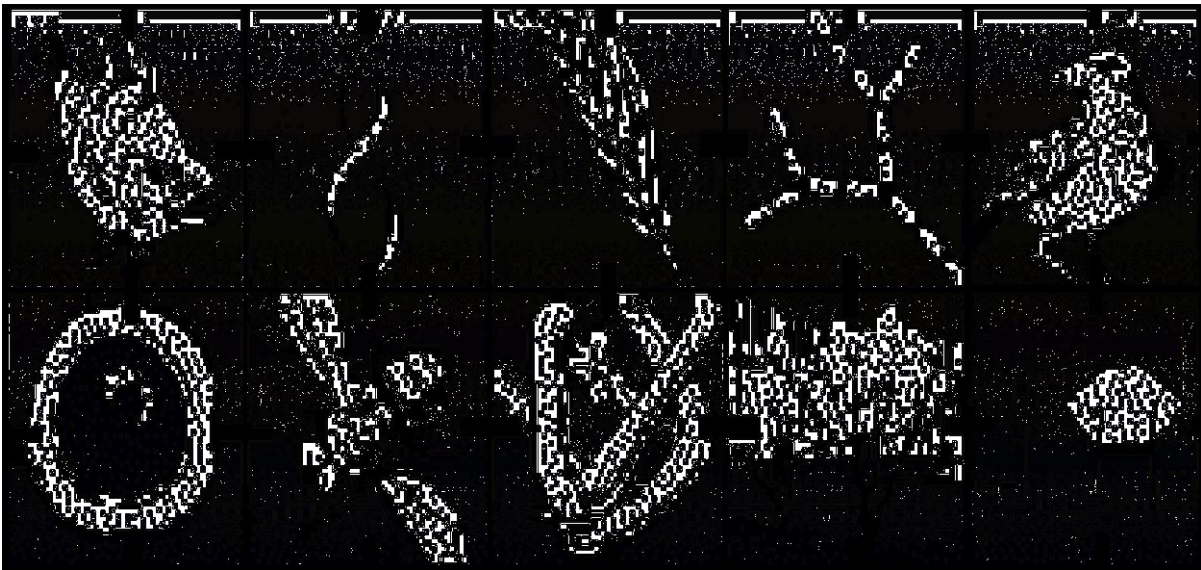




UNIVERSITY OF
LIVERPOOL

**B. Sc. (Hons)
TROPICAL DISEASE BIOLOGY**

2011 – 2012



CONTENTS

Acknowledgement Slip			
1	INTRODUCTION TO THE SCHOOL:		Page No
	1.1	School Information	1
	1.2	Diversity and Equality	1
	1.3	The University Approach to Supporting Disabled Students	2
2	THE HONOURS YEAR:		
	2.1	General Information	3
	2.2	Aims of the Course	3
	2.3	Course Structure	4
	2.4	Timetable Information	5
	2.5	Student Deadlines/Key Dates	6
	2.6	Coursework submission procedures	7
	2.7	Attendance and Absences	7
	2.8	Organisation and Assessment of Student Work	7
	2.9	Marking Scheme for Determining Degree Classes	8
	2.10	Examination/Assessment	8
		Description of Modules	10
	2.11	CORE MODULES	
		• BIOL481 Vector Biology: Theory, Research & Implementation	20
		• BIOL482 Topics in Global Health	22
		• BIOL483 Chemotherapy of Parasitic Diseases	24
		• BIOL484 Parasitology	26
		OPTIONAL MODULES	
		• BIOL319 The Pathogenesis of Viral Disease	10
		• BIOL339 The Pathogenesis of Microbial Disease	11
		• BIOL408 Ecology	12
		• BIOL443 Animal Behaviour	14
		• BIOL445 Comparative Physiology	17
		• BIOL450 Ecology & Evolution of Infectious Disease	19
		• BIOL485 Advanced Skills in Tropical Disease Biology	29
	2.12	Research Project (BIOL605)	30
3	IMPORTANT INFORMATION FOR ALL STUDENTS:		
	3.1	The Code of Practice on Assessment	31
	3.2	Penalties for late submission of assessed work	31
	3.3	Sickness Absence Policy	31
	3.4	Mitigating Circumstances	32
	3.5	Plagiarism, collusion and fabrication of data	33
	3.6	Implications of non-attendance	34
	3.7	Implications of the non-payment of fees	35
	3.8	Suspension of Studies	35
	3.9	Student Progress	36
	3.10	Examination Behaviour	36
	3.11	Assessment Appeals Procedure (Taught Programmes)	37
	3.12	Jury Service	38
	3.13	The Spider Student Web	38

	3.14	The degree classification system	39
	3.15	Student Representation	39
	3.16	Health and Safety	40
	3.17	Liverpool Guild of Students	40
	3.18	The University Library	42
	3.19	Computing Services	42
	3.20	The University Calculator	43
4 ACADEMIC STRATEGY:			
	4.1	School Learning, Teaching and Assessment Strategy	43
	4.2	School Policy on the Provision of Feedback on Assessed Work to Students	44
5 KEY SKILLS AND EMPLOYMENT:			
	5.1	The Careers and Employability Service – It’s your career we’re talking about	47
	5.2	Learning and Study Skills Support	48
	5.3	Key Skills	48
6 SUPPORT SERVICES FOR STUDENTS:			
	6.1	Support for Students	48
	6.2	Support and Advice	49
		6.2.1 Student Support Services	49
		6.2.2 The Disability Support Team	49
		6.2.3 Financial Support Team	50
		6.2.4 International Support Team (IST)	50
		6.2.5 Support for Care Leavers	51
	6.3	Student Counselling	51
	6.4	Mental Health Adviser (MHA)	52
	6.5	Liverpool Guild of Students	52
7 THE ENGLISH LANGUAGE UNIT (ELU)			52
8 OTHER USEFUL PUBLICATIONS:			53
	8.1	Student Charter	53
	8.2	University Calendar (includes Ordinances and Regulations governing degrees)	54
	8.3	University Complaints Procedure	54
	8.4	Your University	54
APPENDICES:			
Appendix 1	Final Degree Classification Descriptors - Generic Learning Outcomes		56
Appendix 1a	Assessment Criteria for Written Examinations, Module Essays and Reports		57
Appendix 2	Application Form for Consideration of Mitigating Circumstances		58

WEB LINKS TO IMPORTANT UNIVERSITY DOCUMENTS:
<ul style="list-style-type: none">• Mitigating Circumstances Policy: http://www.liv.ac.uk/tqsd/pol_strat_cop/mit_circ_policy.doc• Mitigating Circumstances Guidelines for Students: http://www.liv.ac.uk/tqsd/pol_strat_cop/mit_circ_student.doc
<ul style="list-style-type: none">• Plagiarism, Collusion and Fabrication of Data Policy: http://www.liv.ac.uk/tqsd/pol_strat_cop/plagiarismpol.pdf• Plagiarism, Collusion and the Fabrication of Data: Guidelines for Staff and Students: http://www.liv.ac.uk/tqsd/pol_strat_cop/plagiarism_collusion_fabrication_guidelines.doc
<ul style="list-style-type: none">• Students Complaints Procedure: http://www.liv.ac.uk/tqsd/pol_strat_cop/stud_complnt_proc.pdf
<ul style="list-style-type: none">• Assessment Appeals Procedure: http://www.liv.ac.uk/students/student-administration-centre/policies-procedures/appeals.htm
<ul style="list-style-type: none">• System for the Classification of Three-Year Non-Clinical Undergraduate Degrees: http://www.liv.ac.uk/tqsd/pol_strat_cop/cop_assess/Code_of_Practice_on_Assessment1.htm
<ul style="list-style-type: none">• Classification of Four-Year and Five-Year Non-Clinical Undergraduate Degrees: http://www.liv.ac.uk/tqsd/pol_strat_cop/cop_assess/Code_of_Practice_on_Assessment1.htm

Acknowledgement Slip

This Handbook has been prepared to assist you during your Honours Year in Tropical Disease Biology. At the start of the course you will be asked by the Programme Director to read this manual. To acknowledge that you have done so, and have accepted its contents, please sign (**adding your name in block letters**) and date the form below and on the next page. Return this page to the Programme Secretary, Julie Clark, by the end of Week 1.

You should be aware that, although the contents of this Handbook were correct at the time of printing, the current versions of documents (e.g. the Code of Practice on Assessment) will always be found, in electronic format, at the indicated links and you are encouraged to always consult these.

I, _____ (**student name in block capitals**) confirm that I have read and accept the contents of this Handbook. Specifically, I agree that it is my responsibility to:

1. understand what is meant by the terms 'plagiarism', 'collusion' and 'fabrication' and furthermore I agree that the work I undertake and submit for assessment will always be my own;
2. ensure that before commencing any project work I have read and understand the appropriate safety documentation (separate Handbooks) and have obtained the necessary safety, and where appropriate, ethical (separate documentation) or other approvals. Furthermore, I will ensure that, at the end of my project work, all unwanted laboratory samples are disposed of appropriately and that my laboratory workspace is made clean and tidy. All samples to be retained will be clearly labelled and stored safely and appropriately.

Much of the communication to students is now through email. Please check your University email on a regular basis otherwise you will miss important information.

Signature _____

ID number _____

Date _____

Acknowledgement Slip – Student Copy

This Handbook has been prepared to assist you during your Honours Year in Tropical Disease Biology. At the start of the course you will be asked by the Programme Director to read this manual. To acknowledge that you have done so, and have accepted its contents, please sign (**adding your name in block letters**) and date the form below and on the next page. Return this page to the Programme Secretary, Julie Clark, by the end of Week 1.

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Much of the communication to students is now through email. Please check your email on a regular basis otherwise you will miss important information.

Signature _____

ID number _____

Date _____

1. INTRODUCTION TO THE SCHOOL OF BIOLOGICAL SCIENCES

1.1 School information

Welcome to the Honours Programme in Tropical Disease Biology; the full programme specifications can be found on the following webpage:

<http://www.liv.ac.uk/bio/undergrad/courses/index.html> and also on the School of Biological Science's departmental page in VITAL under 'Degree Programmes'.

This Programme has arisen through collaboration between the Schools of Life Sciences and Tropical Medicine to provide you with a unique opportunity to extend your training in biology into the increasingly important field of global health. The Liverpool School of Tropical Medicine is world famous and as well as benefiting academically from your association with some of the staff, you will quickly discover it to be a vibrant, cosmopolitan and friendly place. I hope that you enjoy your year and my colleagues and I look forward to meeting and working with you.

Dr. Ian Hastings, Programme Director.

School Staff and Officers:

Please refer to Section 2 of this Handbook for the names and contact details of those staff teaching in the Tropical Disease Biology Honours School. For a full list of staff within the School of Life Sciences, please refer to the School's website: www.liv.ac.uk/biolsci. For staff within LSTM see <http://www.lstmliverpool.ac.uk>.

School Prizes:

A prize is awarded to the student achieving the best overall mark in each Honours School.

Guest lectures and seminars:

Research and special seminars will be held throughout the year. Information regarding these seminars will be provided by the Programme Director, Dr. Ian Hastings.

Updates to the Handbook:

The information provided in this Handbook is correct at the time of writing (September 2011). You will be notified of any changes to this Handbook via the School's homepage on VITAL or your Programme Director.

Combined Honours Science:

If you are studying a Combined Honours Science degree, you should use this Handbook for the appropriate part of your degree programme.

1.2 Diversity and Equality

The University of Liverpool is committed to providing a positive learning and working environment where all members of the University community are treated with dignity and

respect. We will address direct and indirect discrimination, harassment and victimisation on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion and belief, sex and sexual orientation; spent criminal convictions (where there is no exemption from the legal provisions in place), socioeconomic background or any other irrelevant factor.

The University's Diversity and Equality of Opportunity Policy provides the over arching framework for translating this commitment into actions and has supporting Disability, Gender and Race Equality Schemes and Age, Religion and Belief and Sexual Orientation Action Plans. The Dignity at Work and Study Policy further outlines the University's commitment to eliminating bullying and harassment. These documents and further information can be found at:

http://www.liv.ac.uk/hr/diversity_equality

1.3 The University approach to supporting disabled students

The University encourages a supportive and accessible environment for disabled students. Disabled students, including those with dyslexia or other specific learning difficulties and those with mental health needs, are advised to discuss their individual needs with their academic School/Department and the Disability Support Team in the Student Services Centre in order that appropriate support arrangements can be made. On request, information in this Handbook can be made available in an alternative format.

2. THE HONOURS YEAR

2.1 General Information

Head of the School of Life Sciences: Professor Steve Edwards
Email: biolhos@liverpool.ac.uk
Tel: 0151 795 4553

School's Safety Officers: Dr. Roger Barraclough
Email: brb@liverpool.ac.uk
Tel: 0151 795 4469

Mr Joe Carroll
Email: gavia@liverpool.ac.uk
Tel: 0151 795 5119

School's Disability Officer: Dr. Lesley Iwanejko
Email: iwanejko@liv.ac.uk
Tel: 0151 706 4663

Chair of the Board of Studies: Dr. Steve Hill
Email: rsh@liverpool.ac.uk
Tel: 0151 795 4463

For a full list of staff within the School of Life Sciences, please refer to the School's website: www.liv.ac.uk/biolsci

Student Support

The Programme Secretary for the Tropical Disease Biology programme is Julie Clark. The programme office is located in room G62, Ground Floor, Biosciences building.

You can contact Julie by phone (0151 795 4402) or by email clarkjm@liv.ac.uk.

