



Joint Programme between Nanchang University and Queen Mary University of London

Student Handbook

Academic year 2023-2024

This handbook is for all students on the Joint Programme:

Bachelor of Science in Biomedical Sciences, Queen Mary, University of London
Bachelor of Medicine in Clinical Medicine, Nanchang University

The information in this handbook is correct at September 2023. In the unlikely event of substantial amendments to the material, the School will inform you of the changes.

Neither university can accept responsibility for the accuracy or reliability of information given in third party publications or websites referred to in this Handbook

For whom is this Handbook?

This handbook is for all students enrolled on the programme of study leading to the Degrees of BSc in Biomedical Sciences and Bachelor of Medicine (Biomedical Science) – B9N0, offered jointly by Queen Mary, University of London (QMUL) and Nanchang University (NCU). In this Handbook, the programme is referred to as the ‘Joint Programme’, or by the abbreviation ‘JP’.

Does it contain all the information I might need as a Joint Programme student?

This Handbook gives information specific to the Joint Programme, and should provide you with most of the information you will need during your time as a Joint Programme student. It should be your first point of reference if you have a question about the programme. If you don’t find the answer to your question here, or in the documents to which this handbook refers you, we are always happy to help, please contact the relevant member of staff (see Section 3 for contact details).

Of which other documents should I be aware, and what do they contain?

Document	Contents
QMUL Academic Regulations	Detailed information on award requirements
NCU Academic Regulations	Detailed information on award requirements
JP Regulations	Detailed information on Programme specific
QMUL Student Guide	The Student Guide gives information common to all QMUL students, not all of which will be applicable to students on the Joint Programme.
NCU Student Guide	The Student Guide gives information common to all students at NCU, not all of which will be applicable to students on the Joint Programme.

Where can I find these other documents?

Document	Contents
QM Academic Regulations	https://arcs.qmul.ac.uk/media/arcs/policyzone/academic/Academic
NCU Academic Regulations	NCU Student Handbook
JP Regulations	QMplus
QM Student Guide	https://www.welfare.qmul.ac.uk/student-advice-guides http://www.qmul.ac.uk/studentlife/support/
NCU Student Guide	NCU Student Handbook

How does this Handbook relate to other documents?

It should be used together with QMUL and NCU Academic Regulations, the Joint Programme Regulations, and the Student Guides produced by both universities.

Note: Nothing in this Handbook overrides the general NCU and QM Regulations and the Joint Programme Regulations, which always take priority.

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Introduction

1. Welcome to the Joint Programme

1.1. Welcome from NCU



Dear Students,

Congratulations to you! I feel proud that you are accepted to our Joint Programme. The initiative of this programme is to provide the best education to the students who have ambition to acquire broad vision and skills capable of conducting both research and clinical services.

Nanchang University (NCU) is the only 211 University in Jiangxi Province that is financially supported by Jiangxi Province and China Ministry of Education. The College of Medicine of NCU, founded in 1921, has a long history of medical education and has gained excellent reputation in training medical students and staff.

Many alumni are successful in their careers and influential in their fields, including members of Chinese National Academy, and nationally and internationally well-known scientists and doctors. Therefore, the college has accumulated ample and invaluable experience in medical education.

Queen Mary University of London is a research-intensive university and ranks among the top in the world. The collaboration of elites between NCU and QM will take advantages of the strengths from both sides to cultivate talented students competent for both research and medical services. The Joint Programme is an innovative model of education in the history of Nanchang University and will be a milestone to move our medical education to a new horizon that meets an advanced international level of education.

You are lucky to be accepted to the programme, as we have best teaching faculty and facilities to ensure high quality of teaching and training. Our programme will be overseen and evaluated by top-notch international peers. Thus, the programme will offer you more opportunities and space for future career development. However, the path for this five year period is not just as easy as you might think. A Chinese saying is “A piece of harvest comes from hard working” (一份耕耘，一份收获). You will be taught in English, think and study in bilingual, have heavy tasks for research, and strive for two degrees. You are students for both NCU and QM and have to follow student regulations designed for both sides. Nonetheless, the program is designed for you to succeed, but not to fail as long as you work hard. I am confident that all of you will overcome hurdles and in the end, you will feel glorious and be proud of obtaining two degrees. I am also confident that you will be the gold brand of both NCU and QM. Therefore, I cordially welcome you.

