

School of Biological and Behavioural Sciences (SBBS)

Handbook for Masters Students

2022-23



About this Handbook

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

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

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

The information in this handbook is correct as of September 2022. In the unlikely event of substantial amendments to the material, the School of Biological and Behavioural Sciences will inform you of the changes by email, intranet or via the School's pages on QMplus.

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

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

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

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

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

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Welcome to the School of Biological & Behavioural Sciences

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

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

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

You must also be aware that the academic staff are not the same as the teachers you had at school or college. They have many other competing demands and may not be available whenever you want to go and see them. All staff will have office-hours when they will be available to meet with you and this is likely to be via a combination of virtual meetings on MS Teams and face-to-face appointments on campus. This approach is led by social distancing guidelines and to keep you safe. We want you to be reassured that we are doing all we can to provide opportunities for you to meet with academic members of staff. You can also contact them by email to find an appropriate time for them to see you. Also, remember that they are scientists at the forefront of their subject, they are working hard to advance their chosen field of study and to do so they must work in the laboratory or the field or write the papers on which the subject matter you are learning is based. This might make them less available to you but does make them what you really need in your university – world-class scientists.

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

So, in short, work hard and play hard. You are being presented with a unique opportunity – don't miss out.

Professor Richard Pickersgill
Head of School, Biological & Behavioural Sciences

1. How to contact staff

1.1.a Contact details of Programme Directors

Deputy Director PGT programmes

Dr Anne Ropiquet
Room TBC, Fogg Building
Email: A.Ropiquet@qmul.ac.uk

MSc Biodiversity & Conservation

MSc Plant and Fungal Taxonomy, Diversity and Conservation

Prof Andrew Leitch (based at QMUL),
Room 5.20, 5th Floor, Fogg Building
Email: a.r.leitch@qmul.ac.uk

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

MSc Bioinformatics

Prof Conrad Bessant
3rd Floor, Empire House (Whitechapel Campus)
[Calendly - Conrad Bessant](#)
Email: c.bessant@qmul.ac.uk

MSc Biomedical Sciences

Dr Christoph Engl
Room 3.06, 3rd Floor, Fogg Building
Email: c.engl@qmul.ac.uk

MSc Psychology: Mental Health Sciences

Dr Cristina Cioffi
Room 2.05, 2nd Floor, Fogg Building
Email: c.cioffi@qmul.ac.uk

1.1.b Contact details for administrative support

Postgraduate Administrator Student Support Officer (PGT)

Natalie Holland

Room 1.03, 1st Floor, Fogg Building

Email: n.holland@qmul.ac.uk

Tel: (020 7882) 3328

I am based on campus on Monday, Tuesday and Wednesday only. The office is open:

Term-time

09:00 – 16:00

Outside Term time

10:00 – 13:00 and 14:00 – 16:00

I work from home on Thursday and Friday and available via email n.holland@qmul.ac.uk or you can search for me via MS Teams for virtual meetings.

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

Postal Address:

1st Floor, FOGG Building
School of Biological and Behavioural Sciences
Queen Mary University of London
Mile End Road
London
E1 4NS

1.2 Mile End Campus

Mile End Campus

Educational/Research	
ArtsOne	37
ArtsTwo	35
Arts Research Centre	39
Bancroft Building	31
Bancroft Road Teaching Rooms	10
Peter Landin Building (Computer Science)	6
Engineering Building	15
G.E. Fogg Building	13
G.O. Jones Building	25
Geography	26
Graduate Centre	18
Informatics Teaching Laboratories	5
Joseph Priestley Building	41
Library	32
Law	36
Lock-keeper's Cottage	42
Mathematical Sciences	4
Occupational Health and Safety Directorate	12
People's Palace/Great Hall	16
Queens' Building	19
Scape Building	64
Scape Canalside Teaching Rooms	65
Temporary Building	61

Residential	
Albert Stern Cottages	3
Albert Stern House	1
Beaumont Court	53
Chapman House	43
Chesney House	45
Creed Court	57
France House	55
Feilden House	46
Hatton House	40
Ifor Evans Place	2
Lindop House	21
Lodge House	50
Lynden House	59
Maurice Court	58
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Mucci's	29
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Octagon	19a
Portering and Postal Services	17
Qmotion Sport & Fitness Centre Sports Hall	7
Santander Bank	62
Security	38/54
St Benet's Chaplaincy	23
Student Enquiry Centre	19
Students' Union Hub	34
Union Shop	9
Village Shop	52
Westfield Nursery	11

Information

Visitors who require further information or assistance should please go to the main reception in the Queens' Building.

The smoking of cigarettes or tobacco products are **only** permitted at designated smoking areas / shelters indicated on this map.

Electronic cigarettes permitted on outside spaces **only**.

These premises are alarmed and monitored by CCTV; please call Security on +44 (0)20 7882 5000 for more information.

Key

- Library/bookshop
- Fitness centre
- Refreshment: Bar/Eatery/Coffee place
- Staff car park
- Bicycle parking
- Bicycle lockers
- Cash machine
- Water fountain
- Smoking area / shelter

Building closed for major refurbishment 40



1.3 Guide to lecture rooms

Lecture Rooms /Workshop Rooms

Abbreviations	Map no / building name
Arts One	[37] Arts Building 1 (entrance off Mile End road)
Arts Two	[35] Arts Building 2 (entrance to rear of Library building)
Bancroft xxx	[31] The Bancroft Building ⁽¹⁾
BR xxx	[10] Bancroft Road Teaching Room (entrance in Bancroft Rd) ⁽²⁾
Drapers LT	[26] Geography Building (lower ground floor)
Fogg LT	[13] GE Fogg Building (ground floor) ⁽⁴⁾
David Sizer LT	[31] The Bancroft Building ⁽¹⁾ (ground floor)
EB xx	[19] Queens' Building, east basement
Eng xxx	[15] Engineering Building
GO Jones xxx	[25] GO Jones Building
Geog xxx	[26] Geography Building
Graduate Ctr	[18] Graduate Centre
Great Hall	[16] People's Palace (ground floor)
Laws xxx	[36] Laws Building
Mason LT	[31] The Bancroft Building ⁽¹⁾ (first floor)
Octagon	[19] Queens' Building
PP1	[16] People's Palace (basement)
PP2	[16] People's Palace (basement)
Queens	[19] Queens' Building
Scape	[64] Scape Building (on Mile End Road opposite Arts Two)
Skeel LT	[16] People's Palace (first floor/second floor)
W207 PC	[19] Queens' Building (W207, second floor)

Notes:

1. The **Bancroft Building** was formerly known as the Francis Bancroft building and may still be referred to by this name in some literature. Rooms with the prefix **FB** are in this building. The main entrance is off the Library Square. (Not to be confused with the Bancroft Road teaching rooms – entrance in Bancroft Road – rooms beginning with BR are in this building).
2. The **Bancroft Road Teaching Rooms** are abbreviated with BR.
3. The first digit of the room number (x.xx) denotes the floor level (e.g. Eng 3.24 is on the third-floor of Engineering).
4. Fogg Lecture Theatre is Ground Floor of G.E. Fogg Building.
5. Bioinformatics Lab is in Queens' 2.09 [19].

Maps are available online at:

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

2. About the School

The School of Biological and Behavioural Sciences (SBBS), comprises of the Departments of Biology, Biochemistry and Psychology. The Department of Chemistry has moved to the newly named School of Physical and Chemical Sciences (SPCS), formerly known as the School of Physics and Astronomy (SPA).

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

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

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

2.1 SBBS Reception (School Office)

The main SBBS Reception and School Office is located on the 1st floor of the GE Fogg Building.

