

**University of Bristol
Faculty of Life Sciences**



**SWBio DTP: Research Methods for Life Sciences
Taught Handbook
2018-2019**

WELCOME

Dear Students,

Welcome to the SWBio DTP.

I'm sure you are excited at the prospect of starting your postgraduate study. In this first year you will undertake a taught course, of which I am the Course Director.

For the taught course you will undertake two rotation projects, as well as an integrated series of other units. Together, this provides you with many of the key skills you will need to allow you to succeed and make excellent progress in your following years of study.

Please read this handbook thoroughly, which contains all the key information for your taught first year. Each of you are registered for a higher degree at your home university/collaborating university, but this taught first year is managed by the University of Bristol, in the Faculty of Life Sciences. Importantly this means that University of Bristol regulations govern this first year. During this year you will all come together as a group for various aspects of this course, at each of the universities that make-up the DTP – universities of Bath, Bristol, Cardiff and Exeter.

If you have any questions or require any further information, please contact the Course Administrator (swbio-taught@bristol.ac.uk) or me (L.Brady@bristol.ac.uk).

Finally, you will receive e-mails from the Course Administrator throughout the year. Where a response is required, can I ask that you reply swiftly, since this helps this programme run to the benefit of each and everyone of you.

I look forward to getting to know you all in the coming year.

Best wishes,

Leo Brady

(Interim SWBio DTP Academic Coordinator)

Contents

1. GENERAL INFORMATION	5
2. CALENDAR	5
3. TAUGHT COURSE INFORMATION	7
4. PERSONAL TUTORING SYSTEM.....	7
5. DISABILITY	7
6. TEACHING AND ASSESSMENT.....	8
ASSESSMENT METHODS	8
SUBMISSION OF WORK	9
MARKING SCALE	9
WORD LIMITS	12
7. INTERRUPTIONS TO STUDY DUE TO ILLNESS	12
8. PROGRESSION, DISCIPLINE AND EXIT AWARDS.....	13
9. PLAGIARISM	14
10. RULES AND REGULATIONS.....	14
11. STUDENT INPUT.....	14
12. STUDY AND TRANSFERABLE SKILLS	15
13. HELP FOR STUDENTS.....	15
14. ADDITIONAL COURSE COSTS	15
15. COMPUTERS AND SOFTWARE	16
16. ADDITIONAL READING.....	16
17. TRAVEL AND ACCOMMODATION	16
CLAIMING EXPENSES.....	17
18. FEEDBACK	17
19. APPEALS AND GRIEVANCES	17
20. INFORMATION REGARDING THE BOARD OF EXAMINERS.....	18
ANNEX 1: NETWORK OF SUPPORT FOR SWBIO DTP STUDENTS.....	20

This handbook should be read in conjunction with the [Faculty of Life Sciences Postgraduate Handbook 2018/2019](#) and the University of Bristol's [Regulations and Code of Practice for Taught Programmes 2018/19](#). If there are any sections within these documents or the SWBio DTP Taught Handbook that you do not understand, please contact the Course Administrator.

Throughout this handbook, when referring to the taught first year, the nomenclature 'taught course' or 'course' is used. However, in the University of Bristol links/handbooks the taught first year will be referred to as 'programme'.

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.

IMPORTANT CONTACTS

Name	E-mail
Prof Leo Brady Interim Course Director	L.Brady@bristol.ac.uk
Prof Michael Mendl Unit Director: Statistics and Bioinformatics	Mike.Mendl@bristol.ac.uk
Prof Leo Brady Interim Unit Director: Rotation Projects	L.Brady@bristol.ac.uk
Dr Paul Curnow Unit Director: Science in Society, Business and Industry	P.Curnow@bristol.ac.uk
Dr Gary Barker Unit Director: Core Skills for Life Scientists	Gary.Barker@bristol.ac.uk
Anna Hamilton Course Administrator	swbio-taught@bristol.ac.uk
Jess McCallum Graduate Administration Manager Non-academic pastoral contact	fls-gam@bristol.ac.uk

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

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 the Course Administrator and the Graduate Administration Manager.

