UCL Institute of Neurology
Student Handbook
2017/18

MSc Advanced Neuroimaging
MSc Brain & Mind Sciences
MSc Clinical Neuroscience
MSc & Diploma Clinical Neurology
MSc/PG Dip/ PG Cert Clinical Neurology via Distance Learning
MRes Translational Neurology
MSc Dementia: Causes, Treatments and Research (Neuroscience)
MSc/PG Dip/PG Cert/MRes Neuromuscular Disease
MSc/PG Dip/PG Cert/MRes Stroke Medicine
MSc Neurology for Clinical Trainees 4 year
Clinical Neurosciences MPhil/PhD Students
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   - MSc & Diploma Clinical Neurology
   - MSc Clinical Neuroscience
   - MSc in Brain and Mind Sciences
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   - MSc/PG Dip/PGCert/MRes Stroke Medicine
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Please note this Handbook is updated regularly and should always be accessed version from the IoN webpages for the latest updates.

Last updated 29/11/17
1 Introduction to the department and faculty

1.1 Provost’s Welcome

Dear students

To those of you who are returning, welcome back. To those of you who are new, congratulations for choosing UCL as your university. Great minds don’t think alike and the reasons for your choice will be unique to you. But there are certain features of a UCL education that are constant, whatever your programme.

Through our Connected Curriculum, we seek to give you the opportunity to learn by participating in research and enquiry at all levels of study. You will be stretched intellectually, your programmes enriched by world-leading researchers pushing the boundaries of knowledge. You will have access to excellent digital and physical learning resources as well as a taught curriculum that makes our graduates so employable. This doesn’t mean that your journey will be the same as everyone else’s. You can shape UCL and your experience within it. Take our university-wide surveys and make your voice heard. Become a ChangeMaker or a Student Academic Representative (STAR) and work in partnership with academics to make your programme even better.

You’ll also have opportunities to learn outside your degree programme. Participate in our Global Citizenship Programme, exploring ways of addressing some of the world’s most pressing challenges in the two weeks of summer term following exams. Get involved with amazing volunteering opportunities (coordinated by the Volunteering Services Unit) and make a difference locally. Investigate opportunities for entrepreneurship through UCL Innovation and Enterprise.

UCL is first and foremost a community of great minds. You are a valuable member of that community. I hope you will take every opportunity to shape your time here, so that your experience is the best possible.

Professor Michael Arthur
UCL President and Provost

1.2 Introduction to the department and its history

The Institute of Neurology was established in 1950, merged with UCL in 1997, and is a key component of the Faculty of Brain Sciences at UCL. The Institute has eight academic Departments, which encompass clinical and basic research within each theme. The Institute of Neurology has a world class reputation for neuroscience. The mission is to translate neuroscience discovery research into treatments for patients with neurological diseases.

The Institute is closely associated in its work with the National Hospital for Neurology & Neurosurgery. In combination they form a national and international centre at Queen Square for teaching, training and research in neurology and allied clinical and basic neurosciences.

1.3 Relationship between department and faculty

The Faculty of Brain Sciences brings together expertise at the forefront of neurology, cognitive neuroscience, ophthalmology, audiology, psychology, psychiatry and language sciences. It is one of four faculties within UCL’s School of Life and Medical Sciences.
Key staff members within the department and faculty

Education Unit
Prof Alex Leff, Head of Postgraduate Taught Programmes a.leff@ucl.ac.uk
Dr Caroline Selai, Head of ION Education Unit and Departmental Graduate Tutor c.selai@ucl.ac.uk
Mr David Blundred, Head of Teaching and Learning Support d.blundred@ucl.ac.uk
Mr Matteo Fumagalli, Deputy Head of Teaching and Learning Support matteo.fumagalli@ucl.ac.uk
Mr Alex Addo, Teaching Administrator a.addo@ucl.ac.uk
Dr Adam Liston, Course Director for MSc in Advanced Neuroimaging a.liston@ucl.ac.uk
Mrs Sophie MacLeod, Course Administrator s.macleod@ucl.ac.uk
Dr Tim Young, Course Tutor MSC/ PG Dip/ PG Cert in Clinical Neurology via Distance Learning t.young@ucl.ac.uk
Ms Anna Foakes, Course Administrator MSC/ PG Dip/ PG Cert in Clinical Neurology via Distance Learning a.foakes@ucl.ac.uk
Dr Sumanjit Gill, Course Tutor Stroke Medicine s.gill@ucl.ac.uk
Mr Daniel Cotfas, Course Administrator MRes Translational Neurology d.cotfas@ucl.ac.uk
Dr Bernadett Kalmar, Course Tutor and Co-Director Neuromuscular Disease b.kalmar@ucl.ac.uk
Mrs Deborah Buck, Course Administrator MSC/ PG Dip/ PG Cert in Clinical Neurology via Distance Learning d.buck@ucl.ac.uk
Dr Saiful Islam, IoN Statistician afm.islam@ucl.ac.uk

Institute of Neurology
Dr Helene Crutzen, Manager
Professor Michael Hanna, Director
Professor Dimitri Kullmann, Head of PGR

Faculty of Brain Sciences
Dr Julie Evans, Faculty Tutor Julie.evans@ucl.ac.uk
Ms Nafisa Wagley, Faculty Education Officer n.wagley@ucl.ac.uk

Departmental staff related to the programme

Roles of module and programme leaders
See appendices for the full list of course committee members and module conveners.

Programme Directors are responsible for academic leadership, management and assessment for their programme.

Both Programme Directors and Module Conveners are responsible for delivering the programme using appropriate teaching and learning and assessment methods, effecting any necessary modifications, and communicating information to students. They ensure the effective planning, management and review of the programme/module, adhering to specified monitoring and evaluation procedures.

Programme directors and module conveners should respond to feedback from students, external examiners, and Professional, Statutory and Regulatory Bodies (PSRBs). Programme Directors are required to ensure all students have access to a personal tutor.
Our expectations of students

Thank you for choosing to study at the UCL Institute of Neurology (IoN). We welcome you to our university and we hope that you enjoy your period of study here. Upon enrolment you will be asked to sign a declaration stating that you agree to undertake to observe the rules and regulations of UCL Institute of Neurology and the National Hospital for Neurology and Neurosurgery (NHNN) as set out in the Student handbook.

Education Unit IoN: Office hours 10am—4pm

Behaviour
Throughout your year of study at the UCL Institute of Neurology you will be expected to treat all members of staff and your fellow students with courtesy and respect, and to comply with UCL equal opportunities policy.

No recording of lectures on mobile phones or other devices is permitted. Failure to obtain the necessary consents is in contravention of the UK Data Protection Act 1998.

Please wear your UCL ID badge at all times. You will be provided with an access card for 7 Queen Square. Loss of this card MUST be reported to the Education Unit immediately. £10 will be charged for a replacement card.

The Course Directors regard proper attendance and behaviour at lectures, tutorials and other classes (including any relevant laboratory/practical work) to be obligatory. You must arrive at any class on time. Late arrivals are very disruptive and often delay the teaching session for everyone. Lecturers reserve the right to refuse admission to those who arrive late.

Dress code: Appropriate clothing must be worn at all times when coming into contact with patients at NHNN (no jeans, t-shirts, short skirts or trainers).

3.1 Hours of study

This time is made up of formal learning and teaching events such as lectures, seminars and tutorials, as well as independent study.

You must attend all lectures and seminars that form part of your programme. Where possible, lectures will be scheduled in an order that makes sense for each module, but there may be instances where lectures appear out of sequence due to unforeseen circumstances. View your timetable at https://timetable.ucl.ac.uk/tt/homePage.do

MSc/Diploma in Clinical Neurology students are required to attend weekly clinical meetings (Gowers Grand Round, Critchley Round, Clinico-Pathological Conference) as part of their course. For students on other programmes these clinical meetings are optional.

3.2 Personal study time

It is recommended that for every 1 hour of teaching you receive you should undertake up to 3 hours of self-study.

3.3 Attendance Requirements

UCL expects students to aim for 100% attendance, and has a minimum attendance requirement of 70% of scheduled learning, teaching and assessment activities. If a student does not meet this requirement they may be barred from summative assessment. You are required to sign a register (located in the student cluster room at 7 Queen Square) for each day you are at IoN. When you start your research project you are expected to be at the university for 35 hours each week.

Further information:
• Attendance Requirements
• Barring Students from Assessment

Tier 4 students: Absence from teaching and learning activities

In line with UCL’s obligations under UK immigration laws, students who hold a Tier 4 visa must obtain authorisation for any absence from teaching or assessment activities.

Further information:
• Authorised Absence
• UCL Visa and Immigration pages

Absence from assessment

Any student who is absent from an assessment must obtain authorisation for the absence by submitting a request for Extenuating Circumstances.

Further information:
• Extenuating Circumstances

3.4 UCL disciplinary policies and expected behaviour

Student Code of Conduct

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background and the first to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute. Students should ensure they read and familiarise themselves with UCL’s Student Code of Conduct and be aware that any inappropriate behaviour may lead to actions under UCL’s Student Disciplinary Procedures.

Further information:
• UCL Student Code of Conduct
• Student Disciplinary Code and Procedure

4 Key dates

4.1.1 UCL PGT Term Dates: 2017/18

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Term</td>
<td>25 September 2017 – 15 December 2017</td>
</tr>
<tr>
<td>Second Term</td>
<td>08 January 2018 – 28 March 2018</td>
</tr>
<tr>
<td>Third Term</td>
<td>5 April 2018 – 24 September 2018</td>
</tr>
</tbody>
</table>

For those departments that operate them, Reading Weeks are the weeks beginning Monday 6 November 2017 and Monday 12 February 2018 (see individual timetables for more information).

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas College Closure</td>
<td>Close 5.30pm Friday 22 December 2017</td>
</tr>
<tr>
<td></td>
<td>Open 9.00am Tuesday 2 January 2018</td>
</tr>
<tr>
<td>Easter College Closure</td>
<td>Close 5.30pm Wednesday 28 March 2018</td>
</tr>
<tr>
<td></td>
<td>Open 9.00am Thursday 5 April 2018</td>
</tr>
<tr>
<td>Bank Holidays</td>
<td>Closed - Monday 07 May 2018</td>
</tr>
<tr>
<td></td>
<td>Closed - Monday 28 May 2018</td>
</tr>
</tbody>
</table>
4.1.2 Final Verification for Student term 2 module choices
Student confirmation: Wednesday 06 December 2017
Department confirmation to SRS: Friday 15 December 2017

4.1.3 UCL Examination Periods 2017/18
Examination Period: Wednesday 25 April – Friday 08 June 2018
Late Summer Assessment Period: Monday 20 August – Friday 07 September 2018

See programme specific pages for exam information related to your programme

4.2 How UCL and the department will communicate with students
UCL will communicate with students via:
- **UCL student email** – Students should check their UCL email regularly.
- **UCL Moodle** – UCL's online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.
- **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
- **UCL Instagram** – UCL’s official Instagram channel, featuring news, events, competitions and images from across the UCL community.
- **@ucl Twitter channel** – Sharing highlights of life at UCL from across UCL’s diverse community.

5 Programme structure
5.1 The structure of the programme, duration, credits, qualification(s)
<table>
<thead>
<tr>
<th>Module</th>
<th>Assessment Method</th>
<th>FULL TIME</th>
<th>DISTANCE LEARNING</th>
<th>Weighting</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P1</strong> - Introductory Science &amp; Methods (ANIMGN07/18)</td>
<td>2 hour unseen exam</td>
<td>MOCK: Tue 21 Nov 2017 @ 10:00 – 12:00</td>
<td>FINAL: Mon 11 Dec 2017 @ 14:00 – 16:00</td>
<td>MSc: Fri 24 Nov 2017</td>
<td>85%</td>
</tr>
<tr>
<td></td>
<td>Workshops</td>
<td>e-Lab Book (Formative): Tue 14 Nov 2017</td>
<td>e-Lab Book (Summative): Mon 18 Dec 2017</td>
<td>e-Lab Book (Formative): Tue 14 Nov 2017</td>
<td>15%</td>
</tr>
<tr>
<td><strong>C1</strong> - Foundational Neuroanatomy, Systems &amp; Disease (ANIMGN08/24)</td>
<td>2 hour unseen MCQ exam</td>
<td>MOCK: Thu 16 Nov 2017 @ 14:00 – 15:00</td>
<td>FINAL: Mon 8 Jan 2018 @ 14:00 – 16:00</td>
<td>MSc: Thu 16 Nov 2017</td>
<td>100%</td>
</tr>
<tr>
<td><strong>P2</strong> - Imaging Modalities (ANIMGN12/19)</td>
<td>2 hour unseen exam</td>
<td>MOCK: Tue 30 Jan 2018 @ 11:00 – 13:00</td>
<td>FINAL: Mon 26 Feb 2018 @ 14:00 – 16:00</td>
<td>MSc: Fri 2 Feb 2018</td>
<td>85%</td>
</tr>
<tr>
<td></td>
<td>Workshops</td>
<td>e-Lab Book (Summative): Mon 19 Feb 2018</td>
<td>5%</td>
<td>e-Lab Book (Summative): Mon 19 Feb 2018</td>
<td>15%</td>
</tr>
<tr>
<td><strong>C2</strong> - Pathology + Diagnostic Imaging I (ANIMGN09/17)</td>
<td>2 hour unseen MCQ exam</td>
<td>MOCK: Thu 2 Feb 2018 @ 10:00 – 11:00</td>
<td>FINAL: Monday 5 Mar 2018 @ 14:00 – 16:00</td>
<td>MSc: Thu 2 Feb 2018</td>
<td>100%</td>
</tr>
<tr>
<td><strong>P3</strong> - Advanced Imaging (ANIMGN11/20)</td>
<td>2 hour unseen exam</td>
<td>MOCK: Tue 20 March 2018 @ 10:00 – 12:00</td>
<td>FINAL: Tue 8 May 2018 @ 14:00 – 16:00</td>
<td>MSc: Fri 23 Mar 2018</td>
<td>85%</td>
</tr>
<tr>
<td></td>
<td>Workshops</td>
<td>e-Lab Book (Summative): Wed 2 May 2018</td>
<td></td>
<td>e-Lab Book (Summative): Wed 2 May 2018</td>
<td>15%</td>
</tr>
<tr>
<td><strong>C3</strong> - Pathology + Diagnostic Imaging II (ANIMGN10/23)</td>
<td>2 hour unseen MCQ exam</td>
<td>MOCK: Thu 22 Mar 2018 @ 14:00 – 15:00</td>
<td>FINAL: Thu 26 Apr 2018 @ 14:00 – 16:00</td>
<td>MSc: Thu 22 Mar 2018</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Review of example theses: Mon 13 Nov 2017</td>
<td>2) Review of example theses: Fri 13 Apr 2018</td>
<td>[5%]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3) LP theses Peer Review: Wed 20 Dec 2017</td>
<td>3) LP theses Peer Review: Tue 19 Jun 2018</td>
<td>[5%]</td>
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<tr>
<td></td>
<td>Presentation I (Journal Club):</td>
<td>Presentation I (Journal Club):</td>
<td></td>
<td>Presentation I (Journal Club):</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Tue 28 Nov / 5 Dec 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation II (Research Project): Tue 3 Jul 2018</td>
<td>Presentation II (Research Project): Tue 3 Jul 2018</td>
<td></td>
<td>Presentation II (Research Project): Tue 3 Jul 2018</td>
<td>[5%]</td>
</tr>
<tr>
<td><strong>LP</strong> - Library Project (ANIMGN05/21)</td>
<td>10000 word thesis</td>
<td>Moodle upload: Fri 19 Jan 2018</td>
<td>Moodle upload: Mon 14 Aug 2017</td>
<td></td>
<td>60</td>
</tr>
<tr>
<td><strong>RP</strong> - Research Project (ANIMGN06/22)</td>
<td>Abstract &amp; Timeline</td>
<td>Moodle upload: Mon 14 Aug 2017</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Poster Presentations / Viva</td>
<td>Poster Presentation: 24 - 28 Sep 2018 (tbc)</td>
<td>Viva: 17 - 21 Sep 2018 (tbc)</td>
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</table>

