M.Sc. in
Molecular Medicine

(MEDT01)

Course Handbook

Academic year
2016-2017

University of Sheffield
Faculty of Medicine Dentistry and Health
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Presentation of the MSc in Molecular Medicine

This handbook contains essential information about the course, its rules and regulations and the support you will have.

Overview of the Course

Syllabus: After studying a core content of essential subjects, each student will undertake a specialisation pathway of their choice. The course offers a choice of five pathways that are called "Cancer", "Cardiovascular", "Experimental Medicine", "Genetic Mechanisms", "Microbes and Infection". The "Clinical Applications" pathway is for MBBS/MBChB (or equivalent) graduates. Descriptions of all modules can be found at [www.sheffield.ac.uk/molmed](http://www.sheffield.ac.uk/molmed).

Teaching and learning

The course comprises a mix of Taught Modules and Supervised Modules. The Taught Modules consist of lectures, tutorials or laboratory demonstrations. In the Supervised Modules, you will work under individual supervision from your Project Supervisor to write a literature review and do a 4-months laboratory Research Project.

Pathway and research project choices: The research projects that we offer cover a very wide range of subject areas. Your project will be in the area of your chosen specialisation pathway. We will also try, as much as possible, to allocate you one of your preferred projects among those available for the pathway. More details on pathway choice and project allocation are on page 20.

Online Learning Environment: The course is supported electronically by the software package MOLE, which is accessed via MUSE on the University web site. Timetables and lecture handouts will be available on MOLE. You will also submit most assignments and access your marks through MOLE.

An on-line video and supporting material can be found at:
[http://www.shef.ac.uk/cics/mole/for-students](http://www.shef.ac.uk/cics/mole/for-students)

In addition, support material for submitting assignments in Turnitin can be found at:
[http://www.sheffield.ac.uk/cics/turnitin/submission](http://www.sheffield.ac.uk/cics/turnitin/submission)
List of modules with credit values and module leader details

<table>
<thead>
<tr>
<th>Molecular Medicine MSc Core Units</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED6092 From Genome to Gene Function Dr Martin Nicklin <a href="mailto:m.nicklin@sheffield.ac.uk">m.nicklin@sheffield.ac.uk</a></td>
<td>15</td>
</tr>
<tr>
<td>MED6095 Human Gene Bioinformatics Dr Martin Nicklin <a href="mailto:m.nicklin@sheffield.ac.uk">m.nicklin@sheffield.ac.uk</a></td>
<td>15</td>
</tr>
<tr>
<td>MED6003 Human Disease Genetics Dr Franco di Giovine <a href="mailto:f.digiovine@sheffield.ac.uk">f.digiovine@sheffield.ac.uk</a></td>
<td>10</td>
</tr>
<tr>
<td>MED6006 Modulating Immunity Dr Helen Marriott <a href="mailto:h.m.marriott@sheffield.ac.uk">h.m.marriott@sheffield.ac.uk</a></td>
<td>10</td>
</tr>
<tr>
<td>MED6098 Laboratory Practice and Stats Dr Phil Watson <a href="mailto:p.f.watson@sheffield.ac.uk">p.f.watson@sheffield.ac.uk</a></td>
<td>15</td>
</tr>
<tr>
<td>MED6090 Research Literature Review Dr François Guesdon <a href="mailto:f.a.guesdon@sheffield.ac.uk">f.a.guesdon@sheffield.ac.uk</a></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Molecular Medicine MSc Pathway Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Experimental Medicine Pathway</strong></td>
</tr>
<tr>
<td>MED6020 Molecular &amp; Cellular Basis of Diseases Dr Helen Marriott <a href="mailto:h.m.marriott@sheffield.ac.uk">h.m.marriott@sheffield.ac.uk</a></td>
</tr>
<tr>
<td>MED6021 Model Systems in Medical Research Dr Helen Marriott <a href="mailto:h.m.marriott@sheffield.ac.uk">h.m.marriott@sheffield.ac.uk</a></td>
</tr>
<tr>
<td>MED6022 Novel Therapies Professor Jon Sayers <a href="mailto:j.r.sayers@sheffield.ac.uk">j.r.sayers@sheffield.ac.uk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Cancer Pathway</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MED6040 The Molecular Basis of Tumorigenesis and Metastasis Dr Chryso Kanthou <a href="mailto:c.kanthou@sheffield.ac.uk">c.kanthou@sheffield.ac.uk</a></td>
</tr>
<tr>
<td>MED6041 Molecular Techniques in Cancer Research Dr Cyril Sanders <a href="mailto:c.m.sanders@sheffield.ac.uk">c.m.sanders@sheffield.ac.uk</a></td>
</tr>
<tr>
<td>MED6042 Molecular Approaches to Cancer Diagnosis and Treatment Dr Penny Ottewell <a href="mailto:p.d.ottewell@sheffield.ac.uk">p.d.ottewell@sheffield.ac.uk</a></td>
</tr>
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</table>
### Cardiovascular Pathway

<table>
<thead>
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<th>Course Title</th>
<th>Supervisor</th>
<th>Email</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL401</td>
<td>Vascular Cell Biology</td>
<td>Dr Heather Wilson</td>
<td><a href="mailto:h.l.wilson@sheffield.ac.uk">h.l.wilson@sheffield.ac.uk</a></td>
<td>15</td>
</tr>
<tr>
<td>CDL402</td>
<td>Vascular Disease: models and clinical practice</td>
<td>Dr Vikki Ridger</td>
<td><a href="mailto:v.c.ridger@sheffield.ac.uk">v.c.ridger@sheffield.ac.uk</a></td>
<td>15</td>
</tr>
</tbody>
</table>

### Microbes and Infection Pathway

<table>
<thead>
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<th>Course Title</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MED6060</td>
<td>Virulence Mechanisms of Viruses and Fungi</td>
<td>Dr Helen Marriott</td>
<td><a href="mailto:h.m.marriott@sheffield.ac.uk">h.m.marriott@sheffield.ac.uk</a></td>
<td>10</td>
</tr>
<tr>
<td>MED6061</td>
<td>Mechanisms of Bacterial Pathogenicity</td>
<td>Dr Jon Shaw</td>
<td><a href="mailto:j.g.shaw@sheffield.ac.uk">j.g.shaw@sheffield.ac.uk</a></td>
<td>10</td>
</tr>
<tr>
<td>MED6062</td>
<td>Characterisation of Bacterial Virulence Determinants</td>
<td>Dr Mark Thomas</td>
<td><a href="mailto:m.s.thomas@sheffield.ac.uk">m.s.thomas@sheffield.ac.uk</a></td>
<td>10</td>
</tr>
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</table>

### Genetic Mechanisms Pathway

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Supervisor</th>
<th>Email</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED6070</td>
<td>Modelling Protein Interactions</td>
<td>Professor Jon Sayers</td>
<td><a href="mailto:j.r.sayers@sheffield.ac.uk">j.r.sayers@sheffield.ac.uk</a></td>
<td>15</td>
</tr>
<tr>
<td>MED6071</td>
<td>Gene Networks, Models and Functions</td>
<td>Dr François Guesdon</td>
<td><a href="mailto:f.a.guesdon@sheffield.ac.uk">f.a.guesdon@sheffield.ac.uk</a></td>
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</tr>
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</table>

### Clinical Applications Pathway

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Supervisor</th>
<th>Email</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MED6081</td>
<td>Clinical Observation</td>
<td></td>
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<tr>
<td>MED6083</td>
<td>Seminar Presentation</td>
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</tr>
<tr>
<td>MED6084</td>
<td>Clinical Project</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Project Presentation</strong></td>
<td></td>
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</tr>
<tr>
<td>MED6023/6043/6053/6063/6073/6083</td>
<td></td>
<td>Dr Lisa Parker</td>
<td><a href="mailto:l.c.parker@sheffield.ac.uk">l.c.parker@sheffield.ac.uk</a></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>Research Project</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MED6024/6044/6054/6064/6074/6084</td>
<td></td>
<td>Dr Rachid Tazi-Ahnini</td>
<td><a href="mailto:r.taziahnini@sheffield.ac.uk">r.taziahnini@sheffield.ac.uk</a></td>
<td>60</td>
</tr>
</tbody>
</table>
Overview of course calendar

The course starts on 22 September 2016 and ends on the 8 September 2017. It is divided into “blocks” which are shown as rectangles on the overall view. Each block corresponds either to an entire module or to part of a module.

