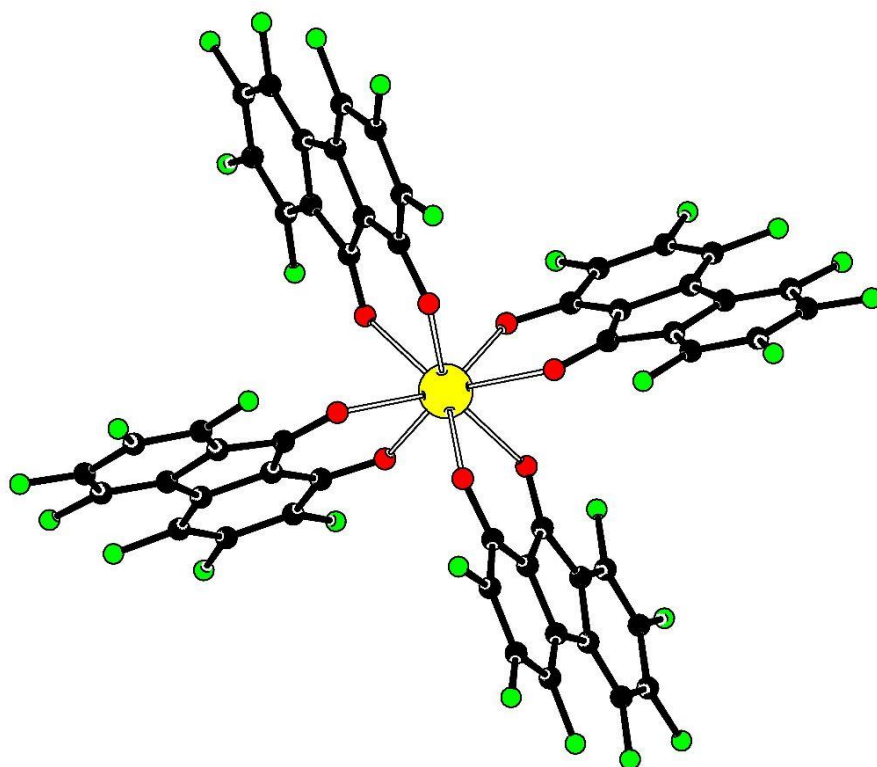


**School of Biological and Chemical Sciences  
(SBCS)**

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**Handbook for Masters Students**

**2019-2020**



X-ray crystal structure of a new molecular complex, which efficiently converts visible light into infrared light and has potential applications in telecommunications and biological imaging. [Dr Peter Wyatt, SBCS]  
*Key: green = fluorine, black = carbon, red = oxygen, yellow = erbium*

## **About this Handbook**

This Handbook is for postgraduate taught students in the School of Biological & Chemical Sciences (SBCS). It provides basic information regarding School procedures, rules and regulations. However, more in-depth information can be found on the School website and it is important that you follow the links for each topic. The School website address is: <https://www.qmul.ac.uk/sbcs/>

My QMUL and Academic regulations are also available online on the ARCS website: <http://www.arcs.qmul.ac.uk/index.html>

My QMUL is the key website for general, QM-wide information and can be found at <http://my.qmul.ac.uk/>

The information in this handbook is correct as of September 2019. In the unlikely event of substantial amendments to the material, the School will inform you of the changes by email, intranet or via the School's pages on QMplus.

Queen Mary cannot accept responsibility for the accuracy or reliability of information given in third party publications or websites referred to in this Handbook.

## **Who should read this handbook ... and where else can you find information?**

This handbook should be used together with the Academic Regulations and [arcs.qmul.ac.uk/students](http://arcs.qmul.ac.uk/students). This handbook provides information specific to School of Biological and Chemical Sciences, while [arcs.qmul.ac.uk/students](http://arcs.qmul.ac.uk/students) gives information common to all students at Queen Mary. The Academic Regulations provide detailed information on progression, award and classification requirements.

Nothing in this handbook overrides the Academic Regulations, which always take precedence.

The Academic Regulations are available online at: <http://www.arcs.qmul.ac.uk/policy/>

Nothing in this handbook overrides the Academic Regulations, which always take precedence.

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## Welcome to the School of Biological & Chemical Sciences

One of the most pleasant tasks I have as Head of School is to welcome students as they come into the next year of their studies or into the school for the first time. On behalf of all the staff in the school I am very happy to welcome you to the School of Biological and Chemical Sciences. We hope that you will find your studies interesting, stimulating and enjoyable.

In the case of new students, you will meet people from many different backgrounds and with ideas that are different from your own. You will have the opportunity to join societies covering a wide range of activities and we would encourage you to join some of these and to participate fully in university life. This year, for the first time, we will have subject societies supported by the school but run by students. I would hope you will find time to join, or maybe to help run, these groups.

You have doubtless been told about university life by friends or relations. You should be wary of some of that advice; students always understate to their friends the amount of time they spend on academic work. To achieve this we will expect you to work hard and spend about 40 hours per week on your studies during term time (and you must also expect to do some work in vacations), this is a time commitment comparable to a full-time job. Of these 40 hours about half will be formally timetabled as lectures, practicals and tutorials. The remainder are for independent work to be done at times of your choosing. It is essential that you become a self-directed learner and use your non-timetabled time well. Regular attendance at the timetabled sessions is absolutely essential if you are successfully to complete your year and progress. Experience has repeatedly shown us that those who fail are generally those whose attendance is poor.

Many students these days feel they need to take a part-time job to help their finances. There have been several studies on the effects of non-academic work on degree results. Although it varies slightly from subject to subject, it is generally agreed that, for science students, 10-12 hours per week is the maximum that you should work if you do not wish your degree class to be adversely affected. Since you will often have to complete assignments during the week and will sometimes be at classes from 9am – 6 pm, it would be sensible to limit any non-academic work to the weekend. Having to be at work, or having to work late, is not acceptable as an excuse for either missing classes or for late submission of assignments.

You must also be aware that the academic staff are not the same as the teachers you had at school or college. They have many other competing demands and may not be available whenever you want to go and see them. All staff will have office-hours when they will be available in their offices. If you want to see them outside these times contact them by email to find an appropriate time for them to see you. Remember that they are scientists at the forefront of their subject, they are working hard to advance their chosen field of study and to do so they must work in the laboratory or the field or write the papers on which the subject matter you are learning is based. This might make them less available to you but does make them what you really need in your university – world-class scientists.

You will also be aware that we treat any aspect of cheating very seriously, we have a strict policy on plagiarism and your work will be checked to ensure that it is original. Do not be tempted to use internet or other sources without appropriate referencing and never copy and paste from any source – always phrase things in your own words.

So, in short, work hard and play hard. Join societies and participate in their activities. Give something back to your University. You are being presented with a unique opportunity – don't miss out.

Professor Richard Pickersgill  
Head of School, Biological & Chemical Sciences

# 1. Induction / Orientation for new Students

## 1.1.a Contact details of Programme Directors

### Deputy Director PGT programmes

#### MSc Aquatic Ecology by Research and MSc Freshwater and Marine Ecology

Dr Christophe Eizaguirre  
Room 6.04, 6<sup>th</sup> Floor, Fogg Building  
Email: [c.eizaguirre@qmul.ac.uk](mailto:c.eizaguirre@qmul.ac.uk)

Tel: (020 7882) 6982

### MSc Bioinformatics

Prof Conrad Bessant  
Room 4.13, 4<sup>th</sup> Floor, Fogg Building  
Email: [c.bessant@qmul.ac.uk](mailto:c.bessant@qmul.ac.uk)

Tel: (020 7882) 6510

### MSc Chemical Research

Dr Lesley Howell (maternity leave)  
Room G.03, Ground Floor, Joseph Priestley Building  
Email: [l.howell@qmul.ac.uk](mailto:l.howell@qmul.ac.uk)

Tel: (020 7882) 6625

Dr Rachel Crespo-Otero (maternity cover)  
Room 1.02, First Floor, Joseph Priestley Building  
Email: [r.crespo-otero@qmul.ac.uk](mailto:r.crespo-otero@qmul.ac.uk)

Tel: (020 7882) 8404

### MSc Ecology and Evolutionary Biology and MSc Ecological and Evolutionary Genomics

Dr Christophe Eizaguirre  
Room 6.04, 6<sup>th</sup> Floor, Fogg Building  
Email: [c.eizaguirre@qmul.ac.uk](mailto:c.eizaguirre@qmul.ac.uk)

Tel: (020 7882) 6982

### MSc Plant and Fungal Taxonomy, Diversity and Conservation

Dr Andrew Leitch (based at QMUL),  
Room 5.20, 5<sup>th</sup> Floor, Fogg Building  
Email: [a.r.leitch@qmul.ac.uk](mailto:a.r.leitch@qmul.ac.uk)

Tel: (020 7882) 5294

Dr Richard Gianfrancesco (based at Kew Gardens)  
Royal Botanic Gardens, Kew  
Email: [r.gianfrancesco@kew.org](mailto:r.gianfrancesco@kew.org)

Tel: (020 8332) 3813

## 1.1.b Contact details of Administrative Officers

### Postgraduate Administrator

Natalie Holland

Room 1.03, 1<sup>st</sup> Floor, Fogg Building

Email: [n.holland@qmul.ac.uk](mailto:n.holland@qmul.ac.uk)

Tel: (020 7882) 3328

Office Hours: Every day except Wednesday:

10:30 – 12:00

14:30 – 16:00

Wednesday (based at home)

8:30 – 13:30

I will be your first port of call for all administrative queries regarding your student journey. There are also various support services available to you within QMUL which are documented within this handbook. I'll keep in regular contact throughout the year by email and you are very welcome to see me within the stated office hours above.

### Research Services Officer

Frances Healy

Room 1.03, 1<sup>st</sup> Floor, Fogg Building

Email: [f.healy@qmul.ac.uk](mailto:f.healy@qmul.ac.uk)

Tel: (020 7882) 5889

Office Hours: 10:30 – 12:00

14:30 – 16:00

### Research Services Manager

Cate Cowton

Room 1.03c, 1<sup>st</sup> Floor, Fogg Building

Email: [c.cowton@qmul.ac.uk](mailto:c.cowton@qmul.ac.uk)

Tel: (020 7882) 3239

Office Hours: 10:30 – 12:00

14:30 – 16:00

### Postal Address:

1<sup>st</sup> Floor, FOGG Building  
School of Biological and Chemical Sciences  
Queen Mary University of London  
Mile End Road  
London  
E1 4NS

