

**MSc in Evidence-based Healthcare
(TMSSRGSEBH11)**

2012/13

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Introduction

This handbook is intended as a guide to the structure of the course and includes "course specific" procedures and information. The course is delivered as an online course with online lectures supplemented by discussion boards and online discussions.

This course is designed to enable you to prepare systematic reviews and apply evidence in clinical practice. We hope you enjoy your course.

COURSE INFORMATION

Course Tutors

Professor Brian Davidson

Email: b.davidson@ucl.ac.uk

Tel: 0207 794 0500 ext 34913

Dr Kurinchi Gurusamy

Email: k.gurusamy@ucl.ac.uk

Tel: 0207 794 0500 ext 38498

Dr Marilena Loizidou

Email: m.loizidou@ucl.ac.uk

Tel: 020 7794 0500 ext 35303

Module Tutors

Compulsory modules

EPIDGS31

Introduction to Research

Methods for Evidence

Based Healthcare

Mr Hynek Pikhart

Email: h.pikhart@ucl.ac.uk

Tel: 020 7679 1906

Mr Eric Brunner

Email: e.brunner@ucl.ac.uk

Tel: 020 7679 1689

SURGGS05

Evaluating the Quality of

Evidence

Mr Kurinchi Gurusamy

Email: k.gurusamy@ucl.ac.uk

Tel: 020 7794 0500 ext 38498

Prof Brian Davidson

Email: b.davidson@ucl.ac.uk

Tel: 0207 794 0500 ext 34913

SURGGS06

Systematic reviews of

Intervention (Part 1)

Mr Kurinchi Gurusamy

Email: k.gurusamy@ucl.ac.uk

Tel: 020 7794 0500 ext 38498

Prof Brian Davidson

Email: b.davidson@ucl.ac.uk

Tel: 0207 794 0500 ext 34913

SURGGS07

Systematic reviews of

Intervention (Part 2)

Mr Kurinchi Gurusamy

Email: k.gurusamy@ucl.ac.uk

Tel: 020 7794 0500 ext 38498

Prof Brian Davidson

Email: b.davidson@ucl.ac.uk

Tel: 0207 794 0500 ext 34913

SURGGN98
Research Project

Mr Kurinchi Gurusamy
Email: k.gurusamy@ucl.ac.uk
Tel: 020 7794 0500 ext 38498

Prof Brian Davidson
Email: b.davidson@ucl.ac.uk
Tel: 0207 794 0500 ext 34913

Optional modules

SURGGS08
Performing Systematic
Reviews of
Observational studies,
Diagnosis, and
Prognosis

Mr Kurinchi Gurusamy
Email: k.gurusamy@ucl.ac.uk
Tel: 020 7794 0500 ext 38498

Prof Brian Davidson
Email: b.davidson@ucl.ac.uk
Tel: 0207 794 0500 ext 34913

SURGGS09
Application of Evidence
in Clinical Practice

Mr Kurinchi Gurusamy
Email: k.gurusamy@ucl.ac.uk
Tel: 020 7794 0500 ext 38498

Prof Brian Davidson
Email: b.davidson@ucl.ac.uk
Tel: 0207 794 0500 ext 34913

SURGG012
Evidence based
Basic Research

Mr Kurinchi Gurusamy
Email: k.gurusamy@ucl.ac.uk
Tel: 020 7794 0500 ext 38498

Prof Brian Davidson
Email: b.davidson@ucl.ac.uk
Tel: 0207 794 0500 ext 34913

ORTHG007
Research Methodologies

Professor Alex Macgregor
Email: a.macgregor@ucl.ac.uk

Dr Catherine Pendegrass
Email: c.pendegrass@ucl.ac.uk
Tel: 020 8909 5494 (Michele Pannaman)

Administration

Royal Free Campus

Ms Julie Cheek

[Email: j.cheek@ucl.ac.uk](mailto:j.cheek@ucl.ac.uk)

