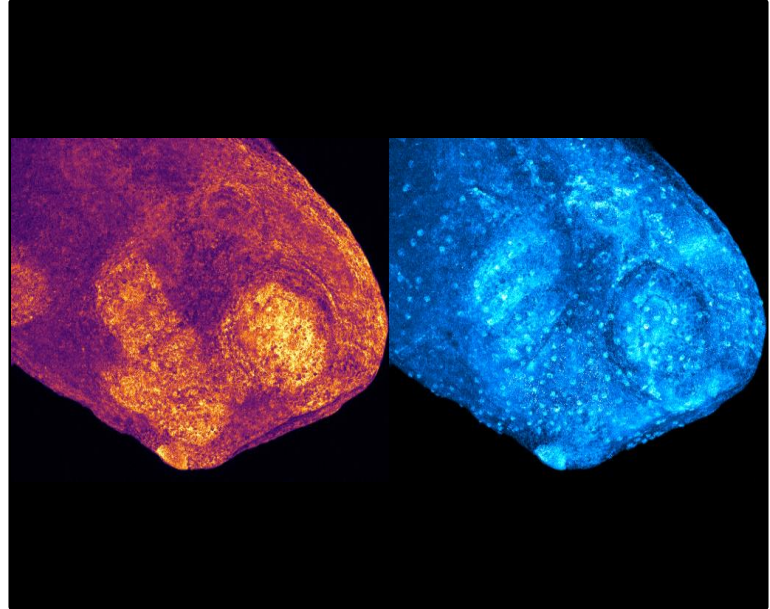
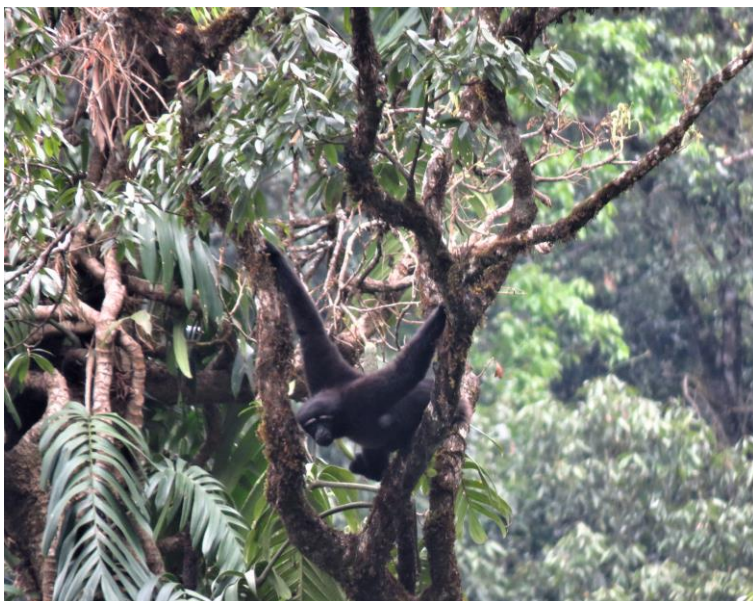


Structural and Molecular Biology (SMB)

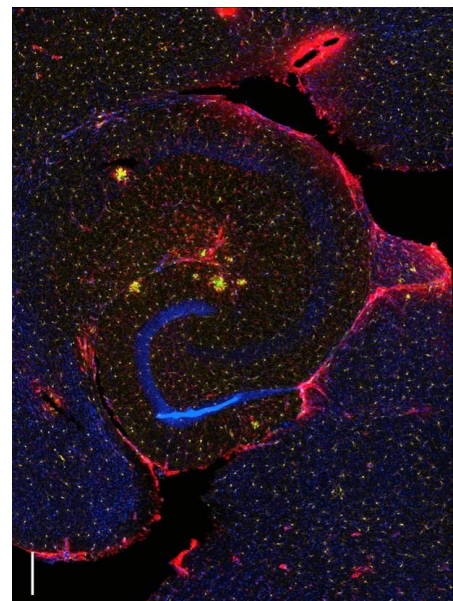


Cell and Developmental Biology (CDB)

