

School of Biological and Behavioural Sciences (SBBS)

Handbook for Masters Students

2025-2026



About this Handbook

This handbook is for postgraduate taught students in the School of Biological and Behavioural Sciences (SBBS). 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/sbbs/postgraduate/>

How can this handbook be used?

This handbook should be used together with the Academic Regulations and <https://www.qmul.ac.uk/governance-and-legal-services/policy/policies-by-category/>

This handbook provides information specific to the School of Biology and Behavioural Sciences, while <https://arcs.qmul.ac.uk/students> gives information common to all students at Queen Mary. The Academic Regulations provide detailed information on progression, award and classification requirements.

Please be advised that nothing in this handbook overrides the Academic Regulations, which always takes precedence.

Other formats available

This handbook is available in large print format. If you would like a large print copy or have other requirements for the handbook, please contact [AskQM](#).

Disclaimer

The information in this handbook is correct as of September 2025. In the unlikely event of substantial amendments to the material, the School of Biological & Behavioural Sciences will inform you of the changes.

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

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Welcome to the School of Biological and 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 work in long periods between term times, this is a time commitment comparable to a full-time job. 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.

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 academic misconduct very seriously, and 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 Caroline Brennan
Head of School, Biological and Behavioural Sciences

1. How to contact staff

1.1. Contact details of Programme Directors

Director PGT programmes

Dr Anne Ropiquet
Room 5.02, 5th Floor, Fogg Building
Email:

a.ropiquet@qmul.ac.uk

MSc Artificial Intelligence in the Biosciences

Dr Moe Elbadawi
Room 6.01, Fogg Building
Email: m.elbadawi@qmul.ac.uk

MSc Biodiversity and Conservation

Prof Stephen Rossiter (QMUL)
Room 5.12, 5th Floor, Fogg Building
Email: s.j.rossiter@qmul.ac.uk

Dr Kalsum Yusah (Royal Botanic Gardens, Kew)
Royal Botanic Gardens, Kew
Email: k.yusah@kew.org

MSc Bioinformatics

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

MSc Biotechnology

Dr Ewan Main
Room 4.34, Fogg Building
Email: e.main@qmul.ac.uk

MSc Molecular Cell Biology

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

MSc Plant and Fungal Taxonomy, Diversity and Conservation

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

Dr Chin Cheung Tang (Royal Botanic Gardens, Kew)
Royal Botanic Gardens, Kew
Email: c.tang@kew.org

MSc Psychology (Conversion)

Dr Gwen Brekelmans
Room 2.04, 2nd Floor, Fogg Building
Email: g.brekelmans@qmul.ac.uk

MSc Psychology: Mental Health Sciences

Dr Cristina Cioffi
Email: c.cioffi@qmul.ac.uk

1.2. School Office Reception

Room 1.03, 1st Floor, G.E. Fogg Building

The G.E. Fogg Building lies off Bancroft Road and its main entrance faces Graduate Square. Please see the map below for details.

The office is open:

Term-time (Semester A and B)

09:00 – 16:00

Outside Term time

10:00 – 13:00 and 14:00 – 16:00

Should you have a programme related administrative query please submit this to: [AskQM](#)

Postal Address:

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

1.3. Mile End Campus

Mile End Campus

Educational/Research

ArtsOne	37
ArtsTwo	35
Arts Research Centre	39
Bancroft Building	31
Peter Landin 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
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
IQ East Court	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
Maynard House	44
Pooley House	60
Selincourt House	51
Scape Canalside (Residents only)	66
Varey House	49
Reception	54

Facilities

Advice and Counselling Service	27
Canalside	63
Careers Centre	64
Clock Tower	20

CopyShop	56
The Curve	47
Disability and Dyslexia Service	31
Drapers' Bar and Kitchen	8
Ground Café	33
The Nest	24
Housing Hub	48
IT Services	31
QM Social	29
Occupational Health Service/ Student Health Service	28
Octagon	19a
Portering and Postal Services	17
Qmotion Sport & Fitness Centre	
Sports Hall	7
Security	38
St Benet's Chaplaincy	23
Student Enquiry Centre	64
Student Union Hub and Multi Faith Rooms	34
Union Shop	9
Village Shop	52
Westfield Nursery	11

Building closed for major refurbishment

Information

Visitors who require further information or assistance should please go to the Security Office.

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

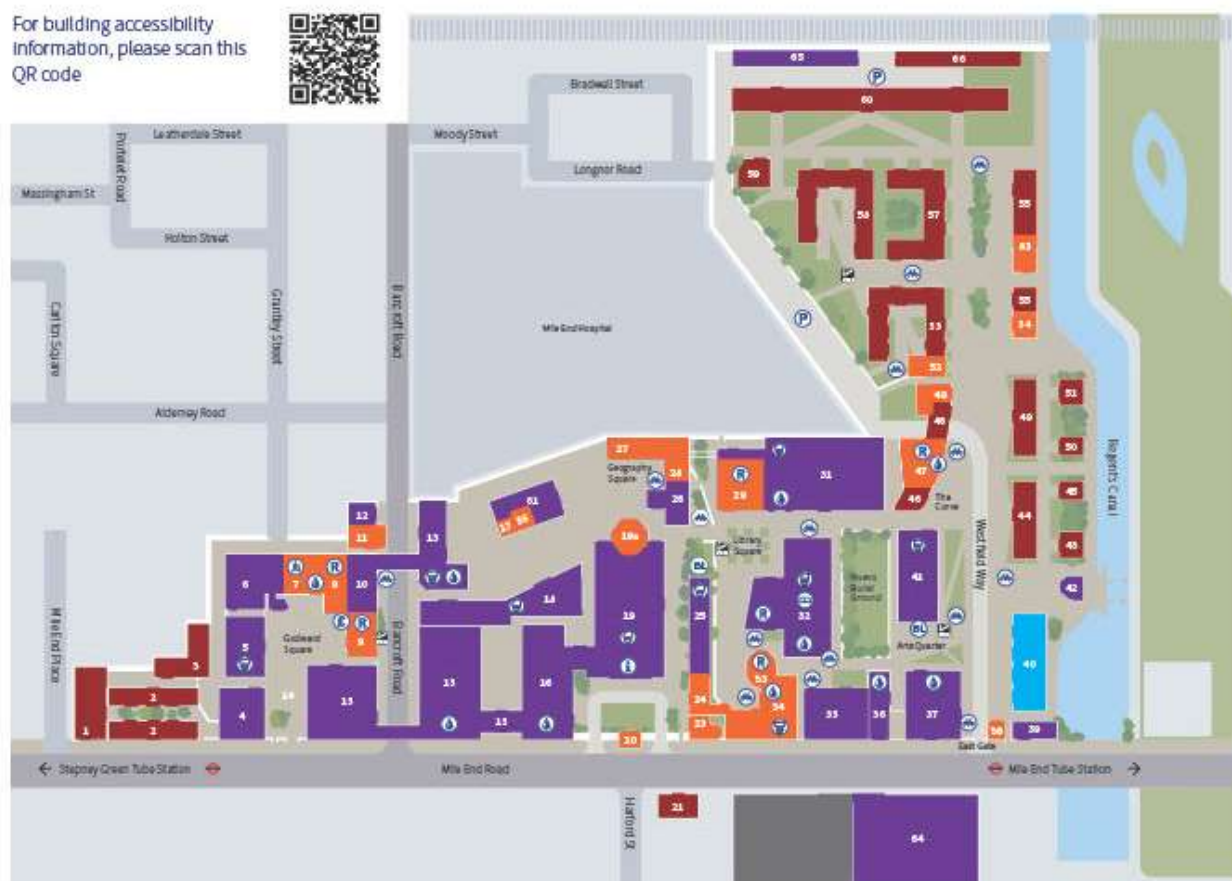
Electronic cigarettes permitted on outside spaces **only**.