Timetables: Timetables for each module will be provided near or on the first day of the module.
Split modules: Four core modules (MED6092, MED6095, MED6090 and MED6006) are divided into several calendar periods, or “blocks”. In these modules, each block corresponds to a specific set of lectures or task. The duration of the blocks vary depending on the amount of work.

Single-block taught modules: They occupy single blocks that last two to three weeks each.

Statistics tutorials: In addition to the one-week block shown in the calendar, the “Laboratory Practice and Stats” module (MED6098) includes a series of tutorials on statistics that are not shown in the calendar overview. These tutorials will take place on Wednesday afternoons, Weeks 1 – 12 (during the first three months of the course).

Viva voce examinations: The final block (7 and 8 September 2017) is the period of the viva voce examinations. These are oral examinations that are used to finalise the Research Project marks. Only a few students will be required for a viva voce examination. However, **you are required to be available during this final block** in case we ask you to attend such an examination.

Holidays and personal study periods

The course does **NOT** follow the standard University semesters and holidays calendar. There is no break during the University Easter Holiday.

Scheduled breaks

There are two scheduled holiday periods during the course. The first is from the 17 December 2016 to 8 January 2017. The second is from the 9 August to 6 September 2017. You do not need to be in attendance during these periods but please note that you are expected to write the draft Literature Review (MED6090 module) during the first break.

Unscheduled breaks

You are also entitled to additional breaks totalling 10 working days during the Research Project period. To avoid disruption of the project, you must have the agreement of your Research Project supervisor for the specific dates you wish to take off work.

Course Coordinators and External Examiner

<table>
<thead>
<tr>
<th>Dr Martin Nicklin (Course Leader)</th>
<th><a href="mailto:m.nicklin@sheffield.ac.uk">m.nicklin@sheffield.ac.uk</a></th>
<th>Tel: 271 3261</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr François Guesdon (Course Tutor, Deputy Course Leader)</td>
<td><a href="mailto:f.a.guesdon@sheffield.ac.uk">f.a.guesdon@sheffield.ac.uk</a></td>
<td>Tel: 271 2181</td>
</tr>
<tr>
<td>Dr Rachid Tazi-Ahnnini (Research Project and Pathway Coordinator)</td>
<td><a href="mailto:r.taziahnnini@sheffield.ac.uk">r.taziahnnini@sheffield.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Dr Jon Shaw (Admissions Tutor)</td>
<td><a href="mailto:j.g.shaw@sheffield.ac.uk">j.g.shaw@sheffield.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Professor Jon Sayers (Advisor to the Committee)</td>
<td><a href="mailto:j.r.sayers@sheffield.ac.uk">j.r.sayers@sheffield.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Mrs Jane Shields (Course Administrator)</td>
<td><a href="mailto:j.shields@sheffield.ac.uk">j.shields@sheffield.ac.uk</a></td>
<td>Tel: 222 5535</td>
</tr>
<tr>
<td>External Examiner:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Sibylle Mittnacht, University College London Cancer Institute</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
General rules and regulations

Providing staff with up-to-date contact details

You must notify the Course Administrator the following details:

- Your university email address;
- Your registration number;
- Your term-time mail address and phone numbers.

These details are needed so that we can communicate with you personally for any matter regarding your studies in this course. Any changes to these details must be relayed to both the Course Administrator and the Student Services Information Desk (SSID) as soon as possible, using the form available at http://www.sheffield.ac.uk/ssid/forms

Guidelines on behaviour in class and emails

In class: We do not wish to prescribe formal rules of good behaviour in class. However, we obviously expect that you will respect the work of your peers and of teaching staff by avoiding behaviour that may disrupt teaching, learning or assessment. In particular, we ask that you turn off or silence your mobile phones, avoid unnecessary talk and generally behave in a manner that does not interfere with teaching and your peer’s learning. Please also bear in mind that some overseas students can find low-level background noise much more disruptive of their understanding than native or fluent English speakers. Finally, we expect that you comply with any other requirements made by staff in class.

Communications: We expect you to check your university email account every working day. This is because we will notify you by email in case of any short-notice changes to class arrangements (timetables, venues, assessment etc.) and will also use individual emails to communicate with you about personal administrative matters or special circumstances. We expect you to reply (or at least acknowledge receipt) of any administrative request we may email you within 2 working days. We suggest, as a matter of courtesy, that you write emails addressed to staff as if they were letters, i.e. in complete sentences, without text message abbreviations.

Attendance monitoring

As a full-time student, you are required to be in attendance for the whole period of the course and to attend all lectures, tutorials and examinations. You are also expected to work full time in your supervisor’s laboratory during the periods of the Laboratory Project Modules.

Your attendance in class will be monitored regularly through sign-in sheets. Whilst occasional non-attendance is generally of little concern as long as you explain the reasons to the module leader, frequent non-attendance often leads to academic difficulties. Poor attendance is also potentially a disciplinary matter and persistent offenders may be reported to the Faculty Director of Learning and Teaching.

As required by University regulations, we will also monitor your attendance formally at twelve key sessions throughout the academic year. During the taught period of the course, this monitoring will concern eight specific teaching sessions or submissions of assignments. In the project period, your attendance will be monitored by the Project Supervisor every 4 or 5 weeks. This information will be kept by the University and, in the case of non-EU overseas students, may be accessed by the UK Border Agency to check compliance with criteria for award of their student visa (information on immigration and visas can be found on p.).
Please also note that in the Laboratory Training week (MED6098), you will be assessed during some sessions. Any unauthorised absence in these modules is likely to cause you to lose marks and may prevent you from passing.

**How to inform staff if you cannot attend class/laboratory work, submit an assignment on time or attend an examination**

**Short-term Absence, Self-Certification and Extenuating Circumstances**

Where you are absent from the University for a relatively short period of time or if you believe that your circumstances have affected your examinations or assessment, you should complete either the Student Self-Certification form or the Extenuating Circumstances Form. Completed forms must be sent to the Course Administrator (Jane Shields) and in accordance with departmental procedures (refer to page 10). The form is available on MOLE, from the Reception Desk on C Floor or from [http://www.shef.ac.uk/ssid/forms/circs](http://www.shef.ac.uk/ssid/forms/circs).

If you are seeking a doctor’s note you should take the form to your doctor for signature and provide evidence (when absence is due to illness). The completed form must be sent to the Course Administrator and in accordance with departmental procedures (refer to page 10). Absences that do not exceed one working day should be notified to the Course Administrator.

If you are registered with the University Health Service (UHS) and wish to report extenuating circumstances which require supporting medical evidence to be provided by UHS, you should complete the electronic version of the Extenuating Circumstances Form located at: [www.shef.ac.uk/health](http://www.shef.ac.uk/health). You can also use the UHS mobile app. A copy of the form will then be printed off and provided to you with a stamped doctor’s statement attached.

**Student Self-Certification form**

To be used for self-certifying medical or personal absences of less than 7 calendar days and to be used in line with departmental procedures for reporting absences. The form is available on MOLE, from the Reception Desk on C Floor or from [http://www.sheffield.ac.uk/ssid/forms/circs](http://www.sheffield.ac.uk/ssid/forms/circs).

**Extenuating Circumstances form**

To be used for reporting medical and personal absences if one or more of the following applies:

- Absences of more than 7 calendar days;
- Absences that have affected examinations or assessments;
- Absences that have resulted in the late or non-submission of coursework (after an absence of more than 7 calendar days).

The form is available on MOLE, from the Reception Desk on C Floor or from [http://www.sheffield.ac.uk/ssid/forms/circs](http://www.sheffield.ac.uk/ssid/forms/circs).

**Examinations**

In some modules, you will be examined by oral presentation, demonstration of taught practical skills or written examinations as part of the assessment procedures. At the time of printing this handbook, the following modules plan to use these forms of examinations in their assessment:

- **Oral presentations**: Project Presentations (MED6023/43/53/63/73/83).
Demonstrations of practical skill: MED6098 (Laboratory Practice and Stats).

Written (invigilated) examinations: MED6098 (Lab maths and statistics).