## 1.2 QMUL Map

# Mile End Campus

Educational/Research	Residential	Facilities	Information			
ArtsOne	37	Albert Stern Cottages	3	Advice and Counselling Service	27	Visitors who require further information or assistance should please go to the main reception in the Queens' Building.
ArtsTwo	35	Albert Stern House	1			
Arts Research Centre	39	Beaumont Court	53	Bookshop	22	The smoking of cigarettes or tobacco products are <b>only</b> permitted at designated smoking areas / shelters indicated on this map.
Bancroft Building	31	Chapman House	43	Canalside	63	
Bancroft Road Teaching Rooms	10	Chesney House	45	Careers Centre	19	Electronic cigarettes permitted on outside spaces <b>only</b> .
Peter Landin Building (Computer Science)	6	Creed Court	57	Clock Tower	20	
Engineering Building	15	France House	55	CopyShop	56	These premises are alarmed and monitored by CCTV; please call Security on +44 (0)20 7882 5000 for more information.
G.E. Fogg Building	13	Feilden House	46	The Curve	47	
G.O. Jones Building	25	Hatton House	40	Disability and Dyslexia Service	31	Key
Geography	26	Ifor Evans Place	2	Drapers' Bar and Kitchen	8	
Graduate Centre	18	Lindop House	21	Ground Café	33	Fitness centre
Informatics Teaching Laboratories	5	Lodge House	50	The Nest	24	Refreshment: Bar/Eatery/Coffee place
Joseph Priestley Building	41	Lynden House	59	Housing Hub	48	Staff car park
Library	32	Maurice Court	58	IT Services	19	Bicycle parking
Law	36	Maynard House	44	Mucci's	29	Bicycle lockers
Lock-keeper's Cottage	42	Pooley House	60	Occupational Health Service/ Student Health Service	28	Cash machine
Occupational Health and Safety Directorate	12	Selincourt House	51	Octagon	19a	Water fountain
People's Palace/Great Hall	16	Varey House	49	Portering and Postal Services	17	Smoking area / shelter
Queens' Building	19			Qmotion Sport & Fitness Centre Sports Hall	7	
Scape Building	64			Santander Bank	62	
Temporary Building	61			Security	38/54	
				St Benet's Chaplaincy	23	
				Student Enquiry Centre	19	
				Students' Union Hub	34	
				Union Shop	9	
				Village Shop	52	
				Westfield Nursery	11	

Building construction site	14
Building closed for major refurbishment	4



GE Fogg Building is no. 13 on map  
Joseph Priestley Building is no. 41 on map



### 1.3 Guide to lecture rooms

#### Lecture Rooms /Workshop Rooms

Abbreviations	Map no / building name
Arts One	[37] Arts Building 1 (entrance off Mile End road)
Arts Two	[35] Arts Building 2 (entrance to rear of Library building)
Bancroft xxx	[31] The Bancroft Building <sup>(1)</sup>
BR xxx	[10] Bancroft Road Teaching Room (entrance in Bancroft Rd)
Drapers LT	[26] Geography Building (lower ground floor)
Fogg LT	[13] GE Fogg Building (ground floor)
David Sizer LT	[31] The Bancroft Building <sup>(1)</sup> (ground floor)
EB xx	[19] Queens' Building, east basement
Eng xxx	[15] Engineering Building
GO Jones xxx	[25] GO Jones Building
Geog xxx	[26] Geography Building
Graduate Ctr	[18] Graduate Centre
Great Hall	[16] People's Palace (ground floor)
Laws xxx	[36] Laws Building
Mason LT	[31] The Bancroft Building <sup>(1)</sup> (first floor)
Octagon	[19] Queens' Building
PP1	[16] People's Palace (basement)
PP2	[16] People's Palace (basement)
Queens	[19] Queens' Building
Scape	[64] Scape Building (on Mile End Road opposite Arts Two)
Skeel LT	[16] People's Palace (first floor/second floor)
W207 PC	[19] Queens' Building (W207, second floor)

#### Notes:

1. The **Bancroft Building** was formerly known as the Francis Bancroft building and may still be referred to by this name in some literature. Rooms with the prefix FB are in this building. The main entrance is off the Library Square. (Not to be confused with the Bancroft Road teaching rooms – entrance in Bancroft Road – rooms beginning with BR are in this building).
2. The first digit of the room number (x.xx) denotes the floor level (e.g. Eng 3.24 is on the third-floor of Engineering)

#### SBCS Teaching Rooms

JP G22 is the small teaching laboratory on the ground floor of the Joseph Priestley Building [41].  
 JP 2.21 is the large teaching laboratory on the 2<sup>nd</sup> floor of the Joseph Priestley Building [41].  
 Fogg Lecture Theatre is Ground Floor of G.E. Fogg Building  
 Institute of Coding (IoC) PC Lab is located on the Ground Floor of Engineering Building (B.10)

Maps are available online at:

<http://www.qmul.ac.uk/about/howtofindus/>

## 1.4 Campus Tour: Facts and Information

### Start of Tour – Queens' Building (with clocktower at the front of the building)

#### Queens' Building

- Oldest building on campus. Built in 1882 as 'Westfield College' a ladies college, it later became Queen Mary, University of London in 1887 when Queen Victoria opened the People's Palace building.
- **The Octagon** was the original library completed in 1887. It was refurbished in 2006, and is now used for exams, conferences and college functions.

#### Careers & Enterprise

- The Careers & Enterprise Centre is open for students to visit the whole way through their time at Queen Mary and get help on getting part-time work, summer jobs, internships and work experience as well as advice on what to do after university whether it's gap year/further study/job. They also offer help with CVs and interview practice as well.

#### Geography Square

- **Student Health Services.** Provides a full range of medical services and you can be seen by GPs and nurses. The Student Health Service will see all patients but can only register patients with a Tower Hamlets postcode (E1, E2, E3, E14). Once you are registered you will have 24 hour 365 day cover.
- **Advice and Counselling.** The Advice and Counselling Service offers a free and confidential service to all Queen Mary students. Trained counsellors will help you deal with anything from bereavement to exam stress.

#### Graduate Centre

- Located between Geography Square and Bancroft road (and opposite G. E. Fogg building), this seven-storey building hosts a 200-seat lecture theatre, work and social areas specifically for postgraduate students and [Café Grad](#) on the ground-floor.

#### G.E .Fogg Building

- Opposite the Graduate Centre, this is the home of the School of Biological and Chemical Sciences. You will find the main reception on the first floor with access to the administration team. Academic offices are on floors two - six. Your induction will take place on the lecture theatre on the ground floor

## Students' Union

- **The Union Shop.** The Union Shop is your one-stop shop for day-to-day essentials, stationery and Official QMUL branded clothing and merchandise.
- **Drapers Bar.** Main bar and club. Serves a wide range of food during the day to eat in or out. Drapers is also home to some of our biggest and best on-campus events including the legendary Hail Mary nights, Mondays' Calling, Poundstretcher, Frat & Bat, E1 and ABC.
- **Qmotion.** Qmotion is a state of the art fitness facility with equipment catering for cardio, resistance and free weights. It has over 35 studio classes every week and a fully equipped gym, two dance studios, a sport specific area, a woman's only gym, a squash court and recreational sports hall.

## Library Square

- **Library.** Queen Mary has 3 libraries; 2 medical libraries adjacent to the hospitals at Whitechapel and West Smithfield and the general library at Mile End. Within all libraries there is space for group learning and individual study supported by networked computers and wi-fi. Printing, copying and scanning facilities are available throughout all libraries. As well as printed books, the college library gives you free access to a wide variety of online resources such as journals and e-textbooks.
- **Knowledge.** A sculpture by artist Wendy Taylor.
- **The Hive.** A study area with lots of comfy seating, vending machines, desks/computer points/printers, useful for group work (it is not a silent area) or escaping the library.

## Student's Union Hub

- This space is home to the Unions' Executive Officers and Union staff involved with societies, representation, volunteering, welfare and student media. Sabbatical officers are voted in each year and are in charge of running the Union and its services as well as campaigning locally and nationally for students. QMSU hosts:
  - Media: includes Cub Magazine, Qmessenger newspaper, QMTV and film production and Quest Radio: [www.qmsu.org/qmedia/](http://www.qmsu.org/qmedia/)
  - Over 60 different sports: <https://www.qmsu.org/clubsport/>
  - Over 200 different societies: <https://www.qmsu.org/societies/>
  - Volunteering opportunities: <https://www.qmsu.org/volunteering/>
  - Academic Advice Service: to help with various academic issues: [www.qmsu.org/advice/](http://www.qmsu.org/advice/)
- **John Smith's Bookshop** stocks an extensive range of textbooks and background reading materials with a particular focus on the key strengths of the University. Students can also buy second hand course books for as little as £5. Refurbished in 2012.

## Bancroft Building (formerly the Francis Bancroft Building)

- **Mason Lecture Theatre.** This is one of the larger lecture theatres on campus. The entrance is on the first-floor of the building.
- **Disability and Dyslexia Service.** Testing for dyslexia and disabilities and catering to students' needs.

## Graveyard

- Unique to Queen Mary! This is a Spanish – Portuguese Jewish burial site which can't be moved as it's sacred ground. It's the oldest known Jewish graveyard in the UK and is rumoured to be one of the reason for the area's name. The bodies were not allowed to be buried within one mile of the centre of London which at the time was considered Aldgate. This area is a mile away, therefore the end of the Mile and therefore 'Mile End'. On one side of the graveyard is the **Joseph Priestley Building** which houses the biochemistry and chemistry division of SBCS, and many advanced research facilities.

## Student Village

- **The Curve.** Serves hot and cold food throughout the day.
- **Village Shop.** Open every day til late. Useful for students living in the village as they can stock up on essential food, drink, snack and toiletry items as well as a wide selection of fair-trade and eco-friendly alternatives. It also has an off-license. See <http://www.qmsu.org/villageshop/>
- **Accommodation.** Over 2000 rooms in the student village which has won awards for its architecture. [Aspire Point](#) in Stratford provides 445 rooms specifically for postgraduate students.

## Arts' Quarter

- **Lock-keeper's Cottage.** Postgraduate research department featured on 'Grand Designs'.
- **Arts 1** Houses the Pinter Drama studio and the Hitchcock Cinema.
- **Arts 2** Completed in summer 2011 and houses a new flexible double-height film and drama studio which will also be licensed for public performance and projects. It has a brand new lecture theatre (Arts 2) as well as several other teaching rooms and facilities for PG students.
- **Law Building** ... somewhat unsurprisingly, this houses the School of Law.

## People's Palace

- In 1887 Queen Victoria formally opened the Queen's Hall of the People's Palace to provide a library, reading rooms, a swimming pool, gymnasium and winter gardens for local people. It was built to provide an educational and cultural centre for the local community. The People's Palace today houses the Skeel Lecture theatre and the Great Hall.
- **The Great Hall** in the People's Palace was once one of the largest performance spaces in London and has had bands such as Wham and Iron Maiden perform on its stage. College ceremonies, including graduation, take place here.

## 2. About the School

In 2005 the School of Biological Sciences and the Department of Chemistry merged to form the School of Biological & Chemical Sciences. Since that time, the School has expanded further and now incorporates a Psychology section. The School is located in two buildings on the Mile End Campus, the GE Fogg Building and the Joseph Priestley Building. Academic staff are based in both locations and each building houses teaching laboratories. The only lecture room in the School is on the ground floor of the GE Fogg Building and is known as the Fogg Lecture Theatre. You can find a map of all QMUL campuses at [www.qmul.ac.uk/about/howtofindus/](http://www.qmul.ac.uk/about/howtofindus/)

The School of Biological & Chemical Sciences at Queen Mary offers both a broad-based training in the fields of Biology and Chemistry and specialization at undergraduate and postgraduate level in a range of subjects from Chemistry, Biochemistry and Genetics to Aquatic Biology and Ecology.

The School is organized into four divisions: Biochemistry, Biology, Chemistry and Psychology. The School is managed by the Head of School, who chairs the Senior Executive (which includes the heads of the four divisions, as well as the Director of Taught Programmes). There is also an Academic Committee which meets at least once a term and consists of all members of the teaching staff, plus representatives of postdoctoral staff, postgraduate students, undergraduate students, technical staff and administrative staff. This provides a forum for the discussion of School affairs and for approval of proposals put forward by members or groups of members. There is also an active Student/Staff Liaison Committee, with course representatives from the various degree programmes and year groups, for discussion of student matters.

