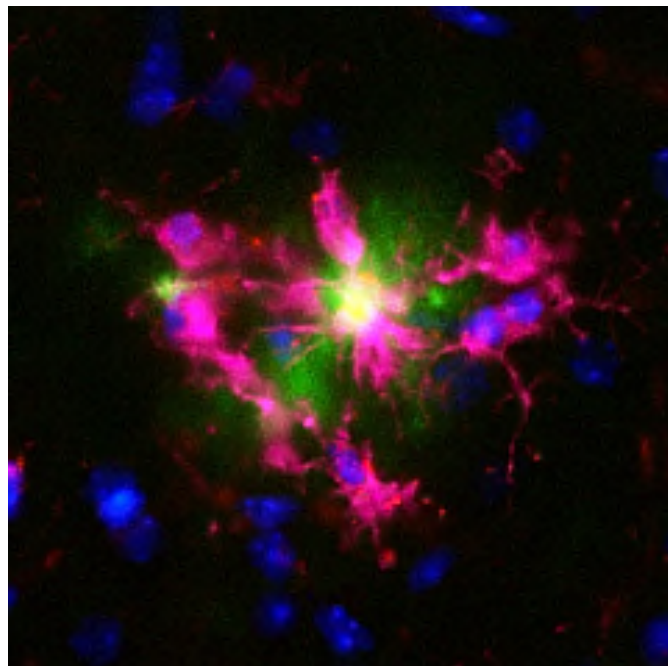


**MPhil / PhD
Student Handbook 2020-2021
(for Staff and Students)**



Cover images

- Top left: Coronal section of a *Heloderma suspectum* osteoderm and associated dermis. Imaged using multi-rotation polarised light microscopy, a false colour composite created by merging six images taken using linearly polarising filters at 15° rotation intervals, where colour represents the orientation of collagen fibres. From: Kirby A., Vickaryous M., Boyde A., Olivo A., Moazen M., Bertazzo S. and Evans S. (2020) A comparative histological study of the osteoderms in the lizards *Heloderma suspectum* (Squamata: Helodermatidae) and *Varanus komodoensis* (Squamata: Varanidae). *Journal of Anatomy* **236**(6):1035-1043. Courtesy of Alexander Kirby, PhD Student, Professor Susan Evans's Laboratory, CDB
- Top right: MDCK cell population images of whole cells via brightfield microscopy (upper right) with detail on H2B-GFP cell nuclei via fluorescence microscopy (lower left). Scalebar = 20 µm. Courtesy of Kristina Ulicna, PhD Student, SMB
- Bottom left: A female Mexican-redleg (*Brachypelma emilia*), an endemic species to the Mexican semi-arid lowlands and deciduous dry forest slopes. This species is poached unsustainably for the pet trade (CITES listed) and is threatened by habitat loss, mostly due to urban development. Increased road network density with ever growing traffic presents a deadly obstacle to males looking for a partner, decimating enamoured males and likely causing population fragmentation. Courtesy of Sergio Henriques, PhD student, CBER
- Bottom right: Amyloid beta plaque (green) surrounded by microglia cells (pink) and cell nuclei (blue). Image taken from the hippocampus of an APP knock-in mouse model of Alzheimer's Disease. Courtesy of Diana Benítez, PhD student, Professor Frances Edwards's laboratory, NPP

Division of Biosciences

Information for MPhil/PhD Students

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Please note that due to the ongoing Covid-19 pandemic the information and advice provided in this Handbook may be subject to change.

This booklet provides critical information you will need to successfully navigate your MPhil/PhD programme in the Division of Biosciences and **MUST BE READ AND KEPT FOR FUTURE REFERENCE**. You should also read through both the [Doctoral School Handbook and Code of Practice for Graduate Research Degrees](#) as well as the [UCL Academic Manual](#).

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Crick Programme

For all students registered at UCL (in whichever Faculty they might be working)

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SUPERVISION AND MONITORING

PhD students joining UCL are either on 3 year or 4 year programmes. Some programmes have their own additional specific requirements. Part-time students are on a 5 year programme.

If you are on a 3 year programme you will already have selected your Principal Supervisor. You will also have a Second Supervisor, to be selected in agreement with your Principal Supervisor within two weeks of the start of your PhD and you should notify your Departmental Graduate Research Administrator of their details. All students will be appointed a Departmental Graduate Tutor – they exercise general academic and pastoral oversight of PhD students in the Department, including your induction, supervision, progression and examination.