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
- Refreshments: Bar/Eatery/Coffee place
- Staff car park
- Bicycle parking
- Bicycle lockers
- Cash machine
- Water fountain
- Smoking area/shelter
- Gender-neutral toilet

For building accessibility information, please scan this QR code



1.4. Guide to lecture rooms

Lecture Rooms / Workshop Rooms

Abbreviations	Building Name
Arts One	Arts Building 1 (Entrance off Mile End Rd)
Arts Two	Arts Building 2 (Entrance to rear of library)
Bancroft xxx	The Bancroft Building
BR xxx	Bancroft Road Teaching Rooms (Entrance through Bancroft Rd)
Drapers LT	Geography Building (Lower Ground Floor)
Fogg LT	GE Fogg Building (Ground Floor)
David Sizer LT	The Bancroft Building (Ground Floor)
EB xxx	Queen's Building (East Basement)
Eng xxx	Engineering Building
GO Jones xxx	GO Jones Building
Geog xxx	Geography Building
Great Hall	People's Palace (Ground Floor)
JP xxx	Joseph Priestley Building (Ground Floor)
Laws xxx	Laws Building
Mason LT	The Bancroft Building (1 st Floor)
Maths LT	Maths Building (Ground Floor)
Octagon	Queen's Building
PP1	People's Palace (Basement)
PP2	People's Palace (Basement)
Queens	Queen's Building
Skeel LT	People's Palace (1 st / 2 nd Floor)
W207 PC	Queen's Building (W207, 2 nd Floor)

Notes:

1. The main entrance to the Bancroft Building is off Library Square. (The Bancroft Building is separate and different from the Peter Landin Teaching Rooms; rooms beginning with PL are in the Peter Landin Teaching Rooms - entrance in Bancroft Road).
2. 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).
3. Fogg Lecture Theatre is Ground Floor of G.E. Fogg Building.
4. Bioinformatics Lab is in Queens' 2.09.

Maps are available online at:

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

2. About the School

In 2005, the School of Biological Sciences and the Department of Chemistry merged to create the School of Biological & Chemical Sciences (SBCS). Since then, the School has grown to include a Psychology Department. In the summer of 2021, the Chemistry Department transitioned to the School of Physical and Chemical Sciences, leading to the renaming of SBCS to the School of Biological and Behavioural Sciences (SBBS). SBBS operates from two buildings on the Mile End Campus: the GE Fogg Building and the Joseph Priestley (JP) Building. Academic staff are located in both buildings, each housing teaching laboratories. The sole lecture room is the Fogg Lecture Theatre, situated on the ground floor of the GE Fogg Building.

The School of Biological and Behavioural Sciences at Queen Mary offers a broad-based training in the field of Biology and Psychology 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 four divisions: Biochemistry, Biology, Biomedical Sciences 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 a School Education Committee which meets at least once a term and consists of all members of the teaching staff, plus representatives of postdoctoral staff, postgraduate and 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 Voice Committee, with course representatives from the various degree programmes and year groups, for discussion of student matters.

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:

- 09:00-16:00 during Semester A and B
- 10:00-13:00 and 14:00-16:00 out of semester

2.2. Academic Staff and Teaching Management

Head of School	Professor Caroline Brennan
Director of Education	Dr Sally Faulkner
Deputy Director of Education (UG)	Dr Tim Fulton
Deputy Director of Education (PGT) Director of Postgraduate Taught Programmes	Dr Anne Ropiquet

2.3. Advisors

You will be assigned an Advisor who will typically support you throughout your time at QMUL. Your Advisor should be your primary contact for any academic or personal matters while you are a student. They can assist you with pre-selecting your modules and provide guidance on addressing any challenges you may face, whether academic or personal. They are usually the person who will write references for you, both during your studies and after graduation. For a more detailed overview of your Advisor's roles and responsibilities, as well as their expectations of you, please visit:

<https://www.qmul.ac.uk/newstudents/when-you-arrive/advisors/>.

If you would like to meet with your Advisor, you should arrange an appointment by emailing them to find a mutually convenient time, usually in their office. In your email, please include all the times you are

available and indicate the urgency of your request—whether the matter requires their attention today, within the next few days, or within the next week.

If you wish to change your Advisor during your studies, you will need to schedule a meeting with the Director of PGT. Please note that changes of Advisor will only be approved in exceptional circumstances where a student can provide a 'good reason' for the change. You may also contact the Director of PGT if you have been unable to resolve an academic or pastoral issue with your advisor and/or your programme director.

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

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 contact the SBBS Professional services Team by submitting your query to: [AskQM](#).

3. Enrolment and Registration

3.1. QM Academic Registry

The Academic Registry at Queen Mary is responsible for all aspects of student enrolment and registration. Its student administration office is named the “Student Enquiry Centre” (Using the Mile End campus map, the main office is on the ground floor of the IQ East Court. You can also submit your query to: [AskQM](#)

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 your Advisor or the School’s professional services staff via [AskQM](#)

or the SBBS Reception.

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. For example, you require your ID card to gain access to the teaching laboratories in the GE Fogg and JP Buildings.

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. Please be advised that a fee is charged to replace lost ID Cards.

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 your course. 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 other support services, notes may be kept and shared with appropriate individuals. You may make use of Queen Mary’s Report and Support Tool, or another user may identify you in doing so,

which could result in personal data, including special category personal data or data relating to criminal offences being processed. Please refer to the privacy notice for more information.

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](#) (HESA) - 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, 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 letter (electronically or manually), 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:

[Personal details - Registry Services](#)

However, it is most common for SBBS, Queen Mary and the Students' Union to contact you by your Queen Mary email. You are assigned a university email address when you enrol, and you are responsible for checking this account daily. 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 and email addresses of all staff are listed on the SBBS website. If you wish to communicate with a member of staff in writing then you should do this by email.

