School of Biological Sciences

Undergraduate Handbook

2016-2017

- BSc Biological Sciences
- BSc Medical Biochemistry
- BSc Medical Genetics
- BSc Medical Microbiology
- BSc Medical Physiology
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Welcome to the School of Biological Sciences

I would like to wish you a very warm welcome to the School of Biological Sciences at the University of Leicester. I hope that your time here will be both enjoyable and productive.

The School of Biological Sciences brings together all the core Biological Science departments and is part of the College of Medicine, Biological Sciences and Psychology. The School delivers five main undergraduate courses: the Biological Sciences streams and Medical Biochemistry, Medical Genetics, Medical Microbiology and Medical Physiology programmes. All these courses have been designed to exploit the expertise that the departments have in the biosciences and in linking basic science and medicine, both in teaching and research. In many areas the School is at the forefront of biomedical and biological research, both nationally and internationally, and we believe we have devised stimulating teaching programmes that reflect this. I hope that you will share in the excitement of being involved in such work and learning about the ideas that are being developed, especially during your final year project. However, I am sure you will realise that a considerable amount of background material needs to be mastered first, and so the first-year course serves as a solid foundation for the more advanced studies. If you lay a strong foundation in your first year, you will stand to gain maximum benefit from the rest of your programme.

Most of your instruction during the first year will involve lectures and practical classes in large groups, together with some tutorial work in smaller groups. If you have difficulties with any aspect of your work, do seek help at the earliest opportunity. The academic staff will be pleased to answer your questions and to receive feedback on any problems. Your Personal Tutor and Peer Mentor can provide valuable advice, so do contact them.

This handbook contains a range of information that you should find helpful throughout your time at Leicester, from background information on student support facilities to formal statements of University policy affecting undergraduates.

Make sure you know where to find the Biological Sciences School Office Team at the Student Enquiries Desk (Maurice Shock Building, room G107, adjacent to the building’s Reception). The staff there will always be happy to deal with any general enquiries you may have. From time to time you will also have occasion to visit the specific Departmental Offices so you should know where they are located. You should consult the notices on Blackboard regularly and your University e-mail account daily. I hope you will enjoy the varied nature of your degree course and strongly encourage you to become involved in the activities of the School, for example by joining the Biological Sciences Society. Also you should take an interest in the activities of the Student Staff Committee, which is an important forum for discussion of all matters relating to the life of the School. If you make the most of the opportunities offered right from the outset you will, I feel sure, have an enjoyable and profitable three years at the University of Leicester.

Good luck

Dr Mark Leyland
Director of Studies
Induction

The first days of your first term will include induction events to introduce you to the University and School and make sure you know where you should be, what you should be doing and what you should do if you don’t know what you should be doing. Please refer to the first week timetable provided in your welcome pack for details.

The following pages include key guidance about the School and University services.

Additional information can be found via these links:

- School of Biological Sciences: [http://www2.le.ac.uk/departments/biologicalsciences](http://www2.le.ac.uk/departments/biologicalsciences)
- Campus Maps: [http://www2.le.ac.uk/maps](http://www2.le.ac.uk/maps)
- David Wilson Library: [www.le.ac.uk/library](http://www2.le.ac.uk/library)
- IT Services: [go.le.ac.uk/it4students](http://go.le.ac.uk/it4students)
- Victoria Park Health Centre: [http://www.victoriaparkhealthcentre.co.uk/](http://www.victoriaparkhealthcentre.co.uk/)
- Undergraduate Regulations: [http://www.le.ac.uk/sas/regulations](http://www.le.ac.uk/sas/regulations)

International Students

If you are an international student and you think your arrival at the University may be delayed (for example because of visa issues), please contact Jo Williams in the School Office on +44(0) 116 252 2907 or bsadmin@le.ac.uk.

The Student Welfare Service can offer expert immigration advice and help with the renewal of visas. More information and contact details can be found under Student Welfare Centre below.
The School of Biological Sciences

Teaching in the School of Biological Sciences is delivered by four departments located across three buildings on the main University campus – the Adrian Building, which is home to the Department of Genetics; the Maurice Shock Medical Sciences Building, which is where the Department of Neuroscience, Psychology and Behaviour and the Department of Infection, Immunity and Inflammation are primarily based; and the Henry Wellcome Building where the Department of Molecular and Cell Biology is located. Some academic staff are located at the Leicester hospitals and one or two in the Hodgkin Building. See the campus map for details of where these buildings are. More information about the School can be found on our website at http://www.le.ac.uk/bs.

Important Information

Identity Cards

You will be provided with an identity card and lanyard which also acts as your library card. You will need to carry this card with you to register your attendance at all teaching events. ID cards must also be worn at all times when working in the Adrian, Maurice Shock and Henry Wellcome Buildings. You will not be allowed to enter the buildings if you do not have your card.

Safety

It is the responsibility of everyone to use the facilities for training and research effectively and safely. Please pay particular attention to the information on laboratory safety (pages 30).

No Smoking Policy

Smoking is not permitted in any University building.

Blackboard

Blackboard is a virtual learning environment (VLE) used by the University. Blackboard gives you access to course materials and activities. You will also be required to submit most of your coursework through Blackboard.

Mobile Phones

Mobile phones must be switched off during all teaching.

Biological Sciences School Office

If you have any queries, the Biological Sciences Office Team can be found at the Student Enquiries Desk, adjacent to the Reception in the Maurice Shock Building which is open from Monday to Friday 9.00am to 12.30pm and 1.30pm to 3.30pm. The School Office also has an information site on Blackboard with copies of all the booklets and forms etc. that you may need. Contact details for your Programme Administrator can be found at http://www2.le.ac.uk/departments/biologicalsciences/people.

Library

The University Library provides an essential service for your studies and you should become acquainted with the facilities it provides as soon as possible. See further information about the Library below.

Notices

Look out for notices displayed on Blackboard and check your University e-mail account EVERY DAY to ensure that you do not miss any important communication from the University or the School.

Pigeonholes

Student pigeonholes (mailboxes) are located on the first floor of the MSB next to ‘The IV’ Café and Lab 115. These may be used for the distribution of important information.
**Timetables**
Your timetable for lectures, tutorials and practical classes will be available on MyStudentRecord (http://mystudentrecord.le.ac.uk)

**Special Equipment**
On your first day you will be issued with a lab coat and a radio frequency keypad for use in some of your classes. The keypad must be returned at the end of the first year.

It is also recommended that you have an electronic calculator with a memory. If you need to purchase one, you should be able to obtain a basic model for approximately £10 from the stationery shop in the Percy Gee Building and a number of shops in town including WH Smith. ‘Scientific’ calculators with square root, reciprocal and log keys etc. are particularly useful for some courses throughout the three years. The non-programmable calculators approved for use in written examinations are the Casio FX83 or Casio FX85.

**Communications – How to contact us and how we will contact you.**
The University’s preferred method of communication with students is by e-mail. Paper copies of letters will not normally be sent and this includes information about your results and progress, appeals and disciplinary matters. If we need to get in touch with you we will send an e-mail to your University e-mail account (the one ending @student.le.ac.uk). It is most important that you check this account EVERY DAY so that you don’t miss any vital communications from the University or School. If you need to contact us, you can e-mail or telephone. Please note that you must use your University e-mail address when you contact us. This is for your security. If you use a non-University account, you may not get a response.

