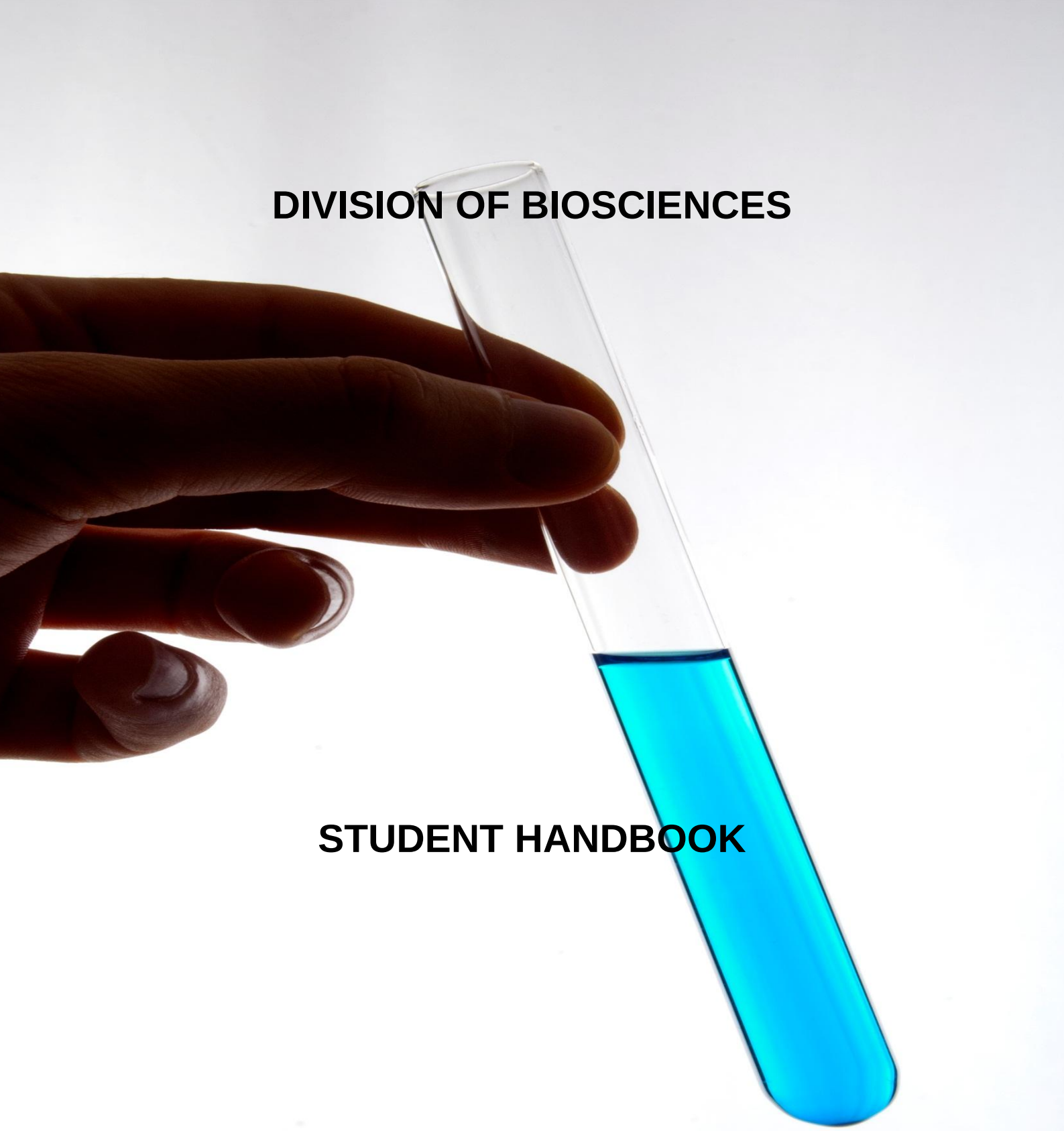

DIVISION OF BIOSCIENCES

STUDENT HANDBOOK

WELCOME TO THE DIVISION OF BIOSCIENCES!

Biosciences is a Division of the Faculty of Life Sciences (FLS). The Faculty is one of four that make up the School of Life and Medical Sciences (http://www.ucl.ac.uk/slms/). The Faculty of Life Sciences is led by the Dean, Professor Mary Collins, the head of Biosciences is the Associate Dean, Professor Neil Millar, teaching matters are overseen by the Vice Dean Education, Professor Elizabeth Shephard, the Heads of Teaching, Dr Les Dale, Professor Mike Gilbey, Dr Talvinder Sihra, Dr Hazel Smith, Dr Andrea Townsend-Nicholson and Dr Richard Tunwell and the Teaching Office staff, headed by Mrs Lori Coletti Campbell.

The Division hosts a number of undergraduate programmes that cover the Biosciences area, including Biochemistry, Biological Sciences, Biomedical Sciences, Biotechnology, Genetics, Neuroscience, Pharmacology and Physiology (https://www.ucl.ac.uk/biosciences/degree-programmes). The Division of Biosciences is also one of the largest multi-disciplinary research environments in the UK with over 120 research laboratories. State-of-the-art research facilities provide students with an environment in which they can gain research skills and experience. Our excellence is founded on the legacy of Nobel Prizes awarded to several alumni including Archibald V. Hill and Sir Bernard Katz whose legacy you will encounter in the names of a lecture theatre and a building at UCL.

These notes are intended to inform students studying for a BSc, MSci or iBSc degree and to help students to have an enjoyable and productive time at UCL. The booklet contains answers to some of the questions students commonly ask. The web site for new students, http://www.ucl.ac.uk/new-students/ will also help to answer questions. Each programme has a Degree Tutor who organises a degree programme and is a very important person in the life of an undergraduate student as is your personal tutor, who will advise on both academic and personal matters. In some cases you may be referred to the Faculty Tutor who deals with admissions, advice on the choice of and change of degree programme, fees matters, examinations, attendance, poor academic progress, reports to outside bodies, and LEA and other awards.