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

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

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

2.2 Academic Staff and Teaching Management

Head of School:	Professor Richard Pickersgill
Director of Education	Dr Steven Buckingham
Deputy Director of Taught Programmes for MSc	Dr Anne Ropiquet
School Manager:	Tbc

More detailed information regarding academic staff, including their photographs and their research interests, can be found at: www.SBBS.qmul.ac.uk/people/academicstaff/

Who does what?

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

3. Enrolment and Registration

3.1 QMUL Academic Registry

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

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

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

3.2 Use of QMUL ID card

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

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

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

You may also be required to present your card to confirm your attendance (e.g you may need to touch your card on a reader in a lecture theatre).

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

If you are not able to collect your student ID card in the first semester of teaching as you are not on campus, do not worry. Details on how to collect your student ID card at a later date will be made available via the Student Enquiry Centre website.

3.3 Personal information and data protection

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

We ensure that all personal data is held securely and will not be disclosed to third parties without your consent, unless we are obliged to do so by law - for example the annual student record that we submit to the [Higher Education Statistics Agency](#) - or other conditions allow.

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

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

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

4.1 Communications from QMUL and SBBS staff

Queen Mary will communicate with you in a variety of ways. Formal correspondence will be sent to you by electronic letter, and it is important that you keep Queen Mary up to date with your personal details and address. You can do this online via the MySIS record system: <http://www.arcs.qmul.ac.uk/students/mysis-record/index.html>

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

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

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

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

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

4.2 Emails (including email etiquette)

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

- We will only respond to emails sent from your Queen Mary email account. We do not respond to emails sent from other, personal email accounts (Hotmail, Gmail etc.)
- You should normally address academic staff using their academic title and surname (e.g. Dr Jones); for other staff you should use again normally use the appropriate title (e.g. Mrs Smith)
- You should avoid overly informal greetings such as *Hi, Hello John,*; it is much more courteous to begin a message with *Dear Dr Jones,*
- You should use formal English (not text-speak) throughout, and your email should be properly punctuated. You should use new paragraphs, ordered lists *etc.* to make the email easier to read.
- Make sure that the **Subject**-field clearly identifies the topic of the email – never send emails with a blank subject line, or one that is irrelevant to the current message.

- You must sign-off your email with your full name and student number (you cannot expect staff to deduce this information from your email address).
- If you are replying to an email then you should normally include a copy of that email at the end of your message (but do not include an overly-long email trail).
- Before sending the message, check what you have written to make sure that it is not curt, demanding or rude, and that the message is clear and concise. Correct any spelling mistakes.

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

4.3 MySIS

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

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

4.4 Updating your personal details

It is important that Queen Mary has up to date personal details for all students. You will be able to update your personal contact details online using MySIS, however a change in official name must be done in person at the Student Enquiry Centre with accompanying identification. You can find out more information on the Student Enquiry Centre website. <http://www.arcs.qmul.ac.uk/students/mysis-record/index.html>

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

Queen Mary's main online learning environment is known as QMplus or QM+. This is where you will find additional learning materials for most SBBS modules. You will also have the opportunity to attend an 'Introduction to QM+' session, as part of Welcome Week.

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

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

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

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

4.6 IT Services

Our services to support students range from email and internet access, to state-of-the-art teaching and learning facilities and high performance computing in support of research. There are a number of rooms around the campus that contain computers which students can use. You sign in using your Queen Mary username and password. In general, any computer you use will have all the applications that you need for your course available to you.

Your IT Account: Details of your Queen Mary username and password will be emailed to your personal address before you enrol.

Find an available PC on campus: an interactive map showing which rooms have empty seats
<http://availability.stu.qmul.ac.uk/>

Wi-Fi: The wireless network you use to connect your devices is **eduroam**. Halls of residence are fully networked with Wi-Fi and a wired socket in each study bedroom. Access to e-mail, QMplus the online learning environment and other services relevant to your study at Queen Mary is available from the internet as a whole.

Mobile app: Queen Mary's mobile app is available as a native app for Android (version 2.3.3 or higher) and iOS (version 6.0 and above) devices. The app allows you to do a number of things on the move, including: check your course timetables, log into QMplus and your Queen Mary email, search for and renew library books directly from your phone.

Policies: The use of IT facilities is covered by University regulations prohibiting, among other things, software piracy and unauthorised computer use. IT Services policies are published here:
<http://www.its.qmul.ac.uk/governance/policies/index.html>

4.7 Print, Copy, Scan:

The Central Print Service has printers located across every campus for student use, with all devices offering copying and scanning facilities alongside printing.

Web printing services are also available and more information can be found on the ITS web page:
<https://www.its.qmul.ac.uk/services/students/printing/>.

The cost of printing and photocopying is automatically deducted from your MyPrint account which is linked to your student ID card. Printing and photocopying are charged per click with one click equalling one side of printed paper.

- A4 black and white - 4 pence
- A3 black and white - 7 pence
- A4 colour - 15 pence
- A3 colour - 30 pence

These costs are for a single side of printed paper but are reduced if the printing is double-sided.

The CopyShop:

With an on-campus location, the CopyShop offers comprehensive print services to students, staff and external customers both locally and globally, and are always available to give advice. The quick, professional and cost-effective service supports students throughout their time at Queen Mary offering fast turnaround times from two hours.

Your thesis or dissertation can be printed and bound in-house with an external service available for hard-bound copies.

Book Scanning Service: The CopyShop offers students a professional scanning service. If you wish to retain a section of a publication for study use, the CopyShop produce a clear image without fingers tips, black areas and poor results for you.

4.8 Contact the IT Service Desk

The IT Service Desk is the first point of contact for all IT help, support and advice.

You can Live Chat with the Service Desk 24/7 <https://www.its.qmul.ac.uk/about/contact/> , call on 020 7882 8888 or raise a ticket via the Self Service portal <https://servicedesk.qmul.ac.uk/>. Should you require in-person support then please contact us via Live Chat and we can book you in. Our opening hours are Monday to Friday, 7am-7pm.

The IT Services website contains information on a number of our services and includes a range of self-help guides <http://www.its.qmul.ac.uk/support/index.html>

5. Student Support and Feedback

5.1 My QMUL

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

5.2 Student Enquiry Centre

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

We are located on the ground floor of Scape East Building

Contact

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

Email: studentenquiry@qmul.ac.uk

Telephone: 020 7882 5005

Follow us on twitter @QMULSEC <https://twitter.com/QMULSEC>

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

What students can expect from us - you can expect:

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

What we expect from you – you are expected:

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

The Queen Mary Charter contains a list of expectations for both staff and students to help create a community which is mutually supportive and works to further knowledge creation and dissemination <http://www.qmul.ac.uk/ourcommunity/>

5.4 Bursaries, Grants and Scholarships

Student Loans

If you have applied for funds from Student Finance then you will receive the first instalment once you have enrolled fully for the academic year. If your payments do not arrive and you cannot remedy the problem with Student Finance yourself, please contact the Student Enquiry Centre, <http://www.arcs.qmul.ac.uk/students/sec/>. They will be able to assess for any actions needed by Queen Mary and advise you of the next steps.

Bursaries

Queen Mary Bursaries are assessed using the household income information provided to us from Student Finance.

If you do not wish to take out student funding, such as loans, but still wish to be assessed for a Queen Mary Bursary you will still need to apply for a household income assessment, full details on how to do this are on our website - <https://arcs.qmul.ac.uk/students/finances/bursaries-grants-scholarships/qmul-bursaries/>.

