

# MSc Molecular Neuroscience

Handbook  
2022-2023

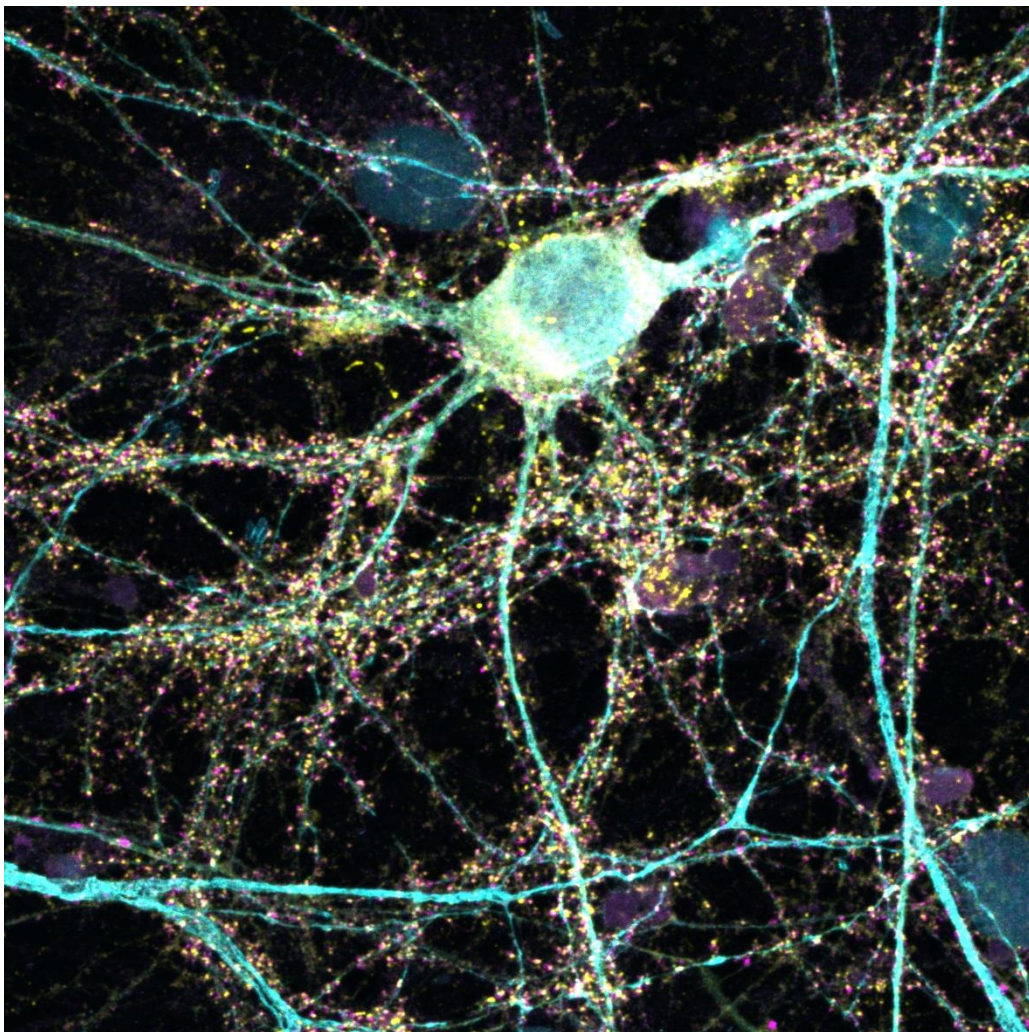


Image created by MSc Molecular Neuroscience Student, 2021-22 Cohort.

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# Welcome!

Dear Students,

We are very happy to welcome you to the MSc Molecular Neuroscience programme and are looking forward to working with you over the coming year.

Neuroscience is a fascinating subject with an important societal relevance. During the programme, you will acquire extensive subject knowledge and you will dive into research which is at the forefront of the subject. You will be taught the basic principles of molecular neuroscience and will be introduced to psychiatric, stress-related, and neurodegenerative disorders. These brain diseases have an enormous impact on many people around the world and better therapies are greatly needed.

You will obtain experience in good research design and practice, data analysis, and data interpretation and discussion. We will provide you with opportunities to further develop your writing and presentation skills throughout the programme and to work on your career development. And of course, you will have the opportunity to immerse yourself in real, ongoing research during your research project module.

We use a variety of delivery modes for our teaching, including lectures which may be taken in your own time or will be delivered in person, tutorials, interactive workshops, journal clubs, and practical sessions. We welcome a very lively interaction with our students and encourage you to contribute ideas, discussion points, your own experiences, and questions during the teaching sessions. In that way we all learn from each other!

We want you to feel well and to enjoy your experience whilst on the programme. The staff have an open-door policy so please do not hesitate to contact them with any questions or problems you may have. Our admin team will support you with many day-to-day questions and your personal tutor will be available for academic support, career advice and pastoral care, including signposting to the different services in our university.

In this handbook you will gain an overview of the course along with some important information on its organisation and regulations. It will signpost you to the people, organisations, and websites that you need to know about. Further information, including timetables and day-to-day communication, can be found on our online learning environment (Blackboard).

We wish you all the best for a fantastic and memorable year studying Molecular Neuroscience and hope you will have fun and make many friends along the way.

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

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

September 2022

## Course venues

### Online Teaching

All online teaching material can be found on the online learning environment Blackboard. You can access Blackboard via the [MyBristol](#) portal or via this direct [weblink](#).

### Dorothy Hodgkin Building ([google map](#))

Most in-person teaching will take place in the Lecture Theatres 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.