The following pages should be read in conjunction with the information about your course modules, found on the course Moodle site. The Current-Student website at: http://www.ucl.ac.uk/current-students/ provides key information on e.g. examinations and regulations and other topics that will help you to adapt to life at UCL.

We welcome you to UCL. If you cannot find an answer to a question in this booklet or on the websites indicated above, please ask, we are here to help.

Professor Elizabeth Shephard, Vice Dean of Education, Division of Biosciences

Information contained in this booklet is correct at time of going to press.

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1. YOUR DEGREE PROGRAMME WITHIN THE UCL STRUCTURE

MSci/Bsc/iBsc DEGREE PROGRAMMES – BIOCHEMISTRY, BIOLOGICAL SCIENCES, BIOMEDICAL SCIENCES, BIOTECHNOLOGY, NEUROSCIENCE, PHARMACOLOGY, PHYSIOLOGY

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UCL SCHOOL OF LIFE AND MEDICAL SCIENCES

Note: There are four faculties that make up the School of Life and Medical Sciences (SLMS) - Faculty of Life Sciences, Faculty of Brain Sciences, Faculty of Medical Sciences and Faculty of Population Health Sciences. For further information, please visit http://www.ucl.ac.uk/slms/

Information contained in this booklet is correct at time of going to press.

2. THE BIOSCIENCES TEACHING OFFICE

The Biosciences Teaching Office is located on the ground floor of the Medawar Building. The main office (G10) is open from 9am to 4pm Monday to Friday for all student enquiries and the submission and collection of coursework.

Please note: the submission of coursework is restricted to Monday to Thursday. If you are handing in a piece of coursework you will, of course, also be able to collect any outstanding coursework. However, we ask that unless you are handing in, you restrict the collection of coursework to Wednesday afternoons and Fridays. This is to try to minimise the long queues outside the Teaching Office.

TEACHING OFFICE STAFF

Member of Staff	Degree Area	Location	Contact Details
Kathryn Ball	Biological Sciences	Medawar G10	kathryn.ball@ucl.ac.uk 0207 679 1330
Heather Beasley	Marketing, Recruitment and Admissions	Medawar G05	h.beasley@ucl.ac.uk 0207 679 7169
Nidhi Bhatt	Biomedical Sciences Affiliate Students	Medawar G10	n.bhatt@ucl.ac.uk 0207 679 3877
Tracy Boot currently on maternity leave	Pharmacology Neuroscience	Medawar G10	t.boot@ucl.ac.uk 0207 679 3751
Mila Bruger	MBBS	Medawar G10	l.bruger@ucl.ac.uk 0207 679 2493
Nick Clarke (Maternity Cover)	Pharmacology Neuroscience	Medawar G10	n.m.clarke@ucl.ac.uk 0207 679 3751
Lori Coletti-Campbell	Teaching and Learning Manager	Medawar G03	l.coletti@ucl.ac.uk 0207 679 3240
Chris Davison	Marketing, Recruitment and Admissions	Medawar G05	c.davison@ucl.ac.uk 0203 108 4060
Helen Jefferson-Brown	Anatomy and Biochemistry	Medawar G04	h.jefferson-brown@ucl.ac.uk 0207 679 2200
Anushka Magan	Physiology Phys/Pharm	Medawar G10	a.magan@ucl.ac.uk 0203 108 1034
Marie Rutherford	Pharmacology	Medawar G10	m.rutherford@ucl.ac.uk 0207 679 3757

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Jenni Todd	MSc and MRes programmes	Medawar G10	j.todd@ucl.ac.uk 0207 679 4057
Christine Williams	MBBS	Medawar G04	c.williams@ucl.ac.uk 0207 679 7780

Please note: There may be staffing changes throughout the year. For up to date information, please refer to http://www.ucl.ac.uk/lifesciences-faculty/degree-programmes/#ugdp

3. THE FACULTY OF LIFE SCIENCES

The Division of Biosciences sits within the Faculty of Life Sciences. The Faculty encompasses BSc and BA students reading for 20 different degrees as well as medical students who are intercalating a BSc degree within their MBBS programme.

The Faculty notes and guidelines for BSc students are available online at: http://www.ucl.ac.uk/lifesciences-faculty/ (you will need to log on to the student intranet and download 'Notes for Students')

The Faculty Office is located in the Medical School Building, 74 Huntley Street - 2nd floor, room 241. The office is open 10am to 4.30pm Monday to Friday (closed 1pm-2pm for lunch).

Faculty Office staff can provide advice on a number of issues such as visas, transfer of degree programme, re-sitting and deferring modules etc. but please do contact the appropriate Teaching Administrator located within the Teaching Office first.

FACULTY OFFICE STAFF

Member of Staff	Area	Contact Details
Hilary Richards	Faculty Tutor	h.richards@ucl.ac.uk 0207 679 0882
Gillian Hogg	Faculty Officer	g.hogg@ucl.ac.uk 0207 679 0884
Jane Inge	Faculty Officer	j.inge@ucl.ac.uk 0207 679 0879
Supneet Bajwa	Admissions	s.bajwa@ucl.ac.uk 0207 679 0885

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4. TERM DATES

For term dates please consult UCL website at: http://www.ucl.ac.uk/staff/term-dates/2013-2014

EXAMINATION PERIOD

This will be during the 3rd term (starting in April and continue until the end of the academic year.

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5. LIBRARY

A date and time to attend a tour of the library facilities is included in your induction timetable. The DMS Watson Library covers all of the Medical Science and Biosciences and is the library that you will use throughout your degree. iBSc students may continue to use the Cruciform Library and the libraries at the Wellcome Trust in Euston Road.

6. HEALTH AND SAFETY

EMERGENCY? DIAL 222 ON ANY UCL TELEPHONE

6.1 SECURITY

UCL has four public entrances, three public collections and 18000 students, please take care of your property, if in doubt LOCK it away.

You must always carry your UCL identity card. If you lose it a replacement must be obtained from Security and Access Systems in the Andrew Huxley Building. You will need to take some form of identification with you, for example a driving licence or passport.

