Table of Contents

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

Aims of the Course ............................................................................................................................................. 4

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

Special Equipment (if applicable) ......................................................................................................................... 4

For International Students ................................................................................................................................. 4

Department Details ........................................................................................................................................... 5

Departmental Communications ........................................................................................................................... 5

Student Communications and Personal Details ............................................................................................... 5

Staff List and Key Contacts ............................................................................................................................... 5

Department Facilities ....................................................................................................................................... 6

Learn at Leicester ................................................................................................................................................ 6

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

IT Services .......................................................................................................................................................... 7

Student Learning Development .......................................................................................................................... 7

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

Learn a New Language with Languages at Leicester ....................................................................................... 8

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

University Regulations ....................................................................................................................................... 9

Student Responsibilities .................................................................................................................................... 9

Attendance and Engagement Requirements .......................................................................................................... 9

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

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

Course details .................................................................................................................................................... 10

Programme and Module Specifications ............................................................................................................ 10

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

Part-time Students ............................................................................................................................................. 12

Table 1 Part-time Attendance and Assessment .................................................................................................. 12

Table 2 MSc in Medical Statistics Course Structure .......................................................................................... 13

Table 3 Course Timetable 2017/18 .................................................................................................................... 14

Coursework Submission ...................................................................................................................................... 15

Change of Course/Module ................................................................................................................................ 15

Course Changes .................................................................................................................................................. 15

Marking and Assessment Practices .................................................................................................................. 16

Feedback and the Return of Work from Staff .................................................................................................... 16

Progression and Classification of Awards ......................................................................................................... 17

Referencing and Academic Integrity .................................................................................................................. 17
What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’ ............................................................... 18
Resources and advice to help you study with integrity and avoid committing plagiarism ............................ 18
Referencing style .................................................................................................................................................. 18
Turnitin Reports .................................................................................................................................................... 19
Mitigating Circumstances ......................................................................................................................................... 19
Ethical Approval of Student Projects (if applicable) ......................................................................................... 19
Personal Support for Students .......................................................................................................................... 19
  Departmental Student Support Arrangements ................................................................................................. 19
  Equal Opportunities ........................................................................................................................................... 20
University Student Support Arrangements ......................................................................................................... 20
Health Care and Registering with a Doctor ......................................................................................................... 21
Health Care and Registering with a Doctor ......................................................................................................... 22
Careers and Skills Development .......................................................................................................................... 23
  Career Development Service ............................................................................................................................... 23
Feedback from Students ........................................................................................................................................... 24
  Student Feedback Questionnaires .......................................................................................................................... 24
  Student Staff Committees ..................................................................................................................................... 24
Departmental Prizes ............................................................................................................................................... 24
  Societies ................................................................................................................................................................ 24
Safety and Security ................................................................................................................................................ 24
Personal Belongings .............................................................................................................................................. 25
Complaints and Academic Appeals Procedures .................................................................................................... 25
Welcome/Introduction

Welcome to the MSc in Medical Statistics. The course is based in the Department of Health Sciences, one of six Departments within the College of Life Sciences, formerly College of Medicine, Biological Sciences and Psychology. The Department provides a rich and well-staffed environment for postgraduate students, with excellent teaching and energetic lecturing staff comprised of top health science researchers with established strengths across epidemiology, medical statistics, social science, public health, primary care and psychiatry.

This handbook is a helpful compilation of information on the course structure, organisation and procedures as well as a pointer to university services and facilities and can be referred to throughout the course. Additional information will be added to the Blackboard site for the MSc throughout the course.

Aims of the Course

The MSc in Medical Statistics provides comprehensive coverage of those areas of statistics that are essential to a practising medical statistician. By emphasising the practical application of each theoretical technique and the central role of computers in modern statistics, the course equips students with the skills that will prepare them for useful employment without extensive further training. While necessary theory is covered, the emphasis throughout is on understanding and on the ability to apply and adapt theory to real medical problems.

The programme aims:

- To cover the basic statistical theory needed by practising medical statisticians
- To equip students to teach themselves new skills in what is a fast developing subject
- To enable students to turn a problem described in medical or biological terms into something that can be tackled by a statistical analysis
- To develop the student's computer skills so that they handle and analyse large medical databases
- To develop communication skills so that the students are able to describe complex statistical ideas to non-statisticians and to present the results of their analyses in written and oral forms
- To develop the student's critical skills so that appreciate the strengths and weakness of a research study and can make practical suggestions for improvement.
- To encourage team-working of the type that the students will meet when they work as medical statisticians

Induction

Information about induction activities will be sent to students before the start of the course. All information covered in induction will be available on Blackboard.

The induction week will include introductions to the statistical software packages Stata and R. These packages will be used extensively throughout the course.

Special Equipment (if applicable)

During induction week students will be advised on how to purchase a copy of the course software, Stata. R is free to download.

Non-programmable calculators approved for use in written examinations will be specified on the Student and Academic Services website (see http://www.le.ac.uk/sas/assessments/examsguide).

