

Introduction

1 General

Please read the whole of this introductory chapter before beginning work on the projects. **It contains important information that you should know as you plan your approach to the course.**

1.1 Introduction

The course is a continuation of the Part IB Computational Projects course. The aim is to continue your study of the techniques of solving problems in mathematics using computational methods.

As in Part IB, **the course is examined entirely through the submission of project reports**; there are no questions on the course in the written examination papers. The definitive source for up-to-date information on the examination credit for the course is the [Faculty of Mathematics Schedules](#) booklet for the academic year 2018-19. At the time of writing (July 2018) the booklet for the academic year 2017-18 states that

No questions on the Computational Projects are set on the written examination papers, credit for examination purposes being gained by the submission of reports. The maximum credit obtainable is 150 marks and there are no alpha or beta quality marks. Credit obtained is added directly to the credit gained on the written papers. The maximum contribution to the final merit mark is thus 150, which is the same as the maximum for a 16-lecture course. The Computational Projects are considered to be a single piece of work within the Mathematical Tripos.

1.2 The nature of CATAM projects

CATAM projects are intended to be exercises in independent investigation somewhat like those a mathematician might be asked to undertake in the ‘real world’. They are well regarded by external examiners, employers and researchers (and you might view them as a useful item of your *curriculum vitae*).

The questions posed in the projects are more open-ended than standard Tripos questions: **there is not always a single ‘correct’ response**, and often the method of investigation is not fully specified. **This is deliberate.** Such an approach allows you both to demonstrate your ability to use your own judgement in such matters, and also to produce mathematically intelligent, relevant responses to imprecise questions. You will also gain credit for posing, and responding to, further questions of your own that are suggested by your initial observations. You are allowed and encouraged to use published literature (but it must be referenced, see also §5) to substantiate your arguments, or support your methodology.

1.3 Timetable

You should work at your own speed on the projects contained in this booklet, which cover a wide range of mathematical topics.

A lecture covering administrative aspects of the course is given towards the start of the Michaelmas Term. You may also wish to take advantage of programming tutorials available on-line if you did not attempt the Computational Projects course in Part IB.

Your write-ups must be submitted in the Easter Term (see §6.2 below). Please also note that **you must be available** in the last week of Easter term in case you are called either for a routine *Viva Voce Examination*, or for an *Examination Interview* or an *Investigative Meeting* if unfair means are suspected (see §5.2 below).

1.3.1 Planning your work

- You are strongly advised to complete all your computing work by the end of the Easter vacation if at all possible, since the submission deadline is early in the Easter Term.
- **Do not leave writing up your projects until the last minute.** When you are writing up it is highly likely that you will either discover mistakes in your programming and/or want to refine your code. This will take time. If you wish to maximise your marks, the process of programming and writing-up is likely to be **iterative**, ideally with at least a week or so between iterations.
- It is a good idea to write up each project as you go along, rather than to write all the programs first and only then to write up the reports; each year several students make this mistake and lose credit in consequence (in particular note that a program listing without a write-up, or vice versa, gains no credit). You can, indeed should, review your write-ups in the final week before the relevant submission date.

1.4 Programming language[s]

As was the case last year, the Faculty of Mathematics is supporting MATLAB for Part II. During your time in Cambridge the University will provide you with a free copy of MATLAB for your computer. Alternatively you can use the version of MATLAB that is available on the **Managed Cluster Service** (MCS) that is available at a number of **UIS sites** and **institutional sites** around the Collegiate University.

1.4.1 Your copy of MATLAB

All undergraduate students at the University are entitled to download and install MATLAB on their own computer that is running Windows, MacOS or Linux; your copy should be used for non-commercial University use only. The files for download, and installation instructions, are available at

<http://www.maths.cam.ac.uk/undergrad/catam/software/matlabinstall/matlab-personal.htm>.

This link is **Raven** protected. Several versions of MATLAB may be available; if you are downloading MATLAB for the first time it is recommended that you choose the latest version.

1.4.2 Programming guides and manual[s]

The Faculty of Mathematics has produced a booklet *Learning to use MATLAB for CATAM project work*, that provides a step-by-step introduction to MATLAB suitable for beginners. This is available on-line at

<http://www.maths.cam.ac.uk/undergrad/catam/MATLAB/manual/booklet.pdf>

However, this short guide can only cover a small subset of the MATLAB language. There are many other guides available on the net and in book form that cover MATLAB in far more depth. In addition:

- MATLAB has its own extensive built-in help and documentation.
- The suppliers of MATLAB, *The MathWorks*, provide MATLAB Onramp, an interactive tutorial on the basics which does not require MATLAB installation: see¹

<http://uk.mathworks.com/support/learn-with-matlab-tutorials.html>

- *The MathWorks* also provide the introductory guide *Getting Started with MATLAB*. You can access this by ‘left-clicking’ on the **Getting Started** link at the top of a MATLAB ‘Command Window’. Alternatively there is an on-line version available at

<http://uk.mathworks.com/help/matlab/getting-started-with-matlab.html>

A printable version is available from

http://uk.mathworks.com/help/pdf_doc/matlab/getstart.pdf

- Further, *The MathWorks* provide links to a whole a raft of other tutorials; see

<https://uk.mathworks.com/support/learn-with-matlab-tutorials.html>

In addition their *MATLAB* documentation page gives more details on maths, graphics, object-oriented programming etc.; see

<http://uk.mathworks.com/help/matlab/index.html>

- There is a plethora of books on MATLAB. For instance:
 - (a) *Numerical Computing with MATLAB* by Cleve Moler (SIAM, Second Edition, 2008, ISBN 978-0-898716-60-3). This book can be downloaded for free from
<http://uk.mathworks.com/moler/chapters.html>
 - (b) *MATLAB Guide* by D.J. Higham & N.J. Higham (SIAM, Second Edition, 2005, ISBN 0-89871-578-4).

You will not be spoilt for choice: Google returns about 61,000,000 hits for the search ‘MATLAB introduction’ (up from 44,000,000 hits last year), and about 8,000,000 hits for the search ‘MATLAB introduction tutorial’ (up from 1,000,000 hits).

- The Engineering Department has a webpage that lists a number of helpful articles; see

<http://www.eng.cam.ac.uk/help/tpl/programs/matlab.html>

¹ These links work at the time of writing. Unfortunately *The MathWorks* have an annoying habit of breaking their links.