Announcements, particularly relating to individual modules, are also made on Blackboard and you should look out for these.

**Who to contact**
If you have any queries related to your course, the Student Enquiries Desk should be your first point of contact. The Student Enquiries Desk is adjacent to the reception in the MSB and is open from 9am -12.30pm and from 1.30pm -3.30pm Monday to Friday. Contact details for your programme administrators can be found at http://www2.le.ac.uk/departments/biologicalsciences/people. You can also e-mail us on biolsci1@le.ac.uk or telephone us on 0116 252 6220. If you have concerns about your academic progress or general academic queries, you should speak to your Personal Tutor. If your Personal Tutor is not available you should speak to the Senior Tutor for their department. Contact details of key personnel are listed below.

**Staff List and Key Contacts**
You may find the following useful

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Telephone</th>
<th>Email</th>
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<tr>
<td>Dr Mark Leyland</td>
<td>Director of Studies</td>
<td>229 7071</td>
<td><a href="mailto:ml27@le.ac.uk">ml27@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Colin Hewitt</td>
<td>Chair of Exam Board</td>
<td>252 5587</td>
<td><a href="mailto:crah1@le.ac.uk">crah1@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Sinéad Drea</td>
<td>AccessAbility Tutor</td>
<td>252 3468</td>
<td><a href="mailto:sd201@le.ac.uk">sd201@le.ac.uk</a></td>
</tr>
</tbody>
</table>
Degree Contacts:

Biological Sciences: Dr M Leyland (ml27@le.ac.uk)
Biochemistry: Dr M Leyland (ml24@le.ac.uk)
Genetics: Dr F Tata (fat1@le.ac.uk)
Microbiology: Dr S Heaphy (sh1@le.ac.uk)
Neuroscience: Dr V Straub (vs64@le.ac.uk)
Physiology with Pharmacology: Dr G Willars (gbw2@le.ac.uk)
Zoology: Dr A Cann (nna@le.ac.uk)

Medical Biochemistry: Dr C Willmott (cjrw2@le.ac.uk)
Medical Genetics: Dr F Tata (fat1@le.ac.uk)
Medical Microbiology: Dr S Heaphy (sh1@le.ac.uk)
Medical Physiology: Dr G Willars (gbw2@le.ac.uk)

Contact details for all academic staff are available via the webpages of the individual departments to which they are affiliated. These can be found using the following links:

Department of Genetics
http://www2.le.ac.uk/departments/genetics/people

Department of Molecular and Cell Biology
http://www2.le.ac.uk/departments/biochemistry/staff

Department of Neuroscience, Psychology and Behaviour
http://www2.le.ac.uk/departments/npb/people

Department of Infection, Immunity and Inflammation
http://www2.le.ac.uk/departments/iii/people

Key administrative contacts

Stephanie Bourgault  Student Administration Manager  252 3321  sjb59@le.ac.uk
Caitlyn St John  Undergraduate Programmes Administrator  (Year 1)
                  For absence reporting, please use:
                  252 3323  csj6@le.ac.uk  biolsci1@le.ac.uk
Claire Campbell  Undergraduate Programmes Administrator  (Years 2 and 3)
                  For absence reporting, please use:
                  252 3324  cc397@le.ac.uk  biolsci2@le.ac.uk  biolsci3@le.ac.uk
Jo Williams  Admissions Administrator  252 2907  jchw2@le.ac.uk

Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal e-mail address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.
You can check and update your details by logging-in to MyStudentRecord http://mystudentrecord.le.ac.uk using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.

It is important that you check your University e-mail account frequently to ensure that you do not miss any important communication from the University.

Learn at Leicester

Whatever your subject or level of study, there are many, many different ways in which you can access academic advice and support. The Learn at Leicester webpage provides you with further details of this support, together with direct links to a wide range of resources and services to help you:

- Make the most of the Library
- Develop your IT skills
- Manage your own learning
- Improve your English language
- Get independent advice about your course
- Manage your student information
- Sharpen your mathematics and statistics skills

You can access all of this by visiting: www.le.ac.uk/learnatleicester

University Library

The Library is your gateway to high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

- access to a huge range of specialist digital and print information resources for your subject;
- help in finding and using information - online, face to face and by telephone;
- individual and group study space;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- services for distance learners.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at www.le.ac.uk/library/about.

To get started, visit www.le.ac.uk/library.

For pages relating to Biological Sciences go to http://www2.le.ac.uk/library/find/subjects/biologicalsciences

The Library also has specialist librarians for Biological Sciences. They are Sarah Whittaker (srw9@le.ac.uk) and Keith Nockels (khn5@le.ac.uk).

IT Services

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2013 and many specialist programs to help you with your studies.

Visit www.le.ac.uk/it4students for more information about:

- Student email: access your email and calendar anywhere; on your laptop or mobile device
- Printing: print from any device to a University printer
- Microsoft Office: available at no cost whilst you study at the University
- IT Help: visit the Help Zone in the Library, phone 0116 252 2253, ithelp.le.ac.uk for IT Self Service, web chat or email ithelp@le.ac.uk
• **IT Training:** attend our workshops in Word, PowerPoint and Excel
• **Wifi:** free access to eduroam wifi on campus, in student accommodation or at other universities
• **PCs on campus:** there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods)
• **OneDrive:** the online storage location for all your files
• **Blackboard Virtual Learning Environment:** support and information for all your courses
• **Leicester Digital Library:** access to journals, databases and electronic books online

**Student Learning Development**

Studying for a degree is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies. To find out more about how we can help you develop your academic skills and abilities, visit our website: [www.le.ac.uk/succeedinyourstudies](http://www.le.ac.uk/succeedinyourstudies).

**Students’ Union Education Unit (ED)**

Education help and advice is provided by the Students’ Union for all students. If you would find it helpful to talk to someone outside of your department, we offer a free, confidential service to help and advise you about where to go and what to do. If you wish to come and talk to us about your personal circumstances or academic worries, for example, exams or putting together an academic appeal, we will provide professional and friendly support.

You will find the Education Unit staff in the Students’ Union Building on the first floor, within the West Wing. Opening hours are 10.00 am to 4.00 pm, and you can either pop in or book an appointment by contacting us on the following details:

**Contact:** Students’ Union Education Unit (ED), Students’ Union (First Floor)  
+44 (0)116 223 1132 | educationunit@le.ac.uk | [http://leicesterunion.com/support/education](http://leicesterunion.com/support/education)

Online chat facilities are also available for appointments and drop in sessions. Facebook – [https://www.facebook.com/talktoED](https://www.facebook.com/talktoED) (Drop in on Wednesdays, 3:30pm-4:30pm)  
Skype - @ed_ucation1 (Drop in on Tuesdays, 9am-10am)

**Learn a New Language with Languages at Leicester**

There are many benefits to learning a new language. Not only could you **enhance your career prospects** and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory, increase your attention span and even help to grow your brain!

Study with the **Languages at Leicester** Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages, which has been **ranked 3rd in the country in the University League Tables, The Guardian University Guide 2016.**

We offer **16 different languages** including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive ‘fast track’ courses on Saturday mornings.

Find out more about **Languages at Leicester**, including fees and term dates at: [www.le.ac.uk/ml/lal](http://www.le.ac.uk/ml/lal). The successful completion of a **Languages at Leicester course will appear on your Higher Education Achievement Report** (HEAR) when you graduate. For further details about the HEAR, please visit: [www.le.ac.uk/hear](http://www.le.ac.uk/hear).

