MSc.

Molecular Pathology & Therapeutics of Cancer

2015-2016
# Table of Contents

Welcome/Introduction .............................................................................................................. 4

Induction ........................................................................................................................................ 4

  Computer Registration ........................................................................................................... 5

  Library Introduction ............................................................................................................. 5

  Introduction to the MSc Laboratory ....................................................................................... 5

Department Details .................................................................................................................. 6

  Staff List and Key Contacts ............................................................................................... 6

  Student Communications and Personal Details ............................................................... 6

  ID Badges and Access Cards ............................................................................................ 6

MSc Teaching .......................................................................................................................... 7

  Accommodation ................................................................................................................ 7

Learn at Leicester .................................................................................................................... 7

  University Library ............................................................................................................. 7

  IT Services ........................................................................................................................ 8

  Student Learning Development ........................................................................................ 8

  Students’ Union Education Unit (ED) .............................................................................. 8

  Languages at Leicester ...................................................................................................... 8

Other University Facilities ................................................................................................... 9

  University Bookshop ....................................................................................................... 9

  English Language Training Unit (ELTU) ........................................................................ 9

  University Chaplaincy ..................................................................................................... 9

University Regulations ......................................................................................................... 10

  Student Responsibilities ................................................................................................ 10

  Attendance Requirements .............................................................................................. 10

  Neglect of Academic Obligations ................................................................................... 10

  Examination Regulations .............................................................................................. 10

Course details ......................................................................................................................... 11

  Programme and Module Specifications .......................................................................... 11

  Teaching Timetable ......................................................................................................... 11

  Coursework Submission .................................................................................................. 12

  Change of Course/Module ............................................................................................. 12

Marking and Assessment Practices ....................................................................................... 12

  Feedback and the Return of Work from Staff ................................................................. 12

  Progression and Classification of Awards ...................................................................... 13

Referencing and Academic Integrity .................................................................................... 13

  What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’ ................................ 13
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources and advice to help you study with integrity and avoid committing plagiarism</td>
<td>14</td>
</tr>
<tr>
<td>Referencing style</td>
<td>14</td>
</tr>
<tr>
<td>Notification of Ill Health and Other Mitigating Circumstances</td>
<td>14</td>
</tr>
<tr>
<td>Ethical Approval of Student Projects</td>
<td>15</td>
</tr>
<tr>
<td>Personal Support for Students</td>
<td>16</td>
</tr>
<tr>
<td>Departmental Student Support Arrangements</td>
<td>16</td>
</tr>
<tr>
<td>Equal Opportunities</td>
<td>16</td>
</tr>
<tr>
<td>University Student Support Arrangements</td>
<td>16</td>
</tr>
<tr>
<td>Health Care and Registering with a Doctor</td>
<td>17</td>
</tr>
<tr>
<td>Careers and Employability</td>
<td>18</td>
</tr>
<tr>
<td>Career Development Service</td>
<td>18</td>
</tr>
<tr>
<td>Feedback from Students</td>
<td>19</td>
</tr>
<tr>
<td>Student Feedback Questionnaires</td>
<td>19</td>
</tr>
<tr>
<td>Student Staff Committees</td>
<td>19</td>
</tr>
<tr>
<td>Departmental Prizes</td>
<td>19</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>19</td>
</tr>
<tr>
<td>General Laboratory Practice</td>
<td>20</td>
</tr>
<tr>
<td>Biological Hazards</td>
<td>21</td>
</tr>
<tr>
<td>Chemical Hazards</td>
<td>21</td>
</tr>
<tr>
<td>Physical Hazards</td>
<td>22</td>
</tr>
<tr>
<td>Radiation Hazards</td>
<td>23</td>
</tr>
<tr>
<td>Safety Assessments</td>
<td>23</td>
</tr>
<tr>
<td>Evacuation Procedure</td>
<td>23</td>
</tr>
<tr>
<td>Personal Belongings</td>
<td>24</td>
</tr>
<tr>
<td>Complaints and Academic Appeals Procedures</td>
<td>24</td>
</tr>
</tbody>
</table>
Welcome/Introduction

Welcome to the University of Leicester and to the College of Medicine, Biological Sciences & Psychology. I hope you will enjoy your time at Leicester, and that you and the College will benefit from your studies here. This handbook contains a lot of information that will be of use to you throughout the MSc. course. Do read it and keep it safe. It should be read in conjunction with the University’s Regulations [www.le.ac.uk/senate-regulations].

