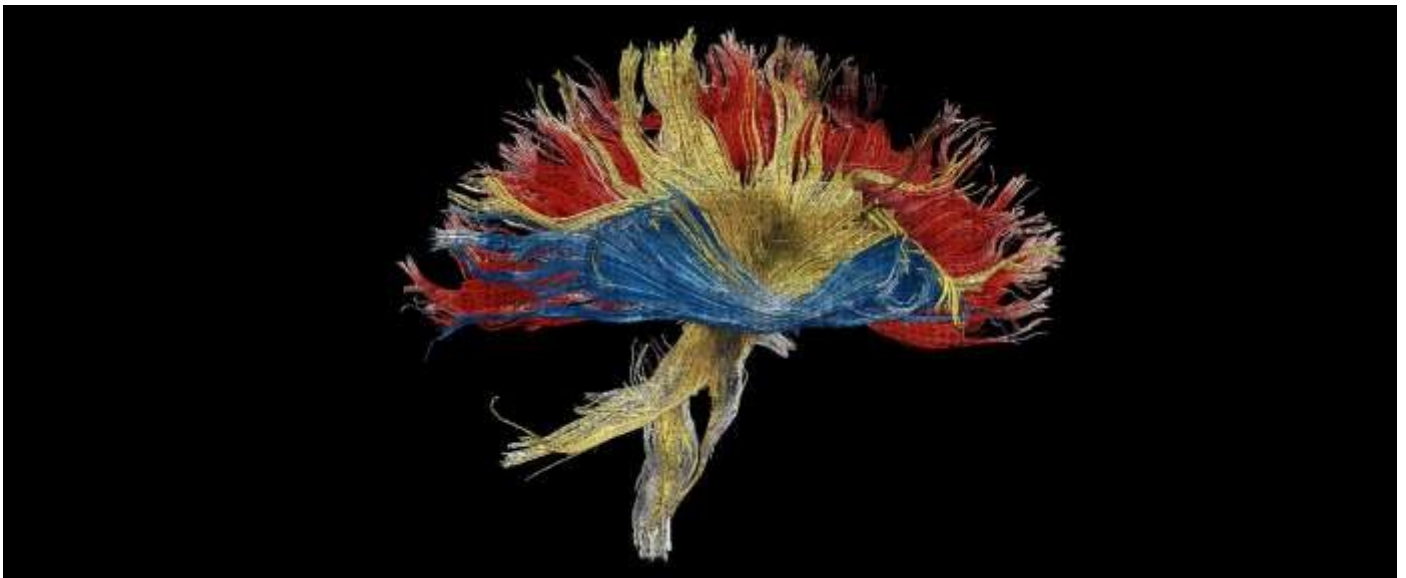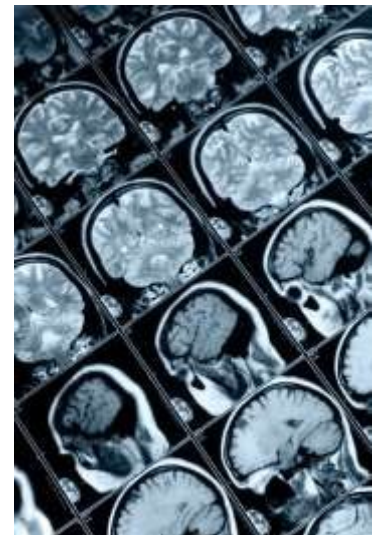# UCL Queen Square Institute of Neurology

Student Handbook 2019/20

MSc/MRes Advanced Neuroimaging

MSc Brain & Mind Sciences

MSc Clinical Neuroscience

MSc & PG Diploma Clinical Neurology

MSc/PG Dip/PG Cert Clinical Neurology via Distance Learning

MRes Translational Neurology

MSc Dementia: Causes, Treatments and Research (Neuroscience)

MSc/PG Dip/PG Cert/MRes Neuromuscular Disease

MSc/PG Dip/PG Cert/MRes Stroke Medicine

Contents:

Please note this Handbook is updated regularly and should always be accessed from the IoN webpages for the latest updates

Last updated 30-Jan-20

1   Introduction to the department and faculty

1.1   Provost's Welcome

Dear Students,

To those of you who are returning, welcome back. To those of you who are new, congratulations for choosing UCL as your university. Whatever your degree programme, your UCL education offers fantastic opportunities to stretch your intellect, expand your experience and develop your skills. And you are in London, which is recognised by QS as one of the best cities in the world for students.

We want you to learn how to think, not what to think: through our Connected Curriculum you have the opportunity to take part in research and enquiry and to create new knowledge. Your programmes are informed by the work of UCL's world-leading researchers and are designed to develop your skills of analysis and problem-solving, preparing you for your career, wherever it takes you. At UCL, we believe the best way to solve a problem is to bring together thinking from different academic disciplines. This is reflected in the UCL Grand Challenges, our joined-up approach to the world's most pressing problems. Most of our degrees allow you to take elective modules from other disciplines within UCL and we encourage language study, to bring new perspectives to your studies.

I warmly encourage you to shape your journey at UCL. Take our university-wide surveys and make your voice heard. Become a ChangeMaker or an Academic Representative and work in partnership with academics to make your programme of study even better.

You'll also have opportunities to learn outside your degree programme. Participate in our Global Citizenship Programme, exploring ways of addressing some of the world's most pressing challenges. Get involved with amazing volunteering opportunities (coordinated by the Volunteering Services Unit) and make a difference locally. Investigate opportunities for entrepreneurship through UCL Innovation and Enterprise.

UCL is first and foremost a community of great minds. You are a valuable member of that community. I hope you will take every opportunity to shape your time here, so that your experience is the best possible.

Professor Michael Arthur
UCL President and Provost

1.2   Introduction to the department and its history

The Queen Square Institute of Neurology was established in 1950, merged with UCL in 1997, and is a key component of the Faculty of Brain Sciences at UCL. The Institute has eight academic Departments, which encompass clinical and basic research within each theme. The Institute of Neurology has a world class reputation for neuroscience. The mission is to translate neuroscience discovery research into treatments for patients with neurological diseases.

The Institute is closely associated in its work with the National Hospital for Neurology & Neurosurgery. In combination they form a national and international centre at Queen Square for teaching, training and research in neurology and allied clinical and basic neurosciences.

1.3 Relationship between department and faculty

The Faculty of Brain Sciences brings together expertise at the forefront of neurology, cognitive neuroscience, ophthalmology, audiology, psychology, psychiatry and language sciences. It is one of four faculties within UCL's School of Life and Medical Sciences.

1.4 Key staff members within the department and faculty

Education Team

Prof Alex Leff, Head of Postgraduate Taught Programmes a.leff@ucl.ac.uk

Prof Dimitri Kullmann, Head of Postgraduate Research d.kullmann@ucl.ac.uk

Dr Steve Kennerley, Departmental Graduate Tutor s.kennerley@ucl.ac.uk

Mr David Blundred, Education Manager d.blundred@ucl.ac.uk

Miss Louisa Robinson, Senior Teaching Administrator (MSc Stroke/Medical and Undergraduate Medical Elective programme) louisa.robinson@ucl.ac.uk (on secondment until January 2020)

Miss Tracy Skinner, Research Administrator t.skinner@ucl.ac.uk

Mr Daniel Cotfas, Teaching & Learning Administrator MRes Translational Neurology and MSc/MRes Advanced Neuroimaging d.cotfas@ucl.ac.uk

Ms Anna Foakes, Senior Teaching & Learning Administrator MSc/ PG Dip/ PG Cert Clinical Neurology via Distance Learning a.foakes@ucl.ac.uk

Dr Caroline Selai, Co-Director MSc Clinical Neuroscience, MSc/PgDip Clinical Neurology and MSc Brain and Mind Sciences c.selai@ucl.ac.uk

Dr Adam Liston, Co-Director MSc/MRes in Advanced Neuroimaging a.liston@ucl.ac.uk

Dr Amit Batla, Co-Course Director MSc/ PG Dip/ PG Cert Clinical Neurology via Distance Learning a.batla@ucl.ac.uk

Dr Tim Young t.young@ucl.ac.uk Co-Course Director MSc/ PG Dip/ PG Cert Clinical Neurology via Distance Learning

Dr Salman Haider s.haider@ucl.ac.uk Course Tutor MSc/ PG Dip/ PG Cert Clinical Neurology via Distance Learning

Dr Sumanjit Gill, Co-Director Stroke Medicine s.gill@ucl.ac.uk

Dr Bernadett Kalmar, Co-Director MSc Neuromuscular Disease b.kalmar@ucl.ac.uk

Dr Saiful Islam, IoN Statistician afm.islam@ucl.ac.uk

Dr Jen Agustus, Co-Director MSc Dementia (Neuroscience) jennifer.agustus@ucl.ac.uk

Institute of Neurology

Dr Helene Crutzen, Manager

Professor Michael Hanna, Director

Faculty of Brain Sciences

Dr Julie Evans, Faculty Tutor julie.evans@ucl.ac.uk

Ms Shibhan Atack, Faculty Education Officer shibhan.atack@ucl.ac.uk

2   Departmental staff related to the programme

2.1   Roles of module and programme leaders

See appendices for the full list of course committee members and module conveners.

Programme Directors are responsible for academic leadership, management and assessment for their programme. Both Programme Directors and Module Conveners are responsible for delivering the programme using appropriate teaching, learning and assessment methods, effecting any necessary modifications, and communicating information to students. They ensure the effective planning, management and review of the programme/module, adhering to specified monitoring and evaluation procedures. Programme directors and module conveners should respond to feedback from students, external examiners, and Professional, Statutory and Regulatory Bodies (PSRBs). Programme Directors are required to ensure all students have access to a personal tutor.

3   Our expectations of students

Thank you for choosing to study at the UCL Queen Square Institute of Neurology (IoN). We welcome you to our university and we hope that you enjoy your period of study here.

Upon enrolment you will be asked to sign a declaration stating that you agree to undertake to observe the rules and regulations of UCL Queen Square Institute of Neurology and the National Hospital for Neurology and Neurosurgery (NHNN) as set out in the Student handbook.

Education Team IoN: Office hours 10am—4pm

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background and the first to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute. Students should ensure they read and familiarise themselves with UCL's Student Code of Conduct and other related policies and should be aware that any inappropriate behaviour may lead to actions under UCL's Student Disciplinary Procedures.

Behaviour

Throughout your year of study at the UCL Queen Square Institute of Neurology you will be expected to treat all members of staff and your fellow students with courtesy and respect, and to comply with UCL equal opportunities policy.

No recording of lectures on mobile phones or other devices is permitted.

Failure to obtain the necessary consents is in contravention of the Data Protection Act 2018 (UK's implementation of the General Data Protection Regulation (GDPR)).

The Course Directors regard proper attendance and behaviour at lectures, tutorials and other classes (including any relevant laboratory/practical work) to be obligatory. You must arrive at any class on time. Late arrivals are very disruptive and often delay the teaching session for everyone. Lecturers reserve the right to refuse admission to those who arrive late.

Dress code: Appropriate clothing must be worn at all times when coming into contact with patients at NHNN (no jeans, t-shirts, short skirts or trainers).

Examples of acceptable and non-acceptable work clothing are as follows:

Acceptable clothing:

• Skirts or dresses, not normally shorter than 3 inches above the knee

• Shorts or culottes, not normally shorter than 3 inches above the knee
• Tailored trousers
• Long or short-sleeved shirts or blouses
• Jumpers or cardigans
• Jackets
• Business suits

Non-acceptable clothing:
• Denim jeans, shorts, skirts (all colours and styles)
• Denim shirts or jackets
• Track suits
• Casual sports T-shirts
• Leisure shorts
• Combat trousers
• Baseball caps/hats
• Clothing bearing inappropriate slogans
• Overly tight or revealing clothes, including miniskirts, tops revealing the midriff and leggings
• Skirts that are sufficiently long that they touch the ground when walking are not acceptable on the grounds of health and safety.
Please also note that ties are to be removed in Outpatients and Ward Rounds.
We follow the general UCL MBBS policies https://www.ucl.ac.uk/medical-school/current-mbbs-students/general-information/policies-and-regulations#dress

Further information:

- UCL Code of Conduct for Students (https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)
- UCL Disciplinary Code and Procedure in Respect of Students (https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)
- UCL Policy on Harassment and Bullying (https://www.ucl.ac.uk/students/policies/conduct/harassment-and-bullying-policy)
- UCL Code of Practice on Freedom of Speech https://www.ucl.ac.uk/srs/sites/srs/files/ucl_code_of_practice_on_freedom_of_speech_v1.0.pdf
- Religion and Belief Equality Policy for Students (https://www.ucl.ac.uk/students/policies/equality/religion)

3.1   Hours of study

This time is made up of formal learning and teaching events such as lectures, seminars and tutorials, as well as independent study.

You must attend all lectures and seminars that form part of your programme. Where possible, lectures will be scheduled in an order that makes sense for each module, but there may be instances where lectures appear out of sequence due to unforeseen circumstances. View your timetable at https://timetable.ucl.ac.uk

MSc/Diploma Clinical Neurology students are required to attend weekly clinical meetings (Gowers Grand Round, Critchley Round, Clinico-Pathological Conference) as part of their course. For students on other programmes these clinical meetings are optional.

3.2   Personal study time

It is recommended that for every 1 hour of teaching you receive you should undertake up to 3 hours of self-study.

3.3   Attendance Requirements

UCL expects students to aim for 100% attendance, and has a minimum attendance requirement of 70% of scheduled learning, teaching and assessment activities. If a student does not meet this requirement they may be barred from summative assessment. You are required to sign a register (located in the student cluster room at 7 Queen Square) for each day you are at IoN. When you start your research project you are expected to be at the university for 35 hours each week.

Further information:
- Hyperlink: Academic Manual Chapter 3, Section 3: Attendance and Absence
- URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence

- Hyperlink: Academic Manual Chapter 6, Section 4: Learning Agreements, Barring, Suspensions and Termination of Study
- URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework

Tier 4 students: Absence from teaching and learning activities
In line with UCL's obligations under UK immigration laws, students who hold a Tier 4 visa must obtain authorisation for any absence from teaching or assessment activities. UCL is required to report to UK Visas and Immigration (UKVI) and engagement monitoring is undertaken by departments at regular points during a student's registration. This is not only to meet the UKVI requirements, but also to identify any problems as early as possible to ensure action is taken to advise or assist the student.

