University of
BRISTOL

MSc Molecular Neuroscience
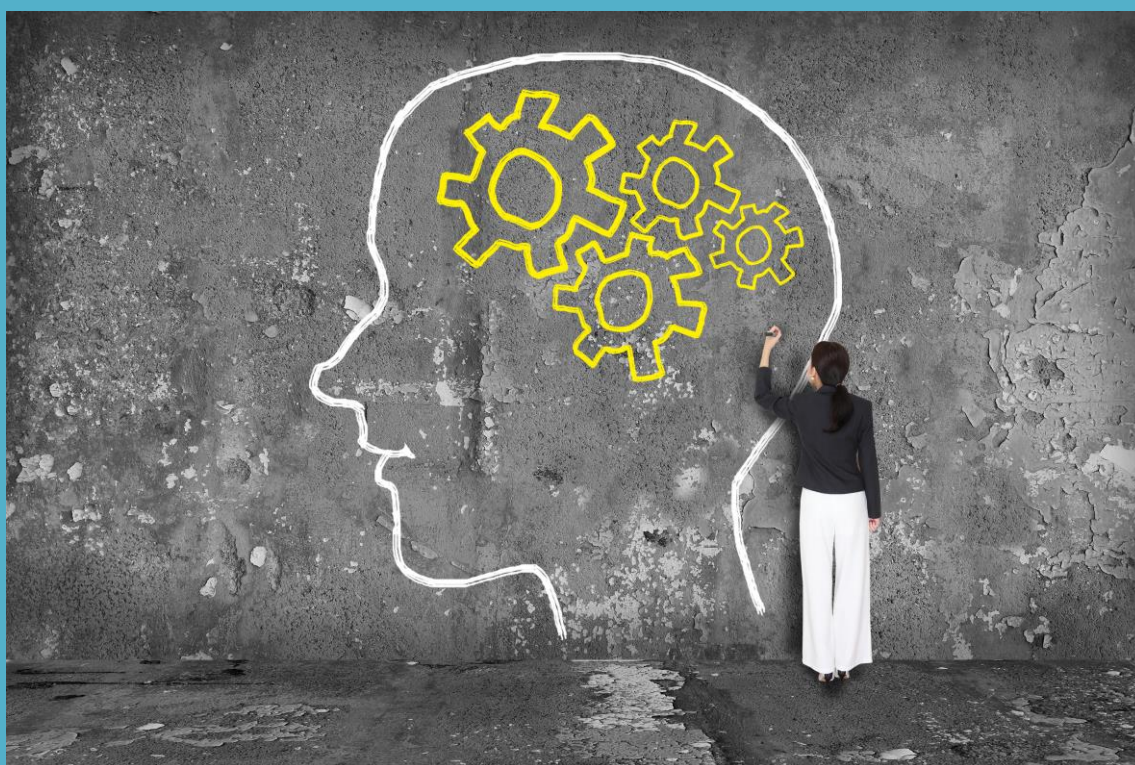
Handbook
2018-2019

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Welcome!

Dear students,

We warmly welcome you to the MSc Molecular Neuroscience programme. We are very happy that you have chosen to study with us.

During the coming year you will acquire state-of-the-art knowledge of neuroscience. You will hear about forefront research and obtain insight into the latest developments in this fascinating subject. Throughout the course basic principles will be illustrated in the context of various brain diseases, among which psychiatric and neurodegenerative disorders. Through the performance of a practical and a hands-on research project, you will gain valuable experience in experimental neuroscience. Importantly, tutorials and presentations will contribute to the further development of your communicative skills. At the end of the course you will be well prepared to further advance your career!

We would like you to benefit as much as possible from the unique setting of the Bristol Medical School and its staff. We are available to answer questions and to give advice and guidance throughout the year. We have an open-door policy so don't hesitate to contact us if needed. The Unit Heads and lecturers are very happy to meet with you to answer questions about the unit and the taught material. Just give them a call or drop them a line! But don't forget: also ask loads of questions during the lectures.

A personal tutor will be assigned to you for the duration of the course and you will have access to our Senior Tutor (PGT) and the Faculty of Health Sciences Student Advice Service. Our programme administrator and the student administration team are at hand for administrative and logistical questions or to help you finding the right person for your questions.

In this handbook, we give you an overview of the course and provide you with important information on its organisation and regulations. We also signpost you to the people, organisations and websites where you can obtain support and more information. Please read the handbook carefully and address any questions you may have as soon as possible. Further information, including timetables and all day-to-day communication, can be found on the online learning environment ('Blackboard') for our course.

We very much hope this will be a great and memorable year for you!

Professor Astrid C.E. Linthorst
- MSc Course Director -

Professor Craig A. McArdle
- MSc Course Co-Director -

Dr Daniel J. Whitcomb
- MSc Course Co-Director -

September 2018

Course venues

Dorothy Hodgkin Building (google map)
Most teaching will take place in Lecture Theatre A in the Dorothy Hodgkin Building, Whitson Street, Bristol, BS1 3NY, which is building number 83 (close to the Bus and Coach Station) on the Precinct Map shown on the next page.

Human Demonstration Room 2 (google map)
The tutorial on Neuroanatomy will take place in the Human Demonstration Room 2 in Pre-Clinical Veterinary Sciences in Southwell Street, which is building number 39 on the Precinct Map.

Medical Library in the Biomedical Sciences Building (google map)
The medical library can be found in building number 16 on the Precinct Map.

Bristol Medical School (google map)
The Bristol Medical School Office is located at 1-5 Whiteladies Road, Bristol, BS8 1NU. The Department Manager of Translational Health Sciences has an office in the Dorothy Hodgkin Building (Level 5, room 5.13a).

Faculty Office (google map)
The Faculty Office of the Faculty of Health Sciences is located at 5 Tyndall Avenue, which is building 41 on the Precinct Map.

Further Information
More detailed maps and travel information can be found at http://www.bris.ac.uk/maps/

University of BRISTOL
Campus map

The School of Veterinary Science at Langford is 14 miles south-west of Bristol

Langford
SAT NAV BS40 5DU

Bristol Airport
A38
Bristol
A4018

To the Botanic Garden, Canynge Hall, Coombe Dingle Sports Centre and Southmead Hospital 93

M5, MIDLANDS AND THE SOUTH WEST

M32, M4, M5, LONDON, S. WALES, MIDLANDS AND SOUTH WEST

To Bristol Parkway train station

To Temple Meads train station and Engine Shed 113

Brandon Hill 116
City Hall
College Green
Castle Park
Broadmead and Cabot Circus shops
Bristol Hippodrome 117
Bristol Royal Infirmary
St Michael's Hospital 107
Bus and Coach Station
Victoria Rooms 81
Students' Union Richmond Building
Wills Memorial Building
Senate House
Bristol Grammar School
Royal Fort Gardens
BBC

Key
Steps
Footpath
Public parking
Building entrances
University buildings
University campus

Scale
100m

Key to University of Bristol building numbers
See the full list at bristol.ac.uk/maps/google

01/09/2017

Course Contacts

Name	Title	Email	Telephone
Prof Astrid Linthorst	Course Director and Deputy Head of Bristol Medical School	Astrid.Linthorst@bristol.ac.uk	0117 33 13140 0117 428 3138
Ms Jenna Jones	Course Administrator	Molneuro-courseadmin@bristol.ac.uk	0117 331 3146
Dr Daniel Whitcomb	Unit Head – Unit 1 & Co-Director	D.J.Whitcomb@bristol.ac.uk	0117 33 13178
Prof Craig McArdle	Unit Head – Unit 2 and Co-Director	Craig.McArdle@bristol.ac.uk	0117 33 13077
Prof David Murphy	Unit Head – Unit 3	D.Murphy@bristol.ac.uk	0117 33 13039
Dr Anne-Marie O'Carroll	Unit Head – Unit 4	A.M.OCarroll@bristol.ac.uk	0117 33 13042
Dr Shelley Allen & Dr Scott Miners	Unit Head - Unit 5	Shelley.Allen@bristol.ac.uk Scott.Miners@bristol.ac.uk	0117 41 47901
Prof Hans Reul	Unit Head – Unit 6 & Unit 7	Hans.Reul@bristol.ac.uk	0117 33 13137

Student Administration Team

Name	Title	Email	Telephone
Dr Sara Moverley	Student Administration Manager & Disability Coordinator	Sara.Moverley@bristol.ac.uk	0117 33 13163
Mrs Destiny Goodship	Senior Student Administrator	Destiny.Goodship@bristol.ac.uk	0117 33 13146
Ms Hannah Quinn	Faculty Education Manager	Hannah.Quinn@bristol.ac.uk	0117 42 82785
Mrs Helen Hampson	Graduate Administration Manager	H.Hampson@bristol.ac.uk	0117 33 11605
Ms Allison Maggs	Senior Postgraduate Admissions Administrator	Allison.Maggs@bristol.ac.uk	0117 33 11676
Mrs Louise Paton	Senior Education Administrator	Louise.Paton@bristol.ac.uk	0117 33 11604
Dr Gemma Ford	Senior Postgraduate Tutor	Gemma.Ford@bristol.ac.uk	0117 33 13151

Other useful contacts

Name	Title	Email	Telephone
Prof Sarah Purdy	Head of Bristol Medical School	Brms-hos@bristol.ac.uk	0117 92 88444
Mrs Amanda Carmichael	School Manager	Amanda.Carmichael@bristol.ac.uk	0117 33 18317
Ms Helen Curtis	Department Manager	Helen.Curtis@bristol.ac.uk	0117 33 13048
Prof Ashley Blom	Head of Department Translational Health Sciences	Ashley.Blom@bristol.ac.uk	0117 41 47946
Mr Paul Newcomb	Building Manager (DHB) and School Safety Advisor	P.V.Newcomb@bristol.ac.uk	0117 33 13171
Mrs Dagmara Szmigiel	Health and Safety Technician (DHB)	DMP.Szmigiel@bristol.ac.uk	0117 33 13025
Porters Lodge – DHB			0117 33 13034
IT Service Desk		service-desk@bristol.ac.uk	0117 92 87870
Medical Library		lib-med@bristol.ac.uk	0117 33 11501