MPhil/PhD Student Handbook 2021-2022 (Staff and Students)



Genetics, Evolution and Environment (GEE)



Neuroscience, Physiology and Pharmacology (NPP)

Cover images

- Top left: Correct protein folding is a crucial process for cellular function; it is a dynamic process which can proceed co-translationally during vectorial synthesis on the ribosome with the nascent chain tethered to the ribosome as it samples the conformational space. Shown is the 70S Escherichia coli ribosome particle during the progressive biosynthesis of an multidomain immunoglobulin-like (Ig-like) protein whose structure was determined experimentally using cryogenic electron microscopy and NMR data combined using molecular dynamics. The progressive folding of the domain on its parent ribosome is shown: (from background to foreground) an empty 70S ribosomal particle, one harboring ten conformations of the disordered Ig-like nascent chain and the partially folded nascent Ig-like domain emerging and, finally, a released and fully folded two-domain protein. From Lauren Woodburn, Year 1 FMD MRC program PhD student, Cassaignau et al, NSMB, Nat Chem and unpublished. SMB
- Top right: Immunostaining of a whole-mount Xenopus embryo. Matyas Bubna-Litic, PhD Student at Mayor & Charras labs. CDB
- Bottom left: Endangered male Skywalker hoolock gibbon in China (one of my study species). Carolyn Thompson, PhD student GEE.
- Bottom right: Image from a brain section of an Alzheimer's Disease model mouse labelled for Astrocytes (red), Microglia (yellow), Dapi (blue) and Amytracker (labels plaques, green). Courtesy of Karina Vitanova, PhD student, Professor Frances Edwards laboratory, NPP

Division of Biosciences Information for PGR Students

Contents

1. Key Members of Staff	2
Faculty Graduate Tutor Professor Jasmina Jovanovic	2
Chair of the Divisional PGR Strategy Committee: Professor Kaila Srail	2
Division of Biosciences Postgraduate Research (PGR) Admin Team	2
Research Department of Cell and Developmental Biology	2
Research Department of Genetics, Evolution and Environment	2
Research Department of Neuroscience, Physiology and Pharmacology	3
Research Department of Structural and Molecular Biology	3
London Interdisciplinary Doctoral Programme (BBSRC DTP/LIDO)	3
UCL-Birkbeck Medical Research Council Doctoral Training Partnership	4
Crick Programme	4
2. Welcome!	5
3. Work, Attendance and Illness	5
4. Keeping in Touch	5
5. Research Ethics and Integrity	6
Research Integrity	6
Academic Integrity	6
Data Ownership and Laboratory notebooks and recording of research data	6
6. Supervision and Monitoring	6
Research Student Log	6
Transfer from MPhil to PhD Registration	7
Preparation and Submission of Thesis	7
7. Skills Development	8
Attendance at Taught Courses	8
Career Development	8
Teaching Opportunities	8
Supervising Masters Students	9
Volunteering Service	9
8. Graduate Conference and External Training Courses Fund	9
9. Events	9
Seminars	9
Scientific Society Meetings	9
Departmental Retreats and Symposia	9
10. Student Facilities	10
Student Hubs	10
Students' Union UCL	10
Ridgmount Practice (UCL Health Centre)	10
Libraries	10
11. Health and Safety	10
12. Wellness and Support Services	11
Websites for UCL Support Services	11
Staff-Student Consultative Committee (SSCC)	11
Mentoring Scheme	11
Student Welfare, Grievances and Difficulties	12
13. Appendix 1	13

1. Key Members of Staff

Faculty Graduate Tutor Professor Jasmina Jovanovic

School of Pharmacy, Brunswick Square. Tel:020 7753 5887
e-mail: j.jovanovic@ucl.ac.uk

Chair of the Divisional PGR Strategy Committee: Professor Kaila Srail

Darwin Building. Tel: 020 7679 2642 (x32642)
e-mail: k.srai@ucl.ac.uk

Division of Biosciences Postgraduate Research (PGR) Admin Team

Mrs Debbie Bartram
Anatomy Building, Room G03A
Tel:020 3549 5462 (x65462)
e-mail: biosciences.pgr.admin@ucl.ac.uk