Since its foundation in the early 1970s, the School of Medicine at Leicester has established an excellent reputation for teaching and research. To maintain and strengthen this, its new organisational structure (introduced from August 2003) is based on five substantial departments that span the traditional clinical subject areas. These Departments are able to bring considerable intellectual resources to bear on a range of vital medical challenges and reflect the priorities of the National Health Service. They provide a stimulating environment for postgraduate study and offer a wide range of opportunities for professional training and development.

In many areas the College is at the forefront of medical research, with research themes crossing traditional departmental boundaries and of particular relevance to this MSc. course, The Cancer Research Theme and The College’s role as home for a Cancer Research UK Centre. We believe we have devised a stimulating teaching programme that reflects this prominence in cancer research. I hope that you will share in the excitement of being involved in such work, especially during your research project. However, I am sure you will realise that a considerable amount of background material needs to be mastered first, and so the period September to February serves as a solid foundation that is reinforced in laboratory sessions, and equips you for your research project.

Most of your instruction in the period September to February will involve lectures, tutorials and laboratory sessions. If you have difficulty understanding the science, coping with the workload or simply finding information, 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 provides an additional source of advice.

The MSc. in Molecular Pathology & Therapeutics of Cancer is run by the Department of Cancer Studies [http://www2.le.ac.uk/departments/csmm] which is based in the Robert Kilpatrick Clinical Sciences Building (RKCSB) at The Leicester Royal Infirmary (LRI). This course is one of a programme of six laboratory-based MSc. courses offered by the College of Medicine, Biological Sciences & Psychology. Make sure you know where the Departmental Office is located (RKCSB, First Floor, Room 103A); consult our Blackboard website regularly, and check your e-mail every day. You should also take an interest in the activities of the course’s Teaching Team Meeting, which is an important forum for discussion of all matters relating to the life and work of the course; indeed, why not stand for election as the student representative on the teaching team?

The School, with its excellent laboratory facilities and with the support of the University Library, provides an outstanding environment for the study of Molecular Pathology & Therapeutics of Cancer. It is never too early to think about your career: one clear way of improving your prospects is by working hard and getting a good degree. Make the most of the opportunities offered from the outset, and you will, I feel sure, have an enjoyable and profitable year at the University of Leicester.

Enjoy your course!

Dr G Don Jones, MSc Course Convenor, Dept. Cancer Studies.

Induction

The MSc. course is run from the Department of Cancer Studies (CS) and the Course Introduction will take place in the Robert Kilpatrick Clinical Science Building (RKCSB) at the Leicester Royal Infirmary (LRI) on Monday 14th September 2015 starting at 9:30am (starting with ‘Greetings & Departmental registration of details’) and Tuesday 15th September 2015 starting at 9am (starting with ‘Introduction to course and induction week’).
will be formally welcomed to the course by Dr G DD Jones the MSc. Course Convenor. During the first week you will be given a talk introducing you to Leicester, to the College and the MSc. in Molecular Pathology and Therapeutics of Cancer. Course outline/content, timetable and course regulations information will be discussed along with an introduction to ‘Blackboard’, the University’s virtual learning environment. In parallel with the formal introduction to the course, on Tuesday 15th September newly registered students and students in the process of registering are asked to make themselves known to the course administrator/convenor by reporting in person to the Course Administrator (Room 103A, RKCSB).

Additional activities in the first week include an Introduction to Library Services and a General Introduction to the College MSc. programmes (see separate Induction Week timetable). Furthermore, course-specific teaching will start in the induction week aimed at introducing the Library, the laboratory classes, cancer research techniques, information concerning the production of reports during the course and advice on plagiarism and collusion. An informal assessment of written, scientific, English will also be done to enable provision of advice regarding English language support.

Some of these sessions during the first week will be offered in the following week, after 4pm, for those students arriving late – late arriving students should make contact as soon as possible with the MSc. Course Administrators (pnp3@le.ac.uk /ut4@le.ac.uk) (0116 229 7337) or Course Convenor (gdj2@le.ac.uk; 0116 223 1841).

Note that the majority of the teaching is based on the main University campus in the Bennett Building, Adrian Building and dedicated MSc laboratory (room LG41, Adrian Building).

**Computer Registration**

Upon completion of University registration you will be assigned a username, and temporary password, for the University’s IT Services allowing access to University computing resources. You are advised to change your temporary password to something more memorable, using the password guidelines issued by the Computer Centre. Please do not use your name for your password. If you have previously had a computer account at the University, please call IT Services on ext. 2253 (or visit the "Drop-In" service for IT Support in the Help Zone on the Ground Floor of the David Wilson Library) and explain your new status so that they can make the necessary changes.

**Library Introduction**

During first week there will be a one hour lecture (see separate Induction Week timetable) introducing you to the Library services at the University of Leicester. To enter the libraries you will require your University ID (see below).