### 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 First Floor, 5 Tyndall Avenue, Bristol, BS8 1UD.

### 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/>





# Key to University of Bristol building numbers

Full list at [bristol.ac.uk/maps/google](http://bristol.ac.uk/maps/google)

Academic Quality and Policy Office.....	116	Clinical Research and Imaging Centre (CRIC/Bristol).....	86	Income Office.....	43	Prayer Room.....	109
Accommodation Office.....	44	Computer Science.....	25	Innovation and Entrepreneurship, Centre for.....	42	Primary Care, Centre for Academic.....	93
Accounting and Finance.....	111	Computer Science, Electrical and Electronic Engineering, and Engineering Mathematics, School of (SCEEM).....	25	Institute for Advanced Studies (IAS).....	80	Print Services.....	3
Advanced Composites Centre for Innovation and Science (ACCS).....	20	Coombe Dingle Sports Complex.....	3	Interface Analysis Centre.....	33	Psychological Science (Recapton).....	68
Aerospace Engineering.....	20	Cottram House.....	78	International Office.....	116	Psychological Science, School of.....	49
ALSPAC - Children of the '90s.....	105	David Smith Building.....	115	IT Helpdesk.....	40	Public and Ceremonial Events Office.....	116
Anthropology and Archaeology.....	23	Development and Alumni Relations.....	120	IT Services.....	116	Public Engagement, Centre for.....	20
Applied Anatomy, Centre for.....	39	Digital Education Office.....	116	Ivy Gate Building temporary teaching spaces.....	122	Queen's Building.....	20
Arts and Humanities, Postgraduate study space.....	65	Disability Services.....	77a	Jean Golding Institute.....	55	Religion and Theology.....	6
Arts and Social Sciences Library.....	40	Dorothy Hodgkin Building.....	83	JobShop (job opportunities for current students).....	26	Research and Enterprise Development.....	120
Arts Faculty Office, Arts Complex.....	23	Earth Sciences.....	26	Law School.....	117	Richmond Building.....	80
Arts, School of.....	54	Economics, Finance and Management, School of.....	68	Library Services.....	117	Royal Fort House.....	30
Bacon House.....	16	Education Centre, UHBristol.....	104	Life Sciences Building.....	110	Russian Studies.....	66
Biochemistry.....	110	Education, School of.....	1	Life Sciences Faculty Office.....	18	Safety and Health Services.....	3
Biological Sciences.....	16	Electrical and Electronic Engineering.....	116	Library Services.....	117	St Michael's Hospital.....	85
Biomedical Sciences Building.....	16	Education Services.....	25	Life Sciences Faculty Office.....	18	Security Services.....	34
Biomedical Sciences Teaching Laboratories.....	93	Elizabeth Blackwell Institute for Health Research.....	30	Management, School of Economics, Finance and Management.....	68	Senate House.....	43
Botanic Garden, The Holmes.....	93	Engine Shed.....	113	Market and Public Organisation, Centre for.....	68	Social Sciences.....	119
Brigstock Institute.....	30	Engineering Faculty Office.....	20	Marketing and Communications.....	116	Sociology, Politics, and International Studies, School of.....	68
Bristol Centre for Complexity Sciences (BOCS).....	3	Engineering Mathematics.....	66	Mary Paley Building.....	70	Social Sciences.....	68
Bristol Dental School.....	96	English.....	103	Mathematics, University Walk.....	29	School of.....	72
Bristol Doctoral College.....	116	Estates.....	3	Mathematics, Howard House.....	108	South West Doctoral Training Centre.....	53
Bristol Eye Hospital.....	98	Ethics in Medicine, Centre for.....	116	Mechanical Engineering.....	20	Southern Hospital.....	93
Bristol Glaciology Centre.....	103	Examinations Office.....	116	Mental Health, Centre for Academic.....	105	Staff Counselling.....	57
Bristol Heart Institute (BHI).....	84	Exercise, Nutrition and Health Sciences.....	47	Merchant Ventures Building.....	25	Staff Lounge.....	30
Bristol Medical School.....	41	External Relations, Directorate of.....	116	Multimedia Centre.....	66	Student Counselling Service.....	77
Bristol Royal Infirmary (BRI).....	80	Film and Television.....	80	Multilith Chantry Centre.....	6	Student Funding Office.....	43
Bristol SU Lettings.....	41	Finance Services.....	117	Multilith Modelling, Centre for.....	1	Students' Health Service.....	77
Bristol Veterinary School, Langford.....	91	French.....	58	Multilith Modelling, Centre for.....	1	Student Visa Services.....	43
Bristol Veterinary School, Pre-Clinical, Southwell Street.....	39	German.....	77	Multilith Modelling, Centre for.....	1	Student Resource Centre.....	43
Cabot Institute.....	30	Geographical Sciences.....	66	Multilith Modelling, Centre for.....	1	Sustainability.....	3
Card Services.....	34	Hawthorns, The.....	44	Multilith Modelling, Centre for.....	1	Swimming pool.....	80
Careers Service.....	41	Health Sciences, Faculty Office.....	41	Multilith Modelling, Centre for.....	1	Teaching and Learning for Health Professionals.....	15
CELS (English Language and Foundation Studies).....	80	Health Sciences, Faculty Office.....	41	Multilith Modelling, Centre for.....	1	Theatre Collection.....	7
Cellular and Molecular Medicine.....	16	Heilbronn Institute for Mathematical Research.....	108	Multilith Modelling, Centre for.....	1	Trades Union Offices (UCU, Unison, Unite).....	53
Change Management.....	117	Hispanic, Portuguese and Latin American Studies.....	66	Multilith Modelling, Centre for.....	1	Translational Health Sciences, 69, St Michael's Hill.....	18
Chemistry.....	12	History.....	66	Multilith Modelling, Centre for.....	1	UH-Bristol Education Centre.....	104
Child Health, Centre for Academic.....	121	History of Art.....	66	Multilith Modelling, Centre for.....	1	Victoria Rooms.....	81
Children's Hospital.....	82	Howard House.....	108	Multilith Modelling, Centre for.....	1	Wickham Theatre.....	7
Civil, Aerospace and Mechanical Engineering, School of.....	20	Human Resources.....	117	Multilith Modelling, Centre for.....	1		
Classics and Ancient History.....	6	Humanities, School of.....	66	Multilith Modelling, Centre for.....	1		