Details of the dates and formats of these examinations will be notified to the students either in lectures, on MOLE or by individual emails.

Any student who fails to attend an examination will be given a mark of zero, unless they were granted a Special Dispensation (see section on Special Dispensations, page 10).

By University regulations, electronic translators are not allowed in invigilated examinations. Printed dictionaries between English and a foreign language are allowed. However, if you need to bring one to examinations, please inform the Course Administrator or ask for approval at Student Services Information Desk. Further information about dictionary and calculator approval can be found at http://www.sheffield.ac.uk/ssid/exams/calculator

The detailed rules and regulations for examinations can be found at http://www.sheffield.ac.uk/ssid/exams

Departmental Procedures for requesting extenuating circumstances

If an illness or other extenuating circumstances prevents you from attending classes or working for an assessment, you must inform the Course Administrator or relevant Module Leader as soon as possible to explain the problem and request Extenuating Circumstances (Special Dispensation). This can take the form of either 1) a postponement of the assessment or 2) a recommendation to the markers that special circumstances be taken in account when marking.

Postponement of a deadline or examination will only be granted unconditionally when the reason is medical and the Extenuating Circumstances form bears the signature of a University Health Service Doctor. In any other circumstance, the decision to grant Extenuating Circumstances is at the discretion of the Module Leader, subject to the limits described in the next paragraph.

Limits on Special Dispensations: Module leaders cannot grant any extension of deadline exceeding ten working days. Within that limit, they can grant extensions for the entire period requested, a fraction thereof or no extension at all, based on the explanations and documentary evidence provided by the student.

Any request that exceeds the ten working days limit will be passed on to the Faculty Director of Learning and Teaching or the Pro-Vice Chancellor of the Faculty, who are empowered to grant longer deadline extensions.

Request procedure: Requests for Special Dispensations must be made in writing to the Course Administrator or the Module Leader. Personal Tutors or supervisors are not empowered to grant Special Dispensations. The request must include a completed Extenuating Circumstances form, available on MOLE, from the Reception Desk on C Floor or from http://www.sheffield.ac.uk/ssid/forms/circs

Requests for Special Dispensations should be made as soon as possible. Requests made at very short notice are unlikely to be granted unless the special circumstances only became apparent in that period.

Requests made after the deadline or examination can only be granted if you were unable to communicate with the Module Leader before the deadline (for example if you were in hospital).

Documentary evidence: The request should include any supporting documentary evidence that can support it or that may be requested by the module leader. This can be for example a doctor’s note in case of illness, a repair invoice or insurer’s note in case of loss or theft of personal computer etc.

Conditional Special Dispensations: If the documentary evidence is not yet available at the time of the request, you should explain what evidence you will have. A Special Dispensation may then be granted conditionally, subject to you providing at a later date the evidence that is not yet available.

Please note that any late documentary evidence must be submitted to the Course Administrator no later than Monday, 5th September 2016. Failure to submit the evidence by this deadline will invalidate the Conditional Special Dispensation and the relevant marks will be penalised for late submission retroactively.
Criteria for the award of credit units and degree

To be considered for the award of the MSc degree, a student must take all of the core modules and all of the modules belonging to their chosen pathway. Each module is assessed individually and marked on a 100-point scale. The pass mark for each unit of assessment (module) is 50 on the 100-point scale and this must be obtained in order to receive the credits for the module. The credit values of all modules are listed in the “list of modules with credit values” (refer to page 3).

A student requires 180 credits to receive a Masters. That is, all modules must be passed. The MSc will be awarded with distinction to any student whose final average mark is 70% or higher and has 90 credits units marked at 70% or greater. Any student who also obtains a final average mark of at least 60% but lower than 70% and 90 credits units all marked at 60% or greater will be awarded an MSc with merit. When calculating the average mark, individual marks are weighted in proportion to the number of credits carried by each module.

A student who fails to obtain the MSc but who achieves 120 credits or more will be awarded a Postgraduate Diploma in Molecular Medicine.

Marking

Anonymous marking

As required by University regulations, marking is done on anonymous pieces of work whenever possible. In order that your coursework can be marked anonymously whilst remaining identifiable after the marking is completed, it must confirm to a standard template, standard answer books designed to hide your personal details from the markers will be used in written examinations.

Whenever possible, module leaders should only identify the author of an assessed piece of work after the work has been marked and moderated, or double-marked. However, an exception will be made for pieces of work found to be clearly below the standard for a pass mark. We will seek to identify rapidly (before the full marking process is over) the authors of such below-standard works to ensure that they are provided as soon as possible with comments and advice that will allow them to improve their submissions for the following module.

When is marking not anonymous?

The assignments that will not be marked anonymously are in the Scientific Information and Research Design, Literature Review, Laboratory Training, Project Presentation, Laboratory project modules and some pathway modules. In these modules anonymous marking is not possible, either because you will receive personal supervision as you prepare the assessed work or because you will be assessed on the basis of your ability to demonstrate personal skills in class.

Moderated marking and double-marking

All assessed work will be marked by two members of staff. They will produce a single mark either by agreement (moderated marking) or by marking independently and averaging their marks (double marking). The module leader will then produce the final mark by applying appropriate penalties to any piece of work that was submitted late or produced by unfair means (for more details on penalties, see the sections on late submissions and use of unfair means).

Marking of the Dissertation

The research project dissertation will be double-marked as explained in the previous paragraph, but in some cases (e.g. if the two marks differ by more than 6%) an experienced third marker may be asked to moderate the first two marks. Whenever this happens, the final moderated mark will be subject to approval of the external examiner. Students may be also examined in a viva voce (oral) examination.
carried out by one of the markers and the external examiner. More details on marking of the Research Project module can be found on page 24.

**How to submit assessed work**

Each piece of coursework has a specific deadline for submission, which will be communicated by the Module Leaders or Course Administrator within each module. Coursework must be submitted by the deadline in electronic form on MOLE. Some submissions will also require you to also submit a hard copy (to the Student Reception desk on C Floor). You will be told by the Course Administrator what is required for each module.

To facilitate the administrative processing and the marking of your work, we expect that all submitted work will follow the format described in the following paragraphs.

Please refer to support material for submitting assignments in Turnitin found at [http://www.sheffield.ac.uk/cics/turnitin/submission](http://www.sheffield.ac.uk/cics/turnitin/submission)

**Citations and references**

The standard citation and referencing format used throughout the course is the Harvard format. This format will be explained in the first module. A detailed guide on how to use this format, produced by Leeds Metropolitan University, “Quote unquote”, will be available on MOLE throughout the course.

**Pictures, diagrams and tables**

We encourage you to include figures (photographs, drawings, diagrams, screen captures) or tables in assignments provided that they are your own work. This would be for example a table that you generated by assembling pieces of information obtained from several published sources, or a figure that you compose and draw yourself. Computer screen captures will be accepted as being your own work if they show images produced by bio-informatics software (for example BLAST, ENSEMBL, genome browsers, Pymol or CellDesigner) operated by you.

All Figures and Tables produced by you should be accompanied by informative titles and legends (including in the case of computer screen captures the software used and the parameters or settings that you selected to generate the captured image).

While they do not have the same value as completely personal work, Figures or tables derived or adapted from an original made by someone else will be acceptable but only provided that all three following conditions are met:

1) Their contents differ from the original, by removal unnecessary details or addition of new elements, as required to fit your assignment’s text.

2) The original legend is rewritten to match the changes in content and to avoid plagiarism;

3) Your legend cites the source(s) of the original and explains briefly how you adapted it, as in for example "Adapted from Fig. 3 of Dempsey et al. (2002) by omitting proteins not involved in the pathway discussed here".

Please note that simply pasting or re-drawing a figure or table as you found it is of no academic value and is not likely to contribute to your mark. In fact it may even limit your mark because if you do not explain well in your text what a copied figure or table is about, markers may take the view that the figure was copied to avoid writing about what it shows. On the other hand, markers will appreciate a figure or table produced by you if its contents and legend are linked to the main text in a manner that demonstrates you understand the topic.

Markers will not expect your figures or diagrams to look professionally produced. We suggest you use Microsoft PowerPoint or a similar application to generate diagrams or to add captions to photographs, but
even scans of hand-drawn diagrams will be accepted. Training in how to produce your own figures or adapt a published one and account for the changes made to the original will be provided in the MED6090 module.

