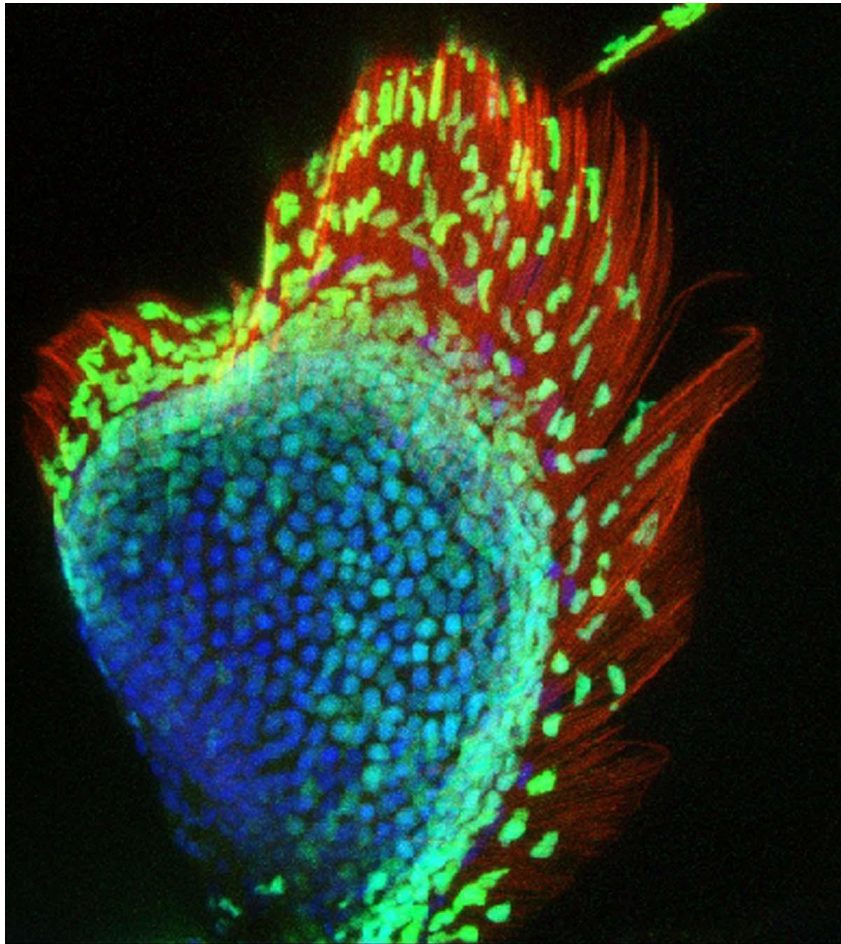


**University of Bristol
Faculty of Biomedical Sciences**



**SWBio DTP: Research Methods for Life Sciences
Taught Handbook
2015-2016**



This handbook should be read in conjunction with the [Faculty of Biomedical Sciences Postgraduate Handbook](#) and the [Regulations and Code of Practice for Taught Programmes 2015/16](#)

Note: Throughout this handbook, when referring to the taught component, the nomenclature ‘taught course’ or ‘course’ is used. However, in the University of Bristol links/handbooks the taught component will be referred to as ‘programme’.

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IMPORTANT CONTACTS:

Name	Telephone	E-mail	Location
Prof Mark Viney Course Director	(0117) 39 41203	mark.viney@bristol.ac.uk	Rm: 2A19, Life Sciences Building
Dr Eric Morgan Unit Director: Statistics and Bioinformatics	(0117) 39 41195	Eric.Morgan@bristol.ac.uk	Rm: 2A04 Life Sciences Building
Dr James Hodge Unit Director: Rotation projects	(0117) 331 1416	James.Hodge@bristol.ac.uk	F.33, Biomedical Building
Dr Paul Curnow Unit Director: Science in Society, Business and Industry	(0117) 33 11837	P.Curnow@bristol.ac.uk	M.3, Biomedical Building
Dr Gary Barker Unit Director: Core Skills for Life Scientists	(0117) 39 41172	gary.barker@bristol.ac.uk	Rm: 2B17, Life Sciences Building
Ruth Batterham Course Administrator Mondays, Wednesdays & Fridays: 9:00 to 5:00	(0117) 33 11599	R.Batterham@bristol.ac.uk	D.28, Biomedical Building
Lindsey Watson Non-academic pastoral contact	(0117) 33 11535	Lindsey.Watson@bristol.ac.uk	D.28, Biomedical Building

Please note, we have a central SWBio DTP Taught Mailbox (swbio-taught@bristol.ac.uk). Please use this for any communication in relation to the taught course. This is monitored by Ruth Batterham, Lindsey Watson and Samantha Southern (SWBio DTP Hub Manager and Administrator).

These members of staff are based at the University of Bristol but are contactable by telephone or e-mail.

Note: For issues and queries not related to the taught component, please contact your local institutional postgraduate teams.

Disclaimer: Every attempt has been made to ensure the accuracy of the Information contained in this handbook was correct at the time of release. The current version will be available on the SWBio DTP website and supersedes all previous versions.

WELCOME

Welcome to the SWBio DTP. I am the Course Director for the taught component of your PhD Studies and I am sure that you will enjoy the coming 12 months of study and research. In the first year of your SWBio DTP PhD you are studying a range of research and taught elements to give you a breadth of training. This course is called 'Research Methods for Life Sciences' which operates under the University of Bristol's taught rules. Please note, you must pass this year to progress to your next year of your PhD studies.