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

1. GENERAL INFORMATION

In the first year of the SWBio DTP 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 regulations. **Please note, you must pass this year to progress to the next year of your studies.**

This handbook provides an overview of the taught course and details of the individual units, their content and their assessments. 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 govern this taught course

Each of you will be registered within your home institution (where your PhD project will be based) but the taught course sits within the Faculty of Life Sciences, University of Bristol. For the taught course 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 is governed and administered within the University of Bristol, this means that the administration (for example submission of work, feedback, results) of your taught course is managed by the University of Bristol.

Further information about the taught course and the units will be posted on [Blackboard](#) at various times, and **you must make a habit of looking at this site regularly (i.e. at least once a week).** Information about timetables, lecture material, assessments, marks and accommodation will be posted here.

All communication related to the taught course will be sent to your Bristol e-mail address. Please ensure you check your Bristol e-mail address regularly. If you decide to use another e-mail address, you must ensure your Bristol e-mail address is redirected accordingly.

2. CALENDAR

Unit timetable			
Statistics and Bioinformatics	Statistics (Cardiff) Mon 22nd Oct – Fri 26th Oct	Rotation Project 1 Mon 1 st Oct-Fri 15 th March	
	Bioinformatics (Exeter) Mon 29th Oct – Fri 2nd Nov		
Core Skills for Life Scientists	Total of 15 hours (home institution) Institutional welcome week - Fri 7 th Jun		
	(Cardiff) Monday 17 th Dec		
	(Bristol) Tuesday 18 th and Wednesday 19 th Dec		
	(Exeter) Thursday 20 th Dec		
	(Bristol) Mon 25 th March, Mon 1 st April		
Science in Society, Business and Industry	(Bristol) Tues 26 th Mar – Thurs 28 th Mar Tues 2nd Apr – Thurs 4th Apr		Rotation Project 2 Mon 18 th March – Wed 31 st July
Core Skills for Life Scientists	(Bath) 3 rd – 4 th Jun		

The location of the co-localised teaching is indicated in the brackets.

Deadlines, marks and feedback		
Unit	Deadlines for assessments	Marks and feedback to be released by
Core Skills for Life Scientists	Training Needs Analysis and personal training course record Fri 12 th Oct 2pm	Not assessed
Statistics and Bioinformatics	Statistics Wed 14 th Nov 2pm	Wed 5 th Dec
	Bioinformatics Wed 21 st Nov 2pm	Wed 12 th Dec
Rotation Projects	Plagiarism online resource Fri 21 st Dec	Not assessed
Core Skills for Life Scientists	Grant application Wed 30 th Jan 2pm	Wed 20 th Feb
	Peer review Wed 20 th Feb 2pm	Not assessed
Rotation Project 1	Written report Fri 15 th Mar 2pm	Thurs 26 th Apr
Core Skills for Life Scientists	Mock grant panel Mon 25 th Mar	Mon 15 th Apr
	Poster presentation <i>and</i> 3 Minute Thesis presentation Mon 1 st Apr <i>The electronic version of your poster and your PowerPoint presentation must be uploaded to the relevant submission point by Wed 27th Mar 2pm</i>	Thurs 25 th Apr
Science in Society, Business and Industry	Policy document Wed 1 st May 2pm	Thurs 23 rd May
	Press release Wed 15 th May 2pm	Thurs 6 th June
	Pathways to impact statement Wed 29 th May 2pm	Wed 19 th June
Core Skills for Life Scientists	Completion of 15 hours bespoke training Friday 7 th June	Not assessed
Rotation Project 2	Written report Wed 31 st July 2pm	Fri 14 th Sept

These dates can be subject to change but you will be made aware of any changes by the Course Administrator. Please also refer to the [DTP cohort events 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.

You are required to attend all timetabled teaching.

3. TAUGHT COURSE INFORMATION

As part of your taught course you will undertake five **mandatory** units as described below.