**Contact:** Languages at Leicester +44(0)116 252 2662 | lalenquiries@le.ac.uk | [www.le.ac.uk/ml/lal](http://www.le.ac.uk/ml/lal)
Other University Facilities

University Bookshop

The Bookshop is owned by the University and is located on the ground floor of the David Wilson Library. All prescribed and recommended texts are stocked, so that students can rely on the Bookshop for the books that they need in the course of their studies. We also sell a wide range of paperbacks and books of general interest. Books not in stock can be quickly provided to order. The Bookshop has a range of deals in the Autumn term which are exclusively for students.

Greetings cards, a wide range of stationery items and University of Leicester branded merchandise and clothing are always available.

The opening hours are:
Monday to Friday 9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)
Saturday 10.00 a.m. - 2.00 p.m.

Contact: University Bookshop, David Wilson Library
+44 (0)116 229 7440 | bookshop@le.ac.uk | www.le.ac.uk/bookshop
Twitter: @LeicUniBookshop | Facebook: www.facebook.com/UoLBookshop

English Language Teaching Unit

The English Language Teaching Unit offers a range of courses to students whose first language is not English. These courses are offered free of charge. If you wish to attend any of the courses, please contact the ELTU as soon as you arrive at the University. Registration takes place on the first Monday and Tuesday of each semester.

CONTACT:
ELTU, Readson House,
96-98 Regent Road,
Leicester,
LE1 7DF
Tel: +44 (0) 116 229 7859
E-mail: language.services@le.ac.uk

More information can be found at http://www2.le.ac.uk/offices/eltu

Chaplaincy and World Faith Contacts

Leicester is an outstandingly multi-faith, multi-cultural city and our policy within the University is to promote understanding, co-operation and contact between faith groups.

Information about the University Chaplaincy can be found at: http://www2.le.ac.uk/institution/chaplaincy
Activities and contact details for World Faiths in Leicester and the University of Leicester can be found at: http://www2.le.ac.uk/institution/chaplaincy/world-faiths
University Regulations

Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being an undergraduate at the University of Leicester. The Regulations are part of the formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University’s Regulations.

The Quick Guide to Student Responsibilities (www.le.ac.uk/sas/regulations/responsibilities) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:

- attendance
- submission of work by set deadlines
- term time employment (full-time students – Home/EU and International)
- illness or other circumstances impacting upon studies
- maintaining your personal details
- the additional responsibilities of international students

Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.

Student Responsibilities

The University expects its students to behave responsibly and with consideration to others at all times. The University’s expectations about student behaviour are described in:

- the Student Charter
- the Regulations governing Student Discipline
- the Student Code of Social Responsibility
- the Code of Practice governing Freedom of Speech
- the University’s regulatory statement concerning Harassment and Discrimination

These can be found at www.le.ac.uk/senate-regulations

Attendance and Engagement Requirements

Attendance and engagement with your course is an essential requirement for success in your studies. The University’s expectations about attendance are defined in Senate Regulation 4: governing student obligations (see www.le.ac.uk/senate-regulation4). Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester. You should attend all lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.

In the School of Biological Sciences attendance at all practical classes, tutorials and assessments (including examinations) is compulsory. Attendance at lectures is expected. Attendance will be monitored by electronic registers. More information will be distributed regarding the electronic registers.
Neglect of Academic Obligations

You are expected to attend all learning and teaching events which are timetabled for you. These include lectures, tutorials or practical classes. You are also expected to submit work within the deadlines notified to you. Persistent failure to attend taught sessions and/or to submit work, without good cause, will be considered to be a neglect of academic obligations. Departmental procedures for dealing with neglect are set out within the University’s regulations (see http://www.le.ac.uk/senate-regulation4 ‘Neglect of academic obligations’). In the most serious of cases of neglect the University has the right to terminate a student’s course.

Examination Regulations

Make sure you are familiar with the University’s Examination Regulations (www.le.ac.uk/sas/assessments/examregs). These contain a variety of regulatory information and instructions relating to exams, including the rules governing:

- scheduling
- admittance
- student conduct
- permitted and prohibited items and clothing
- use of calculators and dictionaries
- absence due to illness
- cheating

You can also find information about exams in the Students’ Guide to Exams (www.le.ac.uk/sas/assessments/examsguide)

Progression Regulations for Biological Sciences Students

In cases where a student has failed to meet a requirement to progress he or she will be required to withdraw from the course. The Board of Examiners reserves the right to determine the progression of students who carry failed credits but have the right to a further resit: where these credits are in modules that are pre-requisite for subsequent modules or where the student has a low overall level of attainment, the Board can require the student to resit the failed modules without residence rather than proceed to the next year carrying failed modules to be resat alongside the current modules.

Availability for Examinations

Students are required to be available on any day (including Saturdays) throughout all formal examination and marking periods (January, May/June and September) to attend examinations and answer any queries from the examiners or from the Examinations Office. Special arrangements cannot normally be made to accommodate the personal preferences of individual students, unless these arise from specific religious requirements identified by the student at the commencement of the academic year, or are associated with support measures recommended by the AccessAbility Centre. Students who cannot be contacted will be subject to such academic penalties as the examiners see fit (including, in relation to the illegibility of a script, the award of a mark of zero).

The dates of the examination periods can be found at http://www2.le.ac.uk/offices/sas2/assessments/examdates

You should ensure you do not book holidays at the time of the September examination period as you will be expected to take any missed/failed exams at this time. The Examinations Office website can be found at http://www2.le.ac.uk/offices/sas2/assessments

The School only permits examinations to be taken on campus so you will need to arrange to be in Leicester for all examinations.
What to do if you Miss a Class

If for any reason you are unable to attend a compulsory class, you must contact the School Office in advance if possible, and no later than five days after the date of the missed class to explain the reason for your absence. If there are circumstances which are affecting your ability to attend classes or to engage with the course, please inform the School Office or your Personal Tutor if you prefer. (See also Notification of Ill Health and Other Mitigating Circumstances below.)

Mitigating Circumstances

The University recognises that students may suffer from a sudden illness or other serious event or set of circumstances which adversely affects their ability to complete an assessment or the results they obtain for an assessment. In such cases the mitigating circumstances regulations and procedures may be applied. These regulations are designed to ensure the fair and consistent treatment of all students.

You must keep your department(s) informed at all times of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell the School Office about any such circumstances at the time they occur. You need to supply supporting documentation (e.g. a medical certificate) as soon as possible and no later than the deadline relevant to the assessment(s) affected. Normally, the deadline for submission of a mitigating circumstances claim will be no later than five working days after the assessment deadline to which it relates.

See www.le.ac.uk/sas/regulations/mitigation for full details of the mitigating circumstances regulations and procedures, including the University’s definition of a mitigating circumstance. Please note that the mitigating circumstance form found on this web page is not the form that we use in the School of Biological Sciences.

Module convenors are not permitted to give individual students extensions to coursework deadlines. If a coursework deadline or other assessment has been missed due to illness or other circumstance you must notify the School by completing a mitigating circumstances form (available on the Biological Sciences School Office site on Blackboard under Sickness/Absence) and submitting it to the School Office together with appropriate, third party, documentary evidence to substantiate your claim. Your claim must be submitted within five working days of the due date of the missed assessment (or in the case of a missed practical class, the date of the practical). This deadline will be strictly adhered to. Your evidence must give precise details about how and when your performance was affected by your circumstances. If you are unable to supply evidence within the five day window, you must still submit your mitigating circumstances form. The School will set a deadline for receipt of the required evidence. Remission of late submission penalties or alternative assessments can only be authorised by the Mitigating Circumstances Panel.