This handbook will provide an overview of the taught component and details of the individual units, their content and their assessments. The course also has a [Blackboard site](#), an online learning facility, which provides further information.

Each of you will be registered within your home institution (where your PhD project will be based) but the taught component of your PhD studies sits within the Faculty of Biomedical Sciences, University of Bristol. For the taught component you will be taught as a cohort at various sites across the partnership, with teaching delivered by staff from across the partnership and beyond. As the course sits within the University of Bristol, this means that the administration (for example submission of work, feedback, results) of your taught component is managed by the University of Bristol.

The course consists of five units; three taught units and two rotation projects. These are as follows:

- **Statistics and Bioinformatics (BIOCM0010):** to introduce important aspects of experimental design, data acquisition and data analysis.
- **Core Skills for Life Scientists (BIOCM0012):** generic & employability skills training provisions, consistent with the [Vitae Researcher Development Framework](#) (RDF).
- **Science in Society, Business and Industry (BIOCM0013):** looking at the role of science in society, including ethical awareness, public engagement, science policy, governance and funding, coupled with commercialisation including ownership, IP and entrepreneurship.
- **Rotation projects (BIOCM0014 & BIOCM0011):** Two short rotation projects in different disciplinary areas to provide practical grounding for PhD studies.

These units are specifically designed for the SWBio DTP and are based around training that is essential to become an accomplished biosciences researcher in academia, industry and other allied careers.

If you have any questions or require any further information, please e-mail Ruth Batterham via the SWBio DTP Taught Mailbox (swbio-taught@bristol.ac.uk). Alternatively you can also e-mail me (mark.viney@bristol.ac.uk).

I hope you enjoy this taught year and that it is a great start to your PhD studies.

Prof Mark Viney
Course Director

1. GENERAL INFORMATION

The information given below should be read carefully and kept for future reference. **Please ensure you take the time to look through the handbook and any related documentation.** It is your responsibility to understand the rules and regulations that governs the taught component of your PhD.

Further information about the taught course and the units will be posted on Blackboard at various times, and **you should make a habit of looking at this site regularly (i.e. at least once a week)**. Information about timetables, lecture material, assessments and marks will be posted here. This site will also advise you of any updates to your timetable etc.

Please also ensure you check your Bristol e-mail address regularly (**this is a university requirement**). If you decide to use another e-mail address you must ensure your Bristol e-mail address is redirected accordingly. **All communications related to the taught component will be sent to your Bristol e-mail address.** Please also note that if you have a mobile phone, we use a text message service to provide you with updates, so please check this regularly too.

2. CALENDAR

Taught units		Rotation projects	Deadlines for assessments	
Statistics and Bioinformatics	Bioinformatics (Exeter) Mon 19 th Oct – Fri 23 rd Oct	Rotation project 1 Mon 28 th Oct–Mon 14 th March	Bioinformatics Fri 13 th Nov 4pm	
	Statistics (Cardiff) Mon 26 th Oct – Fri 30 th Oct		Statistics Fri 20 th Nov 4pm	
Core Skills for Life Scientists	Total of 15 hours within home institution Mon 2 nd Nov - Fri 10 th June		Grant application Fri 5 th Feb 4pm	Peer review Fri 26 th Feb 4pm
	Bristol Mon 18 th Jan			Rotation project 1 report Mon 14 th March 4pm
	Exeter Wed 17 th Feb			Mock grant panel Fri 18 th March
	Cardiff Fri 18 th March			
Science in Society, Business and Industry	Bristol Mon 11 th Apr – Fri 22 nd Apr	Rotation project 2 Mon 25 th April – Fri 29 th July	Poster presentation Fri 22 nd April (morning) <i>and</i> 3 Minute Thesis presentation: Fri 22 nd April (afternoon)	
Core Skills for Life Scientists	Rothamsted (North Wyke) Tues 17 th May		Policy document Fri 6 th May 4pm	
	Bath Thurs 9 th - Fri 10 th Jun		Press release Fri 13 th May 4pm	
			Pathways to impact statement Fri 27 th May 4pm	
			Rotation project 2 report: Fri 29 th July 4pm	

These dates can be subject to change but you will be made aware of any changes via Blackboard. Please also refer to the DTP cohort activities calendar on the [SWBio DTP website](#) for annual DTP cohort activities.

To access your own online personalised student timetable, please use your [MyBristol Portal](#) and sign-in via the Timetable channel tab.

3. TAUGHT COURSE INFORMATION

As part of your taught first year, you will be required to undertake five **mandatory** units; three taught units and two rotation project units. Please refer to the table below for further information about the units.

Further information about the course can be found in the [Course Catalogue](#).

Title	Unit Code	Credit Points
Statistics and Bioinformatics	BIOCM0010	20
Core Skills for Life Scientists	BIOCM0012	20
Science in Society, Business and Industry	BIOCM0013	20
Rotation project 1	BIOCM0014	60
Rotation project 2	BIOCM0011	60

4. PERSONAL TUTORING SYSTEM

All students will be allocated a Personal Tutor who will act as a mentor during the taught component. Your Personal Tutor will be your local Implementation Group representative(s). You will have a timetabled meeting with your Personal Tutor within 2 weeks of starting your taught component. Other meetings can be arranged throughout the year by mutual consent. Your Personal Tutor will support your learning and be able to offer advice on careers and other issues. Please refer to the diagram in Annex 1 for further information about support available.