Faculty, School and Departmental Websites

Bristol Medical School
http://www.bristol.ac.uk/medical-school/

Department of Translational Health Sciences
http://www.bristol.ac.uk/translational-health-sciences/

Department of Population Health Sciences
http://www.bristol.ac.uk/population-health-sciences/

Faculty of Health Sciences
http://www.bris.ac.uk/health-sciences/

Programme Structure

Unit 1 – Foundations of Neuroscience – Dr Daniel Whitcomb

Unit 2 – Cell Signalling – Professor Craig McArdle

Unit 3 – Gene Expression in the Brain – Professor David Murphy

Unit 4 – Neuroendocrinology – Dr Anne-Marie O'Carroll

Unit 5 – Neurodegeneration: Symptoms, Molecular Mechanisms and Therapies – Dr Shelley Allen-Birt and Dr Scott Miners

Unit 6 – Integrative Molecular Neuroscience – Professor Hans Reul

Unit 7 – Research Project – Professor Hans Reul

Programme Specifications

The general Programme Specifications for our programme can be found in the programme catalogue.

Unit Specifications

You can find the Unit Specifications in the unit catalogue.

The Unit Specifications provide a description of the units, their intended learning outcomes and the assessment details. These will also be discussed at the start of each unit. It is therefore essential to attend the introductory sessions of each of the units.

Regulations and Code of Practice for Taught Programmes

The University's Regulations and Code of Practice for Taught Programmes can be found using the following web link:
http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html

We strongly recommend that you make yourself familiar with the Regulations and Code of Practice at the beginning of the course. This programme will adhere to the Regulations and Code of Practice with a few exceptions, which are clearly stated in this Handbook. All exceptions have been approved by the Faculty Education Director (Postgraduate) and the Graduate Studies Committee of the Faculty of Health Sciences.

Rules and Regulations for Students

The University's Rules and Regulations for Students can be found at:
http://www.bris.ac.uk/secretary/studentrulesregs/

Students must read through this information at the start of the course.

External examiner

Our external examiner is Professor Bruno Frenguelli at the University of Warwick. His contact details are:

Professor Bruno Frenguelli
Life Sciences
University of Warwick
Coventry
CV4 7AL
Tel: 024-76150591
Email: B.G.Frenguelli@warwick.ac.uk

Staff

For further information on staff and their research and teaching, you can use the following webpages:

Explore Bristol Research
Explore Bristol Research - Search People
Bristol Medical School - Translational Health Sciences
Bristol Medical School - Population Health Sciences

Students' Wellbeing

The wellbeing of our students is extremely important to us. You should be assured that you always can ask for help, advice and support. Thus please make use of the appropriate support services of the University and of the Bristol Student Union if needed. Don't hesitate to contact a member of the course staff if you want to talk about an issue that is worrying you.

The University has a range of professional services that you can either be referred to or refer yourself to. They support wellbeing and academic-related matters. Information can be found on the following informative help website especially for students: http://www.bristol.ac.uk/studenthelp/

This website covers many areas including health, counselling, finances, accommodation, etc. You are advised to browse through this site at the start of the course to familiarise yourself with the help available.

The following weblink gives you important information in case you are feeling distressed or emotionally unwell http://www.bristol.ac.uk/students/wellbeing/

Faculty of Health Sciences Student Advice Service

Our Faculty Student Advice Service provides friendly, private advice and support to all students within the Faculty of Health Sciences. The service is available 9:30am – 4:30pm, Monday – Friday on a walk-in/call-in or appointment based system and exists separately to any academic programmes to allow students to speak openly.

As a university, we recognise that most students will encounter circumstances that may impact on their studies at some point during their time with us. Our advice service works to help students identify the issues impacting on their wellbeing and determine the services that can best support them.

We're here to offer a friendly ear and are happy to talk through anything that is troubling a student. Examples of some common topics include a change to your physical or mental health, problems with relationships, funding difficulties, work/life balance etc.

To get in touch with the service email healthsciences-support@bristol.ac.uk or call 0117 33 11541 / 0117 33 11577. You can also book an appointment using our online calendar at https://bit.ly/2OK4FnC.

Students' Health Service

Students' Health Service is a full NHS GP practice offering free, comprehensive healthcare for all students living in the practice area. Register as soon as possible via their online system. For further information http://www.bris.ac.uk/students-health/

If you can't register with the Students' Health Service, make sure that you register with a GP in your local area at the start of the course. This is important also with respect to our procedures regarding illness and extenuating circumstances.

Further information for international students can be found at http://www.bris.ac.uk/media-library/sites/students-health/documents/overseas-guide.pdf.

Disability

For students with disabilities, learning or mental health difficulties the first point of contact within the University are the **Disability Services** (http://www.bristol.ac.uk/disability-services/). Students requiring assistance are encouraged to register with the Disability Services immediately upon starting their course (Email: disability-services@bristol.ac.uk or Tel: 0117 331 0444).

Your Disability Coordinator

The Disability Coordinator for the Bristol Medical School is Dr Sara Moverley, you can reach her by email: itxsp@bristol.ac.uk or phone (0117) 331 3163.

Disability Support Summary

The Disability support summary (DSS) is an outline of the recommended support you need, as well as adjustments to your teaching and assessment.

Once you have registered with Disability Services you will meet with a University Disability Adviser to discuss your support requirements. The Disability Adviser will tell you whether your needs are met by a standard Disability Support Summary (if you are dyslexic or have a Specific Learning Difficulty) or whether you need a Bespoke DSS.

Standard DSS's will be issued to: you, your School Disability Coordinator and Library Disability Coordinator.

If a Bespoke DSS is required, this will be drafted by a Disability Adviser and sent to your School Disability Coordinator for consultation. There will be 21 days to agree any changes after which your bespoke Disability Support Summary will be finalised and sent to: you, your School Disability Coordinator and Library Disability Coordinator.

Please note that the DSS (Standard or Bespoke) will be disseminated to all relevant staff who are involved in teaching and supporting students on the course; including but not limited to: Programme Directors, course administrator, Senior Tutor PGT, personal tutor and laboratory supervisor(s). This is to ensure that both administration and teaching staff work to best support students and are aware of any adjustments to teaching and assessment.

Your DSS will also detail any alternative examination arrangements, like use of a computer or extra time. Please note that extra time arrangements are not applicable to coursework and the dissertation. Students should discuss extensions for these works, if needed, with the programme director.

The course will take advice on such special arrangements from the Disability Services and Dr Sara Moverley; it is therefore important that you obtain a DSS shortly after you have started the course, to ensure any required extra measures are put in place as soon as possible.

Please note that graduates with a previous DSS do not need to register with Disability Services again but should bring their DSS for discussion with Dr Moverley.

Illness

You should notify the Course Administrator **and** the Unit Head in case of illness by email; for the course administrator please use molneuro-courseadmin@bristol.ac.uk.

For further guidance on what to do in case of illness see Section 6 of the Regulations and Code of Practice for Taught Programmes 2018-19.

For further support or to discuss a temporary disability, injury or short-term medical condition, which has a substantial impact on your studies or assessments, you can also contact the Faculty of Health Sciences Student Advice Service (see above).

You may want to submit extenuating circumstances for your illness. In that case please read the guidelines on extenuating circumstances on pages 36-44 of this Handbook very carefully.

Don't hesitate to contact the programme director or co-directors (Professors Linthorst, McArdle and Dr Whitcomb) to discuss such application; they will be able to advise you. Further advice can be sought from the Faculty of Health Sciences Student Advice Service.

Academic Personal tutoring system

Each student will be assigned an Academic Personal Tutor. Your Personal Tutor is an academic who is there to help and advise you during your time on our course. They will provide you with support, as required, in study and skills development matters and help you to understand what is expected of you academically. They will be able to signpost you to dedicated services within the University, which provide support and advice on academic, personal and health issues. Your Personal Tutor will help you in your transition to the University and the MSc course and provide guidance in your transition from undergraduate to postgraduate learning.

There will be a number of topics you may want to discuss with your tutor at the appropriate times, such as; how you are settling in, your life in Bristol, your marks and progress on the course, your exam preparation and your research work, to name a few. If needed you may also refer to your Personal Tutor for pastoral support.

You will be introduced to your Personal Tutor during the Welcome Reception on 4 October or shortly thereafter. We recommend you meet with your Personal Tutor at least once every 3 months. **We strongly suggest seeing your Personal Tutor after you have received your results for the first Unit.** This is a key point in the course to take stock and to discuss your study approach. However, please meet or interact with your Personal Tutor in person or via other means as often as required.

Your Personal Tutor is an important person in obtaining support during your studies with us. However, please remember that there are many more people and services available to help you. These include the Course Director, Co-Directors and Unit Heads. For many issues, you may find that our Course Administrator is the best person to contact. For other issues you may want to contact the Faculty of Health Sciences Student Advice Service or use the services provided by Student Services or Bristol Student Union.

Senior Tutor for Postgraduate Taught Students

The Senior Tutor for PGT students in the Bristol Medical School is Dr Gemma Ford. The Senior Tutor PGT is responsible for overseeing student support provision for our PGT students, in particular the academic personal tutor system (please see above). Your academic personal tutor is your first point of contact, but if needed you can contact Dr Ford per email (brms-pgt-tutor@bristol.ac.uk) or phone (0117-33 13151).