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 poorly 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 university 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 and complete your module registration. 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 academic year, your examination marks and overall module marks will also be published on the MySIS system.

Throughout the year, individual coursework elements can be viewed on the QMplus module pages, and your calculated coursework marks will be uploaded to MySIS alongside your final examination mark. To view your assessment marks, log in to MySIS using your usual credentials, where they will be listed in your personal area. Please note that these marks are provisional and subject to confirmation 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: <https://arcs.qmul.ac.uk/students/sec/>.

At the end of each semester, ensure that your coursework marks have been correctly entered and report any issues to the SBBS Exams Team immediately, as it can be challenging to amend marks later on. You can contact them via [AskQM](#).

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 and/or documentation. Guidance is also available if you wish to change your 'known as' name.

You can find out more information on the Student Enquiry Centre website: <https://arcs.qmul.ac.uk/students/mysis-record/personal-details/>

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 qplus.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 your programme hub.

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 on your programme:
<https://qplus.qmul.ac.uk/course/index.php?categoryid=1424>

- [MSc Biotechnology - 2025/26 | MyQMUL](#)
- [MSc Biodiversity and Conservation Hub - 2025/26 | MyQMUL](#)
- [MSc Bioinformatics Hub - 2025/26 | MyQMUL](#)
- [AI in the Biosciences hub 2025/26 | MyQMUL](#)
- [MSc Molecular Cell Biology - 2025/26 | MyQMUL](#)
- [MSc FT Psychology \(Conversion\) Hub - 2025/26 | MyQMUL](#)
- [MSc Plant and Fungal Taxonomy, Diversity and Conservation Hub - 2025/26 | MyQMUL](#)
- [MSc Psychology - Mental Health Sciences Hub - 2025/26 | MyQMUL](#)

On the landing page, you can find information and/or links on modules, assessments, contact details or Extenuating Circumstances Procedures for example.

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

We aim to provide exceptional support and innovative solutions to make your academic journey smoother and more enjoyable.

From the moment you step foot on campus, our comprehensive range of services is available. We understand that seamless access to email and the internet is essential for your studies, and we have implemented state-of-the-art technology to ensure a fast and reliable connection. Our high-performance computing resources are tailored to support your research endeavours, enabling you to push boundaries and make ground-breaking discoveries.

We have strategically placed computer rooms throughout the campus to cater to your needs. Equipped with the latest technology, these rooms are readily available for you to utilise. Logging in with your Queen Mary username and password grants you access to all the applications necessary for your coursework. We want to empower you with the tools you need to succeed.

Your IT Account: Details of your Queen Mary username and password will be emailed to your personal address before enrolment. Don't hesitate to contact the service desk – details below – if you have not yet received these.

Find an available PC on campus: Use the interactive map at <http://availability.stu.qmul.ac.uk/> to locate available PCs on campus.

Laptop Loan Service – for Students

QMUL students can borrow DELL laptops from the self-service machine on the Library ground floor at Mile End and Whitechapel Library. We offer 180 laptops for loan at Mile End Library and 24 at Whitechapel Library. Laptops can be borrowed for up to 8 hours.

More details can be found here: [Laptop Loans - Library Services](#)

AppsAnywhere and Free and Discounted Software for Students

Students have access to a range of free and discounted software such as Office 365, SPSS and NVivo etc., more details and how to request this can be found here: <https://www.its.qmul.ac.uk/support/self-help/software/free-and-discounted-software/>

Our 'AppsAnywhere' service allows you to access some of Queen Mary's specialised apps when away from your department or off campus using your personal computer and QMUL account: <https://www.qmul.ac.uk/its/our-services/services-for-students/apps-anywhere/>

Wi-Fi: The wireless network you use to connect your devices is **Eduroam**. Instructions on how to connect your devices to our Wi-Fi network can be found at <https://www.qmul.ac.uk/its/our-services/staff/wifi/>.

Halls of residence are fully networked with Wi-Fi and each study bedroom has both Wi-Fi and a wired socket for your convenience.

Access to e-mail, QMplus, the online learning environment and other services relevant to your study at Queen Mary is available online.

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: checking your course timetables, logging into QMplus and your Queen Mary email, searching for and renewing 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>

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

4.7. Print, Copy, Scan

The Central Print Service has printers located across every campus for student use, offering copying and scanning facilities in addition to printing.

Our wireless printing services offer you the convenience of printing from anywhere at any time.

More information about wireless printing services is available on the ITS web page at

- <https://www.qmul.ac.uk/library/using-library-services/pcs-printing-and-wi-fi/>.
- [Print, copy and scan - IT Services](#)

4.8. Contact the IT Service Desk

The IT Service Desk is your primary contact for all IT help, support and advice.

Students and staff can use 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. The QMUL IT Service Desk is the first point of contact for all IT issues for our entire user community (including staff, students and visitors). We are dedicated to providing you with a high-quality user

experience and are on campus Monday to Friday, from 7 am-7 pm (with out-of-hours support available 24/7/365).

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

5. Student Support and Feedback

5.1. My QMUL

My QMUL is a student section of the Queen Mary 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.

The website includes a variety of resources, such as:

- Academic and student support services
- Academic year schedule
- Campus facilities
- Key Academic Regulations
- 'How to' advice
- QM contact information
- Calendar
- Graduation details
- Student administration and enrolment advice
- QM policies
- Campus and QM information

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

By accepting a place to pursue a science degree at Queen Mary, you have joined a learning community. Within this community, the Queen Mary Charter, outlines the reasonable expectations that you can have of staff, as well as the expectations that staff can have of you. You can find more information at <http://www.qmul.ac.uk/ourcommunity/>.

These expectations are summarized below and further detailed in QMplus.

We can expect of each other:

- Teaching and learning informed by research
- Ethical approaches in support of our values and mission
- Respect for one another and our diversity of views and backgrounds
- Responsible behaviour and integrity
- Promotion of tolerance
- Active participation in our learning community
- Shared responsibility for our learning experience and development
- Fair and constructive feedback
- Commitment to providing adequate resources to support our endeavours
- Effective and open communication
- Awareness of the need to maintain a safe environment

You can expect from staff:

- High quality teaching informed by research
- Constructive and effective use of contact time
- Opportunities to develop additional skills for life after QM
- Commitment to following procedures
- Commitment to supporting the development and success of students

- Commitment to fairness and equality of treatment

Staff can expect from you:

- Attendance and active engagement in learning and research
- Commitment to your own learning experience
- Commitment to following procedures
- Engagement in developmental opportunities for life after QM

You can expect from your fellow students:

- Responsibility for their own actions
- Acceptance of a shared responsibility in collaborative working

Staff can expect from fellow staff:

- Respect for the contribution and expertise of all colleagues
- Cooperation and collaborative working

The above expectations are as agreed between the Principal and the Queen Mary Students Union (QMSU). Within the School, we express the reasonable expectations of student and staff more specifically as follows:

As a student reading a degree in SBBS, you can expect:

- Support of your learning that reflects the best scholarship in the subject and which introduces you to work that is both stimulating and challenging.
- To have your learning supported 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, including the timetables for your lectures, tutorials, workshops, and practical classes.
- To be provided with an Advisor who will also act as your personal tutor and first point of contact throughout your studies and will advise you regarding your choice of modules.
- To receive reliable advice and guidance regarding academic issues, and assistance with contacting the relevant QMUL advice centre (if necessary).
- To receive feedback on coursework assessments within 15 working days (unless advised otherwise by the relevant module organiser).
- To have the opportunity to provide us with both informal and formal feedback about your modules and your programme, including via representatives on the SBBS Student Voice Committee.