Tel: 020 7794 0500 ext 37665

Bloomsbury Campus

Ms Catherine Conroy

[Email: catherine.conroy@ucl.ac.uk](mailto:catherine.conroy@ucl.ac.uk)

Tel: 020 7679 1680

Health and safety

Royal Free Campus

Mr Geoffrey Punshon

[Email: g.punshon@ucl.ac.uk](mailto:g.punshon@ucl.ac.uk)

Tel: 020 7794 0500 ext 34452 / 020 7472 6144

Bloomsbury Campus

Ms Catherine Conroy

[Email: catherine.conroy@ucl.ac.uk](mailto:catherine.conroy@ucl.ac.uk)

Tel: 020 7679 1680

Libraries

Issue Desk (Royal Free Medical Library)

[Email: rlibrary@ucl.ac.uk](mailto:rlibrary@ucl.ac.uk)

Tel: 020 7794 0500 ext. 33202

General Library Enquiries

Ms Betsy Anagnostelis

b.anagnostelis@ucl.ac.uk

Most of the recent articles are available online. You can access these articles by visiting the website <http://www.ucl.ac.uk/library/ejournal/index.shtml>. You will need your ucl userid and password to access the journal article. For your dissertation, you can obtain the articles that are not available online (maximum of 50 per student) by sending an email request to the librarian. Please indicate the following in your email:

Student number.

Course: MSc in Evidence-based Healthcare.

Article reference.

You can also access various electronic databases such as Embase and Web of Science by visiting the website <http://www.ucl.ac.uk/Library/database/index.shtml>. You will need your ucl userid and password to access the journal article. Full texts of articles can also be obtained by clicking on the 'SFX' link. Further details regarding 'SFX' link can be obtained by visiting the website <http://www.ucl.ac.uk/library/sfx.shtml>.

Personal Tutors

Your Personal Tutor is available to:

- Provide you with one member of staff who can act as your mentor.
- Discuss any academic or personal problems.
- Someone to get to know and maintain regular contact.
- Readily accessible within the department.
- First contact with regard to any complaints or problems. Your tutor will decide whether to refer to another member of Academic staff or what action should be taken.
- Establish a good relationship with students in order to provide support and encouragement.

The Personal Tutor appointed for this course is **Mr Kurinchi Gurusamy**. It will be up to you to arrange web-conferencing at mutually convenient times.

Academic Year 2012-2013

Term	Date
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First Term	Monday 24 September 2012 - Friday 14 December 2012
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Second Term	Monday 7 January 2013 - Friday 22 March 2013
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Third Term	Monday 22 April 2013 - Friday 7 June 2013
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For those departments that operate them, College Reading Weeks are the weeks beginning Monday 5 November 2012, and Monday 11 February 2013.

CLOSURES AND BANK HOLIDAYS

Christmas

CLOSE - Friday 21 December 2012 at 5.30 p.m.

RE-OPEN - Wednesday 2 January 2013

Easter

CLOSE - Wednesday 27 March 2013 at 5.30 p.m.

RE-OPEN - Wednesday 3 April 2013

Bank Holidays

- CLOSED - Monday 6 May 2013
- CLOSED - Monday 27 May 2013
- CLOSED - Monday 26 August 2013

All Bank Holidays, and the College closure dates based on them, are the standard "traditional" dates and may be subject to change by government

Module dates

(All dates are provisional and are subject to minor modifications)

Compulsory Module Dates

Module 1: EPIDGS31 - Introduction to Research Methods for Evidence Based Healthcare

- **Course dates:** October 2012 – December 2012
- **Exam date:** December (TBC)

Module 2: SURGGS05 - Evaluating the Quality of Evidence

- **Course dates:** 26 November 2012 to 27 January 2013
- **Assessment:** First deadline 15 January 2013
Second deadline 28 February 2013

Module 3: SURGGS06 - Systematic reviews of intervention (Part 1)