Room numbers, telephone extensions, email addresses and photographs for all staff in the School can be found on the "People" section of the School's website: [www.sbcs.qmul.ac.uk/people/](http://www.sbcs.qmul.ac.uk/people/)

### 2.1 SBCS Reception (School Office)

The main SBCS Reception and School Office is located on the 1<sup>st</sup> floor of the GE Fogg Building, although there is also an enquiry office on the ground floor of the Joseph Priestley Building.

You can contact any member of the administrative staff via Reception. Opening hours for Reception are from 9 am - 4 pm during term time, and from 10 am – 1 pm; 2 pm – 4 pm during vacations. The exception to this will be during the examination and registration periods when Reception will be open from 9 am – 5 pm.

If you wish to phone the School from outside QMUL, the telephone number is 020 7882 3320 which will put you in contact with Reception.

As a Masters student you should be contacting the Postgraduate office (room 1.03 in the Fogg building) or your Programme Director.

## 2.2 Academic Staff and Teaching Management

Head of School: Director of Taught Programmes	Professor Richard Pickersgill Dr Chris Bray
Deputy Director of Taught Programmes for MSc School Manager:	Dr Christophe Eizaguirre Ms Fiona Marsh

More detailed information regarding academic staff, including their photographs and their research interests, can be found at: [www.sbcs.qmul.ac.uk/people/academicstaff/](http://www.sbcs.qmul.ac.uk/people/academicstaff/)

### Who does what?

Your main point of contact should be with your Programme Director who also acts as your Academic Advisor. Office hours will be shown under their entry on the Staff website and/or on their office door. If you have a problem and do not know who to ask for help, you can go to the Postgraduate Office, Room 1.03, via the reception desk.

Academic staff showing their responsibilities under the 'People' heading at the following website: <http://www.sbcs.qmul.ac.uk/people/academicstaff/>

## 3. Enrolment and Registration

### 3.1 QMUL Academic Registry

The Academic Registry at Queen Mary is responsible for all aspects of student enrolment and registration. Its student-support office is named the “Student Enquiry Centre” (but it is still sometimes referred to as the *Registry* or *Student Administration Office*). The main office is on the ground-floor of the Queens’ Building, CB.01. The e-mail address is [studentenquiry@qmul.ac.uk](mailto:studentenquiry@qmul.ac.uk)

The Academic Registry is part of Academic Registry and Council Secretariat (ARCS) and their website is the definitive source of information about Queen Mary’s regulations, procedures and policies – the website address is [www.arcs.qmul.ac.uk](http://www.arcs.qmul.ac.uk) .

For most day-to-day matters, however, we would advise you to first contact the School’s Postgraduate administrative staff, Room 1.03, via reception, GE Fogg building.

### 3.2 Use of QMUL ID card

You will receive a QMUL photo-identity (ID) card upon enrolment. This card is very important, and must be carried at all times on campus. If you do not produce this card upon request and satisfy staff that it is your card through comparison of your face and the photograph, you may be removed from the building, or from campus. Misuse of your card will normally lead to an investigation under the Code of Student Discipline  
<http://www.arcs.qmul.ac.uk/students/student-appeals/misconduct/>

The card shows your student number. You must take your card into all examinations, and display it on your table for inspection. You will also need to copy the student number onto your paper.

The card also serves as your library card, and as an access card for certain buildings and equipment (such as printers and photocopiers). Many buildings have security points at which you must show your card, and others require you to scan your card to release the doors.

It is vital that you keep your card safe and with you at all times on campus. If you lose your card, or if your card is stolen, you should contact the Student Enquiry Centre (<http://www.arcs.qmul.ac.uk/students/sec/student-card/index.html>), who will be able to help you. A fee is charged to replace lost ID Cards.

### 3.3 Personal information and data protection

During application and at enrolment/re-enrolment you provide us with personal information about yourself such as relevant addresses and information about your background, which is held in systems such as MySIS. It’s important that you ensure this information is accurate and keep it up to date. Throughout your studies (or after you graduate) you may also provide, or we may collect, other personal information and you should be aware that this also includes any work you submit for assessment in the course of your studies. Tutors may occasionally use anonymised student essays (or portions from them) as part of the teaching process. We hope you will be willing to support your fellow students by allowing this, but you may opt out by contacting your school office. Other markers of engagement are monitored to help support students. If you engage with your Advisor or other support services, notes may be kept and shared with appropriate individuals.

We ensure that all personal data is held securely and not disclosed to third parties without your consent, unless we are obliged to do so by law - for example the annual student record that we submit to the [Higher Education Statistics Agency](http://www.hes.a.gov.uk) - or other conditions allow. When you graduate, your details will be transferred to our Alumni database so that we can stay in touch with you in the future.

HESA requires us to collect details of our students' ethnicities and disabilities as a means of monitoring the success of equal opportunities policies at a national level. This information is kept confidential and helps us to provide you with support and information on facilities and services that may be useful.

When you enrol or re-enrol online you will be asked to read a privacy notice about the purposes for which we use your personal data and to whom we may disclose it when required. You must read this carefully. All personal data is maintained in accordance with data protection legislation. For more information, visit: <https://www.qmul.ac.uk/privacy/> and/or contact Queen Mary's [Data Protection Officer](#) via [data-protection@qmul.ac.uk](mailto:data-protection@qmul.ac.uk)



## 4. Communication, Student records, Online learning and IT Services

### 4.1 Queen Mary computer account.

When you first enrol as a student, you will be issued with a Queen Mary computer account (username and password). These account details are needed to access all the online and computing services that you will need throughout your studies including:

- Queen Mary's Student PC Service
- your Queen Mary email account
- MySIS (the central Student Information System)
- QMplus (Queen Mary's main online learning environment)
- on-campus WiFi services
- off-campus access to QMUL webpages and other IT services

It is essential that you keep your computer account details secure, and that you do not share them with any other student, as you will have to take responsibility for all actions undertaken when logged-in using your account details. Take care also not to divulge these details in response to "phishing" attempts.

### 4.2 Queen Mary email accounts

When you first enrol as a student, you will be issued with a Queen Mary email account (often referred to as your "College email"). This is the only email address we will use to communicate with you. It is very important that you check your Queen Mary email regularly as numerous important communications will be sent to you via this email address. The School will not be responsible for you failing to act upon information which has been sent to you by email and which you have failed to read.

**Important** - If you wish to contact staff by email then you must use your Queen Mary email account. We will only respond to emails sent from your Queen Mary email account. We do not respond to emails sent from personal email accounts, so if you fail to follow the above guidelines, then you will not receive a response.

You can access your email account by logging on to a QMUL Student PC Service computer, or, if you are not on campus, via the internet using webmail (<https://mail.qmul.ac.uk/>). You can also configure your personal computer and mobile devices (iPhone, iPad, Android, Windows Phone, BlackBerryetc.) to pick up your Queen Mary email. For more information please visit the email website: [www.its.qmul.ac.uk/office365/](http://www.its.qmul.ac.uk/office365/)

### 4.3 Communications from QMUL and SBCS staff

QM will communicate with you in a variety of ways. Formal correspondence will be sent to you by electronic letter, and it is important that you keep Queen Mary up to date with your personal details and address. You can do this online via the MySIS record system:

<http://www.arcs.qmul.ac.uk/students/mysis-record/index.html>

However, it is most common for SBCS, QM and the Students Union to contact you by your Queen Mary e-mail. You are assigned a Queen Mary e-mail address when you enrol, and you are responsible for checking this account on a daily basis. All major notifications and updates will be sent to you by email first.

You can access your email account by logging on to a Queen Mary computer, or, if you are not on campus, at: <http://mail.qmul.ac.uk>.

The room numbers, telephone numbers and email addresses of all staff are listed on the SBCS website. All academic staff should have "Office Hours" posted on their office doors - these are times when students can consult them without a prior appointment. If you wish to communicate with a member of staff in writing then you should do this by email or by leaving a note in their pigeon-hole located on the same floor as the academic's office.

Students can expect to be treated courteously by staff but they themselves must treat administrative staff, technicians, demonstrators, research and academic staff with courtesy at all times. Students should generally use academic titles when communicating with academic staff (e.g. Dr Andrews, Professor Pickersgill).

*Communication with relatives:* You should be aware, and you should inform your relatives, that university students are regarded as adults and therefore it is not Queen Mary's policy to divulge any information concerning a student's progress or attendance to parents, guardians or other relatives. The only exception would be if you have given prior agreement - for example, if you are present with them, or if you have given written permission for this to occur.

#### 4.4 Emails (including email etiquette)

Within the university, email is regarded as a semi-formal means of communication between staff and students. Emails which are professionally-written tend to leave a good impression and get a quicker, more thorough response. Emails which are badly-written, or suggest carelessness or lack of respect, may alienate the recipient and are likely to be less effective. We would therefore ask you to follow the guidelines given below when sending emails to School staff.

- We will only respond to emails sent from your Queen Mary email account. We do not respond to emails sent from other, personal email accounts (Hotmail, Gmail *etc.*)
- You should normally address academic staff using their academic title and surname (e.g. Dr Jones); for other staff you should use again normally use the appropriate title (e.g. Mrs Smith)
- You should avoid overly informal greetings such as *Hi, Hello John, .....*; it is much more courteous to begin a message with *Dear Dr Jones, .....*
- You should use formal English (not text-speak) throughout, and your email should be properly punctuated. You should use new paragraphs, ordered lists *etc.* to make the email easier to read.
- Make sure that the **Subject**-field clearly identifies the topic of the email – never send emails with a blank subject line, or one that is irrelevant to the current message.
- You must sign-off your email with your full name and student number (you cannot expect staff to deduce this information from your email address).
- If you are replying to an email then you should normally include a copy of that email at the end of your message (but do not include an overly-long email trail).
- Before sending the message, check what you have written to make sure that it is not curt, demanding or rude, and that the message is clear and concise. Correct any spelling mistakes.

During the teaching semesters we will make every effort to respond to emails within 3 working days. Indeed, in many cases you may receive a response on the same day, but this will depend upon the time of year and the workload of the member of staff. Outside of teaching semesters, it may take longer for you to receive a reply as staff may be pursuing research work away from College, or be taking leave. If you fail to follow the above guidelines, however, then you may not receive any response.

#### 4.5 MySIS

As a masters student you will need to use a database called MySIS.

At the start of term you need to access the MySIS system ([mysis.qmul.ac.uk](http://mysis.qmul.ac.uk)) to (re-)enrol. You can also change certain personal information, such as your home address (in vacations) and your term-time contact details. At the end of each year, your examination marks and overall module marks will also be published on the MySIS system.

#### 4.6 Updating your personal details

It is important that Queen Mary has up to date personal details for all students. As noted above, you can update your address and contact details on line using MySIS, but a change in name must be done in person at Academic Registry (Queens' CB.01) with accompanying identification.

#### 4.7 QMplus (QM+) and the School's Teaching & Learning webpages

Queen Mary's main online learning environment is known as QMplus or QM+. This is where you will find additional learning materials for most SBCS modules. QM+ is also used on some modules to deliver online assessments. You are encouraged to self-enrol on to the '[QMplus for Students: 2019-20](#)' course as this provides lots of useful reference materials and quizzes to aid your understanding of QM+ as a learning tool.

QM+ may be accessed directly via [qplus.qmul.ac.uk](http://qplus.qmul.ac.uk). When you login to QM+, as a student of an SBCS degree programme, you should be directed to a "landing page" that is specific to SBCS students. This provides links to a wide range of useful resources, as well as to the pages containing the course materials for the modules that you are taking.