8
<table>
<thead>
<tr>
<th>Module</th>
<th>Assessment Method</th>
<th>Assessment Date</th>
<th>Weighting</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RM – Research Methods &amp; Introduction to Statistics (CLNEG023)</strong></td>
<td>1 hour exam</td>
<td>FINAL: Fri 2 Feb 2018 @ 10:00 – 11:00</td>
<td>50%</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>1500 word assignment</td>
<td>Thu 15 Feb 2017</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td><strong>RIG – Research Integrity &amp; Governance (ANIMGN26)</strong></td>
<td>Presentation I</td>
<td>Presentation on Human Tissue or Mental Capacity Act: Wed 13 Dec 2017 @ 10:00 – 15:00</td>
<td>20%</td>
<td>15</td>
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<tr>
<td></td>
<td>Presentation II</td>
<td>Presentation of Research Project Study Design: Wed 24 Jan 2018 @ 10:00 – 15:00</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Portfolio</td>
<td>500 word reflection on Integrity Game: Mon 15 Jan 2018</td>
<td>(15%)</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>500 word comparison of articles pre- and post-standardisation: Mon 15 Jan 2018</td>
<td>(15%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificates (RIGIG01; RIGIGW1; RIGHTA01): Mon 15 Jan 2018</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15000 word thesis</td>
<td>Tue 14 Aug 2018</td>
<td>80%</td>
<td></td>
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<tr>
<td></td>
<td>Viva voce examination</td>
<td>17 - 21 Sep 2018 (tbc)</td>
<td>20%</td>
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<tr>
<td>Module Title</td>
<td>Credit Value</td>
<td>Assessment</td>
<td>Exam/Due Date</td>
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<tr>
<td>--------------------------------------------------</td>
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<tr>
<td>CLNEG020: Epilepsy, Pain, Tumours &amp; Infections of the CNS</td>
<td>15 credits 8.4% total</td>
<td>1500 word essay</td>
<td>Thursday 1st March 2018 Submission by 10am</td>
<td></td>
</tr>
<tr>
<td>CLNEG018: Motor Systems Control &amp; Disease</td>
<td>15 credits 8.4%</td>
<td>2 hour unseen exam, long essay format</td>
<td>Thursday 5th April 2018 9.30am</td>
<td></td>
</tr>
<tr>
<td>CLNEG017: Higher Functions of the Brain</td>
<td>15 credits 8.4%</td>
<td>1500 word essay</td>
<td>Monday 30th April 2018 Submission by 10am</td>
<td></td>
</tr>
<tr>
<td>CLNEG011: Practical Neurology</td>
<td>30 credits 16.6%</td>
<td>Multimedia Exam (34%) Short Case Exam (66%)</td>
<td>Tuesday 27th March 2018 Time TBC</td>
<td></td>
</tr>
<tr>
<td>CLNEG006: Theoretical Neurology</td>
<td>30 credits 16.6%</td>
<td>2 hour unseen exam, MCQ format</td>
<td>Friday 9th March 2018 Time TBC</td>
<td></td>
</tr>
<tr>
<td>CLNEG098: Research Project (MSc only)</td>
<td>60 credits 33%</td>
<td>Abstract 10,000 word thesis Oral Exam (15%)</td>
<td>Monday 8th January 2018 Submission by 10am</td>
<td></td>
</tr>
<tr>
<td>CLNEG053: Peripheral Nerves and Associated Diseases</td>
<td>15 credits 8.4%</td>
<td>2 hour unseen exam, long essay format (80%) 1000 word lay summary assignment (20%)</td>
<td>Friday 15th December 2017 Time TBC</td>
<td></td>
</tr>
<tr>
<td>CLNEG052: Skeletal Muscle and associated diseases</td>
<td>15 credits 8.4%</td>
<td>2 hour unseen exam, short answer format (80%) 1000 word project assignment (20%)</td>
<td>Friday 12th January 2018 Time TBC</td>
<td></td>
</tr>
<tr>
<td>CLNEG059: Clinical Neuroscience of Neurodegenerative Diseases</td>
<td>15 credits 8.4% total</td>
<td>1 hour MCQ</td>
<td>Thursday 18th January 2018 Time TBC</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Assessment Details</td>
<td>Submission Date and Time</td>
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</tr>
<tr>
<td>CLNEG055</td>
<td>Clinical Manifestations of Stroke</td>
<td>15</td>
<td>30 minute MCQ (20%) 1500 word essay (80%)</td>
<td>Friday 15th December 2017 10am, 26 Bedford Way Room G11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.4%</td>
<td></td>
<td>Friday 15th December 2017 Submission by 10am</td>
</tr>
<tr>
<td>CLNEG056</td>
<td>Treatment (HASU and Service Delivery)</td>
<td>15</td>
<td>30 minute MCQ (10%) 10 minute PowerPoint presentation (10%) 1500 word essay (80%)</td>
<td>Friday 23rd February 2018, 3.30pm, 25 Gordon St, Room 105</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.4%</td>
<td></td>
<td>Friday 23rd February 2018, 9am (venue TBC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Monday 5th March 2018, Submission by 10am</td>
</tr>
<tr>
<td>CLNEG058</td>
<td>Neurorehabilitation</td>
<td>15</td>
<td>1 hour MCQ (80%) 1500 words (20% case base discussion)</td>
<td>Friday 23rd February 2018, 3.30pm, 25 Gordon St, Room 105</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.4%</td>
<td></td>
<td>Monday 5th March 2018, Submission by 10am</td>
</tr>
</tbody>
</table>

Please note electronic copies of your essays, Library Projects and Research Projects will be uploaded into Turnitin, UCL’s plagiarism software. [http://www.ucl.ac.uk/current-students/guidelines/plagiarism](http://www.ucl.ac.uk/current-students/guidelines/plagiarism)

Assessments for the Motor Systems Control & Disease, Practical Neurology (Multimedia exam) and Theoretical Neurology modules will be taken online using a computer. For optional modules please view the relevant assessment page in this handbook.
<table>
<thead>
<tr>
<th>Module Title</th>
<th>Credit Value</th>
<th>Assessment</th>
<th>Exam/Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLNEG025: Basic neuroscience and investigation of the nervous system</td>
<td>30 credits</td>
<td>3 hour unseen exam, short answer format</td>
<td>Friday 1st December 2017 Time TBC</td>
</tr>
<tr>
<td>CLNEG020: Epilepsy, Pain, Tumours &amp; Infections of the CNS</td>
<td>15 credits</td>
<td>1500 word essay</td>
<td>Thursday 1st March 2018 Submission by 10am</td>
</tr>
<tr>
<td>CLNEG018: Motor Systems Control &amp; Disease</td>
<td>15 credits</td>
<td>2 hour unseen exam, long essay format</td>
<td>Thursday 5th April 2018 9.30am</td>
</tr>
<tr>
<td>CLNEG017: Higher Functions of the Brain</td>
<td>15 credits</td>
<td>1500 word essay</td>
<td>Monday 30th April 2018 Submission by 10am</td>
</tr>
<tr>
<td>CLNEG023: Research Methods and Introduction to Statistics</td>
<td>15 credits</td>
<td>1 hour unseen written exam (statistics) (50%) 1500 word critical appraisal</td>
<td>Friday 2nd February 2018 Time TBC</td>
</tr>
<tr>
<td>CLNEG098: Research Project</td>
<td>60 credits</td>
<td>Abstract 10,000 word thesis (85%) Oral Exam (15%)</td>
<td>Monday 8th January 2018 Submission by 10am</td>
</tr>
<tr>
<td>CLNEG022: Library Project</td>
<td>30 credits</td>
<td>5000 word literature review</td>
<td>Wednesday 3rd January 2018 Submission by 10am</td>
</tr>
<tr>
<td>CLNEG053: Peripheral Nerves and Associated Diseases</td>
<td>15 credits</td>
<td>2 hour unseen exam, long essay format (80%) 1000 word lay summary assignment</td>
<td>Friday 15th December 2017 Time TBC</td>
</tr>
<tr>
<td>CLNEG052: Skeletal Muscle and associated diseases</td>
<td>15 credits</td>
<td>2 hour unseen exam, short answer format (80%) 1000 word project assignment</td>
<td>Friday 12th January 2018 Time TBC</td>
</tr>
</tbody>
</table>

**OPTIONAL MODULES:**

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Credit Value</th>
<th>Assessment</th>
<th>Exam/Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLNEG053: Peripheral Nerves and Associated Diseases</td>
<td>15 credits</td>
<td>2 hour unseen exam, long essay format (80%) 1000 word lay summary assignment</td>
<td>Friday 24th November 2017 Submission by 10am</td>
</tr>
<tr>
<td>CLNEG052: Skeletal Muscle and associated diseases</td>
<td>15 credits</td>
<td>2 hour unseen exam, short answer format (80%) 1000 word project assignment</td>
<td>Monday 8th January 2018 Submission by 10am</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credits</td>
<td>Assessment Details</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td>---------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CLNEG059</td>
<td>Clinical Neuroscience of Neurodegenerative Diseases</td>
<td>15</td>
<td>1 hour MCQ</td>
</tr>
<tr>
<td>CLNEG056</td>
<td>Treatment (HASU and Service Delivery)</td>
<td>15</td>
<td>30 minute MCQ, 10 minute PowerPoint presentation, 1500 word essay</td>
</tr>
<tr>
<td>CLNEG058</td>
<td>Neurorehabilitation</td>
<td>15</td>
<td>1 hour MCQ (80%), 1500 words (20% case base discussion)</td>
</tr>
</tbody>
</table>

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Assessments for the Basic neuroscience and investigation of the nervous system, Peripheral Nerve, Muscle & Special Senses and Motor Systems Control & Disease modules will be taken online using a computer. The assessment for the statistics exam for the Research Training and Statistics module will be hand written, using a pen and paper. For optional modules please view the relevant assessment page in this handbook.
<table>
<thead>
<tr>
<th>Module Title</th>
<th>Credit Value</th>
<th>Assessment</th>
<th>Exam/Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taught Modules</td>
<td>90 credits</td>
<td>Various – dependent upon the module you choose</td>
<td>Various – dependent upon the module you choose</td>
</tr>
<tr>
<td></td>
<td>(6x15 credits or variations making a total of 90 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLNEG024: Library Project</td>
<td>30 credits</td>
<td>5000 word literature review</td>
<td>Wednesday 3rd January 2018 Submission by 10am</td>
</tr>
<tr>
<td></td>
<td>16.6 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLNEG096: Research Project</td>
<td>60 credits</td>
<td>Abstract</td>
<td>Monday 8th January 2018 Submission by 10am</td>
</tr>
<tr>
<td></td>
<td>33%</td>
<td>Project Presentation (5%)</td>
<td>Date to be announced</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10,000 word thesis (80%)</td>
<td>Tuesday 31st July Submission by 10am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oral Exam (15%)</td>
<td>TBC</td>
</tr>
</tbody>
</table>

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Assessments for modules will either be taken online using a computer or will be hand written, using a pen and paper. You will need to confirm assessment mode and dates with the module convenor or module administrator when you select your module.