Zhijun Luo

*NCU Director of the Joint Programme
Gan-Jiang Professor*

1.2. Welcome from QMUL



Dear Students,

I am truly delighted to welcome you to the Joint Programme. You are joining a Joint Programme from two prestigious universities in the UK and China that are committed to providing the highest standards of education in medicine and biomedical sciences. Our aim is to supply high quality teaching that will help you develop the knowledge and skills necessary for a professional career in medicine, practice, research and often both! The modules that you will take provide a strong basic training in the fundamentals of medicine. These subjects are constantly moving forwards with our developing knowledge and will lead to new opportunities for future employment in medicine and medical scientific research.

This last semester has seen your QMUL teachers return to teach you in person once again. During the last 3 years, your teachers have worked hard to use new technologies and develop new strategies to teach you remotely, and we have been impressed with your efforts in learning during this period. We will continue to use piecemeal some of the best elements of these technologies to help you learn, although only in addition to our normal teaching approaches to further enhance your learning. I did want to emphasise to you how delighted we are to now be back to teach you in person in your classrooms! From a teachers perspective, being able to walk around the classroom as we teach you, to see first-hand your understanding grow and to directly interact with you is what gives us, your teachers, the greatest reward in our job. It is great to be back – and I hope you are also pleased to have us back and find learning easier, more fun and go on to reap the benefits of learning with us in person.

This handbook provides helpful information about the Joint Programme and the modules that you will be studying. Guidance on methods of study is also included. I hope it will be useful to you and answer many of your questions.

Staff do not spend all their time teaching, because research is also an important part of our activities. Also remember that with our staff at the forefront of cutting-edge research, you will benefit from exposure to the most up-to-date advances in research as staff ensure that the latest results and advances appear in lectures, far beyond what you will find in any text books when you get to your third year of study Your third year will also include a student project component which allows you to familiarise yourself with an area of research through in depth study.

If you have any queries or complaints about any aspect of your time with us, we are always willing to listen and to try to help and to deal with the issues promptly. Your first contact will normally be with your Lecturers or with the Student Tutors responsible for student welfare.

I wish you well in your studies and hope that you have an enjoyable and productive time with us on the Joint Programme.

Mark Maconochie

*QMUL Director of the Joint Programme and
Professor in Biomedical Sciences*

2. Important Dates 2023-2024

What dates do I need to know for this year?

Note: These are based on NCU dates; your Student Tutor will tell you about any changes during the year:

	Start	End
Summer Semester	02 September 2023	17 September 2023
Autum Semester	18 September 2023	19 January 2024
Spring Semester	25 February 2024	30 June 2024

3. Timetables

Where do I get my timetable from, and what do I do if I misplace it?

Timetables for each semester will be uploaded to your QQ group files at the beginning of the semester, and you should adhere strictly to the timetable. Keep a note on the QQ group as timetables are updated from time to time. If there are any problems with your timetable, please contact the Queen Mary School offices.

4. Contacting Staff

Who should I speak to if I need help with the course, and how do I contact them?

Your Lecturers will give you their contact details, and the contact details for QMUL staff are available on QMplus.

At NCU, your Student Tutor is the first point of contact for any queries or problems you might have with the course.

Name	Title	Telephone number	Email
Zhao, Zhao	Student Tutor for Y1	18279110280	286036790@qq.com
Fu, Yijia	Student Tutor for Y2	13870887860	121107217@qq.com
CHEN, Xujun	Student Tutor for Y3	18170919625	759741309@qq.com
Liu, Ping	Student Tutor for Y4	15797182049	598857156@qq.com
Liu, Hui	Student Tutor for Y5	15079141602	780603581@qq.com

Our administrative team will also be able to help with your education related queries or problems. Please note that all correspondence with QMUL staff **must** be in English.

Name	Title	Email
Jane Qu	Joint Programme Administrator (Nanchang based)	j.qu@qmul.ac.uk
Nancy Wang	Joint Programme Administrator (Nanchang based)	shengnan.wang@qmul.ac.uk
Edyta Kozłowska	Joint Programme Administrator (London based)	e.kozłowska@qmul.ac.uk
Robert Say	Joint Programme Administrator (London based)	r.say@qmul.ac.uk

5. Student Welfare Services

Who do I contact with non-course specific problems?