Penalties for inappropriate use of figures and tables

1) **Failure to modify a cited original**: Assignments containing a figure, table or legend thereof that is deemed by the module leader to have been reproduced without changing its contents (compared to the cited original source) may incur a mark penalty of 2%, applied to the whole assignment mark (not just the specific section containing the offending figure or table). The penalty is cumulative: if an assignment contains several copied figures or tables the penalty will be 2% x the number of offending items.

2) **Failure to cite sources**: Including in your work a figure or table adapted or copied from a source without acknowledging this by citing the source constitutes plagiarism and will be treated as such (see “Penalties for using Unfair Means in assessed work” p.16).

Preparing the printed copy (if asked for)

Not all assignment submissions will require you to submit a printed (hard) copy. Instructions will be communicated in advance and you should take note of these. Any printed assignments that are submitted must have numbered pages and must include your registration number. This number is the only personal identifier that you should provide in assignments that will be marked anonymously. We recommend that you put your registration number in the header or footer of the Microsoft Word file so that this number is automatically printed on each page.

Submitting a printed copy (if requested to do so)

The printed copy should be stapled together and left at the Student Reception in the box provided. When doing this, you should also sign a sheet that will be left on the reception desk. The box and signing sheet will be put on the desk one working day before the deadline. If you are ready to submit before the box and signing sheet are in place, you can leave this at the Reception Desk in an envelope addressed to Jane Shields and inscribed with the module code.

Preparing and submitting electronic files.

Most assignments must be submitted as a single electronic file, even if they consist of several independent parts or questions. You should not submit your work in multiple files unless this was specifically required in the assignment instructions. When submitting work as a “Turnitin Assignment” there will be a declaration in Turnitin to state that the work you are submitting is your own.

Each electronic file must be given a filename that consists of your nine-digit registration number. For example, a student whose registration number is 149208772 will submit an assignment produced in Microsoft Word format under this file name:

149208772.docx

In the rare cases when an assignment requires the submission of several files, instructions for naming individual files with different names will be provided in the assignment instructions.

Module-specific format requirement

In addition to the general rules described above, each individual module leader may add additional formatting requirements to their assignments. These specific rules may concern for example word or page limits, font size and the use of figures and references in the work.

Penalties for using inappropriate formats

If either the printed or electronic version of an assignment does not follow the formatting and file-naming instructions described in the previous sections, it will be rejected and the student will be asked by email to re-submit an appropriately formatted version before the assignment is sent to the markers. Because the
rejection and re-submission will obviously take place after the submission deadline, the work will incur late submission penalties (see following section).

Submitting electronically after the deadline

If you have been granted an extension due to special circumstances, or if you simply miss the deadline, you will no longer able to submit your work electronically through MOLE as described in the previous sections because the submission box will have closed down on the deadline.

Any late electronic submission must therefore be sent as an attachment to an email sent directly to the Course Administrator (j.shields@sheffield.ac.uk).

Please note that if no special circumstances have been granted, any work submitted late will incur late submission penalties as described in the next section.

Penalties for late submission of assessed work

Penalties for late submission of marked assignments

All marked assignments submitted after the deadlines will incur late submission penalties, except when Special Dispensations have been granted (see section on Special dispensations, refer to page 10).

Late submissions of assignments due for marking will be accepted for up to five working days after the deadline, but will be penalised as required by University regulations, by multiplying the mark obtained by 1 – (0.05 x n), where n is the number of working days late rounded up.

For example, if a piece of work due in on Monday at 9.30 a.m. is submitted at 10.00 am (30 minutes late), it is recorded as being 1 working day late (n=1). If the work is given a mark of 58% before penalties, the final mark after applying the penalty will be 58 x (1 – (0.05 x 1)) = 55%.

If the same work were submitted on the Wednesday at 10.30 a.m. (49 hours late), it would be recorded as being three working days late (n=3) and the final mark after applying penalty would be 58 x (1 – (0.05 x 3)) = 49%.

Work that has not been submitted five working days after the deadline will receive a mark of zero.

Penalties for late submissions of drafts (Literature Review, Project Presentation and Dissertation)

Please also note that although the Literature Review drafts are not marked, you will be penalised by a deduction of 10 marks from the final mark if the drafts are submitted after the deadline or if you do not meet your supervisor to get feedback on the draft. In addition, students who submit the draft Literature review 5 days or more after the deadline will not be entitled to receive any feedback on their draft as such late submissions will make it impractical for supervisors to assess their drafts.

Re-submission of failed assessments (re-examinations)

Students will be allowed one opportunity to re-take any assessment that is given a mark below 50% at first submission. In order to be re-assessed for a failed module, a student will need to register with the University for a re-examination and will incur the payment of a re-examination fee. Please refer to the following webpage for re-examination/re-assessment

https://www.sheffield.ac.uk/ssid/exams/reassessment_pg

The circumstances of the re-examination, such as the assessment format, objectives, starting date and deadline for submission, will be determined by the module leader.

By University regulations, work submitted for a re-examination can only be awarded a maximum mark of 50%, equivalent to a bare pass, even if its quality exceeds the minimum requirement for a pass. Any student who achieves this 50% pass mark at a re-examination will be awarded the full credits for the re-
assessed module; however, a student who obtains a mark lower than 50% at a re-examination will not be allowed any further re-assessment for the same module. Please also note that students may be required to remain in attendance after the official end of the course in order to be re-assessed for failed modules.

Penalties for using Unfair Means in assessed work

The phrase “unfair means” designates any practice which gives a student an unfair advantage over the rest of the class, or which allows them to avoid the assessment aims. The most common forms of unfair means are plagiarism, collusion, double submission, use of commissioned work and fabrication. The meaning of these terms is described in the section on

Advice on avoiding the use of Unfair Means in assessment (p. 16). Further information can be found at http://www.shef.ac.uk/ssid/exams/plagiarism

One category of unfair means, collusion, occurs when two or more students collaborate to produce an assignment. In cases of collusion, penalties will be applied to all students who participated in it, even if some of them submitted work where no material produced by unfair means was found.

We are aware that a student may occasionally use unfair means unintentionally, through misunderstanding rules rather than intending to gain unfair advantage. To reduce the risk of such misunderstandings, advice on avoiding unintentional plagiarism and collusion will be given during the introductory sessions and the MED6090 module.

Penalties for a first offence: If use of any of these unfair means is detected in any assessment, on the first occasion students will usually receive a written warning and the parts of the assignment that have been produced unfairly will not receive any marks. However, formal disciplinary procedures may be initiated if we believe rules were broken deliberately and extensively.

Penalties for repeated or major offences. Any further instances of use of unfair means committed by a student after they have been warned for a prior offence will incur more severe penalties. In addition to receiving no marks for the fragments that were produced unfairly, a second offence will result in a further deduction of marks from the assessed work. By University regulations, we have the discretion to deduct as many marks as we feel appropriate, down to a mark of zero in cases where the use of unfair means is extensive.

Serious offenders such as individuals who used unfair means repeatedly or extensively will be dealt with through formal University disciplinary procedures, which are independent of the management of the course, and are frequently penalised by the expulsion of the student from the University.

Advice on avoiding the use of Unfair Means in assessment

The University expects its graduates to have acquired certain skills and attributes.
http://www.sheffield.ac.uk/thesheffieldgraduateaward

Many of these relate to good academic practice and professional behaviour:

- a critical, analytical and creative thinker
- an independent learner and researcher
- information literate and IT literate
- competent in applying their knowledge and skills
- professional and adaptable.
Your assessed work is the main way in which you demonstrate that you have acquired and can apply these skills. Using unfair means in the assessment process is dishonest and also means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

**What constitutes unfair means?**

The principle underlying the preparation of any piece of academic work is that the work submitted must be your own work and be original. **Plagiarism, submitting bought or commissioned work, double submission (or self-plagiarism), collusion and fabrication of results** are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

1. **Plagiarism (either intentional or unintentional)** is the stealing of ideas or work of another person (including experts and fellow or former students) and is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.

2. **Submitting bought or commissioned work** (for example from internet sites, essay “banks” or “mills”) is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole assignment or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assignments to other students.