1.4.3 To MATLAB, or not to MATLAB

Use of MATLAB is recommended,² but *you are free to write your programs in any computing language whatsoever*.³ Python, R,⁴ C, C++, Mathematica,⁵ Maple⁶ and Haskell have been used by several students in the past, and Excel has been used for plotting graphs of computed results. The choice is your own, provided your system can produce results and program listings on paper.⁷

However, you should bear in mind the following points.

- The Faculty does *not* promise to help you with programming problems if you use a language other than MATLAB.
- Not all languages have the breadth of mathematical routines that come with the MATLAB package. You may discover either that you have to find reliable replacements, or that you have to write your own versions of mathematical library routines that are pre-supplied in MATLAB (this can involve a fair amount of effort). To this end you may find reference books, such as *Numerical Recipes* by W. H. Press *et al.* (CUP), useful. You may use equivalent routines to those in MATLAB from such works so long as you acknowledge them, and reference them, in your write-ups.
- If you choose a high-level programming language that can perform advanced mathematical operations automatically, then you should check whether use of such commands is permitted in a particular project. As a rule of thumb, do not use a built-in function if there is no equivalent MATLAB routine that has been approved for use in the project description, or if use of the built-in function would make the programming considerably easier than intended. For example, use of a command to test whether an integer is prime would not be allowed in a project which required you to write a program to find prime numbers. The *CATAM Helpline* (see §4 below) can give clarification in specific cases.
- Subject to the aforementioned limited exceptions, *you must write your own computer programs*. Downloading computer code, e.g. from the internet, that you are asked to write yourself counts as plagiarism (see §5).

1.4.4 Computer Algebra Systems

Some projects require the use of a Computer Algebra System (CAS). At present none is specifically recommended but possible choices include the Symbolic Math Toolbox in MATLAB, Math-

² Except where an alternative is explicitly stated, e.g. see footnotes 4 and 6.

³ In an average year, something less than 10% of projects submitted do not use the supported programming language.

⁴ R is a programming language and software environment for statistical and numerical computing, as well as visualisation. It is the recommended language for some Part II projects. R is available for free download for the Linux, MacOS and Windows operating systems from <http://www.r-project.org/>.

⁵ Mathematica is a software package that supports symbolic computations and arbitrary precision numerical calculations, as well as visualisation. It is available on both the Mathematics and the Central/College MCS. At the time of writing Mathematica is also available for free to mathematics students, but the agreement is subject to renewal. You can download versions of Mathematica for the Linux, MacOS and Windows operating systems from

https://things.maths.cam.ac.uk/computing/software/mathematica/install_mathematica.html

⁶ Maple is a mathematics software package that supports symbolic computations and arbitrary precision numerical calculations, as well as visualisation. It is the recommended language for some Part II projects. At the time of writing it is expected to be available on the CATAM MCS, and Maple may also be available on the Central/College Windows MCS.

⁷ There is no need to consult the *CATAM Helpline* as to your choice of language.

ematica and Maple.

Mathematica is installed on the Mathematics and the Central/College MCS (see also footnote 5), and at the time of writing it is expected that Maple will be available on the Mathematics MCS, and possibly on the University/College MCS (see §3). Mathematica and Maple are also sensible choices for several projects other than the ones for which a CAS is actually required, and you should feel free to use them for *any* of the projects, but you should be aware of a few points:

- For intensive numerical calculations Maple should be told to use the hardware floating-point unit (see help on `evalhf`).
- If you choose to use Maple, Mathematica, or any other CAS to do a project for which a CAS is not specifically required, you should bear in mind that you may not be allowed to use some of the built-in functions (see §1.4.3).

2 Project Reports

2.1 Project write-ups: examination credit

For each project, 40% of the marks available are awarded for writing programs that work and for producing correct graphs, tables of results and so on. A further 50% of the marks are awarded for answering mathematical questions in the project and for making appropriate mathematical observations about your results.

The final 10% of marks are awarded for the overall ‘excellence’ of the write-up. Half of these ‘excellence’ marks may be awarded for presentation, that is for producing good clear output (graphs, tables, etc.) which is easy to understand and interpret, and for the mathematical clarity of your report.

The assessors may penalise a write-up that contains an excessive quantity of irrelevant material (see below). In such cases, the ‘excellence’ mark may be reduced and could even become negative, as low as -10%.

Unless the project specifies a way in which an algorithm should be implemented, marks are, in general, not awarded for programming style, good or bad. Conversely, if your output is poorly presented — for example, if your graphs are too small to be readable or are not annotated — then you may lose marks.

No marks are given for the submission of program code without a report, or vice versa.
Both program code **and** report must be submitted in **both** hard copy **and** electronic copy.

The marks for each project are scaled so that a possible maximum of 150 marks are available for the Part II Computational Projects course. No quality marks (i.e. α s or β s) are awarded. The maximum contribution to the final merit mark is thus 150 and the same as the maximum for a 16-lecture course.

2.1.1 Examination credit: algorithm applied to the mark awarded for each project

Each project has a unit allocation. The mark awarded for each project is weighted according to the unit allocation, with each project unit equating to a maximum of 5 Tripos marks. The weighted marks for each project are summed to obtain a candidate’s total Tripos mark.

To obtain maximum credit, you should submit projects with unit allocations that sum to 30 units. If you submit N units, where $N > 30$ (i.e. if you submit more than the maximum number of units), then the following algorithm applies:

If your weakest project is M units with $M > N - 30$ then the mark on that project will be rescaled by $[M - (N - 30)]/M$. If $M \leq N - 30$ then that project will be discarded entirely, a revised N will be calculated, and the algorithm will be applied recursively.

This algorithm ensures that you can score no more than the overall maximum available, i.e. 150 Tripos marks, by reducing the mark only on your weakest project. There is no expectation that you submit more than 30 units; this algorithm is simply a way to calculate your mark if you do.⁸

A fractional total Tripos mark resulting from the weighting/scaling process is rounded up or down to the nearest integer, with an exact half being rounded up.