For International Students

International students follow the same induction process as home students. So that you are best equipped to start your studies, it is very important that you arrive in the UK in time to attend induction week. Students who arrive late and miss the induction sessions should contact the course administrator on arrival in Leicester.
Department Details

A brief departmental description and history can be found at http://www2.le.ac.uk/departments/health-sciences. The Department of Health Sciences is located in the new Centre for Medicine as well as within the University Hospitals of Leicester. The course is taught at the main site of the department located at

Department of Health Sciences
Centre for Medicine (CfM)
University Road
Leicester, LE1 7RH (for SatNav use LE1 7HA) (http://www2.le.ac.uk/maps)

All lectures will take place in Room 0.25 and the MSc students have use of a computer lab in Room 0.30.

The course is run by the Biostatistics and Genetic Epidemiology research groups.

You can find details of the staff and their research areas on the departmental web site (http://www2.le.ac.uk/departments/health-sciences/research)

Departmental Communications

• Mail tray’s for MSc students are available in the resources area facing room 4.36. All marked coursework will be returned via the mail trays. Mail for staff should be placed in the member of staff’s pigeon hole on the 3rd and 4th floor or through the course administrator in 4.36.
• There is an MSc noticeboard in the computer lab room 0.30.
• Most communication will be via your university e-mail address.
• To contact staff it is advisable to e-mail them to request an appointment. E-mail addresses are given below.

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.

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

Staff List and Key Contacts

Key contact details are given below and a full departmental staff list is on the departmental website (http://www2.le.ac.uk/departments/health-sciences/people)

<table>
<thead>
<tr>
<th>Member of staff</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Professor Graham Martin</td>
</tr>
<tr>
<td>Postgraduate Tutor</td>
<td>Prof Elizabeth Draper</td>
</tr>
<tr>
<td>Joint Course Director</td>
<td>Mrs Stephanie Hubbard</td>
</tr>
</tbody>
</table>
Joint Course Director
Dr Laura Gray
CfM 4.53a & General Hosp
lg48@le.ac.uk

Tutors:
Dr Sylwia Bujkiewicz
CfM 4.46
sb309@le.ac.uk
Prof Nicola Cooper
CfM 4.42
njc21@le.ac.uk
Prof Keith Abrams
CfM 4.49
kra1@le.ac.uk
Prof Alex Sutton
CfM 4.48
ajs22@le.ac.uk
Prof Paul Lambert
CfM 4.50
pl4@le.ac.uk
Dr Michael Crowther
CfM 4.44
mjc76@le.ac.uk
Dr Mark Rutherford
CfM 4.45
mjr40@le.ac.uk
Prof Nuala Sheehan
CfM 3.53
nas11@le.ac.uk
Prof John Thompson
CfM 3.56
trj@le.ac.uk
Prof Louise Wain
CfM 3.55
lwv1@le.ac.uk
Dr Chris Nelson
Glenfield Hosp
cn46@le.ac.uk

AccessAbility Tutor
Mrs Stephanie Hubbard
CfM 4.47
sjh62@le.ac.uk

Examinations Officer
Mrs Stephanie Hubbard
CfM 4.47
sjh62@le.ac.uk

Equal Opportunities Officer
Prof Nicola Cooper
CfM 4.42
njc21@le.ac.uk

Course Administrator
Ms Jacqui Egan
CfM 4.36
MScMedStats@le.ac.uk

Health Sciences Information Librarian
Mr Keith Nockels
khn5@le.ac.uk

Department Facilities
- Photocopying and Printing: See IT Services.
- CfM 0.30 computer lab is primarily for the use of MSc Medical Statistics students but on a few occasions we book it out to other courses and students may need to make use of open access computers in other locations of the university. During the induction you will be introduced to the software used on the MSc. For computer and printer problems e-mail IT services (ithelp@le.ac.uk).
- Additional computer facilities are available for students with disabilities in the AccessAbility Centre.
- In CfM 0.30 there is an MSc course library containing the core text books used on the course; these books are for reference only and must not be removed from the room. There should also be copies of the books in the main library.
- There is a dedicated Blackboard VLE for the MSc.

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 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.

Follow us on Twitter @UoLDWL and Facebook www.facebook.com/davidwilsonlibrary

For information about your subject, please visit http://www2.le.ac.uk/library/find/subjects/medicine

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: You can use Microsoft Imagine Academy (log in required) on the IT Services website for online training in Office
• 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.

- During the induction week you will attend sessions on report writing, presentations, reading research papers and library skills. You will develop these skills along with consultancy skills throughout the course. There will be a consultancy skills workshop during the second term.

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

Education help and advice is provided by the Students’ Union (SU) for all students.

We offer a free, confidential and friendly service to provide support and guidance to you about your circumstances. For example, you may need help putting together an appeal or complaint (academic and non-academic), mitigating circumstances form, or have other course/exam queries. Visit our website www.leicesterunion.com/support/education for more information on the service, including useful resources such as step-by-step guides to processes you may need to follow.