Further information:
- Hyperlink: Academic Manual Chapter 3, Section 3: Attendance and Absence
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence

- Hyperlink: UCL Immigration and Visas
- Print URL: https://www.ucl.ac.uk/students/immigration-and-visas

4   Key dates

UCL Term Dates: 2019/20

First Term	Monday 23 September 2019 – Friday 13 December 2019
Second Term	Monday 13 January 2020 – Friday 27 March 2020
Third Term	Monday 27 April 2020 – Friday 12 June 2020

For those departments that operate them, Reading Weeks are the weeks beginning Monday 04 November 2019 and Monday 17 February 2020.

Christmas College Closure	Close 5.30pm Friday 20 December 2019
	Open 9.00am Thursday 02 January 2020
Easter College Closure	Close 5.30pm Wednesday 8 April 2020
	Open 9.00am Wednesday 15 April 2020

Bank Holidays	Closed - Friday 08 May 2020
	Closed - Monday 25 May 2020
	Closed - Monday 31 August 2020

Further information:

Hyperlink: [Term Dates 2019-20](#)

Print URL: https://www.ucl.ac.uk/students/life-ucl/term-dates-and-closures/term-dates-and-closures-2019-20

As a PGT student you are expected to be in attendance for the whole year.

4.1.1 UCL Examination Periods 2019-20

Examination Period: See schedule for each module (section 5)
Late Summer Assessment Period: August/September 2019. Dates to be announced after the interim exam boards in June 2020.

4.2 How UCL and the department will communicate with students

UCL will communicate with students via:

- **UCL student email** – Students should check their UCL email regularly.
  Hyperlink: [UCL student email](#)
  Print URL: http://www.ucl.ac.uk/isd/services/email-calendar

- **UCL Moodle** – UCL's online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.
  Hyperlink: [UCL Moodle](#)
  Print URL: https://moodle.ucl.ac.uk/

- **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
  Hyperlink: [myUCL](#)
  Print URL: http://www.ucl.ac.uk/news/student/what-is-myucl

- **UCL Instagram** – UCL's official Instagram channel, featuring news, events, competitions and images from across the UCL community.
  Hyperlink: [UCL Instagram](#)
  Print URL: https://www.instagram.com/ucl/

- **@ucl Twitter channel** – Sharing highlights of life at UCL from across UCL's diverse community.
  URL: https://twitter.com/ucl

5   Module Information

*For any modules run outside IoN i.e. not starting with CLNE**** or ANIM**** please consult the relevant home department via the UCL Module Catalogue*

Module Code	Module Title	Credit Value	Assessment	Exam/Due Date	Module Conveners
CLNE0001	Theoretical Neurology	30	2 hour unseen exam, MCQ format	6th March 2020 at 10am	Dr Tabish Saifee
CLNE0002	Practical Neurology	30	Multimedia Exam (34%) Short Case Exam (66%)	27th March 2020 at 10am 14th March 2020 at 10am	Dr Tabish Saifee
CLNE0003	Higher Functions of the Brain	15	1500 word essay	21st April 2020. Submission by 10am via Moodle	Prof Sven Bestmann
CLNE0004	Motor Systems and Disease	15	2 hour unseen exam, long essay format	17th March 2020 at 10am	Dr Jalesh Panicker and Dr Valeria Iodice
CLNE0005	Paroxysmal disorders, Tumours and Special Senses of the Central Nervous System	15	1500 word essay	25th February 2020. Submission by 10am via Moodle	Prof Matthias Koepp and Dr Joan Liu
CLNE0006	Library Project: Clinical Neuroscience	30	5000 word literature review	6th January 2020. Submission by 10am via Moodle	Dr Caroline Selai
CLNE0007	Research Methods and Introduction to Statistics	15	1 hour unseen written exam (statistics) (50%) 1500 word critical appraisal seen essay (50%)	Exam: 20th February 2020 at 10am CA: 13th January 2020. Submission by 10am via Moodle	Dr Caroline Selai and Dr Saiful Islam
CLNE0008	Library Project: MSc Brain and Mind Sciences	30	5000 word literature review	6th January 2020. Submission by 10am via Moodle	Dr Caroline Selai
CLNE0009	Basic Neuroscience and	30	3 hour unseen	16th December 2019 at	Prof Adrian

	Investigation of Nervous System		exam, short answer format	9.30am	Isaacs, Dr Jennifer Pocock and Dr Rohan De Silva
CLNE0010	Neuromuscular Literature Review	15	2500 word literature review	1st May 2020. Submission by 10am via Moodle	Dr Bernadett Kalmar
CLNE0011	Neurology and Neurosurgery – Advanced				Dr Amit Batla
CLNE0012	Neurology and Neurosurgery – Basic				Dr Amit Batla
CLNE0013	Neurodegenerative, Infectious and Inflammatory Diseases of the Nervous System – Basic		*The assessment and module information is in a separate handbook available on Moodle under DCN00 - "Distance Learning Programme Clinical Neurology Booklet" (pdf)*		Dr Amit Batla
CLNE0014	Common Problems in Neurological Practice – Basic				Dr Amit Batla
CLNE0015	Common Problems in Neurological Practice – Advanced				Dr Amit Batla
CLNE0016	Neurodegenerative, Infectious and Inflammatory Diseases of the Nervous System – Advanced				Dr Amit Batla
CLNE0017	Stroke, Epilepsy and Rehabilitation – Basic				Dr Amit Batla
CLNE0018	Stroke, Epilepsy and Rehabilitation – Advanced				Dr Amit Batla
CLNE0019	Experimental Neurology	30	2,000 word essay (50%) 2 hour exam, short answer format (50%)	10th January 2020. Submission by 10am via Moodle. Exam: 10th January 2020 at 12pm	Dr Vincenzo Libri
CLNE0020	Motoneurons, Neuromuscular Junctions and Associated Disease	15	2 hour unseen exam, MCQ format (70%) Journal Club presentations (20%)	28th February 2020 at 10am Presentations throughout the Spring term	Prof Linda Greensmith and Dr Pietro Fratta

			Journal Club contributions (10%)		
CLNE0021	Advanced Genetic Technologies and their Clinical Applications	15	2 hour unseen exam (70%) 1500 word grant writing assignment (30%)	Exam: 2nd April 2020 at 10am 19th March 2020. Submission by 10am via Moodle	Dr Haiyan Zhou and Dr Robert Pitceathly
CLNE0022	Skeletal Muscle and Associated Diseases	15	2 hour unseen exam, short answer format (70%) 1000 word leaflet assignment (30%)	Exam: 23rd January 2020 at 10am 6th January 2020. Submission by 10am via Moodle	Dr Silvia Torelli and Dr Pedro Machado
CLNE0023	Peripheral Nerves and Associated Diseases	15	2 hour unseen exam, long essay format (70%) 400 word lay summary assignment (30%)	Exam: 28th November 2019 at 2.30pm 21st November 2019. Submission by 10am via Moodle	Dr Matilde Laura and Dr Bernadett Kalmar
CLNE0024	Neuroimaging and Pathophysiology	15	1 hour unseen exam, short answer format (100%)	18th December 2019 at 10am	Dr Sumanjit Gill and Prof David Werring
CLNE0025	Clinical Manifestations of Stroke	15	2000 word essay (100%)	3rd December 2019 Submission by 10am via Moodle	Dr Rupert Oliver and Dr Richard Perry
CLNE0026	Treatment (HASU and Service Delivery)	15	2000 word essay (100%)	3rd March 2020 Submission by 10am via Moodle	Dr Robert Simister and Dr Gill Cluckie
CLNE0027	Epidemiology of Stroke	15	1 hour MCQ (100%)	20th March 2020 at 10am	Dr Sumanjit Gill and Prof David Werring
CLNE0028	Neurorehabilitation	15	1 hour MCQ (100%)	29th April 2020 at 10am	Prof Nick Ward
CLNE0029	Clinical Neuroscience of Dementia	15	90 minute MCQ (100%)	15th January 2020 at 12.30pm	Prof Huw Morris and Dr Richard

					Sylvester
CLNE0030	Practical Neuroscience of Dementia	15	1 hour exam, combining MCQs and Short Answer Questions (100%)	12th March 2020 at 10am	Dr Rimona Weil and Dr Jonathan Rohrer
CLNE0031	Research Project: MRes Neuromuscular Disease	120	Abstract 15,000 word thesis (70%) Oral Exam (30%)	10th January 2020 11th August 2020. Submission by 10am via Moodle Oral: Date TBC	Dr Bernadett Kalmar
CLNE0032	Research Project: MSc Neuromuscular Disease	60	Abstract 10,000 word thesis (70%) Oral Exam (30%)	10th January 2020 11th August 2020. Submission by 10am via Moodle Oral: Date TBC	Dr Bernadett Kalmar
CLNE0033	Research Project: MRes Stroke Medicine	120	Abstract 15,000 word thesis (70%) Oral Exam and Poster Presentation (30%)	10th January 2020 11th August 2020. Submission by 10am via Moodle Viva: Date TBC	Prof David Werring
CLNE0034	Research Project: MRes Translational Neurology	120	Abstract 15,000 word thesis (70%) Presentation (10 minutes) and viva (20 minutes) (30%)	10th January 2020 11th August 2020. Submission by 10am via Moodle Viva: Date TBC	Dr Vincenzo Libri
CLNE0035	Research Project: MSc Brain and Mind Sciences	60	Abstract Project Presentation (5%)	10th January 2020 May 2020	Dr Caroline Selai

			10,000 word thesis (80%)	31st July 2020 Submission by 10am via Moodle	
			Oral Exam (15%)	Date TBC	
CLNE0036	Research Project: MSc Clinical Neuroscience	60	Abstract

10,000 word thesis (100%) | 10th January 2020

11th August 2020. Submission by 10am via Moodle | Dr Bernadett Kalmar |
| CLNE0037 | Research Project: MSc Dementia (Neuroscience) | 60 | Abstract

10,000 word thesis (85%)

Oral Exam (15%) | 10th January 2020

11th August 2020. Submission by 10am via Moodle
Date TBC | Prof Jason Warren |
| CLNE0038 | Research Project: MSc Clinical Neurology | 60 | Abstract

10,000 word thesis (100%) | 10th January 2020

11th August 2020. Submission by 10am via Moodle | Prof Alexander Leff |
| CLNE0039 | Research Project: MSc Stroke Medicine | 60 | Abstract

10,000 word thesis (85%)

Oral Exam and Poster Presentation (15%) | 10th January 2020

11th August 2020. Submission by 10am via Moodle

Date TBC | Dr Sumanjit Gill |
| CLNE0040 | Library Project: Stroke | 30 | 5000 word literature review | 6th January 2020. Submission by 10am via Moodle | Dr Suman Gill |

UCL INSTITUTE OF NEUROLOGY – MSc in ADVANCED NEUROIMAGING 2019-20

ASSESSMENT SCHEDULE 2019-20 for Full Time & Part Time Face-to-Face (F2F) and Distance Learning (DL) students – Mock Exams subject to change and all times are UK times.

Module	Assessment Method	Assessment Date FACE-TO-FACE (F2F)	Assessment Date DISTANCE LEARNING (DL)	Weighting	Credits
P1 - Introductory Science and Methods (ANIM0003)	2 hour unseen exam	*MOCK: 19 Nov 2019 @ 10:00 – 12:00* **FINAL: 7 Jan 2020 @ 10:00 – 12:00**	*MOCK: 22 Nov 2019 @ 10am[1]* **FINAL: 7 Jan 2020 @ 10:00 – 12:00**	85%	15
	Workshops	*e-Lab Book (Formative): 15 Nov 2019 @ 10am* **e-Lab Book (Summative): 17 Dec 2019 @ 10am**	*e-Lab Book (Formative): 15 Nov 2019 @ 10am* **e-Lab Book (Summative): 17 Dec 2019 @ 10am**	15%	
C1 - Foundational Neuroanatomy and Systems (ANIM0004)	2 hour unseen MCQ exam	*MOCK: 7 Nov 2019 @ 14:00 – 15:00* **FINAL: 9 Jan 2020 @ 10:00 – 12:00**	*MOCK: 7 Nov 2019[2]* **FINAL: 9 Jan 2020 @ 10:00 – 12:00**	100%	15
P2 - Imaging Modalities (ANIM0008)	2 hour unseen exam	*MOCK: 4 Feb 2020 @ 10:00 – 12:00* **FINAL: 25 Feb 2020 @ 12:30 – 14:30**	*MOCK: 7 Feb 2020 @ 10am* **FINAL: 25 Feb 2020 @ 12:30 – 14:30**	85%	15
	Workshops	**VLOG: 10 Feb 2020 @ 10am**	**e-Lab Book (Summative): 17 Feb 2020 @ 10am**	15%	
C2 - Pathology + Diagnostic Imaging I (ANIM0005)	2 hour unseen MCQ exam	*MOCK: 23 Jan 2020 @ 14:00 – 15:00* **FINAL: 27 Feb 2020 @ 10:00 – 12:00**	*MOCK: 23 Jan 2020[2]* **FINAL: 27 Feb 2020 @ 10:00 – 12:00**	100%	15
P3 – Advanced Imaging (ANIM0007)	2 hour unseen exam	*MOCK: 31 Mar 2020[3]* **FINAL: 5 May 2020 @ 12:30 – 14:30**	*MOCK: 31 Mar 2020[3]* **FINAL: 5 May 2020 @ 12:30 – 14:30**	85%	15
	Workshops	**e-Lab Book (Summative): 21 Apr 2020 @ 10am**	**e-Lab Book (Summative): 21 Apr 2020 @ 10am**	15%	
C3 - Pathology + Diagnostic Imaging II (ANIM0006)	2 hour unseen MCQ exam	*MOCK: 26 Mar 2020 @ 14:00 – 15:00* **FINAL: 7 May 2020 @ 10:00 – 12:00**	*MOCK: 26 Mar 2020[2]* **FINAL: 7 May 2020 @ 10:00 – 12:00**	100%	15
LP - Library Project (ANIM0001)	5000 word written report	**Thesis: 6 Jan 2020 @ 10am**	**Thesis: 3 Jul 2020 @ 10am**	90%	30
	10-minute Presentation (Research Training)	**Presentation (Journal Club - Critical Appraisal and discussion of a neuroimaging journal article): 26 Nov / 3 Dec 2019**	**Presentation (Journal Club - Critical Appraisal and discussion of a neuroimaging journal article): 6 – 10 Apr 2020 (by appointment)**	10%	
RP - Research Project (ANIM0002)	*Proposal & Timeline*	*Moodle upload: 10 Jan 2020 @ 10am*	*Moodle upload: 11 Aug 2020 @ 10am[4]*	-	60
	Oral Presentation	*Presentation (Research Project): 3 Jul 2020 (tbc)*	*Presentation (Research Project): 3 Jul 2020 (tbc)*	-	
	10000 word thesis	**11 Aug 2020 @ 10am**	**11 Aug 2020 @ 10am**	90%	
	Poster Presentation	**Poster Presentation: 23 Sep 2020**	**Poster Presentation: 23 Sep 2020**	10%	

[1] Paper available on Moodle from the time of the F2F Mock. Please complete under self-imposed exam conditions. You must submit by this time if you wish to receive feedback on your attempt.