In addition to there being a QM+ page for each module you are registered for, you should also register for the following QM+ page which is specific to all MSc students:- '[SBCS Masters Page](#)'.

Other important information gets published on the "[Masters degrees](#)" section of the School's website.

We will also publish any changes to the information contained in this handbook and important information relating to examinations etc.

#### 4.8 Student PC Service

The Queen Mary Student PC Service (sometimes known as the "Teaching Service") is an extensive network of Windows-based PCs that provide access to QMplus and to a range of software applications that you will need to use throughout your studies (including general applications such as Microsoft Office, and also more specialised scientific applications such as SPSS and molecular modelling software). The PCs of the service are housed in various locations across College, as detailed on the IT Services webpages ([gm-web.its.qmul.ac.uk/frontoffice/Helpdesk/pcuser.shtml](http://gm-web.its.qmul.ac.uk/frontoffice/Helpdesk/pcuser.shtml)). Some of these rooms may be booked for classes (and booked classes always take preference), but at other times these facilities are open for individual student access. The section of the service which is housed in the main library is always open-access and, if these PCs are busy, there is a screen in the library that will advise you on where you might find a free machine. There is also a live PC availability page, which will give you up-to-the-minute information on the number of PCs available to use in each area: [availability.stu.qmul.ac.uk/](http://availability.stu.qmul.ac.uk/)

The IT Helpdesk is located on the second floor of the Queens' Building, (room W209) Mile End campus, Tel: 020 7882 8888 or email [its-helpdesk@qmul.ac.uk](mailto:its-helpdesk@qmul.ac.uk). It is open weekdays and is able to provide support or give you advice on any IT related subjects.

#### 4.9 MyQMUL

The MyQMUL website is another student portal providing access to a range of online student-oriented information. The site can be accessed via: [my.qmul.ac.uk](http://my.qmul.ac.uk)

#### 4.10 WiFi access from your own Laptop

Wi-Fi internet access is available in many campus locations (including residences). We recommend you connect to the Wi-Fi network using the Eduroam – Janet Roaming Service. Details of how to use Eduroam can be found at: <https://www.its.qmul.ac.uk/services/students/wifi/>

#### 4.11 Printing, binding and scanning facilities

Printers are located in all Student Service computer rooms and the Library. Print jobs sent from Student Service PC's and wirelessly from laptop devices can be released at any Student Service printer or Library photocopier. Once you submit a print job you have 24 hours to visit a printer that's convenient for you, swipe your college ID card and confirm which jobs you'd like to collect. If you have forgotten your ID card print jobs can be released by entering your username and password at your chosen print device.

There are photocopiers for student use in the Library. These can be used to photocopy, scan and collect print jobs sent from Student Service PC's and wirelessly from laptop devices. Scanning at Library copiers is free but you do need to have balance, of at least 4p, on your account to successfully login. You will need a USB memory stick to save your scanned documents and images. Printing, photocopying and Library fines are paid for using your QM iPay account, which is linked to your College ID card. Your account can be topped-up at kiosks in the Library or online (<https://i-pay.library.qmul.ac.uk/webcentre/>).

The following additional service is also available on-campus:

*CopyShop*: for high volume printing (e.g. copies of dissertations, including binding) and posters (see <http://www.copyshop.qmul.ac.uk/> for more details).

## 5. Student Support and Feedback

### 5.1 My QMUL

My QMUL is a student is a section of the QMUL website that may be accessed via <http://my.qmul.ac.uk/> and should be used, together with this handbook, for general information about your time at Queen Mary.

My QMUL contains a wide range of information, including information on:

- Academic and student support services
- The academic year
- Campus facilities
- Simplified academic regulations
- How to? Advice
- Queen Mary contact information
- Calendar
- Graduation and Alumni
- Student Administration, and common issues and processes
- QMUL policies
- Campus and QMUL information

### 5.2 What are our expectations and what can you expect in return?

#### What students can expect from us - you can expect:

- teaching that reflects the best scholarship in the subject and which introduces you to work that is both stimulating and challenging.
- staff to deliver teaching in a professional manner, with effective use of learning technology and with provision of appropriate supporting resources.
- to have access to detailed information regarding your programme, individual modules and methods of assessment via QMplus.
- to receive information regarding the scheduled classes for your modules.
- to receive reliable advice and guidance regarding academic issues and assistance with contacting the appropriate QMUL advice centre (if necessary).
- to receive feedback on coursework assessments within a reasonable period of time
- to have the opportunity to provide us with feedback about your modules and your programme, including via representatives on the SBCS student/staff liaison committee.

#### What we expect from you – you are expected:

- to enrol and register on your programme by the published deadlines.
- to familiarise yourself with your programme structure and modules.
- to attend all scheduled classes and agreed supervisor meetings, unless there are exceptional reasons.
- to arrive for classes on time, and to submit coursework and project assessments by the specified deadline.
- to behave in a mature and reasonable manner in all classes, and to avoid disrupting lectures.
- to abide by QMUL Code of Student Discipline ( <http://www.arcs.qmul.ac.uk/policy/> )
- to adhere to health and safety rules and regulations at all times (especially in laboratories).
- to take responsibility for your own learning and personal/professional development.
- to fully participate in modules, by engaging in discussion and all module-related activities.
- to keep yourself informed by reading your QMUL email and SBCS-pages.
- to update QMUL records on MySIS with any change in your contact details.

### 5.3 Mental Health First Aiders

QMUL is also a member of the Mental Health First Aid network. The purpose of the network is to promote health & wellbeing and provide a supportive and open culture towards mental health. There are a number of Mental Health First Aiders in schools and departments across campus trained to understand the factors that affect wellbeing and who are able to provide immediate support to those in crisis. They will listen without judgement and be able to signpost to additional resources of further support. If you or someone you know needs to contact a Mental Health First Aider, a list of trained mental health first aiders is available [here](#). Alternatively, you can call Security on 3333. You might also like to refer their [website](#) for further resources of support.



A range of services and structures are in place to support your wellbeing while you complete your studies at QMUL, such as the Advice and Counselling Services, Disability and Dyslexia Service, Childcare, Multi-faith Centre, Occupational Health, Gym, QMSU and residences. The following sections provide more information about those services.

### 5.4 Advice & Counselling Service

The Advice and Counselling Service offers a free and confidential service to all Queen Mary students, including the key areas of support listed below:

- General advice and guidance on issues such as: money, housing, legal rights, anxiety, depression, bereavement and personal problems;
- Information and advice for international students;
- Information and advice for students with dyslexia and other disabilities;
- Counselling.

Please visit the Advice and Counselling web site ([www.welfare.qmul.ac.uk](http://www.welfare.qmul.ac.uk)) for full details of the help they offer, information on making an appointment, and extensive online information that may answer your initial queries. The Advice and Counselling staff provide a confidential service and will not, in normal circumstances, pass on personal information about you to anybody outside the service, unless you have given your permission.



## 5.5 Disability and Dyslexia Service

The university's Disability and Dyslexia Service (DDS) offers advice, guidance and support for students with specific learning differences like dyslexia and dyspraxia, as well as mental health difficulties, from application through to graduation. The range of support that the DDS is able to provide includes:

- Support and guidance in applying for the Disabled Student's Allowance (DSA)
- Support for international disabled students
- Liaison with staff in Queen Mary's Schools regarding 'reasonable adjustments'
- Support in ensuring that course materials are fully accessible
- Screenings for students who think that they might have specific learning differences
- Referrals to assess whether or not a student has a specific learning difference
- Specialist one-to-one study skills support for students with dyslexia and other specific learning differences
- Specialist mentoring support for students with mental health difficulties and autism
- On-site DSA needs assessments
- Access to non-specialist human support, e.g. note-taking
- Access to assistive technology
- Guidance in accessing examination access arrangements such as additional time

Contact

Telephone: 020 7882 2756

Web: [www.dds.qmul.ac.uk/](http://www.dds.qmul.ac.uk/)

Email: [dds@qmul.ac.uk](mailto:dds@qmul.ac.uk)

## 5.6 The Mile End Library and Hive Study Area

The Mile End Library is used by our whole academic community and supports teaching, learning and research at Queen Mary. The Library provides the information resources and collections that you will need during your study here, and a range of learning environments. These include vibrant group study spaces, areas for quiet study, a college archive and a dedicated reading room for researchers.

Library Staff are there to help you and are always very happy to answer any questions you might have about the Library and the services it provides. Ask at the Library Welcome Desk or Help Zone, submit an enquiry online or go on a tour of the library to get the answers you need.

For information on library and Hive opening hours, using the library, direct links to the library catalogue and a range of information resources and services, please see the Library website [www.library.qmul.ac.uk](http://www.library.qmul.ac.uk). If you use social media and would like to keep up to date with events that take place in the Library and find out about service developments and announcements, please follow QMlibrary on Facebook and Twitter.

Each subject has an Academic Liaison Librarian who can provide subject-specific support and make sure you have every opportunity to get the best from the information resources the Library provides. Find out who supports your subject at: [www.library.qmul.ac.uk/subjects\\_support](http://www.library.qmul.ac.uk/subjects_support)

*Please remember:*

- always consider the needs of other users of the Library and Hive study spaces
- be silent in the areas designated for silent study
- you are welcome to bring cold food and covered drinks into the Library and Hive
- the Library ground floor and the Hive are great for working in groups, there are bookable study rooms and plenty of open study space
- switch mobile phones to silent mode in all areas of the Library. Talking on mobile phones is permitted in the ground floor of the Library and in all areas of the Hive.

Your behaviour should be acceptable for a collaborative academic study area in both the Library and the Hive study spaces. Students who cause disturbance in the library or Hive may be suspended from use of the Library and the Hive and will be reported to the Head of School. Our School is fully supportive of the disciplinary measures implemented by the Library and we may take our own action against any student who does not respect the study environments it provides. It is in the interest of all of us, as members of an academic community, to ensure the library is respected and supported as a place of serious study.

## 5.7 Learning Development

The Learning Development service is a free and confidential academic-support service, available to any QM student. Based in the Mile End Library, this service includes:

- bookable one-to-one tutorials to discuss your approaches to study, a written assignment, a spoken presentation or a knotty area of grammar
- bookable one-to-one tutorials with one of our Royal Literary Fund Fellows to talk about your writing
- advice on problems in Maths, Statistics and Science - on a drop-in basis in the first floor study centre (sometimes referred to as the Drop-In Study Centre, or DISC)
- brief consultations on writing and study skills, such as researching an assignment, referencing or using your time effectively on a drop-in basis in the ground floor Help Zone
- retreats and protected reading and writing spaces to help you focus, manage your time, develop better practices for reading and writing
- access to the QM study skills books collection located on the ground floor

To find out more details, go to: [www.learningdevelopment.qmul.ac.uk](http://www.learningdevelopment.qmul.ac.uk)

## 5.8 English Language Support

The Language Centre offers a range of courses aimed at international students who have been educated in a language other than English. For details of the available courses and how to register for them, please see <http://language-centre.slif.qmul.ac.uk/inseasonal-english-programme>

## 5.9 Careers Advice

It's never too early to start thinking about your longer-term career options!