Your Student Tutor is the first person to contact if you have any problems. For more details of the NCU procedure, please refer to the general NCU Student Handbook.

6. Prizes

Are there any financial prizes available to NCU students?

There are a number of prizes available to NCU students. Please contact your NCU student tutor for details. QMUL also offers some prizes for top performing students at the end of the academic year. Successful students are selected by the summer Examination Board.

Facilities

7. Laboratories

What laboratory facilities are available to me at NCU?

There are a number of fully equipped labs available for student use at NCU, both medical laboratories and computer laboratories.

Medical Laboratories

Fully equipped laboratories are located at the Medical School on the Qianhu campus, that are used for both research and teaching. These are located across three experimental buildings in the medical school. However, in their first academic year JP students will only use laboratories in building No.3. In semester A year 1, module practicals will be conducted in the Laboratory of Medical Genetics and Cell Biology and the Laboratory of Histology and Embryology. These two types of labs have sufficient resources to support students taking the courses Human Cell and Histology and Embryology, respectively. In order to use lab resources reasonably, JP students will be arranged in classes to carry out experiments according to the timetabled lab timeslots.

Computer Laboratories

The University has several computer labs in the Library that students can use. Students can access the internet in the library, which is open from 8:00am to 21:30pm every day except Fridays, when the library is closed in the afternoon and evening. JP students will most often access the internet on the third floor of Teaching Building No.2 and there is wi-fi in the classrooms that students may use for private study.

7.1. Laboratory rules

What are the rules in the laboratories?

As Medical Laboratories involve different branches, and each branch has set up its own specific rules, students should consult Practical Teaching Staff before conducting experiments. Normally, students would be given instructions in advance so as to avoid unnecessary dangers and damages. However in all laboratories **No drinking** and **No eating** is allowed to ensure your own health and safety. You are expected to pay attention to the instructions given by your lecturers and demonstrators in these laboratories. Also refer to the code of conduct on the QMplus landing pages.

Resources

8. Library facilities

8.1. NCU Libraries

What library facilities are available to me at NCU?

NCU has four libraries located across our campuses. For JP students, the most convenient and useful libraries are the comprehensive library on QianHu new campus, and the medical library on the DongHu campus.

NCU library has established a complete management system, to provide the best studying services for students, including an electronic reading room, an electronic document retrieval room, a periodical reading room, lending area, and mobile library.

JP students also have full access to NCU library's online resources. The website is <http://lib.ncu.edu.cn>.

There is no facility for pre-booking rooms in the libraries for individual or group study. Students may study in the library's public reading rooms, or in any empty classroom in the main building or the medical school.

8.2. QM Library

What resources are available to me through the QMUL Library?

The QMUL Library has invested heavily in eBooks and journals that you can access remotely, which will provide a valuable resource for you throughout your degree. Please see the document about the QMUL library on QMplus for more information.

How do I access the QMUL Library remotely?

You access the QMUL Library from the Library homepage: www.library.qmul.ac.uk, through which you have access to a wide range of electronic materials and 'help' resources. Some of the library pages are public access, but if you navigate into restricted access pages, you will be asked to log in. At this point, you log in using your QM username and password.

Personal Administration

9. Electronic information

9.1 Student ID numbers

You are issued with:

- 1) a student ID number from NCU
- 2) a student ID number from QMUL
- 3) a username for QMUL resources: note that your QMUL username is **NOT** your QMUL student number.

You must make sure that you **remember your ID numbers** and your **username** and **passwords**.

How do I reset a QMplus password?

You may change your QM computing password by using the IT Services Password Reset Manager. Click on the link below to change your password.

<https://www.its.qmul.ac.uk/support/self-help/self-service-password-reset/>

Note that this is the same password that you will use for all QM computing services including QMplus. Be aware that resetting your password will reset it for all QMUL services, not just QMplus.

9.2 Electronic Mail (E-mail)

You have:

- 1) A QMUL email account
- 2) An NCU email account.

How often should I check my email?

All important and official information concerning your degree will be sent to your QMUL e-mail account, and NOT to the QQ study groups, so it is important that you check and read your email **every day**. It is your responsibility to be aware of all information sent to you, and not having checked your email is not an acceptable excuse.