As an SBBS student you are expected:

- To take responsibility for and engage with your own learning and personal/professional development.
- To enrol and register on your programme by the published deadlines.
- To familiarise yourself with the Academic Regulations and Assessment Handbook and specifically with the School and College management of suspected plagiarism.
- To abide by the QMUL Code of Student Discipline (<https://www.qmul.ac.uk/careers/media/careers/docs/Code-of-Student-Discipline.pdf>)
- To always adhere to health and safety rules and regulations (especially in laboratories).

- To familiarise yourself with your programme structure and modules.
- To attend all scheduled classes unless there are extenuating circumstances.
- To arrive for on-campus events on time (no later than 5 minutes past the hour) and to submit coursework assessments by the specified deadline.
- To behave in a mature and reasonable manner in all classes, and to avoid disrupting lectures (e.g. by late arrival).
- To participate fully in modules, by engaging in discussion and all module-related activities.
- To keep yourself informed by reading your QMUL email daily and accessing SBBS pages on QMplus.
- To ensure that your QMUL records on MySIS remain accurate and up to date.
- To commit yourself to self-paced and independent study of around 20 hours/week in support of your studies.
- To commit yourself to a total of at least 1,200 hours of study in each year at QMUL

5.3. 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 your query 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 – [Bursaries, Grants & Scholarships - Registry Services](#)

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.

Contact

You can submit queries to: [AskQM](#)
<https://www.qmul.ac.uk/registry-services/student-information/my-finances/bursaries-grants--scholarships/>

Mental Health First Aiders

Queen Mary 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 the MHFA England [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 Queen Mary, 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.

5.4. 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 (<https://www.qmul.ac.uk/welfare/>). You will also find information there about our services and how to contact us: <https://www.qmul.ac.uk/welfare/about-us/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 are estranged (no longer have contact with their family), students who have experience of local authority care, students from a forced migration (asylum seeker/refugee) background and students who are carers. We also provide support for students experiencing, or at risk of, domestic abuse, so called ‘honour’-based violence and forced marriage.

Check our website: <https://www.qmul.ac.uk/welfare/money-and-practical-advice/> 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. Welfare and 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.qmul.ac.uk/welfare/visas-international-advice/> 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 Advisers (SAHAs) are specialist advisers who provide emotional and practical support to any student who has experienced sexual assault or harassment, whether that's happened recently or in the past. The SAHAs can support you whether this happened at university or not.

The SAHAs 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 SAHAs 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: <https://www.qmul.ac.uk/welfare/>

Email: via website online form: [Contact Us- Queen Mary University of London](#)

5.5. 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 Students' 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 and online 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

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

5.6. 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 Library Learning Support and Engagement team 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 online 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.

[Libraries and study spaces - Library Services](#)

Queen Mary Library Services also provides you with access to other libraries, such as those at Senate House or the Institute of Advanced Legal Studies.

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](#)

[Find out how to get access to materials which Library Services do not currently own.](#)

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/>

Webchat:

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

5.7. 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/in-session/english-programme>

5.8. 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 the Student Consultancy Project to part-time or full-time internships via the Micro Internships programme. We also run the QTaster programmes to 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 the QM Careers Hub, read the Careers Discovery feed or visit our 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 by logging in to your [QM Careers Hub](#).
- Attend workshops on job applications, interviews, assessment centre techniques and a range of graduate skills – from leadership to commercial awareness. To find out more about these sessions, log in to your [QM Careers Hub](#).
- Find a range of part-time, and full-time job vacancies on our [Careers Hub](#).
- Use our work experience hub to find out about internships, temporary work or local work experience placements <https://www.qmul.ac.uk/careers/work-experience/>.

5.9. Student Voice Committee (SVC)

The Student Voice Committee (SVC) offers a platform for students and staff to discuss issues of broader interest and relevance to the School and QMUL. This includes topics such as programme content, teaching and learning, assessment and feedback, student support arrangements.

Matters raised at the SVC are referred to both the SBBS School Education Committee (SEC) and the SBBS School Committee.

The PGT SVC is chaired by the Programme Director and attended a member of the SBBS professional Services team will act as secretary to the committee. Student representatives are elected annually by QMSU (<https://www.qmsu.org/yourvoice/>).

They provide the student perspective on the committee. The SVC meets once per semester, and you can find details of your elected course reps on the Qmplus programmes pages.

5.10. 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. More information can be found at <http://my.qmul.ac.uk/your-voice/feedback/>.

The School Education Committee (SEC), chaired by the Director of Education, 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 issues raised via the elected student representatives at the Student Voice Committee. Faculty student representatives can also relay your views to the Dean for Education in the Faculty of Science & Engineering and to the Educational Quality Board, chaired by the Vice-Principal for Teaching, Learning & the Student Experience.

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/>

5.11. 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/>

5.12. Module Experience 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. 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 feedback within the 15 working days that is the standard we impose ourselves for taught modules.

6. QMUL Calendar and Semester Dates

Structure of the academic year:

6.1. MSc Molecular Cell Biology

For 2025/26 the main semester and examination dates are as follows:

Welcome Week:	15 th – 19 th September 2025
Semester A Teaching:	15 th September – 12 th December 2025
Study Week:	15 th December – 19 th December 2025
Study Period:	5 th – 7 th January 2026
Semester A Exam Period:	8 th – 23 rd January 2026
Semester B Teaching:	26 th January – 17 th April 2026
Study Period	5 th May – 6 th May 2026
Exam period:	7 th May – 5 th June 2026

Late Summer Exam period: 3rd – 14th August 2026 (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.