2.2 **Aims of the Course**

In collaboration with the Liverpool School of Tropical Medicine, this programme aims to:

- produce graduates in tropical disease biology able to develop into leading roles in industry, research and the public services in the UK and overseas
- produce graduates with enhanced awareness of global health problems
- provide students with the skills to adapt and respond positively to changing circumstances
- develop in students the capacity for individual work and teamwork
- produce lifelong learners with intellectual and practical skills

2.3 Course Structure

Programme Director: Dr. Ian Hastings
Email: hastings@liv.ac.uk
School of Tropical Medicine, room 66-2-06

External Examiner: Prof. Geoff Hide
University of Salford

Organisation: A modular instruction programme comprising a total value of 120 credits, as follows:

Core Courses:

Module Code	Module Title	Credit Value
BIOL481	Vector Biology: theory, research & implementation	15
BIOL482	Topics in Global Health	15
BIOL483	Chemotherapy of Parasitic Diseases	15
BIOL484	Parasitology	15
BIOL485	Advanced Skills in Tropical Disease Biology	15
BIOL610	Research Project	30

Optional courses:

Optional modules adding up to 30 credits must be taken

Module Code	Module Title	Credit Value
BIOL408	Ecology	15
BIOL445	Comparative Physiology	15
BIOL443	Animal Behaviour	15
BIOL450	Ecology and Evolution of Infectious Disease	15
BIOL319	The Pathogenesis of Microbial Disease	7.5
BIOL339	The Pathogenesis of Viral Disease	7.5

Note that it is a University requirement that any imbalance between semesters should be less than 15 credits.

2.4 Timetable Information

Semester 1

BIOL481

11:00 on Mondays ending at 11:50 and at 9.00 on Thursdays, ending at 9:50.

All sessions will be held in the Liverpool School of Tropical Medicine, Seminar Room 3.

BIOL 484

9:00 on Mondays ending at 10:00 in Seminar Room 2, Life Sciences

12:00 on Fridays, endings at 13:00 in Lecture Theatre 1, Life Sciences

BIOL485

9.30 to 12.30 on Wednesdays

All sessions will be held in the Liverpool School of Tropical Medicine, Seminar Room 1.

Semester 2

BIOL482

9:00 on Mondays ending at 11:00.

All sessions will be held in the Liverpool School of Tropical Medicine.

BIOL483

10:00 on Mondays ending at 11:00

14:00 on Tuesdays ending at 15:00

All sessions will be held in the Liverpool School of Tropical Medicine.

Please could all Tropical Disease Biology (C111) students consult their personal ORBIT timetable on SPIDER for the location of lectures for optional modules.

Unless otherwise stated all modules run from weeks 1-6 or weeks 7-12.

2.5 Student Deadlines/Key Dates

Semester 1

Mon 26 th – 30 th Sept	Week 1	Tuesday 27 th September, 2.00-4.00pm, LT1, Sherrington Building, Honours Safety Talks If you cannot attend on 27 th September, please attend session on 29 th September 10.00-12.00, Thompson Yates Lecture Theatre, Building number 301 on campus map Email the following information to clarkjm@liv.ac.uk <ul style="list-style-type: none">Your full name (plus the name you like to be known by)Your Liverpool addressYour Liverpool telephone numberYour home addressYour home telephone numberYour mobile number (if applicable)What Honours Programme you are registered for i.e. Tropical Disease Biology, Biochemistry, etc.Any specific medical conditionProjects allocated
By end of 30 th Sept and 5 th October	Week 1	Return acknowledgement slip to Julie Clark from manual.
3 rd October	Weeks 1 and 2	Meet project supervisors Attend 2 nd Careers Talk, 2pm, Lecture Theatre 3, Life Sciences
10 th -14 th October	Week 2	Attend Rework/Endnote session (1.00-5.00pm, Sherrington PC Teaching Centre)
	Week 3	Continue to see project supervisor to discuss project. Submit hard evidence of literature review (i.e. a reference list).

16th-27th Jan 2011

First semester examinations

Semester 2

23 rd March	Week 5	BIOL443 Course Essay by 12.00 BIOL482 Hand in paper copy of essay by 16.00 to LSTM Registry DATE TO BE CONFIRMED
1 st May	Week 11	Hand in 2 copies of completed project report and lab book to Dr Ian Hastings by noon at latest and email final project report to hastings@liverpool.ac.uk
	Week 11	Oral project presentations.
	Week 11	BIOL482 Essay deadline (4pm) . Submit electronic copy of essay to Dr Harrison (r.harrison@liverpool.ac.uk) and paper copy to LSTM Registry DATE TO BE CONFIRMED

21st May – 1st June

Second semester examinations

2.6 Coursework Submissions Procedures

The School requires all students to submit **TWO** copies of assessed coursework by the deadline set by the Module Organiser. Clear information will be provided about the deadlines for the submission of work in the specific Module Handbook.

Post boxes and sign in sheets for assignments for Biological Sciences modules are located in the foyer of the Teaching Support Office, Ground Floor, Life Sciences building. The second copy should, normally, be submitted electronically through VITAL by the stated date and time, unless informed otherwise by the module organiser in the module's handbook. The VITAL software will log the date and time of submission. When it has been agreed that the second copy cannot be submitted electronically TWO hard copies must be submitted, under the arrangements described above.

For information on the University's standard penalties for late submission of assessed work please refer to Section 3.2

2.7 Attendance and Absences

You are expected to attend all timetabled or otherwise notified teaching slots that apply to Core and Optional modules for which you are registered.

Lectures, tutorials and laboratory work: If you are absent through illness, it is in your own interests that you obtain a medical certificate from your GP or complete a self-certification form (for illness lasting less than 5 days or absence for another good reason). Ensure that you take the form to the Programme Secretary, Julie Clark. If you know in advance that you will have to miss something, discuss this with the module organiser prior to your absence.

Absence from examinations: If you are prevented by illness or other exceptional circumstances from attending the whole or part of an examination, or believe that your examination performance may have been impaired by illness, any other form of disability or other exceptional circumstances, you should advise Rachael Atkins, Teaching Support Office, within 5 working days of the examination. You must also complete an Application for Consideration of Mitigating Circumstances Form.

Mitigating Circumstances: Please refer to Section 3.4 for further information regarding mitigating circumstances.

2.8 Organisation and Assessment of Student Work

The School of Life Sciences has a standard honours school assessment framework. The 120 credits in TDB are allocated as follows:

Taught modules	90
Research Project	30

The Official Notice of the time and locations of Finals Examinations should be consulted when published. Examinations are held in January and May, at the ends of the semesters in which the courses have been taught. **The main means of communicating details of examination schedules is via the Spider Student Web.**

The examination papers for theory modules ask relatively specific questions about the content of the module being examined. You should note however, that most of these questions require information from other sources (other lectures in the module, lectures in other modules, outside reading, etc) to obtain first class marks. At Honours level, the examiners are expecting an integrated answer to the question, not a regurgitation of lecture notes. Extra marks are awarded for good discursive style and citation of authors of definitive papers; also for details of experimental proofs, relevant formulae or sequences and diagrams where applicable.

The criteria for assessment are given in Appendix 1.

2.9 Marking Scheme for Determining Degree Classes

The University operates the following marking scheme for written paper, project and dissertation:

Class	Mark Range
1	70% +
2.1	60 – 69
2.2	50 – 59
3	40 - 49

For details of how three year non-clinical degree classes are determined, please refer to the following webpage:

http://www.liv.ac.uk/tqsd/pol_strat_cop/cop_assess/Code_of_Practice_on_Assessment1.htm

For details of how four year and five year non-clinical degree classes are determined, please refer to the following webpage:

http://www.liv.ac.uk/tqsd/pol_strat_cop/cop_assess/Code_of_Practice_on_Assessment1.htm

2.10 Examination/Assessment

Feedback

On publication of the semester 1 examination results in Spider, students will be provided with a transcript that contains their semester 1 exam marks; coursework marks for continuing modules such as the project; the projected carry forward mark for Level 2; an outline of progress on project work and any concerns with regard to academic progress. Students may make an appointment with their programme directors to discuss any of these matters. In addition, if the programme director has any concerns regarding attendance/progression, they will arrange an interview with the student concerned. Note that all marks are provisional until approved by the School's Module Review Boards in May/June

Lecture-based theory modules

Some lecture-based theory modules contain assessed coursework and feedback is provided on these. For example, this can include the use of summative test essays which are also returned to students with the provisional mark and formative comments for improvements prior to the formal, written examinations. In addition, some modules have non-assessed, self-appraisal sessions to help students improve the quality of their understanding and knowledge. The nature of these sessions can take different forms. For example, a series of MCQ or SAQ questions may be provided, a question and answer (or clinic) session may be undertaken, or specific electronic/on-line self-appraisal resources may be made available through VITAL.

Advanced Skills modules

Here, feedback on assessed coursework can take a variety of forms but may include release of provisional marks for a piece of work, written feedback and verbal comment, where the latter may be individually-based, or a general review of the specified coursework (e.g. class-wide presentation of a model/expected answer/solution).

2.11 Descriptions of Modules

BIOL319 – THE PATHOGENESIS OF MICROBIAL DISEASE

Module co-ordinator: Dr. Craig Winstanley

Contact details: C.Winstanley@liv.ac.uk - tel: 0151 706 4388

Location of lectures:	Seminar Room 6, 2 nd Floor, Life Sciences Building
Times:	Semester 2 – Weeks 6 – 9 Tuesdays 11.00, Fridays at 12.00 & 14.00

Weeks 6 - 9	Lecture No.	Content
March 6 th	1	Dr. C. Winstanley Introduction, commensals & pathogens
March 9 th	2	Opportunistic infections
March 9 th	3	Molecular typing for diagnostics and epidemiology
March 13 th	4	Epidemiology of <i>Campylobacter</i>
March 16 th	5	Dr. P. Wigley Gastrointestinal Infections : <i>E.coli</i> and <i>Salmonella</i>
March 16 th	6	Prof. A Kadioglu Respiratory Tract Infections (I)
March 20 th	7	Respiratory Tract Infections (II): <i>Streptococcus pneumoniae</i>
March 23 rd	8	Dr C. Winstanley Urinary Tract Infections
March 23 rd	9	Dr. J. Fothergill Anti-virulence strategies for therapeutics
April 17 th	10	Dr. N. Evans Spirochaete infections
April 20 th	11	Dr. P. Wigley Immunization against infection I
April 20 th	12	Immunization against infection II

ASSESSMENT

EXAM	Duration	Timing (Semester)	% of final mark	Resit/resubmission opportunity	Penalty for late submission	Notes
Written Exam	1.5 hours	2nd Semester	100	University Policy		

BIOL339 – THE PATHOGENESIS OF VIRAL DISEASE

Module co-ordinator: Dr. Neil Blake

Contact details: nwblake@liv.ac.uk - tel: 0151 706 4386

Location of lectures:	Seminar Room 6, 2 nd Floor, Life Sciences Building –
Times:	<u>Semester 2 – Weeks 1 - 9</u> Wednesdays 09.00

Weeks 1 - 9	Lecture No.	Content
February 1 st & February 8 th	1 – 2	Professor M. Bennett Overview of the molecular basis of viral pathogenicity and the evolution of virulence
February 15 th	3	Dr. N. Blake Approaches for investigating virus pathogenesis
February 22 nd	4	Herpesviruses
February 29 th	5	Poxviruses
March 7 th	6	Dr. S. Galbraith Flaviviruses
March 14 th	7	Dr. N. Blake Quasispecies
March 21 st	8	Professor M. Bennett Virus vaccines and antivirals
April 18 th	9	Dr. S. Galbraith Emerging and re-emerging viruses

ASSESSMENT

	EXAM	Duration	Timing (Semester)	% of final mark	Resit/resubmission opportunity	Penalty for late submission	Notes
	Written Exam	1.5 hours	2nd Semester	100	N/A	University Policy	

BIOL408 ECOLOGY

Module co-ordinator:

Dr Michael Brockhurst

Contact details:

Michael.brockhurst@liverpool.ac.uk

Tel. No. 795 4519

Location of lectures:	Semester 1 Tuesday Seminar Room 3 , Life Sciences Building Wednesday Seminar Room 1 , Life Sciences Building
Times:	Tuesday 12.00 (SR3) Wednesday 9.00 (SR1)

Week	Lecture No	Content
Semester 1 Weeks 1-12	1-20	<p>Prof. M. Begon, Dr. M. Brockhurst, Dr A. Fenton & Dr D. Atkinson</p> <p>Syllabus</p> <ul style="list-style-type: none"> • Island Biogeography • Metapopulation ecology • Explaining biodiversity patterns • Biodiversity-ecosystem function relationships • Ecological speciation • Metabolic ecology • Intraspecific competition • Population cycles • Community assembly: stability v. complexity • Community assembly: Neutral theory of biodiversity • Natural enemies and communities <p>Aims: This module will examine a range of topics in contemporary ecology. It will draw on material covered at a more general level in ecology courses in years 1 and 2 (Ecosystems, Communities and Conservation, BIOL140; Population Ecology and Pest Control, BIOL201). A number of topics will be covered in depth ranging from modern approaches to long-standing ecological questions (e.g. population cycles, inter specific competition) to current research in the most rapidly expanding areas of ecology (e.g. community ecology).</p> <p>At the end of this module students should acquire a detailed/comprehensive knowledge of the concepts and principles of:</p> <ul style="list-style-type: none"> • Population ecology • Competition • Population cycles • Community ecology

	<p>Module content will be delivered via standard lectures that will be accompanied by suitable lecture handouts. Students will also be guided to sections of specific textbooks and expected to follow up references provided by staff to the primary literature sources in the Harold Cohen Library.</p> <p>An essay will be set half way through the course and answered by students under examination conditions. Detailed feedback will be given to students on their performance in this essay.</p>
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ASSESSMENT

Exam	Duration	% of Final Mark
Formal Exam	3hr Final Examination	90%
Essay Test	1hr One Essay Question, under examination conditions	10%
Resit/Resubmission Opportunity According to University regulations.		

