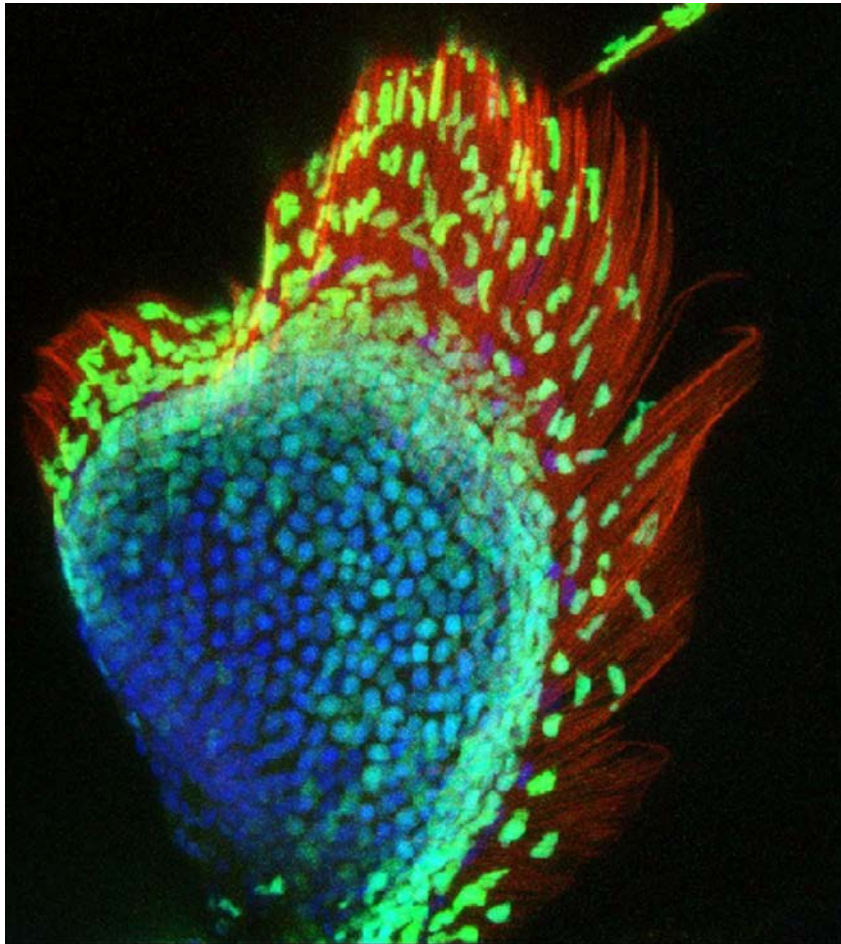**University of Bristol**
Faculty of Life Sciences

SWBio DTP: Research Methods for Life Sciences
Taught Handbook
2020-2021

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 is 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, delivered across our university partners within the DTP.

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

Jon Lane

(SWBio DTP Deputy Director)

Contents

This handbook should be read in conjunction with the [University of Bristol Regulations and Code of Practice for Taught Programmes 2020/2021.](#) 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
Dr Jon Lane Course Director	Jon.lane@bristol.ac.uk
Prof Michael Mendl Unit Director: Statistics and Bioinformatics	Mike.Mendl@bristol.ac.uk
Dr Jill Harrison Unit Director: Rotation Projects	jill.harrison@bristol.ac.uk
Dr Paul Curnow Unit Director: Science in Society, Business and Industry	P.Curnow@bristol.ac.uk
Prof Gary Barker Unit Director: Data Science and Machine Learning for the Biosciences	Gary.Barker@bristol.ac.uk
Sue Summerill Course Administrator Graduate School	swbio-taught@bristol.ac.uk
Samantha Southern SWBio DTP Hub Manager Non-academic pastoral contact	swbio-dtp@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 Faculty Student Administration Manager.