5. DISABILITY

Your Personal Tutor is the first point of contact for any disability issues. They will also provide you with details of the relevant disability representative within your institution who you can contact for further information about disability matters. Alternatively, information can be found on the following institutional websites:

[Bath >>](#)

[Bristol >>](#)

[Cardiff >>](#)

[Exeter >>](#)

[Rothamsted >>](#)

(Rothamsted link accessible only via Rothamsted's VPN using a Rothamsted laptop/computer. Alternatively e-mail donna.fellowes@rothamsted.ac.uk)

6. TEACHING AND ASSESSMENT

This handbook should be read in conjunction with the [Faculty of Biomedical Sciences Postgraduate Handbook](#) and the [Regulations and Code of Practice for Taught Programmes 2015/16](#)

EXTENUATING CIRCUMSTANCES

You should let us know about any circumstances that could have an adverse effect on your performance such as medical problems or personal problems. These details will be treated in the strictest confidence and will be taken into account when the marks are considered. If you do not submit extenuating circumstances then we will not be able to take this into consideration. Please refer to Section 7 for further information. **You must submit [Extenuating Circumstances forms](#) to Ruth Batterham.**

Further information about extenuating circumstances can be found in the [Regulations and Code of Practice for Taught Programmes 2015/2016](#).

ASSESSMENT METHODS

We use a range of different methods to assess work for these units. Please be aware that the passmark for each unit is 50% and that the deadlines are strict and late work will be penalised.

Statistics and Bioinformatics:

- Short answer-style questions to assess the ability to determine the most appropriate statistical approach to analyse data sets, and the ability to interpret the outcomes of these test analyses. The written work will also require the students to include an R script to analyse a specific data set, and they will show the outcome from running the script. (50%)
- A practical report on the Bioinformatics work conducted during the week of intensive classroom work and subsequent independent study (50%)

Core Skills for Life Scientists

- Research Poster (25%)
75% on the visual assessment of the poster, 25% on oral presentation of the poster. Poster and its presentation will be marked by members of the Implementation Group.
- Mock research-grant application in BBSRC format relating to the PhD subject area (50%)

40% on the quality of the application, 40% on the quality of peer review of applications, 20% for mock grant panel.

- Presentation on PhD project in the style of Vitae Three Minute Thesis competition (25%)
Presentation will be marked by members of the Implementation Group.

Science in Society, Business and Industry

- Written press release about a selected research paper, aimed at a general readership, such as a newspaper (30%)
- Written Pathways to Impact Statement based on the main PhD project and following standard RCUK format (2 pages A4 in 11pt) (30%)
- A policy document on an area of topical interest (5000 word maximum) (40%)

Rotation project 1 and 2

- Submit a project report in the style of a research paper (6000 words). 30% of the unit marks will be continuous assessment assessing aspects such as commitment, organisation, planning, intellectual input, technical ability, communication etc. 70% of the unit mark will be the project report.

The continuous assessment mark will be awarded by the rotation project supervisor and the project report mark will be marked by two members of academic staff across the partnership.

Rotation project 1 and 2 reports will be submitted to [Turnitin](#) to check for plagiarism (refer to section 9).

All assessments mentioned above will be moderated by the Unit Director.

WORK SUBMISSION

Unless otherwise stated, all work should be submitted to Blackboard by the deadline (refer to table in section 2). Any changes in deadlines will be communicated via Blackboard.

If your work is submitted after the deadline, it will be marked as normal, however a **deduction of 10 marks will be made for each working day** after the deadline. For work submitted seven calendar days after the submission deadline, a mark of 0 will be awarded.

If any situation arises which is likely to compromise your ability to meet the deadline, such as major illness or accident, it is **essential** that you inform the Course Director immediately, **at the time of the illness**. You should also complete, and submit to the Graduate School Office, an [Extenuating Circumstances Form](#) well before the deadline, along with any supporting documentation such as a medical certificate.

MARKING SCALE

The marking scale that will be used for all assessed work is below.

[Further information on marking criteria >>](#)

GENERIC MARKING CRITERIA MAPPED AGAINST THE THREE MARKING SCALES

Grade	0-20 point scale	0-100 point scale	Criteria to be satisfied
A	20 19 18	100 94 89	<ul style="list-style-type: none"> ➤ Work would be worthy of dissemination under appropriate conditions. ➤ Mastery of advanced methods and techniques at a level beyond that explicitly taught. ➤ Ability to synthesise and employ in an original way ideas from across the subject. ➤ In group work, there is evidence of an outstanding individual contribution. ➤ Excellent presentation. ➤ Outstanding command of critical analysis and judgement.
	17 16 15	83 78 72	<ul style="list-style-type: none"> ➤ Excellent range and depth of attainment of intended learning outcomes. ➤ Mastery of a wide range of methods and techniques. ➤ Evidence of study and originality clearly beyond the bounds of what has been taught. ➤ In group work, there is evidence of an excellent individual contribution. ➤ Excellent presentation. ➤ Able to display a command of critical analysis and judgement.
B	14 13 12	68 65 62	<ul style="list-style-type: none"> ➤ Attained all the intended learning outcomes for a unit. ➤ Able to use well a range of methods and techniques to come to conclusions. ➤ Evidence of study, comprehension, and synthesis beyond the bounds of what has been explicitly taught. ➤ Very good presentation of material. ➤ Able to employ critical analysis and judgement. ➤ Where group work is involved there is evidence of a productive individual contribution.
C	11 10 9	58 55 52	<ul style="list-style-type: none"> ➤ Some limitations in attainment of learning objectives, but has managed to grasp most of them. ➤ Able to use most of the methods and techniques taught. ➤ Evidence of study and comprehension of what has been taught ➤ Adequate presentation of material. ➤ Some grasp of issues and concepts underlying the techniques and material taught. ➤ Where group work is involved there is evidence of a positive individual contribution.
D	8 7	48 45	<ul style="list-style-type: none"> ➤ Limited attainment of intended learning outcomes. ➤ Able to use a proportion of the basic methods and techniques taught. ➤ Evidence of study and comprehension of what has been taught, but grasp insecure. ➤ Poorly presented. ➤ Some grasp of the issues and concepts underlying the techniques and material taught, but weak and incomplete.
E	6	42	
	5	35	<ul style="list-style-type: none"> ➤ Attainment of only a minority of the learning outcomes. ➤ Able to demonstrate a clear but limited use of some of the basic methods and techniques taught.