6.2 SAFETY

All students are expected to attend a general laboratory safety and a fire safety talk during induction week. **This talk is compulsory, and a register will be taken, you will NOT be allowed to continue the year until you have attended this talk**.

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Specific information about hazards present in practical classes will be given by the Course Organiser at the start of the practical session.

Some general safety rules:

- You may not EAT, DRINK or CHEW GUM in any laboratory.
- You must always wear a lab coat during practicals.
- When told to wear gloves and/or eye protection you must do so, though you may choose to, even if that instruction is not given.
- IF IN DOUBT – ASK (you're paying for it after all).

Project Students should have a safety induction with the relevant member of the Operations Team (as well as a general safety induction) BEFORE they start their project.

6.3 FIRE

You MUST attend the fire safety talk in induction week. This talk is compulsory, and a register will be taken, you will NOT be allowed to continue the year until you have attended this talk.

When the fire alarm sounds:

- You should leave the premises by the nearest fire exit route that is free of smoke, do not be put off by signs such as, "This door is alarmed".
- You MUST NOT use the lifts.
- You must obey the Fire Evacuation Marshals, who can be distinguished by their fluorescent tabards, they may have information about the situation that you have not. If you have any knowledge about the situation you should tell a Fire Evacuation Marshal.
- Fire Evacuation Marshals will direct you to the appropriate assembly point for the building. You must not obstruct the exits from the building or stand in the roadway.

Fire alarms are to be taken seriously, and you must respond rapidly and vacate the building as soon as possible. Never assume that it is "just a drill" or a false alarm.

6.4 ACCIDENTS

If you have an accident please report it right away to someone in charge.

If you have injured yourself or have found someone else injured then you may need to get a first-aider, once again speak to someone in charge, or a member of staff. Lists of first-aiders can be found displayed around UCL buildings; this will have their name, room number and telephone number.

In the case of major injury you should call for a first-aider **and** an ambulance, **DIAL 222** from any UCL telephone.

Information contained in this booklet is correct at time of going to press.

After an accident you may be asked to fill in an accident form, this is **not** a punitive exercise and you should not be put off from doing so. The forms are used by UCL and Government to determine where safety policies need to be strengthened.

7. DISABLED AND DYSLEXIC STUDENTS

If you are disabled, dyslexic or have a medical condition that affects your studies you are encouraged to contact Student Disability Services for information, advice and support.

The Disability Centre is open Monday -Thursday 10.00am - 4.00pm Friday (and vacations) by appointment only.

Disability Centre, G16 South Wing, Registry UCL, Gower Street, London WC1E 6BT

Telephone: 020 7679 0100
Internal extension: 30100 / 32779/ 31343
Fax: 020 7916 8530
E-mail: disability@ucl.ac.uk
www.ucl.ac.uk/disability

Staff at the Disability Centre are able to offer practical advice and support in a number of ways including:

- Discussion and assessment of individual needs
- Assistance with applications for Disabled Students' Allowances
- The provision of appropriate support services such as note-taking or communication support.
- Access to specialist equipment and software in the Student Enabling IT Suite
- A dyslexia and dyspraxia assessment service is available for students who have not been assessed before and for those who need an up-to-date report.

EXAMINATIONS

If you have a disability or specific learning difficulty, UCL recognises that the usual format of examinations may not be suitable. Disabled students are advised to contact Student Disability Centre as early as possible in the academic year to discuss examination arrangements. **Please note that all students with dyslexia and / or dyspraxia, however recently assessed, need to have an appointment to see one of the Assessors**.

Applications for special arrangements should be requested as soon as possible.

Information contained in this booklet is correct at time of going to press.

8. TUITION FEES AND FUNDING

All students must pay tuition fees. These cover all elements of UCL and registration, tuition and services. (They do not cover field trips and students may be asked to contribute towards the cost of such trips.) Tuition fees are charged for each academic year, or part of an academic year that a student is enrolled. Fees are set according to programme of study and category. Students are assigned to a fees category (e.g. Home, EU, Overseas) at the start of their programme of study and this lasts for the duration of their programme.

Information for students on financial matters is found on the UCL page
http://www.ucl.ac.uk/current-students/money

It is very important that you should familiarise yourself with the information about fees and payment processes. If you are having financial problems which could affect your tuition fee payment you should take action AS SOON AS POSSIBLE to avoid escalation of the problems, which could ultimately lead to involuntary de-registration.

Depending on the nature and seriousness of the problem, you may want to spend a short time seeking advice, but as soon as you realise there is a danger you will not be able to make a payment on time, you should discuss these matters with Student Finance (Registrar's Division, room G19 in the South Wing of the Wilkins Building). Staff know that financial problems cause serious distress to students, but everyone's situation is different, so unless you explain your difficulties and how they are affecting you, you may face penalties for non-payment or even academic issues arising from missing work.

Most UK and EU students fall under the Government's Student Support arrangements.

8.1 STUDENT SUPPORT FOR UK AND EU STUDENTS

The UK government publishes information for students for access online via their website http://www.direct.gov.uk/ The Student Finance link from this site takes you to additional information about finance for students especially those from England, but also for students from other parts of the UK, EU and International Students. By telephone the contact is 0845 300 50 90 (or by Minicom - 0845 604 44 34 - you must have access to a minicom device in order to use this service).

8.2 SPONSORS

Sometimes students are given financial assistance by a charity, a company. This is particularly common for medical students doing intercalated degrees. It is good practice to put an acknowledgement of any assistance or sponsorship you have received in such things as project reports. Such an acknowledgement may even be a condition of holding the award. Please make sure you understand obligations to your sponsors and give them the information they need.

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Always check the rules for your funding body if you are considering change of degree programme/Institution particularly if the change involves lengthening the overall period of study.

UCL reports to Student Finance England (SFE) and other government sponsors such as NHS on any amendments to a student's anticipated progress to the next year of their degree. This means that if you take a temporary interruption (either due to academic or personal circumstances), permanently withdraw from a degree programme or change to a new degree programme your Student Support may be affected.