BIOL443: Animal Behaviour

Co-ordinator: Dr Zen Lewis

Details: Z.Lewis@Liverpool.ac.uk; 0151 795 4384

Welcome to the third year course on Animal behaviour. In this course we will develop some of the topics introduced to you in BIOL206 Animal behaviour & sociobiology to a much higher level. If you did not take BIOL206 last year, you should obtain a copy of Krebs and Davies' *Introduction to behavioural ecology* and read the relevant chapters as and when the relevant lectures occur.

References to original research papers and review articles will be given for each lecture or block of lectures. Where possible, pdf's or links to further reading will be placed on VITAL.

Lectures are 11am Tuesday and 12 noon Wednesday, LT1 Life Sciences.

Week	Lecture	Time	Topic/Lecturer
1	1	Tuesday Jan 31st 11 am	Mate choice and mate competition AL
	2	Wednesday Feb 1st 12 noon	Avian Mating systems AL
2	3	Tuesday Feb 7th 11 am	Mammalian mating systems AL
	4	Wednesday Feb 8th 12 noon	Promiscuous mating systems AL
3	5	Tuesday Feb 14th 11 am	Molecular perspective on sexual conflict AL
	6	Wednesday Feb 15th 12 noon	Evolution of the sex ratio AL
4	7	Tuesday Feb 21st 11 am	Parent- Offspring conflict AL
	8	Wednesday Feb 22nd 12 noon	Behavioural determinants of relatedness structure AL
5	9	Tuesday Feb 28th 11 am	Social Evolution 1 ZL
	10	Wednesday Feb 29th 12 noon	Social Evolution 2 ZL
6		Wednesday March 7th	ESSAY TEST
7	11	Tuesday Mar 13th 11 am	Social Evolution 3 ZL
	12	Wednesday Mar 14th 12 noon	Social Evolution 4 ZL
8	13	Tuesday Mar 20th 11 am	Mammalian Scent Communication 1 JH
	14	Wednesday Mar 21st 12 noon	Mammalian Scent Communication 2 JH
9	15	Tuesday Apr 17th 11 am	Mammalian Scent Communication 3 JH
	16	Wednesday Apr 18th 12 noon	Mammalian Scent Communication 4 JH
10	17	Tuesday April 24th 11 am	The Ecology of fear TP
	18	Wednesday April 25th 12 noon	The Ecology of superstition TP
		Friday Apr 27th 12 noon	ASSESSED ESSAY HAND IN to Lifescience post box & electronic via VITAL
11	19	Tuesday May 1st 11 am	Alternate strategies 1 ZL
	20	Wednesday May 2nd 12 noon	Alternate strategies 2 ZL

Lecturers:

ZL: Dr. Zen Lewis (module co-ordinator) z.lewis@liv.ac.uk

JH: Prof. Jane Hurst j.hurst@liv.ac.uk

AL: Dr. Anne Lize annelize@liverpool.ac.uk

TP: Dr Tom Price tarp201@liverpool.ac.uk

Learning outcomes

On successful completion of this module, a student will be expected to understand:

The use of the adaptationist approach in studying behaviour
 The factors affecting the evolution of reproductive behaviour
 The evolution of altruism and co-operation
 Why individuals vary in behaviour
 The evolutionary ecology of odour based communication in mammals

In addition the following general transferable skills will be developed:

Independent learning
 Use of the scientific literature

Teaching and learning strategies

This course will be based around 20 lectures for which detailed reading lists will be provided. The student will be expected to supplement the material provided in lectures with extensive independent reading.

Assessment

Assessment information is summarised below; advice and more detail can be found on the next page.

Assessment	Duration, choice	% of final mark/resit opp.
Formal Exam	2 hrs, Answer two questions from five	60%/ Univ. policy
Essay test	1 hr, 1 question (no choice)	10%/none
Research Essay	2000 words, Submit by Fri 27th April 12 noon	30%/none
Essay: Penalty for late submission: Standard University penalty: 5% of mark available for each working day late (or part thereof) up to 5 working days. Thereafter a mark of ZERO.		

Essay test (10% of total marks)

This will take place in week 6. The question will be based on material from lectures one to three. The test is worth 10 % of the marks for the module. The material within the examination question will NOT appear in final examination.

In course essay (30% of total marks)

Females in some species mate multiply within a breeding bout (e.g. an ovulation cycle in mammals). In other species, they mate just once. Where females mate multiply, the number of male partners varies between species from two to many. Write a review for *Trends in Ecology and Evolution* on the evolutionary ecology of female mating rate. This review should address:

a) The ecological and evolutionary drivers of variation in the number of male partners with which a female mates.

b) The ecological and evolutionary consequences of multiple mating by females

The review should be word processed and **not exceed 2000 words** excluding references and material in Tables, Figures or Boxes. The piece may have no more than 3 Table/Figure/Box items in total.

The hand-in date for the essay is Friday 27th April at 12 noon. Please hand the essay into the submission boxes in the Life Sciences Building. A copy of the essay should also be submitted by the same time via TURNITIN on the Biol443 page on VITAL.

The **cover sheet** for the essay should provide your name, student number, title and word count (excluding references, boxes, tables, figures).

Writing this review article is a test of independent learning, evaluation and synthesis. Whilst lecture material will help you answer the question, you are expected to research outside sources using Web of Knowledge to gain material to answer the question. First class answers will:

- Have an appropriate title, and a short executive summary
- Be well structured, making judicious use of subheadings, and be written in clear and terse prose.
- Provide table/figure/box based summaries of information where these are appropriate.
- Be analysed through outlining relevant case studies with appropriate detail, including material not given in the lecture course and on Wikipedia.
- Be biologically broad in terms of both the range of drivers/consequences, and the range of taxa examined.
- Provide a reasoned assessment as to which drivers are most important, and which consequences most common.
- Outline areas of doubt and prospects for future work in the area.
- Be double spaced and fully referenced in line with SoBS guidelines

Exam (60% of total marks)

Duration: two hours

Requirement: to answer two essay questions from a choice of five, with a free choice of questions.

Material: The exam may directly address material from any lecture not previously covered in the essay test or extended essay. However, note that the best answers generally draw from sources across both lectures and lecturers, and do bear this in mind when revising and answering questions in the exam. Note also, the material being lectured changed considerably last year; do not use exam papers prior to 2010-11 as a guideline to likely questions unless you want to scare yourself.

BIOL 445 COMPARATIVE PHYSIOLOGY

Module co-ordinator: Dr S. Voelkel

Contact details: svoelkel@liv.ac.uk Tel. No. 795 4389

Location of lectures:	Mon. MATH-029 Wed. ULRB-LTD
Times:	9.00 Monday 10.00 Wednesday

1.

Week	Lecture No.	Content
Semester 1 Weeks 1-12	1-20	<p>Dr S. Voelkel (SV) and Dr M. Berenbrink (MB)</p> <p><u>Part I: Animal life in extreme environments</u> (SV)</p> <p>Life without oxygen</p> <p>Diving to depth</p> <p>Surviving subzero temperatures</p> <p>Biochemical adaptations to heat and cold</p> <p><u>Part II: Integration and evolution of physiological mechanisms</u> (MB)</p> <p>Haemoglobin function</p> <p>Counter-current exchangers</p> <p>Cellular Homeostasis: Ions, pH and volume</p> <p>Evolution of air breathing and terrestriality</p> <p>Evolution of endothermy</p> <p>Learning outcomes:</p> <p>By the end of this module students will be able to discuss physiological mechanisms under the aspect of adaptation to a potentially hostile environment and within a phylogenetic, evolutionary context.</p>

		<p>Assessment:</p> <p>10 % Essay test (3 November 2010): 1 Essay</p> <p>90 % Final exam in January 2011: 3 Essays (choice out of 6, at least 1 from part A and 1 from part B)</p>
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2.

ASSESSMENT		
Exam	Duration	% of Final Mark
Formal Exam	3hr Final exam in January: 3 essays (choice out of 6, at least 1 from Part A and 1 from Part B)	90%
Essay Test	1hr One Essay under examination conditions	10%
Resit/Resubmission Opportunity According to University regulations.		

Module co-ordinator: Dr A. Fenton

Contact details: a.fenton@liv.ac.uk

Tel. No. 795 4473

Location of lectures:	Semester 2 Mon. Seminar Room 2, Life Sciences Build. Frid. Seminar Room 6, Life Sciences Build
Times:	12.00 Monday 11.00 Friday

Week	Lecture No.	Content
Semester 2 Weeks 1-12	1-20	<p>A. Fenton [AF], S. Paterson [SP], M. Brockhurst [MBr], Mike Begon [MBe]</p> <ul style="list-style-type: none"> • Genetic diversity and evolution of host resistance [SP] • Genetic origins of virus epidemics [SP] • Comparative genome evolution of pathogens [SP] • Host-parasite coevolution [MBr] • The evolution of parasite virulence [MBr] • Basic epidemiology [AF] • Transmission dynamics [AF] • Community epidemiology [AF] • Zoonotic infections [MBe] • Bubonic plague [MBe] • Roboviruses in north-western Europe [MBe] • Fox-rabies [MBe] • Badgers and bovine TB (seminar)

ASSESSMENT		
Exam	Duration	% of Final Mark
Formal Exam	3hr Final Examination	90%
Essay Test	1hr One Essay under examination conditions	10%
Resit/Resubmission Opportunity According to University regulations.		

BIOL 481 – Vector Biology: Theory, Research and Implementation

Module co-ordinator:	Prof Mike Lehane
Contact details:	m.j.lehane@liv.ac.uk 0151-705-3316 First Floor CTID Liverpool School of Tropical Medicine
Location of lectures:	Liverpool School of Tropical Medicine. All sessions will be held in the LSTM Seminar Room 3
Times:	The lectures/tutorials begin at 11:00 on Mondays ending at 11:50 and at 9.00 on Thursdays, ending at 9:50.

1. Monday 26th September 2011 Introduction to Insects (JK)
2. Thursday 29th September 2011 Introduction to arthropods of medical importance (MJL)
3. Monday 3rd October 2011 Evolution of haematophagy (MJL)
4. Thursday 6th October 2011 Mosquitoes and Malaria (PJM)
5. Monday 10th October 2011 Feeding preferences (Host choice) (MJL)
6. Thursday 13th October 2011 Vectors and species concepts (JK)
7. Monday 17th October 2011 Parasite transmission by blood-sucking insects (MJL)
8. Thursday 20th October 2011 Transmission of trypanosomatidae I (AAS)
9. Monday 24th October 2011 Tutorial 1. Transmission of trypanosomatidae II (AAS)
10. Thursday 27th October 2011 Host location (MJL)
11. Monday 31st October 2011 Vector control I (PJM)
12. Thursday 3rd November 2011 Vector Control II (PJM)
13. Monday 7th November 2011 ESSAY WEEK NO LECTURE
14. Thursday 10th November 2011 ESSAY WEEK NO LECTURE
15. Monday 14th November 2011 Arbovirus transmission (PJM)
16. Thursday 17th November 2011 Vectors and filariasis (PJM)
17. Monday 21st November 2011 Tutorial 2. Vector control (PJM)
18. Thursday 24th November 2011 Host location II (PJM)
19. Monday 28th November 2011 Causes of insecticide resistance (CW)

- 20. Thursday 1st December 2011 Managing insecticide resistance (CW)
- 21. Monday 5th December 2011 Mosquito immunity to malaria parasites (GL)
- 22. Thursday 8th December 2011 Strategies for use of GM in vector control (GL)

Teaching ends Thursday 8th December 2011

Teachers on the module include:

CW	Dr. Charles Wondji
GL	Dr. Gareth Lycett
MJL	Professor Mike Lehane
JK	Dr. Jarek Krzywinski
PJM	Dr. Philip J. McCall
AAS	Dr. Alvaro Acosta Serrano

EXAM	Duration	Timing (Semester)	% of final mark	Resit/resubmission opportunity	Penalty for late submission	Notes
Written examination	1.5 hours	First Semester	60	According to University Regulations	-	Answer 3 from 6 questions

CONTINUOUS	Duration	Timing (Semester)	% of final mark	Resit/resubmission opportunity	Penalty for late submission	Notes
Essay, 2500 words +/- 10%		First Semester	40	According to University Regulations	Standard University Regulations apply	

BIOL 482 – Topics in Global Health

Please note that this timetable is provisional, an update will be given to students as soon as it's available.