3. **Double submission (sometimes referred to as “self-plagiarism”)** is resubmitting work that has been assessed before without authorisation from the current module leader. This may take the form of copying either the whole assignment or part of it. Normally, credit will already have been given for this work. Double-submission gives you the unfair advantages of having studied the problem before (equivalent to extra time) and of having received feedback from teachers on that earlier work (i.e. expert guidance not available to other students and unknown of the markers of the current assignment).

4. **Collusion** is where two or more people work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

5. **Fabrication** is submitting work (for example, research data) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

**How can I avoid the use of unfair means?**

To avoid using unfair means, **any work submitted must be your own and must be original** (i.e. is not a double-submission and does not include the work of any other person, unless it is properly acknowledged and referenced.

As part of your programme of studies you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skill that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic department setting the assignment.

You are required to attach a declaration form to all submitted work (including work submitted online), stating that the work submitted is entirely your own work. This declaration is part of the standard cover sheet that you must attach to any assessed piece of work (Pictures, diagrams and tables.
We encourage you to include figures (photographs, drawings, diagrams, screen captures) or tables in assignments provided that they are your own work. This would be for example a table that you generated by assembling pieces of information obtained from several published sources, or a figure that you compose and draw yourself. Computer screen captures will be accepted as being your own work if they show images produced by bio-informatics software (for example BLAST, ENSEMBL, genome browsers, Pymol or CellDesigner) operated by you.

All Figures and Tables produced by you should be accompanied by informative titles and legends (including in the case of computer screen captures the software used and the parameters or settings that you selected to generate the captured image).

While they do not have the same value as completely personal work, Figures or tables derived or adapted from an original made by someone else will be acceptable but only provided that all three following conditions are met:

4) Their contents differ from the original, by removal unnecessary details or addition of new elements, as required to fit your assignment’s text.
5) The original legend is rewritten to match the changes in content and to avoid plagiarism;
6) Your legend cites the source(s) of the original and explains briefly how you adapted it, as in for example "Adapted from Fig. 3 of Dempsey et al. (2002) by omitting proteins not involved in the pathway discussed here".

Please note that simply pasting or re-drawing a figure or table as you found it is of no academic value and is not likely to contribute to your mark. In fact it may even limit your mark because if you do not explain well in your text what a copied figure or table is about, markers may take the view that the figure was copied to avoid writing about what it shows. On the other hand, markers will appreciate a figure or table produced by you if its contents and legend are linked to the main text in a manner that demonstrates you understand the topic.

Markers will not expect your figures or diagrams to look professionally produced. We suggest you use Microsoft PowerPoint or a similar application to generate diagrams or to add captions to photographs, but even scans of hand-drawn diagrams will be accepted. Training in how to produce your own figures or adapt a published one and account for the changes made to the original will be provided in the MED6090 module.

Penalties for inappropriate use of figures and tables

3) Failure to modify a cited original: Assignments containing a figure, table or legend thereof that is deemed by the module leader to have been reproduced without changing its contents (compared to the cited original source) may incur a mark penalty of 2%, applied to the whole assignment mark (not just the specific section containing the offending figure or table). The penalty is cumulative: if an assignment contains several copied figures or tables the penalty will be 2% x the number of offending items.

4) Failure to cite sources: Including in your work a figure or table adapted or copied from a source without acknowledging this by citing the source constitutes plagiarism and will be treated as such (see “Penalties for using Unfair Means in assessed work” p.16).

Preparing the printed copy (if asked for), p.13).

If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal tutor or a member of staff involved with that unit of study.

The following websites provide additional information on avoiding unfair means:

The Library provides online information literacy skills tutorials at http://www.sheffield.ac.uk/library/services/infoskills
The Library also has information on reference management software at http://www.sheffield.ac.uk/library/refmant/refmant

The English Language Teaching Centre (ETLC) operates a Writing Advisory Service through which all students can make individual appointments to discuss a piece of writing. This is available at http://www.shef.ac.uk/eltc/languagesupport/writingadvisory

Detection of Unfair Means

The University subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help tutors to advise students on ways of improving their referencing techniques. Your work is likely to be submitted to this service.

What happens if I use unfair means?

Any form of unfair means is treated as a serious academic offence and action may be taken under the Discipline Regulations. For a student registered on a professionally accredited programme of study, action may also be taken under the Fitness to Practise Regulations. Where unfair means is found to have been used, the University may impose penalties ranging from awarding a grade of zero for the assignment through to expulsion from the University in extremely serious cases.

Details of the penalties applied within this course for the least serious cases of unfair means can be found in the previous chapter (Penalties for using Unfair Means in assessed work, refer to page 14). The most serious offences will be dealt with through formal disciplinary procedures, which are independent from course staff and are frequently penalised by the expulsion of the student from the University.
About the Literature Review and Research Project (MED6090 and MED6024/6044/6054/6064/6074/84)

Allocation of Research Project and preliminary training

Choosing your 6 preferred projects

In October we will set up an on-line database of all available research projects. You will be able to search the database for topics of interest and download descriptions of selected projects. We also advise you to research the scientific literature relevant to your projects of interest.

During the following weeks, we ask you to identify about 6 projects of potential interest to you. We expect you to contact the supervisors of your projects of interest by email before the 22 November 2016 to make appointments for discussing details of the projects with them.

You will be asked to select your course Pathway and your 6 preferred research projects (ranked in order of preference) no later than Monday 5 December 2016 at 9:30 am. All discussions with supervisors must take place before that date.

Most projects are limited to specific course Pathways because of their subject areas. To help us to allocate you a project and pathway of your choice, we strongly advise you to select projects that are compatible with your pathway choice.

When selecting your preferred project, please also note that some projects will require you to be vaccinated against certain diseases for health and safety reasons (refer to page 19)

How we allocate projects

We will try to ensure that every student is allocated one of the 6 projects they selected, but in practice only about 40% of students can be given their first choice. We will favour the choices of students who have discussed projects with the Supervisors and whose preferences are consistent with their chosen pathway.

Please also note that if your choices of projects and Pathway are not fully consistent, we may have to allocate you with either a pathway or a project that you did not request.

Projects will be allocated by Friday 9 December 2016.

Preparation and writing of the Literature Review (MED6090)

Before starting any experimental work on the project, you will have to write a critical review of the background literature. This is a supervised task for which you will be expected to have two meetings with your supervisor to receive guidance and feedback from them.

Practical Training for the Project

Training in basic experimental techniques and health & safety in laboratories will be provided in the “Laboratory Practice and Stats” module (MED6098) in January.

You must also prepare for working safely in labs by undertaking on-line training for both “out of hours” work and fire training. Further details will be sent to you by the Course Administrator. If your project requires it, you will also be vaccinated against certain diseases. (refer to page 19).
What will your project supervisor expect from you?

Attendance in the laboratory and leave entitlement: You are expected to be in attendance in your supervisor’s laboratory for the equivalent of 5 full days a week for the whole period of the project module except for the 10 days of leave to which you are entitled. You can use this entitlement to go on holidays or for study if you need to be re-assessed for other modules during the project period. However, you must inform your supervisor of the dates at which you plan to go on leave as soon as possible and at least 2 weeks in advance so that they can plan laboratory work around these dates.

Self-Certification/Extenuating circumstances: You must inform your supervisor and the Course Administrator in case of any unplanned absence from the laboratory (see section on “How to inform staff if you cannot attend class”, p.10). Unplanned absences caused by medical circumstances will not be counted from your leave entitlement provided you submit a special circumstances form with appropriate evidence (physician’s note) to Jane Shields. Special circumstances claims that are not backed by medical evidence will only be granted at the discretion of the Laboratory Project module leader, who may consult your laboratory supervisor on this matter.

Contact details: You should provide your Supervisor with your contact details (email/ phone number) in case of emergencies, and the supervisor should ensure the student has their email address and phone number so that the students can contact them in case of absence.

Supervisory meetings: Students must meet formally with their supervisors twice each month and supervisors should fill in the Supervision Record Form. The students should then stick the records into their lab books.

Attendance of lab meetings/departmental seminars: Students are required to attend all laboratory meetings and to give progress reports on their projects through lab meeting presentations at least once during the projects.

What can you expect from your project supervisor?