Please note: You must have successfully completed the UCL year (year 1) in order to progress to year 2 in Paris. If you fail to achieve a pass mark in any assessment you will need to speak with a member of the Education Unit who will be able to advise you on your options regarding progression to year 2 of this programme.
<table>
<thead>
<tr>
<th>Module Title</th>
<th>Credit Value</th>
<th>Assessment</th>
<th>Exam/Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLNEG059: Clinical Neuroscience of Neurodegenerative Diseases</td>
<td>15 credits</td>
<td>1 hour MCQ</td>
<td>Thursday 18th January 2018 Time TBC</td>
</tr>
<tr>
<td>CLNEG060: Practical Neuroscience of Dementia</td>
<td>15 credits</td>
<td>20 minute MCQ (33%) 40 minute unseen exam short answer format (67%)</td>
<td>Friday 9th March 2018 10am-11am</td>
</tr>
<tr>
<td>PSYCG017: Current Research in Dementia</td>
<td>15 credits</td>
<td>1 hour MCQ (30%) Visual presentation (70%)</td>
<td>Wednesday 10th January 2018 Afternoon</td>
</tr>
<tr>
<td>PSYCG017: Current Research in Dementia</td>
<td>15 credits</td>
<td>Visual presentation (70%)</td>
<td>Wednesday, 21st March 2018 9:30 - 13:00</td>
</tr>
<tr>
<td>ANATG006: Neurobiology of Degeneration and Repair</td>
<td>15 credits</td>
<td>1 hour written exam (50%) 2000 word essay (50%)</td>
<td>Check with the module convenor and module materials</td>
</tr>
<tr>
<td>CLNEG017: Higher Functions of the Brain</td>
<td>15 credits</td>
<td>1500 word essay</td>
<td>Monday 30th April 2018 Submission by 10am</td>
</tr>
<tr>
<td>CLNEG023: Research Methods and Introduction to Statistics</td>
<td>15 credits</td>
<td>1 hour unseen written exam (statistics) (50%) 1500 word critical appraisal seen essay (50%)</td>
<td>Friday 2nd February 2018 Time TBC Thursday 15 February 2018 Submission by 10am</td>
</tr>
<tr>
<td>CLNEG098: Research Project</td>
<td>60 credits</td>
<td>Abstract 10,000 word thesis (85%) Oral Exam (15%)</td>
<td>Monday 8th January 2018 Submission by 10am Tuesday 14th August 2018 Submission by 10am TBC</td>
</tr>
</tbody>
</table>
### OPTIONAL MODULES:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
<th>Exam/Assignment Details</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLNEG025</td>
<td>Basic neuroscience and investigation of Nervous system</td>
<td>30</td>
<td>3 hour unseen exam, short answer format</td>
<td>Friday 1st December 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16.6%</td>
<td></td>
<td>Time TBC</td>
</tr>
<tr>
<td>ANIMGN11</td>
<td>Advanced imaging</td>
<td>15</td>
<td>2 hour written exam (85%)</td>
<td>Tuesday 8th May 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.4%</td>
<td>Electronic lab book (15%)</td>
<td>Time TBC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Wednesday 2nd May 2018</td>
</tr>
<tr>
<td>PSYCG026</td>
<td>Advanced treatment and management of dementia</td>
<td>15</td>
<td>Written assignment</td>
<td>Tuesday 1st May 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.4%</td>
<td></td>
<td>Submission by 5:00 pm</td>
</tr>
<tr>
<td>PSYCG023</td>
<td>Statistical methods in mental health</td>
<td>15</td>
<td>3000 word assignment</td>
<td>Check with the module convenor and module materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.4%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYCG021</td>
<td>Neuroscience in Mental Health (previously called, Introduction to biological research in mental health)</td>
<td>15</td>
<td>3000 word assignment</td>
<td>Check with the module convenor and module materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.4%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PGMEG017</td>
<td>Quality Improvement in Health Care</td>
<td>15</td>
<td>3000 word assignment</td>
<td>Check with the module convenor and module materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.4%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Assessments will be taken online using a computer for all modules except for the Research Methods where the Statistics paper will be hand written, using a pen and paper.
<table>
<thead>
<tr>
<th>Module Title</th>
<th>Credit Value</th>
<th>Assessment</th>
<th>Exam/Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLNEG025:</strong> Basic neuroscience and investigation of Nervous system</td>
<td>30 credits</td>
<td>3 hour unseen exam, short answer format</td>
<td>Friday 1&lt;sup&gt;st&lt;/sup&gt; December 2017 Time TBC</td>
</tr>
<tr>
<td><strong>CLNEG053:</strong> Peripheral Nerves and associated disease</td>
<td>15 credits</td>
<td>2 hour unseen exam, long essay format (80%) 1000 word lay summary assignment (20%)</td>
<td>Friday 15&lt;sup&gt;th&lt;/sup&gt; December 2017 10am-12pm</td>
</tr>
<tr>
<td><strong>CLNEG026:</strong> Neuromuscular Literature Review</td>
<td>15 credits</td>
<td>2500 word literature review</td>
<td>Tuesday 10&lt;sup&gt;th&lt;/sup&gt; April 2018 Submission by 10am</td>
</tr>
<tr>
<td><strong>CLNEG023:</strong> Research Methods and Introduction to Statistics</td>
<td>15 credits</td>
<td>1 hour unseen written exam (statistics) (50%) 1500 word critical appraisal seen essay (50%)</td>
<td>Friday 2&lt;sup&gt;nd&lt;/sup&gt; February 2018 Time TBC Thursday 15 February 2018 Submission by 10am</td>
</tr>
<tr>
<td><strong>CLNEG050:</strong> Motor Neuron Diseases and Diseases of Neuromuscular Junctions</td>
<td>15 credits</td>
<td>2 hour unseen exam, MCQ format (70%) Journal Club presentations (20%) Journal Club contributions (10%)</td>
<td>Friday 23&lt;sup&gt;rd&lt;/sup&gt; February 2018 10am-12pm Presentations throughout spring term</td>
</tr>
<tr>
<td><strong>CLNEG090/1:</strong> Research Project</td>
<td>60 credits</td>
<td>Abstract 10,000 (MSc) or 15,000(MRes) word thesis (70%) Oral Exam (30%)</td>
<td>Monday 8&lt;sup&gt;th&lt;/sup&gt; January 2018 Submission by 10am Tuesday 14&lt;sup&gt;th&lt;/sup&gt; August 2018 Submission by 10am TBC</td>
</tr>
<tr>
<td>Module Code</td>
<td>Module Name</td>
<td>Credits</td>
<td>Assessment Details</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CLNEG051</td>
<td>Advanced genetic technologies and clinical applications</td>
<td>15</td>
<td>2 hour unseen exam, long essay format (85%) Grant writing assignment (15%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10am-12pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Submission by 10am</td>
</tr>
<tr>
<td>CHLDGC24</td>
<td>Paediatric Musculoskeletal Physiotherapy</td>
<td>15</td>
<td>Check with the module convenor and module materials</td>
</tr>
<tr>
<td>CHLDGC21</td>
<td>Paediatric Neuro-Physiotherapy</td>
<td>15</td>
<td>Check with the module convenor and module materials</td>
</tr>
</tbody>
</table>

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Assessments will be taken online using a computer for all modules except for the Research Methods where the statistics paper will be hand written, using a pen and paper.
<table>
<thead>
<tr>
<th>Module Title</th>
<th>Credit Value</th>
<th>Assessment</th>
<th>Exam/Due Date</th>
</tr>
</thead>
</table>
| CLNEG054: Neuroimaging and Pathophysiology       | 15 credits   | 1 hour unseen exam, short answer format (80%)                                                  | Thursday 18th January 2018
12.30pm, 7QS TR7
Thursday 18th January 2018
10am, Birkbeck, Malet St, Room 109 |
| CLNEG055: Clinical Manifestations of Stroke      | 15 credits   | 30 minute MCQ (20%) 1500 word essay (80%)                                                     | Friday 15th December 2017
10am, 26 Bedford Way Room G11
Friday 15th December 2017
Submission by 10am |
| CLNEG056: Treatment (HASU and Service Delivery)   | 15 credits   | 30 minute MCQ (10%) 10 minute PowerPoint presentation (10%) 1500 word essay (80%)            | Friday 23rd February 2018
3.30pm, 25 Gordon St, Room 105
Friday 23rd February 2018
9am (venue TBC)
Monday 5th March 2018,
Submission by 10am |
| CLNEG057: Epidemiology of Stroke                 | 15 credits   | 1 hour MCQ (80%) 1000 word essay (20%)                                                        | Monday 19th March 2018
10am, 25 Gordon St, Room 105
Tuesday 27th March 2018
Submission by 10am |
| CLNEG058: Neurorehabilitation                    | 15 credits   | 1 hour MCQ (80%) 1500 words (20% case base discussion)                                        | Thursday 26th April 2018
10.30am, 25 Gordon St, Room 105
Wednesday 2nd May 2018,
Submission by 10am |
| CLNEG022: Library Project                        | 30 credits   | 5000 word literature review                                                                    | Wednesday 3rd January 2018
Submission by 10am |
| CLNEG023: Research Methods and Introduction to Statistics | 15 credits | 1 hour unseen written exam (statistics) (50%) 1500 word critical appraisal seen essay (50%) | Friday 2nd February 2018
Time TBC
Thursday 15 February 2018
Submission by 10am |
| CLNEG098: MSc Research Project                   | 60 credits   | Abstract 10,000(MSc) (85%) or 15,000(MRes) word thesis (70%)                                   | Monday 8th January 2018
Submission by 10am
Tuesday 14th August 2018
Submission by 10am |
| CLNEG092: MRes Research Project                  | 120 credits  | Oral Exam (15%) - MSc Oral Exam (30%) - MRes                                                   | Wednesday 29th August 2018
10am, 7QS SR7 |

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Assessments will be taken online using a computer for all modules except for the Research Methods where the Statistics paper will be hand written, using a pen and paper.
<table>
<thead>
<tr>
<th>Module Title</th>
<th>Credit Value</th>
<th>Assessment</th>
<th>Exam/Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLNEG049: Experimental Neurology</td>
<td>30 credits</td>
<td>2,000 word essay (50%)</td>
<td>Wednesday 3rd January 2018 Submissions by 10am</td>
</tr>
<tr>
<td></td>
<td>16.6% total</td>
<td>1 hour exam, short answer format (50%)</td>
<td>Friday 12th January 2018 Time TBC</td>
</tr>
<tr>
<td>ANIMGN26: Research Integrity and Governance</td>
<td>15 credits</td>
<td>Portfolio (800 words) (30%)</td>
<td>Monday, 15th January 2018 Submissions by 10am</td>
</tr>
<tr>
<td></td>
<td>8.4%</td>
<td>Presentation one (Scenario-based) (10 minutes) (20%)</td>
<td>Wednesday 13th December 2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Presentation two (Study design) (20 minutes) (50%)</td>
<td>Wednesday 24th January 2018</td>
</tr>
<tr>
<td>CLNEG023: Research Methods and Introduction to</td>
<td>15 credits</td>
<td>1 hour unseen written exam (statistics) (50%)</td>
<td>Friday 2nd February 2018 Time TBC</td>
</tr>
<tr>
<td>Statistics, incl. Critical Appraisal (CA)</td>
<td>8.4%</td>
<td>1500 word critical appraisal seen essay (50%)</td>
<td>Thursday 15 February 2018 Submissions by 10am</td>
</tr>
<tr>
<td>CLNEG095: Research Project</td>
<td>120 credits</td>
<td>Abstract</td>
<td>Monday 8th January 2018 Submissions by 10am</td>
</tr>
<tr>
<td></td>
<td>66.8%</td>
<td>15,000 word thesis (70%)</td>
<td>Tuesday 14th August 2018 Submissions by 10am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Presentation (10 minutes) and viva (20 minutes) (30%)</td>
<td>TBC</td>
</tr>
</tbody>
</table>

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Assessments for the Experimental Neurology modules will be taken online using a computer. In the Research Methods assessment the Statistics paper will be hand written, using a pen and paper.
4 year Clinical Neurosciences MPhil/PhD student information

Students on a four year PhD programme spend their first year gaining generic research skills and broadening their research experience before completing a “conventional” three year PhD in years 2-4 of their studies. Students rotate through three different research labs on three month placements in year one of their studies. A list of some previously available lab projects will be made available from the Education Unit. They can also attend MSc Statistics teaching and undertake other appropriate generic skills training during their first year. At the end of each lab placement students are asked to present their work to the programme steering group.

Expected timeline:

Year 1: rotations. 2 page abstract to be submitted at the end of year 1 for programme directors to approve final project choice

Year 2: main lab project

Year 3: main lab project AND MPhil to PhD upgrade [as this is equivalent to Year 2 of the 3 year PhD program]

Year 4: main lab project AND complete PhD [equivalent to Year 3 of the 3 year PhD program]

Funding information:

Varies depending on the scheme

Travel grant

Depending on the scheme, students are provided a travel grant, which can be used towards educational events, such as courses and conferences, of their choice. In the rotation year this is claimed through the Education Unit, but during the years 2-4 it is administered by the hosting department.

Bench fees

In the rotation year each of their three supervisors will receive in bench fees (amount depends on the scheme).

Each year during the PhD, from year two onwards, their supervisor will receive bench fees (amount depends on the scheme).

Key Contacts:

Programme Directors: Professor Dimitri Kullmann, Dr Caroline Selai & Dr James Kilner

Berlin School of Mind and Brain conference and poster presentation (year 1)

The UCL Institute of Neurology has close links with the Berlin School of Mind and Brain. Students are invited to attend a conference and poster presentation in the autumn during year 1, and will be asked to produce a poster and present on the research in their first rotation. Funding for the conference comes from students travel grants.