There are many other support services available, and we also provide guidance on who you can speak to from other Students’ Union, University, Student-Led and Community services that may be able to help you. These come together under the LeicsTalk service, visit www.leicesterunion.com/support/leicstalk for more information and a list of these services.

**Contacting ED:**

There are many ways to get support from the ED unit, and you can choose whichever suits your needs most:

- **Drop-in or book an appointment:** ED is based in the Students’ Union Percy Gee building, see the building map [here](#). Opening hours are 10.00am to 4.00pm, Mon – Fri.
- **Email:** educationunit@le.ac.uk
- **Phone:** +44 (0)116 223 1132
- **Online chat facilities** are also available for appointments and drop-in sessions:
  - Facebook – [www.facebook.com/talktoED](http://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.

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

- English Language Training Unit (ELTU)  http://www2.le.ac.uk/offices/eltu
- University Chaplaincy and Prayer rooms for students  http://www2.le.ac.uk/institution/chaplaincy

University Regulations

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.

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.

Students are required to attend for all sessions during a taught week, Monday 13.30-16:30, Tuesday-Thursday 9.30-16:30, Friday 9.30-12.30, for project introductions, project presentations and for examinations.

You must contact your course administrator MScMedStats@le.ac.uk as soon as possible if you are going to be late or miss a session so that arrangements can be made to discuss the work missed. The department follows the University policies on Mitigating Circumstances.

Attendance monitoring – Students are responsible for making sure there attendance has been registered. You will need to hold your student ID card against the black card reader in the teaching rooms to record your attendance. A green light will indicate that you have been recorded as present. If the light is red please inform the tutor and email your course administrator.

**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**

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)

**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.

**PLEASE NOTE:** module specifications for Medical Statistics are located under ‘Medicine - including Medical and Social Care and Health Sciences’.
Teaching Timetable

- The MSc is comprised of six core taught modules, one option module and a project. There are 120 credits awarded to the core and option modules and 60 credits awarded to the project. Each taught module is made up of teaching weeks and coursework weeks (Table 2).

- The taught weeks start at 1.30pm on the Monday in CfM 0.25 (unless notified otherwise by e-mail or Blackboard) and finish by 12.30pm on the Friday. You will be issued with a detailed timetable for each taught week before it starts but typically each day includes a mixture of lectures, practical work, group work and discussions or feedback.

- The outline timetable for 2017/18 is given in Table 3. Some weeks include lectures from a number of different members of staff but you should contact the staff member named on the timetable if you have any specific queries or you need to notify about late arrival or absence.

- In coursework weeks there is no formal teaching; instead you will have time to work on tasks set during the preceding taught weeks. You can work in the MSc computer lab 0.30, any of the open access study areas/computer labs in the university (incl. CfM 0.16) or at home.

- Out of hour’s access. The Centre for Medicine is open 24/7 for postgraduate students. If you are staying on after 6pm you must sign the ‘Out of hour’s book’ at main reception to show that you are in the building. When leaving the building you will need to sign out using the same out of hour’s book. Students may enter the building evenings and week-ends to study by using your swipe card, please remember to use the out of hour’s book during these times.

- For each of the two Mini-Projects you will be given medical data sets to analyse and write reports on your findings. There will be an introductory session, normally on the Monday afternoon of the first week and there will also be a number of tutorial sessions for you to attend.

- The induction week will include introductions to Stata and R. These are the packages that will be used extensively throughout the course. You will also be given a ‘teach-yourself’ guide to these two packages that you are required to work through as the course progresses. You must fit this work into the coursework weeks and whatever other spare time you have. Other statistical packages, including WinBUGS, MLwiN and SAS, are introduced as required for specific modules.

- Towards the end of the second term you must choose two option weeks. Because the groups will be smaller, the teaching during those weeks will tend to be less formal. You can choose, student numbers allowing, to specialise in one of two areas at this stage of the course. The specialisations are in
  - Modern Epidemiology (Genetic Epidemiology I and II option weeks plus an epidemiology project)
  - Health Technology Assessment (HTA) (Decision Modelling and Advanced Evidence Synthesis option weeks plus an HTA project).

- Your choice of specialisations is also dependent on your choice of summer project; your project must be in the area of your specialisation. Students who do not wish to specialise will choose two option weeks subject to availability. If you choose the directed reading option you will be allocated a member of staff who will supervise your study of a topic that you select. You can only choose the directed reading option once.

- During the summer students undertake a long project under the supervision of a single member of staff. Each year the staff and external contacts put forward a selection of projects that students may choose from but students are encouraged to come up with their own ideas. There will be an introduction to projects during the final coursework week.