[2] Online MCQ Exam available from time of F2F Mock. Please complete under self-imposed exam conditions.

[3] Paper available on Moodle from 31 March 2020. Please complete under self-imposed exam conditions. You must submit by this time if you wish to receive feedback on your attempt.

[4] Only for students commencing their Research Project in 2020-21

UCL INSTITUTE OF NEUROLOGY – MRes in ADVANCED NEUROIMAGING 2019-2020

ASSESSMENT SCHEDULE 2019-20 for MRes students – See MSc schedule for optional taught modules.

Module	Assessment Method	Assessment Date		Weighting	Credits
RM – Research Methods & Introduction to Statistics (CLNE0007)	1 hour exam	FINAL: 20 Feb 2020 @ 10:00 – 11:00		50%	15
	1500 word assignment	Critical Appraisal Essay: 13 Jan 2020 @ 10am		50%	
RIG – Research Integrity & Governance (ANIM0010)	Presentation I	Presentation on Human Tissue or Mental Capacity Act: 6 Nov 2019		20%	15
	Presentation II	Presentation of Research Project Study Design: 11 Dec 2019		50%	
	Portfolio (800 words)	500 word reflection on Integrity Game: 15 Jan 2020 @ 10am	[15%]	30%	
		300 word comparison of articles pre- and post-standardisation: 15 Jan 2020 @ 10am	[15%]		
		Certificates (RIGIG01; RIGIGW1; RIGHTA01): 15 Jan 2020 @ 10am	-		
RPX – MRes Research Project (ANIM0009)	Proposal & Timeline	Moodle upload: Wed 31 Oct 2019 @ 10am		-	120
	Oral Presentation	*Presentation (Research Project): Tue 3 Jul 2020 (tbc)*		-	
	15000 word thesis	11 Aug 2020 @ 10am		90%	
	Poster Presentation	23 Sep 2020		10%	

6   Information on assessment

Deadlines and dates for unseen examinations: all students must adhere to assessment deadlines as outlined in the handbook. MSc Brain and Mind students must check with module convenors concerning dates/mode of assessment for selected modules.

Word limits are imposed for assignments, i.e. up to the word limit.

Marking assessments: all assessments for programmes within the Queen Square Institute of Neurology (excluding examinations by MCQs - Multiple Choice Questions) are marked & Open second-marked by two academic members of staff in accordance with the UCL regulations https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-7-marking-moderation.

All marks must be agreed by the markers. Where there is disagreement, the markers must adopt one of the following:
    a)   For mark differences of 10% or more, the marks must be reconciled through discussion of the marking criteria.
    b)   For mark differences of less than 10%, the mark may be reconciled by discussion of the marking criteria or by mathematical averaging.

Third Markers
A third marker may be brought in where a first and second marker are unable to agree on a final mark. The third marker's role is not to over-ride the two previous markers, but to contribute to resolving the discussion with reference to the marking criteria.

All essay/multiple choice/short-answer questions follow UCL Quality Assurance practice:

- Questions are suggested by the lecturers
- Questions are reviewed by the relevant Module Conveners who set the final exam looking at its general coherence and coverage of taught topics; Course Directors have oversight over this stage too.
- Final exams are then sent to the Programme External Examiners who contribute with comments and suggest any changes and must approve the assessment as being consistent with the taught material, pitched at the right level, and fair according to the module learning objectives

Library Projects: marked simultaneously by two academics (if marks are divergent by 10% or more, the two examiners will agree a final mark).

Research Projects: marked simultaneously by two academics. If the programme also includes a viva exam, a percentage of the mark will be awarded for the viva.

Please note electronic copies of your essays, Library Projects and Research Projects will be uploaded into Turnitin, UCL's plagiarism software http://www.ucl.ac.uk/current-students/guidelines/plagiarism

Format of unseen examinations: all modules' assessments are taken on Moodle using a computer and keyboard; the following modules have assessments that are hand written using a pen and paper:
- Introductory Science and Methods
- Imaging Modalities
- Advanced Imaging

It is the student's responsibility to upload the correct file to Moodle and to check to ensure the correct file has been uploaded. In the unlikely event that a member of staff identifies an incorrect file has been uploaded after your deadline, they will endeavour to contact you to enable you to resubmit the correct file but late penalties will be applied as per regulations.

Brief overview of different assessment types

Unseen MCQ examination: Any module examined by MCQ will follow the Single Best Answer (SBA) format where there is only one correct answer. You are not negatively marked for incorrect answers.

Unseen Multimedia Examination (MSc/Diploma Clinical Neurology only): will involve answering questions related to a video of a patient with a neurological condition, interpreting brain scan images, etc.

Short Case Examination (MSc/Diploma Clinical Neurology only): will consist of examining patients with neurological conditions within a set time frame of ten minutes, demonstrating a good approach, examination, investigation and discussion of the case being examined.

Unseen Short answer examination: to remember and reproduce knowledge, e.g. "Define the term", along with demonstrating understanding of knowledge in questions such as "discuss the role of...". Bullet points or 4-5 sentences per question.

Unseen Long essay examination: this will consist of answering one or two questions in an allotted amount of time, requiring a structured answer with an introduction, a summary of arguments and a conclusion. Referencing is not required. Take care to read the question properly and address the question specifically rather than writing about the subject.

Seen essay assignment: choose an essay question from a list provided. The full name of the question must be written on the cover sheet and cannot be changed in any way. A seen essay requires a demonstration of knowledge and understanding of a subject. Write in a style that is grammatically correct, well referenced and with a clear structure. Include a section on research methods used and critically appraise the material reviewed in the essay. For guidance on writing an essay/library project/research project please visit http://www.ucl.ac.uk/ioe-writing-centre

Library Projects: completion of a 5,000 review of the literature on a subject of your choosing, following the same writing guidelines as for the seen essay. A list of project titles will be provided. When selecting a topic, it is advisable to network with researchers at UCL.

Research Projects: completion of a 10,000 (15,000 for MRes students) words dissertation on an area of research that you have chosen to study (either by picking from a list of topics or through networking with academics at UCL). Your research project must involve collection/analysis of original data (some programmes allow a systematic review) and follow the same writing guidelines as for the seen essay.

Statistics examination: A short answer examination, testing understanding of concepts covered in lectures and face to face workshops.

Critical appraisal seen essay (1,500 words) (Research Methods and Introduction to statistics CLNE0007): Critical appraisal of a set paper.

Distance Learning Exams: If you are based outside the UK, you must find a UCL approved exam centre nearest to you and make arrangements to sit your exam simultaneously to the UK-based exam and under their invigilation. In the case of written exams, we will provide the exam centre with an electronic copy of the exam paper and it will be your responsibility to pay any administration fees they charge for their service. If you are based in the UK you should come to UCL to sit the exams.

Please see your programme assessment schedule for details on what assessments you are due to take

Methods section
For a full systematic review (Research and Library Projects) of the literature we would expect a detailed methods section, including the data-bases searched, the years and keywords. Since the initial, exploratory search usually yields a very high number of publications the search strategy usually needs

to be further refined. We would expect to see the rationale and method of further refining the research question, the inclusion and exclusion criteria (for including studies in the final review) and assessment of quality. At each stage of the search, we would like to see the number of papers yielded; it is helpful if this can be represented in a flow-chart.

Presentations
Students enrolled on the MSc Brain and Mind Sciences and MSc Advanced Neuroimaging programmes are required to deliver a ten minute presentation in front of the class and some academic members of staff. Students are required to attend for the duration of the presentations, which may cover two days. Failure to comply will result in a mark of 0 being recorded for the assessment unless there are specific extenuating circumstances.

What makes a good presentation?
- keep to time
- well-structured and clear
- include background information
- methods used
- results
- summary/conclusion
- discussion concerning future work

Be sure to practice several times to refine a presentation style.

Dates for the presentations
MSc Brain and Mind Sciences Research Project presentation: TBC
MSc Advanced Neuroimaging: Library Project presentation (journal club - formative): Throughout the year

What are the marking criteria and learning outcomes?

Marking criteria are specified on marksheets (available on the assessment pages on Moodle) and Learning Objectives are included in module descriptions available on the IoN webpages.

What marking scale is in use?

Mark	Grade
70 – 100%	Distinction
60 – 69%	Merit
50 – 59%	Pass
40 – 49%	Condonable fail (see below)
0 – 39%	Fail

Re-sitting examinations and assignments
Condonement allows a student to progress from one year to the next and/ or to be awarded a qualification where they are carrying a small amount of failure, as long as their overall performance is of a good standard and the requirements of any relevant Professional, Statutory or Regulatory Bodies are met. Students who meet the Condonement Criteria will not be reassessed.

A student's eligibility for Condonement in any given module is determined by the programme on which they are enrolled - some modules may be 'Non-Condonable' i.e. students must pass them. Condonement applies to module marks falling within a certain range, and students will need to meet defined criteria to be eligible for Condonement.

UCL considers PGT marks between 40-49% as 'condonable fails'; students still gain the module credits

although not receiving a full pass mark (50%). MSc students are allowed to condone a maximum of 30 credits.

Should you fail to achieve 40% for any module, you are allowed one re-sit attempt. For more information see https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-progression-award#9.3

Some modules are non-condonable; should you fail to achieve a full pass mark (50%) for the following modules you must re-sit the exam or re-submit the assignment in the following academic year:
- Practical Neurology
- Research Project

Students will receive feedback on their assessments either via email or via Moodle.
Templates for feedback are available on the Assessment pages in Moodle.

UCL Standard turnaround time for feedback

UCL Feedback Turnaround Policy
Regular feedback is an essential part of every student's learning. It is UCL policy that all students receive feedback on summative assessments within one calendar month of the submission deadline. This feedback may take the form of written feedback, individual discussions, group discussions, marker's answers, model answers or other solutions (although students should note that UCL is generally unable to return examination scripts). Students writing dissertations or research projects should also expect to receive feedback on a draft on at least one occasion.

If, for whatever reason, a department/division cannot ensure that the one calendar month deadline is met then they will tell students when the feedback will be provided - it is expected that the extra time needed should not exceed one week. Where feedback is not provided within the timescale, students should bring the matter to the attention of their Departmental Tutor or Head of Department.

Further information:
- [Academic Manual Chapter 4, Section 8: Assessment Feedback](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-8-assessment-feedback) (https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-8-assessment-feedback)

Examinations
Students must ensure that they are aware of the regulations governing written examinations detailed in the *UCL Examination Guide for Candidates* on the Examinations and Assessment website:

- [Examinations Guide for Candidates](https://www.ucl.ac.uk/students/exams-and-assessments/exams/your-exams-what-you-need-know) (https://www.ucl.ac.uk/students/exams-and-assessments/exams/your-exams-what-you-need-know)

Students should pay particular attention to the regulations around examination irregularities. Students who are suspected of any form of cheating or of breaching the Examination Regulations will be investigated under UCL's Examination Irregularities and Plagiarism procedures.

Further information:
- [Examinations and Assessments](https://www.ucl.ac.uk/students/exams-and-assessments) (https://www.ucl.ac.uk/students/exams-and-assessments)

- [Academic Manual Chapter 4, Section 4: Examinations](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations)
- (https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations)

6.1 Coursework submissions

Submission of coursework and exams mostly take place on Moodle; students will be notified prior the submission date about the submission mode and location.

Late Submission Penalties
Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, UCL expects students to submit all coursework by the published deadline date and time, after which penalties will be applied.

If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form to their programme administrator. If the request is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned i.e. there will be no penalty for submitting late.

Further information:

- Hyperlink: [Academic Manual Chapter 4, Section 3: Module Assessment](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment

- Hyperlink: [Academic Manual Chapter 4, Section 6: Extenuating Circumstances](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances

6.2 Information about absence from assessment

Any student who is absent from an assessment without prior permission will receive a mark of 0.00%/ Grade F unless they formally request to defer their assessment to a later date by submitting a claim for **Extenuating Circumstances with appropriate supporting evidence.** If Extenuating Circumstances are not approved, the mark of 0.00%/ Grade F will stand and the student will be considered to have made an attempt.

In line with UCL's obligations for students studying under a visa, Tier 4 students must also obtain authorisation for any absence from teaching or assessment activities under the Authorised Absence for Students on a Tier 4 Visa procedures.

Further information:
- Hyperlink: [Academic Manual Chapter 3, Section 3: Attendance and Absence](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence

- Hyperlink: [Academic Manual Chapter 4, Section 6: Extenuating Circumstances](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances

6.3 Information about word counts and penalties

Word Counts

Each piece of assessment (except unseen examinations) will have a word count specified.
For work that is either 10% more or 10% less the set word count, the mark will be reduced by five percentage marks, but the penalised mark will not be reduced below the pass mark, assuming the work merited a Pass.

Title page, Acknowledgements, Abstract, Table of Contents, Abbreviations, References, figures (incl. captions) and tables (incl. legends) in the main body of your thesis/essay and Appendices are NOT included in the word count. This is because these elements are supplementary to the substantive content of the work. Citations in the main body of your thesis/essay **DO** count towards the word count.

Formatting: font of at least 11 point. All figures and tables must be labelled accurately and in full.

Referencing/Citation style: At the UCL Institute of Neurology you are required to use the [Harvard](#) [referencing system (author/date system)](#).

Cover sheet (the following information must be included):
- UCL logo
- Project/essay title (you are not allowed to change the title of an assignment)
- Name of Supervisor (Library and Research Project only)
- Candidate number
- Word Count

Further information:
- Hyperlink: [Academic Manual Chapter 4, Section 3: Module Assessment](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment

6.4 Information about the consequences of failure

Students are permitted a maximum of two attempts at any given assessment. If a student fails an assessment at the first attempt they might:
- Be eligible for Condonement
- Need to Resit or Repeat the assessment
- Apply for a Deferral or other support under the [Extenuating Circumstances](#) procedures

Condonement

Condonement allows a student to progress from one year to the next and/ or to be awarded a qualification where they are carrying a small amount of failure, as long as their overall performance is of a good standard and the requirements of any relevant Professional, Statutory or Regulatory Bodies are met. Students who meet the Condonement Criteria will not be reassessed.