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	BIOCM0021	60
Rotation Project 2	BIOCM0020	60

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

Before starting work in the laboratory for your rotation projects, please ensure you have read the relevant Health and Safety documentation for working in the laboratory.

4. PERSONAL TUTORING SYSTEM

You will be allocated a Personal Tutor who will act as a mentor during your first year. Your Personal Tutor will be your local SWBio DTP Implementation Group representative (refer to Annex 1). You will meet with your Personal Tutor in the first two weeks of starting this taught course. 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 the support available.

5. DISABILITY

For disability issues, please refer to your local disability service. Information about your local disability service 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.fellows@rothamsted.ac.uk)

6. TEACHING AND ASSESSMENT

This handbook should be read in conjunction with the [Faculty of Life Sciences Postgraduate Handbook 2018/2019](#) and the [Regulations and Code of Practice for Taught Programmes 2018/2019](#)

ASSESSMENT METHODS

We use a range of different methods to assess work for these units, as described below. The pass mark for **each unit is 50%**. **Penalties will be applied to work that is submitted late without good reason (see section 7).**

Statistics and Bioinformatics

- Short answer-style statistical questions. (50%).
- A bioinformatic practical report. (50%).

Core Skills for Life Scientists

- A research poster. (25%).
- A mock Research Grant application. (50%) - 50% grant application, 50% mock grant panel.
- A Vitae-style oral presentation. (25%).

Science in Society, Business and Industry

- A Press Release. (30%).
- A Pathways to Impact Statement. (30%).
- A Policy Document. (40%).

Rotation Project 1 and 2

- A written project report in the style of a manuscript to be submitted to the journal *Current Biology* as a [Research Article](#). (5000 words maximum). (70%).

Research Articles have a word limit of 5000 words of main text, i.e. all of the text from the beginning of the introduction to the end of the discussion. The word count includes the methods text, figure legends and in-text references. The word count does not include the summary, references and figures. We do not want any Supplemental Information and you can have a total of seven figures and tables. Do not write your methods in the “STAR” format the journal mentions.

It is your responsibility to ensure that you complete the mandatory online 'Plagiarism Information' resource before submitting your Rotation Project written reports through [TurnItIn](#). This is available on Blackboard within the 'supporting material' folder of the Rotation Project 1 and 2 units.

- Continuous assessment. (30%).

The continuous assessment mark will be awarded by the rotation project supervisor (the academic supervisor for rotation projects undertaken with a CASE partner/Rothamsted supervisor) and the project report will be marked by two members of academic staff from your supervisory team.

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

Unless otherwise stated, assessments will be marked by academic staff across the partnership and moderated by the Unit Directors and / or Course Director.

You will always be in contact with your supervisory team who will give you advice and feedback about your work. However, for work that is to be submitted and assessed as part of your taught first year, you should not seek detailed feedback on it. Specifically, for your Rotation Project written reports, you are only allowed to give a draft of your report to your rotation project supervisor not later than **one week** before the submission deadline. Your rotation project supervisor will comment on this and give you feedback before the deadline, but they will not suggest edits to your text. You should expect that your rotation project supervisor will read your draft once only. The earlier you give a draft of your report to your rotation project supervisor, the longer you will have to act on the feedback that you have received. You may not ask for feedback from your other academic supervisors because they will also be marking your Rotation Project report.

SUBMISSION OF WORK

Unless you are told otherwise all work should be submitted *via* Blackboard by the stated deadline (refer to table in section 2). You will be told of any changes to deadlines.

If your work is submitted after the deadline, it will be marked as normal and then a penalty will be applied. For work that is submitted up to 24 hours late **10 marks will be deducted**. For each calendar day thereafter a **further 5 marks** will be deducted. For work submitted seven calendar days after the submission deadline, a mark of 0 will be awarded.

Please refer to section 7 about what to do when there are potentially justifiable reasons for you submitting work late.