Module co-ordinator:	Dr Robert A Harrison
Contact details:	r.harrison@liverpool.ac.uk, 0151-705-3159 Main building Liverpool School of Tropical Medicine

Date	Topic	Lecturer	Room
31 Jan 9:00-9.45 9.45-11.00	Introduction to the module & Essay Topic Global Disease Burden in Children	IH BB	
07 Feb 9:00-11.00	Control, Elimination and Eradication: The case for Neglected Tropical Diseases	MB	
14 Feb 9:00-11.00	The Global impact of Malaria, HIV and TB	DL	
21 Feb 9:00-11.00	Introduction to Modelling Infectious Diseases	IH	
28 Feb 9:00-11.00	Tutorial – Essay Topics (Q&A session)	RH	
06 Mar 9.00-11.00	International Health Agencies: Who are they and what are their roles?	BM	
13 Mar 9.00-11.00	Human Conflict and Health	TOD	
20 Mar 9:00-11.00	Biomass and Global Respiratory Disease	SG	
27 Mar 9:00-10.30 10.30-11.00	The Global Impact of Snake Bite Essay Review (Progress & Problems)	RH RH	
03 Apr 9:00-11.00	Health Impact Assessment	HM	

EASTER VACATION

21 May ESSAY WEEK (Essay is 40% of total mark)
Paper copy of essay to be submitted to LSTM Registry - DATE TO BE CONFIRMED

May Exam (60% of total mark) - Date and Room to be announced by University

Staff:

MB: Professor Moses Bockarie
BB: Professor Bernard Brabin
SG: Dr Steve Gordon
RH: Dr Rob Harrison (module convenor)
IH: Dr Ian Hastings

Room

LSTM lecture room to be assigned

DL: Professor David Laloo
 HM: Dr Huda Mohammed
 BM: Professor Barry Munslow
 TOD: Dr Tim O'Dempsey

ASSESSMENT

EXAM	Duration	Timing (Semester)	% of final mark	Resit/resubmission opportunity	Penalty for late submission	Notes
3/6, short answer and essay questions	2 hours	2	60	No	n/a	
CONTINUOUS ASSESSMENT	Duration	Timing (Semester)	% of final mark	Resit/resubmission opportunity	Penalty for late submission	Notes
Student presentations	10 minutes	2	0	n/a	n/a	
Essay, 2500 words +/- 10%		2	40	No	Deduction of 5% per day late, to maximum of 5 days	

BIOL 483 – Chemotherapy of Parasitic Diseases

Module co-ordinator: Dr Giancarlo Biagini, School of Tropical Medicine
Contact details: Biagini@liverpool.ac.uk 0151 705 3151

Location of lectures:	School of Tropical Medicine, Seminar Room 1 (SR1)
Times: Monday Tuesday	10.00 14.00

	Lecture No.	Content
Week 1 Monday 30 th Jan	1	Basic principles of chemotherapy: selective toxicity; Geoff Edwards An introduction to the concept of selective drug action against particular targets in microorganisms.
Week 1 Tuesday 31 st Jan	2	Principles of pharmacodynamics; Giancarlo Biagini The basis of drug action. Concentration/response relationships. Minimum effective/inhibitory concentrations.
Week 2 Monday 6 th Feb	3	Clinical pharmacokinetics of antiparasitic drugs; Geoff Edwards Principles of pharmacokinetics. Pharmacokinetic properties of antiparasitic agents.
Week 2 Tuesday 7 th Feb	4	Principles of antiparasitic chemotherapy (The host-parasite response); Ian Hastings. How drugs kill parasites but (usually) not the host, PK/PD modelling of treatment, designing drug regimens, how antimalarial drugs work.
Week 3 Monday 13 th Feb	5	Chemotherapy of malaria I (Specific targets in malaria parasites); Enrique Salcedo Sora. An introduction to the specifics of drug targeting in malaria parasites, unique organelles and biochemical pathways.
Week 3 Tuesday 14 th Feb	6	Chemotherapy of malaria II (Antifolate drugs); Enrique Salcedo Sora. An overview of folate metabolism in the malaria parasite, including specific drug targets in the folate pathway.
Week 4 Monday 20 th Feb	7	Chemotherapy of malaria III (Quinoline-containing drugs and introduction to antimalarial drug resistance); Ian Hastings Mode of action of antimalarial quinolines with emphasis on chloroquine and the haemoglobin digestion pathway. Drug resistance mechanisms.
Week 4 Tuesday 21 st Feb	8	Chemotherapy of malaria IV (Drug resistance part 1); Ian Hastings. Definitions of resistance, genetic basis of resistance, detection and surveillance of resistance.
Week 5 Monday 27 th Feb	9	Chemotherapy of malaria V (Drug resistance part 2); Ian Hastings. The anatomy of the resistance process, what drives it, strategies to slow or prevent it, combination therapies.
Week 5 Tuesday 28 th Feb	10	Chemotherapy of malaria V (New targets); Giancarlo Biagini An overview of emerging antimalarial therapies and newly discovered drug targets.

Week 6 Monday 5 th March	11	Other antiprotozoal drugs I (Antimonials and antitrypanosomal agents); Alvero Acosta-Serrano Introduction to leishmaniasis and sleeping sickness and chemotherapy of these diseases.
Week 6 Tuesday 6 th March	12	Other antiprotozoal drugs II (Miscellaneous); Alvero Acosta-Serrano. More drugs for sleeping sickness and for Chagas disease.
Week 7 Monday 12 th March	13	Pharmacology of anthelmintics I (Introduction to anthelmintic chemotherapy); Geoff Edwards The impact of helminthic disease and its management, with a particular focus on chemotherapy, using lymphatic filariasis and onchocerciasis as examples.
Week 7 Tuesday 13 th March	14	Pharmacology of anthelmintics II (Benzimidazoles); Geoff Edwards The pharmacology of the benzimidazole anthelmintics with an emphasis on albendazole. The action of benzimidazoles on microtubular polymerisation.
Week 8 Monday 19 th March	15	Pharmacology of anthelmintics III (Miscellaneous); Geoff Edwards Chloride channels and calcium homeostasis. The pharmacology of ivermectin and praziquantel. Miscellaneous anthelmintics and mechanisms of drug resistance.
Week 8 Tuesday 20 th March	16	Drug discovery in chemotherapy I; Ally Shone The concepts of medicinal chemistry applied to drug design and development using historical examples from various chemotherapy groups.
Week 9 Monday 26 th March	17	Workshop: analysis of concentration versus response data Geoff Edwards + Ian Hastings and/or Ally Shone (3 hours; 1400-1700)
Week 9 Tuesday 27 th March	18	Drug discovery in chemotherapy II; Ally Shone. Recent literature examples to provide a detailed understanding of the correlation between chemical function and drug action and the principles that define varying mechanisms of action.

ASSESSMENT

EXAM	Duration	Timing (Semester)	% of final mark	Resit/resubmission opportunity	Penalty for late submission	Notes
3 from 6 questions (problem solving and essays)	2 hours	2	80	No	n/a	

CONTINUOUS ASSESSMENT	Duration	Timing (Semester)	% of final mark	Resit/resubmission opportunity	Penalty for late submission	Notes
Data handling exercise	n/a	2	20	No	5% deduction per day up to 5 days	

BIOL484 –HUMAN PARASITOLOGY

Module co-ordinator: Dr. Giancarlo Biagini. School of Tropical Medicine

Contact details: Biagini@liv.ac.uk - tel: 0151 705 3151

Location of lectures:	Tuesday Lectures : LIFS SR2 Friday Lectures: LIFS LT1
Times:	Semester 1 – Weeks 1 – 11 Tuesday 09.00 & Fridays 12.00 (unless otherwise stated, see below)

Weeks 1 -11	Session No.	Content
Tues 27 th Sept	1	Dr. Giancarlo Biagini - Introduction to module and assessed essay information
Fri 30 th Sept	2	Dr. Giancarlo Biagini Malaria I – Introduction to malaria, life cycles, morphology, biology, pathogenesis.
Tues 4 th Oct	3	Dr. Giancarlo Biagini Malaria II - Diagnosis.
Fri 7 th Oct	4	Dr. Giancarlo Biagini Malaria III - Chemotherapy, Drug Resistance & Control
Tues 11 th Oct	5	Dr Robert Harrison Trematodes - Life histories and biology of selected parasites; differences between schistosomes and other flukes
Fri 14 th Oct	6	Dr Robert Harrison Schistosomes Life histories and biology of key species in humans; epidemiology, prevention and control.
Tues 18 th Oct	7	<u>Dr Alvaro Acosta-Serrano</u> Haemoflagellates – Biology, origins of disease and epidemiology and control of African and South American trypanosomiasis and leishmaniasis
Fri 21 st Oct	8	<u>Dr. James Lacourse</u> Cestodes - <i>Taenia</i> , <i>Echinococcus</i> and <i>Diphyllobothrium</i> ; life histories, transmission, risks of infection and prevention and control

Tues 25 th Oct	9	<u>Dr. Giancarlo Biagini & Dr James Lacourse</u> Practical: Parasitic Protozoa (Dagnall Lab, Tropical School, 15.00-17.00)
Fri 28 th Oct	10	<u>Dr. Giancarlo Biagini</u> Gut Protozoa – Biology, pathogenesis and control of selected protozoa important in humans
Tues 1 st Nov	11	<u>Dr. Joseph Turner</u> Soil Transmitted Nematodes I – overview of the life histories and biology of soil transmitted helminths with emphasis on hookworm, roundworm and whipworm
Fri 4 th Nov	12	<u>Dr Joseph Turner</u> Soil transmitted Nematodes II – epidemiology, clinical and sub-clinical disease manifestations, immunology and control
Tues 8 th Nov	13	<u>Dr Britta Urban –</u> Parasite antigenic variation and host immunity- Introduction to the strategies used by pathogenic organisms to evade host defence systems, with special emphasis on trypanosomes and malaria, and an introduction to host acquired and innate immunity
Fri 11 th Nov	14	<u>Prof. Alister Craig</u> <u>Malaria Pathogenesis-</u> A description of the mechanisms involved underpinning cytoadherence-mediated pathogenesis leading to severe malaria
Tues 15 th Nov	15	<u>Prof. Mark Taylor</u> Lymphatic filariasis - The biology and life histories of filarial nematodes and their endosymbiotic bacteria, control and pathogenesis
Fri 18 th Nov	16	<u>Prof. Mark Taylor</u> Onchocerciasis - Transmission, biology, disease and control
Tues 22 nd Nov	-	
Fri 25 th Nov	-	
Tues 29 th Nov	17	<u>Dr. Giancarlo Biagini & Dr James Lacourse</u> Practical: Parasitic Helminths (Dagnall Lab., Tropical School, 15.30-17.00)
Tues 6 th Dec	18	Dr Giancarlo Biagini-Module round-up, Revision and Evaluation

ASSESSMENT							
33.	EXAM	Duration	Timing (Semester)	% of final mark	Resit/resubmission opportunity	Penalty for late submission	Notes
	Written	2 hours	1	70	at the earliest opportunity	n/a	
34.	CONTINUOUS	Duration	Timing (Semester)	% of final mark	Resit/resubmission opportunity	Penalty for late submission	Notes
	3000 (+/- 500) word essay		1	30	at the earliest opportunity	Standard University Policy applies - see Department/School handbook for details.	

BIOL485: Advanced Skills in Tropical Disease Biology

Module co-ordinator: Dr Ian Hastings

Timetable: 1st Semester, Wednesday mornings 9.30 to 12.30. Seminar Room in LSTM

Date	session	Lecturer	Topic
28 th Sept	1	IH	(a) Introduction to TDB (b) Study design in TDB research; the concept of 'risk'. (c) Bias, confounders, suppressors, interactions and multivariate analyses.
5 th Oct	2	GB	Presentational Skills
12 th Oct	3	TBC	Searching the scientific literature.
19 th Oct	4		
26 th Oct	5	DQ	Introduction to Quantitative Research methodology
2 nd Nov	6	SA	How to work in groups (10 to 12a.m.)
9 th Nov	7		
16 th Nov	8		
23 rd Nov	9		
30 th Nov	10	TBC	CV design and interview techniques
7 th Dec	11		

Note that this is a new course and the exact topic titles and lecturers are still under review; you will be updated during the course

SA= Sue Assinder

GB = Guy Barnish

IH = Ian Hastings

DQ = Deborah Quinney

TBC = to be confirmed

2.12 Research Project (BIOL605)

The Research Project is what many students find is the most enjoyable aspect of the undergraduate projects. However, it is also the largest piece of work you will carry out during your Honours year, accounting for 25% of the marks for the year. Consequently the project is a major undertaking and you are expected to devote 300 hours of the final year to your project.

Arrangements for the project are described in full detail in the separate Project Handbook. The Project Handbook details the tasks associated with the project, the programme of work throughout the two semesters, the learning outcomes and assessment procedures, as well as the handing in dates and handing in procedures. You should **read the Project Handbook** carefully as unfortunately every year some students lose marks because they make careless mistakes such as failing to follow the report writing guidelines or adhering to the handing in date.

The handing in dates associated with the project are also included in this programme manual for clarity and to aid your time management during this Honours year.

3. IMPORTANT INFORMATION FOR ALL STUDENTS

3.1 The Code of Practice on Assessment

The University has formulated a Code of Practice on Assessment which brings together in a single document the main institutional policies and rules on assessment. The Code is an authoritative statement of the philosophy and principles underlying the University's assessment activities and of the University's expectations in relation to the design, implementation and review of assessment strategies for all taught programmes of study. It is intended to inform staff and students, as well as individuals from outside the University such as external examiners and external reviewers. The Code refers to institution-wide assessment policies and also sets out guidelines within which schools/departments must design and operate their assessment strategies. It also refers to external reference points such as the Quality Assurance Agency for Higher Education's *Code of Practice for the Assurance of Academic Quality and Standards in Higher Education*, the *Framework for Higher Education Qualifications in England, Wales and Northern Ireland* and subject benchmark statements.

The Code and its appendices can be accessed at:

http://www.liv.ac.uk/tqsd/pol_strat_cop/cop_assess/cop_assess.doc

3.2 Penalties for late submission of assessed work

The University's standard penalties for the late submission of assessed work are:

- 5% of the total marks *available for the assessment* shall be deducted from the assessment mark for each working day after the submission date, up to a maximum of five working days (e.g. for work marked out of 100, five marks per day will be deducted; for work marked out of 20, one mark per day will be deducted); however, the mark will not be reduced below the pass mark for the assessment. Work assessed below the pass mark will not be penalised for late submission of up to five days.
- Work received more than five working days after the submission deadline will receive a mark of zero. In such circumstances, where a student is required to re-take the assessment, the re-assessment task must be different from the original assessment. Re-submission of the original piece of work is not permissible, except in the case of project work or dissertations. (A working day is defined as a day when the University was open and staff would normally be available for work and thus also be available for contact by students).

Full information about the penalties for late submission of assessed work, including information about special circumstances and school/departmental responsibilities, are available in section 6 of the University's Code of Practice on Assessment:

http://www.liv.ac.uk/tqsd/pol_strat_cop/cop_assess/cop_assess.doc

3.3 Sickness Absence Policy

Students registered for undergraduate or taught postgraduate courses may certify their absence through illness from lectures or other classes during a semester by the submission of a self-certified Certificate of Illness. Such a certificate will be valid for absence of up to five consecutive days. The Certificate of Illness does not need to be signed by a medical practitioner.