How can I make checking my email more convenient?

If it is more convenient to you to check only one mailbox, you can set your QMUL email to

forward to your NCU email account.

https://www.its.qmul.ac.uk/support/self-help/email_setup/howto/forward/

What is the correct way to write an email to a member of staff?

Email is a form of written communication and, like all forms of communication, works best when some general principles are followed:

- send email from either your QMUL to QMUL staff or NCU address. Staff are not obliged to answer emails sent from other addresses.
- open and close your email properly (see below for example), this is a matter of courtesy and also an opportunity to practise a particular form of communication
- write in full sentences, without abbreviations and slang; writing an email is an opportunity to practise your communication skills
- be reasonable in your expectation of reply times, especially, be mindful of the time difference between China and the UK
- do not leave it until the last minute to write to a member of staff. We are here to help you, and notifying us in good time of any questions or problems shows us you are a diligent student, and gives us more time to help resolve your problem.

What does a good email look like?

Dear <insert staff name here>

<insert your text here, the following is an example>

In my <module code> <module name> study group, we have a problem because two of our group members are sick, and cannot take part in the group work. Please can you tell us what we should do?

Best wishes

<insert your name here>

QMUL Student Number: <insert your QMUL number here>
NCU Student Number: <insert your NCU number here>

This email is courteous, to the point, and gives the information the member of staff needs to follow up your question or query.

Always give your name, QMUL and NCU student numbers when you write to a member of staff. Failure to do so will just result in a reply asking for them, which will mean a delay before your question can be answered and/or investigated.

9.3 QMplus

What is QMplus?

QMplus is the QM virtual learning environment (see below). All modules taught by QMUL staff will use QMplus for organizing their teaching to you, so it is important that you familiarise yourself with using it as you must use it on a daily basis when you are being taught.

What is a 'virtual learning environment'?

It is a secure web space where you will interact with your course. Here you will find PDFs of all your lectures, recordings of all your lectures, additional reading and additional lectures, as well as the module specifications (the “rules” of the module), and also important dates for when you have different assessments for the course. In addition, it is also where you will often submit your course work, and also to communicate with your QMUL Lecturers as links will be provided for interactive sessions for you and others on your course. Please note that all coursework submitted through QMplus will be passed through the Turnitin software that checks for plagiarism.

There is also a *JP Student Common Area* on QMplus that contains useful general information, for example, the JP Regulations, as well as information about, and contact details for, QMUL staff.

How do I access QMplus?

You login with your QMUL username and password at: <https://qmplus.qmul.ac.uk/> .

9.4 mySIS

What is mySIS?

‘mySIS’ is the QMUL student information system (SIS), where you can see your results from previous years and check your academic records. You will also need to enrol and re-enrol on mySIS every year.

How do I access mySIS?

You login with your QMUL username and password at: <https://mysis.qmul.ac.uk> .

How often should I check mySIS?

You should check it every semester to make sure there are no problems with your module registration and your module marks.

Who should I contact if I have a problem with mySIS?

If there are any problems email the administration team in London. (see page 8 You should put ‘Problem with mySIS’ in the subject line of your email.

9.5 NCU information systems Comprehensive Academic Information System Management

What is the Comprehensive Academic Information System Management (CAISM)?

CAISM is NCU’s main electronic platform for students to track personal information. By logging

into the system, students can print transcripts, check their account details, background, academic performance and more.

How do I access CAISM?

Students can use their NCU ID and password to login at <http://218.64.56.18/>

10. Clickers

What are 'clickers'?

Clickers are a personal hand-held electronic device used in QMUL lectures to check understanding, and administer in-class quizzes and tests. A clicker looks a little bit like a calculator and is smaller than a mobile phone. It is an essential part of the QMUL teaching approach. Remember to bring your clicker to every class taught by a QM lecturer when you are being taught face-to-face as there are often a small number of marks associated with using clickers. We also use clickers to monitor your attendance. Using other students clickers to cover their absence is an assessment offence student misconduct will result in academic penalties. Refer to the code of conduct on QMplus

How do I get a clicker?

You will get a clicker at the beginning of Year 1. Each clicker has a unique number, which QMUL links to your student number, so we know precisely who has each clicker. You will keep your clicker until the end of Year 3. Please make sure you do not mix up your clicker with that of other students.