Biography of Dr Gemma Ford:
"I am currently the programme director for the postgraduate taught (PGT) Masters in Reproduction and Development. My current interests lie in the neuroendocrine control and regulation of reproduction function, and the initiation and cessation of reproductive experience (Puberty and Menopause).
Before 2011, I was a Lecturer in Galway, Ireland, where I mentored intercalating medicine students as well as several postgraduate students as lead academic for the Research masters in

Neuropharmacology. My research interests were in the neurobiological mechanisms underpinning supraspinal modulation of pain and to elucidate the neural substrates involved in both the affective modulation of pain and the cognitive modulation of pain. I was specifically interested in understanding the mechanisms underpinning the reciprocal relationship between stress, anxiety, depression and pain. My research is focused on the role of different receptor types (cannabinoid, orexins, monoaminergic) in mediating and modulating behavioural, neurochemical, and neuroendocrine responses relevant to stress, pain and aversion.

I have been in my current role for a number of years and have gained valuable experience as an Academic Personal Tutor to a diverse range of learners on the RED MSc course, and two other PGT courses delivered within the Bristol Medical School; one that is campus based, Molecular Neuroscience MSc, and the distance learning MSc in Stem Cells and Regeneration.

Having been fortunate to have been part of the University as both a postgraduate student and a member of staff, I have unique insight into what is expected and required of our students in terms of academic pursuit and scholarly expectations from a great many different perspectives within the Higher Education landscape.

As a Bristol Alumni, I understand the importance of student support and wellbeing for academic, personal and professional success. As the Senior tutor for PGT in the Bristol Medical School, I feel very privileged to be able to play a supportive role for current and future students in realising their academic ambitions across our different programmes."

Advice, guidance and questions

The Course Director, Professor Astrid Linthorst (room 4.30 on Level 4), and the Co-Directors, Professor Craig McArdle (room 3.05 on Level 3) and Dr Daniel Whitcomb (room 4.29 on Level 4) are available to discuss students' progress, any difficulties encountered and/or to provide (career) advice. It is usually best to arrange a suitable time to meet in advance by phone or email, but if there is something urgent please go to their office.

Student support FAQ

Q: I am struggling to pay for my tuition/accommodation fees or support myself
 	
A: Please contact the Faculty of Health Sciences Student Advice Service and Student Funding:
 	
      healthsciences-support@bristol.ac.uk
      student-funding@bristol.ac.uk
 	
If you are having difficulty paying your bench fees please contact your Student Administration Manager, Dr Sara Moverley (itxsp@bristol.ac.uk).

Q: I would like to arrange support for an existing mental health condition, disability or learning difficulty **A:** Please register with Disability Services disability-services@bristol.ac.uk.
Q: I have received my Disability Summary and I have some questions about it **A:** Please contact your Disability Coordinator Dr Sara Moverley (itxsp@bristol.ac.uk).
Q: I am dealing with a sudden illness or injury and I need to arrange for Alternative Exams Arrangements **A:** Please contact your Student Administration Manager Dr Sara Moverley (itxsp@bristol.ac.uk) and make your Programme Director and/or personal tutor aware ASAP.
Q. I am dealing with a sudden illness, injury, bereavement and I would like to submit extenuating circumstances (ECs) **A.** Please refer to Section 18 of the Code of Practice for Taught Programmes 2018-19, the EC pages on Blackboard and pages 36-44 of the Handbook. You can also look at the EC advice provided by Bristol SU at: https://www.bristolsu.org.uk/justask/extenuating-circumstances/.
Q: I feel sad, upset, anxious, lonely and it's affecting my studies **A:** Please contact your GP and the Faculty of Health Sciences Student Advice Service healthsciences-support@bristol.ac.uk Please also make your Programme Director and/or personal tutor aware ASAP. **You might also want to consider:** Counselling Services: https://www.bristol.ac.uk/student-counselling/ Self-help resources: https://www.bristol.ac.uk/student-counselling/self-help/ External support: https://www.bristol.ac.uk/student-counselling/support-in-bristol/

Q. I would like to reach my community faith and/or a chaplain, or would like to find a calm, quiet place to find a friendly listening ear.

A: http://www.bristol.ac.uk/multifaith-chaplaincy/

Q: I have noticed issues with my performance

A: Please contact your personal tutor and/or Programme Director ASAP.

Q.: I had an accident in my workplace/hurt myself in the lab

A: Any accidents regardless of severity should be reported to Building Managers:

DHB: Paul Newcombe

LV7: Paul Savage

Southmead: Sue Christie

Canynge Hall: Anne Rennie – General Office and Wendy McArdle - Labs

Oakfield House: Anne Rennie – General Office and Wendy McArdle – Labs

Biomedical Sciences Building: Steven Gaze

All laboratories are equipped with first aid boxes

Your local first aiders are:

Canynge Hall: Sara Brookes, Sue Harris, Alison Horne, Michael Davis, Cameron Dunn

Dorothy Hodgkin Building: Paul Newcomb, Stafford Lightman, Andy Levy, Georgina Russell, Richard Coward, Moin Saleem, Simon Satchell

Learning and Research - Southmead Hospital: Saranna Chipper-Keating, Tom Hathway, Kalina Biernacka, Candida Tasman, Sam Loud, Heidi Snethen, Laura Palmer

Level 7 (BRI) and hospital premises: please report to Paul Savage or Jan Fox in the first instance, who will escort injured staff to A&E

Oakfield House: Hazel Carrington, Wendy McArdle, Vikki Yip

Needle stick or other contaminated injury

Wound should be encouraged to bleed, if appropriate, and washed with soap and warm water. Use the needle stick hotline **0117 342 3400.**

Q: I have an issue with my study environment (i.e.: chair, desk, computer)

A: Please contact your local Building Manager:

   DHB: Paul Newcomb

Q. How do I request a transcript?

A. Please contact the Faculty Team Fohs-letterrequests@bristol.ac.uk

Q. I need references for job or study applications

A. You can request a reference from your Programme Director, personal tutor and/or project supervisor, please remember to give them ample notice.

Bench Fees

Your research project in Unit 7 will be based in a specialist laboratory, bench fees are the costs associated with using the laboratory and performing the project. The total cost of bench fees is £2,000.
The payment of the bench fee is managed in two instalments:

1st payment: £1,000, you will receive an email reminder followed by your invoice in December 2018. Please note that the deadline to make this payment is 31st January 2019, after this date you will be referred to the credit control team.

2nd payment: £1,000 you will receive an email reminder followed by your invoice in February 2019. Please note that the deadline to make this payment is 30th April 2019, after this date you will be referred to the credit control team.

You will be able to view and pay your invoice by logging onto the MyBristol portal.

For any questions about bench fees, the payment process or to request a paper copy of your invoice please get in touch with Emma Cox (emma.cox@bristol.ac.uk); phone: 0117 331 3146 (internal 13146).

If you are having difficulty paying your bench fees please contact your Student Administration Manager, Dr Sara Moverley, (itxsp@bristol.ac.uk)

Financial Advice

If you need advice on or are struggling with your financial situation please contact the Student Funding Office. They are specialised in this and can give you advice on a number of financial issues including a potential access to the Financial Assistance Fund. You can also ask the Faculty of Health Science Student Advice Service for advice.

All students are encouraged to visit the webpages of the Student Funding Office as they contain a wealth of information on how to manage your finances.

Bristol Student Union (Bristol SU)

- Run by students and a team of professional staff on behalf of the student body.
- Independent advice on a wide range of issues.
- Support and guidance available from professional advisers.
- Representation and campaigning on behalf of students about issues of importance to them.

For more information see http://www.bristolsu.org.uk

Bristol SU also runs the JustAsk service giving free support and advice to students on a number of topics including health and wellbeing, living in Bristol, university issues, support groups and other.
Please see http://www.bristolsu.org.uk/justask/ for more information.

Study and transferable skills

During the course, tutorials on several transferable skills (including scientific writing, presenting data in oral and poster format, and searching literature databases) will be given.

The following other resources for developing your skills and career are available within the University of Bristol:

- For practical advice see: http://www.bristol.ac.uk/students/study/

- Information on Library and IT services including courses can be found at http://www.bris.ac.uk/is/

Careers Service

The Careers Service of the University of Bristol provides career-orientated workshops, practice interviews and personal guidance as well as a variety of courses to help develop student skills. They are located between the Arts and Social Sciences Library and the Sports Centre on 5 Tyndall Avenue. This is building 41 on the precinct map.
For more information visit http://www.bristol.ac.uk/careers/.

A few further things for you to look at:

- MyCareer, which allows you to look for job vacancies, book appointments to review your CV and check for career guidance workshops and events.

- Grad Connection, which offers hundreds of global opportunities for work experience, internships and graduate jobs abroad.

- Attend a fair and meet employers. For dates contact the Careers Service.

- Look for advice on CV's via 'Find and apply' on the Careers Service webpages.

- You can practice your interview skills using Interview Stream (see MyCareer).

- Staff can help you with holding a mock interview.

For additional advice don't hesitate to contact the staff on the course!

Organisation of the course

Blackboard

- Changes in the programme timetable and all other important announcements will be published on Blackboard. Students will therefore have to regularly check the 'Announcements' in Blackboard. You will be able to access Blackboard also from outside the University using your University of Bristol username and password via MyBristol or the following direct web link: https://www.ole.bris.ac.uk/webapps/login/

- Marks will be made available to the students via e-mail and/or the Gradebook in Blackboard.

E-mail

- Outlook is the University's recommended client programme for processing email.

- Email correspondence will **only** be sent to University of Bristol e-mail addresses.