All new students are given a form to complete with their Principal Supervisor at their first meeting – this form covers all aspects of the student/supervisor relationship and is returned to the Faculty Office after completion.

Progress of all students is monitored by a Thesis Committee, consisting of your Principal Supervisor (except in CDB), Second Supervisor and one of the Departmental Graduate Tutors or another academic member of staff (see additional information below for 4 year programme students). The Second Supervisor or DGT/other member of staff could act as the Chair of the Committee.

The student will meet with the Committee three times in their first year then at least once in each of the subsequent years. The student will normally be expected to submit a written report to the Committee beforehand and commence each meeting with a brief presentation. The meetings should last approx thirty minutes; the upgrade meeting should last a minimum of one hour. At each meeting the Committee will check that the student's Research Student Log is up-to-date.

All students doing lab rotations in their first year are required to write a report and/or give a presentation at the end of each rotation.

Wellcome Trust 4 Year PhD in Neuroscience: students' progress will be monitored throughout their PhD by the Wellcome 4 Year Steering Committee: Professor David Attwell, Professor Sarah-Jayne Blakemore, Professor Alasdair Gibb, Professor Patricia Salinas. In their first year students are supervised by their rotation supervisors and from the second year, when they move into their chosen lab to commence their PhD with a Principal Supervisor, progress will be monitored by their Thesis Committee, consisting of a Second Supervisor and a Graduate Tutor (a member of the Steering Committee).

Wellcome Trust 4 Year PhD in Structural, Computational and Chemical Biology: students will be monitored by their rotation supervisors in the first year together with the programme director Professor Finn Werner. From the second year, when they move into their chosen lab to commence their PhD with a Principal Supervisor, they will be monitored by their Thesis Committee.

PhD in Developmental and Stem Cell Biology: students will be monitored by their rotation supervisors in the first year together with the Steering Committee: Professor Claudio Stern, Professor Roberto Mayor. From the second year, when they move into their chosen lab to commence their PhD with a Principal Supervisor, they will be monitored by their Thesis Committee.

London Interdisciplinary Doctoral Programme: students will be monitored by their rotation supervisors in the first year together with the Management Committee. From the second year, when they move into their chosen lab to commence their PhD with a Principal Supervisor, they will be monitored by their Thesis Committee, consisting of Second Supervisor (one of the supervisors on the Programme) and Graduate Tutor (a member of the Committee). For those students who select a PhD project in a partner institution other than UCL, their registration will be transferred to the host institution at the start of year two of the PhD programme.

UCL Birkbeck Medical Research Council: students will be monitored by their rotation supervisors in the first year together with the Management Committee. From the second year, when they move into their chosen lab to commence their PhD with a Principal Supervisor, they will be monitored by their Thesis Committee, consisting of Second Supervisor (one of the supervisors on the Programme) and Graduate Tutor (a member of the Committee). For those students who select a PhD project in a partner institution other than UCL, their registration will be transferred to the host institution at the start of year two of the PhD programme.

RESEARCH STUDENT LOG

Each student's progress is recorded using the **mandatory** [Research Student Log](#) managed by the UCL Doctoral School.

Access to this, as well as e-mail and other electronic information at UCL, is via your UCL userid and password. Skills development training is linked to this Log through approved courses taken. **This is an extremely valuable document, providing critical information for your CV when managed correctly.**

You need to log on to activate your Log. The details of your Principal and, when known, Second Supervisor will automatically be populated by your Portico record. If they are not showing, please contact your Departmental Graduate Research Administrator.

Your milestones, reports and objectives are guided by the Log, your Supervisors and Graduate Tutor. Failure to meet the target dates for the Log will automatically generate reminders to you. Your Principal and Second Supervisors will receive notification of all the entries you submit to the Log and be asked to approve them.

It is your responsibility to ensure that your Log is kept up-to-date and that progress points (milestones) are completed and signed off by your Supervisors. Upgrade to PhD and exam entry/appointment of examiners is conditional on appropriate completion.

For students who are on 4 year programmes with rotations in the first year, the Log progress will commence with your year 2 when you select the laboratory for your PhD.