Ongoing conditions

Students who suffer from any long term or chronic disability or illness which has an impact on their day to day studies should contact the AccessAbility Centre (see below) for help with managing their condition in the context of their academic work. They should not use the mitigating circumstances process for this.

Mitigating circumstances for exams

If you are unable to attend an examination in the University examination periods (January, May/June, September) you must submit a mitigating circumstances form for exams within five working days of the date of the examination or by the published deadline, whichever is sooner. The deadline will be indicated on the Mitigating Circumstances page of the School Office Blackboard site.
Mitigating Circumstances in a Nutshell

1. Submit your claim within FIVE working days of the deadline for the missed assessment/missed class.
2. Submit the work as soon as you can – don’t rely on your mitigating circumstances being accepted!
3. Your tutor cannot give you an extension.
4. Acceptance of mitigating circumstances will not change your marks.

If you have any queries about mitigating circumstances please contact the School Office.

Permanent Withdrawal and Suspense of Study

If you are considering withdrawing from your course or applying for a period of suspense, you should speak to your Personal Tutor. You should also contact the University Welfare Service who can advise you on how any period of suspense could affect your funding for study. Forms to request temporary and permanent withdrawal are available at http://www2.le.ac.uk/offices/sas2/studentrecord.

Normal and Maximum Periods of Registration

Students should be aware that the maximum period of registration on any one course is inclusive of all periods of study, any additional periods of time permitted for reassessment or delayed assessment, and any periods of agreed suspension of study. This includes any periods of suspension due to accepted mitigating circumstances agreed before the maximum period of registration is reached.

The normal period of registration for a full-time BSc degree in the School of Biological Sciences is three years, or four years if the student is taking a Year in Industry or Year Abroad degree, and the maximum period is five years, or six years for those taking one of the four-year options.

Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your department will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see www.le.ac.uk/sas/regulations/appeals-complaints. These pages should be read in conjunction with the University’s Regulations governing student appeals (www.le.ac.uk/senate-regulation10) and Regulations governing student complaints (www.le.ac.uk/senate-regulation12).
Course Details

Programme and Module Specifications

View the programme and module specifications for your course via www.le.ac.uk/sas/courses

In the programme specification you will find a summary of the aims of your course of study and its learning outcomes, alongside details of its teaching and learning methods and means of assessment. The programme specification also identifies the core modules that make up the course and any choice of optional modules. Each module has its own specification that formally records that module’s aims, teaching and learning methods, assessment components and their percentage weighting.

First Year Course Structure

Biological Sciences Streams

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS1030 Biochemistry</td>
<td>BS1050 Genes</td>
</tr>
<tr>
<td>BS1040 Microbiology and Cell Biology</td>
<td>BS1060 Physiology, Pharmacology and Neuroscience</td>
</tr>
<tr>
<td></td>
<td>BS1070 Adaptation and Diversity</td>
</tr>
</tbody>
</table>

Medical Sciences Streams

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS1030 Biochemistry</td>
<td>BS1050 Genes</td>
</tr>
<tr>
<td>BS1040 Microbiology and Cell Biology</td>
<td>BS1060 Physiology, Pharmacology and Neuroscience</td>
</tr>
<tr>
<td></td>
<td>MB1080 Medical Bioscience</td>
</tr>
</tbody>
</table>

Second and Final Year Modules

First year module marks do NOT contribute to the final classification of degrees, but you must obtain an overall pass mark in the first year modules in order to proceed to the second year of study. Note also that your first year marks will be taken into account if you wish to do a placement year, transfer to medicine or take a year abroad.

During your second and third years you will build on the broad foundation laid in the first year, choosing advanced modules that reflect your special interests and abilities. You will receive details of these modules in the Spring term, and you will plan your future studies in consultation with your Personal Tutor.

Note that second year modules DO contribute to the final classification of your degree. In determining degree classes, second year modules contribute 30% and final year modules contribute 70%.

Forms of Teaching

Lectures

Lectures, designed to provide a framework of facts and interpretations, are the basic teaching method of the School of Biological Sciences. Each lecture lasts 50 minutes and starts on the hour. Please ensure that you arrive at all teaching sessions in good time.
You are expected to attend all lectures. In order to get the best out of lectures it is necessary to develop note-taking skills and to expand your notes by private study, topics that will be addressed in the first year modules.

The University has also produced free study guides which give advice on how to structure your studies. These are available from the Careers Service’s website (www.le.ac.uk/careers) or from the Careers Service located on the ground floor of the Percy Gee (Students’ Union) Building. There is also a series of online study guides for dyslexic students which have been described by other students as useful summaries. See http://www2.le.ac.uk/offices/ssds/accessability/study-skills.

**Practical Work**

The careful performance of practical work, the accurate recording of observations and the discussion of the purpose of each practical exercise are important elements of every biologist’s training. Therefore, we regard the conscientious performance and writing-up of all practical work as essential for the satisfactory completion of your first year studies and admission to more advanced courses.

Attendance at practical classes is compulsory and will be monitored. Continuous assessment of your practical work will be carried out during the year and will be taken into account when your performance in the First Year Examinations is considered.

If you fail to attend a practical class without good reason, you will automatically be awarded a mark of zero for the coursework element associated with that practical class. Where the period of time that has been missed represents part of a longer class, e.g. one day of a two-day class, then you will be permitted to submit a report but the mark awarded for the report will be reduced by a percentage equivalent to the proportion of the class that was missed.

If you miss a class for good reason (e.g. illness) then you should contact the School Office as soon as possible as there may be another session you can attend; however this cannot be guaranteed. You should also contact the module convenor as they may be able to provide you with data to complete your report.

**IF YOU MISS A SUBSTANTIAL NUMBER OF PRACTICAL CLASSES WITHOUT GOOD REASON, YOU WILL NOT FULFIL THE INTENDED LEARNING OUTCOMES OF THE MODULE AND WILL NOT BE ALLOWED TO PASS; BECAUSE PRACTICAL CLASSES CANNOT BE RESAT, THIS MAY LEAD TO TERMINATION OF YOUR REGISTRATION.**

Where long-term absence is unavoidable, for example long-term illness, and involves more than 50% of the practical classes in a single semester, you will not normally be able to qualify for the credits for those modules involved. In such cases, temporary withdrawal with a repeat semester may be recommended.

**Late Arrival at Practical Classes**

You must always ensure that you arrive in the laboratory before the practical class is due to start. Late arrival at practical classes is disruptive and may well mean that some of the safety briefing is missed. For this reason, if you arrive late for a practical class, once the briefing has begun, **you will not be permitted to attend the class and will be marked as absent** unless you have evidence of a valid reason for your late arrival.

**Tutorials and Work Sessions**

All first year students participate in ‘tutorials’ or ‘work sessions’ related to the individual modules. You will be placed in a group of around 12 students. The purpose of these sessions is to supplement and enhance the information content of the relevant module. Tutorials are often designed as student-centred learning exercises and will require preparation of work in advance, often as part of a small group collaboration. They will also guide you to further reading and, through written work, oral presentations and discussions, help you to develop your powers of expression. Attendance at tutorials and work sessions is compulsory.