Mx Manu Davies
Anatomy Building, Room G03A
Tel:020 3549 5460 (x65460)
e-mail: biosciences.pgr.admin@ucl.ac.uk

Research Department of Cell and Developmental Biology

Head of Department

Professor Barbara Conradt
Anatomy Building. Tel:020 3108 6268 (x56268)
e-mail: b.conradt@ucl.ac.uk

Graduate Tutors

Professor Michael Duchen
Medical Sciences Building, Room 144. Tel: 020 7679 3207 (x33207)
e-mail: m.duchen@ucl.ac.uk

Professor Steve Hunt
Medawar Building, Room 429. Tel: 020 7679 1332 (x31332)
e-mail: hunt@ucl.ac.uk

Dr Yoshiyuki Yamamoto
Anatomy Building, Ground Floor. Tel: 020 7679 3319 (x33319)
e-mail: yoshiyuki.yamamoto@ucl.ac.uk

Professor Susan Evans
Anatomy Building, Ground Floor. Tel: 020 7679 9966 (x39966)
e-mail: s.e.evans@ucl.ac.uk

Professor Claudio Stern
(Developmental and Stem Cell Biology programme)
Mezzanine Floor, Anatomy Building. Tel:020 7679 3346 (x33346)
e-mail: c.stern@ucl.ac.uk

Research Department of Genetics, Evolution and Environment

Head of Department

Professor Christopher Thompson
Darwin Building. Tel:020 7679 4483 (x34483)
e-mail: christopher.thompson@ucl.ac.uk

Graduate Tutors

Dr Duncan Greig
Darwin Building. Tel:020 7679 5106 (x25106)
e-mail: d.greig@ucl.ac.uk

Dr Lazaros Foukas
Darwin Building . Tel:020 3108 1612 (x51612)
e-mail: l.foukas@ucl.ac.uk

Research Department of Neuroscience, Physiology and Pharmacology

Head of Department	Professor Stephanie Schorge Medical Sciences Building. Tel:020 3987 2886 (x02886) e-mail: s.schorge@ucl.ac.uk
Director of Wellcome Trust 4 Year PhD Programme in Neuroscience	Professor David Attwell Medical Sciences Building. Tel:020 7679 7342 (x37342) e-mail: d.attwell@ucl.ac.uk
Graduate Tutors	Professor Alasdair Gibb Medical Sciences Building. Tel:020 7679 1398 (x31398) e-mail: a.gibb@ucl.ac.uk
	Professor Alexander Gourine Medical Sciences Building. Tel:020 7679 2565 (x32565) e-mail: a.gourine@ucl.ac.uk
	Dr Joanne Marks Royal Free Campus. Tel: 020 7794 0500 (x31439) e-mail: joanne.marks@ucl.ac.uk

Research Department of Structural and Molecular Biology

Head of Department	Professor Snezana Djordjevic Darwin Building. Tel:020 7679 2230 (x32230) e-mail: s.djordjevic@ucl.ac.uk
Director of Wellcome Trust 4 Year PhD Programme in Structural, Computational and Chemical Biology	Professor Finn Werner Darwin Building. Tel:020 7679 0147 (x30147) e-mail: f.werner@ucl.ac.uk
Graduate Tutors	Professor Andrew Martin Darwin Building. Tel:020 7679 7034 (x37034) e-mail: andrew.martin@ucl.ac.uk
	Professor Ivan Gout (Admissions Tutor) Darwin Building e-mail: i.gout@ucl.ac.uk

London Interdisciplinary Doctoral Programme (BBSRC DTP/LIDO)

Director	Professor Jonathan Ashmore Research Department of Neuroscience, Physiology and Pharmacology Tel:020 7679 2141 (x32141) e-mail: j.ashmore@ucl.ac.uk
Deputy Director	Professor Geraint Thomas Anatomy Building. Tel:020 3549 5456 (x35456) e-mail: g.thomas@ucl.ac.uk
Doctoral Training Partnership Manager	Mrs Nadine Mogford Anatomy Building, Room G03. Tel:020 3549 5458 (x65458) e-mail: n.mogford@ucl.ac.uk
PhD Assistant	Miss Margeret Kariko Anatomy Building, Room G03A e-mail: m.kariko@ucl.ac.uk