MARKING SCALE

The marking scales that will be used for the assessments are listed below:

All Assessments, Except the Rotation Project Continuous Assessment

- 90-100. Work of outstanding quality, showing exceptional knowledge and understanding, presented in a clear and focused manner. Outstanding command of critical analyses, judgment and synthesis of information and ideas from across the full subject range. Examples, structure, and detail are all of the highest standard.
- 80-89. Work of excellent quality that is fully comprehensive, logically presented with insightful examples. There is evidence of study, originality and insight beyond what has been taught. The work displays a command of critical analysis, judgment, and synthesis of information. Presentation is excellent.
- 70-79. Very good work that that is comprehensive, mostly accurate, logically presented with appropriate examples. There is evidence of study, comprehension and synthesis beyond what has been taught. Very good attainment of learning outcomes. The work displays sound critical analysis and judgment. Presentation is very good.
- 60-69. Good work that shows knowledge and understanding, mostly accurate and logical. There is evidence of study, comprehension and synthesis beyond what has been taught. All learning outcomes have been attained. The work displays critical analysis and judgment. Presentation is very good.
- 50-59. Work that is somewhat limited in its scope, but mainly accurate and logical. Some limitations in the attainment of learning outcomes. There is evidence of study and comprehension of what has been taught. Presentation is adequate.
- 40-49. Work that has a limited scope, with omissions and errors, but showing knowledge and understanding of the fundamental aspects of the subject, but with an insecure grasp. There has been limited attainment of learning outcomes. Presentation is poor.
- 30-39. The work has serious omissions or errors, showing a weak and incomplete grasp of what has been taught. Only a minority of learning outcomes have been attained.
- 20-29. The work is inadequate showing very little substance and is wholly deficient in its understanding. There are significant deficiencies in attainment of learning outcomes.

1-19. Errors serious and grave. Could also be a rather trivial response.

0. No significant assessable material.

Rotation Project Continuous Assessment

90-100. Work of outstanding quality, with exceptional intellectual input, organisation and planning, technical ability and independence.

80-89. Work of excellent quality, with excellent intellectual input, organisation and planning, technical ability and independence.

70-79. Work of very good quality, with very good intellectual input, organisation and planning, technical ability and independence. Very good attainment of learning outcomes.

60-69. Work of good quality, with good intellectual input, organisation and planning, technical ability and independence. All learning outcomes have been attained.

50-59. Work that is of sound quality, with some intellectual input, organisation and planning, sound technical ability and some independence. Some limitations in the attainment of learning outcomes.

40-49. Work that is limited in its scope, with rather little input, organisation and planning, technical ability or independence. There has been limited attainment of learning outcomes.

30-39. Work that has serious omissions or errors, with a weak and incomplete grasp of what is required. Only a minority of learning outcomes have been attained.

- 20-29. Work that is inadequate and wholly deficient. There are significant deficiencies in attainment of learning outcomes.
- 1-19. Work with serious and grave errors.
0. No significant assessable material or absent.

WORD LIMITS

You are set **strict** limits on the maximum length of your work. You will be penalised if you exceed them as described below.

That exceeds the stated word limit by:	Penalty
Up to 10%	10 marks deducted
Between 10% and 20%	50 marks 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 think carefully about what you are including in the work that you are submitting.

7. INTERRUPTIONS TO STUDY DUE TO ILLNESS

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

We understand that you might get ill, or that other circumstances might arise (for example, a family bereavement), which means that you might miss some of the compulsory, taught component of your course, or miss a deadline when work is due to be submitted. Here is what to do in these situations:

A. If you are absent for up to, and including, **seven** days then submit a [SELF-CERTIFICATION FOR ABSENCE FORM](#) to the Course Administrator (swbio-taught@bristol.ac.uk) within **two** days of you returning. We will keep this form so that we have a record of student absences. We may follow-up repeated absences where we feel that these are impacting on your studies.