			<ul style="list-style-type: none"> ➤ Weak and incomplete grasp of what has been taught. ➤ Deficient understanding of the issues and concepts underlying the techniques and material taught.
	1 - 4	7 - 29	<ul style="list-style-type: none"> ➤ Attainment of nearly all the intended learning outcomes deficient. ➤ Lack of ability to use at all or the right methods and techniques taught. ➤ Inadequately and incoherently presented. ➤ Wholly deficient grasp of what has been taught. ➤ Lack of understanding of the issues and concepts underlying the techniques and material taught.
0	0	0	<ul style="list-style-type: none"> ➤ No significant assessable material, absent, or assessment missing a "must pass" component.

WORD LIMIT

You are set **strict** limits on the maximum length of your work and you will be penalised if you exceed them (see below for details). You should aim to communicate your work clearly and concisely.

The penalty for exceeding the word limit for these pieces of work will be as follows:

Coursework that exceeds the stated word limit by :	Penalty
Up to 10%	10% of total mark available is deducted
Between 10% and 20%	50% of total mark available is deducted
By over 20%	A mark of zero is awarded

Although there are no penalties for being under the word limit, if you are significantly under (20% or more) you should consider the content you are including in your assessment.

Word limit checks will begin from the start of the introduction and continue to the end of the discussion. Word limit checks will not include references or text used in images but will include figure legends, titles, and tables.

7. INTERRUPTIONS TO STUDY DUE TO ILLNESS

Self-certification of absence due to illness during the teaching period

Students who are absent due to illness for periods of **up to and including seven consecutive days**, and thus unable to attend lectures, tutorials and practical classes, or to submit coursework assignments by required deadlines, **must** complete a [Student Absence form](#) immediately upon their return.

Once completed this should be submitted to Ruth Batterham. This information will be held by the University and processed by staff within the Faculty Office in order to keep a record of student absences. The School will monitor the frequency of self-certified absences and may follow up cases where there is cause for concern. However, confidentiality will be respected and any requests to keep information confidential will be complied with.

If you are absent due to illness or other cause for **more than seven consecutive days**, or submit a summative coursework assignment by the agreed deadline, then you must

complete the [Extenuating Circumstances Form](#), and provide appropriate evidence such as a medical certificate.

If you are ill for a period of time during the teaching period, whether close to the deadline or not, you must submit work on time unless an extension has been agreed by the Course/Unit Director. Late submissions will not be accepted without penalty where no extension has been granted.

If you need to request an extension to a deadline then this must be requested **before** the assignment deadline, as well as completing an Extenuating Circumstances Form. We may ask for evidence of the reason for the absence.

If the absence is due to non-health reasons, such as **bereavement**, then you do not need to see a doctor or get a 'sick note'. However, an Extenuating Circumstances Form may still be required.

In all cases of absence, the completed forms should be submitted to Ruth Batterham **within TWO working days** of the end of the period of absence.

Further information about extenuating circumstances can be found in the [Regulations and Code of Practice for Taught Programmes 2015/2016](#).

Medical notes and Student Absence forms should be submitted to Ruth Batterham to ensure that they are taken into consideration with other extenuating circumstances when assessment takes place.

Note: For information about suspending your studies during the taught component, you will need to contact the local postgraduate team within your institution.

8. PROGRESSION AND DISCIPLINE

Please refer to the [Faculty of Biomedical Sciences Postgraduate Handbook](#) and the [Regulations and Code of Practice for Taught Programmes 2015/16](#) for information about progression requirements and penalties. Further guidance can be found in the [University's Examination Regulations](#). Students must adhere to all relevant regulations relating to their course.

Students will complete assessments throughout the taught year. Any students that fail a unit (score less than 50%) will be offered a re-sit and appropriate work will be set. Re-sit assessments will be offered during the year at key points, shortly following interim progress review meetings. There is no compensatory pass available if the student fails the re-sit assessment.

Students who fail the re-sit assessment will have the opportunity to continue all units on the course but will not obtain an MRes exit award and will not be allowed to progress into their second year of their PhD studies. **An MRes exit award is only available if a student decides to or is required to leave their PhD Programme before submission of the thesis.** Students may be awarded an exit award of a Diploma if they achieve 120 credit points or a Certificate if they achieve 60 credit points.

In order to proceed to year two, students must accumulate 180 credit points. **Students must pass all of the taught component to be able to begin their second year of PhD studies.** Students who do not achieve this are required to withdraw from the PhD programme with an exit award, if appropriate.

Pass: not less than 50 out of 100 for the taught component overall

As the MRes exit award is a University of Bristol owned Course, students taking an exit award will graduate from the University of Bristol and be invited to attend the [graduation ceremony](#) in Bristol.