UCL-Birkbeck Medical Research Council Doctoral Training Partnership

Director	Professor Geraint Rees Dean of the UCL Faculty of Life Sciences Tel: 020 7679 5496 e-mail: g.rees@ucl.ac.uk
Deputy Director	Professor Paola Pedarzani Division of Biosciences Tel:020 7679 7744 e-mail: p.pedarzani@ucl.ac.uk
Doctoral Training Partnership Manager	Mrs Nadine Mogford Anatomy Building, Room G03 Tel:020 3549 5458 e-mail: n.mogford@ucl.ac.uk
Doctoral Training Partnership Administrator	Ms Kim Duffy Anatomy Building, Room G03A Tel:020 3108 9917 e-mail: k.duffy@ucl.ac.uk
PhD Assistant	Miss Margeret Kariko Anatomy Building, Room G03A e-mail: m.kariko@ucl.ac.uk

Crick Programme

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

Point of contact and academic lead at UCL	Professor Jasmina Jovanovic School of Pharmacy, Brunswick Square Tel: 020 7753 5887 e-mail: j.jovanovic@ucl.ac.uk
Administrative contacts	Miss Jane Inge Medical School Building, Room 241 Tel:020 7679 0879 (x40879) e-mail: j.inge@ucl.ac.uk Mrs Debbie Bartram Anatomy Building, Room G03A Tel:020 3549 5462 (x65462) e-mail: biosciences.pgr.admin@ucl.ac.uk

2. Welcome!

Welcome to the start of your PhD in the Division of Biosciences, part of the Faculty of Life Sciences.

The Division has four Research Departments:

[Cell and Developmental Biology](#) (CDB),
[Genetics, Evolution and Environment](#) (GEE),
[Neuroscience, Physiology and Pharmacology](#) (NPP) and
[Structural and Molecular Biology](#) (SMB).

Starting a Postgraduate Research (PGR) Degree can be both an exciting and challenging experience.

We are here to guide you through your journey as a UCL Postgraduate Research Student and make your transition to life at UCL as smooth as possible.

If you encounter any problems or need assistance, in the first instance please speak to your Primary Supervisor.

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](#).

3. 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. More information is on the [interruptions website](#).

Portico – Your UCL Student Record

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 Tutor or the [PGR Admin Team](#) 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.

4. Keeping in Touch

Information from the [PGR Admin Team](#), 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

5. Research Ethics and Integrity

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. [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 and 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](#).

6. Supervision and Monitoring

You should already know your Principal Supervisor. You should also have a Second Supervisor, to be selected within two weeks of the start of your PhD, and with the agreement of your Principal Supervisor. All students will be appointed a Departmental Graduate Tutor – they exercise general academic and pastoral oversight of PGR students in the Department, including your induction, supervision, progression and examination.

We have a **MANDATORY** online induction in Moodle which must be completed every year by all students: [Moodle Induction](#)

Research Student Log

Each student's progress is recorded using the **mandatory** [Research Student Log](#) which is 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.

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 the [PGR Admin Team](#).

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.

Progress of all students is monitored by a Thesis Committee, consisting of your Principal Supervisor, Second Supervisor and a Thesis Chair.

You will meet with the Thesis Committee four times in your first year then at least once in each of the subsequent years. Before each meeting you will normally be expected to submit a written report to the Committee beforehand and give a brief presentation at the meeting. The meetings should be recorded in the online [Research Student Log](#) and last approx. thirty minutes although the upgrade meeting should last a minimum of one hour. These meetings must be recorded in the Research Log, which is signed off by the Thesis Committee.

For full details of the requirements of these meetings please see section four of the Moodle induction – [PGR Research Log guidelines](#).

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.

For further information please see the guidelines for Upgrade on Moodle for your Department. They are detailed on Moodle in the [PGR Research Log guidelines](#).

