student Hub to talk to someone in the Student Financial Support office, www.imperial.ac.uk/fees-and-funding for assistance. There may be hardship funds available depending on your circumstances. The Union Advice Centre can help with financial concerns as well, including debt advice: advice@imperial.ac.uk. You should discuss the situation with the Senior Tutor or one of the Student Liaison Officers if the situation is severe and is affecting your studies.

Although hopefully you are able to concentrate mainly on your studies while at Imperial, we understand that some students have to take on paid work to support themselves. If so, please check the guidelines on work during term time on: https://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Student%20Employment%20During%20Studies.pdf. Please be careful with your time and ask for help if you are finding that work is interfering with your studies. Your primary objective while at Imperial should be your academics!

Problem: I need a reference

Your Personal Tutor is your primary referee, so you should make sure that they know you well enough to write a reference for you. Other good people to ask for references are: Project Supervisors (especially Year 2, 3 and 4 project supervisors) and the Year Tutor. The Senior Tutor may provide a reference if you are unable to gain a reference from any of the above. You should always make sure you ask people who know you well and thus can write a good reference for you.

Department of Mathematics
Health and Special Needs Form 2017-2018

If you have any special needs because of a disability or health problem, please let us know, so that necessary arrangements can be made; including any needs you have relating to access to buildings or equipment, or to teaching material.

Please describe any special arrangements which have been made in the past for your examinations.

Should you need extra time for tests/examinations, you will need to provide documentation to the effect. The Senior Tutor (who is also the Disabilities Advisor in the Department) will contact you for this based on the information you provide us below. You will also be asked to see the Disabilities Advisory Service.

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>(CAPITALS)</th>
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</thead>
<tbody>
<tr>
<td>FAMILY NAME</td>
<td>(CAPITALS)</td>
</tr>
<tr>
<td>HEALTH/DISABILITY &amp; SPECIAL ARRANGEMENTS</td>
<td></td>
</tr>
</tbody>
</table>

Signed: ....................................................... Date: ....................................................

PLEASE RETURN THIS COMPLETED FORM TO Mrs Donna Pile-Grant, DEPT OF MATHEMATICS, IMPERIAL COLLEGE LONDON, LONDON SW7 2AZ, maths-student-office@imperial.ac.uk, by 15th September 2017.

The Senior Tutor or the Undergraduate Liaison Officer may contact you if discussion is necessary before you arrive for the start of term. The Senior Tutor may also be contacted via the information below:

Dr Chris Ford
Senior Tutor, Department of Mathematics
Telephone: +44 (0) 207 594 9165
Email: ma.st@imperial.ac.uk