Daily supervision. A named individual must be available every day as first point of contact for the student to provide guidance on experimental problems, Health and Safety regulation, lab etiquette etc. This can be either the project supervisor or any competent member of their group. If you are not sure who is taking this role, you should ask your supervisor.

Two meetings per month - formal supervisory meetings with the project supervisor to discuss progress and problems (see paragraph on supervisory meetings in previous section).

Integration in the laboratory: Support in understanding the background and issues relating to the project; participation in lab meetings and seminars, with opportunities to present your results and receive constructive comments from the group.

Support in writing the Literature Review and the Project dissertation in the form of constructive feedback on your drafts if handed in at agreed times and provision of an agreed timeline for writing and submission of the draft dissertation (see following section).

Advice on potential questions you may be asked in viva voce examinations.
Health and Safety in the laboratory

Fire: You will be expected to have attended a fire lecture. Further details will be communicated by the Course Administrator.

When working in the lab, you must also know where the nearest assembly point and fire exits from your workplace are and where the fire extinguishers are located.

First Aiders, First Aid Box: You must be aware of where First Aid boxes are, and who in the lab are dedicated First Aiders.

Working out of hours: The regulations concerning out-of-hours work vary between Departments. In the Cardiovascular Department, MSc and 1st year PhD students are never allowed to work out of hours. In the other Departments, you will be allowed to work out of hours provided you have passed the out of hours and fire training courses and your supervisor authorises you to work out of hours. Information on this training will be communicated by the Course Administrator.

Good laboratory practice: You must know who is the person in charge of Health and Safety in your laboratory. If your supervisor has not done so, you must ask to be introduced to them and ask about hazards relative to your work. You must know and adhere to the laboratory guidelines regarding wearing lab coats, gloves, and where applicable, safety goggles.

Chemical hazards: Once you begin your project, you should read and sign the COSHH forms for the experimental procedures being undertaken.

Biological safety: You must know how to dispose safely of biological material used in your work (tissue samples, cultures of cells or micro-organisms).

Vaccinations: It is a legal requirement that all students undertaking project work involving human tissue samples or body fluids have evidence of effective immunisation against hepatitis B before they start laboratory work.

Hepatitis B vaccination requires two injections. The Course Administrator will make all the necessary arrangements to facilitate the process of vaccination and will inform students of the date and venue of their appointments. The cost of the vaccinations done through these appointments will be met by the course. Please note that any student who fails to attend the vaccination appointments set up by the Course Administrator will have to arrange another appointment themselves and pay for the cost, unless there is a valid reason for missing the appointment. This may also delay the start of your project.

Further information: For more detailed information and specific requirements on Health and Safety please refer to [http://www.shef.ac.uk/medicine/staff-info/healthandsafety](http://www.shef.ac.uk/medicine/staff-info/healthandsafety)

Keeping your laboratory Notebook

All your experimental work - even unsuccessful attempts - must be recorded in a laboratory notebook. The lab book is an important document that allows your supervisor and your tutor to review the progress of your project. It will contain the experimental details from which your dissertation will be written. Finally, it is a legal document that must be kept according to specific guidelines to protect the University of Sheffield Intellectual property rights on your results.

You must use the lab book provided by the University, which has permanent binding and has numbered pages. Your lab book will remain a property of the University and must be returned to your supervisor at the end of the course.
The brief guidelines below are taken from “Keeping a Laboratory Notebook” published by BTG plc.

- The laboratory notebook must be written in permanent ink.
- The entries must give full details of all laboratory materials and methods, and all computer analyses. They should be sufficiently detailed so that the work could easily be replicated by another individual.
- Results should refer back to the original entry in the lab book, if other entries have been made in the interim.
- Pictures and computer print-outs should be permanently fixed into the book. They should fit onto the page, and the witness should sign across the join (see point 8). Where additional supporting material cannot be kept in the book, reference to that material should be made, and the material stored in an orderly manner.
- Unused pages/parts of pages should be ruled through. Pages should not be left incomplete.
- Errors should be simply crossed out, corrected and initialled. Never use correction fluid or tear out pages.
- All pages should be signed and dated by the author.
- All pages should be signed and dated by the supervisor.
- In instances where the supervisor feels results may be patentable, a witness should also sign and date the lab book.

Regulations relative to publication of research

Students must consult their supervisor before submitting any manuscript for publication or presenting their results to conferences, even if they believe themselves to own the Intellectual Property (IP). Premature publication of data could interfere with supervisor’s planned submissions, hinder patent applications or, if the data is misleading, could damage the Supervisor’s and the Department’s reputations.

Irrespective of IP ownership, any submitted manuscript must adhere to the Vancouver Protocol, the internationally-recognised standard for determining authorship, and comply with the University of Sheffield policy on authorship of academic publications, available at http://www.shef.ac.uk/ris/other/gov-ethics/grippolicy/practices/all/authorship. These requirements imply that the supervisor, as initiator and original designer of the project, must be given the opportunity to contribute to any manuscript arising from the project. A situation where a manuscript could be produced with sole authorship of a student will be highly unlikely.

By undertaking a research project offered as part of this MSc course, you are agreeing to adhere to this publication policy and to the rules and guidelines mentioned in the previous paragraph. Should these rules be broken, the incident would be investigated as a potential case of misconduct. If you are in any doubt, please speak to your supervisor first, or if you cannot resolve matters in this way, please contact the Module Leader, Dr Tazi-Ahnini, or the course Leader, Dr. Nicklin.

Evaluation and support of your progress

Monthly evaluation of scientific progress: Each formal monthly supervision meeting will include an evaluation of the progress of your work in relation to the objectives of the project.

Interim evaluation of your professional competence and advice for improvement: Two months after the beginning of the project, your Supervisor will provide you with a written evaluation of your professional abilities as a researcher. This will allow you to identify areas where you need to improve in order to achieve better results in the second half of the project.

Independent evaluation of progress and training: Half-way through the project period, you will be invited to discuss the progress of your work with your Personal Tutor. This will help you identify the strengths of your work and the areas where improvements might be needed. More details on the role of the tutor in the course are in the “Student support” section, page 27.
**Timetable for writing the dissertation**

The final version of your dissertation must be completed and submitted electronically by the deadline of Wednesday, 9 August 2016, 12 noon.

Your supervisor and you should agree on a timetable for production of drafts that would allow the supervisor to provide constructive feedback and to check the final version in the months preceding the deadline. The timeline should take in account your supervisor's absences (e.g. holidays, travel to conferences). As a rough guide, you should send your supervisor a draft of the “Materials and methods” section by the end of June and a draft of the full dissertation by the third week of July. Students who do not submit the draft of the full dissertation by the deadline will not be able to work in the labs.

Three professionally bound printed copies of the Dissertation must be handed in by Noon on Monday 14 August 2016. To meet this deadline, you should hand in your printed copies to the binders no later than 4.00 pm on Wednesday 9 August, as you must allow 3 days for the binders to complete the task. We strongly advise you to obtain a "receipt for printed copies" from the binder when you hand in your copies, which will prove timely submission should there be a delay at the binders.

**Marking of the Project and viva voce examinations**

**Dissertation mark:** The dissertation will account for 88% of your total mark for the Laboratory Project Module. It will be marked by two members of academic staff (not your supervisor) and, in some cases, a third member of staff (see section on “marking”, p. 15, for more details).

**Professional competence mark:** The remaining 12% of your Laboratory project mark will be based on a final assessment of your professional competence as a laboratory researcher. This assessment will be made by your supervisor on the basis of the professional skills you demonstrate during the second half of the project period. The criteria for this assessment will be identical to those of the interim assessment (see “Evaluation and support of your progress” section, p. 23). This assessment will be moderated by a member of staff not connected to your supervisor research team.

**Viva voce examinations:** Some students may be examined in an oral examination (viva voce) by an internal and external examiner before their Laboratory mark is finalised.
Student support
We are keen to provide effective support to your studies and in other areas such as career advice, finding PhD positions or personal issues.

The following sections describe the facilities and processes put in place to support you. We also encourage you to approach appropriate members of staff whenever you need advice on specific matters not covered by this formal support system.