Careers & Enterprise is located in WG3, in the Queens building, near the Octagon. They provide a range of services to help you secure work and professional experience whilst you study and a job after you graduate, as well as advice and funding to start or grow a business. They can support you in a variety of ways:

One-to-one appointments with a Careers Consultant or Application Adviser: book an appointment to talk about finding work experience, work, career options, further study or to get your CV or application form checked. Book in person at the Careers Centre or by phone on 02078828533 up to a week ahead. Besides the general appointments, there are two weekly slots of appointments exclusively for SBCS undergraduate and MSc students in the Careers Centre, Queen's Building, Mondays and Wednesdays 1-2pm.

Careers events: network with employers and find out more about different jobs from Alumni Career Ambassadors at our fairs and workshops and panels. Keep an eye on the website for updates regarding events at which you will have the opportunity to meet professionals, network with former students and hear about different career paths. See [www.careers.qmul.ac.uk/events](http://www.careers.qmul.ac.uk/events) for a full list of events and how to book.



Jobonline vacancies website: the online jobs board lists over 2000 part-time and full-time jobs, internships and volunteering activities in the UK and overseas. Search [www.careers.qmul.ac.uk/jobs](http://www.careers.qmul.ac.uk/jobs)  
 QRecruit: build your work experience through our work experience hub - find temporary work on or local to campus through QTemps, or undertake a paid internship through [QInterns](#).  
 Enterprise programme: apply for funding to 'try' or 'grow' a business or social enterprise and use our programme of events and one-to-one appointments to develop your entrepreneurial skills and ideas. [www.careers.qmul.ac.uk/enterprise](http://www.careers.qmul.ac.uk/enterprise)

The School also has a number of Careers Liaison Officers who work with the Careers Service to organize careers events which are tailored to SBCS students, and are also responsible for ensuring that SBCS students are informed about careers opportunities, relevant work experience etc. Information for SBCS students about professional development and careers can be found on the SBCS Careers QMPlus module: <http://qmplus.qmul.ac.uk/course/view.php?id=6654>. There are also Careers noticeboards located outside the Teaching Lab on the third floor of the GE Fogg Building.

### **5.10 Student-Staff Liaison Committee (SSLC)**

The Student-Staff Liaison Committee provides the opportunity for students and staff to communicate and discuss matters arising in the School and QM that are of more general interest, rather than individual interest. This could include content and assessment of modules, the pastoral care system and academic and social facilities. Feedback from the SSLC is shared with the Teaching & Learning Committee (TLC) and the SBCS Academic Committee to inform best practice. The SSLC is chaired by the Deputy Director of Taught Programmes (PGT) and all MSc students are invited to attend. The committee meets twice per year and the meetings provide an opportunity for you to reflect on your experience of the MSc programme and to provide feedback.

### **5.11 Quality Assurance and Student Feedback**

Your views are important to the School and to Queen Mary and there are a variety of ways in which you can communicate your opinions to us.

The School's Teaching & Learning Committee (TLC), chaired by the Director of Taught Programmes, has overall responsibility for ensuring the quality of the School's taught programmes. It meets regularly throughout the year to discuss and make decisions on all aspects of undergraduate and some aspects of postgraduate teaching and learning. The TLC also considers any issues raised at the Student Staff Liaison Committee (see section 5.10 above).

A student who wishes to make a complaint about any academic or non-academic matter at Queen Mary may do so under the Queen Mary Complaints Policy by completing the relevant form accessible on the "Student Complaints" page here <http://www.arcs.qmul.ac.uk/students/student-appeals/complaints/>

### **5.12 Postgraduate Taught Experience Survey (PTES)**

The Postgraduate Taught Experience Survey (PTES) is conducted every year. It gives you, as a postgraduate taught student, an opportunity to give your opinions on what you like about your time at QMUL, as well as those aspects that you feel could be improved. Please do consider completing the survey; your feedback really is invaluable and will help us make a difference for future generations of QMUL students. [Postgraduate Taught Experience Survey](#).

### **5.13 Module Evaluations**

At the end of each taught module you will receive a module evaluation questionnaire which gives you the opportunity to comment on the modules you have taken and make suggestions regarding aspects of the courses that could be improved. The School takes your comments very seriously but you are asked to provide constructive feedback, and not to use these forms to make overly-personal comments about particular members of staff. This is likely to be distributed in hard copy in the last session of the module but is sometimes provided online. The evaluation is your opportunity to provide us with your views of your experience of the teaching, assessment and feedback received. The response is taken into account for future programme delivery. Please bear in mind when commenting on the feedback provided that in some cases you might not be in receipt of grades and comments that relate to your coursework, so it is important that you think of feedback as the interactions that you have with teaching staff throughout the course, not just as the formal notification of grades and comments that follow your coursework submissions. We value feedback and provide it in many forms, ranging from direct discussions in 1:1 to group feedback and peer-assessment.

You should also bear in mind that for modules that are co-taught with students from other MSc programmes that given the large body of students and the nature of assessment, it is not always possible to deliver grades within the 15 working days that is the standard we impose ourselves for taught modules.

## 6. QMUL Calendar and Semester Dates

Aspects of the academic structure below are different for the Chemistry Masters students who study some modules and sit examinations alongside Undergraduate students, to those listed for Biology Masters students – for whom tuition follows a different structure.

### 6.1 Structure of the academic year for MSc Chemical Research students

The Academic Year is split into two semesters, each of 12 weeks' duration, and two exam periods of approximately 3 weeks. Semester A runs from September to December, Semester B runs from January to April. The examination period for Semester A modules is from 6<sup>th</sup> - 17<sup>th</sup> January and the examination period for Semester B runs from 5<sup>th</sup> - 29<sup>th</sup> May. (The two teaching semesters are referred to as Semesters 1 and 2 or, more commonly, as Semesters A and B, respectively.)

For 2019/20 the main semester and examination dates are as follows:

Induction week:	Week commencing 16 <sup>th</sup> September 2019
Semester A:	23 <sup>rd</sup> September 2019 - 13 <sup>th</sup> December 2019
Semester B:	20 <sup>th</sup> January 2020 - 9 <sup>th</sup> April 2020
Semester A Exam Period	6 <sup>th</sup> - 17 <sup>th</sup> April 2020
Semester B Exam period:	5 <sup>th</sup> - 29 <sup>th</sup> May 2020
Late Summer Exam period:	August 2020 (for resit and deferred first sit exams)

These and other key QMUL dates are available online at [www.qmul.ac.uk/about/calendar/](http://www.qmul.ac.uk/about/calendar/)

For timetabling purposes, you will need to know the date of each week of term, as some classes only run in specific weeks. For example, week 1 is the first week of the semester, and in Semester A this begins on Monday, 23<sup>rd</sup> September, whilst in Semester B it begins on Monday 20<sup>th</sup> January.

### 6.2 Reading weeks (Chemistry MSc only)

Week 7 of each semester is designated as a "Reading Week". This week is not a half-term vacation and you are required to attend any classes or assessments scheduled during Reading Week. They are an opportunity to catch-up with any outstanding work, to undertake independent additional learning, and to read around your degree programme. Modules do not normally have any lectures or practical classes scheduled during this week but there may be some exceptions to this. Some of you will have scheduled tests; some modules may have practical classes or coursework exercises; and there may be some special lectures (e.g. revision lectures, lectures by visiting speakers, or lectures postponed from earlier in the semester for exceptional reasons). You must be available, therefore, to attend College during reading week. During these Reading Weeks, you should aim to make sure all of your coursework is up to date and go over all of your lecture notes to make sure they are complete and that you understand them. You should use textbooks and the library to help you to clear up any topics you find difficult. If you are involved in project work, make sure you are on schedule – this is an excellent opportunity to press ahead with literature searches.

### 6.3 Revision week (Chemistry MSc only)

Immediately prior to the examination period, there will be a "Revision Week". It is obviously impossible to revise all the material for all your modules in a single week, and you are expected to revise and consolidate your understanding of module content on an ongoing basis throughout the academic year. The "Revision Week" is just an opportunity for academic staff to give exam briefings and revision lectures which may be helpful to you and provides an opportunity for you to ask any questions about topics that you are unsure of. Not all modules will run revision classes at this time; some will provide revision exercises and/or materials during the teaching semesters or by alternative methods (e.g. via QMplus).

## 6.4 Structure of the academic year for Biology MSc students

The key semester and module dates for 2019-20 are as follows:

### **Induction:**

Monday 16<sup>th</sup> September 2019

Wednesday 18<sup>th</sup> September 2019

### **Semester A:**

Four consecutive modules will be taken throughout Semester A. Each module typically consists of two-weeks of teaching followed by one assessment week. The module will be determined by the MSc Programme that you are registered for and is made clear in the alignment on the following page.

The following provides an overview of the relevant dates for teaching:

**Module One** (determined by MSc programme registration - 15 credits) = 23.09.19 - 04.10.19

BIO721P Genome Bioinformatics  
BIO739P Science into Policy & Management  
BIO741P Plant Taxonomy & Diversity

**Module Two** (determined by MSc programme registration - 15 credits) = 14.10.19 - 25.10.19

BIO723P Coding for Scientists  
BIO737P Ecosystem Structure & Functioning  
BIO743P Fungal Taxonomy & Diversity

**Module Three** (determined by MSc programme registration - 15 credits) = 04.11.19 - 15.11.19

BIO781P Statistics & Bioinformatics (MSc students except Chem. Research & Bioinformatics)  
BIO782P Statistics for Bioinformaticians (MSc Bioinformatics only)

**Module Four** (determined by MSc programme registration - 15 credits) = 25.11.19 - 06.12.19

BIO725P Post-genomic Bioinformatics  
BIO731P Research Frontiers in Evolutionary Biology  
BIO795P Quantitative Techniques for Surveying & Monitoring in Ecology

### **Semester B:**

**Module Five** (determined by MSc programme registration - 15 credits\*) = 06.01.20 - 17.10.20

BIO727P Bioinformatics Software Development Group Project (\*30 credit module)  
BIO733P Ecological & Evolutionary Genomics Group Project  
BIO735P Ecological Theory & Applications  
BIO745P Conservation and Ecosystem Science

**Field Six** (field work – 15 credits)

BIO792P EEB/EEG Field Trip: Borneo = Exact date tbc (April)  
BIO794P FAME Field Trip: Cape Verde = Exact date tbc (July)  
BIO799P PLANT Field Trip: Madagascar = Exact date tbc (February)

**Research Project** (90 credits) = remainder of the year.

## 7. Scheduled Teaching & Timetables

The following sections (7.1 – 7.4) do not apply to students on the Biology masters programmes, which are block taught. This information is relevant to MSc Chemical Research students only.

### 7.1 Lectures

Most modules have two 1-hour lectures (or one 2-hour lecture) per week, for every week of the semester (with the exception of Reading Week). Most lectures are held on the main Mile End campus, but the lectures can be held in lecture theatres located in various buildings around the campus. You can find a guide to lecture rooms on page 6 of this handbook and on the School website. Occasionally lectures may be scheduled on one of the other campuses, e.g. at Whitechapel or Charterhouse Square.

You should note that many scheduled lecture sessions are recorded (audio and video recordings, using the Q-Review system), and that such recordings may extend into the periods before and after the actual lecture. The lecturer may choose to make these recordings available for you, either to assist you in reviewing particular topics or for revision purposes. However, the recordings do not capture all aspects of the teaching and are no substitute for actual attendance at the original lecture.

### 7.2 Practicals and Workshops

The below information is just a general overview, different modules have different requirements for practicals.

The practical classes and workshops associated with a particular module normally only run in selected weeks of the semester (e.g. four specific weeks, such as weeks 3,5,9 and 11). The exception to this, are "practical modules" which do not have a lecture component and generally have sessions scheduled every week, or are timetabled to over a shorter, but more intensive, period.