**Recording of Teaching Sessions**

All lectures at the University of Leicester will normally be recorded using lecture capture. You will be able to review these lectures via the Blackboard site for the relevant module.
Other teachings sessions, such as tutorials or practical classes etc., will not normally be recorded. You will also not be allowed to make your own recordings of these sessions.

**Coursework**

Submission of all the coursework set is compulsory. If you fail to submit a substantial number of coursework items without good reason, you will not fulfil the intended learning outcomes of the module and will not be allowed to pass the module; this may result in termination of your registration.

**Teaching Timetable**

Your individualised timetable will be available via MyStudentRecord ([http://mystudentrecord.le.ac.uk](http://mystudentrecord.le.ac.uk)). Timetables will also be available on the School Office site on Blackboard and under each module.

You will be allocated to groups for some classes. Unfortunately, it is not possible to cater for people’s individual preferences and changes to group allocations cannot be considered without significant extenuating circumstances. You are expected to be available from 09:00 to 18:00 for teaching activities (09.00 to 13.00 on Wednesdays) and we are therefore unable to make specific accommodations for other engagements.

**Key Dates**

Term dates are published on the University website at [http://www2.le.ac.uk/students/key-dates](http://www2.le.ac.uk/students/key-dates). Students are expected to be in attendance for the entirety of the University terms including after examination periods. Careers and other events are often timetabled in these weeks. See also [Availability for Examinations](http://www2.le.ac.uk/students/key-dates) above.

**Coursework Submission**

Most coursework is submitted through Blackboard via Turnitin plagiarism detection software. You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see [www.le.ac.uk/senate-regulation7](http://www.le.ac.uk/senate-regulation7) or [www.le.ac.uk/sas/assessments/late-submission](http://www.le.ac.uk/sas/assessments/late-submission)). Module convenors are not permitted to approve extensions to coursework deadlines. If you believe you have legitimate reasons for handing in work late, make sure you submit a mitigating circumstances form and submit the work as soon as possible. See above [Mitigating Circumstances](http://www.le.ac.uk/senate-regulation7) for more information.

**Marking and Assessment Practices**

Student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes marking impractical.

Each programme at the University has one or more External Examiners, who are members of staff of other institutions that review the academic standards at the University and confirm that these are appropriate and comparable with other Universities.

The External Examiners for your courses are listed at: [www.le.ac.uk/sas/assessments/external/current-undergraduate](http://www.le.ac.uk/sas/assessments/external/current-undergraduate)

**Assessment Guide for First Year Coursework Essays**

This guide is intended as an indicator of what markers will be looking for when marking your coursework essays. It should be appreciated that the descriptors for each class band are generic and not exclusive; therefore there may be compensation for weaknesses in some aspects by strengths in others.

You should also note that each class covers a range of marks and therefore represents a quality band.
The presentation of the essay, the organisation of the arguments and the use of English, will be considered when grading the essay, particularly where these affect the reader’s ability to understand the answer.

<table>
<thead>
<tr>
<th>Mark Range</th>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100, 95, 90, 85, 80, 75, 72</td>
<td>1</td>
<td>The essay displays an excellent understanding of the subject matter and is well presented. The arguments are clearly constructed and supported by appropriate material.</td>
</tr>
<tr>
<td>68, 65, 62</td>
<td>2.1</td>
<td>The essay displays a sound understanding of the central issues and is well organised and clearly presented. The arguments are well constructed. The essay contains no major errors.</td>
</tr>
<tr>
<td>58, 55, 52</td>
<td>2.2</td>
<td>The essay displays understanding of the main issues and is logically organised. There may be some errors and omissions or poorly expressed ideas.</td>
</tr>
<tr>
<td>48, 45</td>
<td>3</td>
<td>The essay is poorly constructed, displaying flaws in understanding of some of the material. There may be omissions or inaccuracies. The essay may not be fully focused on the question asked.</td>
</tr>
<tr>
<td>42</td>
<td>Pass</td>
<td>A poorly formulated answer that displays limited understanding of the main issues. There may be some significant omissions and errors. The essay is not clearly focused.</td>
</tr>
<tr>
<td>38, 35, 25</td>
<td>Fail</td>
<td>The essay contains major factual or conceptual errors, indicating a clear lack of understanding. There may be major omissions or failure to address the question.</td>
</tr>
</tbody>
</table>

In the 2nd and 3rd years of the programme, the marking criteria become more demanding. These upgraded criteria are given in the 2nd and 3rd year module selection handbooks.

**Feedback and the Return of Work from Staff**

**Coursework**

The School complies with the University’s policy for the return of marked coursework (see [www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work](http://www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work) for details of the full policy:

**General principles:**

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date;

  Deadlines for the submission of coursework and the expected date of return will be provided by each module

- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time and where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement.
Examinations
The School complies with the University’s policy for the return feedback on examinations (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy.

General principles:

- Following the approval of the provisional results by examination boards, departments will make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework.
- The School will arrange for feedback on examination performance to be provided.

Change of Course/Module
Discuss your options with your personal tutor, or another appropriate member of staff in your department, if you are considering a change of course or module. Changes of course or module require approval by your department and will only be allowed in certain circumstances.

See www.le.ac.uk/sas/courses/transfercourse or www.le.ac.uk/sas/courses/transfermodule for details of the procedures involved and deadlines that apply.

Change of Module forms can be collected from the Biological Sciences School Office. Changes can only happen within the first two weeks of each semester.

Students wishing to change course within the Biological Sciences degree streams may do so any time before graduation, subject to completing the appropriate modules.

Students wishing to apply to transfer from Biological Sciences to one of the medically related streams (and vice versa) must do so before the start of the second semester of their first year. There is no guarantee such transfers will be approved.

Release of Examination Results
Examination and final module results are provided to students via MyStudentRecord. We encourage you to discuss your results with your personal tutor. Students are welcome to request feedback from their personal tutor about individual exam papers. Students are not allowed to see their exam papers.

Progression and Classification of Awards
The University’s system for the classification of awards and the rules of progression are defined in Senate Regulation 5: Regulations governing undergraduate programmes of study (www.le.ac.uk/senate-regulation5) and the relevant programme specifications. Please also note the specific rules governing progression for Biological Sciences students above. Please note that all progression decisions for students who have taken resit examinations in January will be made at the Board of Examiners meeting in June/July.
Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University’s commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on ‘Referencing styles’). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the presentation of another’s concept as one’s own;
- the reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also:

www.le.ac.uk/sas/assessments/plagiarism

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (see www.le.ac.uk/senate-regulation11 ‘Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion).

Resources and advice to help you study with integrity and avoid committing plagiarism

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial

If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies.

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.
Referencing style

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most subject areas have a specific referencing style which you are required to use. To find out which referencing style each department uses, and for information and help on each referencing style, please visit http://www.le.ac.uk/library/help/referencing.

Requirements differ on how to arrange bibliographies (complete list of all reference and other sources at the end of your coursework) and whether references are included within the word count for your coursework – please refer to any separate guidance provided on these points.
Erasmus Exchanges, Years Abroad and Industrial Placements

There is an opportunity for students to spend an extra year (between years 2 and 3 of their course) studying abroad. The year is assessed on a Pass/Fail basis and so marks awarded during the year will not count towards your final degree classification. Past participants of these schemes have found it a very valuable experience and there is no doubt that it enhances your CV and hence job prospects.