The Certificate of Illness will not be valid for:

- Absence through illness for more than five consecutive days;
- Absence from examinations;
- Absence from class tests or other forms of assessment which count for 10% or more of the module mark.

Certificate of Illness forms can be obtained from a student's Department or School Office and should be submitted by the student through their tutor. The Certificate cannot be accepted if submitted more than two weeks following the date of illness. A maximum of two Certificates is permitted in any semester.

Absence through illness for periods longer than five consecutive days must be supported by a medical certificate authorised by a medical practitioner and should be submitted by the student to their Department or School Office.

Absence for reasons other than illness can only be allowed after a request has been approved by the appropriate Head of School/Department.

Any mitigating circumstances, such as ill health, which may have affected a student's studies or performance in assessments and examinations, would need to be submitted formally by the student with supporting evidence, e.g. a medical certificate, to their school/department following the procedures and in accordance with the deadlines laid down in the University's Mitigating Circumstances Policy.

In the event that a student is unable to attend an examination because of illness or other unforeseen circumstances, they **must immediately** inform their school/departmental office before the start of the examination. If a student is absent from the whole or part of an examination because of illness, a valid medical certificate **must** be forwarded to the School/Departmental Office normally within five working days of the examination and no later than one week before the meeting of the Board of Examiners at which the results of the assessments concerned will be considered. The deadline for submission of applications will be made available to students by means of an email from the Teaching Support Office and publication on VITAL.

The University's Mitigating Circumstances Policy and Mitigating Circumstances Guidelines for Students are available at:

http://www.liv.ac.uk/tqsd/pol_strat_cop/index.htm

3.4 Mitigating Circumstances

Students sometimes perform more poorly in assessments (whether examinations or other types of assessments) than their previous performance or achievements would have predicted. Sometimes this poor performance can be attributed, or partially attributed, to particular circumstances beyond the control of the student. These circumstances are described as 'mitigating circumstances' if they are accepted in mitigation of the poorer than expected performance. When a Board of Examiners accepts that there have been mitigating circumstances, it will usually not regard the student's poorer than expected performance *at its face value* in making decisions about the student's progress in studies or final degree classification. Where circumstances are accepted in mitigation of poorer than expected performance students may be allowed (where practicable) to retake the assessment as if it were a first attempt.

Mitigating circumstances may, for example, include:

- Illness affecting the student.
- Bereavement.
- Serious illness affecting a close family member.
- Unforeseeable or unpreventable events.

Independent documentary evidence, such as medical certificates, must be provided in all cases to verify mitigating circumstances.

It is the responsibility of the student concerned to report all circumstances which s/he wishes to be taken into consideration to the nominated person in his/her school/department. Students should report such mitigating circumstances as soon as possible (normally within five working days) after the events under consideration occur, and no later than one week before the meeting of the Board of Examiners at which the assessment concerned will be considered.

If a student is unable to attend an examination or assessment which counts towards the final mark of a module owing to illness or other unavoidable circumstances, they must inform their department, preferably in writing or by email, before the examination or assessment deadline, in order for the absence to be regarded as authorised. Provided that acceptable evidence of 'good cause' for such absence (e.g. a medical note) is presented for consideration by the Mitigating Circumstances Committee in accordance with the procedures set out in the Mitigating Circumstances Policy, the student will be granted a right to re-sit as a first attempt (unless the examination missed was not a 'first attempt' examination). Only in exceptional circumstances, where a Board of Examiners, on the advice of the Mitigating Circumstances Committee, judges that it was not feasible for the student to have provided prior notification, will a student who is absent from an examination or fails to submit an assessment without informing their department in advance, be granted a 'first attempt' re-sit.

Boards of Examiners may determine that a student who is absent from an examination or fails to submit an assessment without good cause (even when they have informed their department in advance) should not be granted a re-sit attempt without repeating the year of study.

Mitigating circumstances should be reported using the form available at:

http://www.liv.ac.uk/tqsd/pol_strat_cop/appl_for_cons_of_mitcirc.doc

Full information on the *Mitigating Circumstances Policy* and the *Mitigating Circumstances Guidelines for Students* is available at:

http://www.liv.ac.uk/tqsd/pol_strat_cop/

3.5 Plagiarism, collusion and fabrication of data

The following definitions are contained within the University's Code of Practice on Assessment and apply to all types of work submitted by students, including, for example, written work, diagrams, designs, charts, musical compositions and pictures:

"Plagiarism occurs when a student misrepresents, as his/her own work, the work, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the deliberate and detailed presentation of another’s concept as one’s own.”

When Plagiarism is suspected it should fall into one of two categories:

Minor Plagiarism: defined as a small amount of paraphrasing, quotation or use of diagrams, charts etc. without adequate citation. Minor plagiarism may result from poor scholarship (i.e. when a student, through inexperience or carelessness, fails to reference appropriately or adequately identify the source of the material which they use).

Major Plagiarism: defined as:

- extensive paraphrasing or quoting without proper citation of the source;
- lifting directly from a text or other academic source without reference;
(*Where material is taken directly from a text or other source the cited material should be demarcated with quotation marks or in some other accepted way **and** the source should be cited.*)
- the use of essays (or parts thereof) from essay banks, either downloaded from the internet or obtained from other sources;
- presenting another’s designs or concepts as one’s own;
- continued instances of what was initially regarded as minor plagiarism despite warnings having been given to the student concerned.

“**Collusion** occurs when, unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical, or substantially similar, form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student’s own.”

“**Embellishment or Fabrication of data** occurs when a student enhances or exaggerates legitimate data or wholly fabricates a set of data in the absence of legitimate data.

Students found to have committed plagiarism or to have colluded or to have presented fabricated data in an assessment are liable to be severely penalised. They may be given a mark of zero for the assessment concerned or, in the most serious cases, may even be required to terminate their studies. The University’s *Policy for Dealing with Plagiarism, Collusion and the Fabrication of Data* and the *Guidelines for Staff and Students* can be found at:

http://www.liv.ac.uk/tqsd/pol_strat_cop/index.htm

3.6 **Implications of Non-Attendance**

Students are permitted to proceed with their approved programme of study only if they maintain acceptable progress as evidenced by their regular attendance, satisfactory results in relevant formative and summative assessments and the proper completion of any other work given to them. Programme Directors, or their nominated representatives, will review students’ attendance on a regular basis. Students who fail to maintain satisfactory levels of attendance will be interviewed by the Head of School/Department (or their designated representative) and warnings

will be given if appropriate action is not taken. In more serious cases students who fail to attend classes may be referred to Progress Panels acting on behalf of Boards of Examiners. Students who attend regularly are generally successful in their studies. Further information about progress and attendance can be found in the 'Guide on the Progress of Students on Taught Programmes of Study' which can be found at: http://www.liv.ac.uk/students/exams/results/progress_of_students.pdf.

International students (from outside the European Economic Area) who require a visa to study in the UK should be aware that the University is registered as a UK Border Agency Immigration Sponsor. In this regard the University has statutory responsibilities to monitor and report to the UK Border Agency any international student that fails to attend regularly and within normal expected attendance levels within the University.

Students should be aware that fee liability continues to accrue, even if they are not attending. If students wish to stop attending for reasons of ill health or other personal reasons, they should make arrangements to change their registration status (see Section 3.8).

3.7 Implications of the non-payment of Fees

Students may either pay their fees in full at the start of a session or agree to pay in instalments, by direct debit or continuous credit card authority. Home and EU undergraduates may obtain a tuition fee loan via the Student Loans Company. It is the student's responsibility to ensure that proper arrangements are made with the University for the payment of fees and this must be done either before or at the beginning of a new session. For self-funded students, arrangements to pay fees should be made online. Any student who fails to make timely arrangements to pay their fees will be denied access to library and some computing facilities until such time as a suitable arrangement is in place. Also students who default on any payment will similarly be denied access to library and some computing facilities. Any student who then fails to respond within 30 days of the due date of any payment will have their IT and library access, including their University email account suspended until the whole of any outstanding amount has been paid. Any student in debt to the University at the time of sitting their examinations will not have those examinations marked or where the examination is marked will not be provided with the marks for those examinations, until the outstanding debt has been paid. Students will not be permitted to return to study in the next academic year until previous outstanding debts have been paid in full.

Any student who has not paid outstanding fees or other charges to the University by one month (at the latest) before the date on which the award of a degree, diploma or certificate is due to be conferred, shall not be eligible to be presented for such an award.

Further details may be viewed on the web at:

<http://www.liv.ac.uk/students/money/>

Additional advice and guidance may be obtained by contacting the Student Administration Centre in the Foundation Building where specialist advisors are available to discuss the payment of fees (email: feeseng@liv.ac.uk).

3.8 Suspension of Studies

Occasionally students experience serious health or other difficulties which prevent them from making satisfactory progress in their studies. In such cases the student should discuss their circumstances with their tutor or seek advice from their departmental or school office. In more serious cases, it may be necessary for a student to suspend studies and return to the University at

a suitable point in the next academic session. Such action may also be appropriate where a student has failed to make a fee payment or set up an arrangement for the payment of fees, and where it is clear that the student has insufficient financial means to complete the year of study. Suspension of studies suspends fee liability. All requests for a suspension of studies must be approved by the student's school/department and will not normally be granted retrospectively.

Further details, including the form to be completed in such an event, can be found on the web at:

<http://www.liv.ac.uk/students/student-administration-centre/student-record/suspensions.htm>

For international students who require a visa to study in the UK, requested and authorised suspensions of study for any reason will be reported to the UK Border Agency as part of the University's statutory reporting responsibilities. For home/EU students who are sponsored by the Student Loan Company (SLC), the University will inform the SLC of these changes.

3.9 Student Progress

As indicated in section 3.6 on the implications of non-attendance, the University monitors and reviews a student's progress in their studies. A student's personal tutor may be used as the first point of contact with a student whose progress is giving cause for concern. Progress Panels, acting on behalf of Boards of Examiners may conduct reviews of students' progress and investigate the reasons for any lack of progress and the student may be interviewed. Where a student's progress has not been satisfactory the Board of Examiners may decide, either in mid-session or at the end of each session that s/he is required to terminate their studies. Students may appeal against a decision made by the Board of Examiners to terminate their studies or to have been deemed withdrawn to the Faculty Progress Committee. The student is entitled to attend the meeting of the Faculty Progress Committee and they may be accompanied by a friend or tutor. Further details may be found in the document 'Guide on the Progress of Students on Taught Programmes of Study' which can be viewed on the web at:

http://www.liv.ac.uk/students/exams/results/progress_of_students.pdf.

3.10 Examination Behaviour

Candidates are forbidden to communicate with each other in the examination room. All enquiries must be addressed to the Invigilator.

Examination candidates are reminded that it is forbidden to take into the examination room any unauthorised material (Examination Regulation 3).

All unauthorised materials such as notes, papers, bags and devices for storing or receiving alphanumeric data (mobile phones, pdas, pagers, etc.) must be left in the area designated by the invigilators. Being in possession of unauthorised material is a serious breach of examination regulations and may lead to [disciplinary action](#).

In recent sessions, the Board of Discipline has considered a number of cases which involved possession of unauthorised material in an examination room. In some instances, the Board has determined that the student concerned be suspended or required to terminate their studies. The consequences of a student being caught in possession of unauthorised material in an examination room are serious and normally lead to penalties imposed by the Board of Discipline including suspension or, in some cases, termination of studies.

3.11 Assessment Appeals Procedure (taught programmes)

The University can consider an appeal from a student against the decision of a Board of Examiners, provided that the appeal is submitted on appropriate grounds. Before considering whether or not there are grounds for appeal, it is essential that a student consults with the Chair of the relevant Board of Examiners or a delegated representative, in order to clarify any possible misunderstanding about the way in which the assessment is made. The person to contact in these circumstances is *[School/Department should insert the name of the appropriate person(s) to contact in the case of appeal – this may need to be more than one person e.g. Chair of Module Review Board for appeal against mark, Chair of Final Board of Examiners for appeal against degree classification etc.]*.

Students cannot appeal on any grounds which:

- have already been considered by the Board of Examiners
- could have been considered had notice of the student's wish to have them so considered been given prior to the meeting of the Board of Examiners and the student has no valid reason for having failed to give such notice
- dispute the academic judgement of the Board of Examiners.

Appeals about a provisional or confirmed assessment or module mark may be made within ten working days of the publication of the results where one or more of the following grounds exist:

- there was an administrative error in recording or calculating the mark or result
- assessments were not conducted in accordance with the current regulations governing the programme of study
- some other material irregularity has occurred
- there was a procedural error in determining a decision of major plagiarism, collusion or fabrication of data.

Appeals about the non-award of a degree, diploma or certificate, the classification or other mark of differentiation of a degree, diploma or certificate which has been awarded or the decision to make a different award from that which a student was attempting to qualify at that point may be made on the designated form which can be found at <http://www.liv.ac.uk/students/student-administration-centre/policies-procedures/appeals.htm> within ten working days of the publication of the results if one or more of the following grounds exist:

- the performance in the assessment was adversely affected by illness or other significant factors which, for valid reasons, the student was unable to divulge to the Board of Examiners
- there has been a material administrative error
- the assessments were not conducted in accordance with the current regulations governing the programme of study
- some other material irregularity has occurred.

The full appeal case must then be submitted within a further 14 days. A student who submits an appeal may not proceed to graduate or receive an award until the appeal has been considered.

Further details can be found in the document "Assessment Appeals Procedure", which can be viewed on the web at:

<http://www.liv.ac.uk/students/student-administration-centre/policies-procedures/appeals.htm>

Further advice about assessment appeals can be obtained from the Director of Student Administration and Support.

3.12 Jury Service

From time to time students are called for jury service. Jurors are selected at random by Her Majesty's Courts Service from the electoral register and everyone on the electoral register between the ages of 18 to 70 may be selected.

