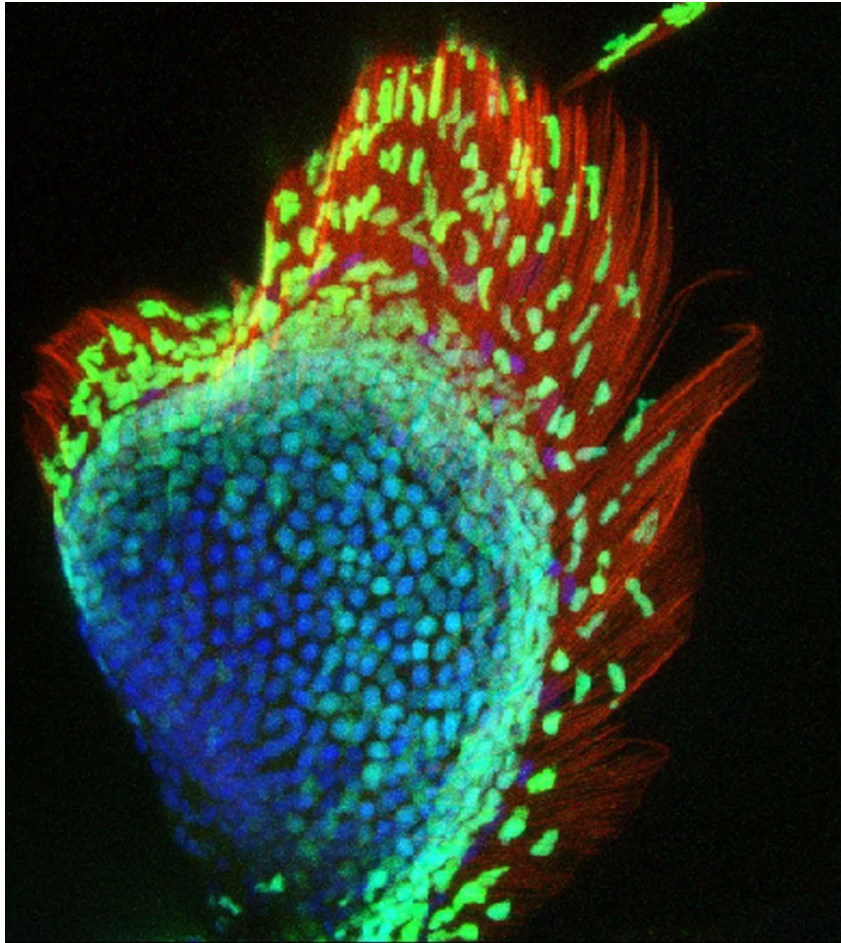## University of Bristol
Faculty of Life Sciences

SWBio DTP: Research Methods for Life Sciences
Taught Handbook
2023-2024

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, 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 course. 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 Faculty of Life Sciences (FLS) Taught Education Team (fls-taught@bristol.ac.uk) or me (heather.whitney@bristol.ac.uk).

Finally, you will receive e-mails from the FLS Taught Education Team (who provide the course administration) throughout the year. This will generally be through the form of Blackboard announcements. 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,

Heather Whitney

(SWBio DTP Taught Year Course Director and Deputy Director)

Contents

This handbook should be read in conjunction with the [University of Bristol Regulations and Code of Practice for Taught Programmes 2023/2024.](#) If there are any sections within these documents or the SWBio DTP Taught Handbook that you do not understand, please contact the FLS Taught Education Team (fls-taught@bristol.ac.uk**).**

Throughout this handbook, when referring to the taught first year, the terminology 'taught course' or 'course' is used. This is to prevent confusion with your programme of study at your home university. 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 Heather Whitney Course Director	Heather.Whitney@bristol.ac.uk
Dr Laszlo Talas Unit Director: Statistics and Bioinformatics	Laszlo.Talas@bristol.ac.uk
Dr Christoph Grueter Unit Director: Rotation Projects	C.Grueter@bristol.ac.uk
Dr Ross Anderson Unit Director: Science in Society, Business and Industry	Ross.Anderson@bristtol.ac.uk
Dr Laszlo Talas Unit Director: Data Science and Machine Learning for the Biosciences	Laszlo.Talas@bristol.ac.uk
Taught year administration Faculty of Life Sciences (FLS) Taught Education Team	fls-taught@bristol.ac.uk
Dr 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 and/or e-mail.

