MPhil / PhD
Student Handbook 2016-2017
(for Staff and Students)
Cover images

Top left: Glutamatergic (pink) and GABAergic (green) neurons and axonal tracts (cyan) in a 4 day old zebrafish brain: courtesy of PhD student Kate Turner, Professor Steve Wilson's Laboratory, CDB

Top right: Ornate day gecko, Phelsuma ornata, endemic to Mauritius but found only on three small offshore Islands. Conservation status remains unclassified, but they face many threats and their range is very limited: courtesy of PhD student Helen Gath, GEE - CBER

Bottom left: Collage of synapses imaged by super-resolution microscopy (pre- and postsynaptic compartments are labelled in blue and red, respectively): courtesy of Wellcome Trust Neuroscience PhD student Johanna Buchler, Professors Patricia Salinas and Alasdair Gibb's Laboratories, CDB/NPP

Bottom right: Two different methods for calculating the distance between crosslinked residues: Solvent Accessible Surface Distance (in green) or Euclidean distance (in red): courtesy of BBSRC LiDo – Birkbeck PhD student Josh Bullock, Dr Maya Topf's Laboratory, SMB
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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 the Doctoral School Handbook and the Code of Practice for Graduate Research Degrees (both provided in your Faculty induction pack and also available at http://www.grad.ucl.ac.uk/essinfo/), as well as the UCL Academic Manual (available at http://www.ucl.ac.uk/srs/academic-manual/overview).

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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.

Progress of all students is monitored by a Thesis Committee, consisting of your Second Supervisor together with 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 twice in their first year (at six months and the upgrade from MPhil to PhD at twelve months) then at least once in each of the subsequent years. The student will normally be expected to submit a written report to the Thesis 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 co-ordinator Professor Alethea Tabor. 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.

RESEARCH STUDENT LOG

Each student’s progress is recorded using the mandatory Research Student Log managed by the UCL Doctoral School: http://www.grad.ucl.ac.uk/

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 will need to enter the details of your Principal and Second Supervisors onto the Log – this will automatically send them an e-mail and, once they accept, the supervisory format is set up. They will then be advised electronically of any further reports that you submit to the Log and asked to approve your entries.

There follows a number of milestones, reports and objectives which 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.

It is your responsibility to ensure that your Log is kept up-to-date and that milestones are logged 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 (dates can be found on http://www.ucl.ac.uk/staff/term-dates/) and if you wish to work during those periods you will need to make special arrangements with both your Supervisor and the Divisional Estates and Laboratory 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 him/her informed of progress for longer term illness. A medical certificate is required in cases of illness lasting more than one week. Further details on leave and attendance can be found at: https://www.ucl.ac.uk/finance/secure/research/res_student/rescoun_sicknesssect.html

Keeping in Touch

Information from the Graduate Research Administrator, Graduate Tutors, etc, is sent to UCL e-mail addresses only. Please make sure you check this regularly. NOTE: it is possible to put an auto-forward onto your UCL e-mail if you don’t wish to use this as your default e-mail address. For further information see: https://www.ucl.ac.uk/isd/

PORTICO – THE UCL STUDENT INFORMATION SERVICE

Access to Portico is from: http://www.ucl.ac.uk/portico using your UCL userid and password. If you have forgotten your password or need any further information about access please contact the IS Helpdesk at: https://www.ucl.ac.uk/isd/

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, the 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.
PROGRESS OF PROGRAMME

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

The milestones for students on the London Interdisciplinary Doctoral Programme and in the Department of Structural and Molecular Biology differ slightly from those below and you will receive an additional document in this respect at the start of term.

Major Milestones and Guidance Notes

Major milestones for the PhD, monitored by the Principal Supervisor and/or the Thesis Committee, are as below (where Departments have different milestones, these will be advised):

- 6 weeks – prepare a written project description and identify objectives for the first 3 months, upload to Log
- 6 month report
- 9-10 months – mini-symposium at which each student presents 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 16 months)
- part-time students - approx 24 months (not less than 15 months and not later than 32 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 recognizes 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. Students who are employed as research assistants, effectively working on their PhD full-time, will be expected to submit at or soon after this 3 year period has passed.