- The normal period of registration for a campus-based masters degree programme is 12 months full-time or 27 months part-time. The normal period of registration is the minimum amount of time in which you...
can complete your studies. The maximum period of registration is 24 months full-time and 48 months part-time. The maximum period includes any additional periods of time permitted for reassessment or delayed assessment and any periods of agreed suspension. You need to complete your studies within the programme’s maximum period of registration (see senate regulation 2.26).

**Part-time Students**

- Part-time students take the taught weeks over two years and the recommended route is shown in Table 1 below. There are cases where the material in one week relies on material covered in another and unless you have a particularly strong background in that topic it would not be advisable to take them in a different order.
- Part-time students should complete all assessments for year 1 before starting year 2 and complete all year 2 assessments before starting the project.

**Table 1 Part-time Attendance and Assessment**

<table>
<thead>
<tr>
<th>Year 1 Attendance</th>
<th>Year 1 Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction</td>
<td>Statistical Computing</td>
</tr>
<tr>
<td>Fundamentals of Medical Statistics (Methods)</td>
<td>Coursework and exam year 1</td>
</tr>
<tr>
<td>Introduction to Clinical Trials</td>
<td>Coursework &amp; Clinical Trials Project</td>
</tr>
<tr>
<td>Linear Models (LM)</td>
<td>Coursework</td>
</tr>
<tr>
<td>Survival Analysis (SA)</td>
<td>Coursework (Exam year 2)</td>
</tr>
<tr>
<td>Advanced Clinical Trials</td>
<td>Coursework</td>
</tr>
<tr>
<td>Option 1</td>
<td>Coursework</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2 Attendance</th>
<th>Year 2 Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Medical Statistics(Inference)</td>
<td>Coursework</td>
</tr>
<tr>
<td>Introduction to Epidemiology</td>
<td>Coursework</td>
</tr>
<tr>
<td>Computationally Intensive Methods (Classical)</td>
<td>Coursework</td>
</tr>
<tr>
<td>Generalised Linear Models (GLM)</td>
<td>Modelling in Epidemiology Project and exam</td>
</tr>
<tr>
<td>MCMC and Bayesian Inference</td>
<td>Coursework</td>
</tr>
<tr>
<td>Multilevel Modelling (MM)</td>
<td>Coursework and exam</td>
</tr>
<tr>
<td>Option 2</td>
<td>Coursework</td>
</tr>
<tr>
<td>Project to be started after the submission of option 2</td>
<td>Report</td>
</tr>
</tbody>
</table>
### Table 2 MSc in Medical Statistics Course Structure

The information in this table is provided as a guide only. Please refer to the relevant module specification for definitive details of assessment weighting.

<table>
<thead>
<tr>
<th>Core Taught Modules (September to April)</th>
<th>Credits</th>
<th>Teaching Weeks</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Medical Statistics MD7440</td>
<td>20</td>
<td>Statistical Computing</td>
<td>Coursework (10%) &amp; Exam (50%) &amp; Coursework (20%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fundamentals of Medical Statistics (Methods)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fundamentals of Medical Statistics (Inference)</td>
<td></td>
</tr>
<tr>
<td>Clinical Trials MD7451</td>
<td>20</td>
<td>Introduction to Clinical Trials</td>
<td>Coursework (10%) &amp; Written report (60%) &amp; Coursework (30%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clinical Trials Project</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advanced Clinical Trials</td>
<td></td>
</tr>
<tr>
<td>Statistical Modelling MD7442</td>
<td>20</td>
<td>Linear Models (LM)</td>
<td>Coursework (50%) &amp; Exam (GLM) (50%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Generalised Linear Models (GLM)</td>
<td></td>
</tr>
<tr>
<td>Computationally Intensive Methods MD7443</td>
<td>15</td>
<td>Computationally Intensive Methods (Classical)</td>
<td>Coursework (50%) &amp; Coursework (50%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MCMC and Bayesian Inference</td>
<td></td>
</tr>
<tr>
<td>Advanced Statistical Modelling MD7444</td>
<td>15</td>
<td>Survival Analysis (SA)</td>
<td>Coursework (25%) &amp; Coursework (25%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Multilevel Modelling (MM)</td>
<td>Exam (SA and MM) (50%)</td>
</tr>
<tr>
<td>Epidemiology MD7452</td>
<td>15</td>
<td>Introduction to Epidemiology</td>
<td>Coursework (30%) &amp; Written report (70%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Modelling in Epidemiology</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project</td>
<td></td>
</tr>
</tbody>
</table>

**Options (April/May) - Each student must select one of the following three pathways:**

- **Further Topics in Medical Statistics MD7447**
  - 15 Credits
  - Choose two topics in separate weeks from:
  - Week 1: Genetic Epidemiology I, Advanced Evidence Synthesis, Directed Reading
  - Week 2: SAS, Advanced Survival, Directed Reading
  - Week 3: Multivariate Analysis, Genetic Epidemiology II, Decision Modelling, Directed Reading
  - Coursework option 1 (50%) & Coursework option 2 (50%)