## Course Contacts

Name	Title	Email	Telephone
Prof Astrid Linthorst	Programme Director, Faculty Education Director for Postgraduate Taught Studies	<a href="mailto:Astrid.Linthorst@bristol.ac.uk">Astrid.Linthorst@bristol.ac.uk</a>	+441174551531
Daisy Watkins Rhianna Bryon Peter Harris	PGT Administrators	<a href="mailto:molneuro-courseadmin@bristol.ac.uk">molneuro-courseadmin@bristol.ac.uk</a>	+441174558872 +441174556718 +441174559419
Dr Daniel Whitcomb	Co-Director and Unit Head – Unit 1	<a href="mailto:D.J.Whitcomb@bristol.ac.uk">D.J.Whitcomb@bristol.ac.uk</a>	+441174554920
Dr Paul Anastasiades	Unit Head – Unit 2	<a href="mailto:paul.anastasiades@bristol.ac.uk">paul.anastasiades@bristol.ac.uk</a>	+441174558286
Prof David Murphy	Unit Head – Unit 3	<a href="mailto:D.Murphy@bristol.ac.uk">D.Murphy@bristol.ac.uk</a>	+441174559418
Prof James Uney	Unit Head – Unit 4	<a href="mailto:James.Uney@bristol.ac.uk">James.Uney@bristol.ac.uk</a>	+441174559254
Dr Kevin Kemp	Unit Co-head – Unit 4	<a href="mailto:Kevin.Kemp@bristol.ac.uk">Kevin.Kemp@bristol.ac.uk</a>	+441174147817
Dr Scott Miners	Unit Head - Unit 5	<a href="mailto:Scott.Miners@bristol.ac.uk">Scott.Miners@bristol.ac.uk</a>	+441174147818
Prof Hans Reul	Unit Head – Unit 6 & Unit 7	<a href="mailto:Hans.Reul@bristol.ac.uk">Hans.Reul@bristol.ac.uk</a>	+441174558507

## Student Administration Team

Name	Title	Email	Telephone
Mx Daisy Watkins	Senior Student Administrator	<a href="mailto:molneuro-courseadmin@bristol.ac.uk">molneuro-courseadmin@bristol.ac.uk</a>	+441174558872
Miss Rhianna Bryon	Student Administrator	<a href="mailto:molneuro-courseadmin@bristol.ac.uk">molneuro-courseadmin@bristol.ac.uk</a>	+441174556718
Mr Peter Harris	Administration Assistant	<a href="mailto:molneuro-courseadmin@bristol.ac.uk">molneuro-courseadmin@bristol.ac.uk</a>	+441174559419
Mrs Destiny Goodship	Student Administration Manager & Disability Coordinator	<a href="mailto:Destiny.Goodship@bristol.ac.uk">Destiny.Goodship@bristol.ac.uk</a>	+441174553688
Mr Ben Harrison	Faculty Head of Student Administration	<a href="mailto:ben.harrison@bristol.ac.uk">ben.harrison@bristol.ac.uk</a>	+441174557766
Ms Helen Bridges	Faculty Graduate Administration Manager	<a href="mailto:helen.bridges@bristol.ac.uk">helen.bridges@bristol.ac.uk</a>	+441174552336
Ms Allison Maggs	Faculty Senior Education Administrator	<a href="mailto:Allison.Maggs@bristol.ac.uk">Allison.Maggs@bristol.ac.uk</a>	+441174554757
Dr Gemma Ford	Senior Postgraduate Tutor	<a href="mailto:brms-pgt-tutor@bristol.ac.uk">brms-pgt-tutor@bristol.ac.uk</a>	+441174554435

## Other useful contacts

Name	Title	Email	Telephone
Ms Helen Curtis	School Manager (Translational Health Sciences)	<a href="mailto:Helen.Curtis@bristol.ac.uk">Helen.Curtis@bristol.ac.uk</a>	+441174550178
Mr Paul Newcomb	Building Manager (DHB) and School Safety Advisor	<a href="mailto:P.V.Newcomb@bristol.ac.uk">P.V.Newcomb@bristol.ac.uk</a>	+441174557306
Porters Lodge – DHB	Damiano Landi Wendy Connell		0117 33 13034
IT Service Desk		<a href="#">IT Self-service site</a>	0117 428 2100
Medical Library		<a href="mailto:medical-librarians@bristol.ac.uk">medical-librarians@bristol.ac.uk</a>	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 and Unit Heads

[MEDIM7001](#) Foundations of Neuroscience (Unit 1) – Dr Daniel Whitcomb

[MEDIM0013](#) Cell Signalling (Unit 2) – Dr Paul Anastasiades

[MEDIM7003](#) Gene Expression in the Brain (Unit 3) – Professor David Murphy

[MEDIM7004](#) Neuroendocrinology (Unit 4) – Professor James Uney and Dr Kevin Kemp

[MEDIM0014](#) Neurodegeneration: Symptoms, Molecular Mechanisms and Therapies (Unit 5) – Dr Scott Miners

[MEDIM7006](#) Integrative Molecular Neuroscience (Unit 6) – Professor Hans Reul

[MEDIM7100](#) Research Project (Unit 7) – 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](#) or you can access these directly via the links under the programme structure.

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 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.

## Assessment Regulations

The University Assessment Regulations (including information on plagiarism, cheating and academic misconduct) can be found at:

<http://www.bristol.ac.uk/media-library/sites/academic-quality/documents/taught-code/annexes/university-examination-regulations.pdf>

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

## External examiner

Our external examiner is Professor David Carter at Cardiff University. His contact details are:

Professor David Carter

Tel: 07986009214

Email: [carterda@cardiff.ac.uk](mailto:carterda@cardiff.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](#)

## **Student Wellbeing**

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/students/wellbeing/>

This website covers many areas including mental health, student counselling, emergency help and where to get help. The website provides advice on how to look after yourself and how to help someone else. You are advised to browse through this site at the start of the course to familiarise yourself with the help available.

## **Student Wellbeing Service**

If you are feeling worried or upset, please contact your personal tutor and the Senior PGT tutor. However, you can also contact the Student Wellbeing Service. They will coordinate the right support and put you in touch with specialist services who can offer you specific support that is right for you. For further information please visit

<http://www.bristol.ac.uk/students/wellbeing/services/student-wellbeing-service/>

To get in touch with the Student Wellbeing Service please email: [wellbeing-access@bristol.ac.uk](mailto:wellbeing-access@bristol.ac.uk) or ring +44 (0)117 456 9860.

## **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 see <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.bristol.ac.uk/students-health/international-students/>

## **Students' counselling Services**

Please visit <http://www.bristol.ac.uk/student-counselling/>

## **Self-help resources and External Support**

<http://www.bristol.ac.uk/students/wellbeing/self-help/>



## Disability

For students with disabilities, learning difficulties and other health and mental health conditions, the first point of contact is the Disability Service. Students with known conditions are encouraged to register with the Disability Services immediately upon registering with the course. Failure to do this may result in a delay in us being able to provide you with the necessary support so we strongly encourage any student to declare known disabilities, learning difficulties or discuss any potential support they may require with us.