Extenuating circumstances will be considered before the exam board meeting. If there are any factors that could have a negative effect on your performance you should contact us prior to the examinations. Please refer to section 7 for further information.

There will be a short period between submitting the Rotation Project 2 assessment and starting the second year. Please note, students will not have officially progressed into the second year of PhD studies until the marks have been ratified by the Faculty Graduate Board, University of Bristol.

Students who fail an assessment(s) and the subsequent resit(s), and by doing so have not achieved the requisite credit points to allow him or her to progress, will not be provided with the opportunity to undertake a 'supplementary year'. If students have failed an assessment, and have submitted an Extenuating Circumstances Form before the appropriate deadline, there may be the opportunity to undertake supplementary assessments. These supplementary assessments will be undertaken at the start of the second year, alongside the PhD. Students will have not formally progress into the second year of PhD studies until the supplementary assessment(s) have been passed and marks ratified by the Faculty Graduate Board.

9. PLAGIARISM

In academic writing, plagiarism is the inclusion of any idea or any text from someone else without giving due credit by citing and referencing that source in your work. This applies if the source is print or electronic, published or unpublished, or the work of another student or individual.

Plagiarism constitutes a form of cheating and is treated as such by the University of Bristol. [The University of Bristol Rules and Regulations for Students](#) state clearly what constitutes plagiarism. It states:

“Plagiarism is the unacknowledged inclusion in a student’s work of material derived from the published or unpublished work of another. This constitutes plagiarism whether it is intentional or unintentional. “Work” includes internet sources as well as printed material.”

Further information:

- [What is plagiarism and how to avoid plagiarism?](#)

- [Procedure for the treatment of cases of suspected plagiarism](#)

NOTE: Passages quoted or closely paraphrased from other authors must be identified as quotations or paraphrases, and the sources of the quoted or paraphrased material must be acknowledged. Use of unacknowledged sources may be construed as plagiarism.

10. RULES AND REGULATIONS

The [University's Rules and Regulations for Students](#) contains valuable information on topics such as Rights and Responsibilities, Academic Matters, Use of Facilities, and other general information. You should take some time to read this document.

The [University's Regulations and Code of Practice for Taught Programmes](#) contains valuable information on topics such as course structure and design, admission and study, forms and conduct of assessment, marking and the processing of marks, and regulation and policies for determining progress and awards. You should take some time to read this document.

11. STUDENT INPUT

The University Guidelines state that one credit point is broadly equivalent to 10 hours of total student input. This includes teaching, private study, revision and assessments. Therefore a 20 credit point unit will normally require 200 hours of student work.

The SWBio DTP wishes to ensure that paid work does not adversely affect the academic progress of its students, while understanding the need to work in order to earn money. If you will be undertaking paid work, please consult with your supervisor, bearing in mind the impact that it may have on your PhD studies. Please also take into account the funder's (BBSRC) terms and conditions for paid work as indicated in the [RCUK Training Grant Guide](#).

12. STUDY AND TRANSFERABLE SKILLS

The Core Skills for Life Scientists unit trains students in transferable skills that will be applicable to a range of careers. This includes skills in:

- Project management
- Presentation
- Career development e.g. CV writing
- Communication

Advice about different careers are available from your local Careers Service:

[Bath >>](#)

[Bristol >>](#)

[Cardiff >>](#)

[Exeter >>](#)

[Rothamsted >>](#)

(Rothamsted link accessible only via Rothamsted's VPN using a Rothamsted laptop/computer. Alternatively e-mail donna.fellowes@rothamsted.ac.uk)

13. HELP FOR STUDENTS

Please refer to Annex 1 for further information about the help in place during your first taught year.

All students have a Personal Tutor (refer to section 4) who will be able to offer help and advice. The Course Director can also be contacted at any time by e-mail and a meeting arranged if needed. Lindsey Watson is able to provide non-academic pastoral support if needed.

Please visit your local institutional student help site for information about support and advice.

[Bath >>](#)

[Bristol >>](#)

[Cardiff >>](#)

[Exeter >>](#)

[Rothamsted >>](#)

(Rothamsted link accessible only via Rothamsted's VPN using a Rothamsted laptop/computer. Alternatively e-mail donna.fellowes@rothamsted.ac.uk)

14. ADDITIONAL COURSE COSTS

Any material required for your taught first year should be purchased through your Research Training and Support Grant (RTSG) in consultation with your supervisor.

15. COMPUTERS AND SOFTWARE

All students will be provided with a laptop at the start of the taught first year which should be kept for the remainder of the PhD studies. All necessary software for the taught course will be downloaded onto your laptop in advance of starting the course.

The laptop must be returned at the end of your PhD studies to your main supervisor/Rothamsted supervisor.

To be able to access the internet at each of the sites, please ensure you have [eduroam](#) activated following your local institutional guidelines in advance of the taught units starting:

[Bath >>](#)

[Bristol >>](#)

[Cardiff >>](#)

[Exeter >>](#)

[Rothamsted >>](#)

Please refer to your local institution with regards to computing support:

[Bath >>](#)

[Bristol >>](#)

[Cardiff >>](#)

[Exeter >>](#)

[Rothamsted >>](#)

(Rothamsted link accessible only via Rothamsted's VPN using a Rothamsted laptop/computer. Alternatively e-mail donna.fellowes@rothamsted.ac.uk)

16. ADDITIONAL READING

Most lecturers will be giving you the references to a number of papers for each lecture or group of lectures. You are **strongly advised** to set aside time to follow up these references. The majority of the references which lecturers give you will be available to you on the web via your University library website as well as in hard copy in the library. Those unavailable on the University library websites will be posted on Blackboard.