Please use fls-taught@bristol.ac.uk **for communication in relation to the taught course.** This is monitored by members of the FLS Taught Education Team.

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 with a home university 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 through a mixture of online and in person co-localised teaching at various sites across the partnership, with teaching delivered by staff from across the partnership and beyond. This mixed teaching approach is otherwise known as 'blended teaching'. 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	Bioinformatics (Exeter) Mon 30 Oct – Fri 3 Nov	**Rotation Project 1** Mon 25 Sept - Fri 23 Feb
	Statistics (Cardiff) Mon 13 Nov – Fri 17 Nov	
Data Science and Machine Learning for the Biosciences	(Bristol) Mon 4 Dec – Tues 12 Dec	
Science in Society, Business and Industry	(Bristol) Mon 11 Mar – Fri 22 Mar	**Rotation Project 2** Mon 26 Feb - Wed 17 July

Blended teaching will take place for each week of teaching. This means that for part of the week, all students will undertake teaching online, and for the other part, all students will undertake teaching in person i.e. co-localised. The location of the co-localised teaching part of the week is indicated in the brackets.

Deadlines, marks and feedback

Unit	Deadlines for assessments	Marks and feedback to be released by
All	**Online Plagiarism Training Resource** Mon 30 Oct 2pm	Not assessed but will be required to complete.
Statistics and Bioinformatics	**Bioinformatics** Wed 22 Nov 2pm	Wed 13 Dec
	Statistics Wed 29 Nov 2pm	Wed 20 Dec
Data Science and Machine Learning for the Biosciences	**Short group project; Oral presentation** Mon 11 Dec	Completed during teaching week
Data Science and Machine Learning for the Biosciences	**Individual short project** Wed 17 Jan 2pm	Wed 7 Feb
Science in Society Business and Industry	**Research Grant application** Wed 31 Jan 2pm	Wed 21 Feb
Rotation Project 1	**Written report** Fri 23 Feb 2pm	Thu 25 April Also includes marks and feedback for Continuous Assessment
Science in Society Business and Industry	**Peer review** Wed 28 Feb 2pm	Not assessed but students will be required to complete.
Science in Society, Business and Industry	**Mock grant panel** Thu 14 March	Wed 3 April
	Policy document Wed 24 April 2pm	Wed 15 May
Rotation Project 2	**Written report** Wed 17 July 2pm	TBC in line with FLS Sep 2024 marks release via evision exam board outcome, also including: • notice for formal progression to PhD • marks and feedback for Continuous Assessment

These dates are subject to change, but you will be made aware of any changes by the FLS Taught Education Team.

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). It is anticipated you will normally meet 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 as well as providing pastoral role to help support your wellbeing. Please refer to the diagram in Annex 1 for further information about the support available.

5.   DISABILITY

To help support students with a disability each institution has a local disability service as listed below.   For students mainly based at a research organisation, please also contact your registered university's disability service.

The disability services will work with you to ensure that the necessary support and adjustments are put in place. We do encourage to contact them as soon as possible to ensure you have this put in place at the start of your studies.

If you have a disability that may impact on your taught year, please do contact the FLS Taught Education Team (fls-taught@bristol.ac.uk) at your earliest convenience, to discuss further about reasonable adjustments to support your teaching and assessments.