Do I have to buy my clicker?

No, you do not buy it, but you must pay a deposit of 300RMB for your clicker. QMUL keeps this money until the end of Year 3, and when you return the clicker, you will be given back your 300RMB.

What happens if I lose my clicker?

You will need to get a replacement as soon as possible; in the first instance, you should contact Jane Qu (j.qu@qmul.ac.uk) or Nancy Wang (shengnan.wang@qmul.ac.uk) to tell them your clicker is lost. You will lose the 300RMB deposit for the lost clicker and have to pay another 300RMB deposit for the replacement. It's best to take care of it and not lose it! If your clicker is broken or needs a new battery, also please see Jane Qu or Nancy Wang. If you later find your lost clicker, then return this to the office and you will get your deposit back. But you must deal with any lost or mislaid clicker (e.g. left at home after a national holiday) as otherwise you will be recorded as not attending lectures.

I have mixed-up my clicker with my friend's, and now we don't know which is mine!

Please see Jane Qu (j.qu@qmul.ac.uk) or Nancy Wang (shengnan.wang@qmul.ac.uk), who have a spreadsheet showing which clicker is allocated to each student. She will be able to tell you which clicker is yours, and which is your friend's. Please do this as soon as possible, or you might miss some valuable feedback about your learning and be marked as absent and lose marks.

11. Attendance and Reporting Absence

You must attend all the lectures, Student Tutor tutorials, laboratories, workshops, timetabled

online sessions and other practical sessions associated with the courses that form your programme of study. Student attendance is monitored.

What will happen if I am absent without explanation?

If you are persistently absent without giving a satisfactory explanation you may be deregistered from the programme and barred from sitting the end of year examination(s).

What should I do if I have a valid reason for absence?

If you cannot attend because of illness or other valid reason then you must follow the procedure for claiming Extenuating Circumstances).

12. Deregistration

The School can deregister a student from the Joint Programme. For more details, please refer to the Joint Programme Regulations, available on [QMplus](#).

13. Interruption of Studies

In case of personal difficulties or unexpected life events during your time at university during your study, you may be eligible for a period to interrupt your studies.

What is an 'Interruption of Studies'?

To interrupt your studies means to put them 'on hold' for one year. You will return one year later at exactly the same point in your degree as you left. Interruption of studies does not give you any extra time to complete coursework or a project: it is not an extension.

When is an Interruption of Studies granted?

Interruption of studies is only granted in serious cases where for example you have been very ill and need recovery time.

Are there other consequences to interrupting my studies?

During the period of interruption students are not allowed to use the University facilities.

How do I apply to interrupt my studies?

If you wish to interrupt your studies, you should see your Student Tutor and the NCU Joint Programme Director, or his designated deputy, who will discuss it with you.

Then you need to follow the Interruption of Studies procedure with both NCU and QMUL:

- 1) For details of the NCU procedure, please refer to the general NCU Student Handbook.
- 2) When your NCU Interruption has been approved, you will also need to complete a QM Interruption of Studies form. This is available from your NCU student tutor. Complete the form and submit the hardcopy to Jane Qu at JP admin office 215 and send the scanned copy to <j.qu@qmul.ac.uk>

14. Withdrawal from a programme

Can I withdraw from my programme of study once I have started it?

If you wish to withdraw from your degree then you must see your Student Tutor, who will refer the matter to the Programme Director. We encourage you to discuss any issues with your student tutors and then the programme director so we are able to guide you on your course of action.

If after discussion you still wish to withdraw from your studies, then you will also need to complete a QMUL Withdrawal form which is available from your NCU student tutor. Complete the form and submit the hardcopy to Jane Qu at JP admin office 215 and send the scanned copy to j.qu@qmul.ac.uk.

If you withdraw from the Joint Programme early, you will not receive any form of exit certificate,

but only a transcript listing the courses taken to date, with grades.

Assessments

15. Plagiarism

What is plagiarism?

Plagiarism is presenting someone else's work as if it were your own, whether you intend to or not. 'Work' can be ideas, words or statements, results, diagrams, figures etc.

The most common forms of plagiarism are:

- Copying others' coursework
- Copying from published work
- Copying material from the internet

Plagiarism is a serious assessment offence, it is important you completely understand what it is, and how to avoid it.