Full details of the Queen Mary Bursary, including eligibility, amounts and payment dates can be found on our website - <http://www.arcs.qmul.ac.uk/students/finances/bursaries-grants-scholarships/qmul-bursaries/>

Queen Mary Financial Assistance Fund

If you have exceptional or unforeseen costs or you are in financial hardship you could be eligible for help from the Financial Assistance Fund. The fund is there to help any eligible student who has a particular financial need but we cannot meet every application we receive and we cannot always meet all of the costs that you might apply for. Full details, guidance and an application form can be found on our website - arcs.qmul.ac.uk/QMFinancialAssistanceFund

Contact

Email: bursaries@qmul.ac.uk

<http://www.arcs.qmul.ac.uk/students/finances/bursaries-grants-scholarships/>

Dean's Benevolence Fund

Students in the School of Medicine and Dentistry in financial difficulties may apply for grants or interest-free loans or a combination of both. Priority is given to students in good standing who need short-term assistance to help them complete their studies.

Contact Kate McFarlane (k.mcfarlane@qmul.ac.uk)

Telephone: 020 7882 2124

5.5 Mental Health First Aiders

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

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

5.6 Advice & Counselling Service

The Advice and Counselling Service offers confidential, professional support services to all Queen Mary students. We have helpful advice and guidance for financial, immigration and other practical issues as well as emotional, mental health and wellbeing support on our website (welfare.qmul.ac.uk). You will also find information there about our services and how to contact us.

Money and Practical Advice

Managing practical and financial matters while also focusing on your studies can be challenging. Welfare Advisers provide confidential advice and guidance about funding your studies; planning and managing your budget; tuition fees and fee status; and the practical implications of a change to your studies. We offer dedicated support for students who no longer have contact with their family (estranged), and students who have experience of local authority care, and students from a refugee background. We also provide support for students experiencing domestic abuse or forced marriage.

Check our website (<https://www.welfare.qmul.ac.uk/money/>) to see the range of advice and guidance we offer, and how to contact us.

Visa and international students' advice

Immigration rules change frequently and can be complicated. International Student Advisers provide confidential advice and guidance about visas for study (and visas for dependents) as well as other immigration issues, financial advice, and practical matters relating to life in the UK as an international student.

Check our website (<https://www.welfare.qmul.ac.uk/international/>) to see the range of advice and guidance we offer, and how to contact us.

Counselling

Life can seem like a struggle at times, and it is normal to sometimes feel a bit low or anxious. Sometimes, though, emotional and psychological issues can become too challenging, and may have a negative effect on your studies and well-being. Our Counsellors can help you to make sense of difficult experiences and feelings by providing the opportunity to think and talk reflectively, which can bring relief and meaningful changes.

The first step is meeting confidentially with one of our Counsellors to discuss what type of support might be most useful to you. This might be short term counselling, group therapy, cognitive behavioural therapy or a referral for longer term support or specialist services outside Queen Mary / in the NHS. For many students, just one or two sessions can really help. Our Counsellors are all highly experienced in working with students, and all types of issues.

Mental Health

We also have a mental health team who can advise and support you to manage a mental health condition while you are studying at Queen Mary. Our Mental Health advisers can advise you about the local NHS and other support services available in Tower Hamlets and the neighbouring boroughs as well as offering a range of interventions to help you manage your mental health.

Sexual assault and harassment advice

The Sexual Assault and Harassment Adviser (SAHA) is a specialist adviser who provides emotional and practical support to any student who has experienced sexual assault or harassment, whether that's happened recently or in the past. The SAHA can support you whether this happened at University or not.

The SAHA can provide you with practical support, such as advice around your safety, impartial information and support around your options for reporting both within the University and externally, and signposting/referring you to appropriate support services both within the University and out. The SAHA can also provide emotional support, including supporting you to understand and manage the impact of sexual violence, working with you to develop positive coping strategies and helping you to re-build your self-esteem and trust in yourself and others.

Contacting the Advice and Counselling Service

For more information about available services and contact details please visit the Advice and Counselling Service's website:

www.welfare.qmul.ac.uk

Email: [via website online form](#)

5.7 Disability and Dyslexia Service

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

- Support and guidance in applying for the Disabled Student's Allowance (DSA)
- Support for international disabled students
- Liaison with staff in Queen Mary's Schools and Institutes regarding 'reasonable adjustments'
- Support in ensuring that course materials are fully accessible
- Diagnostic assessments for students who think that they might have specific learning differences
- Specialist one-to-one study skills support for students with dyslexia and other specific learning differences
- Specialist mentoring support for students with mental health difficulties and autism
- On-site DSA needs assessments
- Access to non-specialist human support, e.g. note-taking
- Access to assistive technology
- Guidance in accessing Examination Access Arrangements, e.g. additional time

Contact

Telephone: 020 7882 2756

Web: www.dds.qmul.ac.uk/

Email: dds@qmul.ac.uk

5.8 Library Services

Library Services at Queen Mary is your source for knowledgeable, helpful staff, study environments supporting a range of modes of learning and research, and access to your core and wider reading needs, as well as specialist support for managing and sharing your research.

Academic Skills

The Teaching and Learning Support team within Library Services works in a number of ways with taught students at any level, undergraduate or postgraduate, from any subject discipline, to develop the skills and practices needed to become more effective in their academic work and excel at university.

Areas covered include: writing for academic purposes, finding and evaluating relevant literature and sources of information, adapting to university, effective reading and note-making, maths and statistics support, presentation skills, time management, critical thinking, understanding marking criteria, using feedback, writing in different disciplines, revision and exam preparation and avoiding plagiarism.

Faculty Liaison Librarians, Senior Academic Skills Advisers and Information Skills Assistants offer support and developmental opportunities in the form of one-to-one tutorials, workshops, drop-ins, and self-access resources. In addition, we host [Royal Literary Fund \(RLF\) Fellows](#) who offer writing advice to both taught and research students.

For more information on the services and resources available, and how to access them, visit <https://www.qmul.ac.uk/library/academic-skills/>

Where do I study?

We manage a range of study environments that support different modes of study, including our three London campus libraries at Mile End, Whitechapel, and West Smithfield; each has a character and ambience of its own. From individual silent study to small group study, to hybrid working, our spaces are open seven days a week for long hours to meet your needs. On our Mile End campus, we provide a number of reserved and bookable study spaces for postgraduate use only.

[Find out more about Libraries and library-managed study and research spaces](#)

How do I find the reading materials I need for my course?

Our collections cover core reading texts and media set via reading lists, wider reading for context and deeper understanding, as well as research texts and other material to support broader exploration. Our collections are a mixture of physical and electronic editions. Where we do not hold an item that you would like to access, we may be able to purchase it, borrow it via Inter-library loan from elsewhere, or provide you with access via membership to another university or research library.

[Start searching the collections using Library Search](#)

Your reading list is a good place to start or see the guide for your subject on our website for a wider overview of the types of resources supporting your area of study.

How do I find help?

All the up-to-date information on our services is available on our website. If you need help getting answers to questions, you can contact us remotely via webchat or email, and in person at the Welcome Desks in each of our libraries.

Contacts for Library Services

Website: <https://www.qmul.ac.uk/library/>

Email: library@qmul.ac.uk

Webchat: <https://qmul.libanswers.com/>

Telephone: 020 7882 8800

You will find up to date details of all library services on the website <https://www.qmul.ac.uk/library>

5.9 English Language Support

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

5.10 Careers and Enterprise

The QM Careers and Enterprise Team provides a range of services that enable you to develop your employability skills, access work experience and graduate job opportunities, network with employers and decide on your next steps after graduation.

Students in every School are able to participate in a diverse careers programme. This might include in-curriculum lectures, lunchtime workshops, professional career options panels, 1-to-1 careers guidance, application feedback appointments and mock interviews. This is supported by a wealth of careers information online.

