Dear Distance Learner,

Welcome to your MSc and to Barts Cancer Institute.

Please find attached a copy of your programme handbook. All the teaching materials for your studies (including the attached handbook) will be provided via the University’s online teaching platform – QMPlus.

You should have received an e-mail from QMUL IT services with details of your username and password. These details can be used to access all of our online resources:

- QMPlus
- MySIS
- Student E-mail
- Electronic Library Resources

Some key information to get you started is provided below.

**Using QMPlus**

QMPlus will be your central resource for teaching. All your teaching materials will be uploaded here and you will have forums to discuss module content and assessment with both your peers and tutors.

**Getting started...**

1. You will need to have completed the process of enrolment to gain access to QMPlus (if you have not yet completed enrolment please see the Helpful links section below)
2. Login using the username and password provided by QMUL IT
3. When you first login you should see:
   - A pulldown screen with all your modules listed. Each module has its own area within QMplus and you will need to access each of these individually
   - Behind the pulldown screen (click close in the top right corner) should be the BCI landing page. This is a good source of general information. Here you will find links to your programme handbook, helpful resources, induction materials, news items and announcements etc.
4. Within each module you will find:
   - A copy of the module guide – this will provide an overview of the module and assessment
   - A discussion forum – for module related discussions
   - Coursework submission points
   - A breakdown of teaching weeks. Each of sections will be updated with the relevant lecture slides and a link to the lecture recording. We aim to upload slides in advance of the scheduled lecture and to upload the lecture recording within 24 hours of each lecture taking place.

For introductory information about using QMPlus, including video tutorials to get you started, please see [QMPlus for Students 2017/18](#)
Selecting your Optional modules

Following Induction on 20 September, you will find presentations on the optional modules available in the Induction area (accessible via the main BCI landing page). You will need to select your optional module via MySIS by Thursday 6 October (for department approval by Friday 7 October). You will automatically be registered for your compulsory modules.

Assessment

- All of your coursework assignments will be submitted electronically via QMPlus. Your coursework must be uploaded by the given deadline.
- All presentations will be conducted via Skype. If you live in London, or the surrounding area, and would prefer to deliver presentations in person, please inform the Teaching Office.
- All examinations can be sat either onsite at Queen Mary University of London or at an approved venue local to you. All examinations will take place at the same scheduled time. If you would like to sit your exams at a local venue you will be responsible for making the initial arrangements and for any associated costs. Suitable venues include British Councils or other Education providers. You will be asked to confirm your examination arrangements halfway through the first semester.

Please note that if you sit your exams at QMUL you will be required to obtain a QMUL student ID card ahead of your first exam. This can be obtained from the Student Enquiries Centre at our Mile End campus. Please bring ID such as a passport or driving licence and have your student number available.

Library Resources

The library subscribes to over 16,000 online journals and 142 databases. These resources can be accessed via Discovery using your QMUL username and password. You can access materials by logging in via the red banner which displays at the top of the Library Discovery page when off-campus or when prompted as you click through to an item.

More information on e-resources can be found here.

Distance Learning students are welcome to use QMUL libraries. In order to do so you will be required to obtain a student ID card. This can be done on enrolment, or via the Student Enquiries Centre at our Mile End campus.

Teaching Office Support

If you have any problems, or questions, please feel free to contact the BCI Teaching Office. We are available Mon – Fri, 09:00 – 17:00. We are here to support all BCI students and if we can’t help you, we’ll be able to put you in contact with someone that can. The Teaching Office is staffed by:

Eleanor Smith, Education Administrator (eleanor.smith@qmul.ac.uk, 020 7882 3491)
Siobhan Grandis, Teaching Office Administrator (s.grandis@qmul.ac.uk, 020 7882 3847)
Olivia Cooper, Academic Co-ordinator (o.cooper@qmul.ac.uk, 020 7882 2081)

Student Representatives

Student representatives are the key link between students and BCI staff. We hold a Student Staff Liaison Committee each term and invite student reps to contribute to these in order to improve your course, resolve course-related issues and to campaign for change. We elect 1-2 student reps per programme and are very keen to have a mix of onsite and distance learners, as well as full and part
time students. This means that we can capture feedback from students on all study modes, as experiences are likely to differ. If you would like to put yourself forward to be a student rep please let Eleanor Smith know by Monday 2 October.

Helpful links

Enrolment for Distance Learners
QMPlus User Guides
Locating learning materials, using them and referencing correctly
QMUL Learning Development

We hope you enjoy your time with us.

Should you have any questions, please feel free to contact us.

Eleanor and Siobhan

Teaching Office

Barts Cancer Institute - a Cancer Research UK Centre of Excellence
Queen Mary University of London
Joseph Rotblat Building, Charterhouse Square, London EC1M 6BQ
Tel: +44 (0)20 7882 3491 | Fax: +44 (0)20 7882 3888 | Email: bci-cancercourses@qmul.ac.uk
www.bci.qmul.ac.uk/study-with-us