While the UK is currently an Erasmus+ programme country, it is not possible to know how, and to what extent, the Brexit negotiations will affect our status in the future. The University of Leicester, like other UK universities, is therefore unable to give any assurances to students that the agreements and destinations in place now under the Erasmus+ programme will remain available in or after 2018/19.

For updates, visit: [www.le.ac.uk/erasmus](http://www.le.ac.uk/erasmus)

**Erasmus Exchanges between Leicester and other European Universities**

The School of Biological Sciences participates in the Erasmus programme of the European Union whereby students can study in another European university. Partnerships currently exist with a number of different universities. The European Union funds the study with grants towards travel, subsistence and language tuition. In recent years we have sent students to:

- University of the Algarve in Faro, Portugal (This is a research placement in a Microbiology lab where English is spoken. Prof Andrew, Dept. of Infection, Immunity & Inflammation (pwa@le.ac.uk) can provide more information.)
- University of Padova, Italy (This is also a research placement and Prof Kyriacou, Dept. of Genetics (cpk@le.ac.uk) can provide more information)
- University of Heidelberg, Germany (Students have done taught modules here but many of them are taught in English.)
- University of Joennsu, Finland (Students have done taught modules here but many of them are taught in English.).

If you have any questions regarding the Erasmus programme, contact Dr Chris Cane, Genetics ([crc@le.ac.uk](mailto:crc@le.ac.uk)).

**Year Abroad**

There is an opportunity to spend a year studying in North America (currently at either Kent State University, Ohio or Old Dominion University, Virginia) or Japan. It is hoped that this programme will expand to include other universities in North America (and possibly Australia) in future years.

An information session will be arranged in semester two of the first year for those who might be interested in these opportunities.

If you have questions regarding any of the Year Abroad options, contact Dr Chris Cane, Genetics ([crc@le.ac.uk](mailto:crc@le.ac.uk)).

**Opportunities for Industrial Placements**

The opportunity is available for selected students to undertake an optional industrial placement leading to the award of a ‘With a Year in Industry’ degree. The placement consists of salaried employment, normally in an industrial laboratory in a U.K. company, for a period of one year between the second and final year at University.

Information about placements will be given during the careers sessions in the week following the May/June examinations. A meeting will also be held for interested students at the beginning of the second year where they can hear presentations from returning placement year students. Applications will be due in the Autumn of their second year. Selection will be based on academic performance and an interview.

Preliminary enquiries can be made to Dr Primrose Freestone (Infection, Immunity and Inflammation [ppef1@le.ac.uk](mailto:ppef1@le.ac.uk)) or Dr Alan Cann (Neuroscience, Psychology and Behaviour, [alan.cann@le.ac.uk](mailto:alan.cann@le.ac.uk)) at any time.
Transfer to Medicine

Students who have completed and performed exceptionally well in the first year of their course can apply to be considered for transfer to the first year of the MBChB. The selection process, which is highly competitive, is in two stages:

1. Selection for a multiple mini-interview on the basis of:
   - Completion of the application form
   - Academic performance.

2. If shortlisted, a multiple mini-interview (MMI).

In order to be considered for an MMI, students must:
   - Have high grades in appropriate A level subjects, including chemistry.
   - Have achieved good first class marks in first year modules of their biological sciences course.
   - Have taken the UKCAT medical admissions test in the year they apply to transfer (See [http://www.ukcat.ac.uk/](http://www.ukcat.ac.uk/). You must sit this test and have your results before the internal application closing date.
   - Demonstrate an on-going commitment to Medicine by gaining experience of caring and interaction with the public through work experience or volunteering.
   - Demonstrate motivation and suitability for Medicine through their personal statement and references.

At the interview students will be judged by a panel of experienced selectors according to the same criteria used for other entrants to the MBChB, including:

   - Communication skills
   - Motivation
   - Team-working
   - Professional attitudes
   - Career understanding
   - Personal qualities

To be considered for transfer applicants must at least meet the same standard at interview as that applied to other entrants to the MBChB.

The final decision on whether to allow transfer will be made by the Admissions Tutor for the MBChB, taking into account the academic criteria, the personal statement and the outcome of interview. This decision is final and there will be no requirement to accept any particular number of transfers in a given year. The application process cannot consider mitigating circumstances affecting assessments. If properly notified to the School’s Board of Examiners, appropriate concessions will have been granted before results are released. Because of the overall numbers of applications dealt with by the School of Medicine each year, it is not possible for feedback to be provided regarding any individual application. Unsuccessful applicants will not be able to appeal against the decision of the Admissions Tutor for the MBChB.

The application process

Applications must be made via the application form, which will be made available on the School Office site on Blackboard and must be submitted to the School of Biological Sciences Office by a date near the end of July. (The exact date will be advised to students.) Applications must be accompanied by two signed references, in sealed envelopes. Late or incomplete applications will not be considered. Interviews for selected candidates will be held in August.
School Support for Students

Personal Tutors

From discussion of academic progress, to friendly advice on personal matters, personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The School’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: www.le.ac.uk/sas/quality/personaltutor

A personal tutor is assigned to each student for the whole three-year period, and is in addition to the various tutors that are allocated in relation to coursework. It is essential that you seek out and introduce yourself to your personal tutor as soon as possible. Thereafter you should arrange to see your personal tutor at least once a term.

To make the most of your personal tutor, it is important to understand this is a two way relationship. For your personal tutor to be able to help you, it is important that you get to know him or her, attend meetings and contact them if you have a query, problem, want some friendly advice or just want to update them on how you are getting on.

Remember that your tutor is not just here to help you with problems but will also help you with choice of project, acting on feedback you receive on your work, discussing module choices, career options or any other matter where you think their advice may be useful. Your tutor will also probably be one of the people you will want to ask for references for graduate employment.

If you have problems that you are unable to resolve after consultation with your personal tutor, or indeed if you are not happy with the personal tutor assigned to you, please contact the Senior Tutor: Dr M Leyland (ml27@le.ac.uk)

AccessAbility Tutor

The School has an AccessAbility Tutor, Dr Sinéad Drea, (Adrian Building room 318, sd201@le.ac.uk) for students with disabilities and specific learning difficulties.

Equal Opportunities

There is an Equal Opportunities Committee for the College which has student representation from the School, drawn from the membership of the Student/Staff Committee (see below). Please raise any concerns with your student representative for your degree to be discussed at the Student/Staff Committee meeting.
University Student Support Arrangements

Student Services Centre

The Student Services Centre in the Charles Wilson Building provides you with convenient and easy access to many support services all in one place. The recent move involves six services including: Student Welfare, Student Counselling and Mental Wellbeing, Career Development Service, Unitemps and Fees and Payments.

The opening hours are:

- Term time: Monday to Thursday 9.00 a.m. to 7.00 p.m.
- Vacation: Friday 9.00 a.m. to 5.00 p.m.

Contact: Student Service Centre, Charles Wilson Building

http://www2.le.ac.uk/offices/ssc

AccessAbility Centre

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions including mental health which have a substantial day to day impact on their studies. Staff offer one to one support, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students’ Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistance with the cost of formal assessments. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement. Essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, writing slopes and digital recorders). Photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Contact: AccessAbility Centre, David Wilson Library

Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessable@le.ac.uk | www.le.ac.uk/accessability

Student Welfare Centre

The Student Welfare Service offers wide ranging practical support, advice, and information for students.