There are over 100 employer-led events on campus a year, from fairs to skills workshops. These offer you the chance to network with recruiters and get training on self-presentation skills for the recruitment process. We also provide a range of paid work experience opportunities, from real life consulting projects via QConsult to part-time or full-time internships via QInterns, as well as taster programmes that give you understanding about different sectors and employers.

For those who are aspiring entrepreneurs and social entrepreneurs, our enterprise programme supports students in setting up their own businesses via seed funding, 12 week Incubator programme, events, bootcamps and 1-to-1 careers guidance.

Get the latest news on social media, search jobs on our online jobs board, read our jobs blog or website for advice and insights and use our practice interviews and psychometric test software.

You can:

- Book an appointment for one-to-one careers guidance. Book by phone (020 7 882 8533) or in person up to a week in advance, or drop by on the day – we may have appointments free. We are also able to offer all our appointments to run remotely.
- Find out more about the world of work from employers and former students at our careers events www.qmul.ac.uk/careers/events/.
- Attend workshops on job applications, interviews, assessment centre techniques and a range of graduate skills – from leadership to commercial awareness www.qmul.ac.uk/careers/events/.

Find a range of part-time, and full time job vacancies on our website www.qmul.ac.uk/careers/jobs-and-experience/.

Use our work experience hub to find out about internships, temporary work or local work experience placements <http://www.qmul.ac.uk/careers/jobs-and-experience/>

5.11 Student-Staff Liaison Committee (SSLC)

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

5.12 Quality Assurance and Student Feedback

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

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

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

5.13 Postgraduate Taught Experience Survey (PTES)

The Postgraduate Taught Experience Survey (PTES) is conducted every year. It is facilitated by Advance HE, the national body that champions teaching excellence. The PTES gives you, as a postgraduate taught student, an opportunity to give your opinions on what you like about your time at Queen Mary, as well as those aspects that you feel could be improved. Please do consider completing the survey; your feedback really is invaluable and will help us make a difference for future generations of Queen Mary students. <http://my.qmul.ac.uk/your-voice/feedback/postgraduate-taught-experience-survey/>

5.14 Module Evaluations

At the end of each taught module you will receive a module evaluation questionnaire which gives you the opportunity to comment on the modules you have taken and make suggestions regarding aspects of the courses that could be improved. The School takes your comments very seriously but you are asked to provide constructive feedback, and not to use these forms to make overly-personal comments about particular members of staff. This is likely to be distributed in hard copy in the last session of the module but is sometimes provided online. The evaluation is your opportunity to provide us with your views of your experience of the teaching, assessment and feedback received. The response is taken into account for future programme delivery. Please bear in mind when commenting on the feedback provided that in some cases you might not be in receipt of grades and comments that relate to your coursework, so it is important that you think of feedback as the interactions that you have with teaching staff throughout the course, not just as the formal notification of grades and comments that follow your coursework submissions. We value feedback and provide it in many forms, ranging from direct discussions in 1:1 to group feedback and peer-assessment. You should also bear in mind that for modules that are co-taught with students from other MSc programmes that given the large body of students and the nature of assessment, it is not always possible to deliver grades within the 15 working days that is the standard we impose ourselves for taught modules.

6. QMUL Calendar and Semester Dates

The following two programmes follow an 11-week teaching semester with one week for reading week in both semester A and B:

Structure of the academic year for above students:

6.1 MSc Biomedical Sciences

The Academic Year is split into two semesters, each of 11 weeks' duration, and two exam periods of approximately 3 weeks. Semester A runs from September to December and Semester B runs from January to April. The two teaching semesters are referred to as Semesters 1 and 2 or, more commonly, as Semesters A and B, respectively.

For 2022/23 the main semester and examination dates are as follows:

Welcome Week:	Week commencing 19 th September 2022
Semester A Teaching:	26 th September 2022 - 16 th December 2022
Study Week	19 th December – 22 nd December 2022
Study Period	3 rd – 4 th January 2023
Semester A Exam Period	5 th – 20 th January 2023
Semester B Teaching:	23 rd January 2023 - 14 th April 2023
Study Period	2 nd – 3 rd May 2023
Exam period:	4 th May – 2 nd June 2023
Late Summer Exam period:	7 th - 18 th August 2023 (for resit and deferred first sit exams)

These and other key QMUL dates are available online at www.qmul.ac.uk/about/calendar/

For timetabling purposes, you will need to know the date of each week of term, as some classes only run in specific weeks. For example, week 1 is the first week of the semester, and in Semester A this begins on Monday 26th September, whilst in Semester B it begins on Monday 23rd January.

Semester A

CANM937 Research Methods (Barts Cancer Institute; 15 credits)

BIO491P Advanced Biochemical Research Methods (SBBS Biochemistry Department; 30 credits)

BMD701P MSc Biomedical Sciences Literature Review (SBBS Biochemistry Department; 15 credits)

Semester B

CANM938 Research Lab Skills (Barts Cancer Institute; 15 credits)

BIO491P Advanced Biochemical Research Methods (SBBS Biochemistry Department; 30 credits)

BMD700P MSc Biomedical Sciences Research Project (you will be based in a research lab; 105 credits)

Semester C

BMD700P MSc Biomedical Sciences Research Project (you will be based in a research lab; 105 credits)

It is expected that discussing, planning for and reading around the research project will commence in semester A. This includes preparing a literature review (BMD701P) of the research project.

6.2 MSc Psychology; Mental Health Sciences

The Academic Year is split into three semesters: two teaching semesters each followed by an exam period, and a third Semester dedicated to running and completing the research project.

For 2022/23 the main semester and examination dates are as follows:

Welcome Week:

Monday 19th - Friday 23rd September 2022

Semester A: 26th September – 16th December 2022
Semester A Exam Period: 5th – 20th January 2023

Semester B: 23rd January 2023 - 14th April 2023
Semester B Exam period: 4th May – 2nd June 2023

Semester C has typically no teaching and is dedicated to running and completing the research project.

Late Summer Exam period: 7th - 18th August 2023 (for resit and deferred first sit exams)

These and other key QMUL dates are available online at www.qmul.ac.uk/about/calendar/

Students on MSc Psychology: Mental Health Sciences will take the following modules:

Semester A

WOFM981 Mental Health in Context (30 credits), run by the Centre for Psychiatry
PSY711P Academic Skills in Mental Health Sciences Part I (15 credits)
PSY702P Advanced Research Methods and Statistics (15 credits)

Semester B

PSY713P Academic Skills in Mental Health Sciences Part II (15 credits)
PSY704P Social-Environmental Influences on Mental Health and Well-being (15 credits)
PSY705P Cognitive Neuroscience (15 credits)
PSY706P Psychiatric Genetics and Genomics (15 credits)

Over semester A, B and C

PSY700P Psychology MSc Research Project (60 credits)

It is expected that discussing planning for and reading around the project will commence in semesters A and B, and that semester C will be fully dedicated to the research project.

Students of the MSc Psychology: Mental Health Sciences will be assigned an Advisor, who will be an academic of the Psychology Department with teaching responsibilities on the MSc. Advisors act as an additional point of contact for students and will be available for giving advice on academic progress and plans. Advisees will be invited to meet their Advisor as a group, as part of induction week. Students will be given the option to meet their advisor at least once every semester.

Structure of the academic year for programmes with block teaching:**6.3 MSc Bioinformatics****Welcome Week:**

Monday 19th - Friday 23rd September 2022

Semester A:

Four consecutive modules will be taken throughout Semester A. Each module typically consists of two-weeks of teaching followed by one assessment week.