Lecturers may also recommend reading material relevant to the lectures. We DO NOT recommend that you buy these books. Multiple copies of most of these titles are available in the library and we recommend that you use the library copies as much as possible.

17. TRAVEL AND ACCOMMODATION

You may be required to travel as part of your taught units. The SWBio DTP will support costs associated with travel. Depending on the location of your home institution, you may need to stay overnight and accommodation will be provided by the SWBio DTP. Please refer to Annex 2 for further details about travelling to the sites across the partnership.

CLAIMING EXPENSES

Travel and accommodation costs will be paid for by the SWBio DTP for the taught units. Those required to stay overnight, will be reimbursed for food/drink up to £20 per day, as outlined by the [Travel and Subsistence Policy](#).

Note: Travel and accommodation for undertaking your rotation projects will need to be met by your Research Training and Support Grant (RTSG) in consultation with your supervisor.

Unless specified below, students are expected to travel daily. This is based on being in reasonable proximity to train stations and the length of train travel. Of note, accommodation has already been arranged and paid for by the SWBio DTP and accommodation details will be provided on the Blackboard site.

	Travel to		
Travel from	Bristol	Cardiff	Exeter
Bath			Accommodation
Bristol			
Cardiff			Accommodation
Exeter		Accommodation	

Exeter (Penryn)	Accommodation	Accommodation	Accommodation
Rothamsted (Harpenden)	Accommodation	Accommodation	Accommodation

If you have any personal difficulties with these arrangements, please e-mail swbio-taught@bristol.ac.uk.

Students will need to claim travel and subsistence expenses through the University of Bristol. Please follow the University of Bristol's policies for '[expense claims made by non-staff members](#)' and refer to the [Travel and Subsistence Policy](#). **Itemised receipts are needed when claiming expenses so you must remember to retain these.**

Students are expected to take public transport, and car travel will only be reimbursed if this is cheaper than public transport options (for example, car share) or is essential for travel to the site.

Students are expected to travel from where they ordinarily reside for their PhD studies. If you may be travelling from elsewhere, please contact swbio-taught@bristol.ac.uk in advance of the relevant teaching session.

Expense claim forms need to be sent to swbio-taught@bristol.ac.uk or to the following address:

**SWBio DTP
School of Biochemistry
Biomedical Building
University Walk
Bristol
BS8 1TD**

All expense claims need to have a signature. If sending electronically and you do not have an electronic signature, you will need to send a scanned copy of your expenses claim form containing your signature.

Travel and subsistence expenses claims should be submitted at the end of each intensive week of taught courses or immediately following the institutional core skills days. Payments will be made by the University of Bristol within one month of receiving the expense form.

If you have any financial difficulties related to the travel and subsistence costs, please contact your local institutional student funding team for advice and support:

[Bath >>](#)

[Bristol >>](#)

[Cardiff >>](#)

[Exeter >>](#)

[Rothamsted >>](#)

18. FEEDBACK

It is important that you receive feedback on your work so that you can evaluate your performance and identify how you need to develop your knowledge and understanding in the future. Details on how feedback is available are outlined below.

Taught work: Work assigned during your taught units will be marked and feedback provided within 3 weeks. If you are unclear on what the comments mean, or require further clarification, you should contact the Unit Director in the first instance.

Rotation projects: You will receive a mark for your report that will enable you to judge your performance. The markers will also include some written comments on your report. Further feedback is always available from the member of staff who supervised the rotation project.

We aim to ensure that feedback is timely and useful whenever possible, but please remember that feedback is often a two-way process – feel free to seek clarification and further advice when required. You should take time to reflect on the feedback you receive and to identify areas where your performance could be improved.

19. APPEALS AND GRIEVANCES

The procedure for making an appeal against a decision made by the Faculty Board of Examiners can be found on the Secretary's Office web page in the [Rules and Regulations for Students](#).

The website above also details procedures for a student who wishes to make a complaint. In the first instance, informal complaints should be raised with Prof Viney at the earliest opportunity.

INFORMATION REGARDING THE BOARD OF EXAMINERS

1. Membership of the Board of Examiners

The Board of Examiners consists of the Course Director, the Unit Directors, an Implementation Group representative from each host institution and the External Examiner.

2. Appointment of External Examiners

An External Examiner is appointed to advise on all aspects of the taught course. The External Examiner is normally a senior member of staff in another University and is recommended for appointment after consultation amongst members of the Board of Examiners.

3. Role of External Examiner

The External Examiner comments on and approves all assessments and may scrutinise candidates' work. They are also provided with course synopses and have access to student

records, and any other information that might be relevant to student performance.

4. Assessments

Assessments are set by the Course Director in consultation with the unit lecturers and Directors. The assessments are then scrutinised by the SWBio DTP Implementation Group and modified as required, before being sent to the External Examiner for approval (or further modification if necessary).

5. Marking of assessments

Apart from the rotation projects, assessments are marked independently by the appropriate staff, such as the unit lecturer and moderated by the Unit Director.

6. Assessment of Rotation projects

Rotation project reports are assessed independently by the candidate's Supervisor (continuous assessment mark) and by two markers from across the partnership. The marks from the two markers are averaged. If the marks awarded by the two markers differ by 10% or more, the project is moderated by the Unit Director.