- **Modern Epidemiology MD7448**
  - 15 Credits
  - Genetic Epidemiology I
  - Genetic Epidemiology II
  - Coursework (50%) & Coursework (50%)

- **Health Technology Assessment MD7449**
  - 15 Credits
  - Decision Modelling
  - Advanced Evidence Synthesis
  - Coursework (50%) & Coursework (50%)

- **Dissertation MD7446**
  - 60 Credits
  - June to September
  - Written report plus participation in the project presentation day.
Table 3 Course Timetable 2017/18

<table>
<thead>
<tr>
<th>Start</th>
<th>Finish</th>
<th>Week</th>
<th>Module Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 Sep</td>
<td>29 Sept</td>
<td>Induction</td>
<td>Laura Gray, Stephanie Hubbard, John Thompson</td>
</tr>
<tr>
<td>02 Oct</td>
<td>06 Oct</td>
<td>Fundamentals</td>
<td>Stephanie Hubbard</td>
</tr>
<tr>
<td>09 Oct</td>
<td>13 Oct</td>
<td>Coursework</td>
<td>Michael Crowther, Nuala Sheehan</td>
</tr>
<tr>
<td>16 Oct</td>
<td>20 Oct</td>
<td>Fundamentals</td>
<td>Michael Crowther, Nuala Sheehan</td>
</tr>
<tr>
<td>23 Oct</td>
<td>27 Oct</td>
<td>Coursework</td>
<td>Michael Crowther, Nuala Sheehan</td>
</tr>
<tr>
<td>30 Oct</td>
<td>03 Nov</td>
<td>Introduction</td>
<td>Keith Abrams, Laura Gray</td>
</tr>
<tr>
<td>06 Nov</td>
<td>10 Nov</td>
<td>Introduction</td>
<td>Mark Rutherford, Chris Nelson</td>
</tr>
<tr>
<td>13 Nov</td>
<td>17 Nov</td>
<td>Clinical Trials</td>
<td>Stephanie Hubbard</td>
</tr>
<tr>
<td>20 Nov</td>
<td>24 Nov</td>
<td>Clinical Trials</td>
<td>Stephanie Hubbard</td>
</tr>
<tr>
<td>27 Nov</td>
<td>01 Dec</td>
<td>Linear Models</td>
<td>Mark Rutherford, Alex Sutton</td>
</tr>
<tr>
<td>04 Dec</td>
<td>08 Dec</td>
<td>Computationally</td>
<td>Paul Lambert, Michael Crowther</td>
</tr>
<tr>
<td>11 Dec</td>
<td>15 Dec</td>
<td>Coursework</td>
<td>Paul Lambert, Michael Crowther</td>
</tr>
</tbody>
</table>

Christmas Break

<table>
<thead>
<tr>
<th>2018</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Jan</td>
<td>Exam – Fundamentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Jan</td>
<td>12 Jan</td>
<td>Coursework CIM</td>
<td></td>
</tr>
<tr>
<td>15 Jan</td>
<td>19 Jan</td>
<td>Generalised Linear</td>
<td>Sylwia Bujkiewicz</td>
</tr>
<tr>
<td>22 Jan</td>
<td>26 Jan</td>
<td>Modelling in</td>
<td>Sylwia Bujkiewicz, Nuala</td>
</tr>
<tr>
<td>29 Jan</td>
<td>02 Feb</td>
<td>Modelling in</td>
<td>Sheehan, Louise Wain</td>
</tr>
<tr>
<td>05 Feb</td>
<td>09 Feb</td>
<td>Careers preparation</td>
<td></td>
</tr>
<tr>
<td>12 Feb</td>
<td>16 Feb</td>
<td>Survival Analysis</td>
<td>Paul Lambert</td>
</tr>
<tr>
<td>19 Feb</td>
<td>23 Feb</td>
<td>Multilevel</td>
<td>Stephanie Hubbard</td>
</tr>
<tr>
<td>26 Feb</td>
<td>02 Mar</td>
<td>Coursework (Survival and Multilevel)</td>
<td></td>
</tr>
<tr>
<td>05 Mar</td>
<td>09 Mar</td>
<td>Advanced Clinical</td>
<td>Laura Gray</td>
</tr>
<tr>
<td>12 Mar</td>
<td>16 Mar</td>
<td>MCMC and Bayesian Inference</td>
<td>Keith Abrams</td>
</tr>
<tr>
<td>19 Mar</td>
<td>23 Mar</td>
<td>Coursework (Adv CT &amp; Bayesian)</td>
<td></td>
</tr>
</tbody>
</table>

Easter Break (Easter Sunday 01.4.18)