Practical classes are normally held in the laboratories of the GE Fogg Building (third-floor) or the laboratories of the Joseph Priestley Building (ground-floor or second-floor). The majority of practical classes are scheduled during the afternoons.

By contrast, computer-based practical classes are timetabled in one of the Student PC Service classrooms, and workshops will generally be held in lecture theatres or other standard teaching rooms, across the campus. These classes may be scheduled throughout the day.

Practical classes (and some workshops) are often timetabled to run on multiple occasions during the scheduled weeks, due to the large number of students registered on the modules. In these cases you will be allocated to one session for each practical week and we would stress that once you have been allocated, it is not normally possible for you to change to another session due to space limitations and associated laboratory safety regulations.

Information about the scheduling of your practicals/workshops can be seen on your personal timetable and will tell you on which days you will need to attend. If you have any queries, please contact your module organiser.

Before you can begin your practical work, you must complete any associated pre-laboratory exercises. Any student who fails to complete such exercises may be refused entry to the main laboratory class. You must also read any general information provided for the practical classes, which might include specific information relating to the conduct of the experiments, or general guidance on matters such as how to write up your work, and health and safety in the laboratory.

Laboratory coats and safety spectacles (if appropriate to the practical) are made available in each laboratory for use by students, and can be collected upon arrival at the laboratory.

### 7.3 Accessing your personal timetable of lectures/practicals/workshops

Students on the Chemistry Masters programme should ensure that you know which of your modules are running in semester A, which are running in semester B, and which run throughout the whole year (*i.e.* semesters A and B). Remember also that some module have components which run outside the normal semesters. Any timetable queries should be directed to the Programme Director.

### 7.4 Tutorials

Individual module organisers may hold tutorial classes as a required element of their module – if applicable, you will find this information on QMplus.

If you fail to attend a tutorial but still submit the related coursework, your mark for that particular exercise might be reduced to take account of your non-attendance. This is because the tutorial itself is regarded as being part of the learning experience and the assessment of the module. If such penalties do apply, then they will be explained in the module specification for the module of concern.

### 7.5 Teaching structure for MSc Biology students

Most modules consist of lectures in combination with practical classes, workshops or fieldwork. The complete timetable for a module is therefore a combination of these different components. Classes may be scheduled at any time during the College's normal operational teaching hours (Monday – Friday, 9:00 am – 6:00 pm) and you must be available to **attend all scheduled components**. Exceptionally classes may be scheduled outside of these normal hours.

Refer to the online timetable for regular updates regarding room changes, etc.

[https://docs.google.com/spreadsheets/d/1BnZWX8VxCUA\\_J9LKe4KjQWhBN883M-lzEZ-XBesGk8o/edit?pli=1#gid=0](https://docs.google.com/spreadsheets/d/1BnZWX8VxCUA_J9LKe4KjQWhBN883M-lzEZ-XBesGk8o/edit?pli=1#gid=0)

The timetable is structured in such a way that you are taught in 'blocks' of three weeks in which two weeks of classes/workshop/fieldwork take place with one additional week for assessment. The blocks are taught intensively from Monday-Friday, 9:00-6:00. The assessment week is not classroom based. You manage your own time within that week. Most lectures are held on the main Mile End campus, but the lectures can be held in lecture theatres located in various buildings around the campus and for MSc Plant & Fungal Taxonomy, Diversity and Conservation students, some of your modules are based at Kew Gardens.

### 7.6 Field courses

Some modules have fieldwork instead of laboratories or workshops. Fieldwork is a **compulsory** element of such modules: they will require your attendance at a location away from Queen Mary and frequently run outside of the normal teaching semesters.

Field courses also require travelling during weekend, so please be aware and organize yourself around those.

The following modules have fieldwork components as illustrated below:

**BIO739P Science into Policy & management:** The second week of this module has a one-week field trip to River Communities Group in Dorset.

**BIO737P Ecosystem Structure & Functioning:** The second week of this module has a one-day field trip to River Cray.

**BIO795P Quantitative Techniques for Surveying & Monitoring in Ecology:** The second week of this module has a one-week field trip to Lake Windermere.

**BIO792P EEB Field trip to Borneo** (2.5 weeks in April - exact date tbc)

**BIO794P Marine Mammals & Turtles** (2.5 weeks in July - exact date tbc)

**BIO799P Field Study Skills in biodiversity hotspot** (2.5 weeks in Feb – exact date tbc)

## **Health Questionnaire**

In order to participate in the above field-based modules, you will need to complete a Health Questionnaire (for insurance purposes). This will be accessible from QM Plus and will also be provided by email in advance of your trip. Due to the nature of fieldwork, and in the interests of ensuring student safety at all times, elective modules which are field-based might not be suitable for students with certain medical conditions. If you are interested in applying for a field-based module but have a medical condition (including mental health conditions) which might affect your ability to work safely in the field, you should contact the SBCS Postgraduate administrator who will consult the Module Organiser and any other relevant parties (e.g. colleagues in the Disability & Dyslexia Service) regarding any additional support required to enable your participation in the module. Given the need to arrange travel, accommodation and/or visas in advance, if you have any relevant condition(s), please contact the SBCS Postgraduate administrator at the earliest possible opportunity. If it is not possible for staff to make suitable adjustments and accommodations such that you can safely meet the learning outcomes defined for a field-based module, it might be necessary and appropriate for you to choose an alternative elective module (or modules).

### **7.7 Travel Insurance**

You will be required to complete the online application form for single and multi-trips using the TravelCert booking system via the online application form: <https://travelcert.ajg.com/#/activation>

The passcode is: **173466**.

You can also download the app from the Apple App Store or Google Play – search for ‘TravelCert’.

This will generate a travel certificate which confirms cover is in place. You will then need to send the travel certificate to your Module Leader and to the Postgraduate Administrator.

For more information please visit:

<http://qm-web.finance.qmul.ac.uk/sections/insurance/travel/>

If you have any further questions, please contact Rahima Choudhury at [r.choudhury@qmul.ac.uk](mailto:r.choudhury@qmul.ac.uk) or call 020 7882 5678.

### **7.8 Module Handouts**

The School endeavours to minimize any additional costs that students have to bear throughout their time at Queen Mary. In general, this means that you can expect to receive hardcopies of any documents that are essential for your studies – e.g. laboratory manuals, and any worksheets that need to be completed as part of the scheduled coursework. This policy does not extend to all lecture handouts, as these are regarded as being supplementary materials to your own lecture notes and to textbooks. Some handouts may be issued if the lecturer regards them as an essential part of the learning process, but in other cases they will simply be made available on the module page on QMplus (before or after the lecture), so you can decide whether or not you wish to print them out, or to make use of them in electronic form on a laptop or tablet.

### **7.9 Essential Reading**

Recommended and required reading for individual modules is provided on the module QMplus pages and associated electronic reading lists. The reading lists for all SBCS modules are also available directly from the library website (via [lists.library.qmul.ac.uk](https://lists.library.qmul.ac.uk)).

Textbooks are expensive and we would generally advise you to await advice from the programme directors (in the programme-level briefings held at the beginning of the academic year) and from module organisers before making any purchases.

## 8. Attendance & Engagement with your Studies

Queen Mary wishes all students to progress with their studies and to succeed to their fullest academic potential. However, some students experience personal issues or other matters that affect their studies. The 'Student Academic Engagement Policy' provides guidance on the required levels of participation expected of students, and highlights available support that will enable students to achieve this.

The various types of support available to students have been discussed in Section 5, whilst this section of the handbook outlines the School's expectations in regard to student engagement.

### 8.1 Attendance expectations and monitoring

The School expects you to attend all lectures, practical classes, workshops, field courses and other events which are part of the modules you are registered for.

Pedagogic research, included studies conducted within SBCS, has established that attendance is very important to your learning experience; failure to attend usually correlates with failure in assessments. Consequently, we expect you to attend all scheduled taught sessions including lectures, practical classes, workshops, tutorials, problem-solving classes, field courses and other events which are associated with the modules for which you are registered.

You should be aware of the following points about attendance:

- Attendance is very important: failing to attend usually leads to failure in assessment. Copies of lecture handouts and other students' notes are not a substitute for attending yourself.
- Absence from a test, workshop or practical class cannot usually be rectified. The School is not able to run supplementary sessions if students miss a scheduled session (for any reason).
- Reports of poor attendance will be lodged in your personal file. This information may be mentioned to in any reference provided by School staff.
- If you fail to attend a field course for which the School has already incurred costs, you will be charged the full cost of the course.
- In case you are absent for unavoidable and unplanned reasons ("extenuating circumstances"), you must ensure you familiarise yourself with the procedures for reporting absence from an assessed class.
- If you have planned absence, or plan to travel during term time (e.g. as part of your research for your project), you must complete the 'Authorised Absences Form', which can be found on QMplus and submit it to the Postgraduate Administrator.

The School will collect evidence of attendance on a regular basis by means of registers, which it is your responsibility to sign. Attendance may also be monitored in other ways: for example, some modules have short tests in practical classes or in randomly-selected lectures.

Poor attendance (broadly defined as less than 75% of each component of a module) may result in you being issued with a warning by the Programme Director. These warnings will normally be sent-out by email, but may also be sent as letters to your term-time address. If your attendance fails to improve then you may be deregistered from any affected modules, or from your complete programme of study. Poor attendance might also be reported to your funding authority or to the UK border agency, and will normally be mentioned in any reference provided by staff of the School.

In summary, attendance is very important to your learning experience; failure to attend usually leads to failure in assessment and persistent non-attendance may result in your deregistration.



## 8.2 Completion of coursework

**The School expects you to attempt and submit all coursework (formative and summative) that you are asked to complete as part of the modules you are registered for.**

You should be aware of the following points about coursework:

- Completion of coursework reinforces your understanding of topics introduced in lectures and will enable you to determine whether or not you have really understood the taught material.
- Coursework provides invaluable experience in tackling problems and questions similar to those you will encounter in the final examinations.
- The marking and return of coursework that you have completed enables lecturers to provide you with feedback on how you are doing.
- In case you are unable to complete coursework for unavoidable and unplanned reasons ("extenuating circumstances"), you must ensure you familiarise yourself with the procedures for reporting such eventualities and contact your Programme Director.

Failure to submit coursework may result in you being asked to attend a meeting with your Programme Director or being issued with a warning by the Programme Director. These warnings will normally be sent-out by email but may also be sent as letters to your term-time address.

In summary, the completion of all coursework is very important to your learning experience; failure to undertake coursework usually leads to failure in modules and persistent non-submission may also result in your deregistration from modules.

## 8.3 Extenuating circumstances (ECs)

Extenuating circumstances are defined by Queen Mary as circumstances that are unplanned and outside a student's control which may have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement.

Extenuating circumstances (ECs) include sudden/acute illness, death of a close relative and other circumstances beyond your control that have had a negative impact on your ability to study. This does not include issues such as PC problems, academic workload issues, misreading your exam timetable, planned holidays, employment commitments or local transport delays. A booklet providing guidance about extenuating circumstances is available from the Advice and Counselling website: [www.welfare.qmul.ac.uk](http://www.welfare.qmul.ac.uk)

The most common type of EC is ill-health, which can affect your ability to complete assessments which contribute to the evaluation of your degree programme.