Semester A

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

BIO760P Advanced Cell Biology Research Methods (SBBS Biochemistry Department; 30 credits)

BIO761P Molecular Cell Biology Literature Review (SBBS Biochemistry Department, 15 credits)

Semester B

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

BIO760P Advanced Cell Biology Research Methods (SBBS Biochemistry Department; 30 credits)

Over Semester A, B and C

BIO762P Molecular Cell Biology 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 (**BIO761P**) 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 2024/25 the main semester and examination dates are as follows:

Welcome Week:	15 th – 19 th September 2025
Semester A Teaching:	15 th September – 12 th December 2025
Study Week:	15 th December – 19 th December 2025
Study Period:	5 th – 7 th January 2026
Semester A Exam Period:	8 th – 23 rd January 2026
Semester B Teaching:	26 th January – 17 th April 2026
Study Period	5 th May – 6 th May 2026
Exam period:	7 th May – 5 th June 2026

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

Late Summer Exam period: 3rd – 14th August 2026 (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

PSY711P	Academic Skills in Mental Health Sciences Part I (15 credits)
PSY702P	Advanced Research Methods and Statistics (15 credits)
PSY732P	Developmental Approaches in Mental Health (15 credits)
PSY733P	Mental Health in Context (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)

Throughout Semester A, B and C

PSY700P	Psychology Mental Health Sciences Research Project (60 credits)
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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.

Advisors

Students of the MSc Psychology: Mental Health Sciences will be assigned an Advisor, who will be an academic of the Psychology Department.

Advisors act as an additional point of contact for students and will be available for giving advice on academic progress and plans. Students will be given the option to meet their advisor at least once every semester.

6.3. MSc Psychology (Conversion)

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 2024/25 the main semester and examination dates are as follows:

Welcome Week:	15 th – 19 th September 2025
Semester A Teaching:	15 th September – 12 th December 2025
Study Week:	15 th December – 19 th December 2025
Study Period:	5 th – 7 th January 2026
Semester A Exam Period:	8 th – 23 rd January 2026
Semester B Teaching:	26 th January – 17 th April 2026
Study Period	5 th May – 6 th May 2026
Exam period:	7 th May – 5 th June 2026

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

Late Summer Exam period: 3rd – 14th August 2026 (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 (Conversion) will take the following modules:

Semester A

PSY727P	Research Methods and Statistics I (15 credits)
PSY723P	Cognitive Psychology (15 credits)
PSY726P	Social Psychology (15 credits)
PSY733P	Mental Health in Context (15 credits)

Semester B

PSY728P	Research Methods and Statistics II (15 credits)
PSY724P	Developmental Psychology (15 credits)
PSY725P	Individual Differences (15 credits)
PSY721P	Basics of Biopsychology (15 credits)

Throughout Semester A, B and C

PSY720P	Psychology MSc Research Project (60 credits)
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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.

Advisors

Students of the MSc Psychology (Conversion) will be assigned an Advisor, who will be an academic of the Psychology Department.

Advisors act as an additional point of contact for students and will be available for giving advice on academic progress and plans. 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:

6.4. MSc Bioinformatics

Welcome Week: 15th – 19th September 2025

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 and assessment:

Module One:	22 rd September – 10 th October 2025 BIO726P Unix and Analysis of Large Genomic Datasets (15 credits)
Module Two:	13 th October – 31 st October 2025 BIO722P Coding for BioScientists (15 credits)
Module Three:	3 rd November – 21 st November 2025 BIO724P Statistics for Biologists (15 credits)
Module Four:	24 th November – 12 th December 2025 BIO720P AI and Data Science in Biology (15 credits) Please note: You will need to be on campus for any onsite assessment elements in the week of 8 th – 12 th December 2025.
Semester B:	26 th January – 6 th March 2026 BIO727P Bioinformatics Software Development Group Project (30 credits)
Research Project:	April/May – August 2026 BIO702P (90 credits)

Please note: Dates, such as term dates and submission deadlines, are the same for both full-time and part-time students.

6.5. MSc Artificial Intelligence in the Biosciences

Welcome Week: 15th – 19th September 2025

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 and assessment:

Module One:	22nd September – 10th October 2025 BIO726P Unix and Analysis of Large Genomic Datasets (15 credits)
Module Two:	13 th October – 31 st October 2025 BIO722P Coding for BioScientists (15 credits)
Module Three:	3 rd November – 21 st November 2025 BIO724P Statistics for Biologists (15 credits)
Module Four:	24 th November – 12 th December 2025 BIO720P AI and Data Science in Biology (15 credits) Please note: You will need to be on campus for any onsite assessment elements in the week 9 th – 13 th December 2024.

Semester B: 26th January – 24th April 2026

Three modules will be taken concurrently throughout Semester B.

Module Five:	26th January – 13 th February 2026 BIO729P AI and Data Analytics in Physiology and Biomedicine (15 credits)
Module Six:	16 th February – 6 th March 2026 BIO728P AI and Data Analytics in Ecology and Evolution (15 credits)
Module Seven:	9 th March – 24 th April 2026 BIO732P Missing Biological Data Team Challenge (30 credits)

Semester C:

Research Project: April/May – August 2026
BIO719P AI in the Biosciences Research Project (60 credits)

6.6. MSc Plant and Fungal Taxonomy, Diversity and Conservation

Welcome Week: 15th – 19th September 2025

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 and assessment:

Module One:	22 nd September – 10 th October 2025 BIO771P Research Frontiers in Biodiversity, Evolution and Conservation (15 credits)
Module Two:	13 th October – 31 st October 2025 BIO773P Statistics and Data Analysis (15 credits)
Module Three:	3 rd November – 21 st November 2025 BIO743P Fungal Taxonomy and Diversity (15 credits)
Module Four:	24 th November – 12 th December 2025 BIO789P Biodiversity Survey & spatial analysis (15 credits) Please note: You will need to be on campus for any onsite assessment elements in the week of 8 th – 12 th December 2025.
Semester B:	
Module Five:	26 th January – 13 th February 2026 BIO741P Plant Taxonomy and Diversity (15 credits)
Module Six:	16 th February – 27 th March 2026 BIO778P Field Study Skills in a Biodiversity Hotspot (15 credits)
Research Project:	March – August 2026 BIO709P Plant and Fungal Taxonomy, Diversity and Conservation Research Project (90 credits)

6.7. MSc Biodiversity & Conservation

Welcome Week: 15th – 19th September 2025

Semester A:

Three consecutive modules will be taken throughout Semester A common to all students on the programme. The 4th module will be an elective.

Module One: 22nd September – 10th October 2025
BIO771P Research Frontiers in Biodiversity, Evolution and Conservation (15 credits)

Module Two: 13th October – 31st November 2025
BIO773P Statistics and Data Analysis (15 credits)

Module Three: 3rd November – 21st November 2025
BIO774P Biodiversity Loss – Challenges and Solutions (15 credits)

Module Four: 24th November – 12th December 2025

You will choose ONE 15-credit module from the following two options:

- BIO789P Biodiversity Survey and Spatial Analysis (15 credits)
- BIO772P Ecosystem Function and Assessment (15 credits)

Please note: You will need to be on campus for any onsite assessment elements in the week of 8th – 12th December 2025.

Semester B:

You will take two 15-credit elective modules and a 90-credit Research Project.