A student's eligibility for Condonement in any given module is determined by the programme on which they are enrolled - some modules may be 'Non-Condonable' i.e. students must pass them. Condonement applies to module marks falling within a certain range, and students will need to meet defined criteria to be eligible for Condonement.

Further information:

- Hyperlink: [Academic Manual Chapter 4, Section 9: Progression and Award](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-progression-award

Student Guides to Condonement

- [Undergraduate Student Guide to Condonement](https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-undergraduate-condonement)
  Print URL: https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-undergraduate-condonement
- [Taught Postgraduate Student Guide to Condonement](https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-postgraduate-condonement)
  Print URL: https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-postgraduate-condonement
- [Graduate Certificate and Diploma Guide to Condonement](https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-graduate-condonement)
  Print URL: https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-graduate-condonement

Reassessment

Depending on the amount of failure, Reassessment may take the form of either a Resit, which usually takes place in the Late Summer, or a Repeat in the following academic session. The marks for modules successfully completed at the second attempt will be capped at the Pass Mark –50.00% for PGT modules at Masters Level/ Level 7.

Taught Postgraduate students:
Students who fail a Masters dissertation/ research project will normally resit by 31 January (30 April for January-start programmes). Exceptionally, the Exam Board may decide that the extent of failure is such that the student needs to repeat the dissertation with tuition and fees.

Further information:
- Hyperlink: [Academic Manual Chapter 4, Section 11: Consequences of Failure](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-11-consequences-failure)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-11-consequences-failure

Deferred Assessment

If an assessment has been affected by Extenuating Circumstances (ECs) students may be offered a Deferral i.e. a 'new first attempt' or a 'new second attempt'. If the student successfully completes a Deferral of their first attempt, their module marks will not be capped. If the student successfully completes a Deferral of their second attempt (i.e. they have ECs on a Resit or Repeat), their module marks will be capped at the Pass Mark (i.e. the existing cap will not be removed).

- Hyperlink: [Academic Manual Chapter 4, Section 6: Extenuating Circumstances](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances

Academic Integrity

High academic standards are fundamental to ensuring continued trust and confidence in UCL's world-leading research and teaching, as well as the individuals who work and study at UCL. UCL takes Academic Integrity very seriously, and expects students to familiarise themselves with UCL's referencing and citation requirements. A good starting point is the UCL Library Guide to References, Citations and Avoiding Plagiarism. Students should also ensure that they are familiar with the specific referencing requirements of their discipline, as these may vary.

Candidates for written examinations should also familiarise themselves with the requirements set out in the *UCL Examination Guide for Candidates*, which is published annually on the Examinations and Awards website. It is also very important that students are aware of what items they are permitted to bring into the Examination Halls, so they can ensure they do not unintentionally breach the examination rules.

UCL has a zero tolerance approach to the use of essay mills and contract cheating, as they go against every principle that UCL stands for. These types of service disadvantage honest students and devalue standards in our universities.

The vast majority of students at UCL will maintain their Academic Integrity throughout their studies, but it is important to be aware that UCL may consider breaches to your Academic Integrity as an instance of Academic Misconduct. When Academic Misconduct occurs there can potentially be penalties imposed, and it is important to note that repeated breaches will be taken very seriously and could result in the strongest penalties. For students who are unsure of what may be considered as Academic Misconduct, the procedures in Chapter 6 of the Academic Manual define all such behaviour and how this is taken forwards. UCL also has online tools available to help students identify what behaviours may be considered as Academic Misconduct.

Further information:
- Hyperlink: [Academic Manual Chapter 6, Section 9: Examination Irregularities and Plagiarism Procedure](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework
- Hyperlink: [Library Guide to References, Citations and Avoiding Plagiarism](#)
  Print URL: http://www.ucl.ac.uk/library/training/guides/webguides/refscitesplag

- Hyperlink: [Academic Manual Chapter 4, Section 4: Examinations](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations

- Hyperlink: [Examination Guide for Candidates](#)
  Print URL: https://www.ucl.ac.uk/students/sites/students/files/ucl-examinations-candidate-guide.pdf

Referencing/Citation style: At the UCL Institute of Neurology you are required to use the [Harvard](#) [referencing system (author/date system)](#).

6.5   Information about research ethics, animal licences and honorary contracts

It is important that if you decide to undertake a project involving animals that you enrol on an animal licence course as soon as possible. Information will be provided to you during Induction week about this. If you wish to undertake research within the Royal Free or GOSH trusts you will require an honorary/observer contract.

6.6   Marking, Second-Marking and Moderation

All work that is submitted for summative assessment is marked by a UCL Internal Examiner or Assistant Internal Examiner. All UCL programmes also include rigorous second-marking and internal moderation processes to ensure that marking is consistent and fair. Second-marking can take a number of different forms depending on the type of assessment, but the overall aim is to ensure that marking is as accurate as possible. Internal moderation also helps UCL to ensure that marking is equitable across different modules, pathways, options and electives.

External Examining at UCL
External Examiners are senior academics or practitioners from other universities who help UCL to monitor the quality of the education we provide to our students. In particular, External Examiners scrutinise the assessment processes on each programme, helping UCL to ensure that all students have been treated fairly, that academic standards have been upheld and that the qualifications awarded are comparable with similar degrees at other UK universities.

Each External Examiner submits an on-line annual report. Faculties and departments are required to

reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Staff-Student Consultative Committee, and are scrutinised by faculty, department and institution-level committees. Students can access their External Examiner's report and departmental response via the "My Studies" page through their Portico account or by contacting their Departmental Administrator in the first instance or Student and Registry Services directly at examiners@ucl.ac.uk. On the same Portico page, students can also access UCL wide External Examiners reports for the last three years.

7   Tutorials and supervision

What students can expect in terms of academic and personal tutoring

Academic and Personal Tutoring

UCL is committed to providing all students with the academic guidance and personal support that they need to flourish as members of our active learning and research community. As part of the wider support infrastructure provided by a programme, every undergraduate or taught postgraduate student will be assigned a member of staff who can provide constructive academic and personal development guidance and support. At the start of the year, students will be provided with the name and identity of their personal tutor. Students are encouraged to be proactive in engaging with their Personal Tutor, as it is the responsibility of the student to keep in touch.

Further information:
- Hyperlink: Personal Tutors
- Print URL: https://www.ucl.ac.uk/students/academic-support/personal-tutors

8 Projects

8.1 Finding projects

The Education Team will provide a list of projects in the first week of October suggested by supervisors at IoN, available on the 'IoN Research Projects and Submission of Coursework' Moodle page. It is not comprehensive of all the research undertaken in the field of Neuroscience at UCL and we cannot guarantee to offer projects on all topics as it depends upon supervisor and project availability. Students will be helped to find one of a range of types of projects, which might include analysis of an existing data-set, systematic literature review, etc...

Students are encouraged to network, and can contact supervisors directly to discuss projects on offer (the final decision on allocating projects rests with the supervisor).

How to find a supervisor
UCL IRIS holds information on all staff at UCL, including their research interests and publication history for specific topics, to enable particular interests to be identified.

Networking and etiquette
Students are advised to network with researchers at UCL. When contacting any member of staff it is important to address correspondence in a professional manner by starting the email with "Dear Professor/Dr Lastname".

The email should consist of:
- a short introductory paragraph about yourself
- a short paragraph on why you specifically want to work with this particular researcher (mention a recent publication)
- a request to meet to discuss options to undertake research
- Make sure to check for spelling and grammatical errors before sending your email.

Conduct during the Research Project
- hours of attendance to be agreed before the project starts
- Expectations to be discussed and agreed before the project starts
- attendance at lectures is compulsory even when work on the research project has commenced
- attend full time (Monday to Friday, 8 hours per day) when the lecture timetable has finished
- adherence to laboratory rules/health and safety procedures outlined at the start of the project
- Abstract to be submitted by 10am on Friday 10th January 2020.

Meeting your Project Supervisor

- It is expected that you should have your initial meeting with your supervisor when you start to plan your project.
- You should meet your supervisor either face to face or via email once or twice during Term 2 and more frequently from the start of Term 3 (typically once in two weeks).
- Your supervisor will give you advice on project direction, project aims, methodology, statistical analysis and discussion topics.
- Your supervisor will read preliminary drafts of your thesis, but is important that they are given reasonable time to do so. Remember to find out if/when your supervisor is likely to be away for some time in the period June to August.
- The total time of contact with your project supervisor including face-to-face and written feedback is expected to be at least 10 hours.

Support
Personal tutors, programme directors and the Education Team will be happy to assist in resolving any problems.

Structure (suggested structure for research project is given below):
Title page
Acknowledgements
Statement of Contribution
Table of contents
Abbreviations
Abstract
Introduction
Materials and Methods
Results
Discussion
References

Viva Voce Exam for students on the following courses:
MSc Advanced Neuroimaging*
MSc Brain and Mind Sciences
Dementia (Neuroscience pathway)
MSc/MRes Neuromuscular Disease*
MSc/MRes Stroke Medicine*
MRes Translational Neuroscience*
*Presentation required as part of the viva

These will be held in late August/early September (dates TBC) and consist of a 10-15 minute viva (or presentation) on your research project in front of at least two academics. Final marks for the project are awarded after the viva voce exam/presentation and confirmed at the Final Exam Board. In exceptional cases*, students could be allowed to make a written application to the Course Co-directors to request a viva on a different date (slightly earlier) and this could be done remotely i.e. via Skype

*Please note this is an option for exceptional situations such as where the student cannot help being in another country at that time and even forward planning cannot avoid the clash. The Course Directors will assess each request on an individual basis.

9 General Information

Disclosure and Barring Service check (formerly known as Criminal Records Bureau) or Police Clearance check

If you have been accepted for a programme at UCL which needs confirmation of your clearance to work with a vulnerable group and are resident outside the UK, you will be required to provide evidence of your criminal record status from your home country by obtaining a police clearance certificate. This must have been taken within six months of your course start date. Details of what is acceptable can be found **here**.

This needs to be completed within six months of your course start date. The DBS provide details of the documentation required for the check and this can be found on the UK Government website. An enhanced DBS disclosure will be required if your research has been considered by the UCL Ethics Committee and you will be working with a vulnerable group. A disclosure normally takes 4-6 weeks to be processed once it is received by the DBS. If you have lived in a number of places the process could take longer.

It is essential that you have a passport when you come to the UK as you will need this to provide evidence of your identity. An EU identity card is not sufficient to prove identity for this purpose. This applies whether your research is conducted inside, or outside, the UK.
Please find detailed information at http://www.ucl.ac.uk/current-students/services_2/dbs_checks

Regardless of nationality **ALL** (PGT) IoN face-to-face students will be required to complete an enhanced DBS application as part of their programme within three months of the start of their programme. You will be provided with details of this during induction week.

Sustainability at UCL
UCL is committed to make our campus more environmentally sustainable and promotes good practice towards the aim of reducing the impact of our activities. Please take the short [Introduction to Sustainability](#) [elearning course](#) to find out what you can do in the meantime at UCL and beyond.

ID badges/Access cards
On enrolment you will receive a UCL student ID badge with your photo and the name of your course displayed on it. You must wear this at all times within UCL.

You will be provided with an access card for entry to 7 Queen Square, where the student cluster room and Education Team offices are based. Loss of a card must be reported immediately to the Education Team: £10 will be charged for a replacement.

UCL SECURITY SYSTEMS
Responsible for issuing UCL ID Cards:
E-mail: securitysystems@ucl.ac.uk Telephone: 020 7679 2102
Web: https://www.ucl.ac.uk/estates/our-services/security-ucl/id-cards-locks-and-keys

Student Lockers
Lockers are located in the basement of Queen Square House, IoN. Keys can be obtained from the Education Team: a refundable deposit of £5 is required.

Printer Credit
Initially £12 printing credit per student are allocated upon enrolment. Credits can be used within the student cluster room at 7 Queen Square as well as in centrally managed rooms at UCL. Please find detailed information about this on the [Student Printing](#) webpages.

Student Cluster Room
Students on MSc/MRes/Diploma programmes at IoN have use of the cluster room, 7 Queen Square from 7am - 7pm, Monday to Friday during the Autumn term. This reverts to 24 hour access, 7 days a week from January - September. Students should not work in the cluster room on their own outside Education Team office hours.

UCL e-mail:
services can be accessed on Outlook 365 https://login.microsoftonline.com/

Login (i.e. UCL username) will be username@ucl.ac.uk (displayed on correspondence as firstname.lastname.19@ucl.ac.uk) with the password used being the same to access all UCL systems.

Desktop@UCL
This service allows you to access your applications, files and desktop from your own computer or device from anywhere you have an internet connection. For more information and to access this service visit http://www.ucl.ac.uk/isd/services/desktops/students/desktop-anywhere

Seminar room and Teaching Room, 1st floor, 7 Queen Square (SR7 & TR7)
SR7 and TR7 are primarily used for teaching, but can be used for quiet study. These rooms must be booked for all purposes via the Education Team.

Prayer
A Chapel is located on the ground floor of the National Hospital for Neurology and Neurosurgery and is available for quiet prayer or reflection at any time. Students of any faith are welcome to use it. https://www.uclh.nhs.uk/PandV/Helpandsupport/Chaplaincy/Pages/Home.aspx
If you would prefer to use a different room for prayer you can use the [UCL Quiet Contemplation Room.](#)

Period of leave

Postgraduate programmes at the IoN run over one academic year from September to September (unless you are enrolled on a PG Cert /PG Dip). Term dates for postgraduate taught programmes are available at: https://www.ucl.ac.uk/students/life-ucl/term-dates-and-closures/term-dates-and-closures-2019-20 Students do not have an extended 'summer break' (unlike undergraduate students) and therefore the expectation is that you should usually be studying at UCL (i.e. in London) for the duration of your programme. This is especially important for Tier 4 visa holders as they have been given a CAS from UCL which states that we would like to sponsor them on a programme which is 12 months in duration.