2.2 Project write-ups: advice

Your record of the work done on each project should contain all the results asked for and your comments on these results, together with any graphs or tables asked for, clearly labelled and referred to in the report. However, it is important to remember that the project is set as a piece of mathematics, rather than an exercise in computer programming; thus the most important aspect of the write-up is the **mathematical content**. For instance:

- Your comments on the results of the programs should go *beyond* a rehearsal of the program output and show an understanding of the mathematical and, if relevant, physical points involved. The write-up should demonstrate that you have noticed the most important features of your results, and understood the relevant mathematical background.
- When discussing the computational method you have used, you should distinguish between points of interest in the algorithm itself, and details of your own particular implementation. Discussion of the latter is usually unnecessary, but if there is some reason for including it, please set it aside in your report under a special heading: it is rare for the assessors to be interested in the details of how your programs work.
- Your comments should be pertinent and concise. Brief notes are perfectly satisfactory — provided that you cover the salient points, and make your meaning precise and unambiguous — indeed, students who keep their comments concise can get better marks. An over-long report may well lead an assessor to the conclusion that the candidate is unsure of the essentials of a project and is using quantity in an attempt to hide the lack of quality. Do not copy out chunks of the text of the projects themselves: you may assume that the assessor is familiar with the background to each project and all the relevant equations.
- Similarly you should not reproduce large chunks of your lecture notes; you will not gain credit for doing so (and indeed may lose credit as detailed in §2.1). However, you will be expected to reference results from theory, and show that you understand how they relate to your results. If you quote a theoretical result from a textbook, or from your notes, or from the WWW, you should give both a brief justification of the result and a *full reference*.⁹ If you are actually asked to *prove* a result, you should do so concisely.

⁸ Needless to say, if you submit fewer than 30 units no upwards scaling applies.

⁹ See also the paragraph on *Citations* in §5

- Graphs will sometimes be required, for instance to reveal some qualitative features of your results. Such graphs, *including labels, annotations, etc.*, need to be computer-generated (see also § 2.3). Further, while it may be easier to print only one graph a page, it is often desirable (e.g. to aid comparison) to include *two or more* graphs on a page. Also, do not forget to clearly label the axes of graphs or other plots, and provide any other annotation necessary to interpret what is displayed. Similarly, the rows and columns of any tables produced should be clearly labelled.
- You should take care to ensure that the assessor sees evidence that **your programs do indeed perform the tasks** you claim they do. In most cases, this can be achieved by including a sample output from the program. If a question asks you to write a program to perform a task but doesn't specify explicitly that you should use it on any particular data, you should provide some 'test' data to run it on and include sample output in your write-up. Similarly, if a project asks you to 'print' or 'display' a numerical result, you should demonstrate that your program does indeed do this by including the output.
- **Above all, make sure you comment where the manual specifically asks you to.** It also helps the assessors if you answer the questions in the order that they appear in the manual and, if applicable, **number your answers** using the same numbering scheme as that used by the project. Make clear which outputs, tables and graphs correspond to which questions and programs.

The following are indicative of some points that might be addressed in the report; they are not exhaustive and, of course not all will be appropriate for every project. In particular, some are more relevant to pure mathematical projects, and others to applied ones.

- Does the algorithm or method always work? Have you tested it?
- What is the theoretical running time, or complexity, of the algorithm? Note that this should be measured by the number of simple operations required, expressed in the usual $O(f(n))$ or $\Omega(f(n))$ notation, where n is some reasonable measure of the size of the input (say the number of vertices of a graph) and f is a reasonably simple function. Examples of simple operations are the addition or multiplication of two numbers, or the checking of the (p, q) entry of a matrix to see if it is non-zero; with this definition finding the scalar product of two vectors of length n takes order n operations. Note that this measure of complexity can differ from the number of MATLAB commands/'operations', e.g. there is a single MATLAB command to find a scalar product of two vectors of length n .
- What is the accuracy of the numerical method? Is it particularly appropriate for the problem in question and, if so, why? How did you choose the step-size (if relevant), and how did you confirm that your numerical results are reliably accurate for all calculations performed?
- How do the numerical answers you obtain relate to the mathematical or physical system being modelled? What conjectures or conclusions, if any, can you make from your results about the physical system or abstract mathematical object under consideration?

In summary, it is the candidate's responsibility to determine which points require discussion in the report, to address these points fully but concisely, and to structure the whole so as to present a clear and complete response to the project. It should be possible to read your write-up without reference to the listing of your programs.

2.2.1 Project write-ups: advice on length

The word *brief* peppers the last few paragraphs. However, each year some students just do not get it. To emphasise this point, in general **eight sides of A4 of text**, *excluding in-line graphs, tables, etc.*, should be plenty for a clear concise report of a seven or eight unit project.¹⁰ Indeed, the best reports are sometimes shorter than this.

To this total you will of course need to add tables, graphs, printouts etc. However, *do not include every single piece of output you generate*: include a selection of the output that is a *representative* sample of graphs and tables. It is up to you to choose a selection which demonstrates all the important features but is reasonably concise. Remember that you are writing a report to be read by a *human being*, who will not want to wade through pages and pages of irrelevant or unimportant data. Twenty sides of graphs would be excessive for most projects, even if the graphs were printed one to a page.¹¹ Remember that the assessors will be allowed to **deduct** up to 10% of marks for any project containing an excessive quantity of irrelevant material. Typically, such a project might be long-winded, be very poorly structured, or contain long sections of prose that are not pertinent. Moreover, if your answer to the question posed is buried within a lot of irrelevant material then it may not receive credit, even if it is correct.

2.3 Project write-ups: technicalities

As emphasised above, elaborate write-ups are not required. You are required to submit your project reports *both* as hard-copy *and* electronically (both submissions must be identical). In particular, you will be asked to submit your write-ups electronically in Portable Document Format (PDF) form. Note that many word processors (e.g. \LaTeX , *Microsoft Word*, *LibreOffice*) will generate output in PDF form. In addition, there are utility programs to convert output from one form to another, in particular to PDF form (e.g. there are programs that will convert plain text to PDF). Before you make your choice of word processor, you should confirm that you will be able to generate submittable output in PDF form. Please note that a PDF file including pages generated by scanning a hand-written report or other text document is *not* acceptable.

In a very few projects, where a *sketch* (or similar) is asked for, a scanned hand-drawing is acceptable. Such exceptions will be noted *explicitly* in the project description.

If it will prove difficult for you to produce electronic write-ups, e.g. because of a disability, then please contact the *CATAM Helpline* as early as possible in the academic year, so that reasonable adjustments can be made for you.

Choice of Word Processor. As to the choice of word processor, there is no definitive answer. Many mathematicians use \LaTeX (or, if they are of an older generation, \TeX), e.g. this document is written in \LaTeX . However, please note that although \LaTeX is well suited for mathematical typesetting, it is absolutely acceptable to write reports using other word-processing software, e.g. *Microsoft Word* or *LibreOffice*.

- *Microsoft Word* is commercial, but is available free while you are a student at Cambridge: see

<https://help.uis.cam.ac.uk/service/devices-networks-printing/compsoft/getting-microsoft-software/office365>.

¹⁰ Reports of projects with fewer/more units might be slightly shorter/longer.

¹¹ Recall that graphs should not as a rule be printed one to a page.