Module Five: 26th January – 13th February 2026

You will also choose ONE 15-credit module from the following two options:

- BIO790P Conservation and Restoration in Practice (15 credits)
- BIO779P Spatial Analysis and Emerging Technologies in Conservation (15 credits)

Module Six: Starting from 16th February (Please be advised that dates for each field trip are to be confirmed)

You will also study ONE 15-credit overseas field module from the following three options:

- BIO796P Conservation and Habitat Restoration in Borneo (15 credits)
- BIO797P Marine Ecology and Conservation in Cape Verde (15 credits)
- BIO798P Terrestrial Ecology and Conservation in Borneo (15 credits)

Research Project: March – August 2026
BIO791P Research Project in Biodiversity and Conservation (90 credits)

6.8. MSc Biotechnology

Welcome Week: 15th – 19th September 2025

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 and assessment:

Module One:	22 nd September – 10 th October 2025 BIO726P Unix and Analysis of Large Genomic Datasets (15 credits)
Module Two:	14 th October – 31 st October 2025 BIO751P Principles of Engineering Biology (15 credits)
Module Three:	3 rd November – 21 st November 2025 BIO752P Industrial Biotechnology (15 credits)
Module Four:	24 th November – 12 th December 2025 BIO755P Proteins and Biocatalysts in Biotechnology (15 credits) Please note: You will need to be on campus for any onsite assessment elements in the week of 8 th – 12 th December 2025.
Semester B:	
Module Five:	26 th January – 13 th February 2026 BIO754P Responsible Innovation and Commercialisation (15 credits)
Module Six:	16 th February – 6 th March 2026 BIO753P Genome Editing in Biotechnology and Synthetic Biology (15 credits)
Research Project:	March – August 2026 BIO750P Research Project in Industrial Biotechnology and Synthetic Biology (90 credits)

7. Scheduled Teaching & Timetables

8.1. How to access your timetable

You can access your timetable via the Queen Mary App or on this [Central Web Timetables page](#) with your student number in the 'Students' search.

8.2. 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 must be completed by **Friday, 3rd October 2025**.

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 that elective modules can be closed if not enough students have selected them.

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/>.

8.3. 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.

If your programme has field trip modules, 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 QMPlus 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 Student Support team, 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 Student Support team 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).

8.4. 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:

<https://www.qmul.ac.uk/finance/intranet/sections/insurance/travel-insurance/>

8.5. Travel within London for Research Project

Work for Research Projects does not always take place at the Mile End Campus. If the topic of your Research Project needs you to travel to any of the other Queen Mary sites or to a partner organisation, your travel to and from those locations will normally be viewed as normal commuting. When choosing your topic, please take commuting and other costs into consideration.

9. 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-learning-Engagement-Policy.pdf](#)' 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, whilst this section of the handbook outlines the school's expectations regarding student engagement.

9.1. SBBS Attendance and Participation Policy

Attendance and active engagement in learning and research is expected of all Queen Mary students, see Queen Mary community charter under what staff can expect from students: <https://www.qmul.ac.uk/ourcommunity/>

What does this mean?

Engaging and participating in your studies is the minimum expectation of a student. This means that we expect you to attend all classes and complete all preparatory work in order that you can participate in them effectively.

Queen Mary is an adult learning environment: You are an adult = you are responsible for yourself and your studies.

We recognise that you are still learning and are here to provide you support as you require it, but communication is key – you need to manage yourself and reach out to us when you require support.

If you are unable to attend a class, it is your responsibility to notify your module leader beforehand and catch up on any work missed.

All students' activity on Queen Mary's learning platforms and activities is recorded and monitored, including QMPlus.

What contributes to my engagement score?

- **Lectures and seminars attendance.**
- **QMPlus Data:** All digital engagement with readings, tasks etc. creates a digital footprint and contributes to your engagement 'score'. Don't conflate this with a grade – engagement with studies is the minimum expectation of an adult learner – but there is a very strong correlation between engagement and positive academic outcomes. You get out what you put in
- **Assignment Submissions/Examinations**

Practical Sessions

What contributes to my engagement score?

- **QMPlus App for Practical Sessions:** The campusM Attendance recording solution is available via the QMUL mobile app which can be downloaded from the Apple Store or Google Play (please see the end of this document to view a quick reference manual).

- **QMPlus Data:** All digital engagement with readings, tasks etc. creates a digital footprint and contributes to your engagement 'score'. Don't conflate this with a grade – engagement with studies is the minimum expectation of an adult learner – but there is a very strong correlation between engagement and positive academic outcomes. You get out what you put in.
- **Assignment Submissions/Examinations**

What do you do with my engagement data?

Engagement data is collected and utilized for welfare and engagement purposes (i.e. to support you to succeed in your studies).

What happens if I don't attend?

The University reserves the right to withdraw any student because of lack of attendance, however we don't want to kick you out! You do stand a higher chance of underperformance or academic failure – there is a clear correlation between attendance in class, engagement with studies and good academic outcomes.

Similarly, there is a strong correlation between non-attendance/low engagement and academic failure, resulting in non-progression or deregistration.

There are other negative outcomes to non-attendance, such as references. No one is obliged to write you a reference. But if someone does agree to, they are obliged to be honest. Referees are often asked about punctuality, reliability, teamwork etc., and we would usually base our assessment of these attributes on your engagement data.

9.2. 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.

9.3. Examinations

If your programme has examinations as assessments, the examinations can either be run centrally by the university or by SBBS. Online examinations are conducted via QMPlus and will be set to open and close at specific times.

More detailed information on examinations and missing exams etc. can be found here, <http://www.arcs.qmul.ac.uk/students/exams/index.html>

In the Assessment Handbook 2025/26, you will find guidance on the regulatory framework, policy, and procedures for the assessment of all taught students, including marking processes and resits: <https://arcs.qmul.ac.uk/policy/>

9.4. Resits of Coursework or Examinations

If you fail a module, you will normally be given one further attempt at the next offered opportunity to pass the module. QM's Late Summer Resit (LSR) period is usually in early August. Resit examinations will follow the university's LSR schedule.

Modules will either have a standard resit, which means that you will retake the particular assessment element you failed, or a synoptic resit, which means that you will complete one assessment task no matter which element(s) you originally failed.

More detailed information on re-sit examinations and missing exams etc. can be found here, <http://www.arcs.qmul.ac.uk/students/exams/index.html>

9.5. SBBS Extension and Late Submission Procedures

Coursework: essays/assignments and dissertation

SBBS do not offer extensions, instead if you are not able to meet the original deadline due to valid extenuating circumstances as prescribed in the University's academic regulations, you can submit up to seven days late e.g. if the deadline is on *11th April*, you must submit by *18th April*. After you have submitted the assessment, you must submit the EC application via mysis to report late submission, if the application is approved, the late penalty will be revoked.

EC applications must be submitted after you have submitted the assessment, any application received in advance will not be processed.