Note: For issues and queries not related to the taught course, please contact your local institutional postgraduate teams or the [SWBio DTP Hub](#) where applicable

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 (Online) Mon 19th Oct – Fri 23rd Oct	**Rotation Project 1** Mon 5th Oct-Wed 10th Mar
	Bioinformatics (Online) Mon 26th Oct – Fri 30th Oct	
Data Science and Machine Learning for the Biosciences	(Online) Monday 30th Nov – 4th Dec	
Science in Society, Business and Industry	(Bristol) Monday 15th Mar – Fri 26th Mar	**Rotation Project 2** Thurs 11th Mar – Wed 28th July
	(Bath) Wednesday 2nd June	
The location of the co-localised teaching is indicated in the brackets. *COVID-19 statement: due to the current pandemic some taught units will be delivered online, however, some teaching may need to be delivered online closer to the time.*		

Deadlines, marks and feedback		
Unit	**Deadlines for assessments**	**Marks and feedback to be released by**
Statistics and Bioinformatics	Statistics Wed 11th Nov 2pm	Wed 2nd Dec
	Bioinformatics Mon 23rd Nov 2pm	Thurs 10th Dec
Data Science and Machine Learning for the Biosciences	Short group project; Oral presentation Wed 2nd Dec	Completed during teaching week
Rotation Projects	Plagiarism online resource Fri 18th Dec	Not assessed but completion will be monitored
Data Science and Machine Learning for the Biosciences	Individual short project Wed 13th Jan 2pm	Wed 3rd Feb
Science in Society Business and Industry	Research Grant application Wed 27th Jan 2pm	Wed 17th Feb
	Peer review Wed 17th Feb 2pm	Not assessed but completion will be monitored
Rotation Project 1	Written report/literature review Wed 10th Mar 2pm	Wed 5th May Also includes marks and feedback for Continuous Assessment
Science in Society, Business and Industry	Mock grant panel Wed 17th Mar	Wed 7th Apr
	Policy document Wed 21st Apr 2pm	Thurs13th May
	REF Impact Case Study Wed 5th May 2pm	Thurs 27th May
Rotation Project 2	Written report/literature review Wed 28th July 2pm	Thurs 16th Sept Also includes marks and feedback for Continuous Assessment

These dates are subject to change but you will be made aware of any changes by the Course Administrator.

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
Science in Society, Business and Industry	BIOCM0013	20
Data Science and Machine Learning for the Biosciences	BIOCM0022	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 your rotation projects, please ensure you have read the relevant Health and Safety documentation for working in the laboratory/undertaking fieldwork.

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 >>](#)
- MBA*
- [Rothamsted >>](#)
- [Swansea >>](#)
- [UWE >>](#)

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

*Details can be found in the MBA handbook for PhD students. Alternatively e-mail katherine.helliwell@mba.ac.uk

6.   TEACHING AND ASSESSMENT

This handbook should be read in conjunction with the [Regulations and Code of Practice for Taught Programmes 2020-21](#)

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%)

Data Science and Machine Learning for the Biosciences
The assessments for this unit are all pass/fail (refer to marking scale section)

- A short group project (30%; pass/fail)

- An individual short project (70%; pass/fail); (of which 50% is submission of a functioning code along with a documented log of debugging steps and 50% for a short, written summary of their code and the main outcomes from their analysis)

Science in Society, Business and Industry

- A Research Grant Application (40%); including a mock grant panel (pass/fail)

- A REF impact case study (ICS) (30%)

- A Policy Document (30%)

Rotation Project 1+2

- A written project report in the style of a manuscript to be submitted to a journal as a Research Article appropriate to your field of research. (5000 words maximum) (70%).

    Or

- A written literature review in the style of a manuscript to be submitted to a journal as a Review Article appropriate to your field of research. (5000 words maximum) (70%).

    There is 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/conclusion. The word count includes the methods text (where applicable), figure legends and in-text references. The word count does not include the abstract, reference list and figures. We do not want any Supplemental Information and you can have a total of seven figures and tables.

- 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).

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

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/literature reviews, you are only allowed to give a draft 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 detailed edits to your text. You should expect that your rotation project supervisor will read your draft once only. The earlier you give a draft to your rotation project supervisor, the longer you will have to act on the feedback that you have received. You should not ask for feedback from your other academic supervisors because they will also be marking your Rotation Project report/literature review.

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 working day thereafter a **further 10 marks** will be deducted. For work submitted five or more working 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.

For pass/fail assessments, you will need to achieve the 50-59 marking descriptor to pass the assessment.