Preparation and Submission of Thesis

You are strongly encouraged to complete laboratory work, write up and submit within the 3 year¹ (5 year part-time) research period of your PhD programme.

UCL recognises that this is not always possible and offers a 1 year (2 years for part-time students) *CRS status*¹ 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.

Your submission date is the end of registration date in Portico. This date may include a CRS period. Please contact the [PGR Admin Team](#) if you have any queries with this date.

Four months before you plan to submit:

- You and your supervisor need to complete an [Examiner Nomination form](#)
- You need to complete an [Exam Entry form](#) in Portico
- You need to complete an [Impact Statement](#)

Covid thesis impact form: As a result of students having to conduct their research under extraordinary circumstances due to the Covid-19 pandemic, the Research Degrees Committee (RDC) has approved an [optional form](#) for students to submit with their thesis describing the impact Covid has had on their research. It is intended to set the context of examination and is not a plea for leniency. Examiners will continue to apply the standard criteria as set out in UCL's [Academic Manual](#) and the joint examiners' form. Please see the publication from the QAA on [Advice on Doctoral Standards for Research Students and Supervisors](#) for further information on expected doctoral standards in light of the current circumstances.

¹ Students with a rotation period may have a few months more than 3 years to complete their PhD. Students with a rotation period may not be entitled to a CRS year. If you are on a programme with a rotation period see Appendix I.

7. Skills Development

You are required to complete two weeks of skills training in each year of your programme.

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 in the [Doctoral Skills Development Programme](#).

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.

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](#).

Teaching Opportunities

The opportunity is available for PGR 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 PGR 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 PGR 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 [PGTAs - 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 PGR 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.

8. 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.

9. 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 the [PGR Admin Team](#). You are expected to attend those seminars that are relevant to your research.

Scientific Society Meetings

You are encouraged to take advantage of subject-specific national or international society meetings every year to show-case your work and to meet and discuss your work with your 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.

Departmental 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. 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 PGR students giving either a presentation or a poster – depending on their year of study. Prizes are awarded for the best posters. NB Due to the pandemic, this event has been replaced by a weekly series of online presentations for the past two years.

SMB Annual Graduate Symposium: A two day event held every year with PGR 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 PGR 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, April and July.

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

10. Student Facilities

Student Hubs

The Biosciences PGR 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. 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 Senate House Hub, located on the third floor, South Block, Senate House, is a dedicated space for PGR 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 (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The [Ridgmount Practice](#) also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice.

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.

11. 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. These pages contain the latest and most up-to-date information on wearing masks during COVID, getting tested etc.

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 familiarise yourself with this information and it is mandatory that you attend a UCL Safety Induction.

12. Wellness and Support Services

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

Websites for UCL Support Services

[Student Enquiries Centre](#): based on the first floor of the 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 PGR student representatives and for the students to propose changes to be considered by the staff. PGR 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	TBA
CDB	Cato Hastings and Matyas Bubna-Litic
GEE	Nancy Bird
GEE Institute of Healthy Ageing	Mengjia Li
NPP	Ashton Curtis and Reka Penzinger
SMB	Veronica Boron
Crick	Wendie Hoefs
LMCB	Harry Horsnell
Faculty	Naheem Yaquub

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 the Division

Mentors and mentees are encouraged to contact each other and meet up throughout the year.

Student Welfare, 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 and Stavroula Lialiou

The Wellbeing Champion for the Division is: Charlette Bent-Gayle

The Life Sciences Faculty Welfare Advisers are: Sukh Thiara and Henny Green FLS.Studentwellbeing@ucl.ac.uk

13. Appendix 1

Additional Notes for PGR students who have had a year of rotations

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). In exceptional circumstances they may be entitled to a CRS year.

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. In exceptional circumstances they may be entitled to a CRS year.

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. They may be entitled to a CRS year.

BBSRC DTP - London Interdisciplinary Doctoral Programme (LIDo): 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. BBSRC DTP students are not entitled to a CRS year. 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.

MRC DTP - 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. MRC DTP students are not entitled to a CRS year.