**Introduction to the MSc Laboratory**

During the first week you will be given an introduction to the MSc Laboratory. This serves two purposes – it ensures that everyone is familiar with good laboratory practice including wearing of laboratory coats, laboratory facilities, and it also enables us to introduce laboratory safety, COSHH assessments, handling toxic materials and biological hazards. Students should purchase a Howie-type laboratory coat (elasticted cuffs, fully closable collar; see images below) prior to this session for use during the course. Laboratory notebooks and associated materials will be provided for students.
Department Details

Staff List and Key Contacts

The Department of Cancer Studies is physically located in the RKCSB at the LRI.

Departmental Staff List - http://www2.le.ac.uk/departments/csmm/people

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 email 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.

Communication to students is generally via email or Blackboard. It is therefore recommended that you check Blackboard and your email account regularly to ensure that you do not miss any important communication from the University or your department.

ID Badges and Access Cards

ID Badges: ID badges will be produced centrally, following your registration with the University and these badges will also be encoded for swipe access to certain areas of the University. You will not be allowed to enter many University buildings, including the RKCSB, if you do not have your ID badge. YOU MUST WEAR YOUR ID BADGE AT ALL TIMES. If you lose your badge you should report its loss immediately to the Course Administrator, room 103A RKCSB (phone 0116 229 7337)); there will be a small charge for replacement.

The University is obliged to check your identity so that we can confirm that you really are who you say you are. To do this you will need to show us your passport, driving licence or birth certificate, and in return, they’ll issue you with your University ID card.

You will be given a specific date and time to attend Identity Check.
MSc Teaching

Laboratory teaching takes place in the dedicated MSc Laboratory (located in room LG41, Adrian Building). Lectures and tutorials will take place in various locations: Adrian Building, Bennett Building, Bennett Link, Physics, Medical Sciences Building, Ken Edwards Building, Charles Wilson Building, Henry Wellcome Building and the RKCSB at the LRI.

Blackboard is the University of Leicester’s virtual learning environment (VLE). Here you can access support and information for all your courses of study at the University. See https://blackboard.le.ac.uk/webapps/portal/frameset.jsp

Accommodation

For anyone who still needs to arrange accommodation, there will be an opportunity to visit the Accommodation Office during the first week; also please see http://www2.le.ac.uk/offices/accommodation

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

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 information resources including a print collection of over 1 million items and a Digital Library of over 500,000 eBooks and 50,000 electronic journals which you can use from anywhere on the Web;
- help in finding and using information; online, face to face and by telephone;
- individual and group study space, including the Graduate School Reading Room exclusively for postgraduate students;
- PCs, netbooks and wireless networking for your laptop;
- services for distance learners and researchers.

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.
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 2010 and many specialist programs to help you with your studies.

Visit [www.le.ac.uk/it4students](http://www.le.ac.uk/it4students) for more information about:

- **Student email**: access your email and calendar anywhere, including on your smartphone or other mobile device;
- **Printing**: print, copy or scan on campus; pay by topping up your print and copy account;
- **IT Help**: visit the Help Zone in the Library, phone 0116 252 **2253**, email ithelp@le.ac.uk or attend a training course;
- **Wifi**: free access to eduroam wifi on campus, in halls 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). Download the map to find a Student PC area on campus from: [www.le.ac.uk/pcareas](http://www.le.ac.uk/pcareas);
- **Files**: store files on your Personal Z: drive, which is backed up and available anywhere;
- **Blackboard Virtual Learning Environment**: support and information for all your courses;
- **Leicester Digital Library**: access to journals, databases and electronic books online;
- **Mobile app**: download the University mobile app to find a University PC available near you or access Blackboard Mobile Learn.

More information can be found at [www.le.ac.uk/it4students](http://www.le.ac.uk/it4students)

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 confidential and impartial 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 a professional and friendly service.

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, online chat facilities are available (visit our website for further details), you can either pop in or book an appointment by contacting us on the details below:

**Contact:** Students’ Union Education Unit (ED), Students’ Union (First Floor)
+44 (0)116 223 1132/1228 | educationunit@le.ac.uk | [http://leicesterunion.com/support/education](http://leicesterunion.com/support/education)

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. We offer 16 different languages including Arabic, British Sign Language, Chinese and Spanish to name just a few, six different levels of learning and two different 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.

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.

**Contact**: Languages at Leicester:
+44(0)116 252 2662 | lalenquiries@le.ac.uk | 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 Training Unit (ELTU)**

The English Language Teaching Unit offers a wide range of English Language and Study Skills courses to students who are studying at the University of Leicester. Full details can be found at: http://www2.le.ac.uk/offices/eltu

**University Chaplaincy**

Providing a Chaplaincy to the University of Leicester is the result of a local ecumenical partnership of churches who are part of Churches Together in Leicester. That partnership enables chaplains from the participating churches to work together and share the use of premises which are very close to the centre of the university but not owned by the university. Further details of the Chaplaincy can be found at: http://www2.le.ac.uk/institution/chaplaincy
University Regulations

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 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-regulations & see regulation 4). 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.