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 during your co-localised teaching 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 during your co-localised teaching 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 there is a circumstance that will significantly affect your ability to submit work by a submission deadline, then you need to request an extension to that deadline. Please make this request using the COURSEWORK EXTENSION REQUEST FORM and supply supporting evidence. You may also want to consider completing an EXTENUATING CIRCUMSTANCES FORM. 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 2020/2021.

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

8.   PROGRESSION, DISCIPLINE AND EXIT AWARDS

Please refer to the Regulations and Code of Practice for Taught Programmes 2020/2021 for information about progression requirements 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 2020/2021 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 2020/2021 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. Career Support

Advice about different careers are available from your local Careers Service:
- Bath >>
- Bristol >>
- Cardiff >>
- Exeter >>
- MBA – *please refer to your registered university*
- Rothamsted >>
- Swansea >>
- UWE >>

(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. The SWBio DTP Hub Manager is able to provide non-academic pastoral support if needed (listed in the contacts table on page 4).

Please visit your local institutional student help site for information about support and advice.
- Bath >>
- Bristol >>
- Cardiff >>
- Exeter >>
- MBA*
- Rothamsted >>
- Swansea >>
- UWE >>

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

*Details can be found in the MBA handbook for PhD students. Alternatively e-mail katherine.helliwell@mba.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 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 >>
- MBA – *not part of eduroam*
- Rothamsted >>
- Swansea >>
- UWE >>

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

- Bath >>
- Bristol >>
- Cardiff >>
- Exeter >>
- MBA*
- Rothamsted >>
- Swansea >>
- UWE >>

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

*Details included as part of welcome pack

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 co-localised 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 reimburse you the costs associated with travel and subsistence (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'.

COVID-19 statement: Some co-localised teaching will be delivered online, with the potential for other co-localised teaching to be delivered online closer to the time (as indicated in the 'Calendar' section of the Handbook).

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 >>
- MBA: E-mail Lorraine Olver: lorver@mba.ac.uk
- Rothamsted: E-mail Rres.finance@rothamsted.ac.uk
- Swansea: E-mail Julie Pugsley (PGR Senior Officer, Finance): j.e.pugsley@swansea.ac.uk
- UWE: E-mail Graduateschool@uwe.ac.uk

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

Any travel/accommodation requirements for your rotation projects you will need to arrange in consultation with your supervisory team and claim back expenses via your Research Training and Support Grant (RTSG) held at your home institution.

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/literature review: You will receive a mark for your report/review that will enable you to judge your performance. Marks and feedback will be provided within seven working weeks of the deadline. 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 (TAUGHT FIRST YEAR)

Your Personal Tutor will be your local SWBio DTP Implementation Group representative. You can contact your Personal Tutor using these contact details.

Additional contact for students based in Penryn or North Wyke		
Name	**Institution**	**E-mail address**
Dr Alex Mesoudi	University of Exeter (Penryn)	a.mesoudi@exeter.ac.uk
Dr Laura Cardenas	Rothamsted Research (North Wyke)	laura.cardenas@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 SWBio DTP Hub Manager, the non-academic pastoral support contact (refer to the contacts section at the beginning of the handbook).

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                          ┌─────────────────┐
                          │     Student     │────────────────────────┐
                          └─────────────────┘                        │
                    ┌───────────┘         └───────────┐              ▼
          ┌──────────────────┐            ┌──────────────────┐   ┌──────────────────────────────┐
          │ Academic Queries │            │ Pastoral Issues  │   │ Bristol Taught Student Rep    │
          └──────────────────┘            └──────────────────┘   │ can raise issues for wider    │
                                                                 │ discussion at the faculty     │
                                                                 │ level.                        │
                                                                 └──────────────────────────────┘
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Student

Academic Queries

Pastoral Issues

Bristol Taught Student Rep can raise issues for wider discussion at the faculty level.

Course Director
Unit Director
Rotation Project Supervisor
Local Implementation Group representative

Personal Tutor
Local Implementation Group representative

Designated Professional Service staff in the faculty:
SWBio DTP Hub Manager

Faculty-level guidance for staff:

Graduate Education Director

Faculty Education Manager

Specialist Professional Services

Within your registered university, the following central services will be available:

- Accommodation Office
- Careers Service
- Disability Services
- International Advice & Support
- Students' Union
- Multifaith Chaplaincy
- Student Counselling Service
- Student Funding Office
- Students' Health Service
- Widening Participation support
- Wellbeing Service