Support for your studies

Socialising and eating
You are welcome to use the Medical School social space, Café 1828, on C floor. Food and snacks are also available from the shops in the main entrance of the Hospital on B Floor, in the Boots shop on C Floor of the Hospital and in the Hospital canteen on D Floor.

Recommended reading for the course

General Background
- DNA from the Beginning – An animated primer on the basics of DNA, genes and heredity (http://www.dnaftb.org/dnaftb/).

Module-specific reading: Recommended reading lists, or articles to be studied in lecture, will be posted on MOLE or handed out during the relevant modules.

Access to computers and libraries (swipe card, “out-of-hours”)
Early in the course, you will be provided with an individual swipe card that functions as an electronic key to facilities of the Medical School. In order to gain access to these facilities during out-of-hours periods you must study and pass a “working out-of-hours” training course. The Course Administrator will provide you with details on how to access the training courses.

Your swipe card will give you access to the computing room, DU23, located on D Floor of the Medical School. When it is not used for teaching, this room will be available for you for quiet work on networked computers, with access to the Internet and a local printer. However, it must NOT be used for social activities or eating.

Printing and copying from any of the Medical School’s MyPrint facilities is free. Paper supplies are kept in departmental secretariats. In case of difficulty please also contact the Course Administrator. The locations of the MyPrinters in the Medical School are:
DU23 - Computer Room, D floor; Photocopying Room on D Floor; Corridor on G Floor; Hot Desk Room on K Floor; Post-doc Room on L Floor.
Internet and printers can also be accessed from other locations within the University (e.g. libraries and Information Commons) and also the café in the Medical School, but printing charges will apply whenever using printers others than those in the Medical School.

The University Library
The Library supports your studies by providing study space, access to digital and print collections, and staff to help you find and use Library resources effectively. You’ll find all the information you need to get started at http://www.sheffield.ac.uk/library/services/new

Library sites and services
The Information Commons (IC) is open 24 hours a day, 365 days a year and is a safe and secure study environment, with 1300 study spaces, 500 PCs and wifi. It holds 100,000 core texts found on module reading lists, and there are bookable group study rooms, silent study areas and a cafe. IC in The Diamond will open in September 2015, with almost 1000 new study spaces, accessible 24/7.

The other sites are Western Bank Library and the Health Sciences Library. All sites offer a range of services and resources including individual and group study spaces, PCs, laptop loans, wifi, printing, photocopying and scanning.

A valid UCard is needed to gain entry to all Library sites and to borrow books. You will also need your UCard to use photocopying, printing and scanning facilities.

Finding the information you need
StarPlus, the library online catalogue, provides access to digital collections, including ebooks, ejournals and databases, and also includes information about print materials available at all library sites. You can access StarPlus from My services in MUSE.

You can find material on your reading lists from the MyResource Lists link on the StarPlus Welcome page. Library subject guides are available to signpost specialist databases and resources for your subject, and are available from the StarPlus Welcome page, under Guides & tutorials. There is also a link to the Information Skills Resource, which includes online tutorials to help you develop effective searching, evaluation and referencing skills.

Help and support
For general enquiries, contact the Library Help Desk by email library@sheffield.ac.uk telephone 0114 222 720, or ask at the Information Desk at any Library site. A list of subject contacts in the Library is available at http://www.shef.ac.uk/library/libstaff/slist

Module-related enquiries
Module leaders should be your first contact for questions relative to the taught material and assessment in their modules. For very specific questions, you can also approach other members of staff involved in the course (e.g. individual lecturers if they gave their contact details in lectures).

Student Services Information Desk (SSiD)
The Student Services Information Desk in the Union of Students Building is a point of contact for all student-related administrative enquiries. It is also the application point for replacement U Cards and University Financial Help (ie Hardship Fund). It is located on Level 3 of the Students Union and open 9 – 5pm all year round except for Bank Holidays and Training Days.

www.sheffield.ac.uk/ssid/index
How to develop your writing skills

Assessment in this course relies to a large extent on written assignments. If you are not familiar with this type of assignment, we strongly recommend that you invest some personal time on improving your essay writing skills early in the course. Support to help you improve these skills will be provided at the University of Sheffield through series of tutorials. Guides on writing academic essays can also be found on several web sites. We recommend http://www.writing.utoronto.ca/advice, which includes sections specially designed to help writers of English as a second language.

English Language Support For Overseas Students

Foreign students sometimes find their academic progress does not reflect their true abilities because their English is not good enough to express their ideas precisely. If you need a dictionary to follow the lectures or plan to use one in examinations, then you are probably in this category and we strongly recommend that you invest some of your time in improving your English.

The University of Sheffield English Language Teaching Centre (ELTC) provides various courses to international students who wish to improve their English. The Centre also offers individual advice to scientists and help with the writing of assignments, reports, and dissertations. For further details and to reserve a place on a course please see the ELTC web page at http://www.shef.ac.uk/eltc/.

Student Representation

Early in the course, students will appoint two class representatives who will provide a formal channel for staff/student communications. The class representatives will consult the class to identify issues of concern to the students and will communicate with the Course Tutor any matter they wish to bring to the attention of staff. During the academic year, the class representatives are expected to attend three meetings of the Module Leaders Committee (one each semester) and three meetings of the Staff-Student Committee. The representatives will also be asked to meet the external examiner at the end of the academic year.

Support for your professional development

Your personal tutor

You will be allocated a personal tutor early in the course. Their roles are 1) to provide guidance on your professional development and 2) to be your first point of contact should a problem arise.

This section focuses on how your Tutor will support your professional development.

Details of how your Tutor can help you in case of personal difficulties are on page 30.

You will have three scheduled meetings with your tutor, in October, January and May. Through these meetings, your tutor will review your progress on the course. Your tutor will also help you to set up a personal development plan (PDP) if you chose to do one. PDP is an optional component of the course that aims to help you develop professional skills and improve your applications for jobs or PhD positions. It consists of a set of short exercises that you can submit to your personal tutor for feedback and advice. They include for example writing a CV, reviewing your professional skills or building a professional web page. Discussing these PDP exercises with your tutor is the best way to provide them with the information they will need to give you personalised career advice and write strong reference letters in support of your applications.
Ideally, you will have the same personal tutor throughout the course, although if this is not possible (e.g. you wish to do the research project offered by your tutor), an alternative tutor will be allocated.

The personal tutoring scheme is lead by the Course Tutor, Dr. F. Guesdon (f.a.guesdon@sheffield.ac.uk), whom you can contact if your personal tutor is not be available when you need him or her.

**The Careers Service at the University of Sheffield**

The Careers Service offers advice and support on any job or career related issue to students of the University. For students at postgraduate level the help offered by the Careers Service frequently centres on a clarification of next steps and the provision of practical help to achieve them (e.g. how to put together strong job applications, how to do well at interview). The Service has a wide range of information resources and can advise on a variety of job search strategies. See the website for an overview of how the Careers Service can help: [http://www.shef.ac.uk/careers/students](http://www.shef.ac.uk/careers/students)

The Service offers a very wide-ranging programme of careers related ‘Events’ and interactive workshops throughout the year [http://www.shef.ac.uk/careers/students/events](http://www.shef.ac.uk/careers/students/events)

Individual career guidance by advisers is also available through appointments. For details see the Careers Service website at [http://www.shef.ac.uk/careers/aboutus](http://www.shef.ac.uk/careers/aboutus)

The Careers Service is located at 388 Glossop Road, Sheffield, S10 2JA. Telephone: 0114 222 0910 or use our email enquiry service for quick queries: [http://www.shef.ac.uk/careers/students/emailenquiry](http://www.shef.ac.uk/careers/students/emailenquiry)

**Professional Development presentations**

We will offer three presentations on Professional Development matters: two presentations in December on how to find jobs and how to apply for PhDs and a presentation in the second semester on Professional Development Planning.