This is a very intensive, full-time course. Attendance at all sessions is compulsory. ALL absence from the course must be reported to the course administrator at the RKCSB either by tel: 0116 229 7337 or email: pnp3@le.ac.uk / ut4@le.ac.uk as soon as possible, with a reason for the absence clearly stated. Wherever possible, documentary evidence should be provided (e.g. a medical certificate if you have been ill). Failure to meet course requirements can lead to termination of studies.

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 www.le.ac.uk/senate-regulations & see regulation 4, ‘Neglect of academic obligations’). In the most serious cases of neglect the University has the right to terminate a student’s course.

Examination Regulations

If your course involves any exams you must ensure that 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).

Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being an undergraduate or taught postgraduate student 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.

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. Each module has its own specification that formally records that module’s aims, teaching and learning methods, assessment components and their percentage weighting.

Continuous assessment constitutes a major element of the course in the form of experimental analysis, short/long practical reports and tutorial based exercises. There are also examinations: multiple choice examination testing knowledge and understanding of core topics and molecular pathology/cancer cell biology based on the lecture programme (MB7401/02); a written, short answer, examination testing data analysis and interpretation in molecular pathology and cancer cell biology (MB7401). Assessment of MB7403 is by completion of one long answer questions over 120 minutes, reflecting the range of topics offered in the module and an Experimental Design report. Assessment of MB7404 is by Dissertation, poster presentation, oral presentation and laboratory performance.

Teaching Timetable

During your induction you will be provided with copies of three timetables, covering induction week, the Monday lecture series and the full timetable containing details of sessions outside of the Monday lectures sessions. The timetable for MB7403, running in January will become available later in the course. PDF versions
of these timetables will be available on the course Blackboard site. Any changes to the timetable will be announced on Blackboard, along with an e-mail announcement to the class from the course administrator (it is very important that you regularly check Blackboard and your e-mail account).

Coursework Submission

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 http://www.le.ac.uk/senate-regulations & see regulation 7 or www.le.ac.uk/sas/assessments/late-submission).

The details and deadline dates for the handing in of work are outlined in detail on Blackboards (see Course Information/Details of Assignment Submission & Dates). The majority of assignments are submitted electronically via the course Blackboard site. Two hardcopies of assessments should be also submitted, when requested, as instructed (please see Blackboard: (see Course Information/Details of Assignment Submission & Dates).

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 the University’s Registry 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.

Marking and Assessment Practices

General guidance for assessment structure/presentation is available on Blackboard (see Course Information/Advice on the Preparation of Course Work); however, it is important to take note of specific guidance given by members of academic staff with respect to individual assessments.

Specific information as to how your course work is assessed, including a breakdown of the individual module assessments & weightings and marking criteria, is also available on Blackboard (see Course Information/Information on Assessments & Report Writing and Course Information/Examples of Marking Guidance and Assessment).

Student anonymity will be preserved during the marking of all formal examinations; written examination scripts will be marked anonymously and will be double marked. Other coursework marking is moderated.

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.

Marking is transparent and feedback is provided (see below).

Check Blackboard for further information (see Course Information).

Feedback and the Return of Work from Staff

The Department 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 for details of the full policy):

General principles:

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

Feedback will be in the form written feedback using the College’s ‘Feedback on Assessed Work’ form. Comments will be provided as to the assessed works ‘Strengths’ and ‘Suggestions for Improvement’ and where applicable, additional comments will be made on the script which will be returned to the student.

Provisional marks will initially be posted to Grade Center on Blackboard, which can be viewed by the students. Following the approval of the provisional results by examination boards, departments should make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework. Students will not normally be informed of their marks on individual examination questions. Ultimately the marks will be recorded on Student Records System (SITS) and will be available to the students via MyStudentRecord.

Students can to discuss their results with specific the academic staff responsible for the individual assessments and/or with their personal tutor and/or with the course convenors.