<table>
<thead>
<tr>
<th>30 April</th>
<th>Exams – GLM &amp; Advanced Modelling</th>
<th>Louise Wain (Organiser)</th>
</tr>
</thead>
<tbody>
<tr>
<td>08 May**</td>
<td>11 May</td>
<td>Option: Genetic Epidemiology I</td>
</tr>
<tr>
<td>14 May</td>
<td>18 May</td>
<td>Option: Advanced Evidence Synthesis</td>
</tr>
<tr>
<td>21 May</td>
<td>25 May</td>
<td>Option: Directed Reading (or any option week)</td>
</tr>
<tr>
<td>28 May**</td>
<td>01 June</td>
<td>Option: Survival</td>
</tr>
<tr>
<td>01 June</td>
<td>Summer Project Introduction (9.30-12.30)</td>
<td>Stephanie Hubbard</td>
</tr>
<tr>
<td>4 June</td>
<td>10 Sept</td>
<td>Summer Project Full-time</td>
</tr>
<tr>
<td>27 June</td>
<td>29 June</td>
<td>Summer Project Presentations</td>
</tr>
</tbody>
</table>

* dates may change ** Mondays 7th & 28th May are bank holidays 1st part-time see overleaf

Each week long module runs from 13:30-16:30 Mon, 09:30-16:30 Tue, Wed, Thurs and 09:30-12:30 Friday. All modules take place in the seminar room and the computer lab.
Coursework weeks have no taught content, but students have the computer lab available. Deadlines for coursework for full-time students will normally be the Monday following the allocated coursework week(s). For part-time students deadlines will be set normally four weeks after the teaching.

**Options:** choose two topics in separate weeks (part-time student choose one topic each year). If specialising see specialisations for relevant option choices.

**Specialisations:**
- Modern Epidemiology – choose Genetic Epidemiology I and II (or a relevant substitute option) plus an Epidemiology project
- Health Technology Assessment – choose Decision Modelling and Advanced Evidence Synthesis plus an HTA project.

**Mini-projects** – there will be an introductory session for full-time students on the Monday afternoon of the first week. For part-time students it will be arranged for a convenient time (at the end of a taught week they should be attending) or via Blackboard.

**Summer Project:** full-time students will be required to meet their supervisor for an hour a week and must attend the project presentations. The deadline for part-time projects will be in the January following the end of the taught part of the course.

**Coursework Submission**

- Coursework will be set during the teaching weeks, is to be handed in by 1.00pm on the Monday following the coursework week, and will be marked and returned within three weeks. You will submit your work through Turnitin on Blackboard and also hand in a paper copy to the admin staff in CfM 4.36.
- Exams take place at the start of the Spring and Summer terms. You should be available to sit exams at any time on the days in these weeks timetabled.
- 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)). If you are going to be late submitting coursework please email mscmedstats@le.ac.uk or discuss with the module tutor prior to the submission date. See [Mitigating Circumstances](#).

**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](http://www.le.ac.uk/sas/courses/transfercourse) or [www.le.ac.uk/sas/courses/transfermodule](http://www.le.ac.uk/sas/courses/transfermodule) for details of the procedures involved and deadlines that apply.

**Course Changes**

At the University of Leicester we are always trying to improve our teaching in response to the demands of employers, advances in subject knowledge and the responses of our students. As a result, it may be necessary on occasion to make some alterations to particular aspects of a course or module. Further information on the types of changes we might make can be found in our terms and conditions under item 6. Variation here: [http://www2.le.ac.uk/legal/terms-and-conditions-of-your-offer](http://www2.le.ac.uk/legal/terms-and-conditions-of-your-offer)

When changes occur, the university will ensure that where necessary you are consulted with and have as much notice as possible. You will be contacted no later than 25 days before the relevant change is due to take place.
Should you have any questions about changes to your course or modules, please speak with your personal tutor or course director in the first instance.

**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-postgraduate-external-examiners

Refer to Senate Regulation 7: Regulations governing the assessment of taught programmes (http://www.le.ac.uk/senate-regulation7) for details of assessment practices.

A coursework cover sheet should be handed in with all coursework. The cover sheet will be available on Blackboard.

Marked coursework will undergo internal moderation.

Word limits are set for most written assessed coursework’s. The word limit is the maximum number of words, usually excluding appendices and any tables and figures, permitted in the assignment this limit should not be exceeded. If you exceed this limit any words beyond the limit will not be marked.

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

**Coursework**

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.

**Examinations**

The Department 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.
- Departments will arrange for feedback on examination performance to be provided.
• Written feedback will be given with the marked coursework and sometimes you will also be given verbal feedback.
• Examination results will be available from the Course Director who will be available to discuss progress after the Board of Examiners.

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 (Senate Regulation 6). Alternatively, refer to the Student and Academic Services website for information about degree classification and progression for the MSc Medical Statistics and other degree with 120 credits of taught modules and a dissertation/research project of 60 credits: 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 following outcomes are permitted for an individual assessment component and for an overall module:

<table>
<thead>
<tr>
<th>Assessment or Module Mark</th>
<th>Grade</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% +</td>
<td>A</td>
<td>Pass</td>
</tr>
<tr>
<td>60-69%</td>
<td>B</td>
<td>Pass</td>
</tr>
<tr>
<td>50-59%</td>
<td>C</td>
<td>Pass</td>
</tr>
<tr>
<td>40-49%</td>
<td>D</td>
<td>Fail</td>
</tr>
<tr>
<td>Less than 50%</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

• If you do not achieve the 50% pass mark in a module, you may be entitled to a re-submission opportunity at the failed component(s) of assessment. The University sets a limit on the number of re-submission attempts allowed and the number of credits to which re-assessment may apply. See Senate Regulation 6 and the programme specification for details. The mark you achieve for an assignment attempt designated as re-submission will be capped at 50%.