Further information:

Dr Michael Flower (4 year Clinical Neuroscience student 2014-18) has created a website with information on the 4 year PhD programme. This can be accessed from http://www.michaelflower.co.uk/phd/survival/survivalhome.html
### Information on assessment

Deadlines and dates for unseen examinations: all students must adhere to assessment deadlines as outlined in the handbook. MSc Brain and Mind students must check with module convenors concerning dates/mode of assessment for selected modules.

Word limits are imposed for assignments, i.e. up to the word limit.

Marking assessments: all assessments for programmes within the Institute of Neurology (excluding examinations by MCQs - Multiple Choice Questions) are marked/moderated by two academic members of staff in accordance with the UCL Academic Manual. Unseen examinations and seen essays are first marked by the question setter and then sent to a second marker who gives the final mark (if marks are divergent by 10% or more, the two examiners will agree a final mark).

Library Projects: marked simultaneously by two academics (if marks are divergent by 10% or more, the two examiners will agree a final mark).

Research Projects: marked simultaneously by two academics (if marks are divergent by 10% or more, the two examiners will agree a final mark). If the programme also includes a viva exam, a percentage of the mark will be awarded for the viva.

If there are marking discrepancies (more than 10% and the two markers cannot agree a final mark), the module lead may nominate a third, independent marker. This can be the module lead if:
1) they were not one of the original two markers
2) they have expertise in the subject or related field.

Generally, the third marker should be a senior academic where possible.

The third marker gives a definitive mark that must be in the range of the original two marks, with written justification for this final mark. This third mark becomes the final mark.

All essay/multiple choice/short-answer questions follow UCL Quality Assurance practice:

- Questions are suggested by the lecturers
- Questions are reviewed by the relevant Module Conveners who set the final exam looking at its general coherence and coverage of taught topics; Course Directors have oversight over this stage too.
- Final exams are then sent to the Programme External Examiners who contribute with comments and suggest any changes and must approve the assessment as being consistent with the taught material, pitched at the right level, and fair according to the module learning objectives

Format of unseen examinations: the following modules have assessments that are taken on Moodle using a computer and keyboard:

- Basic neuroscience and investigation of the nervous system
- Motor Systems Control & Disease
- Introduction to Neuroanatomy, Systems and Disease
- Pathology and Diagnostic Imaging I & II
- Neuroimaging and Pathophysiology
- Clinical Manifestations of Stroke
- Treatment (HASU and Service Delivery)
- Epidemiology of Stroke
- Neurorehabilitation
- Skeletal Muscle and associated diseases
- Peripheral Nerves and associated diseases
- Motoneurons, neuromuscular junctions and associated diseases
- Advanced genetic technologies and clinical applications
- Clinical neuroscience of neurodegenerative diseases
- Practical neuroscience of dementia
The following modules have assessments that are hand written using a pen and paper:

- Research Methods and Introduction to Statistics (statistics component only)
- Introductory Science and Methods
- Imaging Modalities
- Advanced Imaging

It is the student’s responsibility to upload the correct file and to check to ensure the correct file has been uploaded. In the unlikely event that a member of staff identifies an incorrect file has been uploaded after your deadline, they will endeavour to contact you to enable you to resubmit the correct file but late penalties will be applied as per regulations.

Re-sitting examinations and assignments
Should you fail to achieve a pass mark (below 50%) for any module you are allowed one re-sit attempt. For the following modules you can choose to re-sit the exam or re-submit the essay in the same academic year or the following academic year:

- Basic neuroscience and investigation of the nervous system
- Epilepsy, Pain, Tumours & Infections of the CNS
- Motor Systems Control & Disease
- Stroke & Higher Functions of the Brain
- Research Training and Statistics
- Library Project
- Theoretical Neurology
- Neuroimaging and Pathophysiology
- Clinical Manifestations of Stroke
- Treatment (HASU and Service Delivery)
- Epidemiology of Stroke
- Neurorehabilitation
- Skeletal Muscle and associated diseases
- Peripheral Nerves and associated diseases
- Motoneurons, neuromuscular junctions and associated diseases
- Advanced genetic technologies and clinical applications
- Clinical Neuroscience of Neurodegenerative Diseases
- Practical neuroscience of dementia
- Introductory Science and Methods
- Imaging Modalities
- Advanced Imaging
- Introduction to Neuroanatomy, Systems and Disease
- Pathology and Diagnostic Imaging I & II

Should you fail to achieve a pass mark for the following modules you must re-sit the exam or re-submit the assignment in the following academic year:

- Practical Neurology
- Research Project

Brief overview of different assessment types

Unseen MCQ examination: Any module examined by MCQ will follow the Single Best Answer (SBA) format where there is only one correct answer. You are not negatively marked for incorrect answers.

Unseen Multimedia Examination (MSc/Diploma Clinical Neurology only): will involve answering questions related to a video of a patient with a neurological condition, interpreting brain scan images, etc.
Short Case Examination (MSc/Diploma Clinical Neurology only): will consist of examining patients with neurological conditions within a set time frame of ten minutes, demonstrating a good approach, examination, investigation and discussion of the case being examined.

Unseen Short answer examination: to remember and reproduce knowledge, e.g. "Define the term", along with demonstrating understanding of knowledge in questions such as "discuss the role of...". 4-5 sentences per question.

Unseen Long essay examination: this will consist of answering one or two questions in an allotted amount of time, requiring a structured answer with an introduction, a summary of arguments and a conclusion. Take care to read the question properly and address the question specifically rather than writing about the subject.

Seen essay assignment: choose an essay question from a list provided. The full name of the question must be written on the cover sheet and cannot be changed in any way. A seen essay requires a demonstration of knowledge and understanding of a subject. Write in a style that is grammatically correct, well referenced and with a clear structure. Include a section on research methods used and critically appraise the material reviewed in the essay. For guidance on writing an essay/library project/research project please visit [http://writingcentre.ioe.ac.uk/guides/essays](http://writingcentre.ioe.ac.uk/guides/essays) and [http://writingcentre.ioe.ac.uk/guides/critical-reviews](http://writingcentre.ioe.ac.uk/guides/critical-reviews)

Library Projects: completion of a 5,000 review of the literature on a subject of your choosing, following the same writing guidelines as for the seen essay. A list of project titles will be provided. When selecting a topic, it is advisable to network with researchers at UCL.

Research Projects: completion of a 10,000 (15,000 for MRes students) words dissertation on an area of research that you have chosen to study (either by picking from a list of topics or through networking with academics at UCL). Your research project must involve collection/analysis of original data (some programmes allow a systematic review) and follow the same writing guidelines as for the seen essay.

Statistics examination: A short answer examination, testing understanding of concepts covered in lectures.

Critical appraisal seen essay (1,500 words) (Research Methods and Introduction to statistics CLNEG023): Critical appraisal of a set paper

Distance Learning Exams: If you are based outside the UK, you must find a UCL approved exam centre nearest to you and make arrangements to sit your exam simultaneously to the UK-based exam and under their invigilation. In the case of written exams, we will provide the exam centre with an electronic copy of the exam paper and it will be your responsibility to pay any administration fees they charge for their service. If you are based in the UK you should come to UCL to sit the exams.

*Please see your programme assessment schedule for details on what assessments you are due to take*

**Methods section**
For a full systematic review (Research and Library Projects) of the literature we would expect a detailed methods section, including the data-bases searched, the years and keywords. Since the initial, exploratory search usually yields a very high number of publications the search strategy usually needs to be further refined. We would expect to see the rationale and method of further refining the research question, the inclusion and exclusion criteria (for including studies in the final review) and assessment of quality. At each stage of the search, we would like to see the number of papers yielded; it is helpful if this can be represented in a flow-chart.

**Presentations**
Students enrolled on the MSc Brain and Mind Sciences and MSc Advanced Neuroimaging programmes are required to deliver a ten minute presentation in front of the class and some academic members of staff.
Students are required to attend for the duration of the presentations, which may cover two days. Failure to comply will result in a mark of 0 being recorded for the assessment unless there are specific extenuating circumstances.

What makes a good presentation?
- keep to time
- well-structured and clear
- include background information
- methods used
- results
- summary/conclusion
- discussion concerning future work

Be sure to practise several times to refine a presentation style. Training will be provided.

**Dates for the presentations**
MSc Brain and Mind Sciences Research Project presentation: TBC
MSc Advanced Neuroimaging: Library Project presentation (journal club - formative): Throughout the year

### 6.1 UCL Feedback Turnaround Policy
Regular feedback is an essential part of every student’s learning. It is UCL policy that all students receive feedback on summative assessments within one calendar month of the submission deadline. This feedback may take the form of written feedback, individual discussions, group discussions, marker’s answers, model answers or other solutions (although students should note that UCL is generally unable to return examination scripts or comments on the same). Students writing dissertations or research projects should also expect to receive feedback from their supervisor on a draft on at least one occasion.

If, for whatever reason, a department/division cannot ensure that the one calendar month deadline is met then they will tell students when the feedback will be provided - it is expected that the extra time needed should not exceed one week. Where feedback is not provided within the timescale, students should bring the matter to the attention of their Departmental Tutor or Head of Department.

Students can obtain feedback for their assessments by contacting their Course Administrator.

**Further information:**
- [UCL Feedback Turnaround Policy](#)

### 6.2 Examinations
Students must ensure that they are aware of the regulations governing written examinations detailed in the *UCL Examination Guide for Candidates* on the [Examinations and Awards website](#). Students should pay particular attention to the regulations around examination irregularities. Students who are suspected of any form of cheating or of breaching the Examination Regulations will be investigated under UCL’s Examination Irregularities and Plagiarism procedures.

**Further information:**
- [Examination Regulations](#)
- [Examination Irregularities and Plagiarism procedures](#)
6.3 Coursework submissions
Submission of coursework and exams mostly take place on Moodle; students will be notified prior the submission date about the submission mode and location.

6.4 Late Submission Penalties
Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, UCL expects students to submit all coursework by the published deadline date and time, after which penalties will be applied.

If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form. If the request is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned i.e. there will be no penalty for submitting late.

Further information:
- Late Submission Penalties
- Extenuating Circumstances

6.5 Information about absence from assessment

Absence from Assessment
Any student who is absent from an assessment will receive a mark of zero unless they obtain authorisation for the absence and formally defer their assessment to a later date by submitting a request for Extenuating Circumstances. Absences from assessment need to meet the criteria for Extenuating Circumstances and be supported by appropriate evidence. If Extenuating Circumstances are not approved, the mark of zero will stand.

In line with UCL’s obligations for students studying under a visa, Tier 4 students must also obtain authorisation for any absence from teaching or assessment activities under the Authorised Absence procedures.

Further information:
- Authorised Absence Policy

6.6 Information about word counts and penalties

Word Counts
Each piece of assessment (except unseen examinations) will have a word count specified. For work that is either 10% more or 10% less the set word count, the mark will be reduced by five percentage marks, but the penalised mark will not be reduced below the pass mark, assuming the work merited a Pass.

Title page, Acknowledgements, Abstract, Table of Contents, Abbreviations, References, figures and tables in the main body of your thesis/essay and Appendices are NOT included in the word count. This is because these elements are supplementary to the substantive content of the work. Citations in the main body of your thesis/essay DO count towards the word count.

Formatting: font of at least 12 point. All figures and tables must be labelled accurately and in full.
Referencing/Citation style: At the UCL Institute of Neurology you are required to use the Harvard referencing system (author/date system).

**Cover sheet** (the following information must be included):
- UCL logo (You can also add the IoN logo if you wish but the current UCL logo MUST be used)
- Project/essay title
- Name of Supervisor (Library and Research Project only)
- Candidate number
- Word Count

**Further information:**
- **Word Counts**

### 6.7 Information about the consequences of failure

**Reassessment**

The Programme Scheme of Award describes the modules which students must complete and pass in order to achieve their degree. Where a student fails to meet these requirements at the first attempt, and there are no Extenuating Circumstances material to that failure, they may be reassessed on one more occasion only, unless they have been awarded a degree, are eligible for the award of a degree, or have been excluded from UCL on the grounds of academic insufficiency or as a result of misconduct. Students who have passed a module are not permitted to resit or repeat that module.

Students who fail in up to 60 taught credits will be required to Resit in the Late Summer Assessment Period. Students failing 60 or more credits will be required to Repeat the module(s), with tuition, in the following academic year.

There are separate provisions for students who fail due to Extenuating Circumstances - the Extenuating Circumstances Panel will determine the nature and timing of the Deferral, which may be offered with or without tuition/ attendance.

**Taught Postgraduate students:**

Students who fail a Masters dissertation/ research project will normally resit by 31 January (30 April for January-start programmes). Exceptionally, the Exam Board may decide that the extent of failure is such that the student needs to Repeat the dissertation with tuition and fees.

**Taught Postgraduate students who meet the Condonement Criteria** will meet the Progression and Award Requirements and will not be permitted a further attempt.

**Capping of Reassessment Marks**

The marks for modules passed at the second attempt will be capped at the Pass Mark: 40% for modules at levels 4, 5 and 6 and 50% for modules at level 7. Students who defer their first attempt due to Extenuating Circumstances will not have their marks capped. Students deferring their second attempt (i.e. who have Extenuating Circumstances on a Resit or Repeat) will have their marks capped.

**Further information:**
- **Consequences of Failure**
6.8 Examination Irregularities and Plagiarism

UCL students are expected to be aware of and adhere to UCL’s referencing and examination requirements as a condition of their enrolment:

- **For examinations**, the *UCL Examination Guide for Candidates* is published annually on the Examinations and Awards website. All candidates for written examinations must ensure they are familiar with the requirements for conduct in examinations set out in this guide.

- **For coursework submissions**, students must ensure that they are familiar with the UCL Library Guide to References, Citations and Avoiding Plagiarism which provides detailed guidance about UCL’s referencing and citation requirements. Students should also ensure that they are familiar with the specific referencing requirements of their discipline.