Progression and Classification of Awards

The University’s system for the classification of awards and the rules of progression are defined in the Regulations governing taught postgraduate programmes of study see www.le.ac.uk/senate-regulations & see regulation 6. Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/pgt-progressionaward

Any specific progression requirements for your course are stated in its programme specification (see http://www.le.ac.uk/sas/courses/documentation)

The progress of each student shall be considered by a Board of Examiners at the end of the taught component of the programme. The Board of Examiners shall determine whether a student is permitted to progress to the dissertation or research project. In making progression and award decisions for students on MSc programmes, a Board of Examiners shall adopt the requirements noted in Senate Regulation 6 : Regulations governing taught postgraduate programmes of study - see www.le.ac.uk/senate-regulations & see regulation 6

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-regulations & see regulation 11 ‘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 academic departments have a specific referencing style which you are required to use. Please note that some of your modules may be taught by different departments. 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.

Notification of Ill Health and Other 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 your department(s) 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.

Ethical Approval of Student Projects

All students - whether undergraduate or postgraduate - who undertake non-clinical projects concerning human subjects, using human material or data must obtain ethical approval for the conduct of their projects from 1st October 2007.

(i) Role of the Supervisor

Students shall submit their project proposal for consideration to their supervisor. Where this is a non-clinical project concerning human subjects the supervisor must advise them of the need to obtain appropriate ethical approval and should give initial advice regarding the research ethics issues which may arise as a result of the project. Students and supervisors should also discuss the need for resources to securely store personal data.

(ii) Submission of proposal for research ethics review

At a reasonable period before data collection begins the student must complete an ethics approval form which should be submitted to the Departmental Ethics Officer for review.

The review of student projects should be undertaken not more than four weeks after submission of the form.

The basic process for review of student projects is as set out in the University Research Ethics Code of Practice. The initial review of projects will be undertaken by a Departmental Research Ethics Officer and there will be reference to a Departmental Research Ethics Committee where required.

(iii) Application of criteria

The criteria for assessing the ethics of student research projects are defined in the University Of Leicester Research Ethics Code of Practice.

Departmental Research Ethics Officers may determine that a project should be referred back to a student to amend and resubmit at this stage. Where appropriate a Departmental Research Ethics Officer may wish to refer a project proposal to a Departmental Research Ethics committee for full consideration.

(iv) Decisions regarding student projects

The decision made by the Committee for Research Ethics as to whether to approve a project will be in accordance with the existing University of Leicester Research Ethics Code of Practice.

(v) Appeal Structure

Students will have a right of appeal to the University Committee for Research Ethics. Where such appeals are heard the procedure will be in accordance with that set out in the University of Leicester Research Ethics Code of Practice. A student has the right to have the support of a friend at the appeal.

The University Protocol for Ethical Approval of student work is available at:
http://www2.le.ac.uk/institution/committees/research-ethics/protocol-for-ethical-approval-of-student-work-
non-clinical-research-on-human-subjects
Personal Support for Students

Departmental Student Support Arrangements

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 Department’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: www.le.ac.uk/sas/quality/personaltutor

You will be given a personal tutor within two weeks of your registration on the MSc. Molecular Pathology & Therapeutics of Cancer course. This person will act as your personal tutor for the duration of your course, and is additional 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. If you have issues that you are unable to resolve after consultation with your personal tutor, your personal tutor is not available, or indeed if you are not happy with the personal tutor assigned to you, please consult the course convenor, via the course administrator if necessary.

Equal Opportunities

Any concerns related to equal opportunities (e.g. ethnicity, gender, disability etc.) should be raised with the Department’s Equal Opportunities Officer, Mrs Jenny McNair, Robert Kilpatrick Building (e-mail, jm65@le.ac.uk; Tel. 0116 252 3170.)

University Student Support Arrangements

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). Low-level 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 Centre 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 and guidance is available in relation to private rented accommodation.

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, Percy Gee Building (First Floor).
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 counselling on a one-to-one or group basis 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.

For information see our website: www.le.ac.uk/counselling

**Contact**: Student Counselling Service
+44 (0)116 2231780 | counselling@le.ac.uk

**Student Mental Wellbeing Support**

Practical and emotional one-to-one and group support to students managing mental health issues whilst at the University.

**Contact**: Student Support (mental wellbeing)
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk
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

**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) 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: www2.le.ac.uk/students/info/new/postgrad/health

**Careers and Employability**

**Career Development Service**

You need a first-class education; that’s a given. But you also need an edge, an advantage, a head-start in the competitive graduate recruitment world. Based in the Students’ Union, your award winning Career Development Service is here to guide and support you from your arrival at Leicester through to graduation and beyond.

Throughout your studies you will engage with the **Career Development Journey** which is your personal guide to working out what you want to do after University and how to get there. Starting early is key, and completing the first step of the journey is simply achieved by logging onto MyCareers with your university username and password. You can access this through our homepage.

**MyCareers is your 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;
- Invitations to employer events;
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and enterprise and business start-up activities.