If you are unable to submit by the seventh day of the late submission window, you must submit an EC application to report non-submission, if this application is approved your next opportunity to sit/submit the assessment will be during the late summer exam period that take place in August.

Exams and other timed assessments

If you cannot complete an exam due to extenuating circumstances application to report non-attendance. If your application is approved you are expected to sit the assessment at the next available opportunity, this is usually, during the late summer exam period that takes place in August.

Queen Mary operates a **fit-to-sit policy**, which covers all assessments including coursework and exams. If you sit an exam or submit a piece of coursework you are deemed to be fit to do so. In such instances, a request for extenuating circumstances will not normally be considered.

9.6. Extenuating Circumstances (ECs)

Please read the EC policy before submitting a claim:

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

<https://www.qmul.ac.uk/governance-and-legal-services/media/dgls-media/policy/current-policies/Extenuating-Circumstances-Policy.pdf>

Extenuating circumstances (ECs) are defined by Queen Mary as:

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)

Self-certified ECs: The provision of self-certification for extenuating circumstances recognises that students may have difficulty in obtaining evidence for some personal circumstances. In the case of medical extenuating circumstances for minor illnesses, students may not need, or be able to seek, medical attention and therefore will be unable to provide supporting evidence.

Students may self-certify up to 2 separate incidents of extenuating circumstances per academic year. Each self-certified claim can cover a period of up to 7 calendar days. Self-certification claims cannot be used sequentially to cover a period of longer than 7 calendar days.

Where students are not able to secure evidence of their circumstances, they may submit a third self-certification claim in each academic year. This claim should be submitted as normal. It will be assessed and an outcome issued. However, in order to ensure the student is aware of support available, the student must attend a compulsory meeting with the school or institute, e.g. with their Advisor, for the outcome to be confirmed and the adjustment applied.

Students may submit a maximum of one self-certification claim in each examination period. Students whose circumstances impact more than a period of 7 calendar days covered by a self-certification claim can submit a standard claim or an additional standard claim i.e. a claim with evidence.

If a student submits a self-certification claim in more than one exam period each academic year, it will be assessed and an outcome issued. However, the student must attend a compulsory meeting with the school or institute, e.g. with their Advisor, to understand the implication of extenuating circumstances on progression before the outcome is confirmed and the adjustment applied.

The maximum adjustment for written coursework from a self-certification claim is 7 calendar days. Outcomes for other forms of assessment may not be restricted by the 7 day deadline ie where it is not feasible or practical for the assessment to be rescheduled within 7 calendar days.

Standard EC claims: you must provide the relevant supporting evidence (for example medical certification, death certificate, police report and crime number, or other written evidence from a person in authority). Please note that although accompanying documentation can be submitted after the claim, claims without any evidence cannot be considered except in the limited cases permitted for self-certification, below. It is in your best interest to provide evidence and supporting documentation that is as comprehensive as possible

It is your own responsibility to submit any claims for extenuating circumstances, not that of your tutor. Please ensure that if you have what you believe is a valid case, you complete the submission process in accordance with SBBS procedures and deadlines

It is not possible to make a retrospective claim for extenuating circumstances, specifically once you know your results. Therefore, claims submitted after the deadline will not be considered by the examination board.

9.7. How do I apply for extenuating circumstances?

You will need to submit your claim via MySIS under the section entitled 'Extenuating Circumstances'. 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:

The student support team of the School/Institute's consider and process EC application, you will receive notification of the outcome through Mysis. We maintain confidentiality, the full details of your circumstances will not be disclosed to the teaching team and the exam board, however we may be required to disclose information to the relevant academic staff on a need-to-know basis.

It is your own responsibility to submit any claims for extenuating circumstances, not that of your tutor. Please ensure that if you have what you believe is a valid case, you complete the submission process in accordance with the EC regulations and SBBS guidelines and deadlines.

It is not possible to make a retrospective claim for extenuating circumstances, specifically once you know your results. Therefore, claims submitted after the deadline will not be considered.

Should you have a query please email: se-sbbs-student-support@qmul.ac.uk

9.8. 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.

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 recognised, 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.

9.9. Absence for religious reasons

Queen Mary is a diverse community of over 30,000 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 Q-Review 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.

9.10. 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 and/or the SBBS Student Support team. It may be necessary for you to have subsequent discussion with your Programme Director and/or the student support team to determine whether an interruption of studies (IoS) is the most appropriate course of action for you.

If you decide to proceed with an IoS application, then you will need to complete the interruption form via mysis. Interruptions are normally for a period of 12 months from the date of interruption, but in exceptional circumstances, you may interrupt for a maximum of 24 months.

You must arrange to see the SBBS Student Support Team who will provide you with the required guidance to complete the form and arrange the required School approval.

It is important to also note the deadlines for interruptions:

- **End of Semester A = 2nd January 2026**
- **End of Semester B = 1st May 2026**

More information is available here:

<https://arcs.qmul.ac.uk/students/study/interrupting/>

9.11. 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 Queen Mary, you should discuss this with your Advisor 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, in the first instance please speak to your Programme Director, if you do ultimately decide to withdraw, you must complete a withdrawal form through Mysis.

If you fail to enroll 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 Queen Mary and your registration will be officially terminated.

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

9.12. 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 advance of deregistration, you will be sent a formal, written warning and a specified period in which you must improve your attendance, participation, or submission of assessment before deregistration from your programme of study occurs, and you will have the right to represent your case to SBBS.

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/>).

10. Masters Programmes and Modules

10.1. List of MSc programmes run by the School

MSc Artificial Intelligence in the Biosciences
MSc Biodiversity & Conservation
MSc Bioinformatics
MSc Molecular Cell Biology
MSc Biotechnology
MSc Plant & Fungal Taxonomy, Diversity & Conservation
MSc Psychology (Conversion)
MSc Psychology: Mental Health Sciences

10.2. Programme Structure

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

10.3. Modules

You can find brief module descriptions on the SBBS website under your programme of study: <https://www.qmul.ac.uk/sbbs/postgraduate/masters/>. The relevant module pages on QMPlus will provide you with details on how modules will be delivered as well as guidance for the completion and submission of assessments, such as coursework or Research Projects for example.

11. 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: <https://www.qmul.ac.uk/sbbs/postgraduate/> or on QMplus.

11.1 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. For module assessments, mark schemes and information on details, such as word count, will be published on QMplus.

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. 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 at the end of the academic year, 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.

11.2 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. The School does not grant extensions to deadlines. 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.

Mark Deduction

For every period of 24 hours or part thereof that an assignment is overdue there shall be a deduction of five per cent of the total marks available (i.e. five marks for an assessment marked out of 100). After seven calendar days (168 hours or more late) the mark shall be reduced to zero, and recorded as 0FL (zero, fail, late) and the student will have to resit at the next opportunity.