UCL will use plagiarism detection software to scan coursework for evidence of plagiarism against billions of sources worldwide (websites, journals etc. as well as work previously submitted to UCL and other universities). Most departments will require students to submit work electronically via these systems and ask students to declare that submissions are the work of the student alone.

Any student suspected of examination misconduct, plagiarism, self-plagiarism, collusion, falsification or any other form of academic misconduct which is likely to give an unfair advantage to the candidate and/or affect the security of assessment and/ or compromise the academic integrity of UCL will be investigated under the Examination Irregularities and Plagiarism procedures. If misconduct is found, students are likely to be failed for that assignment and/ or module. Serious or repeated offences may lead to failure of the whole year, suspension or even expulsion. A breach of copyright or intellectual property laws may also lead to legal action.

**Further information:**
- *UCL Examination Guide for Candidates*
- *Library Guide to References, Citations and Avoiding Plagiarism*
- *Examination Irregularities and Plagiarism procedures*
- Students can also seek advice from the UCLU Rights & Advice Centre
- Disciplinary procedure linked to Plagiarism: see Annex 4.4.1

6.9 Information about research ethics, animal licences and honorary contracts

It is important that if you decide to undertake a project involving animals that you enrol on an animal licence course as soon as possible. Information will be provided to you during Induction week about this. If you wish to undertake research within UCLH trust you will require an honorary contract. Information on how to apply for an honorary contract will be given to you by the Education Unit. The whole process can take up to 2 months and so the sooner you apply for the honorary contract the better.

6.10 Marking, Second-Marking and Moderation

All work that is submitted for summative assessment is marked by a UCL Internal Examiner or Assistant Internal Examiner. All UCL programmes also include rigorous second-marking and internal moderation processes to ensure that marking is consistent and fair. Second-marking can take a number of different forms depending on the type of assessment, but the overall aim is to ensure that marking is as accurate as possible. Internal moderation also helps UCL to ensure that marking is equitable across different modules, pathways, options and electives.

Please also refer to section 6.0 regarding marking procedures.

6.11 External Examining at UCL

External Examiners are senior academics or practitioners from other universities who help UCL to monitor the quality of the education we provide to our students. In particular, External Examiners scrutinise the
assessment processes on each programme, helping UCL to ensure that all students have been treated fairly, that academic standards have been upheld and that the qualifications awarded are comparable with similar degrees at other UK universities.

Each External Examiner submits an annual report. Faculties and departments are required to reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Staff-Student Consultative Committee, and are scrutinised by faculty, department and institution-level committees. Students can access their External Examiner’s report and departmental response via their Portico account or by contacting their Departmental Administrator in the first instance or Student and Registry Services directly at examiners@ucl.ac.uk.

7 Tutorials and supervision

7.1 Academic and Personal Tutoring

UCL is committed to providing all students with the academic guidance and personal support that they need to flourish as members of our active learning and research community. As part of the wider support infrastructure provided by a programme, every undergraduate or taught postgraduate student will be assigned a member of staff who can provide constructive academic and personal development guidance and support. At the start of the year, students will be provided with the name and identity of their personal tutor. Students are encouraged to be proactive in engaging with their Personal Tutor, as it is the responsibility of the student to keep in touch. Personal Tutors are responsible for pastoral care and available to discuss any problems whether academic or personal. You should expect to have a minimum of two meetings a year with your personal tutor.

Further information:
• Personal Tutors

7.2 Departmental pastoral tutoring

Support to students is offered by personal tutors, course directors and administrators within the Education Unit. General pastoral tutoring will be provided to you through meetings with your personal tutors.

8 Projects

8.1 Finding projects

The Education Unit will provide a list of projects suggested by supervisors at IoN, available on the 'IoN Research Projects and Submission of Coursework' Moodle page. It is not comprehensive of all the research undertaken in the field of Neuroscience at UCL and we cannot guarantee to offer projects on all topics as it depends upon supervisor and project availability. Students will be helped to find one of a range of types of projects, which might include analysis of an existing data-set, systematic literature review, etc...

Students are encouraged to network, and can contact supervisors directly to discuss projects on offer (the final decision on allocating projects rests with the supervisor).

How to find a supervisor
UCL IRIS holds information on all staff at UCL, including their research interests and publication history for specific topics, to enable particular interests to be identified.

Networking and etiquette
Students are advised to network with researchers at UCL. When contacting any member of staff it is important to address correspondence in a professional manner by starting the email with “Dear Professor/Dr Lastname”.
The email should consist of:
- a short introductory paragraph about yourself
- a short paragraph on why you specifically want to work with this particular researcher (mention a recent publication)
- a request to meet to discuss options to undertake research
- Make sure to check for spelling and grammatical errors before sending your email.

**Conduct during the Research Project**
- hours of attendance to be agreed before the project starts
- Expectations to be discussed and agreed before the project starts
- attendance at lectures is compulsory even when work on the research project has commenced
- attend full time (Monday to Friday, 8 hours per day) when the lecture timetable has finished
- adherence to laboratory rules/health and safety procedures outlined at the start of the project
- Abstract to be completed by 8th January 2018

**Meeting your Project Supervisor**
- It is expected that you should have your initial meeting with your supervisor when you start to plan your project.
- You should meet your supervisor either face to face or via email once or twice during Term 2 and more frequently from the start of Term 3 (typically once in two weeks).
- Your supervisor will give you advice on project direction, project aims, methodology, statistical analysis and discussion topics.
- Your supervisor will read preliminary drafts of your thesis, but is important that they are given reasonable time to do so. Remember to find out if/when your tutor is likely to be away in the period June to August.
- The total time of contact with your project supervisor including face-to-face and written feedback is expected to be around 10 hours.

**Support**
Personal tutors, programme directors and the Education Unit will be happy to assist in resolving any problems.

**Structure** (suggested structure for research project is given below):
- Title page
- Acknowledgements
- Table of contents
- Abbreviations
- Abstract
- Introduction
- Materials and Methods
- Results
- Discussion
- References

Viva Voce Exam for students on the following courses:
- MSc Clinical Neuroscience
- MSc Clinical Neurology
- MSc Advanced Neuroimaging*
- MSc Brain and Mind Sciences
- Dementia (Neuroscience pathway)
- MSc/MRes Neuromuscular Disease*
- MSc/MRes Stroke Medicine*
MRes Translational Neurology*

These will be held in September (dates TBC) and consist of a 15-20 minute viva on your research project in front of at least two academics. Final marks for the project are awarded after the viva voce exam and confirmed at the Final Exam Board. In exceptional cases, students could be allowed to make a written application to the Course Co-directors to request a viva on a different date (slightly earlier) and this could be done remotely i.e. via Skype.

Please note this is an option for exceptional situations such as where the student cannot help being in another country at that time and even forward planning cannot avoid the clash. The Course Directors will assess each request on an individual basis.

*Presentation required as part of the viva

9 General Information

Disclosure and Barring Service check (formerly known as Criminal Records Bureau) or Police Clearance check

If you have been accepted for a programme at UCL which needs confirmation of your clearance to work with a vulnerable group and are resident outside the UK, you will be required to provide evidence of your criminal record status from your home country by obtaining a police clearance certificate. This must have been taken within six months of your course start date. Details of what is acceptable can be found here.

This needs to be completed within six months of your course start date. The DBS provide details of the documentation required for the check and this can be found on the UK Government website. A DBS disclosure will be required if your research has been considered by the UCL Ethics Committee and you will be working with a vulnerable group.

A disclosure normally takes 4-6 weeks to be processed once it is received by the DBS. If you have lived in a number of places the process could take longer.

It is essential that you have a passport when you come to the UK as you will need this to provide evidence of your identity. An EU identity card is not sufficient to prove identity for this purpose. This applies whether your research is conducted inside, or outside, the UK.

Please find detailed information at http://www.ucl.ac.uk/current-students/services_2/dbs_checks

Sustainability at UCL

UCL is committed to making our campus more environmentally sustainable and promotes good practice towards the aim of reducing the impact of our activities. Please take the short Introduction to Sustainability elearning course to find out what you can do in the meantime at UCL and beyond.

ID badges/Access cards

On enrolment you will receive a UCL student ID badge with your photo and the name of your course displayed on it. You must wear this at all times within UCL.

You will be provided with an access card for entry to 7 Queen Square, where the student cluster room and Education Unit offices are based. Loss of a card must be reported immediately to the Education Unit: £10 will be charged for a replacement.

UCL SECURITY SYSTEMS

Responsible for issuing UCL ID Cards:
E-mail: securitysystems@ucl.ac.uk/Telephone: 020 7679 2102
Web: http://www.ucl.ac.uk/estates/security/systems/identity-cards/

UCL INFORMATION SERVICES DIVISION (ISD) SERVICE DESK
Responsible for issuing UCL email address, username and passwords:
E-mail: servicedesk@ucl.ac.uk/Telephone: 020 7679 5000
Web: http://www.ucl.ac.uk/isd/common/servicedesk

**Student Hubs**
Cruciform Hub, UCL Cruciform Building, Gower Street [http://www.ucl.ac.uk/library/sites/cruciform](http://www.ucl.ac.uk/library/sites/cruciform)
UCL Senate House Hub [http://www.ucl.ac.uk/library/sites/senate-house](http://www.ucl.ac.uk/library/sites/senate-house)

**Student Lockers**
Lockers are located in the basement of Queen Square House, IoN. Keys can be obtained from the Education Unit: a refundable deposit of £5 is required.

**Printer Credit**
Initially £12 printing credit per student are allocated upon enrolment. Credits can be used within the student cluster room at 7 Queen Square as well as in centrally managed rooms at UCL.
Please find detailed information about this on the [Student Printing](http://www.ucl.ac.uk/library/sites/cruciform) webpages.

**Student Cluster Room**
Students on MSc/MRes/Diploma programmes at IoN have use of the cluster room, 7 Queen Square from 7am - 7pm, Monday to Friday during the Autumn term. This reverts to 24 hour access, 7 days a week from January - September. Students must not work in the cluster room on their own outside Education Unit office hours.

**UCL e-mail:** services can be accessed on Outlook 365 [https://login.microsoftonline.com/](https://login.microsoftonline.com/)
Login (i.e. UCL username) will be username@ucl.ac.uk (displayed on correspondence as firstname.lastname.16@ucl.ac.uk) with the password used being the same to access all UCL systems.

**Desktop@UCL**
This service allows you to access your applications, files and desktop from your own computer or device from anywhere you have an internet connection. For more information and to access this service visit [http://www.ucl.ac.uk/isd/services/desks/students/desktop-anywhere](http://www.ucl.ac.uk/isd/services/desks/students/desktop-anywhere)

Please note information on storage of your documents in section 15.

**Seminar room and Teaching Room, 1st floor, 7 Queen Square (SR7 & TR7)**
SR7 and TR7 are primarily used for teaching, but can be used for quiet study. These rooms must be booked for all purposes via the Education Unit.

**Prayer**
A Chapel is located on the ground floor of the National Hospital for Neurology and Neurosurgery and is available for quiet prayer or reflection at any time. Students of any faith are welcome to use it.
[http://www.uclh.org/PandV/Helpandsupport/Chaplaincy/Pages/Home.aspx](http://www.uclh.org/PandV/Helpandsupport/Chaplaincy/Pages/Home.aspx)
If you would prefer to use a different room for prayer you can use the [UCL Quiet Contemplation Room](http://www.uclh.org/PandV/Helpandsupport/Chaplaincy/Pages/Home.aspx).

**Period of leave**
Postgraduate programmes at the IoN run over one academic year from September to September (unless you are enrolled on a PG Cert /PG Dip). Term dates for postgraduate taught programmes are available at: [http://www.ucl.ac.uk/isd/services/desks/students/desktop-anywhere](http://www.ucl.ac.uk/isd/services/desks/students/desktop-anywhere). Students do not have an extended ‘summer break’ (unlike undergraduate students) and therefore the expectation is that you should usually be studying at UCL (i.e. in London) for the duration of your programme. This is especially important for Tier 4 visa holders as they have been given a CAS from UCL which states that we would like to sponsor them on a programme which is 12 months in duration.

Our current guidance is that students (including Tier 4 students) may travel in Europe or go back to their home country for a short period of time but they should usually spend most of the summer engaging with
their studies here at UCL i.e. based in London. Tier 4 students should be aware that they leave the country at their own risk and it is up to the UK immigration authorities to take the ultimate decision as to whether they can return. It is your responsibility to ensure you are complying with the terms of your visa. You can get further advice from UCLU Rights and Advice Centre: http://uclu.org/services/advice-welfare.

In any situation where you request to be absent from UCL for a significant period of time for the purposes of your study, for example to collect data, then (as for the rest of the academic year) your Programme Director and tutor need to know where you are and that you are fully engaged with your studies. UCL’s absence policy can be found at https://www.ucl.ac.uk/current-students/services/studyinformation/absence. If you are planning to be absent for longer than ten days during your registration, please complete the request form in appendix and send it to ion.educationunit@ucl.ac.uk.

10 Progression and award requirements

Rules on the award of a Distinction, Merit and Pass
For more information view UCL’s academic regulations http://www.ucl.ac.uk/srs/academic-regulations/postgraduate/pg-sec-2.
Distinction: 70% or above for the whole programme, and a mark of 70% or above for the research project.
Merit: 60% or above for the whole programme, and a mark of 60% or above for the research project.
Pass: 50% or above for the whole programme, and a mark of 50% or above for the research project
Please note: Results for all assessments are provisional until ratified by the Board of Examiners at the end of your programme.

Academic Regulations
http://www.ucl.ac.uk/srs/academic-manual/overview

For any resubmission or re-sit, marks are capped at the pass mark. The final mark awarded for the module will be the highest mark achieved. If you re-sit an assessment in the next academic year you will be required by UCL to complete an exam re-entry form.