If you also think that your learning has been significantly affected, then you can also submit an [EXTENUATING CIRCUMSTANCES FORM](#) to the Course Administrator (swbio-taught@bristol.ac.uk) within **two** days of you returning. Also supply supporting evidence with this form, for example a medical certificate

B. If you are absent for more than seven consecutive days then submit an [EXTENUATING](#)

[CIRCUMSTANCES FORM](#) to the Course Administrator (swbio-taught@bristol.ac.uk) within **two** days of you returning. Also supply supporting evidence with this form, for example a medical certificate. If your absence is for a non-medical reason, for example a family bereavement, then you do not need a medical certificate, however you will be required to supply supporting documentation to confirm this.

C. If you are absent when there is a work submission deadline, then you need to request an extension to that deadline. Make this request using the [EXTENUATING CIRCUMSTANCES FORM](#) and supply supporting evidence. You must request an extension to that deadline from the Course Director, via the Course Administrator (swbio-taught@bristol.ac.uk), **before** the deadline. If you do not have an agreed extension and then submit work late, you will receive a penalty.

If there are exceptional circumstances (for example you are ill in hospital) that prevent you from submitting this form and requesting an extension ahead of the deadline, this will be taken into consideration by the Course Director.

Further information about absences and extenuating circumstances can be found in the [Regulations and Code of Practice for Taught Programmes 2018/2019](#).

Note: For information about suspending your studies during the taught course, contact the local postgraduate team at your institution.

8. PROGRESSION, DISCIPLINE AND EXIT AWARDS

Please refer to the [Faculty of Life Sciences Postgraduate Handbook 2018/2019](#) and the [Regulations and Code of Practice for Taught Programmes 2018/2019](#) for information about progression requirements (section 34) and penalties.

Students are required to pass all units and achieve 180 credit points in order to progress to the next academic year. The pass mark is 50 for each unit. Compensation is not permitted on this course. Progress recommendations are made by the Programme Exam Board at the end of the academic year in September, and confirmed by the Faculty Examination Board.

Given the structure of the course, in which students are assessed in taught and rotation projects simultaneously, students are permitted to start the two research rotations and to receive credit for these, prior to having successfully completed the taught units. Resit opportunities for a student failing an assessment at the first attempt will be provided as soon after the original assessment as possible. However, any student who subsequently fails more than 60 credit points at the first attempt, will not have qualified for reassessment and therefore will not receive the credit points for the reassessed units. A student who fails either of the Rotation Project units will be permitted up to three months in which to resubmit their report.

Exceptionally, the Faculty Board of Examiners may permit a student to register on year two of the programme without the necessary credit, where it has not been possible to formally consider a student's progress prior to the Faculty Exam Board. In such cases, the student's registration on year two will be pending and subject to the decision of the Faculty Exam Board.

The Faculty Board of Examiners does not normally permit students to register on a

Supplementary Year.

A student who fails to achieve 180 credit points at the end of the year will normally be required to withdraw from the course with an exit award, if appropriate. Students may be awarded an exit award of (i) a Diploma if they achieve 120 credit points or (ii) a Certificate if they achieve 60 credit points. An MRes exit award will be awarded to a student who successfully completes 180 credit points, but subsequently withdraws, or whose registration is terminated prior to submission of the PhD thesis.

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

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 printed or electronic, published or unpublished, or the work of another student or individual. 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.

Plagiarism constitutes a form of cheating and is treated as such by the University of Bristol. The [Regulations and Code of Practice for Taught Programmes 2018/2019](#) state clearly what constitutes plagiarism. It is your duty to read and understand this.

Of note, it is your responsibility to ensure that you complete the mandatory online 'Plagiarism Information' resource before submitting your Rotation Project written reports through [TurnItIn](#). This is available on Blackboard within the 'supporting material' folder of the Rotation Project 1 and 2 units.

10. RULES AND REGULATIONS

The [Rules and Regulations for Students](#) contains valuable information on topics such as rights and responsibilities, academic matters, use of facilities, and other general information.

The [Regulations and Code of Practice for Taught Programmes 2018/2019](#) 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 both these documents.