Our current guidance is that students (including Tier 4 students) may travel in Europe or go back to their home country for a short period of time but they should usually spend most of the summer engaging with their studies here at UCL i.e. based in London. Tier 4 students should be aware that they leave the country at their own risk and it is up to the UK immigration authorities to take the ultimate decision as to whether they can return. It is your responsibility to ensure you are complying with the terms of your visa. You can get further advice from UCLU Rights and Advice Centre: http://uclu.org/services/advice-welfare.

In any situation where you request to be absent from UCL for a significant period of time for the purposes of your study, for example to collect data, then (as for the rest of the academic year) your Programme Director and tutor need to know where you are and that you are fully engaged with your studies. UCL's absence policy can be found at https://www.ucl.ac.uk/current-students/services/studyinformation/absence. If you are planning to be absent for longer than ten days during your registration, please complete the request form in appendix and send it to ion.educationteam@ucl.ac.uk.

Progression, Award and Classification

UCL's Progression and Award Requirements define how many credits and modules students need to pass to progress from one year of study to the next and to be awarded a UCL qualification.

All our programmes use the Postgraduate Certificate Progression and Award Requirements in the UCL Academic Manual.

Further information:

- Progression and Award (https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-progression-award)

How will marks be combined to reach a classification?

Our programmes use the Taught Postgraduate Classification Scheme in the UCL Academic Manual.

	Numeric Marking Scale
Qualifies for Distinction	A Final Weighted Mark greater than or equal to 69.50% **OR** A Final Weighted Mark greater than or equal to 68.50% **AND** Module marks of at least 70.00% in at least 50% of all credits

Qualifies for Merit	A Final Weighted Mark greater than or equal to 59.50% **OR** A Final Weighted Mark greater than or equal to 58.50% **AND** Module marks of at least 60.00% in at least 50% of all credits
Qualifies for Pass	Meets the Award Requirements

Further information:
- [Academic Manual Chapter 4, Section 10: Classification](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-10-classification)
- (https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-10-classification)

10   Choosing modules
Choosing Modules

Modules are the individual units of study which lead to the award of credit. Many programmes offer students the opportunity to choose between different modules that they are interested in. However some new students will find they do not need to make selections as all their modules are compulsory. If students need to choose modules, their department will advise them of how and when to do this, usually during departmental introductions.

Before you select your modules we recommend you check the Online Timetable to find out when they are being taught and when you have a free space in your timetable as well as assessments times. Your mandatory modules will automatically be added to your personal timetable and the modules you select will be added overnight.

If you want to find out more about the content of individual modules you can do so by going to the department website or by clicking on the programme code while on Portico or in Moodle which will bring up a summary of the module.

Choosing a module is always dependent on its availability in the current year; other UCL departments may decide to cap module numbers or make them available only to their own students, therefore it is not guaranteed you will be able to enter in courses outside the IoN offer. You are invited to make enquiries before the academic year begins with the relevant departments. Modules at IoN are not capped and are available to all but you should check for any timetable clashes with your core modules.

You will be able to view your module selection throughout the year on Portico. Please alert your department immediately if the module information displayed is incorrect.
The deadlines for making module selections are outlined in the Key Dates section and are posted on Portico each year.

Modular/Flexible Taught Postgraduate students may be unable to pay their fees until they have chosen their modules. Students should check with the UCL Student Fees Team if they are unsure about this by emailing fees@ucl.ac.uk or calling +44 (0) 20 3108 7284. Students might also wish to contact their programme administrators to confirm details of their programme's fee structure.

Further information:
- Hyperlink: [Selecting Modules](#)
- Print URL: https://www.ucl.ac.uk/students/new-students/checklists/first-few-days
- Hyperlink: [Academic Manual Chapter 3, Section 2: Module Selection](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-

taught-programmes/section-2-module-selection

Contact details for staff who can give advice

Mr David Blundred, Education Manager d.blundred@ucl.ac.uk
Ms Louisa Robinson, Senior Teaching Administrator louisa.robinson@ucl.ac.uk

11   Extenuating Circumstances and Reasonable Adjustments

Students with Disabilities and Long-term Conditions
UCL will make Reasonable Adjustments to learning, teaching and assessment to ensure that students with a disability are not put at a disadvantage. UCL also provides Reasonable Adjustments for students who might not consider themselves to have a 'disability' but who nevertheless would benefit from additional support due to an ongoing medical or mental health condition. It is the responsibility of the student to request Reasonable Adjustments, and students are encouraged to make a request as early as possible.

- Hyperlink: Disability support
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support

- Hyperlink: Mental health and wellbeing support
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing

Pregnancy and Maternity, Paternity, Parental and Adoption Leave

UCL can also make Reasonable Adjustments for students who are pregnant or who need to go on Maternity, Paternity, Parental Leave and Adoption Leave. Students do not have to apply for a Summary of Reasonable Adjustments but should instead contact UCL Student Support and Wellbeing to find out about the support available.

- Hyperlink: Support for Pregnant Students
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/pregnant-students

- Hyperlink: Support for Student Parents
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/student-parents

Religious Observance

Students may need Reasonable Adjustments to help them observe their faith, particularly where classes or assessments might fall on important religious dates. Students do not have to apply for a Summary of Reasonable Adjustments but should instead contact the appropriate Chaplain for advice and support. Further information is also available in UCL's Religion and Belief Policy.

- Hyperlink: Religion and Faith
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/specialist-information-and-support/religion-and-faith

- Hyperlink: Religion and Belief Equality Policy for Students
- Print URL: https://www.ucl.ac.uk/students/policies/equality/religion

Examination Adjustments are adjustments to written examinations for students with a disability, medical or mental health condition, such as extra time, rest breaks or specialist equipment.

Students should contact the Disability, Mental Health and Wellbeing team who can help them to complete an application and advise them on gathering the required documentary evidence. Applications need to be received by the Disability, Mental Health and Wellbeing team three weeks before the examination period in question.

After this deadline students will need to apply to defer their assessment to the next opportunity (normally the Late Summer Assessment period) if they require mitigation, under the regulations in Section 6: Extenuating Circumstances.

Further information:
- Hyperlink: [Exam Arrangements](https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support/exam-arrangements)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support/exam-arrangements

- Hyperlink: [Academic Manual Chapter 4, Section 4: Examinations](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations

- Hyperlink: [Disability support](https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support

- Hyperlink: [Mental health and wellbeing support](https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing

If a student's assessments are disrupted by events which are unexpected, significantly disruptive and beyond the student's control, such as serious illness or bereavement, they can apply for 'Extenuating Circumstances'.

Students are responsible for letting UCL know about any event that might affect their performance in assessments (exams or assignments) at the time that it takes place. **Applications need to be submitted within 1 week.** Meeting this deadline is important: we can only consider late applications if ongoing circumstances mean that it was genuinely impossible for the student to submit on time.

Students should not wait for supporting evidence to become available before submitting their EC claim. If a student is unable to obtain the necessary evidence within the deadlines they should still submit their form on time and indicate that their evidence is to follow.

Applying for Extenuating Circumstances

Read the Extenuating Circumstances procedures
The regulations include important information about eligibility and how to make a claim:

- Hyperlink: [Academic Manual Chapter 4, Section 6: Extenuating Circumstances](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances

Check whether the circumstances are covered:
We may be able to support students better through reasonable adjustments, examination adjustments or an interruption of study.

- Hyperlink: Grounds for Extenuating Circumstances
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances

Complete an Extenuating Circumstances Form
- Hyperlink: [EC application form](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances

Students should make sure that they tick the box allowing us to share their request with members of staff who are directly responsible for making a decision (don't worry, we will keep data secure). Students should make sure that they tell us about every assessment that has been affected – we won't assume it applies to assessments that aren't on the form.

Get supporting evidence
This needs to be from a registered doctor or other verifiable source – students should ask their doctor or evidence provider to read the guidance notes on the form carefully – we need to understand how the circumstance has affected the student's ability to do their assessment. If students need time to get their evidence, they should submit their form on time and submit their evidence as soon as they can.

- Hyperlink: [Extenuating Circumstances Evidence](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances#6.7

Extenuating Circumstances Evidence

Submit the form within 1 week of the Extenuating Circumstance taking place
We may not be able to help if a claim is late. Students need to submit their form to their home department or faculty office. The office will forward the form and evidence, confidentially, to the appropriate person.

What happens next
If students apply for a 1 week extension, this will be considered by staff in their department, who will try to give a response as quickly as possible.

If students apply for other help, requests will be considered by either the faculty or departmental Extenuating Circumstances Panel. The Panel will usually offer one of the following, although they may suggest something else:

- an extension of more than 1 week
- a 'deferral' i.e. postponing the assessment to the next scheduled occasion
- suspending the normal penalties for handing work in late.

Longer-term conditions

The Extenuating Circumstances regulations are designed to cover unexpected emergencies; they are not always the best way to help students who might have a longer-term medical or mental health condition, disability or learning difficulty. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they take advantage of all the other support mechanisms provided by UCL such as:

Reasonable Adjustments:
- Hyperlink: [Academic Manual Chapter 4, Section 5: Reasonable Adjustments](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-5-reasonable-adjustments

Examination Adjustments:
- Hyperlink: [Academic Manual Chapter 4, Section 4: Examinations](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations

Interruption of Study:
- Hyperlink: [Academic Manual Chapter 3, Section 5: Interruption of Study](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study

Disability Support:
- Hyperlink: [Disability support](#)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support

Mental Health and Wellbeing Support:
- Hyperlink: [Mental health and wellbeing support](#)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing

Support to Study Policy and Fitness to Study Procedure

Students with physical or mental health concerns are encouraged to make contact with the available support services as early as possible so that UCL can put in place reasonable adjustments to support them throughout their studies. However there may be occasions when a student's physical or mental health, wellbeing or behaviour is having a detrimental effect on their ability to meet the requirements of their programme, or is impacting on the wellbeing, rights, safety and security of other students and staff. In such cases UCL may need to take action under the Fitness to Study Procedure.

- Hyperlink: [Academic Manual Chapter 6, Section 2: Support to Study Policy](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework

- Hyperlink: [Academic Manual Chapter 6: Section 3: Fitness to Study Procedure](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework

- Hyperlink: [Academic Manual Chapter 6, Section 4: Learning Agreements, Barring, Suspensions and Termination of Study](#)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework

- Hyperlink: [Disability support](#)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support

- Hyperlink: [Mental health and wellbeing support](#)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing

Key contacts in the department for assistance with any of the above

Professor Alex Leff, Head of PGT a.leff@ucl.ac.uk

Mr David Blundred, Education Manager d.blundred@ucl.ac.uk

12   Changes to Registration Status

Information on how to change, interrupt or withdraw from a programme

Changes to Registration

Students wishing to make changes to their registration status should first discuss their plans with their Personal Tutor or Supervisor who can explain the options available and help students to make the right decision. Students should also ensure that they read the relevant sections of the UCL Academic Manual before making any requests to change their academic record.

Applications must be made in advance of the effective date of change.

Changing modules

If a student wishes to make changes to their individual modules they will need to do so by the deadlines in the Key Dates section. Students should contact their Department Office as soon as possible as all changes will need to be approved.

Changing programme

If a student wishes to transfer from one UCL degree programme to another, they must make a formal application. The usual deadline for change of degree programme during the academic session is the end of **October** each year (for students registering in September, with a later date for students registering in January) to be compatible with module selection deadlines, although later transfers may be possible, where the transfer does not affect module selections. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu. Students are strongly advised to discuss their plan with the departments involved before requesting a change of programme on Portico.

Interruption of studies

If a student requires a temporary break from their studies and plans to resume their programme at a future date, they must apply for a formal Interruption of Study.

Withdrawing from a programme

If a student wishes to leave their degree programme prior to completing their final examinations they must apply for a formal withdrawal from their studies. Applications must be made in advance of the effective date of change. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu.

Further information:
- Hyperlink: [Changing your degree programme or modules](https://www.ucl.ac.uk/students/status/change-your-studies/change-your-degree-programme-or-modules)
- Print URL: https://www.ucl.ac.uk/students/status/change-your-studies/change-your-degree-programme-or-modules

- Hyperlink: [Academic Manual Chapter 3, Section 2: Module Selection](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-2-module-selection)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-2-module-selection

- Hyperlink: [Academic Manual Chapter 3, Section 6 Programme Transfers](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-6-programme-transfers)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-6-programme-transfers

- Hyperlink: [Interrupting or withdrawing from your studies](https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies)
- Print URL: https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies

- Hyperlink: [Academic Manual Chapter 3, Section 5: Interruption of Study](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study

- Hyperlink: [Academic Manual Chapter 3, Section 8: Withdrawing from a programme](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-8-withdrawing-programme)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-8-withdrawing-programme

Informing the Student Loans Company of changes to your student status

If a student makes a change to their programme or registration status during the course of the academic year, it is important that the Student Loans Company (SLC) is notified. The SLC can then re-assess and update its records. Changes could include a student withdrawing from their academic programme, an interruption in studies or transferring to a new programme. The SLC must also be notified when there is a change in mode of study or when a student has returned from an interruption.

To inform the SLC of a change in your student status, a Change of Circumstance (CoC) form must be completed online by your Faculty. See the Key Contacts section for details of who to contact in the Faculty if you require a CoC form to be submitted on your behalf or if you have any related queries.

Key contacts in the department for assistance with any of the above

Mr David Blundred, Head of Teaching and Learning Support d.blundred@ucl.ac.uk

13   Student support and wellbeing

UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for student – the Students website provides more information:

- Hyperlink: [Student Support and Wellbeing](https://www.ucl.ac.uk/students/student-support-and-wellbeing)
- Print URL: https://www.ucl.ac.uk/students/student-support-and-wellbeing

Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services.

The Student Enquiries Centre

The Student Enquiries Centre (SEC), now open from 8am to 6pm - Monday to Friday, except Tuesdays (11am – 5pm) - is based on the first floor of the new Student Centre building (open 24 hours a day, 365 days a year) in Gordon Square. It provides front-line administrative services to UCL students and is an excellent source of information about UCL in general and all of the services provided by Student and Registry Services (SRS). SRS is implementing an enquiry and case management system known as askUCL, to streamline processes and enable students to have the majority of their queries answered in one place, via a knowledge bank of frequently asked questions. If their question cannot be answered students are able to log and track an enquiry, thus replacing the use of multiple email addresses.