- Please send your correspondence with the Course Administrator and Office to molneuro-courseadmin@bristol.ac.uk

Attendance of teaching sessions

- It is essential that lectures be attended to ensure satisfactory progression through the course. Attendance of lectures is therefore compulsory and will be monitored. You should notify the Course Administrator and the Unit Head by email in case of illness. For further guidance on illness see page 12.

- Students are expected to arrive punctually for lectures and tutorials. Arriving late distracts the other students and the lecturer and is disruptive to the lecture being given. Students arriving late may be refused access to the classroom.

- Students are not allowed to bring guests to the lectures or to other teaching activities.

- Students planning to take time off during the course (except for holidays and free periods already indicated in the timetable) should discuss this with the Course Director well in advance. This will only be granted in exceptional situations.

Student Status Letters

If a student status letter or an official transcript is required, then please send your request to: Fohs-letterrequests@bristol.ac.uk. Please also copy any requests into: molneuro-courseadmin@bristol.ac.uk.

Recording of lectures and tutorials

Please see http://www.bristol.ac.uk/secretary/student-rules-regs/ for the University's policy on the recording of teaching.

Computers and software

Computers are available in the MSc suite 1.44 for the use of MSc students. Microsoft Office programmes and other relevant software, have been installed. Students are not allowed to install programmes on these computers.

Wifi is available on Level 1 and students are welcome to bring their own laptops. https://www.wireless.bris.ac.uk/eduroam/instructions/

Please see http://www.bristol.ac.uk/software/ for more information on available software.

The MSc suite computers are maintained by IT Services. Please contact the IT Service Desk (service-desk@bristol.ac.uk) (or the Course Administrator) immediately when experiencing any problems with these computers or if you should need to install specialist computer software for your research project.

There are a number of computer centres available around the University precinct, some of which are open on a 24-hour basis. Further information on locations and access can be found at http://www.bristol.ac.uk/it-services/locations/

The ResNet site provides information on the ResNet service, which allows students in University residences to access the University network and the internet from their rooms: http://www.bristol.ac.uk/it-services/advice/homeusers/resnet/

Printing and photocopying

A photocopier/printer is available in the MSc suite. You will receive further information about how to use it at the start of the course. Students are asked to notify the Course Administrator immediately when experiencing any problems with the photocopier/printer.

All of the University's branch libraries offer photocopying and printing facilities. Printing facilities are also available at the Computer Centre and many other locations around the precinct. Information on locations and charges can be found at http://www.bris.ac.uk/it-services/applications/printing/

Handouts

A new Transparent Costs Policy has been introduced by our University for 2018/19 which describes the provision of print credits and printed materials for students. The main outcome of this new policy is that the University is moving away from providing printed teaching materials and towards providing electronic resources for students. As such, our programme has adopted the following model from this September 2018: "School's may provide electronic resource packs and the University will support digital literacy by providing access to suitable training, software and hardware as necessary."

Based on the above, **no** printed lecture handouts and other course material will be provided. All this material will be available in electronic format on our Blackboard programme and unit pages. Computers for the use of students are available in the MSc suite. Further hot-desk computers are available in Lecture Theatre A and on Level 5 of the Dorothy Hodgkin Building. Other study spaces are available around the University http://www.bristol.ac.uk/it-services/locations/. Wifi is available in the Lecture Theatres and MSc suite and students may consider bringing a laptop or tablet to the lectures.

If you think you may need further digital literacy training please discuss this with the programme director.
Students that have adjustments recommended as part of a DSS will not be affected by this Policy change.

Recommended reading

Recommended reading lists will be made available at the start of each unit and/or provided after individual lectures. Most texts are available online using the University of Bristol's electronic access to Scientific Journals: http://www.bristol.ac.uk/is/library/ejournals/

When using University of Bristol computers, you can also access many research papers directly from searches performed using PubMed: http://www.ncbi.nlm.nih.gov/pubmed/

For interesting lectures on biomedical research including neuroscience please have a look at the Biomedical and Life Sciences Collection (Henry Stewart Lectures). You can find these talks by searching for either of those names in Library Search (from the main library web page). Individual talks can also be found, by entering the title of the talk and using the 'search everything' option and if necessary, the 'full text online' limit (e.g. Johnson: Molecular basis of NMDA receptor functional diversity).

We have prepared an extensive list of videos and suggestions for further reading on major laboratory techniques, which you may find helpful in increasing your understanding of research methods. Please have a look at Blackboard.

Calendar 2018/2019

Monday 24 September – Friday 28 September 2018	Welcome Week
Monday 1 October – Friday 2 November 2018	Unit 1
Monday 5 November – Friday 9 November 2018	Break
Monday 12 November – Friday 14 December 2018	Unit 2
Monday 17 December – Tuesday 18 December 2018	Unit 3 – part 1
Wednesday 19 December - Friday 4 January 2019	Christmas Holiday
Monday 7 January – Thursday 7 February 2019	Unit 3 – part 2
Wednesday 13 February – Wednesday 13 March 2019	Unit 4
Monday 18 March – Thursday 18 April 2019	Unit 5
Friday 19 April – Friday 26 April 2019	Easter Holiday
Monday 29 April – Wednesday 29 May 2019	Unit 6
Thursday 30 May – Friday 13 September 2019	Research Project

Bank Holidays and University Closure Days

24 December 2018 – 2 January 2019	Christmas/New Year/University Closed
19 April 2019	Good Friday
22 April 2019	Easter Monday
23 April 2019	University Closed
6 May 2019	Early May Bank Holiday
27 May 2019	Spring Bank Holiday
26 August 2019	Summer Bank Holiday
27 August 2019	University Closed

Welcome Week Timetable

Monday 24 Sept	09.45-10.30	Faculty Registration	Seminar Room 1.5 Wills Memorial Building Queen's Road Bristol BS8 1RJ

Starting from Tuesday 25 September 2018, the course will be given in Lecture Theatre 1.43A in the Dorothy Hodgkin Building (DHB)

Tuesday 25 Sept	10.00-13.00	Course Induction	Dorothy Hodgkin Building Whitson Street Bristol BS1 3NY
Wednesday 26 Sept	10.00-10.30	Welcome Ceremonies Please arrive 20 minutes before.	The Great Hall Wills Memorial Building Queen's Road Bristol BS8 1RJ
	11.15-11.45	IT Tutorials Prof Astrid Linthorst	Dorothy Hodgkin Building Whitson Street Bristol BS1 3NY
	12:00-12:30	Academic Language and Literacy(ALL) Introduction Hannah Jones	
	13:30-14:15	Health and Safety Introduction Paul Newcomb and Dagmara Szmigiel	

Freshers 2018 – Bristol Student Union

Lots of activities including Bristol SU Welcome Fair at Durdham Downs on Friday 28 September from 10:00am.
For full programme please see https://www.bristolsuwelcome.org.uk/events/official-welcome-fair/

Unit 1 Timetable 2018

Date	Time	Title	Lecturer	DHB Lecture Theatre
Mon 1 Oct	10:00-10:30	Introduction to Unit 1	Daniel Whitcomb Elek Molnar	A and B
	10:30-12:10	Lecture MEDIM-LT1/1 Gross functional anatomy and cellular anatomy	Daniel Whitcomb	A and B
	14:00-16:00	Lecture MEDIM-LT1/2 CNS development	Elek Molnar	A and B
Tue 2 Oct	10:00-12:00	Lecture MEDIM-LT1/3 Perception	James Uney	A and B
Wed 3 Oct	10:00-12:00	Lecture MEDIM-LT1/6 Electrophysiology	Daniel Whitcomb	A and B
Thu 4 Oct	10:00-12:00	Lecture MEDIM-LT1/5 Neuroplasticity	Hans Reul	A and B
	14:00-16:00	Lecture MEDIM-LT1/4 Neurotransmission	Georgina Russell	A and B
	16:00-18:00	Welcome Reception	MSc staff and personal tutors	Coffee Room
Fri 5 Oct	13:00-17:00	Tutorial MEDIM-TUT1/1 Neuroanatomy Part 1 and Part 2	Zuner Bortolotto	HDR-2 Southwell Street
Sat 6 Oct				
Sun 7 Oct				
Mon 8 Oct	10:00-12:00	Lecture MEDIM-LT1/7 Introduction to Neuroendocrinology	Craig McArdle	A and B
	14:00-16:00	Lecture MEDIM-LT1/8 Autonomic nervous system	Sergey Kasparov	A and B
Tue 9 Oct	10:00-12:00	Tutorial MEDIM-TUT1/2 Finding research information for Molecular Neurosciences	Martin Hewitt	Computer training room in Medical Library
	14:00-16:00	Lecture MEDIM-LT1/10 Stem cells and the brain	Lucy Crompton	A and B
Wed 10 Oct	10:00-12:00	Lecture MEDIM-LT1/9 Introduction to Genetics	Mike Greenwood	A and B
Thu 11 Oct	09:30-10:30	Tutorial MEDIM-TUT1/3 Reading, interpreting and presenting research results + assignment of student presentations	Astrid Linthorst	A and B
	10:45-12:45	Tutorial MEDIM-TUT1/4 Academic Language and Literacy (Assignment and Exam Writing: Focusing and Structuring your Argument.)	Hannah Jones	A and B