Sometimes when a student has failed to progress or interrupts study for a year the SFE requires information of why the change has arisen. We will usually be able to do this in a 'generic' way (a category such as academic/medical/other), or in a brief sentence such as 'the student is taking an approved extra-mural year' but if you are concerned about what information is likely to be passed on please let us know.

Please note that in cases when a student has withdrawn, interrupted or transferred UCL needs to record a 'last date of attendance'. This will affect the calculation of fees due. It is therefore very important that you discuss with your Personal/Departmental/Programme Tutor as soon as possible if you are thinking of such action, and make sure that, if you decide to leave temporarily or permanently, you make sure that it is notified formally or you may be liable for more fees. **Please be aware that students on Tier 4 are not permitted to stay in the UK if withdrawn or interrupting.**

You should check carefully that you understand your own responsibility to report changes to SFE or other sponsors. There may be a slight delay for information getting through, so you need to be sure that you are entitled to any moneys you receive in case there is a request to return it or sharp adjustment of a future instalment. If you encounter problems, and think that SFE has incorrect information about your programme of study, please contact the Faculty Office. Your **Student Support Number** (SSN) is usually held in your Portico record, but please advise us what exactly is the information you believe is incorrect, and additional reference details about your contact with SFE that would help us help you.

For more specialised help, see the links below.

8.3 INFORMATION AND SUPPORT ABOUT FINANCE AND FUNDING

UCL: http://www.ucl.ac.uk/current-students/money
ACCESS to LEARNING FUND (application basis) http://www.ucl.ac.uk/current-students/money/bursaries/access_fund

Directgov gives much information on student finance
http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm

Information contained in this booklet is correct at time of going to press.

Student Finance England provides information on applying for student financial assistance and a calculator to help you work through the figures
www.studentfinancedirect.co.uk

Student Money provides tools to help you manage your money
www.studentmoney.org

The Rights Centre in UCL Union (1st Floor, Bloomsbury Building, 15 Gordon Street) can support you in understanding various financial matters, and who to contact within UCL when you have difficulties. http://uclu.org/get-advice/
Tel: 020 7679 2998 uclu-rights.advice@ucl.ac.uk

9. GLOBAL CITIZENSHIP

The UCL Global Citizenship Programme offers undergraduate students the chance to put their studies in a global context, learn new skills and see the world differently. From tackling the same global issues as UCL's Grand Challenges to volunteering and enterprise opportunities, there is something different on offer across all years of your degree.
The Programme takes place at the end of the summer term, after undergraduate exams have finished, and is focused on small-group project work. You will be working with students from across UCL, and previous students have really valued the opportunity to see how those from other disciplines tackle the same complex issues. It's a great way to pick up new skills, make new friends and to broaden your knowledge beyond your degree programme.
It is optional for all undergraduates, and there are different choices for first-year and second, third and final year students. You can find out more at www.ucl.ac.uk/global-citizenship/programme, including details of how to register for this year's Programme. As this is not run by your Department, questions should be directed to globalcitizenshipprogramme@ucl.ac.uk, rather than departmental staff.

10. PORTICO: THE UCL STUDENT INFORMATION SERVICE

UCL uses the Student System known as PORTICO – The UCL Student Information Service.

Access to PORTICO is available to staff and students across UCL via the web portal www.ucl.ac.uk/portico. You will need to log on using your UCL userid and password, which are issued to you once you have enrolled. These are the same as the ones used for accessing UCL restricted web pages, UCL e-mail and the Windows Terminal Service (WTS). If you do not know them, you should contact the IS Helpdesk as soon as possible (http://www.ucl.ac.uk/isd/). Please remember that passwords automatically expire after 150 days, unless they have been changed. Warnings are sent to your UCL e-mail address during a 30 day period, prior to your password being reset.

In **PORTICO** you can:

(a) Edit your own personal data e.g. update your home and term addresses, contact

numbers and other personal details;
(b) 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);
(c) View data about modules - i.e. information on modules available either in your home department or elsewhere to help you choose your optional module electives.
(d) View your own examination results online;

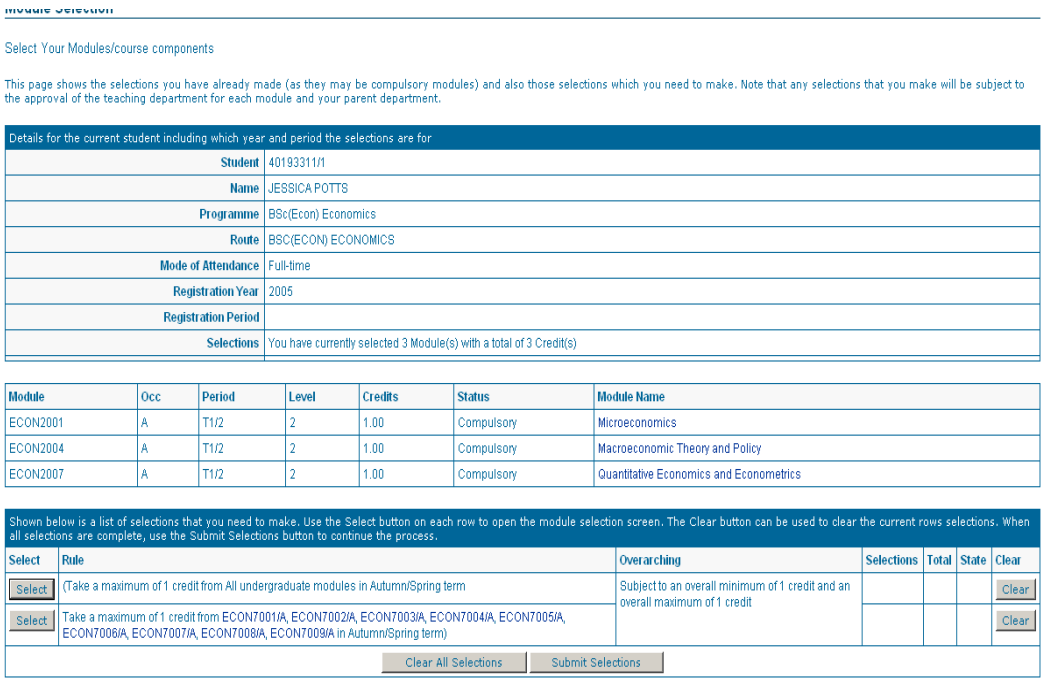
Any continuing student requiring official confirmation of their results, or any graduating student requiring *additional* copies of their transcript, should refer to the information for obtaining an official transcript at http://www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts

If you have any comments or suggestions for PORTICO then please e-mail: portico_web_feedback@ucl.ac.uk

10.1 ONLINE MODULE REGISTRATION

This facility enables you to choose your modules in accordance with the rules for your programme of study. Note that Portico does not include timetabling information, so you should check with the teaching department concerned to ensure that your choice of any optional/elective module does not clash with any of your other modules. In addition, many departments have specific procedures for approving modules so you should ensure that you familiarise yourself with these. The Language Centre, in particular, requires students to go to the Language Centre where their level of language competency will be assessed.

You can access the module selection screen in Portico via the option 'Select your module components' in the Student Academic Details container. Clicking on this option opens the following screen:



Select Your Modules/course components

This page shows the selections you have already made (as they may be compulsory modules) and also those selections which you need to make. Note that any selections that you make will be subject to the approval of the teaching department for each module and your parent department.

Details for the current student including which year and period the selections are for	
Student	40193311/1
Name	JESSICA POTTS
Programme	BSc(Econ) Economics
Route	BSC(ECON) ECONOMICS
Mode of Attendance	Full-time
Registration Year	2005
Registration Period	
Selections	You have currently selected 3 Module(s) with a total of 3 Credit(s)

Module	Occ	Period	Level	Credits	Status	Module Name
ECON2001	A	T1/2	2	1.00	Compulsory	Microeconomics
ECON2004	A	T1/2	2	1.00	Compulsory	Macroeconomic Theory and Policy
ECON2007	A	T1/2	2	1.00	Compulsory	Quantitative Economics and Econometrics

Shown below is a list of selections that you need to make. Use the Select button on each row to open the module selection screen. The Clear button can be used to clear the current rows selections. When all selections are complete, use the Submit Selections button to continue the process.

Select	Rule	Overarching	Selections	Total	State	Clear
Select	(Take a maximum of 1 credit from All undergraduate modules in Autumn/Spring term	Subject to an overall minimum of 1 credit and an overall maximum of 1 credit				Clear
Select	Take a maximum of 1 credit from ECON7001/A, ECON7002/A, ECON7003/A, ECON7004/A, ECON7005/A, ECON7006/A, ECON7007/A, ECON7008/A, ECON7009/A in Autumn/Spring term)					Clear

Clear All Selections | Submit Selections

The top of the screen shows any compulsory modules which you have to take. To

Information contained in this booklet is correct at time of going to press.

complete the module registration process you should select any optional/elective modules as listed at the bottom of the screen. Click on the 'Select' button next to the appropriate rule, which will open the optional/elective selection screen.

10.2 SELECTION SCREEN – OPTIONAL MODULES

If the rule specifies choosing a module from a defined list (an optional module), you will be presented with a screen as follows:

Select Your Modules/course components

This page allows you to select your modules from the available choices. Note that any selections that you make will be subject to the approval of the teaching department for each module and your parent department.

Details for the current student including which year and period the selections are for.

Student	40193311/1
Name	JESSICA POTTS
Programme	BSc(Econ) Economics
Route	BSC(ECON) ECONOMICS
Mode of Attendance	Full-time
Year	2005
Period	T1/2
Current Selection	2
Total Selections	2

If a list of modules is displayed then choose the required number of modules from the list by clicking in the 'Select' box next to the appropriate module. If there is no list displayed then you should input the appropriate module code and insert an 'A' in the 'Occ' field and click on the Validate button to check that you have input the correct code and it is a valid module. If you do not know the module code then use the 'Search' button to find the module you want to select. Once you have completed your selections on this page, click on the 'Submit Selections' button to return to the main screen.

You must select a minimum of 0.00 credit and a maximum of 1.00 credit in total.

Select	Module	Occ	Period			Level	Credits	Module Name
☐	ECON7001	A	T1/2			INTER	0.50	Economics of Labour
☐	ECON7002	A	T1/2			INTER	0.50	Economics of Finance
☐	ECON7003	A	T1/2			INTER	0.50	Money and Banking
☐	ECON7004	A	T1/2			INTER	0.50	The Economics of Industrial Relations
☐	ECON7005	A	T1/2			INTER	0.50	Economics of the Public Sector
☐	ECON7006	A	T1/2			INTER	0.50	Economics of Regulation
☐	ECON7007	A	T1/2			INTER	0.50	Environmental Economics
☐	ECON7008	A	T1/2			INTER	0.50	Economics of Tax Policy
☐	ECON7009	A	T1/2			INTER	1.00	Public Economics

Cancel Selection | Submit Selections

Click in the 'Select' box next to the appropriate module to choose the module(s) you wish to take. To view further details about the modules, click on the 'Module Name'. The rule in the header above the list of modules states how many modules you should choose. You must enter the correct number and then click on the 'Submit Selections' button to return to the main screen.

To return to the main screen without submitting any selections, click on the 'Cancel Selection' button.

10.3 SELECTION SCREEN – ELECTIVE MODULES

If the rule specifies choosing 'any undergraduate module' (an elective module, subject to approval), clicking on the 'Select' button next to the appropriate rule on the main screen will open the following screen:

Information contained in this booklet is correct at time of going to press.

Select Your Modules/course components

This page allows you to select your modules from the available choices. Note that any selections that you make will be subject to the approval of the teaching department for each module and your parent department.

Details for the current student including which year and period the selections are for.