- Hyperlink: [Student Enquiries Centre](https://www.ucl.ac.uk/students/life-ucl/student-enquiries-centre)
- Print URL: https://www.ucl.ac.uk/students/life-ucl/student-enquiries-centre

Further information:
- Hyperlink: [About the Student Centre](https://www.ucl.ac.uk/students/life-ucl/about-student-centre)
- Print URL: https://www.ucl.ac.uk/students/life-ucl/about-student-centre

Student Disability Services

The Disability, Mental Health and Wellbeing Team in Student Support and Wellbeing (SSW) provide a safe, confidential and non-judgemental space, in which students can discuss any wellbeing, mental health and/or disability concerns that may be affecting their ability to study. This encompasses any personal or emotional challenges students may be experiencing, mental health difficulties such as anxiety or depression and long-term health conditions. The service also supports students with physical and sensory impairments, specific learning difficulties, and autistic spectrum conditions. As well as arranging for adjustments to learning environments, the team loan out specialist equipment. They provide one-to-one tutoring and support for students with specific learning difficulties and mentoring for students with mental health conditions.

Further information:
- Hyperlink: [Disability support](https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support

- Hyperlink: [Mental health and wellbeing support](https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing

Student Psychological Services

Student Psychological Services is dedicated to helping UCL students with personal, emotional and psychological concerns. The Student Psychological Services Team is diverse and consists of a variety of highly trained and experienced professionals, who offer short-term CBT and psychodynamic support. There are currently two psychiatrists and ten therapists on staff with varying kinds of psychological training and expertise.

Further information:
- Hyperlink: [Student Psychological Services](https://www.ucl.ac.uk/students/support-and-wellbeing/student-psychological-services)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/student-psychological-services

International Student Support and Welfare

The International Student Support team provide specialist support and advice for all non-UK students at UCL. They help 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, as well as information about the International Student Orientation Programme (ISOP).

Further information:
- Hyperlink: [International Students](https://www.ucl.ac.uk/students/international-students)
- Print URL: https://www.ucl.ac.uk/students/international-students

Accommodation

UCL Accommodation provides a range of housing options which includes two Halls of Residence (catered),

self-catered Student Houses and Intercollegiate Halls (both catered and self-catered) shared with other colleges of the University of London. Each Hall has a designated Warden supported by a number of live-in Student Residence Advisers (SRA) to provide support for students and to foster a positive environment within the accommodation.

- Hyperlink: [Wardens and Student Residence Advisers at UCL Residences](https://www.ucl.ac.uk/students/life/accommodation/wardens)
- Print URL: https://www.ucl.ac.uk/students/life/accommodation/wardens

Financial support

The UCL Student Funding Office provides a central service aimed at supporting students with money matters. We can assist with scholarship, bursary and loan queries, and help signpost students to sources of funding. We also offer a range of resources and tips on money management. The easiest way to access our information and guidance is online, but for students with more complex circumstances an appointment can be booked with one of our Student Funding Advisers.

Further information:
- Hyperlink: [UCL Financial Support](https://www.ucl.ac.uk/students/funding/financial-support)
- Print URL: https://www.ucl.ac.uk/students/funding/financial-support

- Hyperlink: [Manage your Money](https://www.ucl.ac.uk/students/funding/manage-your-money)
- Print URL: https://www.ucl.ac.uk/students/funding/manage-your-money

Student of Concern

There are many sources of support for students who are having difficulties, but sometimes it is hard to know how to help a student who appears to be struggling, particularly if they seem unwilling or unable to seek the help they need. Anyone concerned about the behaviour of a student, who believes the problem may be related to health and wellbeing issues, is encouraged to complete the online UCL Student of Concern Form:

- Hyperlink: [UCL Student of Concern Form](http://www.ucl.ac.uk/registry-admin/support/open.php)
- Print URL: http://www.ucl.ac.uk/registry-admin/support/open.php

Depending on the concerns raised, Student Support and Wellbeing may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe.

Further information:
- Hyperlink: [Student of Concern](https://www.ucl.ac.uk/students/support-and-wellbeing/report-student-youre-concerned-about)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/report-student-youre-concerned-about

Information about registering with a doctor and out-of-hours support services

Registering with a Doctor

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare quickly if they become ill or injured. When attending a university in the UK students under the age of 25 are also advised to be vaccinated against Meningitis (ACWY). The Ridgmount Practice is 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.

Further information:
- Hyperlink: [Register with a Doctor](#)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/register-doctor

- Hyperlink: [Ridgmount Practice](#)
- Print URL: http://www.gowerplacepractice.nhs.uk/new-patients.aspx

Out-of-hours support and information helpline

UCL works in partnership with Care First to provide an out-of-hours support and information helpline. The helpline is free of charge and includes access to information specialists who are trained by Citizens Advice and to professionally-qualified and BACP-accredited counsellors who can help students with a range of emotional and psychological difficulties.

Further information:
- Hyperlink: [Care First](#)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support

Crisis support - immediate and urgent help

If anyone is in immediate danger, medical support can be received by:

- Attending an Accident & Emergency (A&E) department of a local hospital. [University College Hospital](#) is the nearest A&E department to UCL's main campus (this A&E department has a dedicated mental health unit)
  Print URL: https://www.uclh.nhs.uk/PandV/emergency/Pages/Home.aspx
- Calling 999 to request an ambulance if you are unable to reach the hospital yourself

If a student is feeling distressed, urgent medical support can be obtained by:

- Contacting the student's GP surgery to request an emergency appointment
- If the GP surgery isn't open, the free NHS out-of-hours medical line on 111 can help students access the right services.
- Calling the [Samaritans](#) on 116 123 to talk to someone at any time, day or night
  Print UCL: https://www.samaritans.org/
- [Nightline](#) are available overnight and can help students across London, call them on +44 (0) 207 631 0101
  Print UCL: http://nightline.org.uk/

Further information:
- Hyperlink: [Crisis Support](#)
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/crisis-support

Equality and Diversity

UCL fosters a positive cultural climate where all staff and students can flourish, where no-one will feel compelled to conceal or play down elements of their identity for fear of stigma. UCL is a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution. The Equalities and Diversity website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, and disability amongst other equalities initiatives at UCL.

Further information:
- Hyperlink: [DEOLOs](#)

- Print URL: https://www.ucl.ac.uk/human-resources/equality-diversity-inclusion/equality-diversity-inclusion-committees-and-social-networks/deolos

- Hyperlink: Equality, Diversity and Inclusion
- Print URL: https://www.ucl.ac.uk/human-resources/equality-diversity-inclusion

- Hyperlink: Support for Pregnant Students
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/pregnant-students

- Hyperlink: Support for Student Parents
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/student-parents

- Hyperlink: Religion and Faith
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/specialist-information-and-support/religion-and-faith

- Hyperlink: LGBTQ+ Students
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/lgbt-students

Information about UCL's Zero Tolerance policy on harassment and bullying

Harassment and bullying

Every student and member of staff has a right to work and study in a harmonious environment. UCL will not tolerate harassment or bullying of one member of its community by another or others and promotes an environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to raise concerns in the knowledge that they will be dealt with appropriately and fairly.
To help with this, UCL has launched **Report and Support**, an on-line reporting tool where students can report any issues anonymously or contact an advisor to make an informed decision about their support options.

Further information:
- Hyperlink: UCL Policy on Harassment and Bullying
- Print URL: https://www.ucl.ac.uk/students/policies/conduct/harassment-and-bullying-policy

- Hyperlink: Report and Support
- Print URL: https://report-support.ucl.ac.uk

- Hyperlink: Students' Union Advice Service
- Print URL: http://studentsunionucl.org/help-and-advice/advice-service

- Hyperlink: Students' Union UCL Advice Service
- Print URL: http://studentsunionucl.org/help-and-advice/advice-service

Sexual misconduct

It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with the Students Union to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they

trust, their Hall Warden, or a Students' Union student officer. Support is also available from the trained staff in the Students' Union Advice Service or the UCL Student Mediator:

- Hyperlink: Students' Union UCL Advice Service
- Print URL: http://studentsunionucl.org/help-and-advice/advice-service

- Hyperlink: UCL Student Mediator
- Print URL: https://www.ucl.ac.uk/student-mediator/

Further information:
- Hyperlink: Zero Tolerance to Sexual Harassment
- Print URL: https://studentsunionucl.org/zerotolerance

Support for students who have been affected by sexual violation

UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence. If a student would like to talk to somebody at UCL, the Student Support and Wellbeing Team can offer advice on the support available both internally and externally.

Further information:

- Hyperlink: Specialist information and support
- Print URL: https://www.ucl.ac.uk/students/support-and-wellbeing/specialist-information-and-support

Learning resources and key facilities

UCL Library Services

UCL has 18 libraries and a mixture of quiet study spaces, bookable study rooms and group work areas. Each library has staff that students can ask for help. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support.

Further information:
- Hyperlink: Library information for students
- Print URL: http://www.ucl.ac.uk/library/students

Information on department library spaces/resources

The IoN Library contains an important collection of specialist neurology, neurosurgery and neuroscience books and journals, together with some general medical and biomedical literature. The Library is based on the 1st floor of 23 Queen Square. For more information visit https://www.ucl.ac.uk/library/libraries-and-study-spaces/ucl-queen-square-institute-neurology-queen-square-library

UCL Information Services Division (ISD)

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers IT learning opportunities for students and staff in the form of 'How to' guides which provide step-by-step guidance to all of ISD's key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks.

There are also opportunities for Digital Skills Development through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via

the ISD Service Desk:

- Hyperlink: [Digital Skills Development](http://www.ucl.ac.uk/isd/services/learning-teaching/it-training)
- Print URL: http://www.ucl.ac.uk/isd/services/learning-teaching/it-training

UCL also has a licence for Lynda.com (now migrated to Linkedin Learning) which provides thousands of high quality video-based courses from programming to presentation skills:

- Hyperlink: [Linkedin Learning](https://www.ucl.ac.uk/isd/linkedin-learning)
- Print URL: https://www.ucl.ac.uk/isd/linkedin-learning

Learning on Screen ("bob") provides students with access to a vast archive of 65 free-to-air channel programming for educational usage – you can view TV programmes and films, and listen to radio programmes. In addition, Kanopy ("thoughtful entertainment") is available to UCL students, and offers a wide range of movies:

- Hyperlink: [Learning on Screen ("bob")](https://learningonscreen.ac.uk/ondemand/)
- Print URL: https://learningonscreen.ac.uk/ondemand/

- Hyperlink: [Kanopy](https://www.kanopy.com/)
- Print URL: https://www.kanopy.com/

E-learning services available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom:

- Hyperlink: [E-learning services](https://www.ucl.ac.uk/isd/services/learning-teaching/e-learning-services-for-students)
- Print URL: https://www.ucl.ac.uk/isd/services/learning-teaching/e-learning-services-for-students

ISD provides desktop computers and laptops for loan in a number of learning spaces:
- Hyperlink: [Laptop Loans](http://www.ucl.ac.uk/library/laptop-loans)
- Print URL: http://www.ucl.ac.uk/library/laptop-loans

Information on Learning and Teaching spaces as well as a map of computer workrooms is available on the ISD website. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students.

- Hyperlink: [Learning and Teaching Rooms and Spaces](http://www.ucl.ac.uk/isd/services/learning-teaching/spaces)
- Print URL: http://www.ucl.ac.uk/isd/services/learning-teaching/spaces

- Hyperlink: [Map of Computer Workrooms](https://www.ucl.ac.uk/isd/services/learning-teaching/spaces/student-computer-workroom-information)
- Print URL: https://www.ucl.ac.uk/isd/services/learning-teaching/spaces/student-computer-workroom-information

It is also possible to access a large range of applications remotely, from any computer, using the [Desktop@UCL Anywhere](#) service.

Students also have access to a range of free and discounted software via ISD Software for Students:

- Hyperlink: [ISD Software for Students](http://www.ucl.ac.uk/isd/services/software-hardware/student-software)
- Print URL: http://www.ucl.ac.uk/isd/services/software-hardware/student-software

All students are encouraged to download the UCL-Go app, available for iOS and Android devices. The app

gives access to Moodle and timetabling and shows where desktop computers are available on campus.

UCL Centre for Languages & International Education (CLIE)

The UCL Centre for Languages & International Education (CLIE) offers courses in 13 foreign languages and English for Academic Purposes (EAP), across a range of academic levels to support UCL students, staff and London's wider academic and professional community. CLIE provides modern foreign languages and EAP modules for UCL students, including courses satisfying UCL's Modern Foreign Language requirements and degree preparation courses for international students. CLIE also offers UCL summer school courses. Students can access language-learning resources online through the CLIE Self-Access Centre, including films and documentaries and books for self-study.

Further information:

- Hyperlink: [CLIE website](https://www.ucl.ac.uk/languages-international-education/)
- URL: https://www.ucl.ac.uk/languages-international-education/

- Hyperlink: [CLIE Self-Access Centre](https://resources.clie.ucl.ac.uk/home/sac)
- URL: https://resources.clie.ucl.ac.uk/home/sac

Moodle – what it is, why it is important and who to contact for support
Moodle is UCL's online learning space. It includes a wide range of tools which can be used to support learning and teaching. Moodle is used to supplement taught modules, in some cases just by providing essential information and materials, but it can also be integrated more fully, becoming an essential component of a module. Some modules may use Moodle to provide access to readings, videos, activities, collaboration tools and assessments.

Further information:
- Hyperlink: [Moodle](https://moodle.ucl.ac.uk/)
- URL: https://moodle.ucl.ac.uk/
- Hyperlink: [Moodle Frequently Asked Questions](https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+FAQs)
- URL: https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+FAQs

- Hyperlink: [Moodle Quick Start Guide](https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+Quick+Start+Guide+for+Students)
- URL: https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+Quick+Start+Guide+for+Students

Portico – what it is, why it is important and who to contact for support

Portico
Portico is the main UCL student information system which is used by all students for:
- Updating personal data such as addresses or contact numbers
- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results
- Pre-enrolment and re-enrolment
- Applying for programme transfer
- Plan and record skills development
- Applying for graduation ceremonies

Further information:

- Hyperlink: [Portico Login](#)
- Print URL: https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn
- Hyperlink: [What is Portico](#)
- Print URL: https://www.ucl.ac.uk/srs/portico/what-portico

- Hyperlink: [Portico Helpdesk](#)
- Print URL: https://www.ucl.ac.uk/srs/portico/helpdesk

Research Student Log *(MRes students only)*

Research Student Log

To fulfil UCL's commitment to the quality of its research programmes, the Doctoral School provides the Research Student Log for the use of all research students at UCL. The Log is a mandatory component of all UCL research degree programmes (including the MRes) and has been prepared to assist students throughout their degree programme at UCL. It provides a framework for recording details related to the student's graduate research programme, scheduled supervisory meetings and activities concerning the development of academic and key skills. The Log will also help students to assess their progress and to plan and chart evidence of the development of academic and discipline-specific skills and key skills.