Rules - condoning marks
If a mark of 40-49% for a maximum of two 15 credit taught modules is achieved, a request can be submitted for these marks to be condoned, but only if the overall mark is 50% or above and all other assessments have been passed.

11 Choosing modules

Modules are the individual units of study which lead to the award of credit. Some of our programmes offer students the opportunity to choose between different modules that they are interested in (see individual programmes for more information).

During induction week you can use your UCL user ID and password to access Portico and make your module selections.

Before you select your modules we recommend you check the Online Timetable to find out when they are being taught and when you have a free space in your timetable as well as assessments times. Your mandatory modules will automatically be added to your personal timetable and the modules you select will be added overnight.

If you want to find out more about the content of individual modules you can do so by going to the department website or by clicking on the programme code while on Portico or in Moodle which will bring up a summary of the module.
Choosing a module is always dependent on its availability in the current year; other UCL departments may decide to cap module numbers or make them available only to their own students, therefore it is not guaranteed you will be able to enter in courses outside the IoN offer. You are invited to make enquiries before the academic year begins with the relevant departments. Modules at IoN are not capped and are available to all but you should check for any timetable clashes with your core modules.

You will be able to view your module selection throughout the year on Portico. Please alert your department immediately if the module information displayed is incorrect.

Modular/Flexible Taught Postgraduate students may be unable to pay their fees until they have chosen their modules. Students should check with the UCL Student Fees Team if they are unsure about this by emailing fees@ucl.ac.uk or calling +44 (0)207 679 4125.

Please find details about Module Selection deadlines on the Academic Manual

Further information:
- Selecting Modules

Contact details for staff who can give advice

Mr David Blundred, Head of Teaching and Learning Support d.blundred@ucl.ac.uk
Mr Matteo Fumagalli, Deputy Head of Teaching and Learning Support matteo.fumagalli@ucl.ac.uk
Mr Alex Addo, Teaching Administrator a.addo@ucl.ac.uk

Deadlines for choosing modules

There may be a deadline by which students should make their term 1 choices, so students should keep an eye out for information from their department. The deadline for term 2 module choices is outlined in Key Dates section. Places will be confirmed on Portico and you can check to make sure that all your choices have been approved

12 Extenuating Circumstances and Reasonable Adjustments

Reasonable Adjustments

UCL will make Reasonable Adjustments to learning, teaching and assessment to ensure that students with a disability are not put at a disadvantage. UCL also provides Reasonable Adjustments for students who might not consider themselves to have a ‘disability’ but who nevertheless would benefit from additional support due to an ongoing medical or mental health condition. It is the responsibility of the student to request Reasonable Adjustments, and students are encouraged to make a request as early as possible.

Further information:
- Reasonable Adjustments
- Student Disability Services

Special Examination Arrangements

Special Examination Arrangements (SEAs) are adjustments to central or departmental written examinations which can be made as a Reasonable Adjustment for students with a disability or longer-term condition or as a form of mitigation for students with shorter-term medical Extenuating Circumstances. This may include, but is not limited to extra time, a separate room, rest breaks and specialist equipment. Students must make an application to use the special examination facilities.

Further information:
- Special Examination Arrangements – guidance and forms
Illness and other Extenuating Circumstances

UCL recognises that some students can experience serious difficulties and personal problems which affect their ability to complete an assessment such as a sudden, serious illness or the death of a close relative. Students need to make sure that they notify UCL of any circumstances which are unexpected, significantly disruptive and beyond their control, and which might have a significant impact on their performance at assessment. UCL can then put in place alternative arrangements, such as an extension or a deferral of assessment to a later date. The Extenuating Circumstances Panel will determine the nature and timing of the deferral, which may be offered with or without tuition/ attendance.

Extenuating Circumstances

If you are unwell or experiencing other circumstances that affect your ability to study, it may be appropriate for you to request for extenuating circumstances to be taking into account for your assessment.

In order for extenuating circumstances to be taken into account, you need to submit the relevant form, to an administrator within the Education Unit, form available from https://www.ucl.ac.uk/srs/academic-manual/documents/annexes_2016-17/chapter_4_annexes_16-17/Annex-4.1.2-EC-Form.doc

Longer-term conditions

The Extenuating Circumstances regulations are designed to cover unexpected emergencies; they are not always the best way to help students who might have a longer-term medical or mental health condition or a disability. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they are aware of, and take advantage of, all the other support mechanisms provided by UCL such as:

- Reasonable Adjustments
- Special Examination Arrangements
- Student Disability Services
- Student Psychological Services
- Student Support and Wellbeing
- Support to Study Policy
- UCL Student Mental Health Policy

Further information:
- Extenuating Circumstances Regulations
- Grounds for Extenuating Circumstances
- Extenuating Circumstances Form

Information on fitness to study

Support to Study Policy and Fitness to Study Procedure

Students with physical or mental health concerns are encouraged to make contact with the available support services as early as possible so that UCL can put in place reasonable adjustments to support them throughout their studies. However there may be occasions when a student’s physical or mental health, wellbeing or behaviour is having a detrimental effect on their ability to meet the requirements of their programme, or is impacting on the wellbeing, rights, safety and security of other students and staff. In such cases UCL may need to take action under the Fitness to Study Procedure.

Further Information:
• Support to Study Policy
• Fitness to Study Procedure
• Learning Agreements, Barring, Suspensions and Terminations of Study
• Student Disciplinary Code and Procedures
• UCL Student Mental Health Policy
13 Changes to Registration Status

Students wishing to make changes to their registration status should first discuss their plans with their Personal Tutor or member of the Education Unit who can explain the options available and help students to make the right decision. Students should also ensure that they read the relevant sections of the UCL Academic Manual before making any requests to change their academic record.

Applications must be made in advance of the effective date of change.

Changing modules

If a student wishes to make changes to their individual modules, an application must be made by the Departmental Tutor to the Examinations Office, via the Faculty Office. The deadline for changes to modules during the session is 15 December. Any student wishing to make a change after this date must be referred to the relevant Faculty Tutor.

Further information:
- Change of Course Unit/ Module Selection
- Changes to Registration Status

Changing programme

If a student wishes to transfer from one UCL degree programme to another, they must make a formal application. The deadline for change of degree programme during the academic session can be found from the above link. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu. Students are strongly advised to discuss their plan with the departments involved before requesting a change of programme on Portico.

Further information:
- Programme Transfers

Interruption of studies

If a student requires a temporary break from their studies and plans to resume their programme at a future date, they must apply for a formal Interruption of Study with their Course Administrator.

Further information:
- Interruption of Study

Withdrawing from a programme

If a student wishes to leave their degree programme prior to completing their final examinations they must apply for a formal withdrawal from their studies. Once withdrawn, the student cannot return to the programme at a later date. Applications must be made in advance of the effective date of change. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu.

Key contacts in the department for assistance with any of the above

Mr David Blundred, Head of Teaching and Learning Support d.blundred@ucl.ac.uk
Student support and wellbeing

UCL Student Support and Wellbeing

UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for student - the Current Students Support website provides more information. Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services.

The Student Centre

The Student Centre provides front-line administrative services to UCL students and is an excellent source of information about the services provided by Student Support and Wellbeing. They can also provide advice about a range of Student Records enquiries and fulfil requests for proof of student status.

Further information:
- Student Centre website

Student Disability Services

Student Disability Services provide a comprehensive range of support services for students who have a disability which impacts upon their studies at UCL. They support students with physical and sensory impairments, specific learning difficulties, autistic spectrum disorders, mental health difficulties, and long-term health conditions. As well as arranging for adjustments to learning environments, the team loan out specialist equipment and provide one-to-one tutoring and support for students with specific learning difficulties.

Further information:
- Student Disability Services

Student Psychological Services

Student Psychological Services is dedicated to helping UCL students with personal, emotional and psychological concerns. The Student Psychological Services Team is diverse and consists of a variety of highly trained and experienced professionals, who offer short-term CBT and psychodynamic support. There are currently two psychiatrists and ten therapists on staff with varying kinds of psychological training and expertise.

Further information:
- Student Psychological Services

International Student Support and Welfare

The International Student Support and Welfare Team provide specialist support and advice for all non-UK students at UCL. As well as immigration information, they help to support students through the transition to university in the UK by organising the International Student Orientation Programme (ISOP) at the start of each term, and arranging regular workshops for international students which tackle particular issues.

Further information:
- International Student Support and Welfare

Accommodation

UCL Residences provides a range of accommodation options including three Halls of Residence, self-catered student houses and intercollegiate halls shared with other colleges of the University of London.
Each Hall has a Warden and Vice-Warden to support students and foster a positive environment within the accommodation.

**Further information:**
- [Wardens and Vice Wardens at UCL Residences](#)

**Financial support**

At UCL we understand students can face a range of financial issues. We aim to help and advise students as much as possible, so that they have more control over their own financial situation. The Student Funding Team offer online information and one-to-one support through appointments as well as a drop-in service. Students with a more complex or sensitive circumstances can make an appointment with the Student Funding Welfare Adviser.

**Further information:**
- [UCL Financial Support](#)

**Student of Concern**

There are many sources of support for students who are having difficulties, but sometimes it is hard to know how to help a student who appears to be struggling, particularly if they seem unwilling or unable to seek the help they need. Anyone concerned about the behaviour of a student, who believes the problem may be related to health and wellbeing issues, is encouraged to complete the online [UCL Student of Concern Form](#). Depending on the concerns raised, Student and Registry Service may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe.

**Further information:**
- [Student of Concern](#)

**Information about registering with a doctor and out-of-hours support services**

**Registering with a Doctor**

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare as quickly as possible if they become ill or injured. When attending a university in the UK students are also advised to be vaccinated against Meningitis C.

The Ridgmount Practice is a National Health Service (NHS) practice providing healthcare and dental services for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice.

**Further information:**
- [Register with a Doctor](#)
- [Ridgmount Practice website](#)

**Out-of-hours support and information helpline**

UCL works in partnership with Care First to provide an out-of-hours support and information helpline. The helpline is free of charge and includes access to information specialists who are trained by Citizens Advice and to professionally-qualified and BACP-accredited counsellors who can help students with a range of emotional and psychological difficulties.

**Further information:**
- [Care First](#)
Crisis support - immediate help

If a student is in crisis there are a range of UCL and external sources of help such as Nightline, Ridgmount Medical Practice, Hall Wardens, Student Psychological Services and the Samaritans.

Further information:
- Crisis Support – immediate help

Equality and Diversity

UCL fosters a positive cultural climate where all staff and students can flourish, where no-one will feel compelled to conceal or play down elements of their identity for fear of stigma. UCL is a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution. The Equalities and Diversity website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, and disability amongst other equalities initiatives at UCL.

Departmental Equal Opportunity Liaison Officers

Departmental Equal Opportunity Liaison Officers (DEOLOs) provide support and assistance for students and staff about issues relating to equalities and diversity.

Libby Bertram: e.bertram@ucl.ac.uk

Further information:
- Equalities and Diversity
- Support for Students who are Parents
- Religion and Belief Equality Policy for Students
- UCL LGBT Student Support Pages
- UCL Chaplain and Inter-Faith Adviser
- DEOLOs (Departmental Equal Opportunity Liaison Officers)

Information about UCL’s Zero Tolerance policy on harassment and bullying

Harassment and bullying

Every student and member of staff has a right to work and study in a harmonious environment. UCL will not tolerate harassment or bullying of one member of its community by another or others and promotes an environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to raise concerns in the knowledge that they will be dealt with appropriately and fairly.

Further information:
- UCL Policy on Harassment and Bullying
- UCLU Rights & Advice Centre

Sexual harassment

It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with UCLU to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust, their Hall Warden, a UCLU student officer, the trained staff in the UCLU Rights & Advice Centre, or the UCL Student Mediator.
Further information:

- **UCLU Zero Tolerance to Sexual Harassment**

**Support for students who have been affected by sexual violence**

UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence. If a student would like to talk to somebody at UCL, the Student Support and Wellbeing Team can offer advice on the support available both internally and externally.

Further information:

- **Support for Students Who Have Been Affected by Sexual Violence**

### 15 Learning resources and key facilities

**UCL Library Services**

UCL has 19 libraries and a mixture of quiet study spaces, bookable study rooms and group work areas. Each library has staff that students can ask for help. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support.

Further information:

- **Library information for students**

**UCL Information Services Division (ISD)**

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers IT learning opportunities for students and staff in the form of ‘How to’ guides which provide step-by-step guidance to all of ISD’s key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks. There are also opportunities for digital skills development through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk.

UCL also has a licence for [Lynda.com](https://www.lynda.com/) which provides thousands of high quality video-based courses from programming to presentation skills. [Learning on Screen](https://learningonscreen.ucl.ac.uk/) provides students with access to an archive of 65 free-to-air channel programming for educational usage. In addition, [Kanopy](https://www.kanopy.com/) is available to UCL students, and offers a wide range of movies.

**E-learning services** available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom.

ISD provides desktop computers and laptops for loan in a number of learning spaces. A [map of computer workrooms](https://www.ucl.ac.uk/library/services/computing/locations) is available on the ISD website. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students. It is also possible to access a large range of applications remotely, from any computer, using the Desktop@UCL Anywhere service. Students also have access to a range of free and discounted software via [ISD Software for Students](https://www.ucl.ac.uk/isd/software/for-students).

Please ensure you register promptly with MyAccount ([https://myaccount.ucl.ac.uk](https://myaccount.ucl.ac.uk)) as this is the safest and quickest way to re-activate your IT account when your password expires or if you are locked out for any reason.