11. STUDENT INPUT

The University of Bristol 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. If you will be undertaking paid work, please consult with your supervisor, bearing in mind the impact that it may have on your studies. Please also take into account the SWBio DTP funder's (BBSRC) terms and conditions for paid work as indicated in the [UKRI 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

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

The laptop is the property of the SWBio DTP and must be returned at the end of your 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 refer you to online resources for each lecture or group of lectures. You are **strongly advised** to set aside time to follow up these resources.

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

For the Statistics and Bioinformatics unit, you will be provided with the 'Data Analysis with R; A Guidebook for Scientists'. This textbook is to be returned following completion of your assessments to the designated contacts within your institution. **Failure to return your textbook will result in yourself incurring the charge for a new replacement.**

17. TRAVEL AND ACCOMMODATION

You will be required to travel as part of your taught units and depending on the location of your home institution, you may need to stay overnight. For the co-localised taught units, the

SWBio DTP will pay for the costs associated with travel (subject to meeting the [University of Bristol's Travel, Subsistence and Expenses Policy](#)) and arrange and pay for accommodation where required.

Further information about accommodation arrangements, how to travel to the institutions and how to claim expenses can be found on [Blackboard](#) under 'General Information'.

CLAIMING EXPENSES

You will need to claim travel and subsistence expenses for the co-localised teaching through the University of Bristol. **Information on who can claim for expenses and how can be found on [Blackboard](#) under 'General Information'. Please ensure you read this before booking travel for your co-localised teaching and before submitting a claim.**

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: E-mail Rres.finance@rothamsted.ac.uk

If you have any personal difficulties with travel or accommodation arrangements, please e-mail swbio-dtp@bristol.ac.uk.

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.

Rotation Project written report: You will receive a mark for your report that will enable you to judge your performance. Marks and feedback will be provided within seven working weeks of the deadline. 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.

All other taught work: Work assigned during your taught units will be marked and feedback provided within three working weeks. If you are unclear on the feedback you receive or require further clarification you should contact the Unit Director in the first instance.

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 University of Bristol's 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 Course Director at the earliest opportunity.

20. 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 students' 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 Unit Director in consultation with the relevant lecturers. The assessments are then scrutinised by the Course Director and modified as required, before being sent to the External Examiner for approval (or further modification if necessary).

5. Marking of assessments

Assessments are marked independently by the appropriate staff, such as the unit lecturer, supervisor and moderated by the Unit Directors and/or Course Director.

7. 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 for progression to the Programme Board of Examiners. This recommendation takes into account the marks scored, the distribution of marks obtained by the student, and the External Examiner's own assessment of the student's work. The Programme Board of Examiners then agrees a final mark list and recommendation for progression, which is submitted to the Faculty Examination Board.

The Programme Examination Board will also make recommendations for a degree classification. This will only be considered by the Board of Examiners if an exit award (for requirements for an

exit award, please refer to section 8) is recommended under exceptional circumstances. This degree classification follows the same process as listed above.

8. Absences and Illness

Cases of illness or absence from some of the assessments, 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 Programme Board of Examiners.

ANNEX 1: NETWORK OF SUPPORT FOR SWBIO DTP STUDENTS

Your Personal Tutor will be your local SWBio DTP [Implementation Group representative](#). You can contact your Personal Tutor via e-mail or telephone using these contact details

Additional contact for students based in Penryn or Harpenden		
Name	Institution	E-mail address
Dr Jon Blount	University of Exeter (Penryn)	J.D.Blount@exeter.ac.uk
Prof Linda Field	Rothamsted Research (Harpenden)	lin.field@rothamsted.ac.uk

If you wish to raise a sensitive academic or personal issue and would not be comfortable with raising this with your Personal Tutor (if for example they are also part of your supervisory team), please raise it with your local SWBio DTP [Management Group representative](#).

Alternatively, you can contact the Graduate Administration Manager, the non-academic pastoral support contact (refer to the contacts section at the beginning of the handbook).