Further information:
- Hyperlink: [Research Student Log](#)
- Print URL: https://researchlog.grad.ucl.ac.uk/

14   Student representation

Information on Students' Union UCL, how to run for election and how to find a representative

Students' Union UCL

The Union helps you to do more at UCL, experience something you've always dreamt of, turn a curiosity into a new passion and help you reach your potential. The Union cares about the things you care about, it's made up of all kinds of people from all kinds of places and it's there to fight for you when you need someone in your corner.

Students' Union UCL is the representative body of all UCL students. It's run by students for students and is a registered charity, independent of UCL. All UCL students at every level are automatically members of the Union (but can opt out), and the Union's leaders are elected annually by and from all current students. The elected student leaders are called Sabbatical Officers and they represent students on various UCL committees and campaign on the issues that matter to students. Alongside the Sabbatical Officers there are more than 1500 other student representatives, who cover every part of UCL life, from your programme, research students or the UCL accommodation you live in.

Further information:
- Hyperlink: [Students' Union UCL website](http://studentsunionucl.org)
- Print URL: http://studentsunionucl.org

- Hyperlink: [Elections information (including how to become a representative)](https://studentsunionucl.org/rep/what-you-can-do)
- Print URL: https://studentsunionucl.org/rep/what-you-can-do

Student Societies

Student Societies

UCL students currently run over 250 different clubs and societies through the Students' Union, providing a wide range of extra-curricular activities for students to get involved with during their time at UCL. The Welcome Fair will be your opportunity to meet all of the clubs and societies in one place and will take place on 28 and 29 September.

Further information:
- Hyperlink: [Students' Union UCL Clubs and Societies](http://studentsunionucl.org/content/clubs-and-societies)
- Print URL: http://studentsunionucl.org/content/clubs-and-societies

- Hyperlink: [Club and Society Events](http://studentsunionucl.org/whats-on)
- Print URL: http://studentsunionucl.org/whats-on

Academic Representatives

Your Students' Union is there to make sure you have the best possible time while you're studying at UCL. One of the ways they do that is by working with departments and faculties to ensure that every student is represented and has a voice in the way that the university works.

Every student at UCL will have a Course Representative or a Research Student Representative who will be your eyes, ears, and voice. They'll work closely with staff in your department to make sure that they understand what you most value, and take action to deal with things you'd like to see improve. They'll also work with representatives in your Faculty and the Students' Union to make things better across the whole of UCL.

These Academic Representatives are appointed during early October – if you'd like to take up the role, staff in your department can tell you how. If you take up a representative role, the Students' Union will work closely with you to provide training, support, and advice, and you'll be able to change the experience of everyone on your course or in your department for the better.

Even if you don't fancy taking up a role yourself, keep an eye out for your chance to vote for which students you feel will do the best job.

Further information:
- Hyperlink: [Academic Representatives](http://studentsunionucl.org/reps)
- Print URL: http://studentsunionucl.org/reps

- Hyperlink: [Find your representative](https://studentsunionucl.org/user/academic-representatives)
- Print URL: https://studentsunionucl.org/user/academic-representatives

Role of the Staff-Student Consultative Committee

Every department at UCL has a Staff-Student Consultative Committee (SSCC) that meets at least three times a year. Staff Student Consultative Committees are meetings where Academic Reps and staff work together to develop solutions to students' concerns, and prioritise areas for improvement. Some departments have a single SSCC, while others split this into different levels of study. Most commonly, departments operate both an undergraduate and postgraduate SSCC.

Other ways that students can give feedback

Students are encouraged to give feedback to their tutors, course directors, module convenors and staff in the Education Team. There also dedicated questionnaires and surveys on each programme's page.

Students' Union Advice Service

The Students' Union Advice Service is available to all UCL students. Trained and experienced staff are ready to support you with any difficulties that might occur during your time at UCL. The Advice Service specialises in:

- **Academic issues** - including extenuating circumstances, plagiarism and complaints
- **Housing** - including contract checks and housemate disputes
- **Employment** - including unpaid wages and part time employment contracts
- Many other legal and university matters

The service is free, confidential and independent. We will not disclose anything to your department or any other university staff unless at your request. Students can make an appointment or attend a drop-in session for advice and support.

Further information:
- Hyperlink: [Students' Union UCL Advice Service](https://studentsunionucl.org/help-and-advice/advice-service)
- Print URL: https://studentsunionucl.org/help-and-advice/advice-service

Informal and Formal Student Complaints

Student Complaints
UCL aims to ensure that every student is satisfied with their experience of UCL. However we recognise that from time to time problems do arise and students may wish to express concern or dissatisfaction with aspects of UCL or the quality of services provided.

Informal resolution
Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Students can speak to their Personal Tutor, Programme Leader, Departmental or Faculty Tutor, Course Representative, or Research Student Representative if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the Students' Union's Advice Service. UCL strongly encourages this kind of resolution and does expect students to have attempted some form of informal resolution before making a formal complaint.

Formal complaints
If an issue cannot be resolved at a local level, students may feel they need to submit a formal complaint using UCL's Student Complaints Procedure. UCL aims to ensure that all complaints are treated fairly, impartially, effectively and in a timely manner, without fear of victimisation. The Complaints Procedure applies across all Schools, Faculties, Academic Departments and Professional Service Divisions. Students' attention should be drawn to the timescales set out in the Procedure.

Further information:
- Hyperlink: [Academic Manual Chapter 6, Section 10: UCL Student Complaints Procedure](https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework

- Hyperlink: [UCL Student Mediator](https://www.ucl.ac.uk/student-mediator/)
- Print URL: https://www.ucl.ac.uk/student-mediator/

- Hyperlink: [Students' Union Advice Service](http://studentsunionucl.org/help-and-advice/advice-service)
- Print URL: http://studentsunionucl.org/help-and-advice/advice-service

15   Student feedback

The importance of feedback and how UCL uses the results

Student Feedback

UCL's goal is to put students' feedback, insights and contributions at the heart of our decision-making. We value students' feedback and work with students as partners in the process of shaping education at UCL. In recent years, as a direct result of student feedback, we extended library opening hours, opened new study spaces and scrapped graduation ticket fees for students.

These are some examples of changed we implemented at IoN following student feedback:

How it used to be	Feedback received from student group	Actions/ What's been done
Teaching spread over the week	Cl Neuroscience reps suggested to group them in 2-3 days of teaching per week	Since Sept 2015 programme-specific lecture are clustered together to make it easier for students to work/plan their independent study
Basic Neuroscience Module felt as particularly challenging from some students	Students asked for Q&A sessions where to clarify doubts and for more time to prepare for exam	Q&A sessions were implemented in Academic Year 2015/2016; last academic year a reading week was built into the timetable and teaching spread over 2 additional weeks to allow more independent study time for students
No dedicated student space for warming up food / 'group learning'	Students would welcome facilities to warm up own food and group work	Education Team has built in a kitchenette and social learning space in refurbishment plans, completed in 2017
Peripheral Nerve Module used to be assessed with an essay	Students asked for greater variety of assessment types	The Education Team built in greater variety in assessment modes. The module is assessed by Multiple Choice Questions. Online activities now feature on Moodle to support students preparing for this exam.
Stats teaching was done via online, recorded tutorials	Students asked for face-to-face teaching	Provision has been made for students to attend stats lectures with dedicated IoN statisticians
Search for Research Projects was done during last part of term 1	Students asked for this to be anticipated to allow time to fix project and consequently more time to work on project	We now put strong emphasis since induction week on fixing up a project as early as possible.
Teaching mainly delivered in form of lectures and occasional workshops	Clinical students asked for one on one Q&A sessions with consultants from different specialities. Clinical Neuroscience students asked for lectures with patients	Masterclasses and sessions with patients were introduced for a number of Modules
Research Project deadline was end of July	Students requested more time to complete their project	Research Project deadline changed by 2 weeks; now mid-August deadline

Student Surveys

One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey, The Postgraduate Taught Experience Survey, and the New to UCL survey . Whether it's about teaching, accommodation, or facilities, surveys are a chance for students to have their say about what works and what needs improving, to help us make sure that UCL is as good as it can be for current and future students. We aim to minimize the volume of surveys students are asked to take, so undergraduates will be invited to take just one institutional survey per year, and full-time postgraduate students will be invited to take two. Each survey takes just a few minutes to complete, all responses are anonymous, and some include a generous prize draw. Every piece of feedback is read and the results of each survey are shared with staff across UCL – including President & Provost Michael Arthur.

Further information:
- Hyperlink: You Shape UCL
- Print URL: https://www.ucl.ac.uk/you-shape-ucl/

Student Evaluation Questionnaires (SEQ) – when they occur and why they are important

Student Evaluation Questionnaires

Departments also run Student Evaluation Questionnaires on individual modules throughout the year. This gives students the opportunity to feedback about the teaching on their specific modules, helping departments to continuously improve learning, teaching and assessment. Feedback from SEQs feeds into the Annual Student Experience Review process. Your Course Administrator will advise where to find these questionnaires on Moodle.

The ASER process and how student representatives are involved

The Annual Student Experience Review (ASER)

UCL's Annual Student Experience Review (ASER) process requires all departments to undertake an annual self-evaluation and produce a development plan for how they plan to improve in the coming year. The self-evaluation involves looking at student feedback from surveys and student evaluation questionnaires as well as other data about student performance and academic standards, such as the feedback provided by the External Examiner, which helps departments to understand what is working well and what might need improving. Student's Academic Representatives are active participants in the evaluation process and creation of the development plan through discussions at departmental and faculty committees, giving students an important role in identifying and planning improvements within their department. Students can view the completed reports and action plans on the faculty/departmental intranet.

Further information:
- Hyperlink: Academic Manual Chapter 9, Section 2: Annual Student Experience Review (ASER)
- Print URL: https://www.ucl.ac.uk/academic-manual/chapters/chapter-9-quality-review-framework

16   UCL ChangeMakers

UCL ChangeMakers supports students and staff to work in partnership on projects that improve the learning environment at UCL. Each department in UCL is guaranteed funding of £850 for one project per year. Any student or member of staff can make a proposal, which should be submitted to the relevant department's Staff Student Consultative Committee (SSCC). If you are a student but are not a member of your department's SSCC, talk to one of the student representatives about your proposal and ask them to take it to the Committee on your behalf. Proposals must also be approved by the relevant Department Teaching Committee.

- Hyperlink: UCL ChangeMakers
- Print URL: https://www.ucl.ac.uk/changemakers/

Student Quality Reviewers (SQR)

Student Quality Reviewers are students who work with UCL to take an in-depth look at different areas of academic practice. They help to improve how the university works by providing detailed feedback and analysis from a student perspective. Taking part in the Student Quality Reviewer scheme gives students the opportunity to: act as a member of an Internal Quality Review panel; be a Student Reviewer for the Programme and Module Approval Panel; feed back on pedagogic practice as an ASER Facilitator; work with staff to reflect on their teaching practice as a Student Reviewer of Teaching; and/or providing a student view on how teaching can include more diverse perspectives as a Student Curriculum Partner.

Further information:
- Hyperlink: [Student Quality Reviewers](http://studentsunionucl.org/sqr)
- Print URL: http://studentsunionucl.org/sqr

17   Employability and Careers

Where and how to get advice?

Professor Alex Leff, Head of PGT a.leff@ucl.ac.uk

Dr Steve Kennerley Departmental Graduate Tutor s.kennerley@ucl.ac.uk

or your personal academic tutor

UCL Careers
UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates, and assists them through the entire job hunting process, including exploring options, searching for vacancies, preparing CVs and applications, practicing for interviews, aptitude tests or assessment centres, and providing access to recruitment fairs and other employment-related events. They can also advise on exploring options for further study and funding. Services and events are available to all taught students, researchers (PhD students and postdocs) and graduates (for up to 2 years after course completion).

UCL Careers also supports employability activities within departments such as work-related learning, including internships and placements. UCL students are helped with applications and sourcing opportunities with web resources and advice. They can book appointments via myUCLCareers and can source opportunities via myUCLCareers, UCL Talent Bank - a shortlisting service connecting students to small and medium sized organisations, and apply for opportunities within our summer internships and global internships schemes.

Further information:
- Hyperlink: [UCL Careers](http://www.ucl.ac.uk/careers)
- Print URL: http://www.ucl.ac.uk/careers

- Hyperlink: [myUCLCareers](https://uclcareers.targetconnect.net/home.html)
- Print URL: https://uclcareers.targetconnect.net/home.html

- Hyperlink: [UCL Careers Information on internships and placements](http://www.ucl.ac.uk/careers/opportunities/jobs/internships-and-placements)
- Print URL: http://www.ucl.ac.uk/careers/opportunities/jobs/internships-and-placements

Entrepreneurship at UCL

UCL has a long and successful track record of supporting spin-outs and start-ups developed by its academic and student communities. Many of the student and staff entrepreneurs have won external awards and achieved substantial investment allowing their enterprises to grow and reach their full potential. UCL offers a wide range of support to students ranging from training programmes, advice on whether an idea has commercial potential, one-to-one sessions with business advisers, funding, competitions and incubator space

to help them start or grow their business.

Further information:
- Hyperlink: [UCL Innovation and Enterprise](https://www.ucl.ac.uk/enterprise/)
- Print URL: https://www.ucl.ac.uk/enterprise/

18   UCL Global Citizenship Programme

The UCL Global Citizenship Programme is aimed at UCL undergraduates and taught postgraduates offering them the chance to put their studies in a global context, connect with students across UCL and develop their responses to the global issues. The Programme is interdisciplinary and includes a choice of activities, providing opportunities to help students gain a broader perspective on their studies, develop hands-on skills and explore solutions to global challenges. Participation is free and places are awarded on a first come, first served basis.

Further information:
- Hyperlink: [UCL Global Citizenship Programme](https://www.ucl.ac.uk/global-citizenship-programme/)
- Print URL: https://www.ucl.ac.uk/global-citizenship-programme/

19   Data Protection

How UCL uses student information, for what purposes, and the steps taken to safeguard this information; Where to find information security, intellectual property and email policies; Information on how to enquire or make a related complaint.

How UCL uses student information
UCL uses student information for a range of purposes, including the provision of teaching and learning, managing accommodation and ensuring health and safety. Further information about how UCL uses student information can be found in the UCL General Student Privacy Notice.