WORK, ATTENDANCE AND ILLNESS

As with normal working practices, you are expected to be in attendance for at least 37 hours per week, and in general all students occasionally find they need to work far longer hours. UCL has [Christmas and Easter closure periods](#) and if you wish to work during those periods you will need to make special arrangements with both your Supervisor and the Divisional Operations team.

UCL has a duty to keep the attendance, conduct and progress of students under continuous review. As with members of staff, annual leave is 27 days per year, to be taken following agreement with your Principal Supervisor. A maximum of 5 days can be carried over from one year to the next.

If you are ill, you should contact your Principal Supervisor immediately and keep them informed of progress for longer term illness. A medical certificate is required in cases of illness lasting more than one week.

KEEPING IN TOUCH

Information from the Graduate Research Administrator, Graduate Tutors, etc, is sent to **UCL** e-mail addresses. Please make sure you check this regularly.

UCL Communications

[myUCL](#): weekly term-time e-newsletter to all students 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

PORTICO – THE UCL STUDENT INFORMATION SERVICE

Access [Portico](#) using your UCL userid and password. If you have forgotten your password or need any further information about access please contact the [ISD Helpdesk](#).

It is your responsibility to keep your Portico record up-to-date. Please ensure that you enter any change of address or telephone number so that your Supervisor, Graduate Research Administrator or Graduate Tutor can contact you in an emergency.

Continuing registration is also via Portico including payment of fees as appropriate. You must re-enrol at the start of each academic session – you will be prompted to do this via e-mails from the Student Centre.

You can download a statement of student status, bank letter or statement of award from your Portico account.

PROGRESS OF PROGRAMME

You will be expected to participate fully in the activities of the research group to which you belong. This will include participating in meetings of the group and presenting data to the group as required.

Milestones

Your [Moodle induction](#) will give you access to the milestone guide for your Department.

Major milestones for the PhD, monitored by the Principal Supervisor and/or the Thesis Committee:

- 6 month report
- 9-10 months – each student presents to the Department at an annual symposium a 15 minute overview of their project and any data produced since they started
- Transfer from MPhil to PhD – approx 12 months (24 months part-time) after initial registration
- Mid-year 3 – meet with Principal and Second Supervisors to evaluate progress and plan calendar for thesis submission
- Seminar presentation – all final year students (and non-finalists in some Departments) will give a thirty minute seminar to the Department at an annual symposium

If there are circumstances, e.g. ill health, that prevent the standard milestones from being met, these may be dealt with by interruptions to study. If you are having any problems at all you should discuss these with your Principal Supervisor in the first instance and do not hesitate to contact your Graduate Tutor for help and advice.

Below are some specific guidelines for the major milestones:

6 Month Report

Please prepare a report following the guidelines below, discuss and revise it with your Supervisor and upload to your Log:

- [1] Summary of proposed research including key goals
 - For scientifically qualified assessors (no more than 200 words)
 - For lay readers (no more than 200 words)

- What is your research question? (no more than 100 words)
- [2] Research - no more than 1,000 words including:
- Work which has led up to the project
 - Experimental design and methods to be used in investigating this problem
 - Results to date if any
 - Key references (no more than 10)

Maximum total word length 1,500 (excluding references)
(No more than 2 pages in arial 11)

To upload under objectives:

- [3] Work plan for next 6 months (no more than 200 words)
- [4] Please ensure that the following has been completed in your Log:
- Project Outline and Initial Objectives
 - 3 month progress
 - 3-6 month objectives

Transfer from MPhil to PhD Registration

We have a formalized system of progress assessment in order to decide whether you should be upgraded to continue with study for a PhD or be advised to withdraw.

The transfer should be completed at these time points after initial registration:

- full-time students - approx 12 months (not less than 9 months and not later than 18 months)
- part-time students - approx 24 months (not less than 15 months and not later than 30 months)

It is important that the transfer is carried out sufficiently early in the project as it gives an opportunity to assess progress and make appropriate adjustments to the direction of the project if necessary.

The written report should be approx 5,000 words (excluding display items, references, figure legends) and primarily consist of background material to the project including a review of the relevant literature, summary of results if available and future directions. Departments may have additional guidelines on this. It should give a clear indication of how time has been spent and what has been done, even if negative. Full-time students should, on average, spend between 2-3 weeks preparing the report. It is not considered appropriate for the student to prepare a mini thesis and as a result be away from their research for an extended period.