For more information please visit the following website: [www.bris.ac.uk/disability-services/](http://www.bris.ac.uk/disability-services/). You can also telephone +44 0117 331 0444 or email [disability-services@bris.ac.uk](mailto:disability-services@bris.ac.uk)

The Disability Coordinator for MSc Molecular Neuroscience is Destiny Goodship, who can provide support and signpost any student with a disability to the relevant University service. You can contact Destiny via email ([destiny.goodship@bristol.ac.uk](mailto:destiny.goodship@bristol.ac.uk)).

For further support in relation to disability, learning difficulties or health conditions you can also contact the School's Senior Tutors, Dr Gemma Ford and Dr Zuzana Deans ([brms-pgt-tutor@bristol.ac.uk](mailto:brms-pgt-tutor@bristol.ac.uk)) or the University Wellbeing Advisors, for independent, confidential advice.

Once you have registered with Disability Services you will meet with a university Disability Advisor to discuss your support requirements. The Disability Adviser will tell you whether your needs are met by a standard Study support Plan (SSP) (if you are dyslexic or have a Specific Learning Difficulty) or whether you need a bespoke SSP.

## Study Support Plan

A Study Support Plan (SSP) summarises our recommendations for adjustments to your teaching, learning, and assessments. It may include:

- Alternative exam arrangements, such as extra time or rest breaks;
- Recommendations for building access, such as level or lift access to teaching;
- Assistive Technology that you have been granted, such as dictation software.

Your SSP may also include details of your condition(s) and how they impact on your studies.

Your School Disability Coordinator, the Exams office, and the Library Support Team will be sent the details of these adjustments, though they will not see the full SSP.

You do not need an SSP before asking for support from your School Disability Coordinator or the Library.

Please note that the adjustments your SSP recommends 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 Administration Team, Personal Tutor and Laboratory Supervisor. This is to ensure that both administrative and teaching staff work to best support students and are aware of any adjustments to teaching.

## Alternative Exam Arrangements (AEAs)

Examples of AEAs include:

- extra time in exams
- using a computer or other specialist equipment
- rest breaks
- a smaller or less distracting exam venue
- a reader
- a scribe
- an alternative form of assessment, such as a take-home paper or viva (oral exam).

For more information, please visit this website:

<http://www.bristol.ac.uk/disability-services/study-support/alternative-exam-arrangements/>

## 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](mailto:molneuro-courseadmin@bristol.ac.uk).

For further guidance on what to do in case of illness see [Section 7 of the Regulations and Code of Practice for Taught Programmes 2022-23](#).

You may want to submit extenuating circumstances for your illness. In that case, please read the guidelines on extenuating circumstances in this Handbook very carefully. Also see guidance on the MSc Molecular Neuroscience Blackboard site in the policy document [here](#) (you will need to be logged into Blackboard to view this content).

Don't hesitate to contact the programme director or co-director (Professor Linthorst and Dr Whitcomb) to discuss such application; they will be able to advise you. Further advice can be sought from your Personal Tutor, the Senior Tutor, and the University Wellbeing Service.

## Academic Personal Tutor

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, your research work, and your further career development 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 first two weeks of studying on the programme. We want you to meet with your Personal Tutor at least 5 times during the course year. You will therefore receive a schedule indicating five time periods for those meetings. Your Personal Tutor or the Course Administrator will set dates/times for these meetings. Some of these meetings may be with other tutees of your Personal Tutor, other meetings will be 1:1. Please be assured that you can also meet with your Personal Tutor outside these 5 meetings. Just contact them when needed and arrange a meeting at a time convenient for both of you.

Your Personal Tutor will register meetings with you in our Student Administration System eVision. They will add any signposting to other services or staff they have given you.

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 Programme Director, Co-Director and Unit Heads and also the Senior Tutor PGT (see below).

## Senior Tutor for Postgraduate Taught Students

*We are Dr Gemma Ford and Dr Zuzana Deans. We are the Senior Tutors for the School (PGT & Intercalation). You can contact us directly via email at [brms-pgt-tutor@bris.ac.uk](mailto:brms-pgt-tutor@bris.ac.uk). It is best to email us in the first instance and one of us will get back to you to arrange a meeting, video or phone call at a mutually convenient time.*



### **What is an Academic Personal Tutor?**

All taught students will have a personal tutor during their programme at the University. Personal tutors are academic staff from the student's home school and their primary role is to support students' academic development and progress throughout their period of

study. Personal tutors are also one of the many routes through which students may seek pastoral support for issues that are affecting their academic work. The main pastoral role of the personal tutor is to signpost students to the Senior Tutor or appropriate support services.

### ***What is a Senior Tutor?***

The Senior Tutor is an academic who oversees the effectiveness of personal tutoring within your School, monitors the delivery of the University Academic Personal Tutoring Policy and advises the Student Experience Committee on student support policies and practice: <http://www.bristol.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/academic-student-support/>

Senior Tutors coordinate support for students who are experiencing serious and/or complex problems with their studies and/or in their personal lives. We can provide advice on academic matters such as progression, extenuating circumstances, extension requests, withdrawals and suspensions. We can also refer students to professional support services at Bristol.

### ***Where can I go for help?***

Depending on the support and advice you need, you should first contact:

- Your Course Administrator, for all course administration queries, (contact details in your Course handbook or within your Course Blackboard Site).
- Subject Lecturer or Unit Lead for that specific Unit, for any academic queries, (contact details in your Course handbook or within your Course Blackboard Site).
- School Disability Coordinator, Mrs Destiny Goodship ([destiny.goodship@bristol.ac.uk](mailto:destiny.goodship@bristol.ac.uk)) for a query on disability
- Programme Director, Co-Director or Personal Tutor, for any other queries.

### ***If my personal tutor is unavailable, where can I go for help?***

- If your Personal Tutor is unavailable, you should contact your Programme Director or Co-director.
- You can also contact the Senior Tutor if you are unavailable to reach your Programme Director.
- Also, If you feel that you cannot speak to your Personal Tutor (and sometimes people simply do not get along due to no fault on either side) please contact your Programme Director in the first instance.

## **Advice, guidance and questions**

The Programme Director, Professor Astrid Linthorst, and the Co-Director, Dr Daniel Whitcomb are available to discuss students' progress, any difficulties encountered and/or to provide (career) advice. Please send an email to arrange a meeting.