All students are encouraged to download the UCL-Go app, available for iOS and Android devices. The app gives access to Moodle and timetabling and shows where desktop computers are available on campus.
UCL provides you with 50GB of storage for your course files; you are strongly encouraged to use this for your studies as it is safe, accessible remotely and complies with Data Protection regulation (you will start storing research project data there as well as academic papers). Your N drive is backup centrally on a regular basis too.

Saving your work on a portable drive/USB stick:

- It is not safe for you (you may lose it, it could stop working anytime, anyone could get hold of your data if left unattended)
- It is not complying with UCL Information Governance policies (you may be holding patients’ data, files from your library/research projects, slides from lectures)

**UCL Centre for Languages & International Education (CLIE)**

The UCL Centre for Languages & International Education (CLIE) offers courses in over 17 foreign languages (including English), along with teacher training courses, across a range of academic levels to support UCL students and staff and London’s wider academic and professional community. CLIE provides degree preparation courses for international students, courses satisfying UCL’s Modern Foreign Language requirements and a range of UCL summer school courses. Students can also access a database of language-learning resources online through the CLIE Self-Access Centre, including film and documentary recommendations and books for self-study.

**Further information:**
- [CLIE website](#)
- [CLIE Self-Access Centre](#)

**Information on department library spaces/resources**

The IoN Library contains an important collection of specialist neurology, neurosurgery and neuroscience books and journals, together with some general medical and biomedical literature. The Library is based on the 1st floor of 23 Queen Square. For more information visit [http://www.ucl.ac.uk/ion/library](http://www.ucl.ac.uk/ion/library)

**How to access Moodle and support contacts**

Moodle is UCL’s online learning space. It includes a wide range of tools which can be used to support learning and teaching. Moodle is used to supplement taught modules, in some cases just by providing essential information and materials, but it can also be integrated more fully, becoming an essential component of a module. Some modules may use Moodle to provide access to readings, videos, activities, collaboration tools and assessments.

Moodle registration is performed on-line by the student. Students are provided with an *enrolment key* by a member of the Education Unit which will allow enrolment on a programme.

**Further information:**
- Moodle
- Frequently Asked Questions
- Quick Start Guide

**Portico**

Portico is the main UCL student information system which is used by all students for:
- Updating personal data such as addresses or contact numbers
- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results (for centrally managed exams)
- Pre-enrolment and re-enrolment
• Applying for graduation ceremonies

It is your responsibility to ensure that your personal information on Portico is up-to-date.

Further information:
• Portico login
• Portico Helpdesk

Research Student Log (MRes/MPhil/PhD only)

Research Student Log

To fulfill UCL’s commitment to the quality of its research programmes, the Doctoral School provides the Research Student Log for the use of all research students at UCL. The Log is a mandatory component of all UCL research degree programmes and has been prepared to assist students throughout their degree programme at UCL. It provides a framework for recording details related to the student’s graduate research programme, scheduled supervisory meetings and activities concerning the development of academic and key skills. The Log will also help students to assess their progress and to plan and chart evidence of the development of academic and discipline-specific skills and key skills.

Further information:
• Research Student Log

16 Student representation

Information on Students’ Union UCL, how to run for election and how to find a representative

Students’ Union UCL

The Union helps you to do more at UCL, experience something you’ve always dreamt of, turn a curiosity into a new passion and help you reach your potential. The Union cares about the things you care about, it’s made up of all kinds of people from all kinds of places and it’s there to fight for you when you need someone in your corner.

Students’ Union UCL is the representative body of all UCL students. It’s run by students for students and is a registered charity, independent of UCL. All UCL students at every level are automatically members of the Union (but can opt out), and the Union’s leaders are elected annually by and from all current students. The elected leaders are called Sabbatical Officers and they represent students on various UCL committees and campaign on the issues that matter to students. Alongside the Sabbatical Officers are more than 1000 voluntary representatives, elected or appointed to cover every part of UCL life.

Further information:
• Students’ Union website
• Membership information (including how to opt out)
• Elections information (including how to run for office)

Student Societies

UCL students currently run over 250 different clubs and societies through the Students’ Union, providing a wide range of extra-curricular activities for students to get involved with during their time at UCL.

Further information:
Students' Union Clubs & Societies

**Academic Representatives**

Your Students’ Union is there to make sure students have the best possible time while they’re studying at UCL. One of the ways we do that is by working with departments and faculties to ensure that every student is represented and has a voice in the way that the university works.

Every student at UCL will have a Course Representative or a Research Student Representative who will be your eyes, ears, and voice. They’ll work closely with staff in your department to make sure that they understand what you most value, and take action to deal with things you’d like to see improve. They’ll also work with representatives in your faculty and the Students’ Union to make things better across the whole of UCL.

If you take up a representative role, the Students’ Union will work closely with you to provide training, support, and advice, and you’ll be able to change the experience of everyone on your course or in your department for the better. Course and Research Student Representatives are appointing during early October – if you’d like to take up the role, staff in your department can tell you how.

**Further information:**
- [Academic Representation website](#)
- [Find your Representative](#)
- [Become an Academic Representative](#)

**Role of the Staff-Student Consultative Committee**

Every department at UCL has a Staff-Student Consultative Committee (SSCC) that meets at least three times a year. The SSCC is a forum for discussion between staff and student academic representatives. It’s a great chance to work closely with staff to improve students’ learning experience, and a big part of how together we make education better at UCL.

**Other ways that students can give feedback**

Students are encouraged to give feedback to their tutors, course directors, module convenors and staff in the Education Unit. There also dedicated questionnaires and surveys on each programme’s page.

**Students’ Union Advice Service**

The Students’ Union Advice Service is available to UCL students. Trained and experienced caseworkers are ready to support you with any difficulties that might occur during your time at UCL. The Advice Service specialises in:
- **Academic issues** - including examination irregularities and student complaints
- **Housing** - including contract checking and housemate disputes
- **Employment** - including unpaid wages and part time employment contracts
- **Money advice** - including advice on benefits
- Many other legal and university matters

Students can make an appointment or attend a drop-in session for free, confidential and independent advice and support.

**Further information:**
- [Students' Union Advice Service website](#)
Informal and Formal Student Complaints

Student Complaints

UCL aims to ensure that every student is satisfied with their experience of UCL. However we recognise that from time to time problems do arise and students may wish to express concern or dissatisfaction with aspects of UCL or the quality of services provided.

Informal resolution

Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Students can speak to their Personal Tutor, Programme Leader, Departmental or Faculty Tutor, Course Representative, or Research Student Representative if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the UCLU Rights and Advice Service. UCL strongly encourages this kind of resolution and does expect students to have attempted some form of informal resolution before making a formal complaint.

Formal complaints

If an issue cannot be resolved at a local level, students may feel they need to submit a formal complaint using UCL’s Student Complaints Procedure. UCL aims to ensure that all complaints are treated fairly, impartially, effectively and in a timely manner, without fear of victimisation. The Complaints Procedure applies across all Schools, Faculties, Academic Departments and Professional Service Divisions.

Further information:
- Student Complaints Procedure
- UCL Student Mediator
- Students’ Union Advice Centre

17 Student feedback

The importance of feedback and how UCL uses the results

UCL’s goal is to put students’ feedback, insights and contributions at the heart of our decision-making. We value students’ feedback and work with students as partners in the process of shaping education at UCL. In recent years, as a direct result of student feedback, we extended library opening hours, opened new study spaces and scrapped graduation ticket fees for students.

Student surveys and how UCL uses the results

One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey, The Postgraduate Taught Experience Survey and the New to UCL survey. Whether it’s about teaching, accommodation, or facilities, surveys are a chance for students to have their say about what works and what needs improving, to help us make sure that UCL is as good as it can be for current and future students. Each survey usually takes just a few minutes to complete, all responses are anonymous and some include a generous prize draw. Every piece of feedback is read and the results of each survey are then shared with staff right across UCL – including President & Provost Michael Arthur.

Student Evaluation Questionnaires

Departments also run Student Evaluation Questionnaires on individual modules throughout the year. This gives students the opportunity to feedback about the teaching on their specific modules, helping departments to continuously improve learning, teaching and assessment. Feedback from SEQs feeds into the Annual Student Experience Review process.
The Annual Student Experience Review (ASER)

UCL’s Annual Student Experience Review (ASER) process requires all departments to undertake an annual self-evaluation and produce a development plan for how they plan to improve in the coming year. The self-evaluation involves looking at student feedback from surveys and student evaluation questionnaires as well as other data about student performance and academic standards, such as the feedback provided by the External Examiner, which helps departments to understand what is working well and what might need improving. Student’s Academic Representatives are active participants in the evaluation process and creation of the development plan through discussions at departmental and faculty committees, giving students an important role in identifying and planning improvements within their department. Students can view the completed reports and action plans on the faculty/departmental intranet.

Further information:
- Annual Student Experience Review

18 UCL ChangeMakers

UCL ChangeMakers encourages students and staff to work in partnership with each other on educational enhancement projects to improve the experiences of students across UCL. UCL ChangeMakers Projects supports students and staff in running projects to improve the learning experience at UCL. Anyone with an idea, or who wants to get involved, can submit a proposal for funding and support. UCL ChangeMakers ASER facilitators are students who work with Student Academic Representatives and staff in selected departments to formulate the departmental educational enhancement action plan.

Further information:
- UCL ChangeMakers

19 Employability and Careers

Where and how to get advice?

Dr Caroline Selai, Head of ION Education Unit and Departmental Graduate Tutor c.selai@ucl.ac.uk or your personal tutor.

Information on UCL Careers

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates, and assists them through the entire job hunting process, including exploring options, searching for vacancies, preparing CVs and applications, practicing for interviews, aptitude tests or assessment centres, and providing access to recruitment fairs and other employment-related events. They can also advise on exploring options for further study and funding. These specialised services and events are available to graduates, international students and Master’s students for up to two years following course completion.

UCL Careers also supports work-related learning, including internships and placements. UCL students who are required to complete a placement or internship as part of certain courses are supported in their search, application, and work by UCL Careers. Students can also sign up for UCL Talent Bank, a shortlisting service connecting students to small and medium sized organisations.

Further information:
- UCL Careers

Entrepreneurship at UCL

UCL has a long and successful track record of supporting spin-outs and start-ups developed by its academic and student communities. Many of the student and staff entrepreneurs have won external awards and
achieved substantial investment allowing their enterprises to grow and reach their full potential. UCL offers a wide range of support to students ranging from training programmes, advice on whether an idea has commercial potential, one-to-one sessions with business advisers, funding, competitions and incubator space to help them start or grow their business.

Further information:
- UCL Enterprise

20 Global Citizenship

The UCL Global Citizenship Programme is a two-week programme for UCL undergraduates and taught postgraduates offering the chance to put their studies in a global context, learn new skills and see the world differently. The Programme runs for two weeks after summer exams have finished, providing a range of opportunities to help students boost their studies, enhance their future and make an impact on the world. Participation is free and open to all UCL undergraduate and taught postgraduate students on a first come, first served basis.

Further information:
- UCL Global Citizenship Programme

21 Data Protection

How UCL uses student data

UCL uses student information for a range of purposes connected with their studies, health and safety. UCL takes the protection of student information very seriously and complies with the Data Protection Act (DPA) 1988. Information about students will only be shared within UCL when necessary. UCL may also be required by law to share information with some external agencies for a variety of purposes, such as the Students’ Union, the Higher Education Statistics Agency and UK Visas and Immigration. After students leave UCL their data is retained in the permanent archives.

Further information:
- UCL General Student Privacy Notice
- UCL Confidential Information Statement
- UCL Information Security Policies
- data-protection@ucl.ac.uk

22 Health, Safety and Security

UCL’s overall objective is to provide and maintain a safe and healthy environment for staff, students, people who work with UCL and those who visit. Health and safety is an integral part of the way in which UCL’s activities are managed and conducted. The UCL Safety Services webpage includes further information about health and safety policies and useful guidance and tools for risk assessment. The UCL Security Services webpage includes information regarding security operations, emergency contacts and tips for staying safe at UCL.

Further information:
- UCL Health and Safety Policy
- UCL A-Z Safety Guidance
- General Fire Safety for UCL Students
- UCL Security Services
- Staying Safe at UCL
Health and Safety information concerning the department

Emergency Procedures
In the event of a serious accident or medical emergency on campus, at any time of day or night, you should use the UCL emergency telephone number (2222) on any telephone in UCL buildings.

Accident Reporting
If you have an accident anywhere on UCL premises or during scheduled academic activities off the premises, you should, at the earliest opportunity after receiving any attention or treatment, report to the Safety Officer in your own department (Education Unit) or UCL Safety Services to complete an accident report form. You must give the place, date and time of the accident, the names of any witnesses and a short description of the event. Forms are located on the Safety Services website http://www.ucl.ac.uk/estates/safetynet/

Accidents in laboratories from the use of hazardous equipment, poisonous chemicals or radioactive materials should be reported to the staff member in charge who will contact the relevant Departmental Officer.

You must report any accident which occurs in a UCL residence to the UCL Residence Officer via the appropriate site manager.

See the Safety Services website for more information http://www.ucl.ac.uk/estates/safetynet/

Duties of Students and Staff
You must note your legal responsibilities, under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care of yourself and all others who may be affected by your acts and omissions, and to cooperate in enabling UCL to discharge its legal duties with regard to health and safety, including implementation of the Policy. It is a condition of registration for students that they also co-operate with UCL in this respect.

You must also note your legal responsibility, under Section 8 of the Health and Safety at Work Act 1974, not to interfere with or misuse anything provided by UCL in the interests of health and safety. It is UCL policy to encourage all students to report, as appropriate, any situation which involves a risk of injury or a health hazard and particularly accidents on UCL premises.