Where jury service is likely to interfere with a student's study or assessment, the student may seek deferral of their service. The Jury Central Summoning Bureau evaluates any requests for deferral which is usually no more than for 12 months. A letter can be obtained from the Director of Student Administration and Support to assist students in their request for a deferral. To do this they should complete the jury summons including Section 3 and take the completed form to the Student Administration Centre, Ground Floor, Foundation Building. The Student Administration Centre is open between 09:00 and 17:00.

When a jury summons is received by the Student Administration Centre, the Director of Student Administration and Support will write on the student's behalf to Her Majesty's Courts Service enclosing the summons and explaining that it would be detrimental to the student's studies to experience disruption due to undertaking jury service.

Her Majesty's Courts Service will reply directly to the student. Where no reply is received in a reasonable time the student should contact Her Majesty's Courts Service to enquire about the progress of their application for deferral.

The University cannot request an excusal on behalf of the student. Excusal requests should be sent directly by the student to the Summoning Bureau.

3.13 The Spider Student Web

This is a most important facility for students. It provides a PIN protected access to essential personal and academic information. It is essential that students use the Spider Student Web, for the following purposes:

- i. To register (and re-register in the case of continuing students) for their studies online;
- ii. To check notes, guidance and regulations concerning examinations;
- iii. To check and update term-time, permanent and 'graduation correspondence' addresses, and emergency contact details (the emergency contact is the person that the University should contact in the unlikely event of the student suffering a serious illness or accident);
- iv. To register for modules, and to check modules and registration status;
- v. To access the online module catalogue;
- vi. To view assessment details;
- vii. To view examination timetables (programme, dates, times and venues);
- viii. To view provisional First Semester marks;
- ix. To view approved module marks, overall year results and degree classifications;
- x. To view an ongoing transcript of studies (modules and marks);
- xi. To view their University financial account;
- xii. To submit intentions regarding their graduation ceremony (whether they wish to attend and how many guest tickets they require);
- xiii. To apply for University accommodation;
- xiv. To request documentation such as Council Tax Student Certificates and Student Status Letters.

In view of the importance of the Spider Student Web, students should familiarise themselves with the use of the system as early as possible in the academic year.

Students can also see their own personalised teaching timetables through the Spider Student Web; students will need to be fully registered, and it can sometimes take 48 hours (occasionally more) for their full timetable to appear once they have registered for all their modules.

The timetables published through the Spider Student Web are updated throughout the year to take account of any changes, for example if a lecture has to be moved to another venue, or if a student changes seminar group.

In addition, students can view timetables for programmes and individual modules.

Further information: <http://www.liv.ac.uk/orbit/using-orbit/spider-timetables.htm>

There are a number of locations within the Precinct where students may use either WiFi (wireless) or a wired connection to connect their own laptop computer (or other mobile device) to the University's network.

The main CSD Helpdesk is located in the Brownlow Hill Building (with satellites in the two main libraries) and provides a full range of support services including problem solving, software sales and registration queries.

Full details of the services provided by CSD are at <http://www.liverpool.ac.uk/csd/>

If you are having problems accessing the Spider Student Web you should email the Spider Enquiry Service at spipin@liv.ac.uk.

3.14 The degree classification system

The University degree classification system is contained within the appendices of the Code of Practice on Assessment, which is available at the following link:

http://www.liv.ac.uk/tqsd/pol_strat_cop/cop_assess/cop_assess.doc

Please note that different frameworks are applicable to students, depending on when they commenced their studies; students should be advised to consult the relevant appendix of the Code of Practice on Assessment which corresponds to the academic session in which they commenced their students.

For **three-year, non-clinical, undergraduate degrees**: see [Appendix I](#)

For **four-year and five-year, non-clinical, undergraduate degrees**: see [Appendix J](#)

For **taught, modular, postgraduate degrees**: see [Appendix C](#)

3.15 Student Representation

The University recognises the importance of appropriate student representation at all levels in the institution. Student representation on school/departmental and faculty committees and the University Senate is governed by a Code of Practice on Student Representation. This is supplemented by an Annual Annex which offers guidance on the principles and implementation of the Code. These documents can be found at:

www.liv.ac.uk/tqsd/pol_strat_cop/cop_on_student_representation.doc

www.liv.ac.uk/tqsd/pol_strat_cop/annual_annex.doc

The Code of Practice provides an institutional framework for student representation and sets out the minimum requirements for student representation at school/departmental and faculty level. All students are encouraged to stand for election to the school/departmental staff-student liaison committees and information on the election process and dates will be made available through your school/department.

All Student Representatives on Staff-Student Liaison Committees are offered training and support by the Guild of Students and may have an opportunity to represent the school/department on faculty committees, or at the University Senate. You can find out more information about what being a student representative entails on the Guild website:

http://www.lgos.org/content/218805/your_voice/in_the_university/course_reps/

3.16 Health and Safety

Student safety is important to us. Ensuring the health and safety of students, staff and visitors is one of the University's highest priorities. The University is responsible for providing a safe environment and safe systems of work, but safety cannot be achieved without the full co-operation of everyone.

University Ordinances require every student whilst on University premises

- to take reasonable care for the health and safety of themselves and others;
- to act in accordance with University safety rules.

In all schools/departments, students are required:

- to read the fire procedure notices and familiarise themselves with the alternative fire exits;
- to report accidents, near misses or dangerous conditions to a responsible member of the department;
- to co-operate with health and safety instructions.

On the University telephone system, the emergency number for fire, police or ambulance is 2222.

In practical/laboratory departments there is a safety code/handbook which sets out school/departmental safety arrangements in detail.

If you have any problems or questions about safety, raise them with a member of teaching staff or with your School/Departmental Safety Coordinators, who are: Dr. Roger Barraclough (Tel/email) 0151 795 4469, brb@liverpool.ac.uk and Mr Joe Carroll (Tel/email) 0151 795 5119, gavia@liverpool.ac.uk

3.17 Liverpool Guild of Students

The students' union, Liverpool Guild of Students, supports students through advice, lobbying and a range of extra-curricular activities, as well as being at the heart of the student social life.

LGoS is a student-led charity and every student at the University of Liverpool is a member. We actively listen to our members and student contributions guide and shape our policies. We lobby

and encourage students to take a lead in their university experience. Our main duty is to ensure that the University delivers an excellent student experience. Keeping in contact with our students is one of our top priorities, and we do this in a variety of different ways – face to face, on facebook and twitter, within lecture theatres and online at www.lgos.org. We exist to support and represent the students of the University, as well as ensure that they make the most of their time in Liverpool. In short, we deliver student life support through representation, encouraging participation and ensuring a positive experience.

Representation

lgos.org/governance

LGoS is student led and student focused, and there are many opportunities for students to take an active role in our leadership and development. Four students are elected each year to take on the full time role of Student Representative Officer; these are students' representatives to the University. They plan and implement lobbying activity, attend and chair meetings, develop policy, encourage engagement and ensure that they are accountable to students transparently and democratically. The Guild also has a staff team to support elected students, who also include Student Council, Scrutiny Panels and Working Groups as well as the Course Reps network.

We support the system of student reps, students elected by their peers to attend staff student liaison meetings and put the student point of view across. So if there aren't enough books in the library, deadlines are too close to exams, rooms are overcrowded, or anything else is adversely affecting a student's academic experience, they should talk to their course rep. If a student is interested in becoming a course rep then they should ask a member of staff in their department or contact the Representation & Democracy Co-ordinator Emily Spurrell, at Spurrell@liv.ac.uk within the first few weeks of term.

Advice

lgos.org/advice

We hope that students' time at the University of Liverpool will be completely positive and trouble free, but when things do go wrong we're here to help. We offer free, confidential, non-judgemental academic advice to help students to continue in their studies and achieve the result they are aiming for. For more information visit www.lgos.org/advice

Activity Groups

lgos.org/activities

There are lots of opportunities for students to get involved in LGoS, whether they want to volunteer their time to work on a community-based project with Community Action or join one of the many activity groups, from darts to theatre. We have over 100 groups representing a range of interests and activities. If there isn't anything to suit a student's tastes, they can start up their own activity group. More details can be found on our website www.lgos.org

Remember, many graduate employers will ask students about the extra-curricular activities they were involved in at university, so apart from being a fantastic opportunity to make friends with people with shared interests, becoming involved in an activity group is also a chance to gain valuable experience.

3.18 The University Library

The University Library, founded in 1881, contains an impressive collection of approximately 1.9 million books and periodicals including extensive and important special collections of rare books and archives.

The Library provides access to around 520,000 electronic books, 40,000 electronic journals and online access to most major databases. The Library is located on two main sites, the Sydney Jones Library and the Harold Cohen Library. The libraries provide about 1,800 computer and study spaces, zoned areas for group and quiet study and staffed helpdesks. The entire stock of the Library is included in its online catalogue and all electronic resources can be accessed in the library or via the web. The two main libraries are open 24 hours Monday to Friday throughout the academic year and there is a 24/7 renewal line for loans.

The Sydney Jones currently has seating for 600 readers and approximately 400 PCs. Bookable study rooms are available for student use. The Sydney Jones also has a “walk in” short loan collection and a cafe. The Special Collections and Archives department is located in the Sydney Jones Library and includes rare books, manuscripts and the library of the Science Fiction Foundation.

The Harold Cohen Library, with seating for 480 readers and 285 PCs, contains the main collections in Dentistry, Engineering, Science, Medicine, Veterinary Science and Mathematics. Facilities for both group and quiet study are available. There is also a branch library at the Veterinary Teaching Hospital on the Wirral.

Your University ID card will give you access to the libraries and enable you to self issue and return books. There are introductory talks and tours available for new students and staff will help you find your way around and show you how to use the online catalogue.

Printed and web guides to the various libraries and services are available and staff at the Information Support Desks or Computing Helpdesks will be happy to help if you have a problem or a question. Further information on the Library can be found at www.liv.ac.uk/library

3.19 Computing Services

Computing Services provides central computing and information technology services to assist the University in carrying out its learning, teaching, research and administration.

There are a number of PC Teaching Centres, which are primarily used for teaching but, when not booked for classes, are available for individual student use. These are located in centres across the Precinct and at the Leahurst Veterinary Centre. There are also a number of Learning Centres, not bookable for classes, on the Precinct and in some of the Halls of Residence. The Teaching and Learning Centres each contain PCs linked together by a network. To use the PCs, you first need to self-register by following the information on the screen of a PC Teaching or Learning Centre, or at <http://www.liv.ac.uk/register> on any computer connected to the Internet.

The PC Teaching Service is based on Microsoft Windows and provides access to a wide range of services, including electronic mail, the Internet, VITAL (the Virtual Learning Environment), word processing, spreadsheets and databases.

There are a number of locations within the Precinct where students may use either WiFi (wireless) or a wired connection to connect their own laptop computer (or other mobile device) to the University's network.

The main CSD Helpdesk is located in the Brownlow Hill Building (with satellites in the two main libraries) and provides a full range of support services including problem solving, software sales and registration queries.

Full details of the services provided by CSD are at <http://www.liverpool.ac.uk/csd/>

3.20 The University Calculator

Except when otherwise stated, the only calculators allowed for use in an examination room will be the models adopted and specified by the University. These are the *Casio FX83-SB-UH*, *Sharp EL-531WH* and *Sharp EL-W531B* which are only available from the shop in the Guild of Students, stamped with the University crest.

Students should not purchase the same models of calculators without the University crest from other retailers as these will not be allowed into the examination room.

Further information on the use of calculators in examinations can be accessed via the following link:

<http://www.liv.ac.uk/students/exams/guidelines-behaviour.htm>

4. ACADEMIC STRATEGY

4.1 School Learning, Teaching and Assessment Strategy

When students enter their chosen Honours Programme, credits are accumulated by a variety of Theory, Key Skills or Project-based modules, as appropriate to their chosen field of study and Honours specialisation. All students take a Research Project that may be laboratory-or field-based, library-based or may be a data mining/data analysis research project. Key skills are further developed either through their project or via specialised Key Skills modules that develop analytical and communication skills (both written and oral). The Level 3 curriculum is designed to include core modules that must be studied but also allows for student choice via selection from a series of optional modules. Theory modules are either 7.5 or 15 credits.

A mixture of continuous assessment (largely in Research Projects and Key Skills modules) and formal examination is employed. Formative assessment strategies are again firmly embedded in the Level 3 curriculum. Currently, almost all summative assessments are double marked, using clear marking descriptors available to students and staff (please see Appendix 1). Theory modules are currently double marked, with question setters providing model answers, where appropriate, to assist second markers and external examiners that indicate how the marks are determined. Although current University Policies on Assessment indicate that double marking of Honours scripts is not necessary and that "moderators" are required, the School believes that double marking is good practice and will continue to operate this system. The only summative assessments that are not currently double marked (*e.g.* some data handling exercises) are assessed according to defined marking schemes: Programme Directors and module organisers act as moderators for such assessments.

Learning resources such as handouts for lectures, tutorial and workshops, references to texts/journals and self-learning exercises are available electronically on VITAL. A handbook is

provided for each Honours programme which gives information on timetabling, module syllabus, assessments, marking descriptors and University regulations.

For information regarding the system for classification of undergraduate degrees, please refer to Section 3 of this Handbook.

For the overall structure of each Honours Programme, please refer to the programme specifications located on the School's homepage on VITAL.

4.2 School Policy on the Provision of Feedback on Assessed Work to Students

General Principles

Feedback to students on their assessed work is provided to help them improve on their academic performance and just as importantly, help them improve their knowledge and understanding. Such feedback aims to be informative, timely (as is reasonably practical) and appropriate to the learning outcomes and assessment criteria of each particular module. Details of the many different forms of feedback provided by the School are published in the relevant student handbooks. Staff are reminded that all feedback should be consistent with University policy and that it should be provided in a timely manner, i.e. within three working weeks of submission of the coursework, unless exceptional circumstances prevail (http://www.liv.ac.uk/tqsd/az_index/index.htm).