Certain assessments may cease to be a valid measure of a module's learning outcomes prior to the seven working day cut-off. For example, where feedback has been provided to the class, any submission made after that point would not be an accurate measure of attainment. In such cases, the late submission policy shall apply as normal up to the day on which feedback is given; at that point, a mark of zero (0FL) shall be applied, even if this is within seven calendar days of the deadline. All feedback dates should be clearly stated to the students.

A late penalty may be removed where a student provides evidence for the late submission under the extenuating circumstances policy. A student must submit a formal claim with supporting evidence in line with that policy in order for the circumstances to be considered. If an extenuating circumstances claim is rejected no further action will be possible.

A student may submit work of passing standard but fail the module because of the late submission penalty. Where the student is eligible for a resit attempt in such a case, the student shall not be required to resubmit the assessment; instead, the minimum pass mark of 50 will be entered for the resit. Where a student is not eligible for a resit, this provision does not apply.

Resits and re-submissions

A first attempt at the assessment for a given module is known as a First-Sit. Students are only entitled to one Resit attempt for each module. The maximum mark allowed for a successful Resit is 50% in modules on your MSc programme unless you submit Extenuating Circumstances which are accepted and in this case this cap may be removed.

Resits must be taken at the first available opportunity (Late Summer Resit (LSR) if no deferral has been granted) and you will be automatically registered for any resits you are entitled to. If you opt out of a resit or fail to attend the examination, you will forfeit any further opportunity to resit the module.

All resits and resubmissions of any assessment (with the exception of the final project dissertation) will be set during the Late Summer Resit period in August.

The University Late Summer Resit period is in August and is available for all students and all. It is important that you make no holiday, flight, employment or other arrangements that might interfere with a possible LSR or your revision for it. If you fail to attend an LSR this will still count as one attempt and could end your resit allowance for that module.

11.3 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, such as audience participation systems-based tests, e.g. Mentimeter).

Due to the constraints of timetabling and other issues (health and safety requirements etc.), the School is unable to make available extra time for students with disabilities and Specific Learning Different (SpLD) for scheduled practical classes and workshops. However, the allocated time for such classes exceeds that which most students will normally require to complete the assignment so this should not be an issue. If you are finding that practical classes are challenging for you, you can make an appointment to speak to the School's Disability Support Officer (Dr Ruth Rose, r.s.rose@qmul.ac.uk) to see how the School may be able to better support you.

Students with disabilities that might impact upon their ability to conduct practical assignments or to undertake field work in a safe manner must always seek advice from the DDS. Once an assessment has been completed, the School will liaise with the DDS unit to see how best to accommodate the individual's requirements for working in laboratories or in the field.

11.4 Plagiarism and referencing

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') shall 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. Quotations need to be recorded accurately, and references are required when paraphrasing someone else's ideas.
- 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 Programme Director 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 other students in submitted work where such joint or group work is not explicitly permitted, you are committing an act of collusion, which is penalised in a similar way as plagiarism.**

If you are in any doubt, ask for further guidance from your Programme Director or Module Organiser. All students should read the **SBBS guidance on avoiding plagiarism** available on QMplus at: <https://qmplus.qmul.ac.uk/course/view.php?id=12640>

11.5 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 and Behavioural Sciences

Introduction: Turnitin is a web-based system used by most universities in the UK to identify possible instances of plagiarism. 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:

- 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 to help but Turnitin itself does not make this judgement. We do not use a threshold percentage to identify whether plagiarism has occurred and 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 percentages are often irrelevant. Where it is suspected that plagiarism has occurred in a piece of work, the originality report may be submitted to the Head of School/Institute and possibly to an Academic Misconduct Panel for further investigation.

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 plagiarised, 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 iv of Section 19 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.

11.6 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, borderline policy and award of the MSc please refer to the Academic Regulations via <http://www.arcs.qmul.ac.uk/policy>

12 Health and Safety Information

Important information relating to Health and Safety can be found on the SBBS website (<https://www.qmul.ac.uk/sbbs/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.

12.1 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 use the lifts and 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.

Fire action notices are displayed in corridors and by fire escapes. You must always ensure that corridors and doorways are not obstructed, and that fire-fighting equipment is not removed from its station, as this could endanger lives. 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.

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

12.2 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.

12.3 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.

12.4 Social media

Connect with the School on:



QMUL School of Biological and Behavioural Sciences



@QM_SBBS

Keep up to date with the latest Queen Mary news at:



Queen Mary University of London



@QMUL

The QMUL 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 QMplus 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
- Access a pocket guide featuring useful links to Student Services and Support

13 General information

13.1 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.

13.2 Music

At QMUL, music is central to cultural provision. Prospective students can apply for Music Scholarships to cover music tuition fees. The range of provision covers participation and experience with an increasing number of outstanding events in QMUL's magnificent spaces. Ensembles include orchestras, choirs, acapella groups, a big band and jazz ensemble, world music ensembles and improvisation groups. For further information please visit:

<https://www.qmul.ac.uk/music/contact-us/>

13.3 Housing Services and Residential Services

The team's 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 Queen Mary accommodation you should consult the Residents' Handbook for comprehensive information on all aspects of living in halls including contact details for the relevant teams: <https://www.qmul.ac.uk/residences/handbook/>.

Contact Residential Services

Web: www.qmul.ac.uk/residences

13.4 Student Health Service

The [Student Health Service \(SHS\)](#) is a free National Health Service (NHS) providing a wide range of medical services. Students living in Queen Mary accommodation at Mile End or Whitechapel and students living in the borough of Tower Hamlets (postcodes E1, E2, E3 and E14) are encouraged to register with the Student Health Service. Out of area registrations may be possible in some cases. [Registrations for the SHS can take place online](#). The SHS on campus is located in the Geography Building, Mile End. If you live outside of Tower Hamlets, and you wish to register with a doctor close to where you live, you can find a

list of local doctors through the [NHS](#) website. Please, visit the [Student Health website](#) for further information.

13.5 Lost Property

If you have lost something at Queen Mary, please contact the Security Control Room at your campus. If the item has not been handed in, the Security Team will assist you in completing a lost property report that can be referred to by your insurance company if you need to make a claim. We will keep your contact details and a description of the lost property on file in case the item is handed in later. Please see <http://www.security.qmul.ac.uk/> for more details. Your School/Institute may also have its own lost property store.

13.6 Harassment policy and procedures

Queen Mary 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/>

13.7 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 Queen Mary'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/

13.8 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 21 calendar days of the notification of the decision. Further information about how to appeal and the appeal form can be found on the Queen Mary

<https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/appeals/academic-appeals/>

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.

13.9 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 Formal 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 the Formal Complaint Stage but if your matter is still not resolved then there is one review stage to the policy.

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 12 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/>

13.10 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.

Queen Mary Code of Student Discipline: <http://www.arcs.qmul.ac.uk/policy/>

13.11 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>.