- [Bath >>](#)
- [Bristol >>](#)
- Cardiff >>
- [Exeter >>](#)
- MBA+

- PML#
- [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
 # PML is a Disability Confident employer. For disability issues, please email humanresources@pml.ac.uk

6.   TEACHING AND ASSESSMENT

This handbook should be read in conjunction with the [Regulations and Code of Practice for Taught Programmes 2023/24.](#)

ASSESSMENT METHODS

We use a range of different methods to assess work for these units, as described below**.** The assessments are all pass/fail; must pass ***Penalties will be applied to work that is submitted late (see section 7).***

Statistics and Bioinformatics

- A bioinformatic practical report in the form of a poster
- Short answer-style statistical questions

Data Science and Machine Learning for the Biosciences

- A short group project
- An individual short project

Science in Society, Business and Industry

- A Research Grant Application and participation in a mock grant panel
- A Policy Document

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).

ONLY In exceptional circumstances (and prior approved with Unit Director) : *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).*

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.

Please ensure you re-visit the online 'Plagiarism Training Resource' that you completed in October (available on your Blackboard site under 'course units') before submitting your Rotation Project written reports/literature reviews through TurnItIn. Further information about plagiarism can be found in section 9.

- Continuous assessment

The continuous assessment mark will be awarded by the rotation project supervisor (the main supervisor/academic supervisor for rotation projects undertaken with a non-SWBio DTP university supervisor) and the project report will be marked by two members of academic staff from your supervisory team.

Assessments will normally be marked by academic staff across the partnership and moderated by the Unit Directors and / or Course Director.

ASSESSMENT FEEDBACK

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 supervisors.

SUBMISSION OF WORK

All work should be submitted *via* Blackboard by the stated deadline (refer to table in section 2). You will be informed of any changes to deadlines by the FLS Taught Education Team.

If your work is submitted after the deadline, it will not be marked and the unit being recorded as a fail. You will then be required to submit an alternative assessment.

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

MARKING CRITERIA
The marking criteria that will be used for the assessments are listed below. You must achieve at least this level to pass the unit.

All assessments (apart from continuous assessment)

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.

Continuous assessment marking criteria
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.

WORD LIMITS
You are set **strict** limits on the maximum length of your work. If you exceed these, you will fail the assessment and you will be required to submit an alternative assessment.

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. ABSENCE DURING TEACHING PERIOD AND COURSEWORK EXTENSIONS

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 (of note: missing these due to research activities will not be an acceptable reason. You are expected to plan these around your teaching and assessments)

Here is what to do in these situations:

Self-certification of absence during the teaching period

A. If you are absent for up to, and including, **seven** days during your co-localised teaching, inform the FLS Taught Education Team **on the day you are absent** and then submit a SELF-CERTIFICATION FOR ABSENCE FORM to the FLS Taught Education Team (fls-taught@bristol.ac.uk) within **two** days of your return. 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 EXCEPTIONAL CIRCUMSTANCES FORM and inform the FLS Taught Education Team (fls-taught@bristol.ac.uk) within **two** days of your return. 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 EXCEPTIONAL CIRCUMSTANCES FORM and inform the FLS Taught Education Team (fls-taught@bristol.ac.uk) within **two** days of your return. 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.

Coursework extension requests

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. If you require an extension for a piece of coursework, an EXTENSION REQUEST FORM must be submitted **at least 48 hours** before the coursework deadline. You may also want to consider completing an EXCEPTIONAL CIRCUMSTANCES FORM. If you do not have an agreed extension and then submit work late, you will fail the assessment and be required to submit an alternative assessment

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 exceptional circumstances can be found here. http://www.bristol.ac.uk/academic-quality/assessment/

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

8. PROGRESSION AND EXIT AWARDS

Please refer to the Regulations and Code of Practice for Taught Programmes 2023/24 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. You must meet the marking criteria to pass the unit. Compensation is not permitted on this course. Progress recommendations into your next academic year are made by the Programme Board of Examiners at the end of the academic year in September, and confirmed by the Faculty Board of Examiners.

Given the structure of the course, in which students are assessed in taught and rotation projects simultaneously, students are permitted to start the two rotation projects 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.

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. For further information about awarding the MRes exit award, please refer to section 20 (*Final Examiners Meeting: awarding of marks and degree*)

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 2023/24 state clearly what constitutes plagiarism. It is your duty to read and understand this.