- **Course dates:** 28 January 2013 to 3 March 2013
- **Assessment:** First deadline 28 February 2013
Second deadline 15 April 2013

Module 4: SURGGS07 - Systematic reviews of intervention (Part 2)

- **Course dates:** 4 March 2013 to 7 April 2013
- **Assessment:** First deadline 15 April 2013
Second deadline 31 May 2013

SURGGN98 - Project/Dissertation
Systematic review and/or economic health analysis

Optional modules:

Module 5: SURGGS08 - Systematic reviews of observational studies, diagnostic studies, and prognostic studies

- **Course dates:** 28 January 2013 to 3 March 2013
- **Assessment:** First deadline 28 February 2013
Second deadline 15 April 2013

Module 6: SURGGS09 - Application of Evidence in Clinical Practice

- **Course dates:** 26 November 2012 to 27 January 2013
- **Assessment:** First deadline 15 January 2013
Second deadline 28 February 2013

Module 7: SURGG012 - Evidence based basic research

- **Course dates:** 4 March 2013 to 7 April 2013
- **Assessment:** First deadline 15 April 2013
Second deadline 31 May 2013

Module 8: ORTHG007 - Research Methodologies

- **Course dates:** 2 October 2012 to 4 December 2012
- **Exam date:** Provisionally set for 11th December 2012.

Course Assessment

To complete the MSc, you will need to complete the 4 compulsory modules, 4 optional modules, and the project. The research project will be assessed by a written account of the project accounting for 80% of the marks and a viva examination (30 minutes) accounting for 20% of the marks for the module. The viva examination will be in the presence of the Chair of the Board of Examiners, the Visiting Examiner, and one of the Module Tutors and can be taken in person or online. The purpose of the viva is to examine your knowledge and understanding of your research project. If you are a borderline student, this will assist the examiners to allocate the class of degree. NOTE: Your marks cannot be lowered as a result of your viva.

The modes of assessment of individual modules are tabulated below.

Module	Duration	Method of assessment
<u>Compulsory modules</u>		
Research Methods for Evidence-based Healthcare	2 hours	MCQ + short answer questions exam Examination at UCL or UCL approved examination centre is necessary
Evaluating the Quality of Evidence		Coursework
Systematic reviews of intervention (Part 1)		Coursework
Systematic reviews of intervention (Part 2)		Coursework
<u>Optional modules</u>		
Systematic reviews of observational studies, diagnostic studies, and prognostic studies		Coursework
Application of Evidence in Clinical Practice		Coursework
Evidence based basic research		Coursework
Research Methodologies	2 hours	MCQ Examination (online; can be taken from home)

Written examinations will be held in a number of locations. You will be sent an examination code number (which is a personal identifier) by the UCL Examinations Department, when you enroll on the programme.

The marking system has evolved to ensure that marking is fair and just. The system varies according to the work that has to be marked.

Course work

Your course work will be marked either by two markers or a by a moderated scheme. Feedback will be given on the course work. You will be allowed to submit a maximum of 1 file for each course work. Unless indicated, this should be in the form of a word document. Any images should be inserted in a word document on submission. Please check the details on how the file should be labeled.

Exams (Modules EPIDGS31 and ORTHG007)

Your examination scripts will be identified by an examination code number, which UCL will designate. These scripts will be marked in a blind fashion by two markers and they will be marked according to a model answer. After marking blindly, an average mark will be calculated. Any large discrepancies between the two separate marks will be discussed between the two markers and where possible a consensus reached. If it is impossible for these two markers to agree on a mark for a particular question, then this will be referred to the External Examiner. The Course Tutors and Course Administrator will match up your course work and examination mark for the Examination Board Meeting, but these will remain anonymous to the Examination Board until the final marks have been agreed.