Further information:
- Hyperlink: [UCL General Student Privacy Notice](https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice)
- Print URL: https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice

- Hyperlink: [UCL Information Security Policies](https://www.ucl.ac.uk/informationsecurity/policy)
- Print URL: https://www.ucl.ac.uk/informationsecurity/policy

- Hyperlink: [Guidance on Writing a Local Privacy Policy](https://www.ucl.ac.uk/legal-services/ucl-general-data-protection-regulation-gdpr/guidance-notices-ucl-staff/guidance-writing-privacy)
- Print URL: https://www.ucl.ac.uk/legal-services/ucl-general-data-protection-regulation-gdpr/guidance-notices-ucl-staff/guidance-writing-privacy

Students may send queries on data protection matters to the following University Data Protection Officer: data-protection@ucl.ac.uk

20   Health, Safety and Security at UCL

UCL's overall objective is to provide and maintain a safe and healthy environment for staff, students, people who work with UCL and those who visit. Health and safety is an integral part of the way in which UCL's activities are managed and conducted. The UCL Safety Services webpage includes further information about health and safety policies and useful guidance and tools for risk assessment. The UCL Security Services webpage includes information regarding security operations, emergency contacts and tips for staying safe at UCL.

Further information:
- Hyperlink: [Safety Services](https://www.ucl.ac.uk/safety-services/)
- Print URL: https://www.ucl.ac.uk/safety-services/

- Hyperlink: [UCL A-Z Safety Guidance](https://www.ucl.ac.uk/safety-services/a-z)
- Print URL: https://www.ucl.ac.uk/safety-services/a-z

- Hyperlink: [General Fire Safety for UCL Students](https://www.ucl.ac.uk/estates/maintenance/fire/)
- Print URL: https://www.ucl.ac.uk/estates/maintenance/fire/

- Hyperlink: [UCL Security Services](https://www.ucl.ac.uk/estates/our-services/security-ucl)
- Print URL: https://www.ucl.ac.uk/estates/our-services/security-ucl

- Hyperlink: [Staying Safe at UCL](https://www.ucl.ac.uk/estates/our-services/security-ucl/staying-safe-ucl)
- Print URL: https://www.ucl.ac.uk/estates/our-services/security-ucl/staying-safe-ucl

- Hyperlink: [Safety in London](https://www.ucl.ac.uk/students/international-students/international-support/safety-uk/safety-london)
- Print URL: https://www.ucl.ac.uk/students/international-students/international-support/safety-uk/safety-london

Health and Safety information concerning the department

Emergency Procedures
In the event of a serious accident or medical emergency on campus, at any time of day or night, you should use the UCL emergency telephone number (2222) on any telephone in UCL buildings.

Accident Reporting
If you have an accident anywhere on UCL premises or during scheduled academic activities off the premises, you should, at the earliest opportunity after receiving any attention or treatment, report to the Safety Officer in your own department (Education Team) or UCL Safety Services to complete an accident report form. You must give the place, date and time of the accident, the names of any witnesses and a short description of the event. Forms are located on the Safety Services website http://www.ucl.ac.uk/estates/safetynet/
Accidents in laboratories from the use of hazardous equipment, poisonous chemicals or radioactive materials should be reported to the staff member in charge who will contact the relevant Departmental Officer.

You must report any accident which occurs in a UCL residence to the UCL Residence Officer via the appropriate site manager.

See the Safety Services website for more information http://www.ucl.ac.uk/estates/safetynet/

Duties of Students and Staff
You must note your legal responsibilities, under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care of yourself and all others who may be affected by your acts and omissions, and to co- operate in enabling UCL to discharge its legal duties with regard to health and safety, including implementation of the Policy. It is a condition of registration for students that they also co-operate with UCL in this respect.

You must also note your legal responsibility, under Section 8 of the Health and Safety at Work Act 1974, not to interfere with or misuse anything provided by UCL in the interests of health and safety. It is UCL policy to encourage all students to report, as appropriate, any situation which involves a risk of injury or a health hazard and particularly accidents on UCL premises.

Late Working in Departments
You may not be in an academic department between 7.00pm and 8.00am Monday to Friday, or at weekends, unless you have specific permission and adequate arrangements have been made for your

supervision. When commencing on a research project you will need to undertake a local health and safety induction with a relevant member of staff.

Fire
All Fire Exits are clearly marked.
Your base in Queen Square will be the student cluster room, which is located on the ground floor of Number 7 Queen Square. The Fire bell is tested every Tuesday morning in the cluster room - this consists of an intermittent ringing for no longer than a minute. If the Fire bell rings continuously, please leave what you are doing immediately and congregate in the middle of Queen Square gardens.

There are two fire exits on the ground floor in Number 7; one at the front and one at the rear of the building. There is a fire exit on the 5th floor as well. Fire exits and assembly points for each Lecture Theatre/seminar room, will be made clear to you as part of your induction.

Do not attempt to tackle a fire yourself. Raise the alarm (call 2222 if possible) and then proceed to the assembly point immediately.

Fire extinguishers
Fire extinguishing equipment has been provided throughout UCL and student residences. Do not interfere with or maliciously set off fire extinguishers. This is a disciplinary offence and will be reported to the Dean of Students.

Fire doors
Fire doors are clearly labelled 'Fire Door Keep Shut' and are fitted with self-closing devices. These doors are essential in preventing the rapid spread of fire and smoke into escape routes. You must not obstruct or wedge the doors or remove the self-closing devices.

Means of escape
Corridors, landings, stairs and exits from a building are major escape routes in case of fire. Do not obstruct these areas by storing or keeping bicycles, personal belongings or rubbish in them.

Power Outage
If there is a power outage you will be asked to leave whichever building you are in and gather in Queen Square gardens. You will be instructed when it is safe to re-enter the buildings. If power is not reinstated within 30 minutes of outage, students will be asked to leave Queen Square for the rest of the day.

Major Incident
If a major incident occurs, you will be asked to leave whichever building you are in and gather in Queen Square gardens. Education Team staff will inform you if it is safe to return, or it is safe to travel, in which case all students will be sent home. Students will be instructed to remain off site until they have received an email from the Education Team informing them it is safe to return.

Security
One consequence of the location of UCL is that it is impossible to prevent entirely the access of unauthorised people to UCL premises, including halls of residence and student houses. Closed circuit television (CCTV) is in operation on UCL premises.

Identity cards, to identify members of UCL, are provided on joining UCL and must be carried at all times.

Where UCL regulations require it, they must be worn visibly at all times and anyone who does not comply must expect to be challenged by UCL Security or any other member of UCL. You are expected to act in a co- operative manner if and when requested to produce evidence of identity.

You should be alert and report any incident or suspicious persons as follows:

1. Queen Square - security personnel located in Queen Square House (24 hours a day, 7 days a week)
2. Residential Accommodation - Warden or Site Manager and/or Residences Office.

You are reminded that you have a personal responsibility for the security of other members of UCL as well as yourself.
It is important that any incident occurring on UCL premises, however small, is reported to Security. This could prevent a more serious incident occurring.

Assistance in any emergency (fire, accident, assault, intruders) may be obtained by dialling 2222 on any telephone in UCL buildings (except pay telephones).

If you consider you have a particular problem regarding your personal security you should approach the Education Team for advice.

General safety advice
1. You should avoid working alone in remote parts of UCL, frequenting isolated areas, or walking alone in empty areas of UCL, especially during the hours of darkness. If permission is granted by your Head of Department for out-of-hours working, Security should be advised in advance.
2. When entering or leaving a room or building on UCL premises, especially residential ones, please ensure that you do not allow access to unauthorised persons. Wallets, handbags or clothing containing valuables should not be left unattended.

21 After study

Information on degree certificates and transcripts (Centrally Provided)

Degree Certificates

A degree certificate will be sent to each successful student awarded a UCL degree within three months of conferral of the award.

Further information:

- Hyperlink: Degree Certificates
- Print URL: https://www.ucl.ac.uk/students/exams-and-assessments/certificates-results/degree-certificates

Five copies of your official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their home addresses as held on Portico within 3 months from the date the award is conferred by UCL authorities.

Transcripts for affiliate students are issued automatically upon the students' completion of their study at UCL and are dispatched as follows:
JYA, Exchange and Erasmus Students – transcripts are issued to the students' home universities.
Independent affiliate students – transcripts are posted to the students' contact addresses.

UCL Student Records can produce additional transcripts for students on taught programmes as well as for affiliate students via the UCL Transcript Shop.

Further information:

- Hyperlink: Transcripts

- Print URL: https://www.ucl.ac.uk/students/exams-and-assessments/results/transcripts

Graduation Ceremonies

Following successful completion of their studies, graduation ceremonies are held to celebrate students' achievements:

Further information:
- Hyperlink: Graduation Ceremonies
- Print URL: http://www.ucl.ac.uk/graduation

UCL Alumni Community

The UCL Alumni Community is a global network of more than 250,000 former students. Alumni can take advantage of a wide range of benefits– on campus, across the UK and globally – including the Alumni Card, access to thousands of e-journals and library services, and a free UCL-branded email for life. All students and alumni can connect through the UCL Alumni Online Community, an exclusive mentoring platform with sector based and international networks, and get involved through events, reunions, and the UCL Connect professional development series.

Further information:
- Hyperlink: UCL Alumni
- Print URL: https://aoc.ucl.ac.uk/alumni/alumni-community

The UCL Queen Square Institute of Neurology has its own Alumnus Association called the Queen Square Alumnus Association. You will automatically join this association upon completion of your degree.

Course Committee Members

MSc Advanced Neuroimaging
Dr Adam Liston (Course Director)
Prof Tarek Yousry (Course Director)
Dr John Thornton
Dr Indran Davagnanam
Dr David Thomas
Prof Louis Lemieux
Prof Xavier Golay
Dr Sotirios Bisdas
Dr Steffi Thust
Dr Martina Callaghan

MSc Brain and Mind Sciences
Dr James Kilner (Course Director)
Dr Caroline Selai (Course Director)
Dr Maria Chait (Course Director)
Prof Ann Lohof
Dr Andrea Dumoulin
Dr Barney Bryson

MSc Clinical Neuroscience
Dr Caroline Selai (Course Director)
Prof Nick Ward (Course Director)
Dr Rohan de Silva
Prof Adrian Isaacs
Dr Jennifer Pocock
Dr Selina Wray
Prof Elizabeth Fisher
Dr Helene Plun-Favreau
Prof Nick Ward
Prof Kenneth Smith
Prof Eileen Joyce
Prof Patricia Limousin
Mr Ludvic Zrinzo
Prof Gareth Barnes
Dr Rick Adams
Dr Gabriele Lignani
Dr Valeria Iodice
Dr Charlie Arber
Dr Rina Bandopadhyay
Prof Sven Bestmann

MSc/Diploma Clinical Neurology
Dr Caroline Selai (Course Director)
Prof Alexander Leff (Course Director)
Prof David Werring
Prof Kailash Bhatia
Dr Tabish Saifee
Dr Malcolm Galloway
Dr Hector Garcia-Moreno
Dr Jalesh Panicker
Dr Christos Proukakis
Dr Gordon Plant
Prof Matthias Koepp
Dr Amit Batla (Co-Course Director, Distance Learning)
Dr Declan Chard (Distance Learning)
Dr Tim Young (Co-Course Director Distance Learning)
Dr Salman Haider (Distance Learning)
Dr Ciaran Hill (Distance Learning)

MSc Dementia
Prof Jason Warren (Course Director—Neuroscience)
Dr Jen Agustus (Course Director—Neuroscience)
Dr Richard Sylvester
Dr Rimona Weil
Dr Jonathan Rohrer
Prof Huw Morris
Dr Selina Wray
Tammaryn Lashley
Gary Price
Dave Thomas
Jo Barnes
Jason Warren
Chris Hardy
Teresa Niccoli
Sandrine Foti
Emma Holmes

MSc/MRes Neuromuscular Disease
Dr Bernadett Kalmar (Course Director)
Dr Matilde Laura (Course Director)
Prof Linda Greensmith
Dr Haiyan Zhou
Dr Silvia Torelli
Dr Jasper Morrow
Dr Pietro Fratta
Dr Pedro Machado
Dr Robert Pitceathly

MSc/MRes Stroke Medicine
Dr Suman Gill (Course Director)
Prof David Werring (Course Director)
Dr Robert Simister
Dr Rupert Oliver
Dr Richard Perry
Dr Gill Cluckie
Prof Alex Leff
Prof Nick Ward

MRes Translation Neurology
Dr Vincenzo Libri (Course Director)
Dr Caroline Selai
Dr Ed Wild
Prof Lizzy Fisher
Dr Christos Proukakis
Dr Beate Diehl

Declaration

MSc/MRes Advanced Neuroimaging
MSc Brain & Mind Sciences
MSc Clinical Neuroscience
MSc & PG Diploma Clinical Neurology
MSc, PG Diploma & PG Certificate in Clinical Neurology via Distance Learning
MSc Dementia: Causes, Treatments and Research (Neuroscience)
MSc/PG Dip/PGCert/MRes Neuromuscular Disease
MSc/PG Dip/PGCert/MRes Stroke Medicine
MRes Translational Neuroscience

General Information
I confirm that I have read all the information given in the Student Handbook concerning code of conduct and all information relating to my programme of study (e.g. examination dates/deadlines for essays etc.) and agree to adhere to UCL rules and regulations.
All students must wear an identity badge in the Institute and National Hospital

If you lose your allocated swipe card you will be charged £10 for a replacement card

Signed ………………………………………… Date …………………………………..

Health and Safety Guidelines
As a student working alongside members of staff you will be required to observe the following Health and Safety legislation:
a)   to take reasonable care for the health and safety of yourself and other persons, who may be affected by your acts and omissions
b)   to co-operate with the Institute to ensure as far as is reasonably practical the health, safety and welfare at work of all its staff and students, and to comply with any other duties or requirements relating to health and safety
c)   to comply with any rules and regulations made from time to time by the Institute for the health, safety and welfare of its members of staff and students; in particular to comply with the Departmental Safety Codes of Practice of the Institute
d) not to interfere with or misuse anything provided by the Institute in the interests of health, safety and welfare

I agree
To respect the confidentiality of clinical teaching activities which involve the presentation of patients from the National Hospital, and to treat patients and their relatives with respect and decorum.
To respect the sensitive nature and confidentiality of the research work undertaken in the Institute.

Signed …………………………………………. Date ………………………………..

Please also print your name …………………………………………………………………