Date	Time	Title	Lecturer	DHB Lecture Theatre
	14:00 - 16:00	Lecture MEDIM-LT1/11 Sleep	Claire Durant	A and B
Fri 12 Oct	10:00-12:00	Lecture MEDIM-LT1/12 Pain	Fiona Holmes	A and B
	14:00-16:00	Tutorial MEDIM-TUT1/5 Coursework Preparation	Daniel Whitcomb	A
Sat 13 Oct				
Sun 14 Oct				
Mon 15 Oct	10:00-12:00	Lecture MEDIM-LT1/15 Information processing in neural networks	Aleks Domanski	A and B
	13:00-14:15	Lecture MEDIM-LT1/13 Use of Animals in Research; An Overview	Nicola Watts	A and B
	14:30-16:45	Lecture MEDIM-LT1/14 Animal models and video	Astrid Linthorst	A and B
Tue 16 Oct	09:00-13:00	Workshop MEDIM-WS1/1 In Vivo Imaging of the CNS	Risto Kauppinen Robin Homes James Myers	A and B
	Pm	Free for coursework		
Wed 17 Oct	All day	Free for coursework		
Thu 18 Oct	All day	Free for coursework		
Fri 19 Oct	All day	Free for coursework		
Sat 20 Oct				
Sun 21 Oct				
Mon 22 Oct	All day	Free for coursework		
Tue 23 Oct	All day	Free for coursework		
Wed 24 Oct	12:00	**Summative Assessment** Coursework deadline		
Thu 25 Oct	10:00-11:15	Lecture MEDIM-LT1/16 Research design and statistics 1	Astrid Linthorst	A
	11:30-12:45	Lecture MEDIM-LT1/17 Research design and statistics 2	Astrid Linthorst	A
Fri 26 Oct	10:00-11:30	Lecture MEDIM-LT1/18 Research design and statistics 3	Astrid Linthorst	A
	11:45-13:00	Mock Online Assessment	Astrid Linthorst	MSc suite
	Pm	Free for revision		
Sat 27 Oct				
Sun 28 Oct				
Mon 29 Oct	All day	Free for revision		
Tue 30 Oct	10:00-12:30	**Summative Assessment** Problem set statistics: Online MCQs	Astrid Linthorst	MSc suite
	Pm	Free for preparation of student presentations		

Date	Time	Title	Lecturer	DHB Lecture Theatre
Wed 31 Oct	All day	Free for preparation of student presentations		
Thu 1 Nov	All day	Free for preparation of student presentations		none
Fri 2 Nov	10:00-12:30	Tutorial MEDIM-TUT1/6 Student presentations part 1	Daniel Whitcomb and Phil Regan	A
	14:00-16:00	Tutorial MEDIM-TUT1/6 Student presentations part 2	Daniel Whitcomb and Astrid Linthorst	A
	16:00-16:15	Unit 1 Feedback Survey		MSc suite
Sat 3 Nov				
Sun 4 Nov				

Venue:

Lecture Theatre A in Dorothy Hodgkin Building except when stated otherwise; time slots are usually up to 2 hours unless indicated otherwise.

Timetables Units 2-7:

The timetables for the other units will be made available about three weeks before the start of each Unit.

Research Project (Unit 7)

1. A list with a wide variety of research projects will be made available in spring 2019. Students will be assigned to a research project based on availability and, where possible, personal preference. However, assignment to a preferred project cannot be guaranteed. Students are encouraged to contact potential supervisors to discuss projects they are interested in before selection.

2. Supervisors and technical staff should collaborate with the student as little as possible in routine experimental work, but, when this is essential, the nature of the collaboration must be stated on the second page of the dissertation (after title page) and be approved by the supervisor and signed by the student. This will enable the actual contribution by the student to be assessed. Students may be examined orally on all aspects of their experimental work and should be familiar with any procedures not performed by them.

3. It is the responsibility of the supervisor to ensure that any computing facilities needed for the projects are available. Students are asked not to use computers belonging to other research groups without prior arrangement with the academic supervisor of that group. Computers in the MSc suite are available throughout the project for the use by MSc course students.

4. Students should ensure that they are familiar with safety regulations, and they must sign confirming they have read the relevant sections in the induction folder. Students and staff are reminded that no-one is allowed to work alone in any laboratory (safety regulations). If work outside of normal hours is necessary, this must be supervised by either the academic member of staff or a designated research worker, and the out of hours book at the entrance has to be filled out.

5. Dissertation format

   I. The dissertation must include the following sections in the order indicated below:
      a. Title page (including word count, see point 5.IV below)
      b. Author's declaration (see Annex 14 of the Code of Practice) + specification of any help received with experiments, see point 2 above
      c. Contents page
      d. Abstract (maximum 300 words)
      e. Lay Abstract (maximum 300 words)
      f. Acknowledgements
      g. List of abbreviations
      h. Introduction including aims and hypotheses
      i. Methods
      j. Results including results of statistical analyses
      k. Discussion
      l. Summary (optional)
      m. Reference List

   II. The dissertation must be typed, double spaced, on A4 paper with a 2.5 cm left hand margin, one side only.

   III. The preferred font is Arial or Calibri. Font size should be 12.

   IV. The dissertation must not exceed 6,500 words for the main text (not including title page, abstract, lay abstract, acknowledgements, index, figures, figure legends and references). The number of words should be included on the title page. The use of appendices is not allowed. Marks will be deducted if the word limit is exceeded as follows:
      Excess of 1-250 words: 10 marks deducted
      Excess of 250-500 words: 20 marks deducted

Excess of >500 words: dissertation will not be marked

V. All figures and tables must have a clear legend. In case figures and/or tables from the literature are used they should be adequately referenced.

VI. In-text citations should be indicated as numbers between parentheses in the text starting with (1) for the first paper cited. In the Reference List, references should be numbered in the order of their appearance in the text. Full references should be given i.e. including titles and all authors.

6. Supervisors will discuss with students the proposed content and outline of the dissertation before writing begins and will be available for consultation during the writing.

7. Students should show their supervisor a draft version of the thesis before submission. Supervisors are asked to only correct a draft version of the dissertation **once**. A deadline for the submission of this draft will be announced at the start of the research project.

8. On the final submission day before the set deadline two softbound copies of the dissertation must be submitted to the MSc office and one softbound copy must be submitted to the supervisor (or deputy). A further complete copy must be submitted electronically using Blackboard. Finally, the text of the Introduction to the dissertation must be submitted in electronic format using Blackboard.

9. Each student will present their project in a ten-minute oral communication during the Research Colloquium. Each presentation is followed by five minutes discussion. The presentation and the discussion form part of the examination assessment.

Credit point structure and degree classification

Credit points

Unit 1: Foundations of Neuroscience	20 credit points
Unit 2: Cell Signalling	20 credit points
Unit 3: Gene Expression in the Brain	20 credit points
Unit 4: Neuroendocrinology	20 credit points
Unit 5: Neurodegeneration: Symptoms, Molecular Mechanisms & Therapies	20 credit points
Unit 6: Integrative Molecular Neuroscience	20 credit points
Unit 7: Research Project	60 credit points

MSc Molecular Neuroscience 180 credit points; taught and research units; 50 weeks full time study
Postgraduate Diploma Molecular Neuroscience 120 credit points; taught units only; 31 weeks full time study [exit degree]
Postgraduate Certificate Molecular Neuroscience 60 credit points; any combination of the first five taught units: 15 weeks full time study [exit degree]

Student Input

The University guidelines state that one credit point is broadly equivalent to 10 hours of total student input. This includes teaching, private study, revision and assessments. Therefore a 20-credit point unit will normally require 200 hours of student input.

The University wishes to ensure that paid work does not adversely affect the academic progress of its students, while understanding the need to work in order to earn money. It therefore advises that, for full time students, up to fifteen hours a week paid work would be reasonable over the course of the academic year.

Degree classification

There are four bands of marks for the final degree classification for this course:

A. Distinction: overall course mark at least 75 out of 100, with at least 65 out of 100 for the taught component overall and at least 70 out of 100 for the project module.

B. Merit: overall course mark at least 65 out of 100, with at least 60 out of 100 for the taught component overall and at least 60 out of 100 for the project module.

C. Pass: at least 50 out of 100 for the taught component overall and at least 50 out of 100 for the project module.

D. Fail: 49 or below out of 100 for the taught component overall or 49 or below out of 100 for the project module.

For more information see:

Assessment, progression and compensation

Assessments

Taught units will be assessed through different forms of assessments such as, but not limited to, formal written examination, assessment of performance at practical, essay, coursework, multiple choice questions, student PowerPoint presentation, student poster presentation or library project or other. Students will be informed of the form(s) of assessment and weighting to the final mark of the unit at the start of each unit.

The research project will be assessed through (1) the submission of a dissertation, (2) assessment of the performance in the laboratory and (3) defence at the research colloquium.

The overall performance of the students throughout the course may also be assessed by viva voce examinations.

The pass mark for each <u>unit</u> is 50%.

<u>Compensation between Units:</u> Section 37.12 of the University of Bristol's Regulations and Code of Practice for Taught Programmes 2018-19 explains the regulations relating to compensation between Units. Following discussion and with agreement of the Faculty's Graduate Studies Board this course will **NOT** allow compensation of marks between units (under d of 37.12). This applies for both the purposes of progression (see below) and final awards.

Resits

One re-assessment (resit) will be offered to any student who has failed to obtain the credit points for a taught unit at the first attempt.
Section 37.8 of the University of Bristol's Regulations and Code of Practice for Taught Programmes 2018-19 states:

"In order to be permitted a second attempt (i.e. re-sit) in any failed unit(s), taught postgraduate students must gain at least half of the credit points in the taught component by achieving the pass mark at the first attempt AND must have satisfied any additional criteria at the time they are considered by the progression board, or equivalent"

Thus, the maximum number of taught units that can be passed by re-assessment is limited to <u>three</u>. Students who have failed to pass three taught units at the first attempt and subsequently fail a further unit at the first attempt will have to withdraw from the course. Each student who has failed two units at the first attempt must attend a meeting with the Course Director to discuss performance and prospects.