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

Module One = 26.09.22 - 14.10.22

BIO720P AI and Data Science in Biology (15 credits)

Module Two = 17.10.21 - 04.11.22

BIO722P Coding for BioScientists (15 credits)

Module Three = 07.11.22 - 25.11.22

BIO724P Statistics for Biologists (15 credits)

Module Four = 28.11.22 - 16.12.22

BIO726P Unix and Analysis of Large Genomic Datasets (15 credits)

Semester B:

23.01.23 – 03.03.23

BIO727P Bioinformatics Software Development Group Project (30 credit module)

Research Project = March - August

BIO702P (90 credits)

6.4 MSc Plant and Fungal Taxonomy, Diversity and Conservation**Welcome Week:**

Monday 19th - Friday 23rd September 2022

Semester A:

Four consecutive modules will be taken throughout Semester A. Each module typically consists of two-weeks of teaching followed by one assessment week.

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

Module One = 26.09.22 - 14.10.22

BIO771P Research Frontiers in Biodiversity, Evolution and Conservation (15 credits)

Module Two = 17.10.21 - 04.11.22

BIO773P Statistics and Data Analysis (15 credits)

Module Three = 07.11.22 - 25.11.22

BIO743P Fungal Taxonomy and Diversity (15 credits)

Module Four = 28.11.22 - 16.12.22

BIO789P Biodiversity Survey & spatial analysis (15 credits)

Semester B:**Module Five = 23.01.23 - 10.02.23**

BIO741P Plant Taxonomy and Diversity (15 credits)

Module Six = TbC

BIO778P Field Study Skills in a Biodiversity Hotspot (15 credits)

Research Project = remainder of the year

6.5 MSc Biodiversity & Conservation

Welcome Week:

Monday 19th - Friday 23rd September 2022

Semester A:

Three consecutive modules will be taken throughout Semester A common to all students on the programme. The 4th module gives you the opportunity follow one of two different streams, namely 'Conservation and Habitat Restoration' stream or the 'Conservation, Ecology and Evolution' stream.

Module One = 26.09.22 - 14.10.22

BIO771P Research Frontiers in Biodiversity, Evolution and Conservation (15 credits)

Module Two = 17.10.21 - 04.11.22

BIO773P Statistics and Data Analysis (15 credits)

Module Three = 07.11.22 - 25.11.22

BIO774P Biodiversity Loss – Challenges and Solutions (15 credits)

Module Four = 28.11.22 – 16.12.22	
Conservation and Habitat Restoration stream	Conservation, Ecology and Evolution stream
BIO789P Biodiversity Survey and Spatial Analysis (15 credits)	BIO737P Ecosystem Structure and Function (15 credits)

Semester B:

Module selection in Semester B will also be determined by the stream that you selected at the end of Semester A. E.g. if you selected BIO789P then you have to choose the following modules from the 'Conservation and Habitat Restoration' stream:

Module Five = 23.01.23 – 10.02.23	
Conservation and Habitat Restoration stream	Conservation, Ecology and Evolution stream
BIO790P Conservation and Restoration in Practice (15 credits)	BIO788P Problems and Analysis in Biodiversity, Evolution and Conservation (15 credits)

Module Six = field trips - dates TBC	
Conservation and Habitat Restoration stream	Conservation, Ecology and Evolution stream
BIO796P Overseas field trip: Conservation and Habitat Restoration in Borneo (15 credits)	BIO797P Overseas field trip: Marine Ecology and Conservation in Cabo Verde (15 credits)
	OR BIO798P Overseas field trip: Terrestrial Ecology and Conservation in Borneo (15 credits)

Research Project = BIO791P (90 credits) remainder of the year

7. Scheduled Teaching & Timetables

7.1 How to access your timetable

Follow this link for more information on how to access your timetable:

<https://elearning.qmul.ac.uk/guide/where-can-i-find-my-timetable/>

7.2 Module Registration

To register for your modules you will log-in to MySIS (your personal area of SIS) with your usual computer log-in, and make preliminary choices from a list using the descriptions to tell you what the modules are about. Any core or compulsory modules will be pre-selected and you cannot change these. Also, a lot of the MSc programmes have prescribed programme diets with no optional modules.

Once you are happy with your choices, these will automatically be sent to your department or school for approval (e.g. they will make sure there aren't any timetable clashes and you have a balance of modules in each semester) – you can send comments to them with the selection if you wish. All of your selections must be confirmed and approved by the specified deadline. The final outcome of your choices will be confirmed to you by email. Module registration has to be completed by **Friday 7th October**.

All modules have a limited number of places, and priority is given to students who are required to take them for their programmes. Therefore it is important that you choose your electives and complete module registration as soon as possible.

Please note, new students register for modules in September whereas some continuing students will register for modules before they come back to university in September i.e. continuing students may have the opportunity to register in April 2023 and can review these selections at the start of the academic year beginning September 2023.

Students may be permitted to change programmes in the first two weeks of the academic year. There may be restrictions as to whether this is permissible if students fail to meet the entry criteria or have failed to undertake core and compulsory modules. Some changes will continue to be permitted at later points in the academic year, for example where students wish to transfer onto or off of a programme that includes a period in industry/overseas.

For further details about each module please refer to the Module Directory

<https://www.qmul.ac.uk/modules/>.

7.3 Field courses

We have moved all field work to Semester B to give the greatest chance of those options going ahead. They will require your attendance at a location away from Queen Mary and frequently run outside of the normal teaching semesters.

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

You will hear more about the field trip locations, dates and arrangements during Semester A.

Health Questionnaire

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

7.4 Travel Insurance

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

The passcode is: **173466**.

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

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

For more information please visit:

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

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

8. Attendance & Engagement with your Studies

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

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

8.1 What is Learner Engagement Analytics and what does it have to do with me?

Let's begin with the basics! Learner Engagement Analytics is a term that is used to describe the data the University holds about your engagement with various services, as well as your demographic data. Learner Engagement Analytics is often referred to as LEA, so you may also have heard about it under that name. Currently, your engagement data comes from your digital footprints that you leave when you use QMPlus and other University systems and data about your grades and academic history. When all this data about you is brought together in one system, it's called Learner Engagement Analytics.

The following types of data may be used for the LEA system at Queen Mary:

- Background information: your name, identifiers used by the University, contact details, and a link to the photo we hold of you.
- Details about your course, the modules you are taking, the credits you have achieved and your advisers.
- Details of your assessments, marks and grades obtained.
- Details of your activity in **QMPlus and other digital systems**: logins, resources viewed, assessments submitted and graded, and session timeouts.
- Details about your engagement with teaching activities.
- Any extenuating circumstances that have been approved.
- As part of the ongoing development of the LEA platform we will be including some data about your use of reading lists and may pilot the inclusion of some other data about your library usage.
- We may link data for **Statistical Purposes only** to your date of birth, ethnicity, gender, declared disabilities, entry qualifications, whether your parents were in higher education, your socio-economic background, whether you are an overseas student. Two of these data types are what is known as special category personal data: Ethnicity and Disability. They are being included within our models with the aim of improving our monitoring of equality of opportunity and to improve the accuracy of the models. These statistical analyses will allow us to identify different patterns of engagement between different groups. They will not be used to identify individuals.

As you can see, LEA has a lot to do with you – it's data about you! The University has collected this data about you for a long time, but the University has decided to create a system that brings your data from different sources together, and this new system is going to be used to analyse your data to better understand and support your journey through the University.

What will my data be used for?

It's good to be careful with your personal data, and we can assure you that your data will only be used to improve the student experience and provide tailored support when you need it. For example, in schools where LEA has been implemented in 2021-22, if we can see that your engagement has decreased, your Advisor and the student support staff in your school might reach out to you to see if you need a bit of extra support to get back on track. Another benefit is that the engagement data from all the students in your cohort can help academic staff to improve their learning materials. If a lecturer can see that most students

in your class aren't opening the resources on QMPlus, it might be sign that they need to redesign the QMPlus page, so it is easier for you to access the right resources at the right time.