Projects

On completion of your research project, your supervisor will be required to fill in a form outlining your performance, which is forwarded to the two internal markers and the External Examiner. It is impossible to mark projects in a double blinded fashion, even though they have been submitted using your Student Number. The average mark from the internal examiners will be taken and then moderated by the External Examiner. Any large discrepancies between marks will be discussed in depth by all markers and further moderated by the Course Tutors with final approval by the Examination Board with agreement from the External Examiner.

Anonymity

All written work, both paper and electronic, should be submitted anonymously i.e. using your student number rather than your name. Both the electronic and paper copies should be given your personal identifier of year, module number and then student number: e.g. 2009_SURG3006_1234567. Files submitted in any other format will not be marked. If you require any further information on this please contact Course Administrator.

Guidelines for Project report

- Project can be submitted only after completion of 4 compulsory and 4 optional modules.
- All written work must be prepared in Microsoft Word.
- All margins must be set to 2.5cm.
- Line spacing of 1.5 lines must be used.
- The font and size chosen should be easy to read e.g. 12 pt Times New Roman or 11pt Arial.
- Reference management software must be used for referencing with a penalty of reduction of marks by 10% for non-compliance. The Harvard reference style must be used.

Project Submission

Written work must be submitted via TurnItIn (<http://submit.ac.uk>) using your student number and two paper copies of each essay must be handed in to the designated person on the given date by 10.00 am as agreed with the module organisers. You will be given instructions on the use of TurnItIn.

Book List

Higgins JPT, Green S (editors). *Cochrane Handbook for Systematic Reviews of Interventions* Version 5.1.0 [updated March 2011]. The Cochrane Collaboration, 2011. Available from www.cochrane-handbook.org.

Staff / Student Consultative Committee

Within the first 4 weeks of the first term the students will be asked to select at least 1 student representative. The selected representative(s) will represent the students' views on a Staff / Student Consultative Committee, which will meet once every term. The way that the student representatives are selected is up to the students, but is usually carried out by an informal ballot organized by the students. The representative should be a conduit for the suggestions, complaints and general comments of students. We consider the comments and feedback as ways of improving the course and appreciate the input of students to improve the quality of the course and teaching in the course. Minutes of the meetings will be provided by email to all students. Representatives should also provide a verbal report, should the students request this. The dates of the meetings will be circulated.

One student will need to be selected by the student body to sit on the Teaching Committee as a "student representative". It does not have to be the same student each time. This usually follows on from the Staff / Student Consultative Committee.

At least one student will also need to be selected by the student body to sit on the Royal Free Joint Staff / Student Consultative Committee as a programme representative. This Committee brings together students from programmes run at the Royal Free campus, and allows discussion on the respective courses and issues that are specific to the Royal Free site. This Committee meets once a term, and dates of the meeting will be circulated at the start of the academic session.

Student Evaluation Questionnaire (SEQ)

At the end of each module you are requested to provide some feedback on the module. This is important as it gives the module organiser valuable feedback on the module. Any constructive comments are very welcome. You will be asked to complete an annual SEQ (in July) to give feedback on the course overall.

Timekeeping and Responsibilities

There are no onsite lectures. Please attend all the web-based tutorials on time. If you are unable to attend the web-based tutorials, you are responsible for viewing the lectures and any recorded tutorials available through Moodle and clarify any doubts through the forum discussions. You must demonstrate that you have spent time on any missed tutorials by maintaining a log of viewing the lectures and discussions about the topic.

TIMETABLES AND LEARNING OBJECTIVES

Timetables

The timetables have been shown previously with the module dates. The online discussion dates will be available at the beginning of each term.

Learning Objectives

The learning objectives in each of the module are stated below. These will usually be a list of the learning requirements and are to aid you during the module. The purpose is to provide headings for you to use when reading about the subject and for revision purposes. If they are used correctly, these learning objectives will supplement the information given in lectures.