Submitting, in whole or in part, work which has previously been submitted for another assessment during your taught year, will be considered as self-plagiarism unless you fully reference the earlier work. However, if there is an over-reliance on previous own work, even if referenced correctly, this may also be considered as plagiarism. Full referencing also needs to be used for any work that you have previously been examined on separate to the SWBio DTP taught year (for example a dissertation from a previous degree) and any own published work.

All assessments will be submitted through TurnItIn., a software system used to detect plagiarism. It is your responsibility to ensure that you complete the mandatory online 'Plagiarism Training resource' available on your Blackboard site (under 'course units' under your SWBio DTP organisation site)_ before submitting your assessments through TurnItIn.

Of note, as the MRes degree is an exit award, you are able to re-use your own work from your assessments submitted in the taught first year in your PhD thesis without it being considered as self-plagiarism. However, you will still need to fully reference any work that you have previously been examined on separate to the SWBio DTP taught year (for example a dissertation from a

previous degree) and any own published work.

10. RULES AND REGULATIONS

It is important that you read the below documents, so you fully understand how the taught year is governed through the University of Bristol.

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 2023/24 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 your academic progress. 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 Guidance.

Please note:
- your mode of study for your PhD i.e. if you are a full-time student you are expecting to be studying full-time.
- that international students have additional terms and conditions to adhere to. Please refer to UKCISA guidance on student work.

12. CAREER SUPPORT

We encourage you to think about your career path, even at an early stage of your SWBio DTP programme. This is to ensure you are well prepared as well as being open to utilising opportunities that arise during your studies.

Advice about different careers are available from your local Careers Service:
- Bath >>
- Bristol >>
- Cardiff >>
- Exeter >>
- MBA, PML – *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.   SUPPORT FOR STUDENTS

Please refer to Annex 1 for further information about the support 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).

To ensure students from all backgrounds and communities are able to get the best out of their student experience, and to create a supportive and inclusive environment, the SWBio DTP institutions have a number of resources, networks and support teams in place. This includes support for (this is not an exhaustive list):
- Student wellbeing
- Students with caring or childcare responsibilities
- Mature students
- Students with disabilities
- International students
- Black, Asian and Minority Ethnic
- LGBTQIA+ students

Further information can be found on the '[supporting our diverse student cohort](#)' SWBio DTP webpage.

14.   ADDITIONAL COURSE COSTS

Any material required for your taught first year should be purchased through your studentship 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 either be downloaded onto your laptop or instructions will be provided on how to do this in advance of starting the course.

The laptop is the property of your institution and must be returned at the end of your studies to your respective supervisor (main / Rothamsted / lead 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, PML – *not part of eduroam*
- [Rothamsted >>](#)
- [Swansea >>](#)
- [UWE >>](#)

Please refer to your local institution with regards to computing support. For non-Bristol based students, there will also be guidance on how to divert e-mails sent to your Bristol e-mail address to your institutional e-mail address.

- [Bath >>](#)
- [Bristol >>](#)
- [Cardiff >>](#)
- [Exeter >>](#)
- MBA+
- PML[#]
- [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
#Details included as part of your induction

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'.

17.   TRAVEL AND ACCOMMODATION

You will be required to travel as part of your co-localised taught units and depending on where you are undertaking your rotation projects, you may need to stay overnight.

For the in person 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.

For accommodation/travel requirements related to your rotation projects, please liaise with your supervisory team. Any eligible expenses will then be covered by your studentship Research Training and Support Grant (RTSG).

Further information for the in person co-localised taught units for accommodation arrangements, how to travel to the institutions and how to claim expenses can be found on Blackboard under 'General Information'.

CLAIMING EXPENSES

You will need to claim travel and subsistence expenses for the in person 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'. You must read this <u>before</u> booking travel for your co-localised teaching and <u>before</u> submitting a claim.