**Get involved by:**

- Signing up to Unitemps if you are looking for part time work whilst studying. We are based next to the Career Development Service in the Students’ Union.
- Coming along to fantastic employer events throughout the year including the Festival of Careers. We are one of the top 25 universities targeted by the largest number of top employers!
- Reflecting on your skill development throughout your academic studies and extra-curricular activities, as you will need to show employers how you can communicate, work in a team and much more. For more information on the Transferable Skills Framework go to our website.

Come and visit us in the Students’ Union and log onto your MyCareers account to get started. We’re here to support you throughout your time at university so make the most of the services we offer, to make the most of you.

**Contact:** Career Development Service, Level 0, Students’ Union, Percy Gee Building

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

Student Feedback Questionnaires

The views of the students are greatly valued. Detailed feedback comes to us in two ways:

• through the course questionnaires that you will be asked to complete during the course, completing module surveys (on Blackboard, available within two weeks of the last module session) and end of course feedback surveys.

• through the meetings of the Teaching Team (see section 8.7). Two student representatives sit on the Board of Studies, which provides a valuable and important forum for discussing issues relating to the working of the MSc. For the Teaching Team to function effectively, there needs to be active participation by students via their Representatives.

All students in the class are asked to consider standing for election by their classmates as course representatives. The voting takes place in the first four weeks of the course and is via a secret ballot. Training for elected representatives is offered by the Students’ Union Education Unit (section 5.3.5). Even if you do not wish to stand as a Representative, you should make sure that any concerns you have are brought to the attention of your Representatives. The Representatives can also provide a valuable informal source of advice or liaison with the academic staff. Depending on the nature of the feedback, points may be acted upon immediately and have a direct impact on the current course or will be implemented for the subsequent year’s course. Students will be informed of feedback that has been acted upon, via student representatives, Blackboard or e-mail, as appropriate.

Student Staff Committees

The Molecular Pathology & Therapeutics of Cancer Teaching Team is chaired by Prof. Karen Brown and comprises the Course Convenor, core teaching staff and importantly, two Student Representatives. The Teaching Team meets up to four times a year (in October, December, January and June). Two Student Representatives are elected in the third week of the course, following the nomination of candidates by the class. The Agenda for the Teaching Team meeting and minutes of unreserved business of the previous meeting are sent to the Student Representatives in advance; items raised by the Student Representatives, in consultation with classmates, are added to the agenda or raised at the meeting. The meeting consists of two sessions: unreserved business involves discussion of general course activities for the current course and recruitment issues for the up-coming course: reserved business, which does not involve the student representatives, involves confidential discussion of individual student issues; minutes for unreserved business of the approved Teaching Team minutes are posted on the course Blackboard site. The minutes are also discussed at the College Board of Studies for the MSc. Programmes in Molecular and Medical Biosciences.

Departmental Prizes

The Sir Sydney King Cancer Research Fund provides a prize for the best performing student on the MSc. Molecular Pathology & Toxicology each year, this prize comes with a cheque for £200. The recipient is selected based on overall course performance as determined at the final Examination Board meeting.

Health and Safety

Health and Safety is an everyday part of laboratory work – you must behave responsibly at all times.

If at any time you are concerned about Health and Safety issues, these should be raised with either:

   i) Class supervisor:
ii) Course technical co-ordinator: Linsay Primrose (lp32), Tel Ext. 3237

iii) Course Convenors: Dr GDD Jones (gdj2), Tel Ext. 1841 or Dr M Kriajevska (mk108), Tel Ext. 7321

iv) Departmental Safety Officer: Jillian Ashmore (ja29), Tel Ext. 5888

In an emergency report your concerns to any member of the Departmental staff.

These notes aim to provide information you require to work safely on this course. It is a guide, not a reference book, but if all members of the course obey the simple rules, risks to health and safety will be minimised for all staff, students, and visitors.

It is not possible to include details of all necessary safety information in the space available here; the next few pages provide a set of simple guidelines covering.

Detailed guidance covering particular aspects of course experiments will be given at the start of each practical.

Health and Safety should be an everyday part of laboratory work. Accepting responsibility for the work we do and the materials we use is part and parcel of being a competent scientist. Please remember that following these guidelines will not only prevent risks to yourself but also to others who may be affected by your actions. Many people in today’s world are distrustful and even hostile to the practice of scientific research. That mistrust can in part be overcome by a responsible attitude on the part of scientific workers.

If avoiding health risks is insufficient motivation, you should note that a wilful breach of safety rules could be a criminal offence under the Health and Safety at Work Act, and it is an automatic breach of University Rules, which can lead to disciplinary action including termination of your course.

Safety in laboratories is dependent on the knowledge and expertise of the laboratory workers. If at any time you feel at all unsure that you adequately understand the possible risks or safety precautions applying to the work you are doing please ask us about it.