How can I avoid plagiarism?

NEVER copy other people's work, either from students in your year or from earlier years. Do not copy material from textbooks or the internet without appropriate acknowledgement or reference of the source and rewritten into your own words. Read and understand the QMUL Academic Regulations section on Plagiarism, available on QMplus. If you are ever in doubt, ask your Lecturer.

What will happen if I commit plagiarism?

You are liable to be investigated by Examination Offences Panel and the academic penalty can be severe. Penalties may include:

- A requirement to resubmit the assessment in question, the mark for this is likely to be capped to the minimum pass mark
- A mark of '0' for the module
- Expulsion from the programme.

A full list of academic penalties can be found in the Academic Regulations.

16. Examinations and Progression

When do examinations take place, and can I get a timetable for them?

End of semester examinations for all courses mostly take place towards the end of each semester. The examination timetable is normally published at least one week before the exams. But for all other assessments such as coursework, full details are available on the module QMplus page.

How do I progress to the next year of study?

The Academic Regulations, clause 7.1 state:

To progress from the first and second years of study in the Joint programme, a student must have an accumulated failure of less than 20 Chinese credits outstanding from technical or English modules.

16.1 Extenuating Circumstances relating to Examinations

Can I resit exams if I have extenuating circumstances?

As a general rule, the extenuating circumstances allowed for examinations are similar to those applied across other areas of the course. Normally, extenuating circumstances will only be recognized in cases where the student is incapable of attending an examination, i.e. in the event of serious illness, or recuperation from a serious illness and this will be backed up with medical evidence certification.

For QMUL modules please see the extenuating circumstances document on QMplus:

[Extenuating Circumstances PDF](#)

For NCU modules please see the NCU regulations on extenuating circumstances.

16.2 Examination and Degree Results

After successfully completing the programme and fulfilling the requirements of both universities, you will be awarded two degrees, one in Clinical Medicine from NCU and one in Biomedical Sciences from Queen Mary University of London.

16.3 Examination Regulations

Where can I find the Examination Regulations?

You will find the NCU JP Programme Regulations on the Queen Mary website, within the QM Academic Regulations. You will need to adhere to the regulations from the year when you started your degree.

[Policy zone - Directorate of Governance and Legal Services \(qmul.ac.uk\)](#)

These contain examinations regulations. You should read and understand these regulations. You should also understand the conversion of marks between the UK and China mark scales.

Which mark scale will be shown on my transcript?

Transcripts from NCU will have all module marks specified on the Chinese scale and those from QMUL will have your marks on the UK scale.

16.4 Requesting a Review of Examination Results

Where and how can I check my Exam Results?

You can check your examination results on MySIS after receiving email notification that they have been released.

What can I do if I think my marks have been added up incorrectly?

You can ask to have your examination paper checked for administrative errors; this means that the exam answer booklet will be checked to see if the marks awarded were added up correctly and that all work was marked. This can be done by contacting the Module Organiser of the respective module **within 10 working days of the results being released**.

You have to bear in mind that you cannot appeal against academic judgment; this means the exam paper will not be re-marked as all the exam papers have been marked by two markers and overseen by external examiners. However, if you would like some general feedback on your exam performance, please contact the Module Organiser who will be happy to provide some feedback.

What about marks for resit examinations?

If you resit an examination (take it for a second time), the result of the resit is capped at a pass mark (40% UK scale). This means that however well you perform in the resit examination, you cannot be awarded more than the pass mark.

Study Methods

Biomedicine is a scientific discipline that benefits from a consistent and continuous approach to learning; devising a plan for studying will help you organise your life. You need to develop a pattern of work which suits you and gives you time to complete the various tasks assigned during the year. You will learn ways to study during the academic skills module, but it is up to you to organize your study life balance to be an effective and successful learner.

17. General Guidelines

Everyone has their own way of studying and working, but here are some general guidelines.

Attend lectures and laboratories regularly

If you do not, you will get behind with your work. You will lose marks by not participating in the in-class assessments and you will be marked as being absent. If you are ill and therefore unable to attend class, contact your Student Tutor as soon as possible, so that special arrangements can be made.

Take notes in lectures.