Now that you know what we do with your data, we also want to make it clear that your data will never be used for assessment unless you have explicitly been told that this is the case (this is only the case for a small minority of courses that have relied on engagement data for assessment for a long time, so this isn't a new feature of the LEA system). Similarly, if we can see that you have disengaged, the LEA system will never be used to make any automatic decisions about your progression. Finally, your data will never (not now, not in the future) be used for the purpose of the Prevent scheme.

Your data – like all other kinds of data the University collects about you – will be processed in accordance with the University's [Data Protection Policy](#) and [Student Privacy Notice](#).

Who will have access to my data?

We know that you probably don't want lots of people to see your data, and only a small group of people will have access to your data. Only two groups of people will have access to your data. The first group is staff whose job it is to support you and your learning. This includes your Advisers, academic staff and student support staff. Only staff that work directly with you (so not all staff across all parts of the university) have access to see your data. The second group is staff whose job it is to develop and maintain the LEA software. This may include IT staff and staff from external software suppliers. When staff from both of these groups access your data, they must adhere to strict data protection rules. Your data will also be combined with other students' data to find trends and enable comparison. When your data is used this way, it will not be possible to identify you.

What will happen if my LEA data shows a lack of engagement?

Our first step will always be to try to get in contact with you to find out what is going on. Usually, your Advisor or someone from your Schools' student support team will contact you. If you're going through a difficult period or you are struggling to keep up with your academic work, the staff member will signpost you to relevant support services and see if any additional support needs to be put in place.

We know that all students have different study habits, so if you feel the LEA data doesn't accurately reflect your engagement, you can discuss this with the staff member that contacts you.

Your LEA data will never be used to make automatic decisions about your progression – a staff member will always reach out to you before any decisions are made!

What's the future of LEA?

First of all, we're working on a dashboard that will give students a simple way to see their own Learner and Engagement Analytics. The intention is that students can choose to use this data to monitor their progress and get an accurate idea of their progress compared to the rest of their cohort. It will of course not be compulsory to check your LEA Analytics data – it's a tool you can choose to use if you find it helpful.

As the LEA system develops, the system will also be able to make predictions based on the data that comes into the system. This feature is not available yet, but when it becomes available, it will allow staff to identify if you might need a bit more support. It will also be a way for you and your Advisor to discuss your expectations for your academic results and see if you need to adjust your engagement to make it more likely that you can achieve the results you want.

I have a concern or a question. Who can I contact?

We want to be completely transparent about the way LEA works at Queen Mary, so don't hesitate to get in touch if you have a concern or a question. In the first instance, please contact your Adviser.

8.2 Completion of coursework

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

You should be aware of the following points about coursework:

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

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

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

8.3 Extenuating circumstances (ECs)

Extenuating circumstances (ECs) are defined by Queen Mary as

‘circumstances that are outside a student’s control and which may have a negative impact on a student’s ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student’s achievement’.

This includes sudden/acute illness, death of a close relative and other circumstances beyond your control that have had a negative impact on your ability to study.

The following are not considered extenuating circumstances and a claim made solely on one or more of these grounds will be rejected.

- i failure to submit or complete an assessment.
- ii arriving late for an examination or assessment/travel disruptions.
- iii misreading or not checking for updates to a timetable.
- iv having multiple examinations or deadlines in close succession.
- v computer failure and/or loss of work.
- vi employment commitments.
- vii academic workload issues.
- viii planned holidays or events, including activities with Queen Mary Students’ Union.
- ix submission of an ‘incorrect’ version of an assessment.
- X observance of a religious festival or holy day (it is expected that you would plan ahead for coursework deadlines and that you complete the ‘religious holiday exemption’ form when exams are being scheduled).
- Xi long-term personal/health conditions are not automatically valid as ECs (unless it is an acute flare-up or a particular condition) and this is also true of specific learning differences (e.g.

ADHD or dyslexia – as you will have a student support summary in place which will already have put in place reasonable adjustments)

What is Fit to Sit policy

If an assessment of any type is attempted then you are deemed as being 'fit to sit' and can't then submit ECs for support with the marking process of that assignment. We accept ECs in advance of a deadline for extension requests and after a deadline to support non-submissions. In those cases, if the non-submission is an exam then a first sit re-sit is granted and if the non-submission is coursework then a new deadline is granted. The new deadline is determined by the type of EC that has been submitted.

8.4 How do I apply for extenuating circumstances?

You will submit your claim via MySIS under the section entitled 'Extenuating Circumstances' at the top of the screen. This applies to all assessed modules that you are registered for. There is a user guide for this MySIS task and more information about this from the following link:

<https://www.qmul.ac.uk/student-experience/student-wellbeing-hub/extenuating-circumstances-a-guide-for-students/>

There are two types of ECs – Standard and Self-certification:

1. Standard

Evidence is required to support this type of claim. There are no limits on number of claims.

Examples of suitable evidence:

- Medical notes (e.g. hospital admissions certificate)
- Supporting statement for health professional (e.g. counsellor)
- Student Support Summary (this is in place for all students who have disclosed a diagnosed long-term health condition)
- Death Certificates
- Crime Reference Numbers
- Supporting evidence from court / solicitor regarding legal proceedings
- Letter regarding Jury Service

You can claim for a 'deferral' or 'missed submission'

- **Deferral** = if approved you will be granted a new deadline 14 calendar days after initial deadline.
- **Missed submission** = if approved you will be granted a first-sit re-sit for online assessment or new deadline for coursework 14 days after initial deadline.

In each case the new deadline will be determined by the Extenuating Circumstances.

2. Self-certification

No evidence is required to support this claim *but note that this is not automatic approval*. You can claim in this way three times per year.

Please note the following rules:

- One application can cover several modules.

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- It is not permitted to use consecutive self-cert applications (i.e. you cannot claim for two back-to-back seven-day periods using self-certification).
 - You cannot use a self-cert application more than once for the same assessment.
 - **7-day rule:**
 - The extenuating circumstances must cover a period within 7 calendar days (or less) of the original deadline (pre or post deadline) or this will be rejected.
 - For online assessments = an approved application leads to first-sit resit.
 - For coursework = approved application leads to a new deadline **up to 7 calendar days after original deadline despite when the application was made.**

It is important to consider all of the above, particularly the 7 day rule for extensions, when you decide which type of application to make. **If you need a longer deadline extension than 7 days, then you will need to submit a standard claim and provide supporting evidence.** All claims of extenuating circumstances are considered by the SBBS MSc EC committee. All proceedings of the EC committee are strictly confidential. You will be informed of the outcome of your extenuating circumstances application via MySIS.

8.5 Absences with prior knowledge

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

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

However, if you are planning to be absent from a session (*i.e.* if you have prior knowledge of a future absence) and this will result in you missing an assessment, or will result in an absence of three days or more, then you must contact your module lead to explain this, with your Postgraduate Administrator cc'd to this email.

What type of requests for absence might be approved?