Compulsory Modules

Module 1: EPIDGS31 - Introduction to Research Methods for Evidence Based Healthcare

1. Searching for evidence (notions of evidence and locating the evidence).
2. Understanding different types of data
3. Understanding different types of distribution and the summary measures to represent them.
4. Understanding different measures of effect and association (risk ratio, odds ratio, risk difference, number needed to treat, hazard ratio).
5. Introducing different types of study design (randomized controlled trials, observational studies).
6. Introducing different types of bias in medical studies
7. Introducing confounding and effect modification in biomedical studies
8. Identifying causation (including the hierarchy of different study designs in identifying causation).

Module 2: SURGGS05 - Evaluating the Quality of Evidence

1. Sources of bias and methods employed to decrease the sources of bias (includes explanation of the different study designs).
2. Reporting of randomized controlled trials.
3. Bias risk assessment in randomized controlled trials.
4. Bias risk assessment in observational studies.
5. Bias risk assessment in systematic reviews of randomized controlled trials of interventions.
6. Bias risk assessment in systematic reviews of diagnostic accuracy studies.
7. Bias risk assessment in other study designs and outcomes
8. Surrogate outcomes – use and misuse.

Module 3: SURGGS06 - Systematic reviews of intervention (Part 1)

1. Drafting the research question.
2. Developing the criteria for inclusion of studies.
3. Developing the search strategy.
4. Selecting the studies for inclusion.
5. Collection of data.
6. Developing the criteria for inclusion of studies.
7. Developing the search strategy.

8. Selecting the studies for inclusion.
9. Collection of data.

Module 4: SURGGS07 - Systematic reviews of intervention (Part 2)

1. Analyzing the data.
2. Exploring heterogeneity.
3. Assess reporting bias.
4. Interpret the results.
5. Discuss the results in a systematic fashion.
6. Arrive at appropriate conclusions.

Optional Modules:

Systematic reviews of observational studies, diagnostic studies, and prognostic studies

1. Search filters for studies of various designs.
2. Statistical methods.
3. Interpretation of results.

Application of Evidence in Clinical Practice

1. Grading the level of recommendation.
2. Developing guidelines.
3. Economic analysis (including methodology used by National Institute for Health and Clinical Excellence).
4. Application of evidence for an individual patient (includes application of post-test probability of diagnostic tests, availability of resources, assessment of suitability of a patient for an intervention based on fitness for procedure and prognosis, and patient choice).
5. Communication of evidence to the patients (use of different methods of presentation of evidence to the layperson).

Evidence based basic research

1. Choice of model for basic research.
2. Accuracy.
3. Precision.
4. Sampling error.
5. Measurement error.
6. Sources of bias in molecular techniques and cell culture work.

Research Methodologies

1. To present and give basic training of transferable research skills.
2. To give an overview and basic training of statistical processes
3. Frequentist statistics and improve presentation/communication of research ideas and data.

EXAMINATION

Examination Dates

The examination dates, where applicable, are stated on pages 8/9.

Guidelines for Answering Examination Questions

- All answers should be legible and in clear handwriting using BLACK ink - illegible scripts will not be marked.
- Allocate time to each question with respect to the marks given and the total exam time.
- Read the question and answer it.
- Break the answer up into sections and paragraphs if applicable.
- Use diagrams if applicable.
- Diagrams must be clear and well labelled.
- The course is constructed to make you think about the subjects that are being taught to you.
- You will get extra marks if you can show the examiners that you have thought in a logical and critical way about the question you are answering.
- Attempt to answer all of the questions in the examination that you need to answer.
- Leave enough time at the end of the examination to check your answers and to make sure that you have not made any major mistakes.
- Always remain calm.
- There is a College policy for dyslexia which means that candidates with proven dyslexia will be given extra time for examinations.
- Finally, make sure that you are aware of the time and place of each exam.
- Examination Hall Guidelines must be adhered to: i.e. bags to be left at the back of the room, writing implements in a clear plastic bag, no food or gum. Please note: the only permitted drink is clear bottled water.