The form of the resit can be flexible, e.g. a second written examination or essay may be set. Irrespective of the form of the resit, the maximum mark that can be awarded will be the equivalent of the minimum pass level (i.e. 50%). Students who fail the resit of a unit will have to leave the course.

The above procedure is the normal procedure, but the procedure may vary in cases where an application for extenuating circumstances has been accepted by the Board of Examiners (see Extenuating Circumstances Procedure on pages 36-44.

Progression to dissertation (Research Project) stage

Only students who have passed all taught units will be allowed to start the research project. In exceptional cases (decided by the Board of Examiners), a project may be allocated and some initial work started before the final results of the taught component are available. However, if the student then fails to pass all taught units, he/she will have to stop the project work with immediate effect.

Late submission and technical problems

Penalties for late submission

Work not handed in by the assigned due date <u>will lose marks</u> unless there are exceptional mitigating reasons. Please refer to the Extenuating Circumstances Procedure on pages 32-40.

The penalties for late submission are as follows:
1. For work submitted up to 24 hours after the agreed submission deadline, a penalty of ten marks out of 100 from the mark the student would have received applies (e.g. coursework that is marked at 60% would then become 50% once the penalty is applied).
2. A further 5% will be deducted for each subsequent missing of the time of day of the original deadline, see example b. below.
3. Once seven days have elapsed after the submission deadline the student will receive a mark of zero, although we may still require work of a satisfactory standard to be submitted in order for credit to be awarded.

<u>Examples:</u>

a. The deadline of submission of an essay is Tuesday 20th March 2012 at 10:00 h. A student submits their essay on Tuesday 20th March 2012 at 10:05 h. 10% will be deducted from the final mark for this essay. Thus, if the essay would normally have received a mark of 60%, it will be 50% because of the late submission.

b. The deadline of submission of an essay is Tuesday 20th March 2012 at 10:00 h. A student submits their essay on Thursday 22nd March 2012 at 11:00 h. A first 10% will be deducted immediately from the final mark for this essay + a further 10% will be deducted because the time of day of the original deadline has passed twice. Thus, if the essay would normally have received a mark of 60%, it will be 40% because of the late submission.

Please note that late submissions can easily result in failure of the coursework and potentially failure of a Unit. We therefore urge you to strictly adhere to the deadlines.

To prevent any uncertainties regarding time point of submission you must submit your coursework electronically as specified by the Unit Head (in Word or PDF format) and you must <u>also</u> submit a paper copy to the Course Administrator (pigeonhole) <u>before</u> the deadline. Sometimes a Unit Head may wish to make alternative arrangements regarding the submission of a paper copy but that will be specified during the Unit.

Technical problems

Loss of coursework due to breakdown of a computer and/or memory sticks/disks will not be accepted as an excuse for late submission. Students should take the greatest care to back-up work regularly and are advised to use their MyFiles storage space (o:drive) for this purpose http://www.bristol.ac.uk/it-services/applications/filestore/myfiles. Furthermore, it is the student's responsibility to submit electronic files that can be opened by the staff of the course. A corrupted file format will not be accepted as an excuse for late submission and late submission penalties will be applied.

Behaviour during examinations and notification of examination results

Behaviour during examinations

Please read carefully the University's Examination Regulations, which can be found at: http://www.bristol.ac.uk/secretary/student-rules-regs/

Specific rules:
1. you must be present at least 15 min before the start of the examination.
2. you are only allowed to enter the examination room when told by the invigilator.
3. candidates may not normally enter the examination room to sit a written or online computer examination after it has been in progress for more than thirty minutes. Late candidates will be referred to the Course or Unit Director for advice.
4. no candidate may leave the examination room within thirty minutes of the beginning of the examination, save in exceptional circumstances, and with the permission of the invigilator.
5. unless an invigilator has given permission otherwise, during the course of the examination a candidate may communicate with no other person but the invigilator.
6. in order to avoid disturbing other candidates, candidates may not leave the examination room during the last fifteen minutes of the examination, save in exceptional circumstances, and with the permission of the invigilator.
7. you should leave the room quietly and should not speak to other candidates,
8. you are not allowed to bring bags, coats etc into the examination room.
9. standard language (but not medical/scientific) dictionaries are allowed but will have to be shown to the invigilator before the start of the exam.
10. electronic dictionaries are not allowed.
11. if a student leaves an examination because of illness, he or she should obtain a medical certificate from a qualified medical practitioner as soon as reasonably practicable, and submit it as described under the extenuating circumstances procedure (pages 32-40).

Notification of Examination Results

Examination results will be made available to the student as soon as possible after the end of a Unit. However, students should understand that the double marking of exam scripts and coursework is a time-consuming process and that marks will have to be ratified by the MSc Board of Examiners before dissemination.

Performance feedback

Students will receive regular feedback on coursework and examinations throughout the course. Feedback can take different forms, e.g. a written paragraph with comments on the work, the return of an annotated script, face-to-face individual feedback sessions, group feedback sessions or verbal comments during tutorials and practical work. The Unit Heads will decide which form of feedback is the most appropriate for the type of assessment. Whereas the attendance of feedback sessions is not compulsory, it is strongly recommended to attend and attendance lists will be kept. Students can contact the Unit Head or Course Director if further advice would be needed.

Plagiarism

A. What is plagiarism?

When you signed a copy of the University Regulations upon registration, you made an undertaking not to engage in any form of plagiarism. This rule applies to all assessed work. If you submit work containing plagiarism, the University will regard this as a serious disciplinary matter; the piece of work may be penalised and there may well be damaging consequences for the classification of your degree or indeed the award of a degree.

Sections 3. to 9. of the University Examination Regulations define plagiarism and describe how the University will deal with any cases of plagiarism conducted by students. Section 3.2.1. defines plagiarism as follows:

"Plagiarism is the unacknowledged inclusion in a student's work of material derived from the published or unpublished work of another. This constitutes plagiarism whether it is intentional or unintentional. "Work" includes internet sources as well as printed material."

Section 3.2.2. gives a number of examples of plagiarism:

"Examples of plagiarism (this list is not intended to be exhaustive) include:

a. Quoting another's work "word for word" without placing the phrase(s), sentence(s) or paragraph(s) in quotation marks and providing a reference for the source.
b. Using statistics, tables, figures, formulae, data, diagrams, questionnaires, images, musical notation, computer code, etc, created by others without acknowledging and referencing the original source.
c. Summarising or paraphrasing the work or ideas of another without acknowledging and referencing the original source. "Paraphrasing" means re-stating another author's ideas, meaning or information in a student's own words.
d. Copying the work of another student, with or without that student's agreement.
e. Collaborating with another student, even where the initial collaboration is legitimate, e.g., joint project work, and then presenting the resulting work as one's own. If students are unclear about the extent of collaboration which is permitted in joint work they should consult the relevant tutor.
f. Submitting, in whole or in part, work which has previously been submitted for assessment at the University of Bristol or elsewhere, without fully referencing the earlier work. This includes unacknowledged reuse of the student's own submitted work.
g. Buying or commissioning an essay or other piece of work and presenting it as a student's own.
h. Unauthorised joint or group working on a piece of work that is to be assessed individually."

It is important to note that the Regulations also clearly forbid self-plagiarism as described under example f. above. In this respect students are advised that it is not allowed to re-use work, also when it is acknowledged, which already has been used to obtain a previous degree.

B. How to avoid plagiarism?

You will receive detailed information and guidance on how to avoid plagiarism during Unit 1. You must also take the online plagiarism tutorial provided via Blackboard.
Further information on plagiarism can be found at
http://www.bristol.ac.uk/library/support/findinginfo/plagiarism/.

If you are in any doubt about what may constitute plagiarism you should consult the Unit Head or Course Director.

C. How is plagiarism detected?
The MSc Molecular Neuroscience uses the software package Turnitin, supported by the University of Bristol, to detect plagiarism in coursework and the dissertation. Students should be aware that all their work will be submitted to Turnitin and that they should therefore take all necessary precautions to avoid plagiarism. By submitting your work for assessment, you are declaring that you agree for your work to be submitted to Turnitin. For any questions regarding plagiarism or Turnitin, you should contact the Course Director.

D. Procedures for cases of plagiarism
In some instances, it may be concluded that an offence represents a case of bad academic practice instead of plagiarism. Cases of bad academic practice will be dealt with as described under Section 3.4. of the University Examination Regulations. However, if plagiarism is thought to have occurred the procedures described under Sections 4. to 9. of the University Examination Regulations will be followed.

Further Advice and Information on Plagiarism
For further advice and information, please see the library's website at http://www.bristol.ac.uk/library/support/findinginfo/plagiarism/ and the online plagiarism tutorial on Blackboard. If you have any questions regarding plagiarism, please contact the Unit Head.

Guidance on extenuating circumstances procedure

This section should be read in conjunction with the Faculty's Extenuating Circumstances procedure (you can find details in your course handbook and/or course website/Blackboard site) and the University's Code of Practice for Taught Students. You may have made, or thought about making, a submission using this procedure; you may think it will never be relevant to you. These guidelines are to help you understand when and how to use this procedure. They should be read in conjunction with the Faculty policy and procedure.