If you are not in sufficiently good-health to attend a class involving an assessment or an invigilated examination then you should not attend and you should instead submit a claim for extenuating circumstances. In particular, you should note that Queen Mary's regulations state that if you attend an examination then you will be deemed to have declared yourself well enough to sit it and as a result any subsequent extenuating circumstances claim will not normally be considered.

The procedures that must be followed for making an EC claim are outlined in the following section, and on the relevant QMplus pages.

All claims of extenuating circumstances are considered only by the SBCS PGT EC committee. All proceedings of the EC committee are strictly confidential and will not normally be discussed at the full examination board meeting.

Please note:

- it is your own responsibility to submit any claims for extenuating circumstances
- Please ensure that if you do have what you believe is a valid case, you complete the submission process in accordance with the SBCS guidelines and deadlines.
- it is not possible to make a retrospective claim for extenuating circumstances, specifically it is too late to make a claim once you know your results. Therefore claims submitted after the final deadline will not be considered by the examination board.

#### 8.4 Certifying unforeseen absences / making EC claims

Information about the procedure to follow in the event that you miss an assessment due to extenuating circumstances, together with a link providing access to the EC claim form and information about the various deadlines for submission, are available on QMplus.

##### Process:

1. A link to the EC form is provided on each QM+ module and on the SBCS Student QM+ page.
2. You are required to complete this form and submit a paper copy with supporting evidence (e.g. a note from a GP) to the FOGG reception desk.
3. The form and evidence is sent to the PGT EC Committee.
4. An email is then sent to you confirming the new deadline/outcome of this request. You are also advised to seek further support via the following resources, where relevant:
  - Advice and Counselling Service - <https://www.welfare.qmul.ac.uk/>
  - Mental Health Support and mentoring - <http://www.dds.qmul.ac.uk/mentalhealth/>
  - Academic Advice Service - <https://www.qmsu.org/advice/academic/>
5. Completion of an EC claim form does not necessarily mean that you will be granted compensation for any missed coursework assessment – this will be decided by the PGT EC committee after due consideration of the information and supporting documentation that you have provided.

You should further note that:

- EC claims for absences should only normally be made if it was a requirement for you to be present in a class at a specified date and time for the assessment to be made, or your presence was required for observations or data collection which is the basis of an assessed report (as in a laboratory practical).
- You are not allowed to miss practical work and submit a report based on another student's results without the agreement of the module organiser (otherwise it is plagiarism).

##### Deadlines:

###### For missed assessments:

The full submission of an EC claims must be completed **no later than two weeks after the deadline** for the assessment to which it relates to. This includes the online form and the subsequent supporting evidence. This timeframe also applies to ECs related to the research project submission.

###### For extension requests:

The extenuating circumstances process is in place to support students facing circumstances for which you were unable to anticipate. It is also understood that this can sometimes be managed by an extension request as opposed to a missed assessment. The same form is required for completion and **you will need to submit this no later than two days before the deadline of the assessment.** This can't be submitted on the same day.

## 8.5 Absences with prior knowledge

Queen Mary's Academic Regulations indicate that you must obtain prior permission from the School before any planned period of absence.

The School does not normally require you to make such a submission for a single absence of short duration (1-2 days) that does not affect assessments, although we would stress that all absences from classes are likely to have a detrimental effect upon your academic performance.

However, if you are planning to be absent (*i.e.* if you have prior knowledge of a future absence) and this will result in you missing an assessment or field trip, or will result in an absence of three days or more, then you must complete the 'Authorised Absence Form' on QMplus. It is also important to complete this form if you are planning to travel during term time, for example to conduct research for your project. Such requests should normally be made at least two weeks (14 days) before the start of the proposed absence.

If the absence is approved then the Programme Director will consider what (if any) alternative arrangements it might be possible to put in place to alleviate the effects of the absence. However, this is not always possible - the School is not, for example, able to put-on additional sessions for scheduled tests, workshops and practicals. If it is not possible for us to provide alternative arrangements then you may not be granted any compensation, or you may only be granted minimal compensation, for the missed assessments, even though your absence has been "approved".

If your request is not approved (or you fail to make a request in advance for a planned absence) then you will automatically be given a mark of zero in all missed assessments. In exceptional cases, prolonged absence can lead to your deregistration from the programme or an enforced interruption.

What type of requests for absence might be approved?

- a scheduled hospital appointment (*e.g.* for surgical procedures)
- a visit to see a terminally-ill relative (if this cannot be accomplished over a weekend)
- a recognized, major religious holiday (as detailed on the BBC Interfaith Calendar)
- a scheduled appointment with a UK government agency (*e.g.* the UKBA)

What type of requests for absence are likely to not be approved?

- a family celebration (*e.g.* a parent's birthday party)
- an appointment that could easily have been made outside the normal teaching hours

.. or any request that is not adequately supported by documentation.

## 8.6 Absence for religious reasons

QMUL is a diverse community of over 25,000 students and staff. With a variety of faiths and beliefs represented on campus, we are committed to tolerance, understanding and co-operation, as well as to ensuring as far as possible that our policies are consistent across all needs. Many religions and beliefs require their members to pray at specific times during the day, or have special festivals or spiritual observance days. We recognise therefore that students at QMUL often strike a balance between their educational and religious commitments.

One of QMUL's fundamental aims is to provide an education that is judged internationally to be of the highest quality. It would be both impractical and inconsistent with our aims as a university to suspend teaching for reasons of religious observance, but we will accommodate students' religious commitments where we reasonably can do so. This may include providing learning materials (potentially including QReview recordings) online and permitting students to attend classes at different times where there is availability.

Students are expected to stay engaged and up-to-date with their studies throughout their time at QMUL. Schools and institutes should make their expectations for attendance and submission of coursework clear to students at the beginning of their studies, and students should inform themselves beforehand about the potential implications of missing learning and teaching activities. Students must also inform their school or institute beforehand if they intend to miss any teaching. We will take religious commitments into reasonable account when reviewing students' attendance, but we expect students to plan their studies so that they can submit coursework on time.

The following procedures apply in the event that a special festival or spiritual observance day would result in absence from a scheduled assessment.

- In the case of an in-class test, students may request permission in advance from their Head of School or Institute to be absent on that occasion. The Head of School or Institute will consider whether reasonable adjustments can be made, for example by permitting late submission or rearranging the test. It is important to submit requests well in advance, in case reasonable adjustments cannot be made.
- Students may notify QMUL of any special festivals or spiritual observance days that fall during formal examination periods by submitting the relevant form by the deadline specified in the Academic Calendar. We will accommodate such requests where we reasonably can do so. We are not able to make allowances for routine religious observance during formal examination periods.

Due to the cultural diversity of students taking modules in SBCS and the pressure on staff, facilities and room availability, it is not normally possible for us to make any special provisions for absences due to religious reasons. However, if sufficient warning is given to us of planned absences we will try to see if any alternative arrangements can be put in place to alleviate the effects of any absences from assessed classes.

In cases where a submission deadline of coursework coincides with a religious holiday, you should always aim to submit the work in advance of the deadline.

If absence for religious reasons may impact on the examination timetable, it is vital that students inform the Academic Registry at the beginning of Semester B. Any potential absences due to religious reasons should be discussed with your Programme Director.

### **8.7 Interruption of study**

If it is necessary for you to interrupt your studies until the next academic year due to serious ill health or other personal problems, you should first discuss this with your Programme Director.

More information is available here:

<http://www.arcs.qmul.ac.uk/students/study/interrupting/index.html>

### **8.8 Withdrawal from QMUL**

Occasionally it is necessary for students to withdraw from their studies due to long-term illness or other exceptional reasons. However, before you come to any decision about whether you should withdraw from QMUL, you should discuss this with your Programme Director to see if there are ways in which this could be avoided - once a withdrawal form is completed, the decision is irreversible. We would also advise you to discuss any problems as soon as they arise, as there is often something that can be done to help you provided it is not left too late. However, if you do ultimately decide to withdraw, you must complete a withdrawal form (available from Academic Registry or the SBCS Reception).

If you fail to enrol at the beginning of the academic year and, after the Student Administration Office has contacted you, after an appropriate period of time it will be assumed that you have withdrawn from QMUL and your registration will be officially terminated.

More information is available here: <http://www.arcs.qmul.ac.uk/students/study/withdrawing/index.html>

## 8.9 Deregistration

In exceptional cases the School may (in accord with Queen Mary's Academic Regulations) take steps to deregister students from specific modules and/or their programme of study, as a result of very poor attendance or a failure to submit sufficient coursework (*i.e.* a failure to engage adequately with your programme of study).

In such cases you will be issued with at least one warning (sent by email to your Queen Mary account), and given an opportunity to improve your attendance and submissions, or to discuss any extenuating circumstances, before a deregistration decision is taken.

If you are deregistered from:

- one module, then you may no longer attend scheduled classes or attend the final examination for that module.
- your programme of study, then your enrolment at Queen Mary will be terminated, and you may no longer make use of any of the facilities of the Queen Mary campuses.

Deregistration from a module, can lead to deregistration from your programme of study. International students should appreciate that poor attendance and deregistration is also likely to result in your visa to study in the UK being revoked.

*We would stress that the School regards deregistration as a last resort, only to be taken in exceptional circumstances, and we would much prefer that you seek help early-on if you are having problems, rather than letting the problems escalate out-of-control.*

## **9. Masters Programmes and Modules**

### **9.1 List of Masters programmes run by the School**

MSc Aquatic Ecology by Research  
MSc Bioinformatics  
MSc Chemical Research  
MSc Ecology and Evolutionary Biology  
MSc Ecological and Evolutionary Genomics  
MSc Freshwater and Marine Ecology  
MSc Plant & Fungal Taxonomy, Diversity & Conservation

### **9.2 Programme Structure**

You can find more detailed information on the structure of your programme by accessing the webpage here: <http://www.sbcs.qmul.ac.uk/postgraduate/masters/index.html>

## 10. Procedures, Rules and Regulations

It is your responsibility to read and understand the rules and regulations relating to your studies. Queen Mary's Academic Regulations are the definitive source of information, additional information regarding the study of your Masters programme in the School of Biological and Chemical Sciences can be found on the website: <http://www.sbcs.qmul.ac.uk/postgraduate/masters/index.html> or on QMplus.

### 10.1 Marks and grades for individual modules

In order to pass an individual masters module (at level 6 or 7) you must achieve an overall mark of 50% or above, and meet any additional requirements specified in the module specification and the academic regulations.

#### *How the Overall Mark for a Module is Calculated*

The module mark is normally calculated (to a precision of 1 decimal place) by taking a weighted average of the overall assessment components making up the module. Some modules are 100% coursework. The relative weightings of assessment components to the aggregate mark depend on the module; these proportions are given in the module specification. In a few modules the assessment is 100% coursework and there is no final examination.

The overall coursework mark is itself calculated from the percentage marks obtained in the individual assessments completed as part of the coursework for the module, if there is more than one. These assessments will typically have different weightings, as indicated in information provided at the beginning of the module.

#### *Grading of your Final Marks*

For each module, in addition to the percentage mark, you will receive a letter-grade. These are assigned as described below.

<b>Mark</b>	<b>Grade</b>
70.0% or above	A Distinction
60.0-69.9%	B Merit
50.0-59.9%	C Pass
45.0-49.9%	D Fail
40.0-44.9%	E Fail
39.9% or below	F Fail

Thus, your final mark in a particular module might be given, for example, as 47.2 D or 81.8 A.

#### *Publication of Marks*

Most items of marked coursework should be returned to you on an individual basis in workshops, or returned via your module organiser or Programme Director.