Student	40193311/1
Name	JESSICA POTTS
Programme	BSc(Econ) Economics
Route	BSC(ECON) ECONOMICS
Mode of Attendance	Full-time
Year	2005
Period	T1/2
Current Selection	1
Total Selections	2

If a list of modules is displayed then choose the required number of modules from the list by clicking in the 'Select' box next to the appropriate module. If there is no list displayed then you should input the appropriate module code and insert an 'A' in the 'Occ' field and click on the Validate button to check that you have input the correct code and it is a valid module. If you do not know the module code then use the 'Search' button to find the module you want to select. Once you have completed your selections on this page, click on the 'Submit Selections' button to return to the main screen.

You must select a minimum of 0.00 credit and a maximum of 1.00 credit in total.

Select	Module	Occ	Period			Level	Credits	Module Name
☐			T1/2	Search				
☐			T1/2	Search				
☐			T1/2	Search				
☐			T1/2	Search				
☐			T1/2	Search				

Cancel Selection | Validate Selections | Submit Selections

As with the optional Module Selection screen, the rule in the header will state how many course credits you should choose. You should input the appropriate module code(s) in the Course Box and insert an 'A' in the 'Occ' (Occurrence) field. Alternatively, you can use the 'Search' button to find a module. Use the 'Submit Selections' button to enter the modules, or the 'Cancel Selections' button to return to the main screen without submitting anything.

10.4 VALIDATION/CONFIRMATION OF SELECTIONS

Once you have completed all of your selections, ensure that they comply with any 'Overarching rule' indicated in the 'Overarching' column on the main screen and then click on the 'Submit Selections' button on the main screen.

Once you have submitted your selections, you will be presented with a final screen, where you can either undo your last change or you can confirm your selections by clicking on the 'Confirm Selections' button. Note that once you have clicked on this button you cannot go back – you will then need to contact the Division of Biosciences Teaching Office to make any amendments to your selections. Following your confirmation, you will be presented with a screen that confirms you have completed the module registration process, listing the modules you have selected.

All of your selections are subject to the approval of Division of Biosciences. You will receive an automatic e-mail to your UCL e-mail address if any of your selections are rejected and you must ensure that you respond to this by contacting the teaching office, whom you should also contact if you wish to amend a selection at any time. You can check on the approval status for each of your modules by clicking on the 'View Course Selection Status' option in your Student Academic Details container.

11. THE ONLINE TIMETABLE

The UCL Online Timetable (http://www.ucl.ac.uk/timetable) displays your personal timetable week- by-week, and lets you find out what is being taught, when, where and by whom across UCL. You can use it, too, to select modules, which will fit in your timetable. Once you have registered for all your modules, your personal timetable will display details of almost every event that you are expected to attend including lectures,

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seminars, practical labs, computer training and more. **Check it regularly for changes to dates, times or locations, THESE DO CHANGE FREQUENTLY .** Note that tutorials will only be shown where they have been formally timetabled and a room has been centrally booked: informal tutorial arrangements will not be shown.

Log in with your standard UCL username and password to display your personal timetable, or select a department or subject area, a degree programme, or individual modules and create a custom timetable, to find out when things are scheduled to be taught.

Four Types of Timetable

- **Personal** timetables for students and teaching staff with a UCL username and password.
- **Department** or Subject Area timetables by year of study.
- **Degree programme** timetables by year of study.
- **Custom** timetable lets you choose modules to create a timetable.

Features

- Display a week, term or year
- Click back and forth through weeks or select a week
- 3 sizes of event display to choose from
- Click on an event to open pop-up box and see all details
- Link to UCL maps route finder by clicking on the room
- Students can display all groups timetabled for their modules but, by default, only groups they are assigned to are displayed
- Students and lecturers see all their teaching for all departments in one view

A new function has recently been introduced as an iCalendar feed, it will be compatible with live@UCL (desktop and web access) and many other services, e.g. Google Calendar, Apple iCal/Calendar, Microsoft Hotmail, etc. Official Helpdesk support will be limited to the live@UCL services but instructions for some others will be on the Online Timetable help page.

The update frequency of the calendar will be controlled by the calendaring service. For example, Outlook Web Access updates seven or eight times per day, whereas Google Calendar updates around four. Outlook Desktop refreshes every 30 minutes. As such there will be some lag in subscribed calendars.

The service will be available at the start of September and will be accessed by clicking the Subscribe button on your Personal Timetable

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12. MOODLE 2: A VIRTUAL LEARNING ENVIRONMENT

Moodle Quick Start Guide for Students

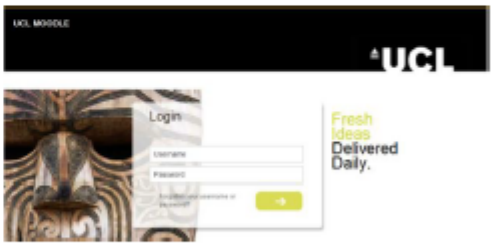
www.ucl.ac.uk/isd/students/e-learning

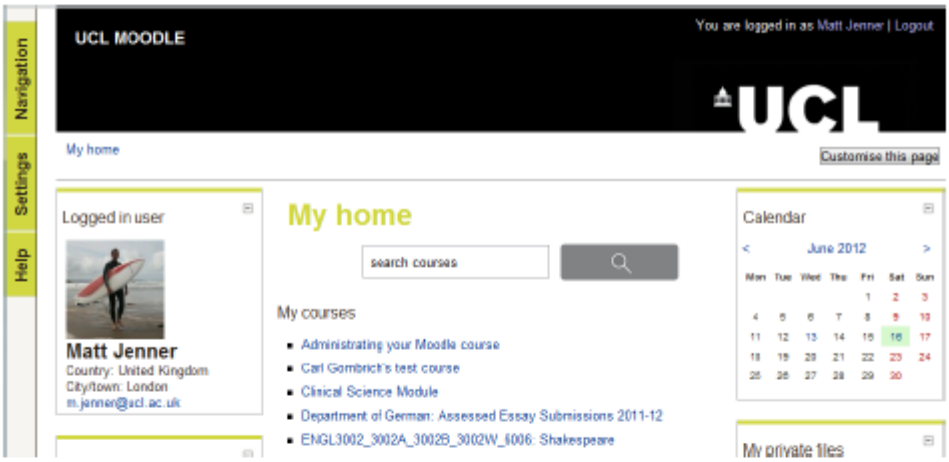
1. What is Moodle?