The main forms of feedback

Key Skills and Advanced Skills modules

Both written (feedback comments are placed in the key skills record) and oral feedback is given to students by their Key Skills tutors and this describes the strengths and weaknesses of the submitted coursework; work that is submitted every fortnight. Students are expected to act on the feedback to improve their analytical, communication and presentational skills. Specifically, in those cases where submitted work is unsatisfactory, feedback explicitly indicates how that work can be improved for re-submission.

In the case of the Level 3 Advanced Skills modules, feedback on assessed coursework can take a variety of forms but may include release of provisional marks for that piece of work, written feedback and verbal comment, where the latter may be individually-based, or a general review of the specified coursework (e.g. class-wide presentation of a model/expected answer/solution). The onus is always on the student to take advantage of such opportunities for individual feedback.

Practical and Field course modules

Feedback is given to students during practical and field sessions in written and oral form by postgraduate demonstrators and members of staff. Where possible, marking schemes/allocations for practical work are clearly indicated in advance. Submitted course work for these modules is returned to students with informative comments indicating how marks were awarded, or deducted. In the case of practical modules, wherever possible, feedback is given to the student before the deadline for submission of the next piece of coursework. The onus is on individual students to discuss this feedback with their demonstrator, or member of staff in charge of the class, or module, if they require further clarification. If appropriate, feedback may be given to a whole class to describe generic issues regarding the assessment process. In particular, the introductory lecture sessions, associated with all practical modules will frequently be used to take

the opportunity to provide feedback on assessment and other aspects of the previous week's practical class.

Lecture based modules

Assessed coursework is rarely set for Levels 1 and 2 modules; however, non-assessed, self-appraisal sessions are included in most modules to help students improve the quality of their understanding and knowledge. The nature of these self appraisal sessions/exercises can take many forms. A series of MCQ or SAQ questions may be provided, a question and answer (or clinic) session may be undertaken, or specific electronic/on-line self-appraisal resources may be made available through VITAL. The School expects these sessions to become included in all Level 1 and 2 lecture-based modules and it is the responsibility of students to ensure they take full advantage of such opportunities for feedback. Some Level 3 modules contain assessed coursework and written feedback is provided on these. For example, this can include the use of summative test essays which are also returned to students with formative comments for improvements prior to the formal, written examinations.

Under the University's Code of Practice on Assessment (Section 10.4), the School cannot return examination scripts to students*. However, the opportunity is provided for all students to see their examination scripts and to discuss their examination performance with the relevant module organisers. In the first instance, tutors are able to provide generic feedback on examination performance, but more specific feedback can be obtained from module organisers. All students are notified (via email, announcements on VITAL and on student notice boards) of the arrangements for obtaining such feedback from module organisers after the first semester examinations and it is the responsibility of students to take advantage of such opportunities.

At Level 3, students are also provided with a mid-session (i.e. after the first semester examinations), unofficial transcript ('statement of progress'), which records the examination marks obtained to date (including their projected carry/forward mark from Level 2), plus progress on their project and advanced skills module. Students are advised to meet with their programme director if they have any queries or concerns about any aspect of their 'statement of progress' or if they wish to have more detailed feedback on any aspect of their first semester assessments/examinations. Again, it is the responsibility of the student to take advantage of such feedback opportunities. However, programme directors may ask to meet with particular students if there are specific concerns about progress.

Project modules

Students are provided with written (through the LUSID project-progress reporting system) and verbal feedback by their supervisors concerning their progress at regular intervals. Draft copies of both the preliminary and final project reports are submitted to supervisors and are returned annotated with informative comments, in time for revisions to be made to the final, assessed reports. Students are reminded that it is only possible for staff to provide such feedback if the draft versions of reports are submitted by the specific dates. It is the responsibility of students to meet with their supervisor every two weeks and an online record of four of these meetings must be completed by the student and supervisor (the LUSID reporting system – see above). Students are also expected to present their project record book at these meetings for inspection and comment by the supervisor. Finally, students are provided with an opportunity to practice their project talk, where verbal feedback is provided by a member of staff.

Postgraduate Taught Degrees

Most postgraduate modules employ a range of teaching methods and any one module may include a combination of lectures, seminars, tutorials, workshops, clinics and practical sessions. Assessment may include a combination of a formal written examination plus some form of in-course assignment which may take the form of written reports and essays, data handling exercises, oral presentations, demonstrations and posters. Students may obtain feedback on their performance in written examinations through discussion with the relevant module organiser and or, programme director although it should be noted that the School cannot return examination scripts to students*. Feedback on assessed coursework may take a variety of forms including the release of provisional marks for the piece of work concerned, written feedback and verbal comment, where the latter may be individually-based, or a general review of the specified coursework (e.g. class-wide presentation of a model/expected answer/solution).

In addition, all students must undertake a project and here verbal feedback and guidance is available through regular meetings with the project supervisor. Project assessment usually involves the production of a final written report, a preliminary written report and an oral presentation. Guidance is provided in the preparation of these assessments and feedback may include the release of provisional marks for the preliminary report and presentation, plus written feedback and verbal comment on all the assessments. The onus is always on the student to take advantage of such opportunities for individual feedback.

*Students are advised that where comments have been written on their examination scripts, they may apply to the University to obtain a transcript of these comments, through the normal Data Protection procedures.

Standards for the quality and quantity of feedback

Staff are informed of the School's policy on feedback and examples of written comments on student course work are sent to the Teaching Support Office to be archived for quality assurance purposes.

Mechanisms for monitoring the achievement of these standards

Students may comment on the quality of the feedback that they receive via the SSLC, the SSLC website and through the module evaluations and end of programme questionnaires, where students provide feedback on a range of issues associated with the content and delivery of their programmes. In addition, a student may raise an issue with a module organiser, programme director, project supervisor, or the Chair of the Board of Studies at any time, especially when feedback is late. The School reviews student comments on a regular basis and takes action where appropriate.

Feedback from Students

A single undergraduate Staff-Student Liaison Committee (SSLC) covers all of the undergraduate programmes delivered by the School and has a student Chair with student representatives from all three levels of study. Staff representatives include a Staff Chair, the Chair of the Board of Studies/Academic Coordinator, the Head of School (HOS), and the manager of the Teaching Support Office (TSO). There is also a webpage accessible through VITAL, where students can contact the Student Chair, or the Staff Chair directly and make comments, either by giving their name (in which case they receive feedback), or anonymously. The Staff Chair can then take action if necessary. Issues raised are acted on by staff members of the SSLC and important matters are forwarded to LTG, module organisers and, where necessary, the HOS.

Student feedback is also received through the completion of electronic module evaluation forms. Feedback from the forms is acted on by the individual Module Organisers, or when broader matters are raised, at the meetings of Module Organisers. An evaluation report is reviewed by LTG and published on the School's Web pages. Staff also make comments about the modules when responding to the student feedback. Completion rates of the evaluation forms are high as it is a compulsory task for the Key Skills modules. Finally, feedback from the National Student Survey is also reviewed.

Student feedback, from the most recent cohort of graduates, is collected and monitored in most cases, through a Questionnaire distributed by the Honours Schools at the end of the year and from the School's SSLC. Externals examiners also have private meetings with the students and report their findings to staff at the MRB.

Information on the School's Teaching, Learning and Assessment Strategy is available on the School of Life Sciences page in VITAL.

5. KEY SKILLS AND EMPLOYMENT

5.1 The Careers & Employability Service – It's your career we're talking about

The Careers & Employability Service provides information, advice and guidance on all a student needs to know about planning their career – be it working for a big firm, supporting a community organisation, studying for a higher degree, or taking time out to travel the world.

And because our services are all about the student, we believe we can be relied on to give students a head start in whatever career they decide to follow.

But relax. We're not just here for those who were born knowing what they want to do. In fact, we specialise in helping those for whom life after University is for the time being one great big open book.

We can put students in touch with leading employers, introduce them to lots of stunning new career ideas, and even help students write world class CVs and applications. All a student has to do is take the first step and visit us either in person or on-line.

After all, it's your career we're talking about.

The Careers & Employability Service offers:

- Access to part time, term-time job vacancies
- Internships and work experience opportunities
- Graduate job vacancies with leading national and local employers
- Opportunities to meet organisations that want to recruit Liverpool graduates
- Volunteering opportunities in Liverpool, across the UK and overseas
- Specialist help with CVs, applications and interviews
- Information on further study options
- Advice and information on taking a year out
- Skills development opportunities
- Holiday jobs and work experience opportunities across the world (and in Liverpool)
- Impartial advice about options with a student's degree.

The Careers & Employability Service is located on the first floor of the Student Services Centre, next door to the Guild of Students on Mount Pleasant, opposite the Metropolitan Cathedral.

Details of all our services are on the University website at: <http://www.liv.ac.uk/careers>. You can contact the Careers & Employability Service by email: careers@liv.ac.uk, or telephone: 0151 794 4647. You can also follow us on *Facebook*:

<http://www.facebook.com/TheCareersandEmployabilityService>

5.2 Learning and Study Skills Support

Throughout their university career students will have opportunities to build and develop their skills for learning, such as study skills, time management and information literacy, as well as employability skills. A student's tutors may identify areas where they need to develop and also highlight a range of resources. Students can also visit the Library where they will find help available from Library staff.

Students should also visit **iLearn** (<http://www.liv.ac.uk/ilearn>), the University's interactive learning website for undergraduate students that coaches in academic and study skills development. On entry to the University, iLearn provides entry skills testing for all students and coaches them in developing appropriate skills for effective learning and employability tailored to their chosen degree pathway. Another useful resource is the LearnHigher website (<http://www.learnhigher.ac.uk>), particularly its pages designed especially for students. The University of Liverpool has been a partner in building this resource bank.

5.3 Key Skills

All students will undertake Key Skills modules in Level 1 (BIOL150) and Level 2 (BIOL290). In Level 3 a number of programme specific advanced skills modules are available.

6. SUPPORT SERVICES FOR STUDENTS

6.1 Support for Students

From 2011-12, all students on programmes at the University of Liverpool are allocated a Personal Tutor/Academic Advisor. The Personal Tutor/Academic Advisor is responsible for the provision of sufficient support to allow a student to succeed in their academic studies. The Personal Tutor/Academic Advisor will meet with new tutees at the beginning of their studies and preferably at the start of each academic year. He or She will also meet tutees following exam results to discuss academic performance and provide advice on improving performance. The Personal Tutor/Academic Advisor is the first port of call if a student is having problems with their academic studies.

Within the School professional services support team there will also be a named person to act as a first point of contact for a student experiencing difficulties with any aspect of University life. This named contact within the School will provide both advice on School level procedures and signposting to central and specialised support services for students.

The contacts for the School of Life Sciences are as follows:

Julie Clark, Programme Secretary, room 252, Biosciences Building, 0151 795 4402, email clarkjm@liv.ac.uk.

Rachael Atkins, School Administrator, Teaching Support Office, tel: 0151 795 5110; Email: r.l.atkins@liv.ac.uk;

6.2 Support and Advice

The University has a well established network of advice, guidance and support services for all students. Specialist teams and experienced advisers are available to support students on a whole range of issues. Information is available on the web at www.liv.ac.uk/student-services and in the publication 'Your University'.

A number of services are located in the Student Services Centre including the Student Support Services as follows:

6.2.1 Student Support Services

The Student Support Services are based in the Student Services Centre. Our role is to provide students with advice, support and information. We have very experienced specialist advisers who are available for students to come and talk through any issues they may have. We provide a confidential and quiet space for students to come and talk to us about any issues affecting their well being. We can also offer a range of practical advice or will be able to direct students to the appropriate source of the information they need.

Specialist services within the Student Support Services are as follows:

6.2.2 The Disability Support Team

The Disability Support Team is available to provide support and guidance for students with a wide range of disabilities, health conditions, mental health issues or specific learning difficulties (e.g. dyslexia, dyspraxia). The University actively encourages students to contact the Disability Support Team as soon as possible, to discuss their support needs in a friendly and confidential environment. Working to a person centred approach, the Team, with the student's consent can create an individual support plan. This details specific support requirements and recommends reasonable adjustments where appropriate, and is used to inform University academic departments, services and contacts of the student's support needs. With consent, the Team can assist students in all areas of disability related support needs within their academic environment, including:

- Liaising with the student's Academic School /Department to plan support.
- Liaising with the Professional Services Departments e.g. in relation to examination support, library support, accessibility software installation, physical accessibility.
- Guidance in applying for appropriate funding e.g. Disabled Student Allowance, Charitable Trusts, Blue badge scheme.
- Support in arranging and accessing specialist equipment or assessments including those for specific learning difficulties i.e. Educational Psychologist's assessment and Study Needs assessment.
- Referral to a wide range of internal and external contacts for specialist advice including the University's Mental Health Advisory Service, Action for Blind People
- Support in arranging & managing non medical study assistance e.g. note taker, study mentor, personal assistant.

The 'Guide to Support and Services for Disabled Students' sets out further information about the Team and their work. The booklet can be obtained from the Student Support Services, Student Services Centre.

It is also available at www.liv.ac.uk/student-support/disability/index.htm

The Team also facilitate the Disabled Student Network (DSN). The DSN is an informal group, comprising a number of disabled students and members of the Disability Support which meets several times a year to discuss issues which may be relevant to disabled students. This provides an opportunity for students to give direct input into the service offered to disabled students at the University of Liverpool.

Contact

Disability Support Team 0151 794 5117

Email: diteam@liv.ac.uk

Website: <http://www.liv.ac.uk/studentsupport/disability>

6.2.3 Financial Support Team

The Financial Support Team (FST) is available to offer students help and guidance on a range of financial matters. The team can advise students on their entitlement to statutory funding and liaise with funding bodies if they experience problems receiving their funding; students considering withdrawing, suspending or transferring their studies are encouraged to contact the team for advice on their current and future funding.