• The Panel of Examiners will convene to consider individual module marks in June and October and report to the Departmental Board of Examiners.

• The progress of each student shall be considered by the Departmental Board of Examiners at the end of the taught component of the programme. The Departmental Board of Examiners shall determine whether a student is permitted to progress to the dissertation. Where the structure of a programme is such that a student has already begun work on his/her dissertation, the Board of Examiners shall determine whether the student may continue with this work. Progression requirements are given in Senate Regulation 6 and the Programme Specification.

• A Master’s degree may be awarded with pass, merit, or distinction, using the descriptors given in Senate Regulation 6.

• For details of early exit awards see senate regulation 6.32.

Referencing and Academic Integrity

During induction we will discuss referencing and plagiarism. Please ensure that you are aware of the university regulations regarding plagiarism.

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. If you are on a Joint or Major/Minor programme you may find that your subjects use different referencing styles and it is important that you use the correct ones. 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.

**Turnitin Reports**

All coursework and the dissertation submitted via Blackboard will be checked automatically for plagiarism using Turnitin.

Turnitin enables tutors to identify the original source of material included within student work by searching a database of several billion pages of reference material gathered from professional publications, books, student essay websites and other student works. It is used by academics as a tool to help them provide better information and feedback to students about the work they have submitted. For full details please read the Plagiarism detection document on the Course Information page on Blackboard.

The coursework cover sheet attached to all coursework contains a written undertaking that your work is original. Where plagiarism is suspected the assessment will be reviewed by the plagiarism officer. In the event that plagiarism is detected a penalty will be imposed on the assessment mark in accordance with senate regulation 11. See section above on [What we mean by plagiarism](#).

**Mitigating Circumstances**

The University considers a mitigating circumstance to be a recognisably serious or significant event, affecting a student’s health or personal life which is beyond the student’s control. The events are sufficiently serious enough in nature to result in the student being unable to attend, complete, or submit an assessment on time.

If you submit or attend an assessment on time, you cannot then request mitigating circumstances on the basis that your standard of performance in the assessment may have been affected unless you submit evidence that your judgement was affected in reaching the decision on whether to attend or submit.

You must keep your department(s) informed at all times of any personal circumstances that may impact upon your ability to undertake assessments. Tell your department(s) or Distance Learning Hub about any such circumstances at the time they occur. You need to supply supporting documentation (e.g. a medical certificate) as soon as possible. The deadline for submission of a mitigating circumstances claim will be no later than seven calendar days after the assessment deadline to which it relates.

See [www.le.ac.uk/sas/regulations/mitigation](http://www.le.ac.uk/sas/regulations/mitigation) for full details of the mitigating circumstances regulations and policy, including the University’s definition of a mitigating circumstance and what is deemed as an acceptable reason and how to submit a request for consideration.

Please talk to the Course Leader or your Personal Tutor for further advise.

**Ethical Approval of Student Projects (if applicable)**

Your project supervisor will advise you if ethical approval is required for your project work and the process by which you apply for and receive such approval.

**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](http://www.le.ac.uk/sas/quality/personaltutor)

- During induction you will be assigned a personal tutor and you will be advised to make an appointment to meet with your personal tutor during the first few weeks of term 1 and again in term 2 to discuss academic progress, career opportunities and any personal issues.
- If your tutor is not available then you can get advice or assistance from the course directors or any of the teaching staff.

**Equal Opportunities**

For details of the Departmental Equal Opportunities Officer please go to [Staff List and Key Contacts](http://www2.le.ac.uk/offices/ssc).

You can raise any concerns related to equal opportunities (ethnicity, gender, disability, etc.) with your personal tutor, the course director or the Equal Opportunities Officer.

**University Student Support Arrangements**

**Student Services Centre**

Your Student Services Centre brings together a range of key services to help make the most of your time at university.

Visit the Centre to access careers advice, health and well-being services, information about part-time work, fee and accommodation payments, new/replacement ID cards, visa and immigration support… and much more!

Our experienced and helpful staff are available Monday to Friday in the Charles Wilson Building.

[http://www2.le.ac.uk/offices/ssc](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 | accessible@le.ac.uk | [www.le.ac.uk/accessability](http://www.le.ac.uk/accessability)

For details of the Departmental AccessAbility Tutor please go to [Staff List and Key Contacts](http://www2.le.ac.uk/offices/ssc).