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, usually by providing essential information and materials; it may also be integrated more fully, becoming an essential component of the module. Some modules may have content, activities, collaboration tools and assessments for you to use within Moodle.

2. Logging in to Moodle

Go to www.ucl.ac.uk/moodle in your browser (we recommend Firefox) and log in using your UCL username and password. This is the same username and password you use to access your UCL email. Once you are logged in you'll arrive at the **My home** area of Moodle. If you haven't been enrolled yet, you will need to search for the course.





3. Accessing your courses or enrolling on more

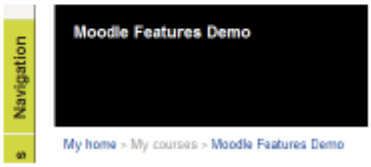
Once you have logged in, the My home area contains a list of all courses which you are enrolled upon. You can use the **Search Courses** box at the top to find another Moodle course. Search by Module code (e.g. ELEX1002) or name. Click the name of the course you want to enter. If the course has an enrolment key (password), ask your tutor or course administrator what it is.

Note: You will only need to enter this enrolment key once, the first time you access the course.

4. Navigating your courses

Breadcrumbs

The *breadcrumb trail* shows you the path you have taken in Moodle and is an easy way to navigate within a course. The second link in the breadcrumb is always the one that will take you back to your Moodle course homepage.



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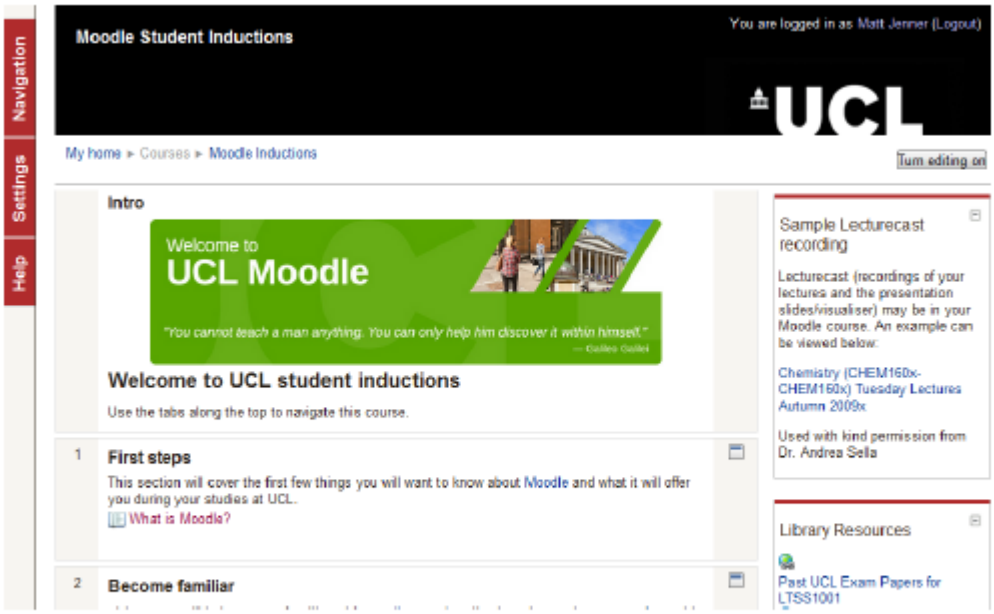
Course content and activities



Moodle's central section is where the course activities (such as discussions and assignments) or resources are found. On the right and/or left are blocks – these can contain extra useful tools or links.

5. Updating your profile

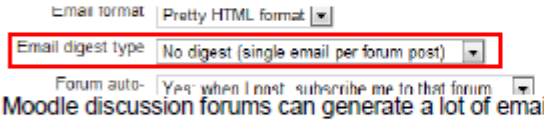
Your Moodle profile displays information about you to other Moodle users. You can also add a photo to your profile. It is also worth checking your timezone is accurate, as this may affect when you can access scheduled events such as quizzes or assignments.

To edit your profile:

1. Click on the [Settings] button and expand the [My profile settings] menu.
2. Click the [Edit profile]
3. Edit the fields you wish to change
4. Click the [Update profile] bottom

Profile picture:
Your photograph will be cropped & resized automatically to 100 by 100 pixels

6. Reducing the number of emails you get from Moodle forums



Moodle discussion forums can generate a lot of emails. You can change your email settings so that Moodle only sends you one email every afternoon, containing all of the email notifications from that day.

To do this:

1. Click on the [Settings] button and expand the [My profile settings] menu
2. Click the [Edit profile]
3. Where it says 'Email digest type' choose: 'Complete (daily email with full posts)'
4. Scroll to the bottom of the page and click 'Update profile'.

7. Further information

- http://www.ucl.ac.uk/isd/students/e-learning/tools/moodle

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13. ACADEMIC REGULATIONS

The updated general academic regulations AND examination regulations for both undergraduate and postgraduate taught courses can be found here: http://www.ucl.ac.uk/ras/acd_regs. ***Please select the regulations relating to undergraduate students.***

This contains all the relevant information you will require whilst studying at UCL including details regarding exams and coursework submissions, plagiarism, etc**. WE STRONGLY ADVISE YOU TO FAMILIARISE YOURSELVES WITH OUR REGULATIONS, YOU WILL BE ASKED TO SIGN A DISCLAIMER TO CONFIRM THAT YOU HAVE READ AND UNDERSTOOD OUR REGULATIONS.**

14. PLAGIARISM

Plagiarism has become a widespread problem, so it is appropriate at this time to remind students of the issues.