Please note that NPP has different rules for the upgrade process which are sent to students and uploaded to the NPP website.

Functions of the transfer report and viva

1. Writing the report helps the students to focus on what they have achieved, to see clearly what is still needed and to formulate plans for the future.
2. This is an important exercise in scientific writing, a skill which must be developed during the PhD.
3. The viva gives students practice at handling a viva setting, provides an opportunity to ensure that they have a good grasp of basic principles and that they are thoroughly in command of their project.
4. It also gives an opportunity to discuss the progress of the thesis, to ensure that the work is on track for completion, and that levels of work by the student and supervision by Supervisor are appropriate and adequate.

This document must be attached to your Log

The report will be discussed with the student and their Thesis Committee at an oral examination. The Principal Supervisor should not attend, but should submit in advance of the upgrade viva a report to the Thesis Committee and the student. It is generally a good idea that the student is prepared to give a 10 minute informal introductory talk on their work to aid with the subsequent discussion. The Thesis Committee will then question the student on their report. At the end of the meeting the student should have the opportunity to speak confidentially to the Graduate Tutor about any areas of concern. We remind students that the principal purposes of the transfer process are for the Thesis Committee to ascertain whether the student is:

1. Able to communicate their research both in writing and orally and also to defend it
2. Aware of their subject area and related fields

It is the responsibility of the student and Supervisor to arrange this meeting. The report should be sent to the Thesis Committee two weeks before the date of the meeting. The outcome together with the report will determine if the student is to be upgraded. A written report and recommendation by the Committee will be communicated to the student, Principal Supervisor, Graduate Tutor and Graduate Research Administrator. If a consensus is not reached, another Departmental Graduate Tutor or the Faculty Graduate Tutor will be consulted. In some cases before making a final decision a second meeting may be requested, no more than 6 months (10 months part-time) later, during which time the student will be given a series of goals to be achieved. A student who fails the second upgrade will be informed that they will have to submit their work as an MPhil or withdraw from the programme.

It should be remembered that without upgrading students will not be able to claim completing research student (CRS) status which allows for a 1 year (2 year part-time) exemption from fees whilst writing up beyond the 3 year (5 year part-time) study period.

It is also your responsibility to ensure that all sections of your Log have been completed before upgrade will be approved.

If you do not have a 6 month report, please upload your abstract for your upgrade report in this location.

Preparation and Submission of Thesis

Students are strongly encouraged to complete laboratory work, write up and submit within the 3 year (5 year part-time) research period of their PhD programme, although for some programmes this may vary. UCL recognises that this is not always possible and offers a 1 year (2 years for part-time students) CRS status which is non-fee paying. During CRS you are not expected to be receiving supervision and use of CRS status should be a fall-back position as without a stipend this can be very difficult to manage. Please note that on some funded programmes you are expected to submit within the funding period and therefore not entitled to CRS.

Students who come to the end of their authorised period of CRS status but have not submitted a thesis will no longer be registered as students nor have access to UCL facilities.

3 year programme

(Self-funded, some Research Councils, most other funded programmes)

Submission is expected to be within 4 years of start date.

London Interdisciplinary Doctoral Programme

As defined by the Research Council, submission is expected to be within 4 years of start date.

The 4 year duration of this programme includes the writing up period. Given the strict time limits for completion, the rotation projects should be linked to the eventual PhD project, although this is not compulsory.

Specific 3 + 1 year programmes, e.g. Wellcome Trust

For these programmes, the PhD registration period is taken to be from the move into your laboratory of choice at the beginning of your second year, at which point a standard 3 year programme begins.

Part-time programmes

Registration for part-time programmes is for 5 years; however you are able to submit your thesis after 3 years and this will stop fees from date of submission.

It is important to note that you need to enter for the exam and work with your Supervisor to complete the examiner nomination form three-four months **before** you submit your thesis. Exam entry is via Portico. Please e-mail your completed examiner nomination form to your Graduate Research Administrator who will check it before forwarding to the Research Degrees Office. The [Registry website](#) provides all the information on these two forms, as well as preparation and submission of your thesis.

SKILLS DEVELOPMENT

All Research Council funded students are required to complete two weeks of skills training in each year of their funded studentship. The Division expects that **ALL** students should follow this stipulation and take advantage of the Departmental and Doctoral School/HR Organisational Development opportunities.