Late Working in Departments
You may not be in an academic department between 7.00pm and 8.00am Monday to Friday, or at weekends, unless you have specific permission and adequate arrangements have been made for your supervision. When commencing on a research project you will need to undertake a local health and safety induction with a relevant member of staff.

Fire
All Fire Exits are clearly marked.
Your base in Queen Square will be the student cluster room, which is located on the ground floor of Number 7 Queen Square. The Fire bell is tested every Tuesday morning in the cluster room - this consists of an intermittent ringing for no longer than a minute. If the Fire bell rings continuously, please leave what you are doing immediately and congregate in the middle of Queen Square gardens.

There are two fire exits on the ground floor in Number 7; one at the front and one at the rear of the building. There is a fire exit on the 5th floor as well. Fire exits and assembly points for each Lecture Theatre/seminar room, will be made clear to you as part of your induction.

Do not attempt to tackle a fire yourself. Raise the alarm (call 2222 if possible) and then proceed to the assembly point immediately.

Fire extinguishers
Fire extinguishing equipment has been provided throughout UCL and student residences. Do not interfere with or maliciously set off fire extinguishers. This is a disciplinary offence and will be reported to the Dean of Students.

**Fire doors**
Fire doors are clearly labelled 'Fire Door Keep Shut' and are fitted with self-closing devices. These doors are essential in preventing the rapid spread of fire and smoke into escape routes. You must not obstruct or wedge the doors or remove the self-closing devices.

**Means of escape**
Corridors, landings, stairs and exits from a building are major escape routes in case of fire. Do not obstruct these areas by storing or keeping bicycles, personal belongings or rubbish in them.

**Power Outage**
If there is a power outage you will be asked to leave whichever building you are in and gather in Queen Square gardens. You will be instructed when it is safe to re-enter the buildings. If power is not reinstated within 30 minutes of outage, students will be asked to leave Queen Square for the rest of the day.

**Major Incident**
If a major incident occurs, you will be asked to leave whichever building you are in and gather in Queen Square gardens. Education Unit staff will inform you if it is safe to return, or it is safe to travel, in which case all students will be sent home. Students will be instructed to remain off site until they have received an email from the Education Unit informing them it is safe to return.

**Security**
One consequence of the location of UCL is that it is impossible to prevent entirely the access of unauthorised people to UCL premises, including halls of residence and student houses. Closed circuit television (CCTV) is in operation on UCL premises.

Identity cards, to identify members of UCL, are provided on joining UCL and must be carried at all times.

Where UCL regulations require it, they must be worn visibly at all times and anyone who does not comply must expect to be challenged by UCL Security or any other member of UCL. You are expected to act in a cooperative manner and when requested to produce evidence of identity.

You should be alert and report any incident or suspicious persons as follows:

1. Queen Square - security personnel located in Queen Square House (24 hours a day, 7 days a week)
2. Residential Accommodation - Warden or Site Manager and/or Residences Office.

You are reminded that you have a personal responsibility for the security of other members of UCL as well as yourself.

It is important that any incident occurring on UCL premises, however small, is reported to Security. This could prevent a more serious incident occurring.

Assistance in any emergency (fire, accident, assault, intruders) may be obtained by dialling 2222 on any telephone in UCL buildings (except pay telephones).

If you consider you have a particular problem regarding your personal security you should approach the Education Unit for advice.

**General safety advice**
1. You should avoid working alone in remote parts of UCL, frequenting isolated areas, or walking alone in empty areas of UCL, especially during the hours of darkness. If permission is granted by your Head of Department for out-of-hours working, Security should be advised in advance.
2. When entering or leaving a room or building on UCL premises, especially residential ones, please ensure that you do not allow access to unauthorised persons. Wallets, handbags or clothing containing valuables should not be left unattended.

23 After study

Information on transcripts and how to access replacements

Transcripts

An official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their contact addresses as held on PORTICO approximately 8-10 weeks after the awards have been ratified by the UCL authorities.

UCL Student Records can produce additional transcripts for students on taught programmes as well as for affiliate students via the UCL Transcript Shop.

Affiliate students

Transcripts for affiliate students are issued automatically upon the students’ completion of their study at UCL and are dispatched as follows:

- JYA, Exchange and Erasmus Students – transcripts are issued to the students’ home universities.
- Independent affiliate students – transcripts are posted to the students’ contact addresses.

Further information:
- Transcripts

Information on UCL Alumni activities and key contacts

UCL Alumni Community

The UCL Alumni Online Community is a global network of more than 200,000 former students of UCL. Alumni can take advantage of a wide range of benefits, services and discounts – on campus, across the UK and globally – including the Alumni Card, access to thousands of e-journals and library services and a free UCL-branded email service. The UCL Alumni Online Community also posts information about events and reunions happening around the world and other ways to get involved, including the UCL Connect professional development series.

Further information:
- UCL Alumni

The Institute of Neurology has its own Alumnus Association called the Queen Square Alumnus Association. You will automatically join this association upon completion of your degree.
Course Committee Members

MSc Advanced Neuroimaging
Prof Tarek Youssry (Course Director)
Dr Adam Liston (Course Director)
Dr John Thornton
Dr Indran Davagnanam
Dr David Thomas
Prof Louis Lemieux
Prof Xavier Golay
Dr Caroline Micallef
Dr Sotirios Bisdas
Dr Steffi Thust
Dr Martina Callaghan

Dr Amit Batla
Dr Malcolm Galloway

MSc Dementia
Prof Jason Warren (Course Director—Neuroscience)
Dr Chris Hardy (Course Director—Neuroscience)
Prof Huw Morris
Dr Richard Sylvester
Dr Rimona Weil
Dr Jonathan Rohrer
Dr Selina Wray
Dr Tammaryn Lashley
Prof Elizabeth Fisher
Dr Seb Crutch
Dr Gary Price
Dr David Thomas
Dr Jo Barnes
Dr Teresa Niccoli
Dr Sandrine Wauters
Dr Janosch Heller
Dr Iris Donga Vilares

MSc Brain and Mind Sciences
Dr James Kilner (Course Director)
Dr Caroline Selai (Course Director)
Dr Maria Chait (Course Director)
Prof Ann Lohof
Dr Andrea Dumoulin
Dr Barney Bryson

MSc Clinical Neuroscience
Dr Caroline Selai (Course Director)
Prof Tom Warner (Course Director)
Dr Rohan de Silva
Dr Adrian Isaacs
Dr Jennifer Pocock
Dr Selina Wray
Prof Elizabeth Fisher
Dr Helene Plun-Favreau
Dr Bernadett Kalmar
Prof Nick Ward
Prof Kenneth Smith
Prof Eileen Joyce
Prof Patricia Limousin
Mr Ludvic Zrinzo
Prof Gareth Barnes
Dr Rick Adams
Dr Gabrielle Lignani
Dr Valeria Iodice
Dr Joan Liu
Dr Charlie Arber
Dr Rina Bandopadhyay

MSc/MRes Neuromuscular Disease
Dr Bernadett Kalmar (Course Director)
Dr Jasper Morrow (Course Director)
Dr Matilde Laura
Prof Mike Hanna
Prof Linda Greensmith
Prof Mary Reilly
Dr Haiyan Zhou
Dr Silvia Torelli
Dr Pietro Fratta
Dr Pedro Machado

MSc/MRes Stroke Medicine
Prof David Werring (Course Director)
Dr Robert Simister (Course Director)
Dr Suman Gill
Dr Rupert Oliver
Dr Richard Perry
Dr Gill Cluckie
Prof Xavier Golay
Prof Alex Leff
Dr Nick Ward
Dr Marina Papoutsi

MRes Translation Neurology
Dr Vincenzo Libri (Course Director)
Dr Caroline Selai
Dr Ed Wild
Prof Lizzy Fisher
Prof Janice Holton
Dr Christos Proukakis
Dr Beate Diehl
Prof David Werring
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<tr>
<th>Code</th>
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<td>CLNEG025</td>
<td>Basic Neuroscience and investigation of the nervous system</td>
<td>Dr Adrian Isaacs</td>
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<td>CLNEG020</td>
<td>Epilepsy, Pain, Tumours &amp; Infections of the CNS</td>
<td>Prof Matthias Koepp</td>
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<td>CLNEG018</td>
<td>Motor Systems and Disease</td>
<td>Dr Jalesh Panicker</td>
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<td>CLNEG017</td>
<td>Higher Functions of the Brain</td>
<td>Prof N Ward</td>
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<td>CLNEG023</td>
<td>Research methods and introduction to statistics</td>
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<td>Dr Saiful Islam</td>
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<td>Research Project</td>
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<td>Theoretical Neurology</td>
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<td>Practical Neurology</td>
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<td>CLNEG054</td>
<td>Neuroimaging and Pathophysiology</td>
<td>Dr Sumanjit Gill</td>
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<td>CLNEG055</td>
<td>Clinical Manifestations of Stroke</td>
<td>Dr Rupert Oliver</td>
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<td>Treatment (HASU and Service Delivery)</td>
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<td>Epidemiology of Stroke</td>
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<td>Neurorehabilitation</td>
<td>Prof N Ward</td>
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<td>ANIMGN07</td>
<td>Introductory Science and Methods</td>
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<td>Imaging Modalities</td>
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<td>Advanced Imaging</td>
<td>Prof Louis Lemieux</td>
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<td>Introduction to Neuroanatomy, Systems &amp; Disease</td>
<td>Prof Tarek Yousry</td>
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<td>Pathology &amp; Diagnostic Imaging I</td>
<td>Dr Caroline Micallef</td>
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<td>Pathology &amp; Diagnostic Imaging II</td>
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<td>Prof Mike Hanna</td>
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<td>Translational Neurology Research Project</td>
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<td>Dr Rimona Weil</td>
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<td>Dr Jonathan Rohrer</td>
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STUDENT REQUEST TO TRAVEL AWAY FROM LONDON
DURING THE ACADEMIC YEAR

Student name: ____________________________________________

Registered programme: ______________________________________

Personal tutor/Supervisor name: ________________________________

Intended period away: ________________________________________

Destination country: _________________________________________

Purpose of visit: ____________________________________________

Student to complete the following (please tick):

☐ I am not here on a visa

☐ I have permission to travel from my project supervisor

☐ I have made suitable contact arrangements with my supervisor and with
the teaching administrator

☐ I will be progressing with my project work while away

__________________________

Student signature: _________________________________________

Programme director/personal tutor signature: ________________________

(Electronic signatures preferred)

Date: ________________________________

Please send the completed form to ion.educationunit@ucl.ac.uk
The Education Unit

Dr Caroline Selai BA (Hons) MSc, PhD, DipPsych, CPsychol, AFBPsS. Senior Lecturer in Clinical Neuroscience, Head of ION Education Unit

Alex Addo BSc (Hons) Teaching Administrator MSc Stroke Medicine

Daniel Cotfas BA, MSc Course Administrator MRes Translational Neurology

Ms Anna Foakes BA (Hons), MA, Reg. MBACP Course Administrator MSC|PG Dip|PG Cert in Clinical Neurology via Distance Learning

Mrs Sophie MacLeod Course Administrator MSc in Dementia MSc Neuromuscular Disease

Dr Bernadett Kalmar Course Co-Director and Tutor Neuromuscular Disease

Dr Adam Liston PhD, PGCE Course Co-Director for MSc in Advanced Neuroimaging

David Blundred BA (Hons), MCMI Head of Teaching and Learning Support

Matteo Fumagalli BA, MA, CMALT Deputy Head of Teaching and Learning Support

Dr Amit Batla Course Co-Director and Tutor MSc/Diploma in Clinical Neurology via Distance Learning

Dr Sumanjit Gill Course Co-Director and Tutor MSc Stroke Medicine

Dr Tim Young Course Co-Director and Tutor MSc/Diploma in Clinical Neurology via Distance Learning
Dr Saiful Islam BSc (Hons),
MSc, PhD
IoN Statistician

Mrs Deborah Buck
Course Administrator
MSc/Diploma in Clinical Neurology
via Distance Learning
Declaration

MSc Advanced Neuroimaging
MSc Brain & Mind Sciences
MSc Clinical Neuroscience
MSc & Diploma Clinical Neurology
Diploma in Clinical Neurology via Distance Learning
MRes Translational Neurology
MSc Dementia: Causes, Treatments and Research (Neuroscience)
MSc/PG Dip/PGCert/MRes Neuromuscular Disease
MSc/PG Dip/PGCert/MRes Stroke Medicine
MSc Neurology for Clinical Trainees 4 year
Clinical Neurosciences MPhil/PhD Students

General Information
I confirm that I have read all the information given in the Student Handbook concerning code of conduct and all information relating to my programme of study (e.g. examination dates/deadlines for essays etc.) and agree to adhere to UCL rules and regulations.
All students must wear an identity badge in the Institute and National Hospital

If you lose your allocated swipe card you will be charged £10 for a replacement card

Signed …………………………………………  Date …………………………………..

Health and Safety Guidelines
As a full-time student working alongside members of staff you will be required to observe the following Health and Safety legislation:
a) to take reasonable care for the health and safety of yourself and other persons, who may be affected by your acts and omissions
b) to co-operate with the Institute to ensure as far as is reasonably practical the health, safety and welfare at work of all its staff and students, and to comply with any other duties or requirements relating to health and safety
c) to comply with any rules and regulations made from time to time by the Institute for the health, safety and welfare of its members of staff and students; in particular to comply with the Departmental Safety Codes of Practice of the Institute
d) not to interfere with or misuse anything provided by the Institute in the interests of health, safety and welfare

I agree
To respect the confidentiality of clinical teaching activities which involve the presentation of patients from the National Hospital, and to treat patients and their relatives with respect and decorum.
To respect the sensitive nature and confidentiality of the research work undertaken in the Institute.

Signed …………………………………………  Date …………………………………..

Please also print your name ……………………………………………………………….