If you encounter financial difficulties related to the travel and subsistence costs for the taught units, please contact your local institutional student funding team for advice and support. They will also provide support and guidance for financial difficulties throughout the rest of your studies

- Bath >>
- Bristol >>
- Cardiff >>
- Exeter >>
- MBA: E-mail Lorraine Olver: lorver@mba.ac.uk
- PML: E-mail fshelp@pml.ac.uk
- Rothamsted: E-mail Rres.finance@rothamsted.ac.uk
- Swansea: E-mail Jenna Hopkins (PGR Senior Officer, Finance): pgr-finance@swansea.ac.uk
- UWE: E-mail Graduateschool@uwe.ac.uk

For advice and support for personal difficulties with travel or accommodation arrangements for the in person co-localised taught units, please e-mail swbio-dtp@bristol.ac.uk .

You may have travel/accommodation requirements for your rotation projects. This you will need to arrange in liaison with your supervisory team. Any eligible expenses will then be covered by your studentship Research Training and Support Grant (RTSG).

18.   FEEDBACK

Your work

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

Rotation Project written report: You will receive feedback for your report that will enable you to judge your performance. feedback will normally be provided within seven working weeks of the deadline. Further feedback may also be available from the members of staff who supervised the rotation project or marked the report.

All other taught work: Work assigned during your taught units will normally 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.

Your student experience
We will continuously seek student feedback throughout the taught course via a number of routes. This includes student feedback surveys at key points during the year, through your taught year student representative and through our External Examiners/Annual Programme Review/DTP governance meetings. You can also provide feedback though your institutional DTP representatives, and the SWBio DTP Hub.

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 the 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 hosting partner 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

The Final Examiners' meeting takes place in September. The External Examiner gives a verbal report, and makes recommendations for progression into the next academic year to the Board of Examiners. This recommendation takes into account the units passed and the External Examiner's own assessment of the student's work. The Board of Examiners then agrees a final mark list and recommendation for progression, which is submitted to the Faculty Board of Examiners.

The Programme Examination Board will also make recommendations for award of a degree. 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.

8. Absences and Illness

Cases of illness or absence from some of the assessments, where an Exceptional Circumstances Form has been submitted, will be carefully considered by an Exceptional Circumstances Board. The Exceptional Circumstances Board will then make recommendations to the Board of Examiners.

ANNEX 1: NETWORK OF SUPPORT FOR SWBIO DTP STUDENTS (TAUGHT FIRST YEAR)

Please refer to the diagram below.

Your Personal Tutor will be your local SWBio DTP Implementation Group representative. You can contact your Personal Tutor using the contact details listed. If you are based at Penryn or Harpenden, you can also contact the below

Name	Institution	E-mail address
Dr Nick Royle	University of Exeter (Penryn)	N.J.Royle@exeter.ac.uk
Dr Jason Rudd	Rothamsted Research (Harpenden)	jason.rudd@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 do contact your local SWBio DTP Management Group representative.

Alternatively, you can contact the Course Director or the SWBio DTP Hub Manager (the non-academic pastoral support contact) - refer to the contacts section at the beginning of the handbook for contact details.

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                              ┌─────────────────┐
                              │     Student     │───────────────────────►  ┌──────────────────────────────┐
                              └─────────────────┘                          │ Bristol Taught Student Rep can raise │
                        ┌───────────┘         └───────────┐                │ issues for wider discussion at the  │
                        ▼                                 ▼                 │ University of Bristol Faculty level and via │
              ┌──────────────────┐              ┌──────────────────┐       │ the SWBio DTP Implementation Group. │
              │ Academic Queries │              │ Pastoral Issues  │       └──────────────────────────────┘
              └──────────────────┘              └──────────────────┘
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Student

Academic Queries

Pastoral Issues

Bristol Taught Student Rep can raise issues for wider discussion at the University of Bristol Faculty level and via the SWBio DTP Implementation Group.

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:

Faculty Education Director (Taught programmes)

Faculty Head of Student Administration

Specialist Professional Services

Within your registered university, the following central services will normally 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