Financial advice is offered, with information on budgeting and funding. Specialised staff can advocate over late loans and other financial issues. Students can apply for hardship grants and loans through the Service.

Information, advice and guidance is available on finance issues and budgeting. In addition, students can apply for hardship awards and loans through the welfare service.

For international students, the Student Welfare Service coordinates The International Welcome Week in September and January. Expert immigration advice is available and students are strongly advised to renew their visas through the scheme provided by Student Welfare. Specialised Officers also support students who experience financial or personal problems.

Contact: Student Welfare Service, Student Services Centre, Charles Wilson Building

Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | www.le.ac.uk/welfare

Counselling and Wellbeing Service

This Service offers a range of expertise and support for the psychological aspects of health and wellbeing.

Services on offer include:
**Student Counselling Support**

Time-limited, free and confidential one-to-one counselling to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

For information see our website: [www.le.ac.uk/counselling](http://www.le.ac.uk/counselling)

**Contact:** Student Counselling Service, Student Services Centre, Charles Wilson Building  
+44 (0)116 2231780 | counselling@le.ac.uk

**Student Mental Wellbeing Support**

Practical, emotional and skills based one-to-one support to students managing mental health issues whilst at the University. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

**Contact:** Student Support (mental wellbeing), Student Services Centre, Charles Wilson Building  
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk  
[www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing](http://www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing)

**Student Healthy Living Service**

The Student Healthy Living Service provides direction to health care and health related activity which will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University; The University works closely with the Victoria Park Health Centre where staff have expertise in student health. More information can be found on the Healthy Living Service website.

**Contact:** Student Healthy Living Service  
+(0)116 223 1268 | healthyliving@le.ac.uk | [go.le.ac.uk/healthyliving](http://go.le.ac.uk/healthyliving)

**Health Care and Registering with a Doctor**

Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a doctor in Leicester. The Victoria Park Health Centre ([www.victoriaparkhealthcentre.co.uk](http://www.victoriaparkhealthcentre.co.uk)) has expertise in student health and has provided medical care to the University’s students for many years. The Health Centre is located conveniently close to the main-campus and registration is free.

If when you come to University you are already under the care of a ‘specialised team’, have a known medical condition including mental health or waiting for an appointment it is still advisable to register at the Victoria Park Health Centre. Soon after arrival, make an appointment to discuss with one of the doctors who will then be in a better position to communicate with the relevant doctors and help you to manage your condition to avoid any unnecessary disruption to your studies. Please take with you information from your current doctor or consultant which includes diagnosis, current management, including medication (provide a certified English translation if the original is not in English). This is essential for international students as some conditions may be managed differently in this country, particularly in relation to medication which may be licensed differently and may need changing to something which is available to prescribe in this country. If you take medication for your condition you must bring 12 weeks supply with you to ensure continuity until the registration process is complete.

More information about registering with a doctor and other health and well-being services can be found at: [http://www2.le.ac.uk/offices/healthy-living-for-students/new-students/uk-students](http://www2.le.ac.uk/offices/healthy-living-for-students/new-students/uk-students)
Careers and Skills Development

Career Development Service

With your drive and determination, the Career Development Service can help you develop the skills and abilities that will not only help get you to where you want to be after university, but will stay with you for life.

Career development at Leicester isn’t just about getting some work experience and writing a CV; we make sure that you get personal support to achieve your aspirations. We’re here for you from the moment you arrive, through to your graduation and beyond. We’ll give you the opportunity to try new things and to figure out what you want from your career—what it is that really drives, motivates and inspires you.

We’ll also help you identify your personal strengths and what you need to develop to be ahead of the crowd. Even if you’re not sure what it is you want to do yet, we can help you develop the skills and experience that you need to get that first job out of university, but also the ability to manage your own career development and succeed on whichever path you choose.

It’s your career development journey and you decide where it is that you want to go. By working with us you make sure that you’re giving yourself the best possible chance to get there. We’ve got the knowledge and resources to spur you on to success so, by working with us, you really will make the most of you!

When you arrive at Leicester you’ll have access to MyCareers: https://mycareers.le.ac.uk, our career management system, by simply using your university username to login. This is the gateway to:

- Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews
- Booking workshops, such as mock assessment centres and psychometric testing
- Meeting employers who are coming on campus
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and extra-curricular activities

If you are looking for part time work whilst studying, make sure you sign up to Unitemps, based in the Student Services Centre, for opportunities on campus and in the city.

We’re here to support you throughout your time at university so make sure that you come and visit us in the Student Services Centre in the Charles Wilson Building and log-in to your MyCareers account to get started!

Contact the Career Development Service:

0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers
@uolcds | fb.com/uolcds

Societies

Students are encouraged to become student members of the society that reflects their interests. The main societies are:

Royal Society of Biology http://www.rsb.org.uk/
The Biochemical Society http://www.biochemistry.org/
The Society for General Microbiology http://www.sgm.ac.uk/
The Physiological Society http://www.physoc.org/
The Genetics Society http://www.genetics.org.uk/
Feedback from Students and the Student/Staff Committee

The views of students are greatly valued and feedback on modules informs the review of those modules. Detailed feedback comes to us in two ways: through the module questionnaires that you will be asked to complete at the end of each module and through the meetings of the Student/Staff Committee. The Committee is co-chaired by a Student Representative and the Director of Studies and provides a valuable and important forum for discussing issues relating to the working of Biological Sciences. The Committee normally meets twice a term and the minutes are posted on Blackboard. The minutes are also sent to the College Academic Committee and the departmental teaching teams. Elections to the positions of Year Representatives will be held during the autumn term and training for Representatives is provided by the Students’ Union.

Contact details of the Representatives are published through Blackboard. If you have issues that you wish to be raised at the Committee, then discuss them with your year Representative.

Further information on the Student/Staff Committee can be found at Code of Practice on the Work of Student Staff Committees. [http://www2.le.ac.uk/offices/sas2/quality/codes/documents/sscommittees.pdf](http://www2.le.ac.uk/offices/sas2/quality/codes/documents/sscommittees.pdf)

School of Biological Sciences Prizes

The School awards a number of prizes to high-performing graduating students who show exceptional promise. The prizes awarded to Biological Sciences graduates in 2015/16 were:

- Margaret Wallace Henry Prize – Best graduate of the year in Biological Sciences
- Royal Society of Biology Prize – Awarded to the final year student with the highest overall grade in a bioscience subject
- Oxford University Press Achievement in Biosciences Prize – Awarded to the student who has shown the greatest improvement over the course of the academic year
- Biological Sciences B.Sc. Prize – Awarded to the best graduate in B.Sc. Biological Sciences
- Biological Sciences (Neuroscience) Prize – Awarded to the best graduate in B.Sc. Biological Sciences (Neuroscience)
- Physiological Society Undergraduate Prize – Best graduate in Physiology (B.Sc. Biological Sciences or B.Sc.[Intercalated] degree)
- Henry Walter Bates Prize – Best graduating B.Sc. Biological Sciences (Zoology) student
- Alec Jeffreys Prize – Best graduate in Genetics on the B.Sc. Biological Sciences degree
- Peter Sneath Prize – Best final year student on the B.Sc. Biological Sciences Microbiology degree
- May Fund Prize in Biochemistry – Best graduate in Biochemistry on B.Sc. Biological Sciences degree
- Medical Biochemistry Prize – Best student in Medical Biochemistry
- Annette Cashmore Prize – Best undergraduate performance in Medical Genetics
- Medical Microbiology Prize – Awarded for exceptional student achievement
- Medical Physiology Prize – Best Graduating B.Sc. Medical Physiology Student
- School of Biological Sciences Experimental Project Prize – Awarded to the top two experimental project students
- School of Biological Sciences Analytical Project Prize – Awarded to the top three analytical project students
- School of Biological Sciences Prize for Creativity and Innovation – Awarded to the student team judged to have produced the most innovative research proposal on BS2000