7. Confidentiality

Marks from individual assessments and examiners' reports are confidential. It is considered especially important that preliminary mark lists are not discussed with anyone outside the preliminary examiners' meeting.

8. Final Examiners Meeting: awarding of marks and degree classification

The Final Examiners' meeting takes place in September. The External Examiner gives a verbal report, and makes recommendations on the final classification to the Board of Examiners (a full written report is submitted later to the Vice-Chancellor). This recommendation takes into account the average mark scored, the distribution of marks obtained by the student, and the External Examiner's own assessment of the student's work. The Board of Examiners then agrees a final mark list and recommendation for award, which is then passed to the Faculty Examination Board.

9. Absences and Illness

Cases of illness or absence from some of the examinations, where an Extenuating Circumstances Form has been submitted, will be carefully considered by an Extenuating Circumstances Board. The Extenuating Circumstances Board will then make recommendations to the Board of Examiners. For the Board of Examiners, the marks of all papers taken by the candidate are made available and a detailed account of the circumstances surrounding the case may be given consistent with confidentiality. Medical certificates, etc., must be provided.

ANNEX 1: NETWORK OF SUPPORT FOR SWBIO DTP STUDENTS

Your Personal Tutor will be your local Implementation Group representative(s). These are as follows:

Name	Institution	E-mail address	Telephone number
Dr Steven Bates	University of Exeter	S.Bates@exeter.ac.uk	01392 725174
Dr Jon Blout *	University of Exeter (Penryn)	J.D.Blount@exeter.ac.uk	01326 371877
Dr Chris Bailey	University of Bath	C.P.Bailey@bath.ac.uk	01225 38 4957
Dr Lianhai Wu	Rothamsted Research	lianhai.wu@rothamsted.ac.uk	01837 883 572
Prof Helen White-Cooper	Cardiff University	white-cooperh@cardiff.ac.uk	029 2087 5492
Dr James Hodge	University of Bristol	james.hodge@bristol.ac.uk	0117 331 1400/1416

*additional Personal tutor contact for students based in Penryn.

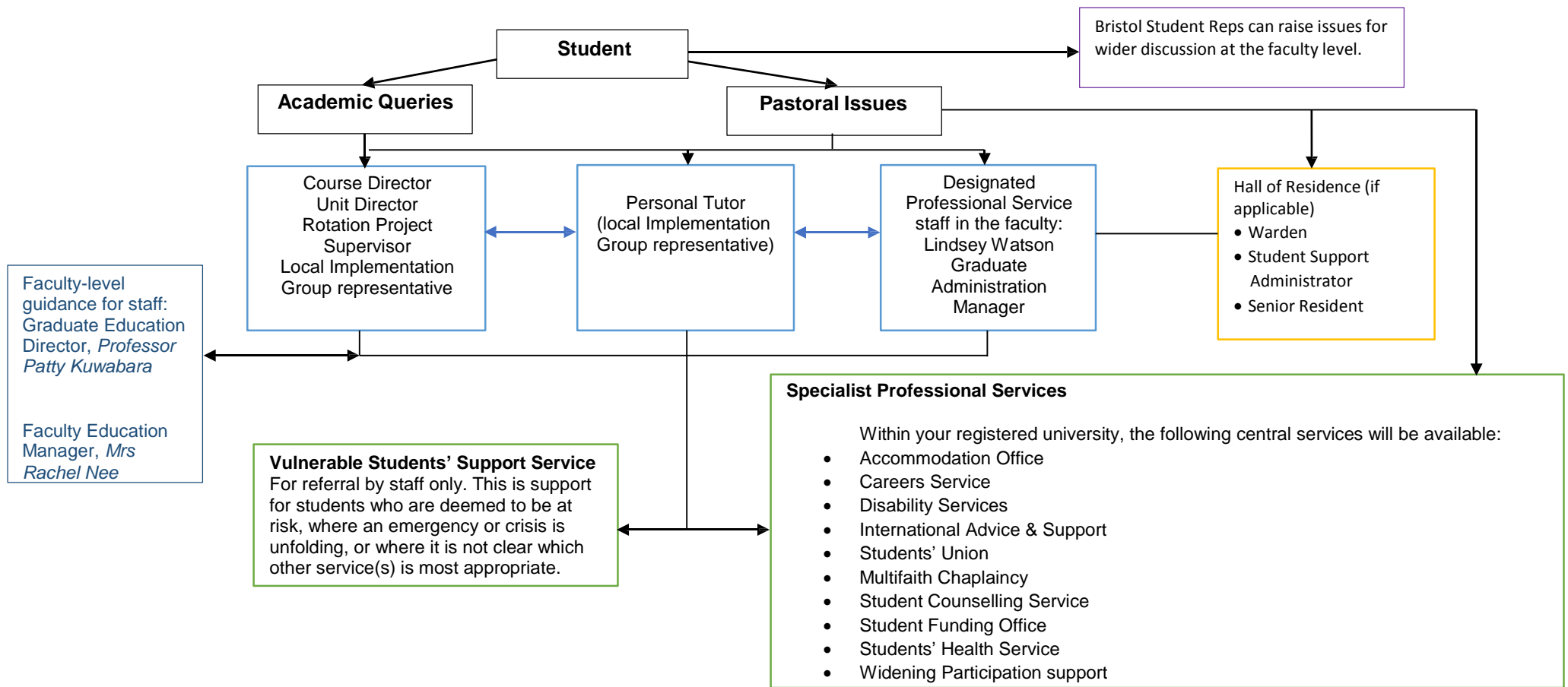
You can contact your Personal Tutor via e-mail or telephone using the above contact details.