In addition to formal courses, other important areas of skills training that need to be logged include participation in laboratory meetings, attendance at conferences, preparation and presentation of posters and talks at conferences, demonstrating, attendance at Departmental seminar series and retreats.

Appropriate courses **must** be agreed with your Principal Supervisor before signing up for them. Doctoral School courses are free to students and a full listing of the courses available can be found on the [Doctoral School website](#).

GRADUATE CONFERENCE AND EXTERNAL TRAINING COURSES FUND

SLMS Academic Careers Office administers these funds to support students to attend [conferences](#) and [courses](#) – deadlines and how to apply can be found on the links.

TEACHING OPPORTUNITIES

The opportunity is available for PhD students to contribute to our teaching programmes, to assist in the running of undergraduate student tutorials and/or aiding giving Biosciences undergraduate and masters students an authentic research experience. There are two major opportunities available to PhD students: regular work (~3 hours per week on a module) as an online Postgraduate Teaching Assistant (PGTA) and ad hoc work to assist module organisers and lecturers in their education roles. For example, tutors might be asked to prepare and supervise hour-long tutorials online or in a lecture theatre, as well as mark any resulting work from them.

We are also particularly interested in giving our students an authentic science experience through the generation of brief vignette videos of current research techniques as they are performed at UCL. However, we are very open to suggestions from the PhD student community on how we could best facilitate this. In the current pandemic situation with social distancing and the vast majority of our education being delivered remotely and online, it is more important than ever that we engage our students to feel part of a university research community.

This education experience not only counts towards your skills development, but is a valuable addition to your CV. Previous experience with teaching is an advantage but is not essential. Demonstrators may be required to help video practical sessions in advance and/or attend practical sessions to supervise laboratory classes and may be required to mark practical write-ups at the end of the practical. The online PGTA role has a bespoke job description, which can be found on the PGTA's - Biosciences Moodle page (linked below).

PhD students wishing to teach should, in the first instance, obtain approval from their PI prior to engaging in any teaching duties. We are able to pay PhD students for their education activities for the Division of Biosciences once RTW checks have been carried out and contracts finalised by the Biosciences Teaching Office.

Those wishing to engage in teaching duties must undertake [Arena One](#) training, which may include additional training for the online PGTA role.

If you are interested in these opportunities, please log into the [PGTAs - Biosciences Moodle page](#) to apply for a specific PGTA role and to submit your CV. You will find detailed information and relevant links for application there. If you have any further query, please contact us at biosciencespgta@ucl.ac.uk anytime.

Please note that being provided with an offer of work does not guarantee any hours, nor is the worker required to accept the hours offered. Commitments should be honoured once organised and as much notice as possible given if duties cannot be carried out.

SUPERVISING MASTERS STUDENTS

You may be asked to supervise Masters students, which is good for your CV but you can decline.

VOLUNTEERING SERVICE

[Volunteering](#) is a great way to get involved in local projects and apply your diverse skills for the benefit of the community. You'll get lots of support and advice from the Volunteering Service.

EVENTS

Seminars

The Division of Biosciences runs a regular [series of seminars](#) during term time. Your name will be added to the seminar mailing list so that you receive e-mail reminders. If you are not receiving this information, please contact your Graduate Research Administrator. You are expected to attend those seminars that are relevant to your research.

Scientific Society Meetings

All students are encouraged to take advantage of subject-specific National or International Society meetings every year to show-case their work and to meet and discuss their work with their peers working in related areas. Graduate Student Societies may arrange specific symposia associated with their subject area. These meetings provide a valuable way to make contacts for future career opportunities.

Retreats and Symposia

CDB Retreat: Held every two-three years and all costs for the retreat are covered by the Department.

ISMB Retreat: The ISMB Retreat takes place biennially over two days in June/July with an overnight stay. The last three Retreats have taken place at Robinson College, Cambridge. The free event is attended by a limited number of people from within the joint Institute of Structural and Molecular Biology. The aim of each Retreat is to explore links within biology, to build connections between ISMB members and to encourage collaboration. The strongest voice is given to students and postdocs, with a number presenting talks and all given the opportunity to present posters in the evening session on the first day. Each Retreat also features three keynote talks by visiting speakers and a lively activity that involves all attendees.