Failure to attend written exams

If you are unable to attend the written exams, you will be offered the opportunity to resit them the following year.

Penalty for Late Submission of Coursework

The following penalties will be applied in accordance with the UCL regulations for postgraduate academic assessment.

- The full allocated mark will be reduced by five percentage points for the first working day after the deadline for the submission of coursework.
- The mark will be reduced by a further ten percentage points if the coursework is submitted during the following six days.
- If the course work has not been submitted within seven days of the deadline for the submission of the coursework, it will be recorded as zero but the assessment will be considered to be complete.

- In the case of dissertations and project reports submitted more than seven days late, the mark will be recorded as zero but the assessment will be considered to be complete.
- Where there are extenuating circumstances that have been recognized by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.

Vivas

- The vivas will PROVISIONALLY take place during September each year and the arrangements for this will be confirmed later in the course.
- You will have approximately 30 minutes with the External Examiner and the module tutor.
- The External Examiner will ask you about your project and discuss relevant issues with you. He/She may ask more general questions about the course as well, but the bulk of the questions will focus on your project.
- It is advisable to bring a copy of your research project with you for your viva.

Results

Provisional examination results will be notified after the Examination Board Meeting, which will take place soon after the vivas. These unconfirmed results will be listed by the student's examination code number and will be in the form of class of degree awarded. This will be sent to your official email. Results will not be released by telephone. Students will be informed when their examination results have been published on Portico. All graduating students will be sent an official transcript, detailing their marks and award. Students are reminded to keep their contact details up to date on Portico to ensure that documents are sent to the correct home address.

Extenuating Circumstances

All submissions regarding extenuating circumstances must be submitted to the Module Tutors (for modules) and Course Tutors for Project or the Teaching Administrator on the form available below at the time these circumstances arise (or immediately after).

Cases must be supported by documentary evidence such as a medical certificate, doctor's letter or other relevant evidence. Students must ask their doctor to provide a statement of what is wrong together with date and duration of the illness. Submission must be made either at the time of or as soon as possible after the incidence of the circumstances concerned, and, in any case, no later than seven days after the date of the assessment or examination affected. In very exceptional circumstances, a case can be made by the Board of Examiners to the Chair or Deputy Chair of the UCL Board of Examiners to take into consideration medical and/or extenuating circumstances submitted after this deadline.

Self-certification in this respect has been deemed unacceptable by UCL. If the Department is unsure about the nature and severity of any medical condition, the UCL Health Centre can offer generic advice but cannot discuss named individuals.

NOTIFICATION OF EXTENUATING CIRCUMSTANCES

This is to enable the Board of Examiners to take into consideration any special circumstances that you believe may have affected your work. You should complete the form and then submit it, together with the accompanying documentation, to your Departmental Tutor (or other individual designated by your Department). You should retain a copy of all documentation.

Section 1

NAME _____ YEAR _____

DEPARTMENT _____

CONTACT (phone/email) _____

COURSES TO WHICH EXTENUATING CIRCUMSTANCES APPLY (If all, state 'ALL')

Section 2 (a)

MEDICAL CIRCUMSTANCES

(To be completed by a medical practitioner or accompanied by medical certification. Continue on blank sheet provided if necessary)

Give the nature and severity of the student's medical condition and describe any consequences of the illness and/or treatment that may be relevant. Please provide the dates when the illness started and when the student was/will be fit to return to study.

Signature of Medical Practitioner _____ Date _____
(if appropriate)

Medical Practitioner's official Stamp :

NON-MEDICAL CIRCUMSTANCES

(To be completed by applicant. Continue on blank sheet provided if necessary)

Give a brief description of the circumstances, accompanied by supporting documentation. Give the dates you were affected; an explanation of how the situation affected your study/examination performance; and what you have done about it. Have you already had consideration / extensions? What consideration are you requesting?