## Bench Fees

Bench fees are costs associated with using specialist laboratories during your course. The total cost of bench fees is £2,000 for all projects offered. Payment will be in two instalments and exact invoice and payment dates will be confirmed. You can view and pay your invoice via MyBristol portal.

Questions regarding invoices and payments should be addressed to Ms Glenda Willcox at [glenda.willcox@bristol.ac.uk](mailto:glenda.willcox@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 [Emergency and Hardship Funds](#). 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.

## Community Faith

If you would like to reach your community faith and/or a chaplain, or would like to find a calm, quiet place to find a friendly listening ear, please visit <http://www.bristol.ac.uk/multifaith-chaplaincy/>



## 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 offers a service giving free support and advice to students on a number of topics.

Please visit this website for more information: <https://www.bristolsu.org.uk/support>

## 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/>
- For information on study skills resources and training see: <https://www.bristol.ac.uk/students/your-studies/study-support/study-skills/>
- Information on Library and IT services including courses can be found at <http://www.bristol.ac.uk/library/> and <http://www.bristol.ac.uk/it-services/>

## 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/>.

You can also visit the mycareers online service: <https://mycareer.bristol.ac.uk>

## References

For job or study applications, you can request a reference from your Programme

Director, Personal Tutor and/or project supervisor, please remember to give them ample notice.

# 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 you via the MyBristol portal.

A copy of all announcements will also be sent automatically to your university email address. Please check this regularly.

## 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](mailto:molneuro-courseadmin@bristol.ac.uk).

## Attendance of teaching sessions

It is essential that sessions be attended to ensure satisfactory progression through the course. Engagement with the course will therefore be monitored and frequent absence will be discussed with the student. You should notify the Course Administrator and the Unit Head by email in case of illness. For further guidance on illness see page 14.

Students are expected to arrive punctually for in-person sessions. 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; guests are also not allowed in further rooms in the Dorothy Hodgkin Building.

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

## Student Status Letters

If a student status letter is required, then please send your request to: [Fohs-letterrequests@bristol.ac.uk](mailto:Fohs-letterrequests@bristol.ac.uk). You can request an official transcript by emailing [meddent-transcriptrequest@bristol.ac.uk](mailto:meddent-transcriptrequest@bristol.ac.uk)

## Computers and software

Wifi is available on Level 1 in the Dorothy Hodgkin Building 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 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: [Information about ResNet](#).

## **Recommended reading**

Where appropriate, recommended reading lists will be made available at the start of a unit and/or provided after individual lectures. Most texts are available online using the University of Bristol's electronic access to Scientific Journals: [Access electronic resources](#).

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/>

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 [here](#) (you must be logged in for the link to work).

## **Referencing and Citation Style**

All written work for the programme, including your dissertation, must be referenced using the **numerical Vancouver style of referencing**. Please see [this link](#) for further details (a copy is also available via Blackboard). NOTE: FOR IN-TEXT CITATIONS YOU MUST USE THE SUPERScript FORMAT WITH THE CITATION NUMBER(S) ATTACHED TO THE LAST WORD OF THE SENTENCE (E.G. .... NEUROENDOCRINE SYSTEM<sup>8</sup>). THIS IS TO AVOID THAT THE IN-TEXT CITATIONS ARE INCLUDED IN THE WORD COUNT.

More information on referencing can be found on the library website at <https://www.bristol.ac.uk/library/subject-support/referencing/>.

## **Concern regarding staff**

Students wanting to inform the Faculty about issues or difficulties they have experienced in their interactions with members of University or NHS staff should seek advice from the Bristol SU Service by visiting the following website: <https://www.bristolsu.org.uk/support/academic-advice/complaints>.

You can view the Acceptable Behaviour policy here: <https://www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/acceptable-behaviour-policy-for-students.pdf>

## Calendar 2022/2023

Monday 19 September – Friday 23 September 2022	University Welcome week
Monday 26 September – Friday 21 October 2022	MEDIM7001 Unit 1
Monday 24 October – Friday 28 October 2022	Break
Monday 31 October – Friday 2 December 2022	MEDIM0013 Unit 2
Monday 5 December – Wednesday 14 December 2022	MEDIM7003 Unit 3 (Part 1)
Thursday 15 December – Tuesday 3 January 2023	Winter Break
Wednesday 4 January – Thursday 26 January 2023	MEDIM7003 Unit 3 (Part 2)
Monday 30 January – Friday 24 February 2023	MEDIM7004 Unit 4
Thursday 2 March – Friday 31 March 2023	MEDIM0014 Unit 5
Monday 3 April – Friday 14 April 2023	Spring Break
Monday 17 April – Thursday 18 May 2023	MEDIM7006 Unit 6
Friday 19 May – Monday 22 May 2023	Break
Tuesday 23 May – Friday 8 September 2023	MEDIM7100 Unit 7
<i>Monday 7 August – Friday 18 August 2023</i>	<i>Resit Period</i>

### Bank Holidays and University Closure Days

Friday 23 December 2022	Closure Day
Monday 26 December 2022	Bank Holiday
Tuesday 27 December 2022	Bank Holiday
Wednesday 28 December 2022	Closure Day
Thursday 29 December 2022	Closure Day
Friday 30 December 2022	Closure Day
Monday 2 January 2023	Bank Holiday
Tuesday 3 January 2023	Closure Day
Friday 7 April 2023	Bank Holiday
Monday 10 April 2023	Bank Holiday
Tuesday 11 April 2023	Closure Day
Monday 1 May 2023	Bank Holiday
Monday 29 May 2023	Bank Holiday
Monday 28 August 2023	Bank Holiday
Tuesday 29 August 2023	Closure Day

## **Assessment periods and deadlines**

### **Unit 1:**

Summative coursework deadline Monday 17<sup>th</sup> October 2022.

### **Unit 2:**

Timed open book assessment period Monday 28<sup>th</sup> November – Thursday 1<sup>st</sup> December 2022; for students with extra time deadline will be on Friday 2<sup>nd</sup> December 2022.

### **Unit 3:**

(1) Timed open book assessment period Monday 9<sup>th</sup> January to Thursday 12<sup>th</sup> January 2023; for students with extra time deadline will be on Friday 13<sup>th</sup> January 2023.

(2) Exam on Thursday 26 January 2023.

### **Unit 4:**

(1) Summative coursework deadline Friday 17<sup>th</sup> February 2023.