To understand what plagiarism is and how to avoid it please go to: http://www.ucl.ac.uk/current-students/guidelines/plagiarism

15. COPYRIGHT

See copyright pages: http://www.ucl.ac.uk/Library/copyright/using-materials.shtml

Briefly: students can include third party materials (including images) in work that forms part of their assessment under an exception in UK Copyright Legislation. So there is no issue with students including the images in their projects. However, if the project is to be published anywhere, e.g. on a departmental website, this exception will no longer apply and permission to use the images will need to be in place. Any third party material used in student work should be properly cited by the student – this goes for images too.

16. FEEDBACK: WHAT IS FEEDBACK?

In all modes of assessment during a programme the student should expect feedback to occur within 1 calendar month of the deadline (including weekends and vacations) for submission of each piece of assessed work (but not including end of year unseen examinations or end of module summative unseen examinations). Departments are encouraged to provide this in a shorter timeframe if they wish.

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Feedback to students on the assessed work can take the form of:

Individual discussions of the strengths and weaknesses and opportunities for improvement

Group discussions whereby thematic areas are developed to illustrate strengths and weaknesses within the group as a whole

A written feedback sheet indicating the areas in (a) preferable within the context of specific headings which are likely to be developed in a subject specific fashion.

In the context of research projects/dissertations/long essays etc. at undergraduate level and at taught postgraduate level, supervisors will be required to provide feedback to students on the draft report on a minimum of one occasion if it is provided to the supervisor by a deadline specified. Taking account of subject specific requirements, Departments should specify what form of feedback students should expect.

The nature of the feedback will vary between different subject areas and academic disciplines and therefore as part of UCL's commitment to quality enhancement the sharing of proforma within and between Faculties will be encouraged by the creation of a website in which examples of the proformas being used can be posted

17. UCL SERVICES

17.1 CAREERS

Whether you have a good idea what you want to do after graduating from UCL, or haven't made firm plans yet, UCL Careers Service can help. We offer advice on anything from "I have no idea what I want to do" to "I know what job I want but need help standing out from the crowd". We don't just help with graduate jobs either. We can assist you if you are looking for internships or work experience during your studies, whether that is paid employment or volunteering. And of course we also help with further study and funding advice and information too.

The Biosciences Division has a dedicated Careers Adviser, Dr Kathy Barrett. Kathy has a BSc Biochemistry from UCL and experience of many different roles since her degree. She gives talks in the Division during the year and is available for dedicated face-to-face consultations. Kathy also organises bespoke careers events for the division during the year.

For more information about what UCL Careers Service provides and how to contact us, please visit www.ucl.ac.uk/careers

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17.2 COUNSELLING SERVICE

The UCL Counselling Service aims to help students to identify their problems and access the various options available. Counsellors will not divulge any information without a student's permission.

Students can talk in confidence to a counsellor about any source of concern or distress. Common problems include homesickness, loneliness, anxiety, depression, problems with studies and examinations, problems in relationships, family problems, eating disorders, drug or alcohol problems, sexual issues, phobias etc.

The Student Counselling Service
3 Taviton Street (first floor, Room 101)
Telephone: 020 7679 1487

17.3 COMPUTER ROOMS AND PRINTING

UCL provides students with computer cluster rooms around campus for studying and printing work. The main computer area can be found within the DMS Watson Library on Malet Place although there others available at certain times. You will need your UCL username and password to access the computers. Students are given printing credit at the beginning of the year and this can then be topped up at the library for a fee.

17.4 KEY SKILLS/PERSONAL AND PROFESSIONAL DEVELOPMENT

UCL has long believed in the importance of students developing their key skills. We recognise their importance to the whole student experience: transition, academic-work, extra-curricular activities and to students' career prospects.

UCL therefore provides a number of resources, targeted to different aspects of the skills development process.

Please see http://www.ucl.ac.uk/keyskills/ for further information on how to create a skills record and on how to make the most of this valuable resource.

18. MISCELLANEOUS INFORMATION

18.1 ENROLMENT

As a new student you must enrol at UCL within 2 weeks of the commencement of the course. A day for enrolling is usually worked into the Induction week timetable.
Once enrolled, you will be given details of how to obtain your computer id. This will include your unique UCL email address, and library access.

18.2 NEW STUDENTS

The New Students website provides information to help you during your first few weeks at UCL http://www.ucl.ac.uk/new-students.

18.3 CURRENT STUDENTS WEBSITE

The Current Students website is a useful source of information about student life at UCL. You should familiarise yourself with this site which can be found at http://www.ucl.ac.uk/current-students.

18.4 TRAVEL CONCESSIONS

You might be entitled to discounted travel schemes in London and around the UK. Further information can be found on this website http://www.ucl.ac.uk/new-students/apply-travel-discount.

18.5 STUDENT STATUS LETTERS

To get a student status letter for Council Tax, banking and immigration purposes you need to visit the main UCL Student Centre in person. The Student Centre is located on the ground floor of the Chadwick Building on the front Quad. You will need to show the centre staff your UCL ID card.

18.6 INFORMATION FOR OVERSEAS STUDENTS

It is highly recommended that overseas students studying at UCL contact UCL International Office. There are many facilities, organized functions and general help for overseas students within UCL. Check out the website at http://www.ucl.ac.uk/prospective-students/international-students/after-you-apply/pre-departure-briefings

18.7 STUDENT ACADEMIC REPRESENTATIVES – StAR

You will be asked to appoint a student representative. These reps are will be invited to meetings to be held a maximum of three times a year with the Programme Co-ordinator to discuss any issues, concerns or improvements that the groups feel can be made to the current programme and/or future programmes. More information can be found here: http://www.uclu.org/representation/student-academic-representatives-stars

18.7 LIBRARY SERVICES

Please note that photocopying cards can be purchased directly from the library.

19. STUDENT HUB

The JBS Haldane Student Hub is located on the ground floor of the Anatomy Building. It provides quality student space for mixed modes of study and relaxation with sufficient capacity for about 145 students. Opening hours are 08:00 – 18:00 Monday – Friday. The hub is located in the Division of Biosciences but is open to all UCL students.