Signature of Student _____ *Date* _____

NOTIFICATION OF EXTENUATING CIRCUMSTANCES

NAME OF STUDENT _____
DEPARTMENT _____

Continuation sheet (attach any supporting documentation here)

Signature of Student _____ *Date* _____

Signature of Medical Practitioner _____ *Date* _____
(if appropriate)

Medical Practitioner's official Stamp :

**UCL STUDENT ADMINISTRATION &
INFORMATION**

Username and Passwords

Once you have enrolled, you will be issued an UCL username and password. If you do not know them, you should contact the IS Helpdesk as soon as possible (see <http://www.ucl.ac.uk/isd/common/helpdesk>). Please remember that passwords automatically expire after 150 days, unless they have been changed. Warnings are sent to your UCL email address during a 30 day period, prior to your password being reset.

You can change your password at any time by logging on to the UCL web link <https://myaccount.ucl.ac.uk/pw/>. Passwords cannot be issued over the phone unless you are registered for the User Authentication Service (see <https://myaccount.ucl.ac.uk/uas-register/>). We strongly advise that you register for this service. If you have not registered for the User Authentication Service you will need to visit the IS Helpdesk in person or ask them to post a new password to your registered home or term-time address. More information can be found at <http://www.ucl.ac.uk/isd/common/helpdesk>.

Online Enrolment

All continuing students will be required to check their enrolment status and address details via the Portico website (www.ucl.ac.uk/portico) using their UCL username and password to login and either pay online or confirm sponsorship arrangements.

Financial Assistance and Scholarships

Details of the financial assistance and scholarships are available at the UCL web link <http://www.ucl.ac.uk/current-students/money>.

Data Protection Policy

The policy of the students enrolling for the MSc in Evidence-based Healthcare is in line with the UCL Policy available at UCL web link <http://www.ucl.ac.uk/efd/recordsoffice/policy/data-protection/>.

Intellectual Property Rights

The policy of the students enrolling for the MSc in Evidence-based Healthcare is in line with the UCL Policy available at UCL web link http://www.ucl.ac.uk/current-students/guidelines/policies/intel_prop_rights.

UCL mail

You can read your UCL email on the web at <http://www.ucl.ac.uk/isd/students/mail>. You can log in using the UCL username and password. All official UCL communication will be routed through your UCL email address and it is important that you log into your email account regularly. Please also ensure that you change your password when prompted to keep your account activated.

PORTICO: The UCL Student Information Service

Access to PORTICO is available via the web portal www.ucl.ac.uk/portico. You will need to log in using your UCL username and password. As a student you can take ownership of your own personal data by logging on to PORTICO.

In PORTICO you can:

- Edit your own personal data e.g. update your home and term addresses, contact numbers and other elements of your personal details.
- Complete online module registration - i.e. select the modules you would like to study, in accordance with the rules for your programme of study (subject to formal approval & sign off by the relevant teaching department and your parent department). See 'Documentation Links' in on the Portico Home Page for instructions on module registration.
- View data about courses/modules - i.e. information on courses/modules available either in your home department or elsewhere to help you choose your optional modules / electives.
- View your own examination results online.

Complaints Procedures

If you have a complaint to make about your experience at UCL, you should make every effort to try to resolve the matter informally. You should first make your complaint known either to the person who caused the complaint, or to that person's supervisor/manager; or you may prefer to discuss the matter with your Tutor or with another member of staff whom you feel able to consult. In cases where informal discussion fails to resolve the matter, you may wish to consider making use of UCL's Centralised Complaints Procedure which is available on the UCL web link <http://www.ucl.ac.uk/academic-manual/part-k/k10>. The UCL Union also offers advice on complaints procedures. This is available at the web link <http://uclu.org/get-advice/academic/a-guide-to-the-student-grievance-procedure.pdf>.