- *LibreOffice* can be installed for free for, *inter alia*, the Windows, MacOS and Linux operating systems from

<http://www.libreoffice.org/download/download/>.

Both *Microsoft Word* and *LibreOffice* are available on the MCS.

L^AT_EX. If you decide to use a *L^AT_EX*, or you wish to try it out, *L^AT_EX* is available on the MCS. If you are going to use it extensively, then you will probably want to install *L^AT_EX* on your own personal computer. This can be done for free. For recommendations of *T_EX* distributions and associated packages see

- <http://www.tug.org/begin.html#install> and
- <http://www.tug.org/interest.html#free>.

Front end. In addition to a *T_EX* distribution you will also need a front-end (i.e. a ‘clever editor’). A [comparison of *T_EX* editors](#) is available on WIKIPEDIA; below we list a few of the more popular *T_EX* editors.

T_EXstudio. For Windows, Mac and Linux users, there is *T_EXstudio*. The *proT_EXt* distribution, based on *MiK_T_EX*, includes the *T_EXstudio* front end.

T_EXworks. Again for Windows, Mac and Linux users, there is *T_EXworks*. The *MiK_T_EX* distribution includes *T_EXworks*.

T_EXShop. Many Mac aficionados use *T_EXShop*. To obtain *T_EXShop* and the *T_EXLive* distribution see <http://pages.uoregon.edu/koch/texshop/obtaining.html>.

T_EXnicCenter. *T_EXnicCenter* is another [older] front end for Windows users.

LyX. *LyX* is not strictly a front end, but has been recommended by some previous students. *LyX* is available from

<http://www.lyx.org/>.

However, note that *LyX* uses its own internal file format, which it converts to *L^AT_EX* as necessary.

Learning L^AT_EX. A *Brief L^AT_EX Guide for CATAM* is available for download from

<http://www.maths.cam.ac.uk/undergrad/catam/LaTeX/Brief-Guide.pdf> .

- The *L^AT_EX* source file (which may be helpful as a template), and supporting files, are available for download as a zip file from

<http://www.maths.cam.ac.uk/undergrad/catam/LaTeX/Guide.zip> .

Mac, Unix and most Windows users should already have an unzip utility. Windows users can download *7-Zip* if they have not.

Other sources of help. A welter of useful links have been collated by the Engineering Department on their *Text Processing using L^AT_EX* page; see

http://www.eng.cam.ac.uk/help/tpl/textprocessing/LaTeX_intro.html.

Layout of the first page. So that your candidate number can be added to each project, on the first page of each project write-up you should **write the project number** clearly in the top left hand corner and should leave a gap 11 cm wide by 5 cm deep in the top right hand corner (for a sticky label).

Your script is marked anonymously. Hence, your **name or user identifier should not appear anywhere** in the write-up (including any printouts).

Further technicalities. Please do not print text in red or green ink (although red and/or green lines on plots are acceptable). Please print on only one side of the paper, leave a margin at least 2 cm wide at the left, and number each page, table and graph.

Program listings. At the end of each report you should include complete **printed listings** of every major program used to generate your results. You do *not* need to include a listing of a program which is essentially a minor revision of another which you have already included. Make sure that your program listings are the *very last* thing in your reports. Please do not mix program output and program listings together; if you do, the program output may not be marked as part of the report.

3 Computing Facilities

You may write and run your programs on any computer you wish, whether it belongs to you personally, to your College, or to the University. Many of you will use your own computer. However, you can also use the the CATAM Managed Cluster Service (MCS), which is located in room GL.04 (commonly referred to as the *CATAM room*) in the basement of Pavilion G, CMS.

The CMS buildings are generally open from 8.30am–5.30pm, Monday–Friday. They are also open 8.30am–1pm on Saturdays during the Michaelmas and Lent Terms (but not necessarily the Easter Term). They are closed on Sundays. You should not remain in the *CATAM room* when the CMS buildings are locked.

You should report problems with the CATAM MCS, e.g. broken hardware, printers that are not working, to help@maths.cam.ac.uk.

You can also use other computing facilities around the University; for further information (including which Colleges are linked to the MCS network) see¹²

<https://tinyurl.com/mcs-sites>

At most MCS locations you can access the MATLAB software just as in the *CATAM room*, and any files you store on the MCS from one location should be accessible from any other MCS location.

3.1 Out-of-term work

The *CATAM room* is available most of the time that the CMS buildings are open, although the room is sometimes booked for other purposes during the vacations. Effort is made to ensure that it is available in the week after the end of the Michaelmas and Lent Full Terms, and in the week before the start of the Lent and Easter Full Terms. The availability of the room can be checked online at <http://www.maths.cam.ac.uk/internal/catam/catambook.html>.

3.2 Backups

Whatever computing facilities you use, **make sure you make regular (electronic and paper) backups of your work** in case of disaster! Remember that occasionally systems go

¹² Note that the **Phoenix Teaching Rooms** and the **Titan Room** are used during term-times for practical classes by other Departments, but a list of these classes is posted at each site at the start of each term so that you can check the availability in advance (see **Opening Hours**).

down or disks crash or computers are stolen.¹³ **Malfunctions of your own equipment or the MCS are not an excuse for late submissions:** leave yourself enough time before the deadline.

Possibly one of the easiest ways to ensure that your work is backed up to use an online ‘cloud’ service; many of these services offer some free space. WIKIPEDIA has a fairly comprehensive list at http://en.wikipedia.org/wiki/Comparison_of_online_backup_services. In particular note that you have 1TB of OneDrive personal storage space via your University Microsoft account which is available under a University agreement (see <https://tinyurl.com/cambridge-microsoft>).

4 Information Sources

There are many ways of getting help on matters relating to CATAM.

The CATAM Web Page. The CATAM web page,

<http://www.maths.cam.ac.uk/undergrad/catam/>

contains much useful information relating to CATAM. There are on-line, and up-to-date, copies of the projects, and any data files required by the projects can be downloaded. There is also the booklet *Learning to use MATLAB for CATAM project work*.

CATAM News and Email. Any important information about CATAM (e.g. corrections to projects or to other information in the *Manual*, availability of advisers, temporary closures of the *CATAM room*) is publicised via *CATAM News*, which can be reached from the [CATAM web page](#). You **must read** *CATAM News* from time to time (e.g. just before starting a project) to check for these and other important announcements, such as submission dates and procedures.

As well as adding announcements to *CATAM News*, occasionally we will email students using the year lists maintained by the Faculty of Mathematics. You have a responsibility to read email from the Faculty, and if we send an email to one of those lists we will assume that you have read it.