At the end of the academic year, your overall coursework mark, examination mark, and final overall mark in each module will be made available to you via MySIS.

## 10.2 Classification of MSc award

A student shall be classified when the requirements for award are met. The classification of award shall be based upon the College Mark and achievement in the dissertation or project. The College Mark provides a weighted average across all modules taken by a student up to the maximum number of modules for the programme. The College Mark shall always be calculated as though the required value of academic credit was taken. The College Mark shall be calculated to one decimal place, and presented to the Subject Examination Board and Degree Examination Board in that form. The classification of the degree shall be made according to the following scale:

College Mark	Dissertation or project module mark	Classification
70.0 – 100.0	65.0 or higher	Distinction
60.0 or higher	60.0 or higher	Merit
50.0 or higher	N/A	Pass

For full information about the classification and award of the MSc please refer to the Academic Regulations.

## 10.3 Submission of coursework

Coursework must be completed in your self-study time. For all Masters students, coursework must be submitted online on QMplus (the module organiser will tell you how to submit your work).

Additionally, module organisers might also request submission in hard copy.

In those cases where you have been issued with coursework and asked to submit it by a specified deadline then you should always aim to ensure that you have completed and submitted the work sufficiently far in advance of the deadline that your ability to submit the work is not affected by anything unexpected that happens near to the deadline. It is not normal practice for the School to grant extensions to deadlines because of extenuating circumstances that occur near a coursework submission deadline. If you do miss the submission deadline, for whatever reason, you should still submit the work as soon as you are able to do so.

However, in exceptional circumstances, where your ability to complete the work during the allowed period has been affected by extenuating circumstances of a more extended duration, then you may apply for an extension to the submission deadline. To apply for an extension you should follow the extenuating circumstances procedure as described in section 8. Such a request must be accompanied by appropriate supporting documentation, and must normally be made well in advance of the original submission deadline.

Any coursework which is submitted late (without a prior extension to the deadline being granted due to extenuating circumstances) will be subject to a marks penalty. For each 24 hour period or part thereof after the submission date and time (including weekend and holidays) five per cent of the total marks available will be deducted. After seven days the mark would be reduced to zero, and recorded as a failure OFL (zero, fail, late). A late work penalty would be removed where a student provided good reason for the late submission under the extenuating circumstances policy.



#### **10.4 Special arrangements**

If you need special arrangements for sitting examinations (e.g. if you have dyslexia, dyspraxia or another recognised disability), or if you need special equipment, you must visit the Disability and Dyslexia Service (DDS), who can arrange an assessment. Applications for special arrangements must be made by the deadline advertised by DDS (usually near the end of Semester B). Concessions may take the form of extra time for examinations or (exceptionally) special supervision in separate rooms.

Once an assessment has been completed by DDS, the School will endeavour to also make available the same special arrangements for any major in-course tests (but such arrangement will not be available for short in-lecture assessments).

#### **10.5 Plagiarism and referencing**

QMUL defines plagiarism as presenting someone else's work as one's own, irrespective of intention. Close paraphrasing, copying from the work of another person, including another student, using the ideas of another person without proper acknowledgement or repeating work you have previously submitted without properly referencing yourself (known as 'self-plagiarism') also constitute plagiarism.

Plagiarism is a serious offence and all students suspected of plagiarism will be subject to an investigation. If you are found guilty, penalties can include failure of the module or failure of the whole diet of modules for the academic year of concern.

It is your responsibility to ensure that you understand plagiarism and how to avoid it. The recommendations below can help you in avoiding plagiarism.

- Be sure to record your sources when taking notes, and to cite these sources if you use ideas or, especially, quotations from the original documents. Be particularly careful with quotations and paraphrasing.
- Be particularly careful if you are cutting and pasting information between two documents, and ensure that references are not lost in the process.
- Be sensible in referencing ideas – commonly held views that are generally accepted do not always require acknowledgment to particular sources. However, it is best to be safe to avoid plagiarism.
- Ensure that all works used are referenced appropriately in the text of your work and fully credited in your bibliography.
- Be aware that sophisticated technology is now routinely used at Queen Mary to automatically detect plagiarism.

As previously noted, you must also avoid self-plagiarism by failing to reference your own work that you have already used in a previous essay, or commit plagiarism by failing to credit the input of other students on collaborative work/group projects. If you are in any doubt, ask for further guidance from your Programme Director or module tutor.

## 11. Health, Safety and Security

### 11.1 Health and safety information

Important information relating to Health and Safety can be found on the SBCS website (<http://www.sbcs.qmul.ac.uk/internal/healthsafety/>) under the following headings:

- Emergency Procedures
- Risk Assessments
- Experimental Safety
- General Safety

All students must read this information before they attend practicals and carry out fieldwork. You may also be required to attend specific safety briefings and complete tests of your competence in health and safety matters, prior to attending such elements of your course.

*Failure to complete such tests, or to meet any other safety-related requirements, may lead to your automatic deregistration from the module, or suspension from your programme of study.*

### 11.2 Emergency procedures

You should familiarise yourself with emergency procedures for all areas in which you work, noting the location of emergency exits, assembly points and equipment. In case of a fire, immediately leave the building by the nearest exit point. Do not use the lifts. Fire action notices are displayed in corridors and by fire escapes. You must always ensure that corridors and doorways are not obstructed, and that fire-fighting equipment is not removed from its station, as this could endanger lives.

First aid assistance for minor accidents can be obtained by dialling 3333 from an internal phone, or 020 7882 3333 from any other telephone. You can also obtain first aid assistance from Reception on the 1st floor of the GE Fogg Building.

*What should you do in an emergency?*

In an emergency, be it security-related or a serious incident/accident, dial 3333 from any internal phone and clearly state the nature and location of the problem, your name, and the number you are calling from (if known). If there is no internal phone available, call 999 and follow the normal procedure for notifying the emergency services.

### 11.3 Safety in laboratory classes

All scientific laboratories are a high-risk environment in comparison to a normal workplace. It is therefore very important that you pay particular attention to safety briefings, and to the risk assessments associated with any laboratory work. You must never work unsupervised and you must always follow the instructions of the staff who are supervising laboratory classes.

### 11.4 No smoking policy

There is a no smoking policy in force across the whole of the Queen Mary campus, with the exception of designated smoking areas – this is in the interests of both health and safety. The School actively supports this College policy, and will support strong action against any student found to be persistently breaching this policy.

Smoking in any College building is strictly against the law and a disciplinary offence, and the School will seek the immediate suspension of any student (or staff member) who is caught breaching this regulation.

## 11.5 Social media

Connect with us:



QMULbiologyandchemistry



@QM\_SBCS

To keep up-to-date with the latest College news:



QMLNews



@QMUL

### The QML app

Want to put your university life in your pocket? Say goodbye to paper maps and timetables with the new mobile QML app! The app lets you:

- Check your course and exam timetables
- Log into QM Plus and your QM email
- Search for, reserve and renew library books directly from your phone
- Check PC workstation availability across all of our campuses
- Receive the latest news and events from QM Information,
- Receive news and events from Queen Mary Students' Union
- Search campus maps for buildings and locations
- Pocket Guide featuring useful links to Student Services and Support

Search for QML in the Apple, Google and Blackberry app stores or access the web version at:  
[qml.ombiel.co.uk](http://qml.ombiel.co.uk)

## 12. General information

### 12.1 Careers advice

The SBCS dedicated Careers team is led by Dr Maya Mendiratta and Jonathan Strathdee, to ensure that students are informed about careers opportunities, vacancies and research studentships. From time to time your careers team will also give tailored talks or to run career sessions in the School. Careers notice boards are located outside the Teaching Labs on the third floor of the Biology Building.

QMUL Careers & Enterprise ([www.careers.qmul.ac.uk](http://www.careers.qmul.ac.uk)) is available to all students and graduates of QMUL. Their trained careers consultants and employer engagement coordinators can help you choose a career, help you present yourself favourably to prospective employers and liaise with employers of previous graduates. Please visit their website using the link above for location, contact details and opening hours. You will also be enrolled in the online QMPlus module [SBCS-Careers](#), where you can find information and opportunities specific to your School.

### 12.2 Harassment policy and procedures

QMUL has a strict policy on student harassment. Information on this policy and procedures to be followed can be found at <http://www.arcs.qmul.ac.uk/policy/>

### 12.3 Comments and complaints

In the first instance, you should discuss any comments or with complaints with your Programme Director. If you fail to resolve an issue, you can then make an appointment with either the director of Graduate Studies, or ultimately with the Head of School.

If you are not satisfied with the outcome of an informal complaint at the School level you may bring a complaint using the College's formal procedures. You will find more information on the QMUL policies on student complaints at [www.arcs.qmul.ac.uk/students/student-appeals/complaints/](http://www.arcs.qmul.ac.uk/students/student-appeals/complaints/)

### 12.4 Appeals

An academic appeal is a request to review a decision about progression, assessment or award.

Before you submit an appeal please speak to your School/Institute about the decision you wish to appeal as many issues can be resolved without the need for an appeal.

Your School/Institute will be able to provide you with feedback on your marks, or degree classification. Please note that appeals cannot provide feedback on academic work.

Appeals against academic judgment are not permitted, this means you cannot appeal simply because you think the mark you have received is too low.

There are two grounds for appeal:

- procedural error: Where the process leading to the decision being appealed against was not conducted in accordance with Queen Mary's procedure, such that there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Procedural error shall include alleged administrative or clerical error, and bias in the operation of the procedure.
- that exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason, or were not properly taken into account.

An appeal must be submitted within 14 days of the notification of the decision you want to appeal and should be submitted from your Queen Mary email to [appeals@qmul.ac.uk](mailto:appeals@qmul.ac.uk).

Further information about how to appeal and the appeal form can be found on the Queen Mary

website: <http://www.arcs.qmul.ac.uk/students/student-appeals/appeals/index.html>

If you are not satisfied with the outcome of your appeal you may submit a Final Review to the Principal's nominee. Once a Final Review is complete you will be sent a Completion of Procedures letter which outlines the final decision of Queen Mary and the reasons for the decision.

## 12.5 Complaints

Before submitting a complaint you are advised to speak to a member of staff in your School/Institute as most issues can be resolved informally without the need for a formal complaint.

If your issue is not resolved through the informal process then you will need to complete the Stage 1 complaint form and submit this to the relevant School/Institute/Professional Services Head for investigation under the Student Complaints Policy:

<http://www.arcs.qmul.ac.uk/students/student-appeals/complaints/index.html>

Most complaints are resolved at Stage 1 but if your matter is still not resolved then there are two further stages to the policy, which are the institutional level and review stage.

When the complaint process is finished you will be issued with a Completion of Procedures letter explaining the final decision and the reasons for it.

### Office of the Independent Adjudicator (OIA)

If you are unhappy with the outcome of an appeal or complaint then you may submit a complaint to the OIA within three months of receiving your Completion of Procedures letter. The OIA is the independent body set up to review student complaints and is free to students. For further information regarding the OIA please visit their website: <http://www.oiahe.org.uk/>

## 12.6 Student Enquiry Centre

We provide support to all Undergraduate and Postgraduate Taught students and we can help with a wide variety of queries. If you are not sure about something or do not know who to contact, ask us!

We are located on the ground floor of the Queens' Building, CB01

### Contact

Student Enquiry Centre Online (accessed via [MySIS](#))

Email: [studentenquiry@qmul.ac.uk](mailto:studentenquiry@qmul.ac.uk)

Telephone: 020 7882 5005

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