FST are part of the national Money Doctors programme that provides advice to students on how to improve financial capability. Throughout the year, the team organise a variety of interactive workshops and one to one sessions aimed at improving budgeting and money management.

The team also offers a specialist debt advice service, if a student is experiencing problems with debt, our Money Adviser can discuss any options and negotiate with creditors a repayment plan that the student can afford.

The team also offers:

- Discretionary financial help through the access to learning fund for student experiencing financial hardship.
- Calculation of student support funding
- Calculation of welfare benefits and help with appeals if necessary.
- Alternative sources of funding.

Contact

Financial Support Team 0151 794 6673

Email: fst@liv.ac.uk

6.2.4 International Support Team (IST)

The International Support Team (IST) is a specialist advisory service for international students. The IST is here to support and advise international students both on arrival and throughout their studies. The IST provides specialist advice on student immigration matters (including advice on visa extensions), and other topics including personal and cultural issues. If the IST cannot help directly, they have a wide range of contacts and can refer students to another service that can assist.

The IST website contains lots of useful information on living and studying in Liverpool. This includes information on safety, health, finance and advice specifically aimed at those international students who have their family with them in the UK while they study here.

The IST produces a newsletter and bulletins, both of which are automatically sent to international students' University email accounts. These often include important notes and changes to immigration rules and procedures so it is essential that international students read this information to keep up-to-date. The newsletter also contains features on interesting events taking place and information about UK life.

If the required information cannot be found on the IST website, then please email for advice or contact the IST for an appointment.

Website: www.liv.ac.uk/studentsupport/ist
International Support Team 0151 794 5863
Email: ist@liv.ac.uk

6.2.5 Support for Care Leavers

There is individual support for any students who have come to the University from a care background or have been looked after by their local authority.

Students who feel they would benefit from this type of support should contact Student Support Services for advice.

Website: <http://www.liv.ac.uk/studentsupport/>
Tel: 0151 794 5863
Email sscrec@liv.ac.uk

6.3 Student Counselling

The University Counselling Service helps students deal with a wide range of personal and emotional problems that are affecting their capacity to study effectively. The counsellors are professionally qualified and experienced and enable students to talk over their difficulties in confidence.

Students are able to contact the Counselling Service for support with a variety of issues such as personal, home and family relationships; depression; anxiety and loneliness. Support is available either through Drop-In sessions; one-to-one counselling sessions or through a programme of themed workshops and groups on topics including building confidence and self-esteem, making presentations, stress management, assertiveness, as well as a PhD support group

The Drop-In Service runs each weekday, Monday to Friday, all year round, between 1.00pm and 2.00pm (no pre-booking necessary). This walk-in service gives students the opportunity to meet for up to twenty minutes with a counsellor to talk over any difficulties they are having. There is also a weekly Mens Space Drop-In run by the male counsellors for male students.

The permanent counselling staff also offer a telephone consultation service Monday to Friday which offers members of the University an opportunity to discuss concerns, receive information and advice about managing difficult situations e.g. when supporting a colleague or student in distress. Please contact Reception to arrange a consultation with the Duty Counsellor.

Full details of all our services are posted on our website at: <http://www.liv.ac.uk/counserv>

Contact

University Counselling Service 0151 794 3304
Fax 0151 794 3300
Email counserv@liv.ac.uk
Web www.liv.ac.uk/counserv

6.4 Mental Health Adviser (MHA)

The main function of the University MHA is to provide support to students with any mental health difficulties by facilitating their access to study successfully in the University.

The MHA works with individual students who have declared mental health needs during their application process to the University, or who develop mental health problems whilst at University.

The role of the MHA is to offer support, advice and liaison between the student and the appropriate university departments to ensure that the students' mental health needs are adequately and appropriately responded to. Additionally, the MHA is able to offer consultation to students and staff regarding concerns about themselves or their concerns for others.

The MHA works closely with the Disability Support Team and other Student Services, including the Student Health Service, Counselling Service, University Residences and also with Academic Departments.

Contact

University Mental Health Adviser 0151 794 2320
Fax 0151 794 4718
Email mentalhealthadviser@liv.ac.uk
Web www.liv.ac.uk/mhealth

6.5 Liverpool Guild of Students

We offer advice to students seeking information or representation regarding academic issues. This service is free, confidential and non-judgemental. Our aim is to provide students with the information they will need to make an informed decision about the options available.

Students can book an appointment with our Academic Adviser by calling 0151 794 6868 or coming into the BASE in the Guild Building. Our adviser is able to advise and support students in the event that they:

- wish to submit an academic appeal to challenge a grade or mark;
- have been accused of plagiarism, collusion or fabrication of data;
- have been discontinued from their course and wish to know their options;
- wish to complain about some aspect of university life, such as halls of residence, teaching, or the level of support offered by their department; or
- have been affected by illness, unexpected circumstances in their personal life or other mitigation which they feel has affected their studies.

7 The English Language Unit (ELU)

The English Language Unit (ELU) is a teaching unit within the School of the Arts, specialising in language teaching and learning. It offers language support for registered international students, visiting fellows and international staff members. It also supports the English Department in

providing a range of postgraduate courses for language teachers. The Director is Dr Sue Thompson.

Key services provided are:

- Summer programmes in English for Academic Purposes (EAP)
- Year-round programmes in General English and EAP
- English classes for international students/staff members
- English classes for Erasmus and Socrates exchange students
- Bespoke English language programmes for University departments
- IELTS (International English Language Testing System) Testing
- IELTS Practice & Preparation Courses
- Cambridge ESOL CELTA (Certificate in English Language Teaching to Adults)
- Bespoke English language programmes for external organisations

Contact

English Language Unit,
University of Liverpool,
Cypress Building, Chatham Street,
Liverpool L69 7ZR
UK

For EAP and International Student Enquiries

Tel: +44 (0)151-794-2722

Email: elu@liv.ac.uk

For IELTS enquiries and testing

Tel: +44 (0)151-794-2722

Email: ielts@liv.ac.uk

For CELTA course information

Tel: +44 (0)151 794 0516

Email: celta@liv.ac.uk

Fax: +44 (0)151-794-2739

8. OTHER USEFUL PUBLICATIONS

8.1 Student Charter

The University of Liverpool Student Charter is issued jointly by the Senate and Council of the University and by the Liverpool Guild of Students. It makes explicit some of the reciprocal responsibilities which members of the University, both staff and students, have to each other and which policies and procedures in individual areas of the University should reflect. The Charter is included as an appendix to the 'Your University' publication given to new students.

The Annexe to the Student Charter is updated each year. It contains the names of all Academic Heads of Schools/Departments, Heads of Academic Services provided by the University, Wardens of the Halls of Residence, and Heads of Professional Services Departments.

In a number of areas the detailed working out of the commitments in the Charter are contained in University-wide Codes of Practice or similar documents and the Annexe contains a list of those

currently in force together with information about how to obtain a copy of the relevant document.

An electronic version of both the Student Charter and Annual Annexe can be accessed at:

http://www.liv.ac.uk/tqsd/pol_strat_cop/studchart_bkgrd.htm

8.2 University Calendar (includes Ordinances and Regulations governing degrees)

The University Calendar is published online at the beginning of each academic year by the Committee Secretariat. It contains information such as:

- Terms and semester dates
- The schedule and membership for the central University committees (the schedule for school/departmental committees can be obtained from your school or department)
- The University Statutes, Ordinances and Regulations – these are the rules that govern the running of the University
- A list of all academic and professional management and administrative staff at the University

With effect from academic year 2009-10, the Calendar is only available as an electronic document and may be accessed at:

<http://www.liv.ac.uk/commsec/calendar.htm>

8.3 University Complaints Procedure

The University operates a Student Complaints Procedure to be used when students have a complaint against the University. This procedure provides for complaints to be dealt with, as far as possible, on an informal basis. It also sets out the formal route for the consideration of complaints should informal procedures fail to resolve a complaint satisfactorily.

The Student Complaints Procedure can be accessed at:

http://www.liv.ac.uk/tqsd/pol_strat_cop/stud_complnt_proc.doc

Where the complaint is about an academic decision regarding assessment, the Academic Appeals Procedure should be followed. Please see section 3.10.

Complaints relating to the conduct of students are dealt with through the University's Disciplinary Procedure which is administered by the Student Administration and Support Division. Further information and guidance about student conduct and discipline can be found at:

<http://www.liv.ac.uk/students/student-administration-centre/policies-procedures/conduct-discipline.htm>

8.4 Your University

This is a general student handbook which includes the University's Student Charter. It is also a practical reference book with information on University services, activities and procedures, and advice on the day to day essentials of life, such as travel, money matters and your safety and wellbeing.

Undergraduate and Postgraduate editions are produced annually for all new students and are included in pre-arrival mailings to new undergraduate students and made available on entry for new postgraduate students.

School of Biological Sciences
Final Degree Classification Descriptors
Generic Learning outcomes

**“To have comprehensive knowledge of a discipline with areas of specialisation in depth.
 To be able to critically review evidence to support conclusions, and define complex
 problems by applying appropriate knowledge and skills.”**

Class	% Range	Qualitative description
I	90-100%	In addition to the qualities required for 70-79%, outstanding knowledge and understanding of the subject and high level analytical problem-solving skills. No factual errors and critical understanding of current knowledge.
I	80-89%	In addition to the qualities required for 70-79%, excellent work that is perceptive and focused, and which treats all issues in a critical and scholarly way.
I	70-79%	Good work showing a comprehensive knowledge and understanding of the subject, together with an ability to put the work into context and to critically evaluate selected aspects of the work. Displays ability to analyse, interpret and organise information to produce coherent accounts or solve problems. Arguments/answers will be clear, competently structured and logical. The methodology or arguments employed must be accurate.
II.1	60-69%	Competent work showing a good knowledge and understanding of the subject, with no major gaps or omissions, but minor gaps or omissions may occur. Arguments/answers must be clear, competently structured and logical. The methodology or arguments employed must be largely accurate.
II.2	50-59%	Work that shows an adequate knowledge and understanding of the subject, presented in a clear manner, but lacking in breadth or depth, with some significant aspects omitted. Some errors and omissions are likely to be present. The methodology employed is largely underdeveloped.
III	40-49%	Incomplete work. Information fairly sparse and limited in depth and breadth. Some inaccuracies in accounts that are broadly relevant to the question, but poor coverage of lecture material. Expression, style, structure and grammar are poor.
Fail	30-39%	Deficient work that contains many errors and omissions, but some relevant facts correct. Answers poorly directed at questions, but general drift may appear sensible. Understanding, expression, style and grammar are poor.
Fail	20-29%	Very limited range of knowledge and understanding with many important gaps and omissions. Shows incomplete understanding and numerous errors of interpretation.
Fail	10-19%	Work that shows only the most limited and fragmentary knowledge of the subject with little or no understanding of the essential principles or concepts. Work is likely to be unstructured and ill-presented.
Fail	0-9%	Totally inadequate answer. Little or no relevance to the questions or little substance or factual material. Virtually devoid of any evidence of knowledge of the subject.

**Assessment Criteria for
Written Examinations, Module Essays and Reports**

Mark	Class	Criteria
90-100	I	Absolutely outstanding answer. Factually faultless; strong degree of originality; clearly directed; comprehensive coverage; extensive evidence of supplementary reading; very well written.
80-89	I	Outstanding answer. Factually faultless; clearly directed; logical; good evidence of supplementary reading; originality present; very well written.
70-79	I	Very good answer. Presentation is fresh, logical and perhaps enlightening; some originality of thought or approach; evidence of outside reading; good coverage; very well written and directed.
60-69	2.1	Comprehensive answer. Clear; logical; thorough; factually sound (sufficiency of facts and/or no serious errors); evidence of outside reading and/or originality; well written and directed.
50-59	2.2	Adequate answer. Accurate but limited to lecture material; perhaps some errors or key facts missing; no originality, little evidence of outside reading; expression/style/grammar moderate.
40-49	3	Incomplete answer. Information fairly sparse; some inaccuracies; broadly relevant to the question but poor coverage of lecture material; no sign of outside reading; expression/style/grammar poor.
30-39	Fail	Deficient answer. Poorly directed at question; many omissions or errors but some relevant facts correct, the general drift may appear sensible, but understanding poor, expression/style/grammar poor.
15-29	Fail	Very deficient answer. Largely irrelevant to the question; a few facts correct, but many omissions and errors; expression/style/grammar very poor.
0-14	Fail	Totally inadequate answer. Little or no relevance to question or little or no substance/factual material; approach may be all wrong; expression/style/grammar dreadful.
<p>Compensation applied between criteria. For example, the inclusion of only limited factual material may be compensated positively by very clear direction of that material to the question. Conversely even very good factual presentations will be downgraded by poor grammar and spelling.</p>		



Application for Consideration of Mitigating Circumstances

Full name:

Registration number:

Programme of study:.....

Year of study:

Modules affected by mitigating circumstances

Module Code	Module Name	Assessment missed/affected

Details of mitigating circumstances

Please provide a description of the mitigating circumstances that may have affected your performance in the above modules, including the time period over which these circumstances occurred. Please state what aspect(s) of the assessment you feel have been affected.

Supporting documentation

Please list all the documentation provided in support of your claim. The documentation should be stapled to this form. Medical claims should be supported by a medical note, other claims should be supported by appropriate documentation (for example, police reports, insurance reports).

Student declaration

I confirm that all the information contained in this statement is accurate and complete to the best of my knowledge. I consent to the information being used by the Mitigating Circumstances Committee, and understand that the information will be treated in the strictest confidence.

Signature of student:..... Date:.....

FOR USE BY THE CHAIR OF THE MITIGATING CIRCUMSTANCES COMMITTEE ONLY

I recommend that the following action be taken in respect of this claim:

Signature of Chair:.....

Date: