Welcome to the Department of Mathematics at Imperial College London

This Welcome pack is for students starting in October 2018, 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/students/new-students/

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 3rd September 2018)

If applicable please fill out the Health Form on page 23 and return to Mrs Donna Pile-Grant, by 14th September at the following address:

maths-student-office@imperial.ac.uk

Table of contents

Welcome from
Professor David van Dyk, Head of Department ...................................................... 04
Ankush Rajput, Departmental Student Representative .............................................. 05
Hitesh Kumar, 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 & Question 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
Practice & METRIC .................................................................................................. 17
Basic Techniques ....................................................................................................... 18

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

Health Form to fill out and return (if appropriate) ................................................... 23

www.imperial.ac.uk/mathematics/undergraduate/
Welcome letter from Head of Department
Professor David van Dyk

August 2018

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,

Professor David A van Dyk
Head of Mathematics Department

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Welcome letter from Departmental Student Representative (Dep Rep), Ankush Rajput

Dear Fresher,

Welcome to Imperial! Congratulations on becoming a part of our Mathematics Department, by far one of the most competitive courses and it is a huge accomplishment to have made it to Imperial!

My name is Ankush, I'm in my 3rd year, and I will be your departmental academic representative. Essentially, I am the liaison between you, the students, and the faculty. I’ll be working with them, helping resolve any problems and providing you with the best university experience. One of the most important things to remember is to enjoy yourself at university, you will have some of the most amazing times here - so make the most of it! Take advantage of everything the student union has to offer, with over 340 societies and clubs you can join. Promise yourself you will make the time to join at least one as it’s the best way to meet people with similar interests outside your halls and course. Remember, it’s important to try and find your work-life balance, and with your new independence, you may find this tricky. However, I promise, you will perform better throughout your degree by being involved in activities outside your education.

That being said, the main question you’re probably asking is how hard actually is this course? The truth is it depends on how much effort you put in. There is a big jump from school to university, but the better you try and bridge this gap through the resources given to you, the easier you will find your time at university. There will be topics you find new and challenging but don’t let this demotivate you. If you find it hard almost everyone else does! Utilise your peers, lectures and problems classes to help you understand these topics and your degree will become so much easier. University is going to be one of your biggest challenges so far, however, when you succeed in your course there will be no feeling more rewarding.

The biggest advice I can give you is to do your best to attend lectures, the detail of what is said by your professors is unmatched, and the community of students you become involved with will motivate you to do your best. Something you’ll hear from your analysis teachers this year is that mathematics is not a spectator sport! Just a last few important pieces of advice – attend events and parties held by MathSoc (our department’s society) and RCSU (Royal College of Science Union – which MathSoc is a part of). Check out the careers and networking events we hold exclusive to our maths students. Use these events to start to build a rough idea of what you’d like to do in the future and begin meeting amazing people in the industry, they really want to talk to people like you! You should also join the “Imperial College Mathematics Freshers 2018” Facebook page where you can get to meet us and the rest of your course mates.

I look forward to meeting you all in October, feel free to ask me any questions throughout the year and make sure to say ‘hi’ if you see me around campus!

Enjoy your summer!

Ankush Rajput

math.deprep@imperial.ac.uk
Welcome letter from Math Soc
President, Hitesh Kumar

Dear first years,

Welcome to Imperial!

In the time that you spend here, you’ll definitely be learning a lot, about mathematics, life at university and most importantly, your ambitions for the future. There are few places where you have as many opportunities and as much support to help you meet your goals, so do make the most of it.

I’m sure you all know how important the following three things are: studying hard, fitting in, and thinking about the future. But don’t worry, MathSoc is here to help with at least two of those!

The Imperial College London Mathematics society, Lovingly called “MathSoc” is the student-run society that serves all Mathematics students, from you who have just arrived, all the way to those who are in their final year of their PhD’s. We work hard almost every day to organise careers events and materials for you to hear from and network with our sponsors in industry, and to prepare socials for you all to relax with your friends and meet others from MathSoc.

One thing I learnt in my second year was just how important networking is. Having good connections with people who are already in the organisations that you want to join is usually more important than having good grades (of course, you should still focus on your studies...). In order to help you make such connections, we’re working with organisations that specialise (and might be looking for graduates to join them) in technology, consulting, finance and more to bring you events to find out what they do, speak to them in person, and even have relevant opportunities delivered right to your inbox.

Perhaps you might also want to connect with your fellow society members, and relax every now and then? Well, we will also be organising events for you to take on our annual quizzes with your friends over pizza, meet up with others at the bar or a pub over drinks, play poker and board games with students (and maybe even staff), watch movies at midnight on Halloween in cinema-sized lecture halls and much, much more. Oh, and don’t forget your suits, ties and dresses for our biggest social of the year, the Christmas dinner!

If you want to see what we’ve done in the past, and make sure that you’re kept up to date with our plans for the future, check out our website, follow our Facebook page, join your “Imperial College Mathematics Freshers 2018” page, and most importantly, if you want to make the most of everything we offer you, check your emails regularly.

For anything Mathsoc related, feel free to email me on hk1815@ic.ac.uk, or even ask me in person if you see me around.

I look forward to seeing you all in October,
Hitesh Kumar

General information

Prior to starting

Registration:

Please make sure you officially REGISTER online on the Student e-Service as soon as possible (starting 3rd September) as per the instructions College will send you via email. For more information, look on:

www.imperial.ac.uk/students/new-students/undergraduates/before-you-arrive-registration/

You will need to complete all of your personal details, including uploading a photo, online through “e-service.”

Please print your “Registration Confirmation” page and keep it with you just in case you need it later on at the start of year.

International students will need to upload their passport photo page and visa page (if applicable).

The Department also asks you to send in the Medical/Health Form (if applicable) which can be found at the end of this welcome packet, by 14th September.

Email access and Microsoft Office 365:

All communications from the Department will be sent to your College email address. Please be sure that you check this daily. Information on how to access this will be sent to you by the College.

The College uses Microsoft 365 for your emails. Once you have completed Imperial's online registration process, you can use your College credentials to get Microsoft Office 365 software for free.

With Microsoft 365, additional benefits include you being able to install the latest version of Microsoft Word, Excel, PowerPoint, OneNote and much more on compatible, personally-owned devices. Read more on:

www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/office-365/
Term dates & induction
The dates of term for the 2018 – 2019 session are:

Autumn term (Term 1): Saturday 29th September - Friday 14th December 2018
Spring term (Term 2): Saturday 5th January - Friday 22nd March 2019
Summer term (Term 3): Saturday 27th April - Friday 28th June 2019

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/

Induction week

College-wide induction
Term starts on Saturday 29th September.

For all students living in Halls, you will be able to move in on Saturday 29th September. Please see the Accommodation website: www.imperial.ac.uk/students/new-students/undergraduates/arrivals-and-induction/moving-into-halls/ or email the office for more information: accommodation@imperial.ac.uk.

The weekend of the 29th - 30th of September 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/

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/

Mathematics Department induction
Induction for all first year maths students will start on:

Monday, October 1st 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 9.15am, you are welcome to come early and start meeting some of your classmates!

You will have a full induction day on Monday, including welcome talks, important information on the degree programme, and meeting your Personal Tutor. The induction programme will continue throughout the first few weeks, you will receive a full schedule at the first meeting.

The full induction schedule will also be posted online in September:
www.imperial.ac.uk/mathematics/undergraduate/

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 14th. 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 2018-2019 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 the College’s electronic calendar system 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 12noon). 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.

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 (2 lectures plus video tutorials during the term + 1 weekly tutorial). 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 or MSc) 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)

Problems classes & question sheets

The main purpose of the weekly problems classes is to discuss the lecture material and to sort out any difficulties arising from question 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 question sheets 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 questions 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.

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 questions 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 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 question, to really understand how to break it down and solve it.
The following is a SAMPLE timetable for a First Year Student for the Autumn Term (Term 1). You will receive the final confirmed timetable on your first day, October 1st. In yellow are the lectures and in green the problems classes for all students take. In orange are extra sessions that you will have scheduled individually at some point during the week, the time and place for these will change per student, below is just a possible example. In grey 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!

### Sample timetable

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<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>MATH Lecture Hourley 213 (Room L1)</td>
<td>MATH Lecture Hourley 213 (Room L1)</td>
<td>MATH Lecture Hourley 213 (Room L1)</td>
<td>MATH Lecture Hourley 213 (Room L1)</td>
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<tr>
<td>10-11</td>
<td>MATH Lecture Hourley 213 (Room L1)</td>
<td>Mathematics of Computation MATH Lecture Hourley 213 (Room L1)</td>
<td>No-class assessment</td>
<td>MATH Lecture Hourley 213 (Room L1)</td>
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<td>11-12</td>
<td>MATH Lecture Hourley 213 (Room L1)</td>
<td>MATH Lecture Hourley 213 (Room L1)</td>
<td>MATH Lecture Hourley 213 (Room L1)</td>
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<tr>
<td>12-13</td>
<td>MATH Lecture Hourley 213 (Room L1)</td>
<td>No CLASS/ Optional Sports/Activities</td>
<td>MATH Lecture Hourley 213 (Room L1)</td>
<td>MATH Lecture Hourley 213 (Room L1)</td>
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<tr>
<td>13-14</td>
<td>MATH Problem Solving Class Hourley 218/219/220</td>
<td>assign</td>
<td>MATH Problem Solving Class Hourley 218/219/220</td>
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<td>MATH Problem Solving Class Hourley 218/219/220</td>
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<tr>
<td>14-15</td>
<td>MATH Problem Solving Class Hourley 218/219/220</td>
<td>assign</td>
<td>MATH Problem Solving Class Hourley 218/219/220</td>
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<td>MATH Problem Solving Class Hourley 218/219/220</td>
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<tr>
<td>15-16</td>
<td>MATH Computing Tutorial MATH</td>
<td>assign</td>
<td>MATH Computing Tutorial MATH</td>
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<td>16-17</td>
<td>Imperial Horizons</td>
<td>assign</td>
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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: Dr Martin Rasmussen

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 Officer

Mrs Inkeri Hibbins

The UG Liaison Officer helps with student support services in the Department. Students can see Inkeri at any point for either welfare or academic issues. You can find her in the Huxley Building in room 632, or she can be emailed at i.hibbins@imperial.ac.uk

UG Maths Student Office

The UG Maths Student Office is the hub for all important paperwork. This is where you will hand in your courseworks 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

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! To sign up, please visit www.imperialcollegeunion.org/your-union/mums-dads-2018, the sign up link for new students is at the bottom of that page. A special family welcome activity will take place in the first week of term.

Activities in the Department

The Department’s Mathematics Society, MathSoc, run by undergraduates, organises social and careers events and talks by visiting speakers. Look out for regular activities and special events like the annual Christmas Dinner.

Plus! is an informal lunch time club 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!

Women in Maths get-togethers take place bi-weekly and hold talks from academics and alumni in an informal social atmosphere.

Other events such as wellbeing teas and research and inspirational talks by academics will take place regularly, look out for advertisements and come along to hear something new and meet other students and staff.

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.
The work at Imperial is demanding and fast-paced. Even in topics you are already familiar with, you may be presented with very challenging problems. So it is very important that you consolidate and practice your knowledge of Mathematics before you arrive. This is particularly important if you have had a gap year. Students also find that university-level Mathematics involves a different way of thinking about the subject. It will be therefore be helpful if, over summer, you look at some books or other material designed to help you make this transition.

What to read/review

We expect you to have a very good understanding of most of the topics in the list on page 18. Items in the early part of the list should be very familiar, but you may not have met all of the topics later on in the list. Students come to Imperial with different educational qualifications and we know that certain topics are not covered by everybody at school, so some of these topics may be revised briefly in lectures during the first few weeks. To make the start of your course a lot easier, you are urged to study anything unfamiliar on the list and practice any of the topics which you are not completely confident with. Material and exercises about most of the topics can be found in the online resource METRIC (see further information on the next page), or some of the books listed below. You could also use 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)

(Your old school or public library 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:

A Concise Introduction to Pure Mathematics by Martin Liebeck, published by Chapman and Hall (ISBN: 1 58 488 193 3) 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

Lecturers will usually recommend a selection of books at the start of a module. These will generally be available in the main College Library or can be ordered if necessary. Through the library you will also have access to numerous e-journals, e-books 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. The Department has desktop computers for use by students, although many students also find it useful to have their own laptop or tablet computer. 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.

Practice

As you will hear multiple times, we like to say that “mathematics is not a spectator sport”. The best way to learn maths is to do maths.

To help get you ready for the start of year, your first term, first year lecturers have sent through a few questions for you to solve over the summer. These questions were sent in a separate attachment on the email you received this welcome packet in.

Print these off, work through them. Try them out, think about what the question is asking, and what methods and knowledge you have to solve the question. How to solve the question may not be self-evident, so take some time to think about it. Learning how to problem solve will be a key part of your first year. You will go through these questions sometime in the first weeks. Also don’t worry if you can’t do all of them, you will go through them and learn how to approach them once you come to College. But do try them out, get your brain working again after a nice long summer break!

When you come to university, be prepared to challenge yourself and your thinking. You are here to learn and learning often comes from learning from your mistakes.

The College has an online resource for learning and study skills tips - take a look on: www.imperial.ac.uk/students/success-guide/ug/.

METRIC - Mathematics Education Technology Research at Imperial College

To help remind you of basic topics, you are also encouraged to use Imperial’s METRIC online tool consisting of self-test exercises, interactive explorations of concepts and mathematical tools.

We encourage you to read and try a few questions from sections related to topics on page 18. 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.

To access METRIC, please visit: https://imperial.mapleserver.com/imperial/. No log-in is required.
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 Officer is not always listed as a separate person to contact, but is always available to help point you in the right direction on any question you may have.

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

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 the UG Liaison Officer. 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.

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.
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.

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 the UG Liaison Officer.

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.

Learning Difficulties

Your Personal Tutor or UG 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.

Health issues interfering with studies (body or mind)

You should alert your Personal Tutor or the UG Liaison Officer 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.imperialcollegelhealthcentre.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/ contact them via email for appointments: counselling@imperial.ac.uk. There is also a Dental Clinic on campus—call 020 7589 6623 for information.

Stress

Your Personal Tutor can discuss your concerns, as well as the UG Liaison Officer or the Senior Tutor, and we can help you to find possible solutions. The College runs a number of stress management workshops—information will be sent on email. The Health Centre has helpful information on their website: www.imperialcollegelhealthcentre.co.uk/exams-and-stress/. You may also contact the Student Counselling Service for support. www.imperial.ac.uk/counselling/.

Absence from college

If you are absent for one or two days, you can self-certify your absence. For three or more days you must inform your Personal Tutor, and for a week or more you must request permission from the Senior Tutor. Where this interferes with assessment you must complete the appropriate illness/Personal Issue Form and/or the Mitigating Circumstances form (more information on forms will be given at start of year).

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.

Accommodation troubles

If living in the Halls, speak with the Warden/Sub-Warden/Hall Seniors with any concerns. Your Personal Tutor or the UG Liaison Officer 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 affect 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.

Social troubles

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

Family troubles

Your Personal Tutor or the UG Liaison Officer 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.

Study skills (Exams, Lectures, writing reports)

Your Personal Tutor or the UG Liaison Officer 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/](www.imperial.ac.uk/students/success-guide/).

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 and the UG Liaison Officer are also here to help liaise between the students and the staff, so you can always approach them with concerns over the academic programme.

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](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 the UG Liaison Officer if the situation is severe and is affecting your studies.

If you are studying full-time, the College recommends that you do not work part-time during term time so that you can fully concentrate on your studies. Many students work in the summers to help pay for expenses during the year. If you do need to work during term time, the College advice is to work no more than 10–15 hours per week, which should be principally at weekends and not within normal College working hours so as to not interfere with your lectures and classes. 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!

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 2018-2019

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>
</tr>
</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 14th September 2018.

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

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