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

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

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

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

8.6 Absence for religious reasons

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

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

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

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

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

8.7 Interruption of study

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

Also note the deadlines for interruptions:

- End of Semester A = 4 January, 2023
- End of Semester B = 3 May, 2023

More information is available here:

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

8.8 Withdrawal from QMUL

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

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

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

8.9 Deregistration

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

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

If you are deregistered from:

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

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

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

Tuition Fee deregistration

When you enrol or re-enrol at the start of each academic year you agree to Queen Mary's Tuition Fee Regulations, <https://www.qmul.ac.uk/tuition-fee-regulations/>, which set the deadlines for paying tuition fees. Failure to pay your tuition fees by these deadlines may lead to your deregistration from your programme of study, under College Ordinance C3 <http://www.arcs.qmul.ac.uk/governance/council/charter/>

9. Masters Programmes and Modules

9.1 List of MSc programmes run by the School

MSc Biodiversity & Conservation

MSc Bioinformatics

MSc Biomedical Sciences

MSc Plant & Fungal Taxonomy, Diversity & Conservation

MSc Psychology: Mental Health Sciences

9.2 Programme Structure

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

10. Procedures, Rules and Regulations

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

10.1 Marks and grades for individual modules

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

How the Overall Mark for a Module is Calculated

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

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

Grading of your Final Marks

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

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

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

Publication of Marks

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

To view your marks for assessment, log-in to MySIS (your personal area of SIS) with your usual computer log-in, where they will be listed. These marks are provisional and subject to change until they are agreed by the appropriate subject examination board. MySIS will indicate whether the results are provisional or confirmed. Guides on checking your results on MySIS are available on the Student Enquiry website (<http://www.arcs.qmul.ac.uk/students/mysis-record/provisional-results/index.html>).

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

10.2 Penalties for late submission of coursework

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

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

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

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

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

10.3 Special arrangements

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

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

10.4 Plagiarism and referencing

According to the QMUL Academic Misconduct Policy:

“Queen Mary defines ‘plagiarism’ as presenting someone else’s work as one’s own, irrespective of intention. Close paraphrasing; copying from the work of another person, including another student; using the ideas of another person without proper acknowledgement; and repeating work that you have previously submitted – at Queen Mary or at another institution – without properly referencing yourself (known as ‘self-plagiarism’) also constitute plagiarism.”

See: [Academic Misconduct Policy](#)

Plagiarism is a serious offence and all students suspected of plagiarism will be subject to an investigation. If found guilty, penalties can include failure of the module to suspension or permanent withdrawal from Queen Mary.

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

- Do not "paste" text from other sources into your assignment, neither directly or indirectly through your notes. The work that would be required to modify the text sufficiently that this would not count as plagiarism is much more than the work required to formulate what you want to say—and what is relevant for your line of thought in your essay—on your own. Replacing just a few words in passages that you have copied is *not* enough to avoid plagiarism, even if you include a reference.
- Be aware that the School is using the Turnitin software to check for potential plagiarism or collusion (see below).
- Be sure to record your sources when taking notes, and to cite these if you use ideas or, especially, quotations from the original source.
- Be sensible in referencing ideas – commonly held views that are generally accepted do not always require acknowledgment of sources. However, it is best to be safe to avoid plagiarism.
- Ensure that all works used are referenced appropriately in the text of your work and fully credited in your bibliography.
- If in doubt, ask for further guidance from your Academic Advisor or the Module Tutor.

As stated above, you must also avoid self-plagiarism by failing to reference your own work that you have already used in a previous essay, or plagiarism by failing to credit the input of other students on collaborative work/group projects where such collaboration has been explicitly permitted. **If you share material with other students or use material from others students in submitted work where such joint or group work is not explicitly permitted, you are committing an act of collusion, which is penalized in a similar way as plagiarism.**

If you are in any doubt, ask for further guidance from your Advisor or Module Organiser. All students should read the **SBBS guidance on avoiding plagiarism** available on QMplus at: <http://qmplus.qmul.ac.uk/mod/page/view.php?id=296137>

10.5 Turnitin

The school is using the Turnitin software to check submitted material for potential plagiarism. The following is the School's Turnitin Statement.

Turnitin Statement for the School of Biological & Behavioural Sciences

Introduction: Turnitin is a web-based plagiarism prevention system used by most universities in the UK. This statement describes how Turnitin is used within the school and the data it creates about your work.

How Turnitin works: A Turnitin assignment is set up by a member of staff, usually on QMplus. You then access this assignment online and upload your work before the due date. Turnitin will analyse the submitted work to identify text matches with other sources and will compare the work against the current and archived web, previously submitted work, books and journals. For each piece of submitted work Turnitin provides two things:

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- A **similarity index**, which indicates the percentage of the submitted paper that Turnitin has identified as matching other sources.
 - An **originality report**, which shows each of these matches in more detail, including the source(s) that Turnitin has found.

When Turnitin is used within the School: Turnitin is used on the majority of undergraduate and post-graduate assignments that contribute towards your final grade. Turnitin will not normally be used on short assignments (e.g. under 500 words), contributions to online discussions, exercises submitted in hardcopy only, exams and computer programmes. For those assignments where Turnitin is used, all submissions to that assignment will be submitted to Turnitin.

How we use the information provided by Turnitin: Only academic staff will make a judgement on whether plagiarism has occurred in a piece of work. An academic may interpret the originality report obtained from Turnitin to help identify submissions that require further attention, but Turnitin itself does not make this judgement and the School does not simply apply a cut-off based on a threshold similarity index; we may review any originality report in detail. Turnitin will highlight matching text such as references, quotations, common phrases and data tables within work that has no plagiarism issues at all. Those interpreting Turnitin reports will discount such matches and so initial percentage similarities are often irrelevant.

Where it is suspected that plagiarism may have occurred in a piece of work, the originality report will be submitted to the SBBS Plagiarism Officer for further investigation. Specifically, work scoring more than 17% will automatically be checked for plagiarism by the Module Organizer and Plagiarism Officer and a decision is made. It is important to be aware that scoring less than 17% could still be considered to be plagiarized, and that the Turnitin score is only a guide. Consequently, if there is other evidence of plagiarism, or evidence that the Turnitin system has been manipulated, the Module Organiser and Plagiarism Officer will determine if the work is plagiarised.

When a piece of submitted coursework is deemed to be plagiarised by the Plagiarism Officer or an Associate Plagiarism Officer, one of two actions will follow. Where the submitted coursework accounts for 30% or less of the module's overall mark that piece of course work will generally be marked zero, with no right to resubmit (penalty iii of Section 13 of the QM Academic Misconduct Policy). When the work accounts for more than 30% of the module mark, or a previous offence has occurred, the work will be referred to the Academic Registrar for penalty adjudication.

How you can use the information provided by Turnitin: As a way to provide feedback on potential plagiarism, it is School policy that students can see the Turnitin similarity index and the originality report for their submitted work, and *are given one opportunity to resubmit* their work based on this feedback before the submission deadline. However, due to technical reasons, students can currently re-submit multiple times and obtain new Turnitin feedback. However, after more than three submissions generation of Turnitin is delayed by 24h. The similarity index is displayed directly on the QMplus submission page. To see the originality report, click on the number displaying the similarity index on QMplus. No other student will be able to see an originality report on your work. To help you understand what the report is telling you, please ensure you have followed the guidance on the E-Learning Unit's website (<http://www.elearning.capd.qmul.ac.uk/guide/interpreting-your-originality-report/>). If you have a question about your originality report that is not answered by the material provided by the E-Learning Unit, please direct these to your Module Organiser in the first instance.

Other things you should know:

- Turnitin stores a copy of most work submitted to it in its repository. This does not affect the ownership of or any copyright in the original work.

- Staff may configure a Turnitin assignment such that copies of submissions are not stored in its database. This will be done for all test-runs or any ‘dummy’ assignments used for training or demonstration purposes.
- Staff on your course will ensure that no commercially or otherwise sensitive documents are stored in Turnitin’s repository.
- You cannot opt out of having your work scanned by Turnitin, but if you believe that your work should be deleted after it is scanned you should contact your lecturer.

10.6 Classification of MSc award

The MSc award is classified using the Classification Mark, as below. The Classification Mark is the mean average mark for the full programme of study.

Classification Mark	Classification
70.0 - 100.0	Distinction
60.0 - 69.9	Merit
50.0 - 59.9	Pass

The College Mark shall be calculated to one decimal place and presented to the Subject Examination Board and Degree Examination Board in that form.