STUDENT WELFARE

Dyslexia Support Centre

The UCL Dyslexia Support Centre provides a free diagnostic assessment service for UCL students (<http://www.ucl.ac.uk/disability/services/dyslexia-centre/>). Current assessment reports are required when applying for the DSA (Disabled Students' Allowance) and for special examination arrangements. Specialist tutorial support for students with dyslexia is also available.

UCL Student Support Services

The UCL Student Support Services Website aims to provide advice and support for student wellbeing. For a list of services, please visit <http://www.ucl.ac.uk/current-students/support/>.

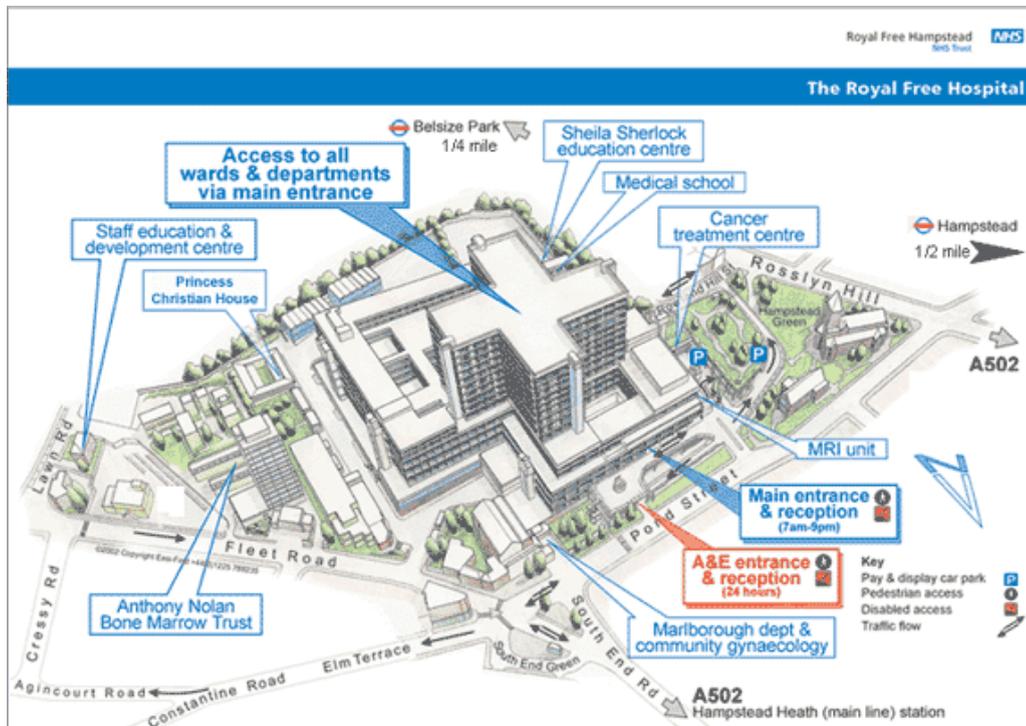
Rights and Advice Office

The UCL Union also offers confidential advice on various issues. For a list of services, please visit <http://www.uclunion.org/get-advice/>.

INFORMATION ABOUT THE CAMPUSES

Royal Free Campus

Location: Royal Free Hospital, Pond Street, Hampstead, London, NW3 2QG.



Nearest underground station: Belsize park station.

The transport links to Royal Free Hospital are available at http://www.royalfree.nhs.uk/default.aspx?top_nav_id=1&sel_left_nav=26&tab_id=109.

Prof BR Davidson's office, Dr M Loizidou's office, and Mr K Gurusamy's office are located in the University Department of Surgery on the 9th Floor South Wing.

Bloomsbury Campus

Location: 1-19 Torrington place, London WC1E 6BT



Nearest underground stations: Goodge Street, Warren Street and Euston Square stations.

The transport links to UCL Bloomsbury campus are available at <http://www.ucl.ac.uk/maps/public-transport>.