CDB Annual Graduate Symposium: A one day event held every year with PhD students giving either a presentation or a poster – depending on their year of study. Prizes are awarded for the best posters.

SMB Annual Graduate Symposium: A two day event held every year with PhD students giving either a presentation or a poster – depending on their year of study. Prizes are awarded for the best posters/presentations.

GEE Annual Graduate Symposium: A two day event held every year with PhD students giving either a presentation or a poster – depending on their year of study. Prizes are awarded for the best posters/presentations.

London Interdisciplinary Doctoral Programme Events: A two day academic retreat held each September. The programme is planned by the students and the cost is met by the LIDo programme. The students also have a two day end of rotation presentation event in February and June.

UCL Birkbeck Medical Research Council: A two day academic retreat held each September. The programme is planned by the students and the cost is met by the UCL Birkbeck MRC DTP programme. The students also have one day end of rotation presentation events in January and April and July.

Divisional Events: The student reps on the Staff-Student Consultative Committee organise four events a year.

Attendance at Taught Courses

If you feel that there is any area of your knowledge that may be refreshed or supported by attendance at one of the [undergraduate or postgraduate taught modules](#), please obtain your Supervisor's agreement then contact the relevant module tutor to agree attendance.

STUDENT FACILITIES

Student Hubs

The Biosciences PhD Student Hub is located in the Medical Sciences Building, rooms LG40/41, accessed via the passageway between the Medical Sciences and Andrew Huxley Buildings, entrance with 'Pharmacology' carved in stone above the doorway. Please ask your Graduate Research Administrator for the access code to the room. There is a kitchen area, social area and a bank of computers.

The UCL Graduate Student Hub is located in the South Wing basement behind the Print Room Café. It is open 24-7 and comprises a seminar room for group discussion and presentations, a breakout space with integrated kitchenette, a common room and a suite of individual study carrels.

The new Senate House Hub, located on the third floor, South Block, Senate House, is a dedicated space for PhD students. It provides a variety of study spaces for individual and group/project working.

Students' Union UCL

As the student representative body, the [Union](#) is run by students for students. It is independent of UCL and a registered charity, providing a range of services to support students and help them develop skills and interests while at UCL. Students automatically become a member during enrolment (but can opt out).

Ridgmount Practice (UCL Health Centre)

A National Health Service (NHS) practice providing healthcare for students living within its catchment area (ie 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.

Libraries

[Information and assistance for using the library](#) and details of services offered.

The UCL biology and medical sciences collections are in the Science Library (DMS Watson Building, Malet Place). Another useful Library is in the Cruciform Building, across Gower Street.

HEALTH AND SAFETY

[Keeping Safe on Campus](#): what we're doing to protect our staff and students and how you can help keep campus as safe as possible.

The [Division of Biosciences Health and Safety site](#) has all the essential information relating to Health and Safety at UCL and the Division of Biosciences in particular.

It is your responsibility to familiarize yourself with this information and it is mandatory that you attend a UCL Safety Induction.

SUPPORT SERVICES

Your first port of call if you have a problem is your Principal Supervisor.

UCL Support Services and Websites

[Student Enquiries Centre](#): based on the first floor of the new Student Centre building in Gordon Square, provides information and support related to your registration and student record

[askUCL](#): student enquiry system to search for answers and raise enquiries

[Student Support and Wellbeing](#): offers a wide range of support services

[Student Mediator](#): helps troubleshoot problems that are unable to be resolved through informal means

[Disability, Mental Health and Wellbeing Team](#): provides information and advice on issues around disability, mental health and wellbeing

[International Student Support Team](#): helps international students settle into life in the UK and make the most of their time at UCL and in London, this includes practical guidance on healthcare, banking, transport and safety

[Student Psychological and Counselling Services](#): dedicated to helping students with personal, emotional and psychological concerns

[Student Financial Support](#)

[Equality, Diversity and Inclusion](#)

[Religion and Faith](#)

[LGBTQ+ Students](#)

[Students' Union UCL Advice Service](#): advice on academic issues, housing, employment, money and debt and many other personal and university matters

There is also:

[The Samaritans](#): to talk to someone at any time, day or night, tel: 116 123

[Nightline](#): a confidential listening, support and practical information service available overnight and run by student volunteers, tel: 0207 631 0101

[Care First](#): UCL works in partnership with Care First to provide an out-of-hours support and information helpline which is free of charge and includes access to specialists and counsellors who can help you with a range of emotional and psychological difficulties

Staff-Student Consultative Committee (SSCC)

The SSCC meets once per term to discuss management of studies to improve and enhance academic and social life in the Division and any issues arising. The SSCC provides an opportunity for Graduate Tutors/Supervisors to discuss prospective changes with PhD student representatives and for the students to propose changes to be considered by the staff. PhD students from each Department in the Division elect a student to represent them. In addition, the Division elects a student to be the lead representative who will be responsible for co-chairing and agenda setting for SSCC meetings alongside a staff member.