It is important to note that you need to submit your exam entry form and work with your Supervisor to complete the appointment of examiners form three-four months BEFORE you submit your thesis. These forms require your Graduate Tutor’s signature. **Please ensure that you pass these forms to your Graduate Research Administrator who will check them before forwarding to the Registry.**

The Registry website provides all the information that you need for preparation and submission of your dissertation:  
http://www.ucl.ac.uk/current-students/research_degrees

**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: 
http://courses.grad.ucl.ac.uk/.

**STUDENT CONFERENCE FUND AND EXTERNAL TRAINING COURSE FUND**

SLMS Academic Careers Office administers these funds to support students to attend conferences and courses. Please see the following website for details of deadlines and how to apply: 
http://www.ucl.ac.uk/slms/aco/graduate_funding

**DEMONSTRATING/TEACHING**

The opportunity is available for PhD students to be employed as a Postgraduate Teaching Assistant (PGTA) to assist in the running of undergraduate student tutorials and practical demonstrations. This not only counts towards your skills development, but is a valuable addition to your CV. These posts are suitable for students with degrees in biosciences-related subjects and a good knowledge of the subject matter of each particular module. Previous experience with teaching (particularly running undergraduate seminars/tutorials) is an advantage. Tutors are required to prepare and supervise hour long tutorials, as well as mark the work from them. Demonstrators are required to attend practical sessions to supervise laboratory classes and may be required to mark practical write-ups at the end of the practical. GEE requires that all their PhD students participate in a minimum of 5 hours of teaching (e.g. practical, tutorial classes) per academic year - this is irrespective of any help that they may be giving to research project students under the care of their supervisors.

PhD students are invited to apply to become a PGTA and to submit a CV. Details of modules requiring demonstrators/tutors are sent to prospective PGTAs and those interested are considered by the relevant module organisers. Recruitment is reconfirmed annually, with supervisor approval to continue as a PGTA. There is the opportunity of participating in other subject areas each year. Please note that final year students may be restricted from demonstrating as they should be focusing on finishing and submitting their thesis.

Any relevant training will be provided by the Departments. In addition, UCL now facilitates a suite of developmental opportunities for all who teach at UCL, known as UCL Arena. Provision for PGTAs is delivered through UCL Arena One and includes a mandatory introductory three hour Gateway workshop for all students who are assigned teaching for the first time, designed by the UCL Centre for Advanced Learning & Teaching (CALT) in collaboration with Faculties. Please follow the Arena One link for further information and to register for training. New PGTAs will not be able to take on any teaching/assessment activities without having completed this training.

Prospective PGTAs will receive an ‘As and When’ contract from the Biosciences Staffing Team and are appointed at point 17 of grade 5 of UCL salary scales. Payment is for contact hours plus hours for preparation/training as directed by the module organiser/Head of Teaching. Payment is made twice a year and PGTAs are also entitled to pro-rata payment in lieu of holiday. Please note that we are not able to pay Marie Curie Trainees and salaried staff who may be asked to undertake some teaching activities as part of their normal duties.

Before applying, it is the responsibility of the PhD student to obtain the approval of their supervisors to undertake demonstrating/tutorial work. Final teaching loads must also be checked with supervisors. 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.

PGTAs should honour their commitments once organised and give as much notice as possible if they find that they are unable to carry out any duties.
Those interested in PGTA work should submit a CV to the relevant staff listed below:
Mila Bruger | mila.bruger@ucl.ac.uk – for Biology modules
Amanda Cain | amanda.cain@ucl.ac.uk – for Biochemistry modules
Christine Williams | c.williams@ucl.ac.uk – for Medical, Anatomy, Cell, Physiology and Pharmacology modules

EVENTS

Seminars
The Division of Biosciences runs a regular series of seminars during term time: http://www.ucl.ac.uk/biosciences/seminars
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

Cell and Developmental Biology Retreat: Held every two-three years with presentations and a poster session. Where possible presentations are from PhD students and postdocs and all attendees are invited to enter the poster competition. The cost of this weekend for students is supported by the Department.

MRC and Wellcome Trust PhD in Structural, Computational and Chemical Biology Retreat: Held every two years with presentations and a poster session by mainly PhD students. Prizes are awarded for the best posters/presentations. The cost of this weekend for students is supported 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.

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 LIcDo programme. The students also have a two day end of rotation presentation event in February and June.

Divisional Events: The Staff-Student Consultative Committee organizes parties, an annual symposium and other events.
Faculty of Life Sciences Research Day

The aim of this annual event is to highlight some of the most exciting research within our Faculty. By bringing together researchers from the various units through a day of presentations, posters, discussion sessions and social events we hope to strengthen existing and encourage new interactions.

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. The timetables for these can be found via:

http://www.ucl.ac.uk/lifesciences-faculty-php/courses/search.php/courses/search.php

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 opposite 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.

UCL Union

http://www.uclu.org/

Ridgmount Practice (UCL Health Centre)

www.gowerplacepractice.nhs.uk

Computer Workrooms

Please see the ISD website for locations:

http://www.ucl.ac.uk/isd/services/learning-teaching/spaces/locations

Libraries

http://www.ucl.ac.uk/library

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.