Submitting extenuating circumstances

You must make sure that you inform the Faculty of your extenuating circumstances by completing and submitting an Extenuating Circumstances form. It may be difficult to think about filling out a form when you are trying to juggle problems and study but it is important that you follow the procedure to ensure your situation is considered. You may feel embarrassed or uncomfortable about formally declaring a personal problem and that your problems are not the business of the Faculty and Examination Board. You may also feel that your University work is not being affected by your personal circumstances; or that you should be able to cope with your problems on your own. Situations where you *may* wish to consider submitting extenuating circumstances include (but are **NOT** exclusive to):

Illness

You may become ill, not seriously, but for a period of time which affects your attendance, revision and commitment to the programme. You may become more seriously ill, physically or mentally, and find it may not be possible to continue with the demands of the programme whilst regaining your health. You may experience unexpected difficulties beyond your control during an examination and feel this could impact on your examination performance. It may also be that during your period of study you, or your partner, become pregnant. Whilst pregnancy in itself would not be considered an extenuating circumstance it is possible that complications of the pregnancy (either physical or emotional) may affect your studies and hence you may wish to inform the exam board of these complications.

Personal circumstances

You may find that family circumstances change: you may experience relationship difficulties or divorce; one of your parents or a close family member may become ill or die; a partner may lose his/her job or business; your children may be unwell or experiencing difficulties. Any of these events can be a cause of anxiety and you may need to try to help resolve these problems. This may impact on your attendance, revision, and ability to prioritise your studies.

You may decide not to submit extenuating circumstances if you experience personal or family difficulties. If you pass your examinations, this may not be an issue; however, if you decide **not** to declare your extenuating circumstances, and you find that you fail your assessments, *you must remember that there is no action that can be taken by the Examination Board to take these undeclared circumstances into consideration retrospectively.*

The deadline for submitting extenuating circumstances forms is before the Faculty Exam board meeting at which a student's results are being considered. Submissions made after this deadline will _NOT_ be considered by the board. Any circumstances that could have been raised before the deadline will not be considered in the event of an appeal.

Although you may consider your reasons for not declaring Extenuating Circumstances to be valid, you must know that it is extremely unlikely that the Faculty will agree.

Evidence

You must ensure that all extenuating circumstances submissions are supported by *current* and *relevant* corroborative evidence, e.g. a doctor's note, a letter from the Counselling Service, a death certificate, letters from relevant third parties (such as parents). Remember, the panel will not be able to accept a submission, no matter how difficult the circumstances, without such evidence. In some circumstances, it may be possible to submit evidence after submitting the form, but this *must* be before the exam board meets.

Explanation of impact

The Panel will be looking at information about the problems you have been experiencing and documentary evidence in support of these. **More importantly, you need to tell us how the problems have impacted on you and therefore how your performance overall, and/or in particular assessments, has been affected. It is not sufficient to only list the issues you have been facing; an explanation of how they have impacted your studies is also needed to enable the panel to make a fully informed decision. If such statements are not included the panel will have no choice but to assume there is limited impact on the individual and their ability to study.**

Decision

People may react differently to what life throws at them. The Extenuating Circumstances Panel has to ensure that they take your problems into account in a fair and consistent way. There are some decisions that are relatively simple for the Panel to make in terms of the most appropriate course of action. For example, if you have suffered with a serious illness for period leading up to the exam (i.e. the revision period) and during the exam it is likely that the Panel will recommend that you be allowed to retake the exam as a first attempt.

If, however, you fail the exam and your extenuating circumstances submission is based on the normal problems many students experience as part of University life – minor problems with accommodation, feeling homesick, working part-time, managing a social life and the demands of the course - it is unlikely that the Panel will consider these as valid. They will probably feel that this is part of life as a student, and unless you have had to cope with exceptional problems in this area – e.g. if financial support you were dependent on was unexpectedly withdrawn from you – the Panel is likely to reject your submission.

The Extenuating Circumstances Panel has to make difficult judgements about the more complicated problems faced by students. It is always sympathetic, but needs to be fair, and when students are unfortunate enough to experience the death of a family member this is particularly difficult. An extenuating circumstances submission would be accepted by the Panel for the distress caused by the death or serious illness of a close relative. However, it may not be accepted in the case of a more distant relative. The Panel must look at time scales when making its decisions. For example, the distress caused by the death of a distant aunt at Christmas may not be accepted as a valid extenuating circumstance for a re-sit examination in June.

Remember, each decision is individual and the Panel aims at all times to ensure consistency and fairness for every student.

Appeals

If you fail and are asked to resit the exam or withdraw from the programme, you may decide to appeal against this decision. If during the appeal process, you are prepared to disclose information about your personal or family problems to explain that failure, the Appeal panel will question why you could not have declared that information through the Extenuating Circumstances process.

You will find that that apart from very exceptional cases, there **are very few valid reasons for not formally declaring such extenuating circumstances.** You must therefore expect a rigorous approach by the Faculty and the University in the application of the rules of the procedure.

The Bristol Students Union provides a service which can provide advice to students during appeals and we would advise any student considering this course of action to contact this service at the earliest opportunity http://www.bristolsu.org.uk/advice-and-support.

Please remember that all extenuating circumstances submissions are treated with the strictest confidence by a small panel.

Support

If you find yourself in any of these situations or anything similar, you **must** ensure that you seek the appropriate help. This help can come from your Personal Tutor, your Programme Director, the Faculty's Student Advisors, Students' Health Service, Student Counselling Service and, of course, your family and friends. In addition, Bristol Students Union provides an excellent independent advice service which all students are able to access. Please visit http://www.bristolsu.org.uk/advice-and-support for more information on this.

Faculty of Health Sciences
Extenuating Circumstances Procedure for Postgraduate Taught Students

- All cases for extenuating circumstances will be considered by a Faculty panel comprising of a selection of Directors from the Faculty's PGT courses, the Faculty Education Manager and/or Graduate Administration Manager.
- The chair of the above panel will rotate between academic panel members but will always exclude the Graduate Education Director, should they be present.
- Quorate membership of the panel will be at least two course directors (not including the Graduate Education Director).
- All requests for extenuating circumstances MUST be submitted on the correct form and include evidence, as appropriate, and emailed to the Faculty's Graduate Administration Manager (fohs-excircs@bristol.ac.uk) prior to the date at which the exam board considering the results the student wishes the ECs to be considered will be discussed.
- The extenuating circumstances panel will meet on occasions to be determined by the timings of the examination boards for each PGT programme in the Faculty. Your programme director can inform you of the date of any exam board relevant to your programme of study.
- This procedure relates to ANY summative assessment or examination. If the student wishes to request an EXTENSION to a submission deadline for a piece of summative coursework this should be done via an extension request to the relevant Programme Director. Each course will have specific procedures for making such an extension request and it is the student's responsibility to ensure they confirm with the expected procedures and timescales. Any student who requests an extension for submission MAY ALSO submit a case for extenuating circumstances in relation to the SAME assessment. In such a case full details of any extension requests and their outcome should be included on the extenuating circumstances form e.g. was an extra day/week etc. given with/without penalty.
- The panel will assess all cases for extenuating circumstances in an anonymous manner.
- The extenuating circumstances panel will use its discretion in deciding on the **impact** and **severity** in any particular case.
- The extenuating circumstances panel will determine:
  - whether the **impact** on the student's capacity to perform is likely to have been mild, moderate or severe as follows:
    - **Mild** might include common (or 'day-to-day') illnesses such as upper respiratory tract infections and digestive upsets. These are perceived as having had a minimal effect on the assessment process. However, their timing may mean that the same common illness would shift from Mild to Moderate.
    - **Moderate** might include more sustained medical problems relating to the student such as a more serious version of those listed in 2.1 or the serious illness or death of individuals with whom the student has a close relationship. These are perceived as having had a moderate effect on the assessment process. These acknowledge that the student was affected by the ECs and that appropriate action is taken.
    - **Serious** might include more serious medical or personal issues, often with a long term nature, or multiple issues that combined together have a more serious impact than each may individually. These are perceived as having had a serious effect on the assessment process. These acknowledge that the student was affected by the ECs and that appropriate action is taken.

- **Severe** would include more extreme versions of the moderate or serious ECs which are likely to be emotionally traumatic or where a student may have been admitted to hospital, and accordingly, these are perceived as having a severe effect of the assessment process. These acknowledge that the student was affected by the ECs and that appropriate action is taken**.**
  - whether the **severity** of the extenuating circumstance was either:
    - **acute** (of short duration and only likely to have had a negative impact upon the student's performance in the assessment e.g. fracture of limb) or
    - **chronic** (over a significant period of time and therefore likely to have had an impact upon their learning as well as their performance in the assessment e.g. chronic disease);
  - which (if any) assessments may have been affected by the circumstances drawn to its attention;
  - **whether sufficient allowance for the circumstances has already been made**, for example, by making special arrangements for examinations or by granting extensions to deadlines.
  - **whether the circumstances could have been foreseen.**
  - **timely,** whether the circumstances occurred in close proximity to the assessment event.

- The committee should note the reasons underlying its decisions and these notes, along with information on the period of time in which the circumstances affected the student and the assessments / forms of learning that were affected, should form its report to the Board of Examiners.

- It is NOT the role of the extenuating circumstances panel to determine the effect, if any, on the student's mark. However, table 1 (below) gives a suggestion on how recommendations may normally be considered by an Examination Board.

- A record of the decision of the panel and any subsequent decision of the Board of Examiners will be recorded by the Faculty to monitor consistency over time and between programmes.

Table 1: Examples of types of situations and how the extenuating circumstances MAY classify them and the possible outcomes the Examination Board MAY recommend. Please note these are given to provide advice ONLY and each case is judged on its own merit and the evidence submitted in its support.