The current student reps are:

Lead Rep	Valentina Spiteri (also Faculty Student Rep)
CDB	Cato Hastings and Matthew Bostock
GEE	Jessica Williams and Mislav Acman
GEE Institute of Healthy Ageing	Ashling Giblin
NPP	Kjara Pilch
SMB	Valentina Spiteri
Crick	Elina Fourli and Windie Hoefs
LMCB	Harry Horsnell and Lucas von Chamier

Mentoring Scheme

The SSCC Student Reps proposed this scheme which pairs each new student with a second or third year student or a postdoc with the following aims:

- to provide new graduate students in the Division with senior mentors to help them settle into the Division and life in London
- to offer moral support if needed
- to encourage networking of students across the year groups and across the Division

There is an initial meeting at the start of term then mentors and mentees are encouraged to contact each other and meet up throughout the year.

Student Grievances and Difficulties

If you have any concerns about your supervision, progression, etc, please discuss these with your Graduate Tutor at the earliest possible opportunity.

If you feel that a member of staff has unfairly treated you in any way, please raise it first with that member of staff. If that is inappropriate, then see your Graduate Tutor who can also advise on any difficulties (personal, financial, medical or academic) affecting your studies.

The Division of Biosciences has two Diversity and Equal Opportunities Liaison Officers (DEOLOs) who provide support and assistance for students and staff about any issues they have at UCL regarding equality, bullying or sexual harassment:

Tabitha Owen
Stavroula Lialiou

The Wellbeing Champions for the Faculty are:
Rachel Hamilton - MRC/UCL Lab for Molecular Cell Biology
Heather Badru - School of Pharmacy

Career Development

The Graduate Skills programme includes a number of Career Development courses. Please take advantage of relevant courses, particularly as you reach the period when you will be looking to progress your career. Career advice can be found on the [UCL Careers website](#).

RESEARCH ETHICS

It is your responsibility to make sure that you have ethical permission in place before performing research where this is required. Please refer to the [Research Ethics](#) website for more information.

RESEARCH INTEGRITY

Being a researcher involves a high level of ethical standards and integrity in one's work and interactions with others. UCL takes integrity very seriously and misconduct in research can be very damaging for individuals and the institution as a whole. There is currently an increasing emphasis on research integrity training in UCL and in 2016 we began to run the [Dilemma Game](#), an interactive game which makes groups of players think about and discuss practical dilemmas and ethical issues in an engaging, educational setting. You will receive e-mail notifications of when these sessions are run and you will be required to take part in at least one during your degree. [More information on research integrity and training courses](#).

ACADEMIC INTEGRITY

[Academic Integrity](#) means being honest in your academic work, and making sure that you formally recognise and reference the existing knowledge and ideas on which your work is based. If you do not acknowledge the work or ideas of others, you could be penalised for Academic Misconduct. The importance of Academic Integrity and resources to help you develop good practice are outlined on the website.

DATA OWNERSHIP

Laboratory notebooks and recording of research data

Laboratory notebooks need to contain clear evidence of the research carried out and, most importantly, must include the dates on which the results were achieved. Here are some guidelines and advice:

- Laboratory notebooks containing the research data obtained whilst working at UCL are the property of the Division of Biosciences, UCL, as well as the investigators. All laboratory notebooks generated by the students are to be retained by the Division of Biosciences. A student is, however, permitted to make and retain photocopies of the notebooks.
- Laboratory notebooks should be hardbound, with photomicrographs and images of gels or other raw data generated, permanently attached to the pages of the notebooks.
- If you hold your data electronically then this should be authenticated by the supervisor and a copy provided to be retained by the Division of Biosciences.

Please complete the Data Ownership form on the [Moodle induction](#).