After 1 October 2018 you can check that you are on the appropriate Faculty year list by referring to the <https://lists.cam.ac.uk/mailman/raven> webpage (to view this page you will need to authenticate using Raven if you have not already done so). You should check that the *Maths-II* mailing list is one of your current lists.

If you are not subscribed to the correct mailing list, then this can be corrected by contacting the Faculty Undergraduate Office (email: undergrad-office@maths.cam.ac.uk) with a request to be subscribed to the correct list (and, if necessary, unsubscribed from the wrong list).

The CATAM Helpline. If you need help (e.g. if you need clarification about the wording of a project, or if you have queries about programming and/or MATLAB, or if you need an adviser to help you debug your programs), you can email a query to the *CATAM Helpline*: catam@maths.cam.ac.uk. Almost all queries may be sent to the *Helpline*, and it is particularly useful to report potential errors in projects. However the *Helpline* cannot answer detailed mathematical questions about particular projects. Indeed if your query

¹³ In the past a student has lost his CATAM work courtesy of a stolen computer, and another after water was accidentally poured over his computer.

directly addresses a question in a project you may receive a standard reply indicating that the *Helpline* cannot add anything more.

In order to help us manage the emails that we receive,

- please use an email address ending in `cam.ac.uk` (rather than a Gmail, etc. address) both so that we may identify you and also so that your email is not identified as spam;
- please specify, in the subject line of your email, ‘Part II’ as well as the project number and title or other topic, such as ‘MATLAB query’, to which your email relates;
- please also **restrict each email to one question or comment** (use multiple emails if you have more than one question or comment).

The *Helpline* is available during Full Term and one week either side. Queries sent outside these dates will be answered subject to personnel availability. We will endeavour (but do not guarantee) to provide a response from the *Helpline* within three working days. However, if the query has to be referred to an assessor, then it may take longer to receive a reply. Please do not send emails to any other address.¹⁴

In addition to the *Helpline*, at certain times of the year, e.g. in the period immediately before submission, advisers may be available in the *CATAM room*. As well as answering queries about general course administration, programming and/or MATLAB, you are allowed to ask advisers to help you debug your programs. The times when they will be available will be advertised in *CATAM News*.

The CATAM FAQ Web Pages. Before asking the *Helpline* about a particular project, please check the *CATAM FAQ web pages* (accessible from the main CATAM web page). These list questions which students regularly ask, and you may find that your query has already been addressed.

Advice from Supervisors and Directors of Studies. The general rule is that advice **must be general in nature**. You should not have supervisions on any work that is yet to be submitted for examination.

5 Unfair Means, Plagiarism and Guidelines for Collaboration

You **must** work *independently* on the projects, both on the programming and on the write-ups, i.e. you must write and test all programs yourself, and all reports must be written independently. It is recognised that some candidates may occasionally wish to discuss their work with others doing similar projects. This can be educationally beneficial and is accepted provided that it remains within reasonable bounds. However, any attempt to gain an unfair advantage, for example by copying computer code, mathematics, or written text, is not acceptable and will be subject to serious sanctions.

Citations. It is, of course, perfectly permissible to use reference books, journals, reference articles on the WWW or other similar material: indeed, you are encouraged to do this. You may quote directly from reference works so long as you acknowledge the source (WWW pages should be acknowledged by a *full* URL). There is no need to quote lengthy proofs in full, but you should at least include your own brief summary of the material, together with a *full* reference (including, if appropriate, the page number) of the proof.

¹⁴ For example emails sent directly to the CATAM Course Director may be subject to a far longer delay in answering (and could end up either being missed altogether or consigned to `/dev/null`).

Programs. You must write your own computer programs. Downloading computer code, e.g. from the internet, that you are asked to write yourself counts as plagiarism even if cited.

Acceptable collaboration. Acceptable collaboration may include an *occasional general discussion* of the approach to a project and of the numerical algorithms needed to solve it. Small hints on debugging code (note the *small*), as might be provided by an adviser, are also acceptable.

Unacceptable collaboration. If a general discussion *either* is happening regularly *or* gets to the point where physical or virtual notes are being exchanged (even on the back of an envelope, napkin or stamp), then it has reached the stage of unacceptable collaboration. Indeed, assuming that you are interpreting the phrase *occasional general discussion* in the spirit that it is written, then if you have got to the stage of wondering whether a discussion has reached the limit of acceptable collaboration, or you have started a legalistic deconstruction of the term *acceptable collaboration*, you are almost certainly at, or past, the limit.

Example. As an instance to clarify the limits of ‘acceptable collaboration’, if an assessor reading two anonymous write-ups were to see significant similarities in results, answers, mathematical approach or programming which would clearly not be expected from students working independently, then there would appear to be a case that the students have breached the limits. An *Examination Interview* or an *Investigative Meeting* would then be arranged (unless such similarities were deemed to be justified in light of the declared lists of discussions, see below).

The following actions are examples of *unfair means*

- copying any other person’s program, either automatically or by typing it in from a listing;
- using someone else’s program or any part of it as a model, or working from a jointly produced detailed program outline;
- copying or paraphrasing of someone else’s report in whole or in part.

These comments apply just as much to copying from the work of previous Part II students, or another third party (including any code, etc. you find on the internet), as they do to copying from the work of students in your own year. Asking anyone for help that goes past the limits of *acceptable collaboration* as outlined above, and this includes posting questions on the internet (e.g. StackExchange), constitutes *unfair means*.

Further, you should not allow any present or future Part II student access to the work you have undertaken for your own CATAM projects, even after you have submitted your write-ups. If you knowingly give another student access to your CATAM work, whatever the circumstances, you will be penalised yourself.

5.1 Further information about policies regarding plagiarism and other forms of unfair means

University-wide Statement on Plagiarism. You should familiarise yourself with the University’s *Statement on Plagiarism*. This is reproduced as Appendix A. There is a link to this statement from the University’s *Good academic practice and plagiarism* website

<http://www.plagiarism.admin.cam.ac.uk/>,

which also features links to other useful resources, information and guidance.

Faculty Guidelines on Plagiarism. You should also be familiar with the Faculty of Mathematics *Guidelines on Plagiarism* that are reproduced as Appendix B. These guidelines, which include advice on quoting, paraphrasing, referencing, general indebtedness, and the use of web sources, are posted on the Faculty's website at

<http://www.maths.cam.ac.uk/facultyboard/plagiarism/>.