(2) Timed open book assessment period Monday 20<sup>th</sup> February to Thursday 23<sup>rd</sup> February 2023; for students with extra time deadline will be on Friday 24<sup>th</sup> February 2023.

### **Unit 5:**

Timed open book assessment period Monday 27<sup>th</sup> March to Thursday 30<sup>th</sup> March 2023; for students with extra time deadline will be on Friday 31<sup>st</sup> March 2023.

### **Unit 6:**

(1) Submission of poster in PowerPoint deadline Tuesday 16<sup>th</sup> May 2023

(2) Summative Presentations on Wednesday 17<sup>th</sup> and Thursday 18<sup>th</sup> May 2023 (attendance on both days compulsory).

### **Unit 7:**

(1) Dissertation submission deadline Thursday 31<sup>st</sup> August 2023.

(2) Research Colloquium presentation slides submission deadline Monday 4<sup>th</sup> September 2023

(3) Summative Research Colloquium on 5<sup>th</sup> September and 6<sup>th</sup> September 2023 (attendance on both days compulsory).

(4) For any students having to resit during the August resit period, deadlines will be moved to 14 days later. Thus, their dissertation deadline will be Thursday 14<sup>th</sup> September 2023, their slides deadline will be Monday 18<sup>th</sup> September, and their presentation will take place on Tuesday 19<sup>th</sup> or Wednesday 20<sup>th</sup> September 2023.

## **RESIT PERIOD: 2 WEEKS IN AUGUST 2023**

Weeks beginning Monday 7<sup>th</sup> August and Monday 14<sup>th</sup> August 2023



# Welcome Week Timetable 2022/2023

VERSION 8<sup>th</sup> September 2022

Please see the table below for the activities planned for your Welcome Week.

A. The activities in the **BLUE rows** are **Programme Activities**. Attendance of the programme activities scheduled on both Tuesday 20<sup>th</sup> September (in person) and on Wednesday 21<sup>st</sup> September (online) is **compulsory**. You will receive important information about the course and will have the opportunity to meet your colleagues for the programme, the staff and your personal tutor.

B. Attendance of the Walk on Thursday 22<sup>nd</sup> September is optional. Please let us know by writing to [molneuro-courseadmin@bristol.ac.uk](mailto:molneuro-courseadmin@bristol.ac.uk), if you have any accessibility requirements so that adjustments can be discussed.

C. The University has also planned welcome events – it is recommended you [download the Welcome app](#) or visit [the Welcome website](#) for more information and the latest updates. Some of these University sessions are indicated below in the **GREEN rows**, however it is up to you which University sessions you would like to attend.

D. DHB = Dorothy Hodgkin Building, Whitson Street, Bristol, BS1 3NY. The lecture theatre is at the entrance level.

DATE	TIME	SESSION	LEAD BY	LOCATION
Mon 19th Sept		University-level welcome and residential activities	Central University Event	Check Welcome app for details
Tue 20 <sup>th</sup> Sept	10:00-12:30	Programme Induction Session	Programme Staff	DHB Lecture Theatre A
Wed 21 <sup>st</sup> Sept	10:00-12:00	Personal Tutor Session	Programme Staff	Online – Blackboard Collaborate
	13:00-18:00	Sports focus	Central University Event	Check Welcome app for details
Thu 22 <sup>nd</sup> Sept	11:30 – 13:00	Tour of the City	Dr Daniel Whitcomb	Meet outside the DHB
Friday 23 <sup>rd</sup> Sept	10:00-17:00	SU Welcome Fair	Bristol Student's Union Event	Check Welcome app for details

# MEDIM7001 (Unit 1) Timetable 2022/2023

Please note this timetable is subject to change.



Unit 1: Foundations of Neuroscience

## Unit Timetable

Monday 26<sup>th</sup> September – Friday 21<sup>st</sup> October 2022

Week 1					
Date	Session Title	Format	Time	Location	Course
Mon 26 <sup>th</sup> Sept	MSc Mol. Neuroscience Induction Session 2	Lectures, workshop <i>Daniel Whitcomb, Astrid Linthorst</i>	9:30 – 12:30	Lecture Theatre A+B, DHB	MSc Mol Neuro
	Academic Integrity	Workshop <i>Daniel Whitcomb</i>	13.30 – 14:30	Lecture Theatre A, DHB	MSc Mol Neuro
	Introduction to the Foundations of Neuroscience Unit	Pre-recorded presentation <i>Daniel Whitcomb</i>	Asynchronous (approx. 30 min)	Blackboard, Online	All
Tue 27 <sup>th</sup> Sept	Unit Assessment Details	Pre-recorded presentation <i>Daniel Whitcomb</i>	Asynchronous (approx. 1hr 30 min)	Blackboard, Online	MSc Mol Neuro
	Introduction to Neurotransmission	Asynchronous learning material <i>Daniel Whitcomb</i>	Asynchronous (approx. 3 hr)	Blackboard, Online	All
	Further Neurotransmission	Workshop <i>Daniel Whitcomb</i>	2.30pm – 4.30pm	Lecture Theatre A+B, DHB	All
Wed 28 <sup>th</sup> Sept	Introduction to Neuroanatomy	Asynchronous learning material <i>Daniel Whitcomb</i>	Asynchronous (approx. 4 hr)	Blackboard, Online	All
Thur 29 <sup>th</sup> Sept	Finding Research Information	Asynchronous learning material <i>Martin Hewitt</i>	Asynchronous (approx. 1 hr)	Blackboard, Online	MSc Mol Neuro
	Applied Neuroanatomy	Workshop <i>Daniel Whitcomb</i>	2.30pm – 5pm	Lecture Theatre A+B, DHB	MSc Mol Neuro
Fri 30 <sup>th</sup> Sept	Introduction to the Hippocampus	Workshop <i>Daniel Whitcomb</i>	10am – 12pm	Lecture Theatre A, DHB	MSc Mol Neuro