The style of your personal lecture notes is your own choice and will differ from one person to another; the most important thing is to be *comfortable and consistent* with the style. Taking notes in lectures has been shown to speed and enhance the process of understanding. Information is being transferred to the brain by a triple process of eyes, ears, and hands and initiates active learning. Thus even in cases where the Lecturer gives out pre-prepared lecture notes, it is worth taking notes on what the Lecturer is saying as a supplement as the lecturer will give much fuller explanations in class and will engage you and other students to help in understanding. Do not rely on audio-recordings in place of notes.

Review the lecture material as soon as possible after the lecture

Read through your lecture notes, complete any recommended follow-up reading, and complete any problems that have been set and attend the office hours and student support classes. If you cannot understand a subject, then either raise this on the individual module QQ group, or contact the Lecturer of the course,. If you leave a subject that is difficult in the hope that it will get better later, you may not have the opportunity to catch up because of new work that builds on understanding the current topic.

Give yourself plenty of time

Do not to leave it until the last minute to write reports or any other coursework that must be handed in or submitted for marking, since it will invariably take longer than you think. Do not leave it until the last minute to upload work to QMplus, in case of any network issues. You should leave good time to contact your Lecturer in case of any uploading difficulties before the submission deadline if you have any problems uploading your work.

Find an environment for working in which you feel comfortable.

This may be a lecture room or your dorm; the place does not matter as long as you are able to concentrate. A poor environment can make studying much more difficult and inefficient.

Develop a routine.

Most students find they perform better when they have a well-established routine. What this routine contains may be different for different students, but some things to consider as you develop the routine that is best for you are:

- regular time and duration of sleep
- regular meal times
- regular study periods AND regular leisure periods.

What should I do if I am having difficulty studying??

Talk to your Student Tutor or Lecturer if you have difficulty with studying. You are certainly not the first student to have some difficulty studying and you won't be the last; we can almost certainly give help and advice if we know you are having problems. Do not be shy or afraid to ask for help for anything to do with your studies, we are here to help you if we can.

Communication Techniques

Why are Communication Techniques important?

Good science needs the effective communication of information. Information includes data, results of theoretical and practical studies, new ideas, and criticism of others' work. In all cases the value of the information will be severely reduced unless the speaker or writer is effective at passing on the information to others in a clear, concise and understandable manner.

You need to be able to communicate with members of staff. You need to be able to write essays and reports which communicate and inform in as clear and concise a manner as possible. Therefore use English written and spoken as much as possible Practice makes perfect!

What types of Communication are there?

Personal communication can be divided into three broad categories:

1. Personal spoken communication between individuals
2. Spoken communication to a group
3. Written Communication

Make sure you use all three forms of communication as much as you can as this will reflect in your success on the course.

Finally, once again make sure that you study hard and play hard! We want to help you learn and become good competent doctors and researchers and also top enjoy your time whilst at University. These should be very exciting, challenging but rewarding years of your life where you study topics that you enjoy. Good luck and wishing you much success on the programme.

You will need to master all three types of communication during your degree programme.

What is the Golden Rule of communication?

The Golden Rule is: **The recipient is the most important person.**

You are the source of the communication, the recipient(s) might be:

- the reader, in the case of a written essay
- the audience, in the case of a lecture
- the person to whom you are talking.

The object of all communication is to transfer information correctly from you to the recipient. Sometimes it is better not to communicate anything than to communicate incorrect or confused information.

You might be asking for help understanding something that appears completely incomprehensible. Even in this case you need to remember the Golden Rule; if you forget this rule, the recipient (for example, your Lecturer) will not know what it is that you do not understand, or with what you need help. It is also very important that you are honest and truthful in responding to your lecturer, tutor or Tutor. If you are asked if you understand something you must say 'no' if you do not understand, as otherwise the lecturer will believe you have understood and cannot correct any misunderstandings.

QMUL takes seriously helping students understand the course material. Your QMUL lectures are audio-recorded and the files made available to you so you can listen again to each lecture. The lecture slides are also all made available to you after the lectures; each lecturer will tell you how to access this material.

We have a range of ways to support the development of your communication skills; in particular, through the PDP programme, which develops a broad range of communication skills. By participating fully in the activities and assignments, you will develop both competence and confidence. Links to language resources (online dictionaries, a thesaurus, general and biomedical audio-pronunciation guides) can also be found on the PDP module page on QMPlus.