In order to preserve the academic integrity of the Computational Projects component of the Mathematical Tripos, the following procedures have been adopted

Declarations. To certify that you have *read and understood* these guidelines, you will be asked to sign an electronic declaration at the start of the Michaelmas Term. You will receive an email with instructions as to how to do this at the start of the Michaelmas Term.

In order to certify that you have *observed* these guidelines, you will be required to sign a submission form when you submit your write-ups, and you are advised to read it carefully; it is reproduced (subject to revision) as Appendix C. You must list on the form *anybody* (students, supervisors and Directors of Studies alike) with whom you have exchanged information (e.g. by talking to them, or by electronic means) about the projects at any more than a *trivial* level: *any* discussions that affected your approach to the projects to *any* extent must be listed. Failure to include on your submission form any discussion you may have had *is* a breach of these guidelines.

However, declared exchanges are perfectly allowable so long as they fall within the limits of 'acceptable collaboration' as defined above, and you should feel no qualms about listing them. For instance, as long as you have refrained from discussing in any detail your programs or write-ups with others after starting work on them, then the limits have probably not been breached.

The assessors will not have knowledge of your declaration until after all your projects have been marked. However, your declaration may affect your CATAM marks if the assessors believe that discussions have gone beyond the limits of what is acceptable. If so, or if there is a suspicion that you have breached any of the other guidelines, you will be summoned to an *Examination Interview* or an *Investigative Meeting* (see §5.2). Either case may lead to a change in the marks you receive for the Computational Projects.

***Plagiarism detection.* The programs and reports submitted will be checked carefully both to ensure that they are your own work, and to ensure the results that you hand in have been produced by your own programs.**

Checks on submitted program code. The Faculty of Mathematics uses (and has used for many years) specialised software, including that of external service providers, which automatically checks whether your programs either have been copied or have unacceptable overlaps (e.g. the software can spot changes of notation). All programs submitted are screened.

The code that you submit, and the code that your predecessors submitted, is kept in *anonymised* form to check against code submitted in subsequent years.

Checks on electronically submitted reports. In addition, the Faculty of Mathematics will screen your electronically submitted reports using the *Turnitin UK text-matching software*. Further information will be sent to you before the submission date. The electronic declaration which you will be asked to complete at the start of the Michaelmas term will, *inter alia*, cover the use of *Turnitin UK*.

Your electronically submitted write-ups will be kept in *anonymised* form to check against write-ups submitted in subsequent years.

Sanctions. If plagiarism, collusion or any other method of unfair means is suspected in the Computational Projects, normally the Chair of Examiners will convene an *Examination Interview* (see §5.2). The Computational Projects are considered to be a single piece of work within the Mathematical Tripos; therefore, **if it is concluded that you have used unfair means for the whole or any part of the Computational Projects the likely outcome is that you will receive a mark of 0 for the Computational Projects in their entirety.**

If the Chair of Examiners deems the unfair means to be sufficiently significant, an *Investigative Meeting* will be held (see §5.2). One outcome of such a meeting could be that the case is referred to the University Advocate, who may send the case to the Court of Discipline. According to the University guidance given to Cambridge students regarding discipline¹⁵

The Court has power to impose sentences of deprivation or suspension of membership of the University, deprivation or suspension of degree, rustication, and any other sentence which it considers lighter, including requesting the Vice-Chancellor to issue a revised class-list awarding a different class of degree than that initially awarded by the Examiners, and may order payment of compensation.

The Faculty of Mathematics wishes to make it clear that any breach of these guidelines will be treated very seriously.

However, we also wish to emphasise that the great majority of candidates have, in the past, had no difficulty in keeping to these guidelines; if you find them unclear in any way you should seek advice from the *CATAM Helpline*. These policies and practices have been put in to place so that you can be sure that the hard work you put into CATAM will be fairly rewarded.

5.2 Oral examinations

Viva Voce Examinations. A number of candidates may be selected, either randomly or formulaically, for a *Viva Voce Examination* after submission of either the core or the additional projects. This is a matter of routine, and therefore a summons to a *Viva Voce Examination* should not be taken to indicate that there is anything amiss. You will be asked some straightforward questions on your project work, and may be asked to elaborate on the extent of discussions you may have had with other students. So long as you can demonstrate that your write-ups are indeed your own, your answers will not alter your project marks.

Examination Interviews. For most cases of suspected plagiarism, collusion or other unfair means the Chair of Examiners may summon a particular candidate or particular candidates for interview on any aspect of the written work of the candidate or candidates not produced in an examination room which in the opinion of the Examiners requires elucidation. If any work is deemed to have been plagiarised or otherwise produced using unfair means, the Examiners have the power to award a mark of 0 for the Computational Projects *in their entirety*. At the discretion of the Examiners and if mitigating circumstances warrant, the Examiners may award a mark greater than 0.

¹⁵ From <http://www.cambridgestudents.cam.ac.uk/new-students/rules-and-legal-compliance/discipline>.

Investigative Meetings. For the most serious cases of suspected plagiarism, collusion or other unfair means, the Chair of Examiners may summon a candidate to an *Investigative Meeting*. If this happens, you have the right to be accompanied by your Tutor (or another representative at your request). The reasons for the meeting, together with copies of supporting evidence and other relevant documentation, will be given to your Tutor (or other representative).¹⁶

Timing. *Viva Voce Examinations*, *Examination Interviews* and *Investigative Meetings* are a formal part of the Tripos examination, and if you are summoned then you must attend. These will usually take place during the last week of Easter Full Term. *Viva Voce Examinations* are likely to take place on the Monday of the last week (i.e. Monday 10th June 2019), while *Examination Interviews* and *Investigative Meetings* may take place any time that week. If you are required to attend a *Viva Voce Examination*, an *Examination Interview* and or an *Investigative Meeting* you will be informed in writing just after the end of the written examinations. **You must be available** in the last week of Easter Full Term in case you are summoned.

6 Submission and Assessment

In order to gain examination credit for the work that you do on this course, you must write reports on each of the projects that you have done. As emphasised earlier it is the quality (not quantity) of your written report which is the most important factor in determining the marks that you will be awarded.

6.1 Submission form

When you submit a hard-copy of your project reports you will be required to sign a submission form detailing which projects you have attempted and listing all discussions you have had concerning CATAM (see §5, *Unfair Means, Plagiarism and Guidelines for Collaboration*, and Appendix C). Further details, including the definitive submission form, will be made available when the arrangements for electronic submission of reports and programs (see below) are announced.

6.2 Submission of written work

In order to gain examination credit, you must:

- submit electronic copies of your reports and programs (see §6.3);
- complete and sign your submission form;
- submit, with your submission form, your written reports and program printouts for every project for which you wish to gain credit;
- sign a submission list.