Extensive information on laboratory safety is provided in by the University at: [http://www.le.ac.uk/safety/](http://www.le.ac.uk/safety/)

More specific information relating to Departmental safety issues can be found at:

[http://www2.le.ac.uk/departments/csmm/internal-information/safety-information](http://www2.le.ac.uk/departments/csmm/internal-information/safety-information)

Students will be expected to familiarise themselves with that information. What follows is an outline summary of laboratory safety precautions.

## General Laboratory Practice

### Basic Precautions

There are certain aspects to laboratory safety which are so basic they should be second nature to all laboratory workers. They are

(i) Clothing

Laboratory coats should be worn at ALL times in laboratory areas, e.g. sleeves should not project beyond the cuffs of the lab coat, and ties should not be free to dangle outside the coat. Long hair should be tied so that it does not dangle before the face or interfere with the work being done. Shoes do not have to protect the feet but they must give a secure grip on the floor, stiletto type heels are not suitable.

(ii) Hygiene

At the end of each period of work staff should wash their hands after removing their laboratory coats and before leaving the laboratory. Laboratory coats should not be worn in non-working areas.

(iii) Food and Drink

No food or drink of ANY kind should be brought into, stored or consumed in any laboratory area. This applies to sweets as much as to packed lunches.
(iv) Pace of Work

Each day’s work should be planned. Laboratory hazards are greatly increased if the work is rushed and staff feels under pressure. If you need to run, then you are trying to do too much.

**Biological Hazards**

Basic Information

The risks to the laboratory worker can be divided into the following categories:-

(i) Infections from pathogens

(ii) Accidental inoculation of tumour cells

(iii) Transmission of genetically manipulated oncogenic or pathogenic nucleic acid sequences.

These risks can be minimised by observing appropriate safe working practices;

(i) Infections from Pathogens

During the practical parts of this course you will not be working with any organisms which present a serious risk to health. This does NOT mean that they will be harmless. All work with micro-organisms requires a minimum standard of Good Microbiological Practice. Details of this are given in the course. If later project work will bring you into contact with more dangerous material you will be advised at the time to how to proceed.

(ii) Accidental inoculation of tumour cells

The chances of developing cancer after accidental inoculation of tumour cells are very slight but nevertheless exist - two cases, both involving needle-stick injuries, are cited in a Safety Newsletter received from the University of London. Sources of tumour cells that could be transmitted in this way include fresh tissue and blood from patients and also human cells grown in culture. Relevant protocols for the safe handling of these materials will be given to you as and when you use such material.

(iii) Oncogenic and Pathogenic Nucleic Acid Sequences

Handling naked oncogenic DNA may involve a potential risk to the operator. Although there is no evidence as yet that human contact with such DNAs can lead to tumours, this possibility cannot be discounted as such evidence does exist for animals.

Possible routes of transmission of naked DNA in order of importance are:-

(i) Inoculation or entry through broken skin [POSSIBLE]

(ii) Inhalation [LESS LIKELY]

(iii) Ingestion [VERY UNLIKELY]

Laboratory personnel working in this field should be familiar with the information contained in a document entitled "Code of Practice for Work with Oncogenic DNA Sequences". This was issued with the approval of the Genetic Manipulation Sub-Committee of the University Safety Committee, and a copy of it will be made available for you. Protocols for dealing with viral and oncogenic sequences will be provided later.

**Chemical Hazards**

Virtually all chemicals used in laboratories carry some hazard. This may be due to one or more characteristics of a particular chemical. Thus some chemicals possess a single major hazard i.e.; potassium nitrate is a strong oxidising agent, whilst another may carry a combination of risks i.e.; formaldehyde is both toxic and flammable. However the hazard may alter depending upon the quantity of chemical employed and/or its mode of use. To take two extreme examples, sodium chloride is toxic if one has to shovel it around for a living and picric acid
carries a much greater risk of explosion when dry as opposed to being submerged in an aqueous solution. It is, therefore, essential that you are aware at all times of,

(i) the hazards associated with the chemicals you are using
(ii) the correct procedures for their storage, weighing or decanting
(iii) reaction with other compounds
(iv) safe methods of disposal

IF YOU DON'T KNOW, ASK!!

Physical Hazards

Introduction: A Laboratory, because of the range of equipment and the work being carried out, is a potentially hazardous area. Hazards range from simple matters such as closing a low drawer immediately after use, to the use of high voltage and high speed equipment such as is used in electrophoresis and centrifugation.

As a rule laboratory areas must be kept tidy and clutter-free. This will reduce the chance of an accident occurring.