Students in the School of Biological Sciences, including 2nd year students, are also eligible for College Prizes, awarded by the College of Medicine, Biological Sciences and Psychology.
Safety and Security

Identity Badges

You will be provided with an identity card, which is also your Library card, and a student lanyard. This card will also be used to register your attendance at classes. The wearing of identity badges by EVERYONE working in or visiting the Adrian Building, Maurice Shock Building (MSB) & Henry Wellcome Building (HWB) is compulsory.

You will not be allowed to enter the buildings if you do not have your badge. If you lose your card you should report its loss immediately to the Student Services Centre in the Charles Wilson Building. There will be a charge for a replacement. Temporary day passes can be obtained from the Biological Sciences School Office if you require access immediately.

Access to all Buildings

You will be required to show your identity badge on demand.

The Adrian, MSB and HWB are secured buildings and access is gained via the front door only on production of your identity card. The front door of the MSB is near the corner of University Road and Lancaster Road.

Exit from these buildings after hours is by means of a push button release near the door. Please make sure the door closes behind you and do not allow anyone to enter the building.

Normal access hours for the Adrian, MSB and HWB are 8.00 a.m. to 6.00 p.m., Monday to Friday.

Access to the Adrian, MSB and HWB Buildings outside of normal working hours is restricted to academic staff, research staff, research students, technicians and graduate students. Undergraduate students are not permitted in the buildings after 6pm.

Laboratory Safety

This information is designed to summarise the most relevant safety information pertaining to your use of the Adrian Building, the Maurice Shock Medical Sciences teaching laboratories and the Bennett lecture theatres.

These buildings each have a comprehensive Safety Booklet that you may obtain from their Main Offices.

Laboratory safety depends on compliance with safe procedures when dealing with situations which are potentially hazardous. It is essential to be alert and aware at all times of what is going on around you. The Adrian and Medical Sciences Buildings are specialised establishments designed for precise scientific purposes and, for the most part, are not a place for relaxation. Although it is to the general good for the atmosphere in which we work to be pleasant and friendly, it is a fact that the nature of our work and of the apparatus we use demands that we exercise special care.

The University operates according to many HSE regulations e.g. COSHH (Control of Substances Hazardous to Health). Detailed and specific rules or codes of practice are in use and must be complied with.

In view of this, it is essential to be safety conscious and to anticipate possible dangerous situations. Become familiar with, and make use of, all safety equipment provided. Keep benches tidy and clear of equipment not in use: do not obstruct doorways and corridors.

Smoking

Smoking is not allowed in any of the university buildings and not allowed in any teaching situation.

NO SMOKING notices must be obeyed by everyone at all times.
Emergency Evacuation Procedure

This is summarised briefly.

Look out for the alarm buttons and emergency exits in each building. The alarm sirens may be heard at the same time each week.

- 12:30 on Friday in the Adrian Building
- 12:00 on Friday in the Bennett Building
- 14:30 on Wednesday in the Maurice Shock Medical Sciences Building
- 12.00 on Friday in the Henry Wellcome Building

An emergency evacuation of each Building will be practised once a term.

The lifts must not be used during an emergency evacuation, therefore if you have impaired mobility, no matter how temporary, please inform the Study Support Group for Students with Special Needs so that arrangements can be made to assist you out of the building in the event of an emergency.

First Aid

Call for help!

Do not hesitate to ask any University staff for assistance; they will know where the nearest First Aid box is situated and how to contact the nearest trained First Aider and/or Emergency services.

Use any telephone to call for an Ambulance, Fire Brigade, Police.

- Phones in offices & labs 888
- External line 999 (no money or credit required)
- Mobile phone 112 (no money or credit required)

Laboratory Practical Classes, Fieldwork & Project Work

You will receive training and instruction in all relevant safety matters during laboratory practical classes and field courses.

Laboratory practical classes are carefully planned and some course booklets may already contain a copy of a completed Risk Assessment form alerting you to any hazards you may encounter and advice on how to avoid any accidents.

Final Year Projects (Laboratory and Field Work)

Your Supervisor will closely supervise the work you carry out in the course of your project. All instructions with respect to safety MUST BE OBEYED.

Emphasis will be given to HSE guidelines such as COSHH, (the Control of Substances Hazardous to Health), the Health & Safety at Work Act, the use of electrical equipment, lone working, biological hazards etc.

Dress Code for All Teaching Laboratories

The following safety conditions must be adhered to at all times. Anyone not dressed appropriately will not be allowed to work in the laboratory.

- Laboratory coats must be worn and buttoned up at all times.
- Long hair must be tied back.
- Open footwear (e.g. sandals) is not permitted.
- High heeled shoes such as stilettos may not be worn.
- Loose or flowing clothing must be enclosed within the laboratory coat.
- Dangling jewellery must not be worn.
- Disposable gloves and eye protection are provided for your safety and the guidelines for each experiment must be followed.
Conduct in the Laboratory

It is important that you take a few minutes to read through the points below as they are produced for your safety.

On entering the laboratory

- The risk assessment sheet in your procedure protocol should be read carefully.
- Bags must be placed so they are not a danger to other people. This should be away from the benches where you are working. A limited number of lockers are available on the third floor of the MSB.
- Clothing must not be put on the benches where you are working.
- Switch off your mobile phones. Their use in the laboratory is not allowed.

During the practical class

- Laboratory coats are to be worn at all times. If you have forgotten to bring your own, you may borrow one at a cost of £2 per session.
- No food or drink may be consumed in the laboratory. If you have to bring such items in with you, they must be left in your bags.
- Disposable gloves and eye protection are provided and should be worn as instructed by the demonstrators.
- Do not sit on the benches. Chairs are provided.
- If you splash any solution into your eyes, seek help immediately. Several eye-wash solutions are available in the laboratory.
- Spillages should be dealt with immediately, in accordance with the safety instructions.
- Any broken glass must go into the specific glass bins and not into the general bins.

At the end of the session

- All rubbish should be disposed of as instructed.
- Clear away as instructed by the demonstrators.
- Unused liquids and containers should be disposed of as instructed.
- Always wash your hands immediately before leaving the laboratory.

If you are in any doubt about any procedures concerning safety, ask the demonstrators or technical staff for advice.

Personal Belongings

Your personal belongings are not covered by the University’s insurance. You are therefore advised to check whether your parents’ or family policies provide adequate protection. If not, private insurance arrangements should be made.

A lost property service operates from the Security Lodge, which is situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University entrance No. 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. For advice on preventing cycle theft visit: [www.le.ac.uk/estates/facilities & services/security/CodedCycleScheme.html](http://www.le.ac.uk/estates/facilities & services/security/CodedCycleScheme.html)