¹⁶ For more information see

https://www.plagiarism.admin.cam.ac.uk/files/investigative_2016.pdf.

Please note as part of the submission process your work will be placed into plastic wallets, with the individual wallets being sent to different examiners; hence each project should have its own wallet. You can provide your own wallets (which will speed up submission) or use the wallets provided on the day. If a project will not fit into a single wallet, then re-read section §2.2.1 on *Project write-ups: advice on length*.

The location for handing in your work will be announced via *CATAM News* and email closer to the time.

The submission date is

Wednesday 1st May 2019, 10am–4pm.

No submissions can be accepted before this time, and **4pm on 1st May 2019 is the final deadline**.

After this time, projects may be submitted only under exceptional circumstances. If an extension is likely to be needed, a letter of application and explanation is required from your Director of Studies. The application should be sent to the **CATAM Director** by the submission date as detailed above.¹⁷

- Applications must demonstrate that there has been an unexpected development in the student's circumstances.
- Extensions are not normally granted past the Friday of submission week.

A student who is dissatisfied with the CATAM Director's decision, can request within 7 days of the decision, or by the submission date (extended or otherwise), whichever is earlier, that the Chair of the Faculty review the decision.

The Computational Projects Assessors Committee reserves the right to **reduce** the marks awarded for any projects which are submitted late (including electronic submission).

6.3 Electronic submission

You are also required to submit electronically copies of both your reports and your program source files. The electronic submission must be identical to the hard-copy submission. Electronic submission enables the Faculty to run automatic checks on the independence of your work, and also allows your programs to be inspected in depth (and if necessary run) by the assessors.

As regards your programs, electronic submission applies whether you have done your work on your own computer, on the MCS, or elsewhere, and is regardless of which programming language you have chosen.

Full details of the procedure will be announced about one week before the submission deadlines via *CATAM News* and email, so please do *not* make enquiries about it until then.

However please note that you will need to know your UIS password in order to submit copies of your report and program source files.

If you cannot remember your UIS password you will need to follow that instructions provided by the University Information Service.¹⁸ Note that if you need a Password Reset Token then this may take some time to obtain, so check that you know your UIS password well before submission day.

¹⁷ Alternatively, the University's procedure can be invoked via the **Standing Committee on Applications**; see the *Guidance Notes for Dissertation and Coursework extensions* (the link is to the 2017/18 version that was current in July 2018; you should refer to the updated version for 2018/19).

¹⁸ See <https://password.csx.cam.ac.uk/forgotten-passwd>.

6.4 (Non)-return of written work

We regret that students' submitted work cannot be returned to them after the examination; it must be retained in case of a query or an appeal at a later stage. You are recommended to keep at least an electronic version of your work (or even make a photocopy before submitting the hard-copy).

Since the manuals will be taken off-line after the close of submission, you might also like to make a hard copy of the projects you have attempted.

Please note that all material that you submit electronically is kept in *anonymised* form to check against write-ups and program code submitted in subsequent years.

A Appendix: University Statement on Plagiarism

The General Board, with the agreement of the Board of Examinations and the Board of Graduate Studies, has issued this guidance for the information of candidates, Examiners, and Supervisors.¹⁹ It may be supplemented by course-specific guidance from Faculties and Departments.

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include **copying** (using another person's language and/or ideas as if they are a candidate's own), by:

- **quoting verbatim** another person's work without due acknowledgement of the source;
- **paraphrasing** another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- **using ideas** taken from someone else without reference to the originator;
- **cutting and pasting** from the Internet to make a pastiche of online sources;
- **submitting someone else's work** as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project.

Plagiarism might also arise from **colluding** with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.

Plagiarism can occur in respect to all types of sources and media:

- text, illustrations, musical quotations, mathematical derivations, computer code, etc;
- material downloaded from websites or drawn from manuscripts or other media;
- published and unpublished material, including lecture handouts and other students' work.

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) is an essential component of any work submitted for assessment, whether written examination, dissertation, essay, registration exercise, or group coursework. The most appropriate method for attribution of others' work will vary according to the subject matter and mode of assessment. Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written examinations. Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, whether written paper or submitted essay, and may be required to sign a declaration to that effect. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director, or Supervisor as appropriate.

¹⁹ For the latest version of this statement see

<https://tinyurl.com/UC-plagiarism-statement>

Failure to conform to the expected standards of scholarship (e.g. by not referencing sources) in examinations or assessed work may affect the mark given to the candidate's work. In addition, suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University courts or disciplinary panels. The University courts and disciplinary panels have wide powers to discipline those found to have used unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

The University makes use of text-matching software for the purpose of plagiarism education and detection, and reserves the right to submit a candidate's work to such a service. For this purpose, candidates consent to the submission of their papers to the service and for the submitted papers to form part of the service's comparative source work database. To facilitate use of the service, students (and participating Examiners and Assessors) may be required to agree to the service provider's end-user agreement and provide a limited amount of personal data upon registration to the service, for instance, their name, email address, and course details.

Discipline Regulation 7

No candidate shall make use of unfair means in any University examination. Unfair means shall include plagiarism²⁰ and, unless such possession is specifically authorised, the possession of any book, paper or other material relevant to the examination. No member of the University shall assist a candidate to make use of such unfair means. (*Statutes and Ordinances 2017, p.194-5.*)

Note that in all documentation produced prior to October 2015 this was known as Discipline Regulation 6.

²⁰ Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement.

B Appendix: Faculty of Mathematics Guidelines on Plagiarism

For the latest version of these guidelines²¹ please see

<http://www.maths.cam.ac.uk/facultyboard/plagiarism/>.

University Resources

The University publishes information on *Plagiarism and good academic practice*, including

- a *University-wide statement on plagiarism*,
- information for students, covering *Your responsibilities*, *Why does plagiarism matter?* and *Collusion*
- information about *Referencing* and *Study skills*,
- information on *Resources and support*,
- information on the *University's statement on proofreading*,
- *FAQs*.

There are references to the University statement

- in the **Part IB** and **Part II** Computational Project Manuals,
- in the Part III Essay booklet (linked from the **Part III Essays** page),
- in the Computational Biology Handbook (linked from the **Computational Biology Course** page).

Please read the University statement carefully; it is your responsibility to read and abide by this statement.

The Faculty Guidelines

The guidelines below are provided by the Faculty to help students interpret what the University Statement means for Mathematics. However neither the University statement nor the Faculty guidelines supersede the University's Regulations as set out in the **Statutes and Ordinances**. If you are unsure as to the interpretation of the statement, or guidelines, or the **Statutes and Ordinances**, you should ask your Director of Studies or Course Director (as appropriate).