If you wish to raise a sensitive academic or personal issue and would not be comfortable with raising this with your Personal Tutor (if they are also part of your supervisory team), please raise it with your local Management Group representative. These are as follows:

Name	Institution	E-mail address	Telephone number
Prof Murray Grant	University of Exeter	M.R.Grant@exeter.ac.uk	01392 725166
Prof Robert Kelsh	University of Bath	bssrnk@bath.ac.uk	01225 383828
Dr Phil Murray	Rothamsted Research	phil.murray@rothamsted.ac.uk	01837 883 545
Prof Robert Honey	Cardiff University	Honey@cardiff.ac.uk	029 2087 5868
Prof Zafar Bashir	University of Bristol	z.i.bashir@bristol.ac.uk	0117 331 1957

Alternatively you can contact Lindsey Watson, the non-academic pastoral support contact.

Note: Your Course Administrator will be Ruth Batterham.



ANNEX 2: TRAVELLING DETAILS FOR TAUGHT UNITS

Teaching room locations and accommodation details at each site will be made available on the Blackboard site.

Note: Times stated below are approximations.

University of Bath (BA2 7AY)

[Campus map >>](#)

	Duration of journey	Frequency	Cost	Other notes
Walking	45 minutes from Bath Spa			Long uphill walk
Train				Main train station is Bath Spa.
Bus	15 minutes	Approximately every 10 minutes from Bath Spa		As a couple of different bus companies operate buses to campus, be aware that if you purchase a return or all-day bus ticket on one of the services, you can only use this ticket on a bus from the same company on the way back to the city centre. <i>The 18 service is run by First Bus, whereas the U18, X18 and U10 are run by Wessex Uniconnect.</i>
Car			£1/hr up to 6 hours	

Medical Treatment

NHS walk-in centre: [Royal United Hospital](#) (BA1 3NG).

Telephone: 01225 428331

From the bus station (just up the road from Bath Spa train station), get the **service 14 towards Weston** which will stop just outside RUH reception (journey time about 14 minutes).

University of Bristol (BS8 1TH)

[Campus map >>](#)

	Duration of journey	Frequency	Cost	Other notes
Walking	30 minutes from Bristol			Terrain is a mixture of flat and uphill

	Temple Meads			
Train				Main train station is Bristol Temple Meads.
Bus	20-30 minutes	Every 10 minutes	Single £1.50/return £3.00 (Discount with a NUS card).	<ul style="list-style-type: none"> Take Service 9 to the University and Service 8 to Bristol Temple Meads. Bus stops are on the right as you head out of the station and drops you off outside the Hawthorns on campus. Park and Ride services available.
Car			Most parking is permit-only or pay and display.	<ul style="list-style-type: none"> Visit the Bristol City Council website for information about public car parks. JustPark can be used to reserve a parking space in certain locations where people have rented out spaces on driveways or in private car parks, starting from £5 a day.

Medical Treatment

Urgent medical attention is available at the [Bristol Royal Infirmary](#) (BS2 8HW) – 10 minute walk from campus.

NHS walk-in clinic: [Boots](#) in Bristol city centre (BS1 3EA) - 15 minute walk from campus
Opening times: 8am-8pm Monday to Saturday, 11am-5pm on Sunday.

Cardiff University (CF10 3XQ)

[Campus Map >>](#)

	Duration of journey	Frequency	Cost	Other notes
Walking	15 minutes from Cardiff Central			
Cycling				
Train		5-10 minutes (5:30am-11.30pm)	A single ticket is £2.20, return is £3.10	You can either walk from Cardiff Central (~15 minutes) or take the connecting train that takes you to Cathays. Info in table is about the Cathays train link.
Car			At University it is limited:	Tariffs vary - Dumfries Place (CF10 3FN) and North Road (CF10 3DY)

			£3.50 for five hours in short stay areas, and £5 in long stay areas.	are the most convenient: Dumfries Place parking is £19 for more than 4 hours whereas North Road is £5.20 for all-day parking Visit Cardiff's city council website for details about other public car parks
Bus				

Medical Treatment

NHS walk-in centre: [Cardiff Royal Infirmary](#) (CF24 0SZ) - 15 minute walk from campus.
Telephone: 029 2049 2233

University of Exeter (EX4 4QJ)

[Campus map >>](#)

	Duration of journey	Frequency	Cost	Other notes
Walking	15-20 minutes from Exeter St. David's			
Cycling				
Train				The closest train station is Exeter St. David's.
Car			<u>Very</u> limited and mostly restricted to members of staff.	Information about public car parks in the city centre can be found on the Exeter City Council website
Bus	15 minutes	Every 15-30 minutes (5:40am - 11pm)		Take the H bus route : Drops you off at North Park Road

Medical Treatment

NHS walk-in centre: [Sidwell Street](#) (EX4 6NN) - 15 minute walk from campus.
Opening hours: 8am-4pm Monday-Saturday, and 10am-4pm Sunday.
Telephone: 01392 276892

Rothamsted Research – North Wyke (EX20 2SB)

Rothamsted Research at North Wyke is in a rural part of the country and so getting there by public transport is problematic. The nearest train station is Exeter St David's and there

will be a minibus available to pick students up from the train station. You will be informed of these times in advance of the institutional core skills day.

[Travelling by Car >>](#)

Medical Treatment

[Okehampton Hospital](#) (EX20 1PN) - 4.6 miles away from Rothamsted Research.

Telephone: 01837 658 000