**Student Welfare Centre**

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

Information, advice and guidance is available on finance issues, budgeting, benefits, personal issues, visa renewal and immigration.
The Student Welfare Service also provides information to students about scholarships, grants, hardship awards and emergency loans, all of which require applications and assessments.

**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

**Contact:** Student Counselling and Wellbeing Service  
+44 (0)116 223 1780 | wellbeing@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 Counselling and Wellbeing Service, Student Services Centre, Charles Wilson Building  
+44 (0)116 223 1780 | wellbeing@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**
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

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

Text for distance-learning only – delete if not applicable

For information see our website: www.le.ac.uk/counselling
Contact: Student Counselling Service
+44 (0)116 2231780 | counselling@le.ac.uk

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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)
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk

www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing
Text for distance-learning only – delete if not applicable
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+(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: http://www2.le.ac.uk/offices/healthy-living-for-students/new-students/uk-students

**Careers and Skills Development**

- Careers sessions are organised during term 2 to introduce students to the range of careers opportunities available. The sessions cover different employment areas, usually delivered by external speakers, and undertaking a PhD.
- Consultancy skills are covered throughout the course and there will be a session during term 3.
- Personal tutors will be able to advise on writing CVs, covering letters and interview skills. There are tips available on Blackboard.
- The course director can be used as a referee for any job that you apply for; please send them an e-mail to let them know.
- Links to jobs web sites and how to register on the jiscmail list ALLSTAT are on Blackboard.

**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 providing you with the skills and knowledge to manage your own career development and succeed on whichever path you choose. In fact our team are delighted to have been awarded twice by graduate employers for having the best strategy for preparing students for work after university.

We work closely with your department to support you in achieving the Leicester Award; an inspirational personal development programme. By attaining this award you will not only receive an official certificate and recognition on your final degree transcript but you will also develop the skills and experience that you need to get that first job out of university and unlock exclusive employer and further study opportunities to fast track your career. Even if you’re not sure what it is you want to do yet, we’ll help you identify your personal strengths and what you need to develop to be ahead of the crowd.

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!

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. Here you can book one-to-one appointments with our career consultants for support with career planning, job hunting, CVs, applications and mock interviews or contact us on the details below.

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 to attend Careers Fairs and 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.

**Contact the Career Development Service:**
The department will organise a series of careers talks delivered by employers of our graduates and you will also have the opportunity to talk to PhD students about their experience.

Feedback from Students

Student Feedback Questionnaires

- At the end of each teaching week students will be asked to complete an anonymous evaluation form and hand it to the course administrator or put in the staff pigeon holes.
- Some staff will also use a discussion board on Blackboard for further feedback.
- Any issues raised on the feedback forms will be addressed by the tutor and may be raised at the student staff consultative committee or Board of Studies.
- A course evaluation form will be completed when submitting the project. Any issues will be raised at subsequent Boards of Studies.

Student Staff Committees

- Student Staff Committees are run in accordance with university procedures. http://www2.le.ac.uk/offices/sas2/quality/codes/documents/sscommittees.pdf
- Nominations for the course representative will be submitted in the first teaching week and elections will be held if necessary. http://leicesterunion.com/represent/course-reps
- Committees will be organised before the Boards of Studies.
- The course representative will chair the Student Staff Committee, ask for agenda items and approve the minutes.
- Minutes will be presented and discussed at the MSc Board of Studies in the presence of the course representative.
- Student Reps are invited to the departmental Learning & Teaching committee meetings held three times a year.

Departmental Prizes

The Diana Jackson Memorial prize is awarded to the best Health Services Research project on the MSc Medical Statistics each year. Other prizes may also be awarded, e.g. a Royal Statistical Society prize.

Societies

The course has been accredited by the Royal Statistical Society. Students can get free membership during the MSc and graduates are entitled on application to the award of the Society’s qualification of Graduate Statistician.

Safety and Security

- The Centre for Medicine is open 24/7 to postgraduate students. Any student staying in the building after 18.00 hours must sign in the afterhours register at main reception by the buildings entrance and be signed out of the register before leaving.
- Your swipe cards will enable you to gain access to the Centre of Medicine. Do not allow others to follow you into building, everyone must swipe.
- Please play your part in the security of the building by wearing your identity badges at all times.
If you do not have your card with you then you will need to sign in and out of the building each time you enter and leave. Please ask at main reception if you need to sign in.

- In the event of the fire alarm sounding please leave the building by the nearest exit using the stairs and not the lifts and by following the emergency exit signs. Please assemble at the front of the building, Lancaster Road.
- There are trained first aiders on most floors in the building, please ask the course administrator for details or look on noticeboards.

**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](http://www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html)

Cycle racks are available outside the main entrance of the Centre for Medicine.

**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](http://www.le.ac.uk/sas/regulations/appeals-complaints). These pages should be read in conjunction with the University’s [Regulations governing student appeals](http://www.le.ac.uk/senate-regulation10) and [Regulations governing student complaints](http://www.le.ac.uk/senate-regulation12).