The eUCLid system, which enables you to make catalogue enquiries, tells you where books are shelved and whether they are out on loan, can be accessed in the libraries themselves or from any internet-linked computer on:

http://ucl-primo.hosted.exlibrisgroup.com/primo_library/libweb/action/search.do?dscnt=1&dstmp=1373984386961&vid=UCL_VU1&fromLogin=true&fromLogin=true

SAFETY

It is in your and your colleagues’ interest to strictly adhere to the safety guidelines provided in the Division of Biosciences Safety Manual available at:
It is your responsibility to familiarize yourself with this document and it is mandatory that you attend a UCL Safety Induction.

This website also has a list of Health and Safety contacts.

**SUPPORT SERVICES**

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

**UCL Support Services and Websites**

Student Support and Wellbeing: [http://www.ucl.ac.uk/current-students/support](http://www.ucl.ac.uk/current-students/support)

Student Mediator: [http://www.ucl.ac.uk/student-mediated/index](http://www.ucl.ac.uk/student-mediated/index)

Student Disability Services (supports students with physical and sensory impairments, specific learning difficulties, autistic spectrum disorders, mental health difficulties and long-term health conditions): [http://www.ucl.ac.uk/disability](http://www.ucl.ac.uk/disability)

International Student Support (for international students throughout their studies at UCL): [http://www.ucl.ac.uk/iss](http://www.ucl.ac.uk/iss)

Student Psychological Services (dedicated to helping students with personal, emotional and psychological problems): [http://www.ucl.ac.uk/student-psychological-services/index_home](http://www.ucl.ac.uk/student-psychological-services/index_home)

Student Financial Support and Welfare: [http://www.ucl.ac.uk/current-students/money](http://www.ucl.ac.uk/current-students/money)

Chaplaincy: [https://www.ucl.ac.uk/srs/chaplain/chaplain](https://www.ucl.ac.uk/srs/chaplain/chaplain)

UCLU Rights and Advice Centre (information and advice on employment, housing, immigration, academic and legal matters): [http://uclu.org/services/advice-welfare](http://uclu.org/services/advice-welfare)

**Staff-Student Consultative Committee (SSCC)**

The SSCC meets once a 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.

**Mentoring Scheme**

The SSCC Student Reps proposed this scheme which pairs each new student with a final year student with the following aims:

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

There is a Division-led initial meeting at the start of the term and from then onwards mentors and mentees are encouraged to meet up and contact each other throughout the year.

**Student Grievances and Difficulties**

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 will respect your confidence in the matter. Graduate Tutors can also advise on any difficulties (personal, financial, medical or academic) affecting your studies.

Each Department at UCL has an Equal Opportunities Liaison Officer (DEOLO) who should be contacted if you feel that you (or someone else) have experienced, or might experience any form of discrimination on the basis of gender, religion, ethnic origin, sexual orientation or other.
DEOLOs:
CDB  Professor Susan Evans
GEE  Miss Fiona Williamson
NPP  Mrs Tina Bashford
SMB  Professor Snezana Djordjevic

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:
https://www.ucl.ac.uk/careers/specialistsupport/researchers

ETHICS
It is the student’s responsibility to make sure that they have ethical permission in place before performing research where this is required. For more information please see:
http://ethics.grad.ucl.ac.uk/

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 form at the end of this Handbook and pass it to your Departmental Graduate Research Administrator.

PLAGIARISM
Plagiarism is defined as the presentation of another person’s thoughts or words or artefacts or software as though they were a student’s own. Any quotation from the published or unpublished works of other persons must, therefore, be clearly identified as such by being placed inside quotation marks, and students should identify their sources as accurately and fully as possible. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if a student summarizes another person's ideas, judgements, figures, software or diagrams, a reference to that person in the text must be made and the work referred to must be included in the bibliography.

Recourse to the services of ‘ghost-writing’ agencies (for example in the preparation of essays or reports) or of outside word-processing agencies which offer correction/improvement of English is strictly forbidden, and students who make use of the services of such agencies render themselves liable for an academic penalty.

Use of unacknowledged information downloaded from the internet also constitutes plagiarism.
It is also illicit to reproduce material which a student has used in other work/assessment for the course or programmes concerned. Students should be aware of this ‘self-plagiarism’.

Failure to observe any of the provisions of this policy or of approved departmental guidelines constitutes an examination offence under UCL and University Regulations. Examination offences will normally be treated as cheating or irregularities under the Regulations in respect of Examination Irregularities. Under these Regulations students found to have committed an offence may be excluded from all further examinations of the University.

The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

More information on plagiarism can be found at: http://www.ucl.ac.uk/current-students/guidelines/plagiarism
DATA OWNERSHIP

LABORATORY NOTEBOOKS AND RECORDING OF RESEARCH DATA

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Name (please print)  Signature

PhD Student  ........................................  ........................................

Supervisor  ........................................  ........................................

Please pass this signed form to your Departmental Graduate Research Administrator