In this section, guidelines are laid down for working with groups of equipment, but for more specific information, reference must be made to manufacturer’s user manuals and departmental protocols contained in the Laboratory Safety Manuals.

Electrical Equipment: All electrical equipment introduced into the laboratory should be checked carefully before being brought into service. It must be fitted with a correctly fused plug and the cable must be securely clamped. Note should be made of the working conditions laid down for the equipment and any special precautions mentioned by the suppliers. Equipment should not be modified in such a way as to compromise its safety.

Experiments involving test rigs or other in-house constructed equipment need special attention to ensure electrical safety. Cables must be able to withstand changes in environment if they are to be subjected to extremes. Earthing requirements are especially necessary and consideration should be given to using an Earth Leakage Circuit Breaker (ELCB) to give added user protection.

Equipment to be left on routinely should be labelled as such, both on the equipment and on the plug. Equipment left on intermittently overnight should have a label affixed to it giving the name of the user and what to do in an emergency.

Water: As a general rule, equipment requiring the use of water should not be left on overnight. If it is necessary to leave water running overnight then adequate precautions must be taken to ensure there can be no leakage i.e. tubing must be securely clipped, drains must be clear (this includes keeping sinks free of tissues, coverslips, glassware etc.).

Light: Light sources of low and high wavelength need special precautions, i.e. Ultra Violet light can cause burns and suitable protective clothing must be worn, also protection for the eyes must be used. Light sources using high pressure bulbs must have adequate protection in the case of destructive failure; these bulbs must NEVER be used without this protection.

Cold Rooms: These are provided for storage of chemicals and specimens over and above that which can be stored in laboratory refrigerators and also for low temperature experiments. They should not be allowed to become a dumping ground or to become cluttered.

Liquid Nitrogen and Dry Ice: These can rapidly cause "burns" and therefore they should be used with caution. Thermal protection for hands, eye protection and, if pouring liquid nitrogen, foot protection, must be used. Transport of these products within the department must only be undertaken in secure containers.
Heat: Hot plates and similar pieces of equipment that have no obvious light indicating power on should be labelled clearly to indicate that they are hot and this label should be removed after they have cooled. Hot plates retain their heat for some time after the power is switched off and this must be appreciated.

Use of Gas: Gas burners should only be used where there is no acceptable alternative. They must not be used in fume hoods and safety cabinets. They must be used with extreme caution in the vicinity of flammable solvents.

The number of gas cylinders in the department should be kept to a minimum and they must be securely supported. Tubing used to supply gas to equipment such as incubators should be securely fixed. Valves used for oxygen cylinders must be grease-free. Rooms should have an approved sign indicating the presence of gas cylinders within.

Sharps: Sharps include needles, scalpel blades and disposable or traditional microtome blades and as such are present in many areas of the laboratory. They must always be used and disposed of carefully into a sharps bin, never into a general waste bag or bin. Glass slides and coverslips may also give rise to injury. Damaged and broken glass must be disposed of into a proper glass bin.

High and low pressure equipment: This equipment must always be used with adequate operator protection in case of ex- or implosion. Warning signs must be used to indicate the presence of an altered pressure state.

Radiation Hazards
If you need to work with radio-isotopes at any point in the course you will be provided with detailed safety instructions at that time. For now the only necessary advice is do not touch or interfere with any area or equipment which is labelled with radiation warnings.

Safety Assessments
It is a legal requirement that all employers take steps to identify all risks to the health of individuals caused by its operations. Within this department this is recorded on a hazard assessment form. An example of one of these forms completed to cover your work will be provided to you during the early part of the course. Assessments have been completed covering all aspects of your practical work during the taught parts of the course. If you should wish to see them please ask Mr Malcolm Rae.

Later in the course, during your project work you may be required to complete safety assessments of your proposed work. If this proves necessary additional help will be provided during your project.

Evacuation Procedure
If a serious accident or fire does occur you must be familiar with the evacuation procedure. The important points are:

- Leave immediately – no results, no matter how hard come by, are worth the risk of a life.
- Do NOT attempt to collect any personal belongings.
- Do NOT attempt to fight a fire unless you are sure there is no risk to yourself and your exit from the building remains clear.
- Close doors as you leave; the senior staff member present is responsible for checking for stragglers in his/her area.
- Know the exit routes from your work area. Use the one providing the quickest, safe exit.

Assembly point: front of Adrian Building or the car park outside the Sandringham Building, LRI for evacuation from the RKCSB.
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 and details of the University’s Coded Cycle Scheme visit: www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html

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 (see www.le.ac.uk/senate-regulations & see regulation 10) and Regulations governing student complaints (see www.le.ac.uk/senate-regulations & see regulation 12).