Example of Situation	Impact	Severity	Outcome for standard exam	Outcome for re-sit exam
i) Skin infection eg small area of eczema on arm. ii) Anxiety e.g feeling nervous in the few days prior to examination period. iii) Gastroenteritis occurring before the assessment period	Mild	Acute	No action	No action
i) Skin Infection ii) Gastroenteritis occurring during the assessment period	Moderate	Acute	Re-sit as 1st attempt	Re-sit as 2nd attempt
i) Serious medical condition which required hospitalisation PRIOR to the assessment period.	Serious	Acute	Re-sit as 1st attempt	Re-sit as 2nd attempt
i) Death of close friend/relative **DURING** the assessment period. ii) Severe physical trauma or illness **DURING** assessment period e.g road traffic accident or appendicitis during the exam period	Severe	Acute	Re-sit as 1st or suspend	Re-take as 2nd attempt or suspend
i) Medical condition which **MAY** have affected learning (eg glandular fever)	Mild	Chronic	No action	No action
i) Death of close friend/relative **PRIOR** to assessment period. ii) Medical condition which **MAY** have affected learning (eg glandular fever)	Moderate	Chronic	Re-sit as 1st attempt or suspend	Re-take as 2nd attempt or suspend
i) Multiple issues which when combined **MAY** have affected learning ii) Medical condition which required hospitalisation prior to the assessment period and **MAY** have affected learning	Serious	Chronic	Re-sit as 1st attempt or suspend	Re-sit as 2nd attempt or suspend
i) Ongoing mental health issues, which are not being controlled professionally and have markedly affected learning. ii) Severe physical trauma **DURING** or immediately **PRIOR** to the assessment period e.g road traffic accident. iii) Severe emotional distress **DURING** or immediately **PRIOR** to the assessment period e.g domestic violence or violent crime.	Severe	Chronic	Re-sit as 1st attempt or suspend	Re-take as 2nd attempt or suspend

University of
BRISTOL

Extenuating Circumstances Form
(Faculty of Health Sciences - PGT)

Important Notes (please read before completing the form):

1. The purpose of this form is to enable you to inform the Board of Examiners of your programme of any extenuating circumstance(s) that may have affected your ability to fulfil the criteria for the award of credit points or to perform to the best of your ability in assessment. Your evidence will be considered by a Special Circumstances Committee and, if relevant, presented to the Board of Examiners in anonymised form. If you do not wish even the Extenuating Circumstances Committee to be aware of the detail of your circumstances, you should speak to your Faculty Office who will make arrangements for you to meet with the Graduate Dean.

2. If you have already been granted extra time to a deadline for the submission of work or alternative arrangements for examinations, you only need to submit this form if you consider the extenuating circumstances to have had a further adverse effect requiring consideration by the Board of Examiners.

3. Please either email the completed form to the Faculty's Graduate Administration Manager (fohs-excircs@bristol.ac.uk) or your programme administrator/director prior to the exam board at which the results you are referring to will be considered.

4. So to enable the Extenuating Circumstances Committee to make as accurate a judgement as possible on the impact of the circumstance, please ensure you provide as much information as possible on the circumstance, and include evidence (e.g. a medical certification) where necessary.

5. If the circumstance is medical in nature, please ensure you attend an appointment with a medical practitioner (e.g. a doctor) whilst you are ill as retrospective diagnoses may not be accepted.

6. Please refer to University policy on the notification of extenuating circumstances at www.bristol.ac.uk/esu/assessment/codeonline.html#extcircs when completing this form.

7. All data is collected, processed and disclosed in accordance with the Data Protection Act 1998.

1) Personal Details

Full Name	
Student Number	
Degree Programme	
Year of Study	**1 2 3 4 5** *(please circle)*
Email Address	

2a) Have you spoken with a member of staff about the circumstance?

YES / NO
If yes, please select the role and provide the name of the person below: *Faculty Student Advisor / Programme Director / Personal Tutor, Other*

Name:	

2b) Have you been awarded other arrangements in relations to this assessment/situation? (e.g. late submission, special arrangements, etc..)

YES / NO
If yes, please give full details below:

3) Nature of Extenuating Circumstance

Please attach any relevant evidence and be as concise as possible.

Certification (in English) from an appropriately qualified medical practitioner must be submitted in support of a medical extenuating circumstance.

4) Nature of impact upon work

Please provide details of the unit(s) affected and the lectures, tutorials, labs, private study and other learning activities, together with the details of the assessment(s), including the date of the assessment, which has been affected by your extenuating circumstance. If you require extra space, please attach continuation sheet.

Unit Code	Type of teaching and/or assessment missed (e.g. lecture, tutorial, examination, fieldwork) (please indicate which)	Date of teaching or assessment missed

5) Medical/Other Evidence Attached:

YES / NO / NOT APPLICABLE (please explain the reason below if no evidence is attached)

....
....

6) I certify that the information provided here is correct to the best of my knowledge.

Student's signature and date	

Receipt of Extenuating Circumstances – to be retained by student as proof of submission

Student name: ………………......………….………. Signature: ……..............……………………………

School/Faculty name: ……………………………...... Signature: ……..............…………….…….........

Date: ……………………………………

The above information and the Extenuating Circumstances form can be found on Blackboard.
Please go to https://www.bristolsu.org.uk/advice-and-support/extenuating-circumstances for more information on the Extenuating Circumstances procedure.

IMPORTANT NOTE FOR MSC MOLECULAR NEUROSCIENCE STUDENTS:

As explained above, the deadline for submitting an extenuating circumstances form is before the Faculty Exam Board meeting at which your results are being considered. However, we recommend you submit your form immediately at the end of a Unit and well in advance of the MSc Exam Board meeting. This will help us to streamline the process and to plan any action if needed. Without a decision on your extenuating circumstances the MSc Exam Board will not be able to decide on further action, and ratification of your results and/or progression may have to be deferred to the next MSc Exam Board meeting. You will receive a list with dates of the MSc and Faculty Exam Board meetings and the meetings of the Extenuating Circumstances Panel. Please don't hesitate to discuss this further with the Course Director.

Concern regarding staff

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The procedure for students wanting to inform the Faculty about issues or difficulties they have experienced in their interactions with members of University or NHS staff is detailed on the Staff Concern form available on Blackboard.

Marking guidelines for first and second markers

Guidelines

1. Markers should assess scripts on the basis of a skeleton answer (details below) and the Marking Scheme published in this Handbook.

2. Marks for each question assessed should be out of 100.

3. Answers will usually be double marked **INDEPENDENTLY** (details below).

4. The script will be marked first by the person who set the question. They should mark on the script any factual errors, but their opinion will go on the marks sheet.

5. Whilst undertaking the marking the principal marker should produce a brief skeleton answer indicating the expected information which should be contained in an answer that just achieves a good standard. This could comprise 5-10 short points. Because of the specialist nature of the course it will not be possible to make skeleton answers available to the students after the exam.

6. The second marker will then mark, and usually enters the mark on a separate sheet with their opinion.

7. After independently marking, the two markers should arrange to meet to agree the final mark awarded. Marks within 10% should be automatically averaged. Marks differing by >10% should be discussed, and a comment recorded on how the final decision was made. These will be entered on the final sheet. All work with marks differing >10% will be sent to the External Examiner for inspection.

8. **PLEASE MAKE SURE THAT ALL MARKS SHEETS ARE SIGNED.**

Criteria to be used for the assessment of essays and other written work

1. Level of detail i.e. number of factual and conceptual points, which have been included. This should be evaluated against the skeletal answer (but be prepared to allow leeway if the student has approached the answer in a different but valid way);

2. Evidence of additional reading and/or originality of thinking;

3. Level of understanding (i.e. whether the material is logical and well explained) as well as knowledge (level of detail) across the full range of the expected topics;

4. Number and severity of errors and/or misconceptions;

5. Structure (inclusion of an introduction and conclusion, use of well-ordered paragraphs etc.) and presentation (literacy, quality of diagrams etc.) and amount of irrelevant material (usually an indication of poor knowledge and/or understanding).

6. There are no strict rules about allocation of marks to each of the criteria. However, the marking scheme indicates the standard which might be expected within each marking band. Bear in mind that factual content and understanding are more important for discriminating answers at the lower end, whereas originality will be more important at the top end.

7. Short notes: these should be assessed primarily on factual content (including its relevancy and accuracy).

8. If the mean or variance of marks for a particular question is abnormally high or low reconsider your marking. It is a good idea to look again at the first few scripts which are marked just to check consistency once your "rhythm'' has been established.

These guidelines are to be read in conjunction with [Regulations and Code of Practice for Taught Programmes](#) and the University's [Assessment Guidelines and Examination Regulations](#)

Marking scheme

MARK RANGE	CRITERIA
≥90%	Work of exceptional quality. All of the criteria described below for the 80-89% range, plus there would be little more that could be included. For more extensive pieces of work (e.g. literature project), the work produced is of near publication quality.
80-89%	Work of outstanding quality. All of the criteria described for the 70-79% range, plus the answer displays a high level of critical judgement. Information has been integrated from several sources, including independent reading. Extremely well organised and logically presented.
70-79%	Work of excellent quality. Answer is very well structured with clear logical argument. Exhibits sound and accurate knowledge of the subject with both breadth and depth of answer. Evidence of material beyond that covered in the teaching sessions.
60-69%	Work of very good quality. The main points are included, and the presentation is clear and logical with very few errors. However, the answer does not range much beyond the material considered in the teaching sessions.
50-59%	Work of good, pass quality. Most of the main points are included, but the answer is rather narrow. The organisation may not be the most logical. There may be some minor factual or conceptual errors.
40-49%	Fail. Some of the main points are included and there is some content demonstrating understanding of the question, but the answer is poorly organised and includes clear factual or conceptual errors.
30-39%	Fail. The answer is extremely weak. It covers few of the main points or may cover more of them, but with a large number of clear factual or conceptual errors. The points covered may not be organised into a logical argument and there may be a large volume of material which, however well presented, is irrelevant.
<30%	Fail. This range will be used when no substantial content to answer the question has been provided.