Unit Head: Dr. Daniel Whitcomb

: D.J.Whitcomb@Bristol.ac.uk

: Level 4, Dorothy Hodgkin Building, Whitson Street

## Unit 1: Foundations of Neuroscience

# Unit Timetable

Monday 26<sup>th</sup> September – Friday 21<sup>st</sup> October 2021

Week 2					
Date	Session Title	Format	Time	Location	Course
Mon 3 <sup>rd</sup> Oct	Introduction to Cell Signalling	Workshop <i>Daniel Whitcomb</i>	10am – 12pm	Lecture Theatre A+B, DHB	All
	Coursework Questions?	Q&A session for coursework <i>Daniel Whitcomb</i>	12pm – 12:30pm	Lecture Theatre A+B, DHB	MSc Mol Neuro
	Introduction to Genetics	Lecture <i>Mike Greenwood</i>	14:00-15:30	Lecture Theatre A+B, DHB	All
Tue 4 <sup>th</sup> Oct	Statistics in Biomedical Sciences: Session 1	Lecture and Workshop <i>Giovanni Biglino</i>	9am – 10:30am	Lecture Theatre A+B, DHB	MSc Mol Neuro
	Introduction to Neuronal Architecture	Asynchronous learning material <i>Daniel Whitcomb</i>	Asynchronous (approx. 2 hr)	Blackboard, Online	All
	The Paper Blast Podcast	Asynchronous learning material <i>Daniel Whitcomb</i>	Asynchronous (approx. 2 hr)	Blackboard, Online	All
Wed 5 <sup>th</sup> Oct	Lab Practical: Outline	Lecture <i>Daniel Whitcomb</i>	9am – 9:30am	Lecture Theatre A, DHB	MSc Mol Neuro
	Lab Practical: Experimental work	Lab Practical <i>Daniel Whitcomb</i>	9:30am – 1pm	Teaching Labs, DHB	MSc Mol Neuro
Thur 6 <sup>th</sup> Oct	Statistics in Biomedical Sciences: Session 2	Lecture and Workshop <i>Giovanni Biglino</i>	9am – 12pm	Lecture Theatre A+B, DHB	MSc Mol Neuro
	Lab Practical: Experimental work	Lab Practical <i>Daniel Whitcomb</i>	1pm – 4pm	Teaching Labs, DHB	MSc Mol Neuro
Fri 7 <sup>th</sup> Oct	Lab Practical: Data Analysis	Lab Practical <i>Daniel Whitcomb</i>	9am – 11am	Lecture Theatre B, DHB	MSc Mol Neuro
	Coursework ( <u>Formative</u> ) Submission Deadline: <b>4pm</b>				MSc Mol Neuro

## Unit 1: Foundations of Neuroscience

# Unit Timetable

Monday 26<sup>th</sup> September – Friday 21<sup>st</sup> October 2021

Week 3					
Date	Session Title	Format	Time	Location	Course
Mon 10 <sup>th</sup> Oct	Stem Cells and the Brain	Lecture <i>Óscar Cordero Llana</i>	09:30-11:00	Lecture Theatre A+B, DHB	All
	Brain Imaging	Asynchronous learning material <i>Elanor Hinton</i>	Asynchronous (approx. 3 hr)	Blackboard, Online	All
Tue 11 <sup>th</sup> Oct	Using Animals in Neuroscience Research	Lectures and workshop <i>Daniel Whitcomb, Astrid Linthorst, Óscar Cordero Llana</i>	09:30 – 12:30	Lecture Theatre A, DHB	MSc Mol Neuro
	Give Your Opinion: Mid-Unit Feedback	Student-led feedback session <i>Daniel Whitcomb, Astrid Linthorst</i>	12.30 – 13:00	Lecture Theatre A, DHB	MSc Mol Neuro
	Sleep	Lecture <i>Claire Durant</i>	14:30-15:30	Lecture Theatre A+B, DHB	All
Wed 12 <sup>th</sup> Oct	Designing Experiments Using Animals	Workshop <i>Daniel Whitcomb, Óscar Cordero Llana</i>	9:00 – 12:00	Lecture Theatre A+B, DHB	MSc Mol Neuro
Thu 13 <sup>th</sup> Oct	Essay Writing	Tutorial <i>Neil Tibbetts</i>	10:00-12:00	Lecture Theatre A	MSc Mol Neuro
	Neuroplasticity	Asynchronous learning material <i>Hans Reul</i>	Asynchronous (approx. 2 hr)	Blackboard, Online	All
Fri 14 <sup>th</sup> Oct	Central Nervous System Development	Asynchronous learning material <i>Elek Molnar</i>	Asynchronous (approx. 3 hr)	Blackboard, Online	All
	Perception	Lecture <i>James Uney</i>	13:30-15:00	Lecture Theatre A+B, DHB	All

Unit Head: Dr. Daniel Whitcomb

 : D.J.Whitcomb@Bristol.ac.uk

 : Level 4, Dorothy Hodgkin Building, Whitson Street




## Unit 1: Foundations of Neuroscience

# Unit Timetable

Monday 26<sup>th</sup> September – Friday 21<sup>st</sup> October 2021

Week 4					
Date	Session Title	Format	Time	Location	Course
Mon 17 <sup>th</sup> Oct	Coursework ( <u>Summative</u> ) Submission Deadline: <b>12pm</b>				MSc Mol Neuro
	Presentation Assignment	Tutorial <i>Daniel Whitcomb</i>	2pm – 4pm	Lecture Theatre A, DHB	MSc Mol Neuro
Tue 18 <sup>th</sup> Oct	Introduction to Presentations	Lecture and workshop <i>Daniel Whitcomb</i>	9am – 12pm	Lecture Theatre A+B, DHB	MSc Mol Neuro
Wed 19 <sup>th</sup> Oct	Reading Research	Asynchronous learning material <i>Astrid Linthorst</i>	Asynchronous (approx. 2 hr)	Blackboard, Online	MSc Mol Neuro
Thur 20 <sup>th</sup> Oct	Presentation Assignment ( <u>Formative</u> ) Submission Deadline: <b>16:00</b>				MSc Mol Neuro
Fri 21 <sup>st</sup> Oct	Student Presentations	Workshop <i>Daniel Whitcomb</i>	9am – 4pm	Lecture Theatre A, DHB	MSc Mol Neuro

Unit Head: Dr. Daniel Whitcomb

 D.J.Whitcomb@Bristol.ac.uk

 Level 4, Dorothy Hodgkin Building, Whitson Street



## **Venue for the in-person sessions**

Lecture Theatre in Dorothy Hodgkin Building.

[Link to Streetview.](#)

[Google map link.](#)

## **Unit Timetables**

The timetables for units 1-3 will be released at the beginning of the academic year. The timetables for units 4-6 will be made available in November. The timetable for Unit 7 will be made available in March.

## **MEDIM7100 Research Project (Unit 7).**

A list of available projects will be made available to the students in spring 2023.

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.

A document containing instructions and guidance for the research project module will be provided at the start of the project.

# Credit point structure and degree classification

## Credit points

MEDIM7001: Foundations of Neuroscience	20 credit points
MEDIM0013: Cell Signalling	20 credit points
MEDIM7003: Gene Expression in the Brain	20 credit points
MEDIM7004: Neuroendocrinology	20 credit points
MEDIM0014: Neurodegeneration: Symptoms, Molecular Mechanisms & Therapies	20 credit points
MEDIM7006: Integrative Molecular Neuroscience	20 credit points
MEDIM7100: 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.

# Assessment, progression and compensation

## Assessments

Taught units will be assessed through different forms of assessments such as, but not limited to, formal written examination, timed open-book assessment, assessment of performance at practical, essay, coursework, 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) presentation of project results.

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

The pass mark for each unit is 50%.

Compensation between Units: Section 38.14 of the University of Bristol's Regulations and Code of Practice for Taught Programmes 2022-23 explains the regulations relating to compensation between Units. Following discussion and with agreement of the Faculty's Graduate Studies Committee this course will **NOT** allow compensation of marks between units (under d of 38.14). This applies for both the purposes of progression (see below) and final awards. All Units are must-pass units.

## 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 38.7 of the University of Bristol's Regulations and Code of Practice for Taught Programmes 2022-23 states:

"In order to be permitted a second attempt of assessment (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 for this programme that can be passed by re-assessment is limited to three. Students who have failed to pass three taught units at the first attempt will not be allowed to resit failed units, will not progress to the research project, and will have to withdraw from the course. Each student who has failed two units at the first attempt must attend a meeting with the Programme 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. The form of resit will be decided by the School Board of Examiners. 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 extenuating circumstances have been classified by the Faculty Extenuating Circumstances Panel.

### **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 (and decided by the Board of Examiners), a project may be started by a student who has not passed all taught units. Such student will have to resit any failed unit(s) during the August resit period. However, if the student then fails to pass all taught units, they will have to stop the project work with immediate effect and will have to withdraw from the programme.

The Board of Examiners may decide that a student with more than 1 failed taught unit will not be allowed to start the project and will first have to resit any failed units first during the August resit period.

The above procedure is the normal procedure, but the procedure may vary in cases where extenuating circumstances have been classified by the Faculty Extenuating Circumstances Panel.

The Programme Director will meet with each student with failed units to discuss the best way forward and any alternatives.

## **Penalties for exceeding the size limit (word count) for summative coursework**

University Regulations and Code of Practice for Taught Programmes:

<http://www.bristol.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/penalties/> Work will be marked as normal and then subjected to the penalties outlined below.

## **Penalties for late submission of summative coursework**

Penalties for the late submission of summative coursework are detailed in the [Regulations and Code of Practice for Taught Programmes](#) sections 17.3-17.6.

Please see the course's policies, including word count and late submission [here](#) (you must be logged in to Blackboard).

## 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 OneDrive storage space for this purpose [OneDrive for Business](#).

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/>

### 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 marking of exam scripts and coursework is a time-consuming process and that marks will have to be ratified by the School 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. Although 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 Programme Director if further advice would be needed.

# Plagiarism

## A. What is plagiarism?

The unacknowledged inclusion in a student's work of material derived from the published or unpublished work of another source constitutes plagiarism whether it is intentional or unintentional. This rule applies to all assessed work. For more information, please see sections 3 and 4 of the [University Assessment Regulations](#).

Please note that the regulations also forbid **self-plagiarism**. Students cannot re-use work that has been credited previously either on this course or any other.

## B. How to avoid plagiarism?

You will receive detailed information and guidance on how to avoid plagiarism during your programme induction and Unit 1. Further information on plagiarism can be found at <https://www.bristol.ac.uk/students/support/academic-advice/plagiarism/>

The library also has resources to help students understand plagiarism:

<http://www.bris.ac.uk/library/subject-support/referencing/plagiarism/>

## 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. By submitting your work for assessment, you are declaring that you agree for your work to be submitted to Turnitin.

If you have any questions regarding plagiarism, please contact the Unit Head or Programme Directors and consult the rules around plagiarism in the school policy document online [here](#) (this link will only work if you are logged into Blackboard).

## Coursework Extension Requests

The submission of summative coursework is detailed in the Regulations and Code of Practice for Taught Programmes sections 7.2-7.14.

For information on requesting an extension please visit this website:

<https://www.bristol.ac.uk/students/support/academic-advice/assessment-support/#deadline>

### Submitting coursework extension requests:

Please submit your coursework extension request **form** using the online form on this website: <https://www.bristol.ac.uk/students/support/academic-advice/assessment-support/request-a-coursework-extension/>

Extension requests must be supported by **sufficient evidence**. For more information, please see the following webpage:

<https://www.bristol.ac.uk/students/support/academic-advice/assessment-support/#evidence>

It is recommended that you submit any extension requests as soon as you foresee problems. Students are reminded that timely submission of extension requests is important as they cannot be dealt with during the weekend and during out of hours. You must try to continue to work on your coursework while you wait for our decision.

You will find a link to the form and school policy for extensions in your Blackboard course site [here](#) (you need to be logged into Blackboard to access this link).

## Extenuating circumstances procedure

During your study you may experience unexpected personal, family, health or other problems that impact on your studies. In such cases students are required to submit evidence of any extenuating circumstances for consideration by the exam board.

University guidance on extenuating circumstances and the extenuating circumstances form can be found [here](#).

## Student Work

Please note that the course may use parts of submitted work and feedback received as examples for future students. All examples will be fully anonymised. For more information, please see section 5 of the [Student Agreement](#).



# Marking guidelines for first and second markers

## Guidelines

1. Markers should assess scripts based on 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 be double marked, or will be moderated as per [Section 15 of the Regulations](#)

Below are the guidelines for double marking.

1. The script will be marked first by the person who set the question. They should mark on the script any factual errors, but their mark and feedback will go on the marks sheet.
2. 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.
3. The second marker will then mark, and usually enters the mark on a separate sheet with their feedback.
4. 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.

## 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 and short answer questions: 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](#).**

## Marking scheme

<b>MARK RANGE</b>	<b>CRITERIA</b>
≥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.