**Requests for progress reports and other administrative documents**

Letters confirming attendance, statements of current results (marks) (interim letters), and other course-related administrative documents should be made using the “Molecular Medicine letter request form” available at the C Floor reception desk. The completed forms should be handed in at the same desk and they will be forwarded to the Course Administrator for processing. Please note that processing of these requests will take a minimum of 2 working days. This service will be provided only until December 2016 as after this date you should request official transcripts of your marks from the University. [http://www.sheffield.ac.uk/ssid/transcript/index](http://www.sheffield.ac.uk/ssid/transcript/index)

**The University**

Other administrative requests should be made to the

Student Services Information Desk (SSiD) – see p.23

**Higher Education Achievement Report**

The HEAR is a nationally recognised degree transcript that the University is now giving to all graduates, to provide them with a comprehensive record of their university learning and experience – both academic and extra-curricular.
You will be able to use our ShARe (Sheffield Authorised Records) system to give employers and others access to your HEAR, to provide evidence of your university achievements (www.sheffield.ac.uk/ssid/record/share).

You can view your HEAR electronically via My Services in MUSE from Day 1 of your studies. This means that you can use it to help you review your progress and plan what you want to achieve at university, e.g. with your personal tutor or a Careers Advisor.

You can also gain HEAR recognition for activities you undertake outside the curriculum. Find out which extra-curricular activities can be included at www.sheffield.ac.uk/hear-search.

Find out more by visiting the HEAR website, at www.sheffield.ac.uk/ssid/hear.

Requests for reference letters
Your Personal Tutor and your Laboratory Project Supervisor should be the first members of staff you contact when seeking references in support of your applications for jobs or other courses.

However, you should be aware that your tutor and project supervisor can refuse to write reference letters when they feel that you have not given them enough information on your career plans and skills, particularly during the first semester.

They may also refuse to write reference letters when they think that you are applying for positions for which you are not qualified.

We strongly advise you to participate in Personal Development Planning (PDP) as the best way of providing your Tutor with the information they will need to provide supportive references. Please note that students do not have an automatic right to reference letters and that they should not name a member of staff as reference in their CVs or application letters without first having obtained their agreement.

Student & alumni on-line group
We encourage you to register during the academic year on the professional social network site, LinkedIn and post a professional profile and CV on it. We have created a MolMed Group on LinkedIn to enable current and past students to share career-related information.

As a registered student on this course, you can also register with the course's student and alumni online group on LinkedIn, called UoS MSc MolMed.

301: Student Skills and Development Centre

301 offers a variety of resources for helping students, for example:

- Maths and Statistics (MASH)
- Study Skills Tutorials
- Academic Skills Workshops
- Specialist Dyslexia/SpLD tutorial Service
- Languages for All programme
- Writing Advisory Service

Website: http://www.sheffield.ac.uk/ssid/301
Health, accommodation and pastoral support

Registering with the University Health Service

If you are not already registered with a local GP, we recommend you register with the University Health Service (www.shef.ac.uk/health) at the earliest convenience. Registration will make it easier for you to see a doctor or nurse and obtain signed evidence if an illness prevents you from studying. The Service is based at 53 Gell Street, Tel: 0114 22 22 100; email health.service@shef.ac.uk.

If you need to see a dentist for emergency treatment you can contact the Charles Clifford Dental Hospital on 271 7800, ring the emergency number for dental treatment on 111 or locate a dentist near to you on the NHS Choices website http://www.nhs.uk/Service-Search/Dentist/LocationSearch/. Please note that charges may apply for dental treatment and we recommend that you take out private insurance if you are an overseas student.

Your personal tutor

One of the roles of your personal tutor is to act as first point of contact should a problem arise. You can contact your tutor to discuss personal issues at any time. When discussing a personal issue with your personal tutor, what you tell them will be treated in confidence if you wish them to do so. Your tutor can help you by providing personal advice or find the appropriate support service offered by the University.

The personal tutoring scheme is led by the Course Tutor, Dr Guesdon (f.a.guesdon@sheffield.ac.uk), whom you can contact if your personal tutor is not be available when you need him or her.

Central Welfare and Guidance

The University’s Central Welfare and Guidance team offer student support for students in crisis situations - examples include non-elective hospitalisation of students, death and bereavement, national/international disasters affecting student’s relatives and students who are victims of crime. Tel. 222 4321 or email support@sheffield.ac.uk.

http://www.sheffield.ac.uk/ssd/ssg/cwag

What can you do if you are concerned about another student?

In case you become worried about the emotional, physical or mental health of another student, you will find advice on what to do at http://www.shef.ac.uk/ssid/worried

You may also discuss what to do with the Course Tutor. If confidentiality is an issue, you will not need to name the person you are worried about in this discussion.

University Counselling Service (UCS)

Students can contact the UCS to arrange informal and confidential counselling. The counselling service will arrange appointments, or refer clients to appropriate alternative support services.

About UCS https://vimeo.com/109680597
Website: www.sheffield.ac.uk/counselling
Address: 36 Wilkinson Street
Telephone: 0114 222 4134
Email: ucs@sheffield.ac.uk
The Disability and Dyslexia Support Service

If you have a disability, medical condition, or specific learning difficulty, we seek to ensure that your chances of academic success are not reduced because of it. We strongly encourage you to contact the Disability and Dyslexia Support Service (DDSS).

DDSS is a confidential and friendly service which offers a range of support, including:

- Liaising with academic staff and central services about disabled students’ support needs
- Helping students to apply for Disabled Students’ Allowances
- Organising support workers, e.g. note takers, readers, library support, scribes, interpreters
- Advising on specialist equipment and technology
- Referring dyslexic students for study skills support, at the English Language Teaching Centre
- Referring students who think that they might be dyslexic for diagnostic assessments with an Educational Psychologist
- Formalising alternative arrangements for examinations and assessments, e.g. extra time in examinations; reasonable adjustments to assessment tasks; or alternative assessment formats. (These cannot be organised by the department without DDSS involvement.)

If you are likely to need alternative exam arrangements and do not yet have these in place, DDSS can liaise with the exams team on your behalf. **They do need time to organise this and you would normally need to contact the DDSS by 4 November so that they can put arrangements in place for the January exams.**

The DDSS can also advise you in case you are concerned about mental health (anxiety, depression etc.). Address: The Hillsborough Centre, Alfred Denny Building; email: disability.info@sheffield.ac.uk.

See [www.sheffield.ac.uk/ssid/disability](http://www.sheffield.ac.uk/ssid/disability) for more information.

Other support services

The University offers a variety of personal or pastoral support services. They include:

**The University’s multi-faith Chaplaincy Service**

[http://www.sheffield.ac.uk/ssd/chaplains](http://www.sheffield.ac.uk/ssd/chaplains) offers care and support as well as opportunities for worship, prayer and spiritual exploration. Address: 344 Glossop Road; email: chaplaincy@shef.ac.uk

**The University of Sheffield Union of Students.**

The Union is run by students for students. Through the Student Advice Centre ([http://www.shef.ac.uk/union/student-advice-centre/](http://www.shef.ac.uk/union/student-advice-centre/)), it provides free, professional and confidential advice and support on a wide range of welfare and related issues such as money, housing, academic problems, employment, or immigration. Students can book an appointment by phone (0114 222 8660) or email (advice@shef.ac.uk).

The Union also manages social activities, sports and other leisure pursuits. To know more, check their web site at [http://www.shef.ac.uk/union/](http://www.shef.ac.uk/union/)

**Immigration advice**

Most non-EU students have a Tier 4 (General) Student Visa. We provide a wealth of online information about Tier 4 visas; please read this information regularly - [www.sheffield.ac.uk/ssid/international/immigration/uk](http://www.sheffield.ac.uk/ssid/international/immigration/uk) and look out for updates in our Global Campus emails.

The student immigration rules are complex and change frequently. If you have questions about your immigration status, you must seek advice from a qualified and authorised immigration adviser – not from Molecular Medicine MSc Handbook 2016-2017
friends or staff in academic departments. The University's immigration advisers are based in the International Student Support Team. If you are changing course, thinking about Leave of Absence or any other change to your stay in UK, you can contact them via a web form - www.sheffield.ac.uk/ssid/international/email
https://www.sheffield.ac.uk/ssid/international/immigration

Note regarding University accommodation contracts

If you are renting University accommodation, you may have signed either a 42-week or a 51-week contract. If you have a 42-week contract, you will need to extend it to 51 weeks before it runs out in order to benefit of University accommodation for the entire period of study. This extension is likely to involve moving to a different accommodation at the end of the initial 42-week period.

If you already have a 51-week contract, you do not need to extend it but please note that the University may still require you to change accommodation during the summer months to prepare for the new intake of students in September.