What is plagiarism?

Plagiarism can be defined as **the unacknowledged use of the work of others as if this were your own original work**. In the context of any University examination, this amounts to **passing off the work of others as your own to gain unfair advantage**.

Such use of unfair means will not be tolerated by the University or the Faculty. If detected, the penalty may be severe and may lead to failure to obtain your degree. This is in the interests of the vast majority of students who work hard for their degree through their own efforts, and it is essential in safeguarding the integrity of the degrees awarded by the University.

²¹ These are as published as of July 2018 and may be subject to change in October 2018.

Checking for plagiarism

Faculty Examiners will routinely look out for any indication of plagiarised work. They reserve the right to make use of specialised detection software if appropriate (the University subscribes to *Turnitin Plagiarism Detection Software*). See also the Board of Examinations' statement on [How the University detects and disciplines plagiarism](#).

The scope of plagiarism

Plagiarism may be due to

- **copying** (this is using another person's language and/or ideas as if they are your own);
- **collusion** (this is collaboration either where it is forbidden, or where the extent of the collaboration exceeds that which has been expressly allowed).

How to avoid plagiarism

Your course work, essays and projects (for Parts IB, II and III, the M.Phil. etc.), are marked on the assumption that it is your own work: i.e. on the assumption that the words, diagrams, computer programs, ideas and arguments are your own. Plagiarism can occur if, without suitable acknowledgement and referencing, you take any of the above (i.e. words, diagrams, computer programs, ideas and arguments) from books or journals, obtain them from unpublished sources such as lecture notes and handouts, or download them from the web.

Plagiarism also occurs if you submit work that has been undertaken in whole or part by someone else on your behalf (such as employing a 'ghost writing service'). Furthermore, you should not deliberately reproduce someone else's work in a written examination. These would all be regarded as plagiarism by the Faculty and by the University.

In addition you should not submit any work that is substantially the same as work you have submitted, or are concurrently submitting, for any degree, diploma or similar qualification at any university or similar institution.

However, it is often the case that parts of your essays, projects and course-work will be based on what you have read and learned from other sources, and it is important that in your essay or project or course-work you show exactly where, and how, your work is indebted to these other sources. The golden rule is that **the Examiners must be in no doubt as to which parts of your work are your own original work and which are the rightful property of someone else**.

A good guideline to avoid plagiarism is not to repeat or reproduce other people's words, diagrams or computer programs. If you need to describe other people's ideas or arguments try to paraphrase them in your own words (and remember to include a reference). Only when it is absolutely necessary should you include direct quotes, and then these should be kept to a minimum. You should also remember that in an essay or project or course-work, it is not sufficient merely to repeat or paraphrase someone else's view; you are expected at least to evaluate, critique and/or synthesise their position.

In slightly more detail, the following guidelines may be helpful in avoiding plagiarism.

Quoting

A quotation directly from a book or journal article is acceptable in certain circumstances, provided that it is referenced properly:

- short quotations should be in inverted commas, and a reference given to the source;
- longer pieces of quoted text should be in inverted commas and indented, and a reference given to the source.

Whatever system is followed, you should additionally list all the sources in the bibliography or reference section at the end of the piece of work, giving the full details of the sources, in a format that would enable another person to look them up easily. There are many different styles for bibliographies. Use one that is widely used in the relevant area (look at papers and books to see what referencing style is used).

Paraphrasing

Paraphrasing means putting someone else's work into your own words. Paraphrasing is acceptable, provided that it is acknowledged. A rule of thumb for acceptable paraphrasing is that an acknowledgement should be made at least once in every paragraph. There are many ways in which such acknowledgements can be made (e.g. "Smith (2001) goes on to argue that ..." or "Smith (2001) provides further proof that ..."). As with quotation, the full details of the source should be given in the bibliography or reference list.

General indebtedness

When presenting the ideas, arguments and work of others, you must give an indication of the source of the material. You should err on the side of caution, especially if drawing ideas from one source. If the ordering of evidence and argument, or the organisation of material reflects a particular source, then this should be clearly stated (and the source referenced).

Use of web sources

You should use web sources as if you were using a book or journal article. The above rules for quoting (including 'cutting and pasting'), paraphrasing and general indebtedness apply. Web sources must be referenced and included in the bibliography.

Collaboration

Unless it is expressly allowed, collaboration is collusion and counts as plagiarism. Moreover, as well as not copying the work of others you should not allow another person to copy your work.

Links to University Information

- Information on *Plagiarism and good academic practice*, including
 - *Students' responsibilities*,
 - *Information for staff*.

C Appendix: Example Submission Form

PART II MATHEMATICAL TRIPOS 2018-19

COMPUTATIONAL PROJECTS

STATEMENT OF PROJECTS SUBMITTED FOR EXAMINATION CREDIT

Name:

College: CRSid User Identifier:

Please observe these points when submitting your CATAM projects:

1. Your name, College or CRSid User Identifier **must not** appear anywhere in the submitted work.
2. The project number should be written clearly in the **top left hand corner** of the first sheet of the write-up. Leave a space 11 cm wide by 5 cm deep in the **top right hand corner** of the first sheet.
3. Complete the declaration overleaf before arriving at the submissions desk. In particular, that means working out the credit-unit total in advance.
4. During the submission process your work will be placed into plastic wallets. The individual wallets will be sent to different examiners, so **each project should have its own wallet**.
5. Put your work into the plastic wallets so that the top is at the opening.
6. Without damaging your work or over-filling try not to use more than one wallet per project. (If the pages will not go into the wallet flat, you may need to use more than one wallet.) Ensure that the write-up is at the front and the program listing at the back; if you have used two wallets for a project, they should be securely attached to each other and the second one should contain the program listing.
7. Remember that many others are likely to hit the submissions desk 30 minutes before the deadline. You can avoid a stressful situation by submitting early.

IMPORTANT

Candidates are reminded that Discipline Regulation 7 reads:

No candidate shall make use of unfair means in any University examination. Unfair means shall include plagiarism²² and, unless such possession is specifically authorized, the possession of any book, paper or other material relevant to the examination. No member of the University shall assist a candidate to make use of such unfair means.

To confirm that you are aware of this, you **must** check and sign the declaration below and include it with your work when it is submitted for credit.

The Faculty of Mathematics wishes to make it clear that failure to comply with this requirement is a serious matter. It could result in all your marks for the Computational Projects being removed and also render you liable to further sanctions from the Examiners or the University Courts.

²² Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement.