Exit awards

An exit award is an award at a lower level than that for which a student initially registered, where a student meets the requirements for the lower level award or has withdrawn or been deregistered.

- **PgCert award** = pass 60 credits (or pass 45 credits and condoned fail in 15 credits)
- **PgDip award** = pass 120 credits (or pass 90 credits and condoned fail in 30 credits)

Condoned Failure

Failure may be condoned in up to 30 credits if each failed module achieves 40 or higher and the mean average mark across all modules (including fails) equals 50.0 and failed module is not ‘core’ module.

For full information about the classification and award of the MSc please refer to the Academic Regulations. <http://www.arcs.qmul.ac.uk/policy>

11.1 Health and safety information

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

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

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

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

11.2 Emergency procedures

You should familiarise yourself with emergency procedures for all areas in which you work, noting the location of emergency exits, assembly points and equipment. On hearing a fire alarm in a QM building, you should immediately leave through the nearest emergency exit, unless redirected by a Fire Marshal. Do not go to any other part of the building for any reason. Proceed to the designated emergency assembly area and report to the Fire Marshal. Do not leave the assembly area or re-enter the building until instructed to do so. Failure to follow these procedures may lead to disciplinary action.

Tampering with fire alarms or fire-fighting equipment is a serious offence, and disciplinary action may be taken against any student responsible for this.

In an emergency, dial 3333 from any internal phone and clearly state the nature and location of the problem, your name, and the number you are calling from (if known). If there is no internal phone available, call 999 and follow the normal procedure. You should ensure that corridors and doorways are not obstructed and that fire fighting equipment is not removed from its station.

First aid assistance for minor accidents can be obtained by dialling 3333 from an internal phone, or 020 7882 3333 from any other telephone.

11.3 Safety in laboratory classes

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

11.4 No smoking policy

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

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

11.5 Social media

Connect with us:



@QM_SBBS

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



QMLNews



@QMUL

The QML app

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

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

Search for QML in the Apple, Google and Blackberry app stores or access the web version at:
qml.ombiel.co.uk

12. General information

12.1 Faith at QMUL

Queen Mary welcomes over 25,000 staff and students on its campuses in London and is committed to encouraging religious understanding, freedom of speech and open social interaction.

Queen Mary is proud of its diverse multicultural population. With a variety of faiths among staff and students, our facilities are designed to be places where people of all faiths are welcome to use the spaces for contemplation, reflection, meditation and worship.

Please, visit [Faith at QMUL](#) for further information, including facilities and services, policies and guidelines and other useful information.

12.2 Music

Music is central to cultural provision at Queen Mary. [Music at QMUL](#) can help if you are interested in applying for music scholarships, joining an ensemble, taking up tuition or simply attending one of the many musical events organised by Dr Paul Edlin, Director of Music. Please, visit [Music at QMUL](#) for further information.

12.3 Housing Services and Residential Services

The teams main responsibilities are:

Housing Services, based in the Housing Hub, Feilden House, Westfield Way at Mile End, manage halls applications, room allocations, room transfer requests, summer accommodation, residential fees as well as providing a comprehensive alternative housing service.

Residential Services, based at the Residences Reception, France House, Westfield Way at Mile End, look after you once you have moved into Queen Mary Halls and has three key areas you will interact with during your stay; Residential Operations, Residential Life and Residential Welfare and Support.

If you are a resident in College accommodation you should consult the Residents' Handbook for comprehensive information on all aspects of living in halls including contact details for the relevant sections of our Accommodation services: <https://www.qmul.ac.uk/residences/handbook/>.

Contact Housing Services

Email: housingservices@qmul.ac.uk

Contact Residential Services

Email: residentialservices@qmul.ac.uk

www.qmul.ac.uk/residences

12.4 Student Health Service

The [Student Health Service \(SHS\)](#) is a free National Health Service (NHS) providing a wide range of medical services. Registrations for the SHS can take place online, for all students living in inner London unless for clinical reasons. The SHS on campus is located in the [Geography Building, Mile End \(number 28 on map\)](#). If you cannot register with the SHS for clinical reasons or because you live outside inner London or if more convenient to register with a doctor close to where you live, you can find a list of local doctors through the [NHS](#) website. Queen Mary students who are not registered patients may be able to use the service in certain circumstances. Please, visit the [Student Health website](#) for further information.

12.5 Westfield Nursery

Queen Mary University Westfield Nursery is based on the Mile End campus and provides full day care for up to 65 children per day aged three months to five years. The nursery prioritises students and staff at Queen Mary, but is also available to those outside Queen Mary.

Early Years Childcare Practitioners are fully qualified with grades of level 3 in Childcare / BA (Hons) degrees in Early childhood. Staff also receive continuous professional development on early years practice.

It is open 48 weeks of the year, from 08.30 - 17.30 on weekdays.

The Nursery gives children a full week to settle in (even if they are part time) before their start date and for this there is no charge.

Early application is advised as demand is high and waiting time is usually six to twelve months. Please visit the Nursery webpage for more information and an application form.

Contact

Telephone: 020 7882 2782

Email: nursery@qmul.ac.uk

Web: www.nursery.qmul.ac.uk

12.6 Harassment policy and procedures

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

12.7 Comments and complaints

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

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

12.8 Formal Appeals

A Formal Appeal is a request to review a decision about progression, assessment or award.

Before you submit a Formal Appeal, speak to your School/Institute about the decision you wish to appeal as many issues can be resolved without the need for a lengthy formal process.

Your School/Institute will be able to provide you with feedback on your marks, or degree classification, and to answer any queries. Please note that a Formal Appeal cannot provide feedback on academic work.

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

There are two grounds for appeal:

- procedural error: Where the process leading to the decision being appealed against was not conducted in accordance with Queen Mary's procedure, such that there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Procedural error shall

include alleged administrative or clerical error, and bias in the operation of the procedure.

- that exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason, or were not properly taken into account.

A Formal Appeal must be submitted within 14 calendar days of the notification of the decision you want to appeal and should be submitted from your Queen Mary email to appeals@qmul.ac.uk.

Further information about how to appeal and the appeal form can be found on the Queen Mary website: <http://www.arcs.qmul.ac.uk/students/student-appeals/appeals/index.html>

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

12.9 Complaints

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

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

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

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

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

Office of the Independent Adjudicator (OIA)

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

5.10 Conduct

The Code of Student Discipline may apply to any action of misconduct whether it takes place on or off Queen Mary premises. The Code also applies to actions that are electronic and occur via electronic means such as (but not limited to) the internet, email, social media sites, chat rooms or text messages.

QMUL Code of Student Discipline (<http://www.arcs.qmul.ac.uk/policy/>)

5.11 Report + Support: tackling harassment, gender-based violence and hate crime

Queen Mary is committed to creating an environment for work and study where staff, students and visitors are treated with dignity and respect. We have no place for bullying, harassment and hate. We recognise that these behaviours can take [many forms](#). Any allegation of harassment, hate crime, bullying or victimisation will be treated seriously, regardless of the seniority of those involved, and anyone found to

have behaved unacceptably may be the subject of disciplinary action subject to the processes detailed in the relevant [Queen Mary policies](#).

Report + Support is our secure online platform for anyone at Queen Mary to report harassment, gender-based violence or hate crime, and find out about support options. If you have experienced or witnessed any form of bullying, harassment, violence or hate crime, please see reportandsupport.qmul.ac.uk.

All members of Queen Mary have a collective responsibility to: encourage a culture of dignity and respect; to treat others fairly, with courtesy and consideration; and to challenge inappropriate behaviour when it is safe to do so. More information can be found here: <https://reportandsupport.qmul.ac.uk/campaigns/our-commitment>.