WHAT IS IN THIS STUDY GUIDE?

The Life Sciences Study Guide is intended to:

- Summarise important essential information and provide guidance and advice on issues of teaching, learning and student support
- Help you to achieve your maximum potential in modules and/or degrees offered by the College of Life Sciences.

The guide has been organised in five sections as follows:

**Section 1** – the structure of the College of Life Sciences and important contacts within the School of Life Sciences Learning & Teaching as well as University Support Services.

**Section 2** – outlines what is expected of you with regard to attendance and participation, how to notify absences, sources of help and support and a description of the assessment scheme.

**Section 3** – describes the Degree programmes, modular components and teaching resources in Life Sciences.

**Section 4** – contains descriptions of the individual modules at levels 1-4 offered by the College of Life Sciences.

**Section 5** – outlines particular rules and regulations of Life Science degree programmes. For full details on regulations underpinning the Certificate, Diploma and Degrees courses in Life Sciences, you should refer to the following College web site

http://www.dundee.ac.uk/lifesci/regs.htm

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**For the Attention of Non-Life Science students:**

If you are taking a degree awarded by another college at the University of Dundee, it is important to note that your studies are governed by the Degree Regulations of the College with which you are matriculated and you should always refer to your own college web site for detailed information on the regulations concerning your degree in view.
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<th>Module Title</th>
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<td>BI31018</td>
<td>Cellular &amp; Molecular Physiology</td>
<td>30</td>
</tr>
<tr>
<td>BI31020</td>
<td>Developmental Biology</td>
<td>30</td>
</tr>
<tr>
<td>BI31022</td>
<td>Genome Science</td>
<td>30</td>
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<tr>
<td>BI31024</td>
<td>Neuropharmacology</td>
<td>30</td>
</tr>
<tr>
<td>BI31053</td>
<td>Microbial Growth &amp; Biotechnology</td>
<td>30</td>
</tr>
<tr>
<td>BI32054</td>
<td>Comparative Zoology</td>
<td>30</td>
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<tr>
<td>BI31056</td>
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SECTION 1: HELP AND GUIDANCE

1.1. College of Life Sciences

The College of Life Sciences consists of 2 Schools, the School of Life Sciences Research and the School of Life Sciences Learning & Teaching (SLSL&T). Staff from both of these Schools contribute to undergraduate teaching at all levels but it is largely staff from the SLSL&T who are responsible for the day to day management of teaching for all undergraduate and post graduate taught programmes.

Head of College of Life Sciences
Professor Doreen Cantrell FRS, FRSE

Head of School of Life Sciences Research
Professor. Mike Ferguson CBE, FRS, FRSE, FMedSci

Dean of School of Life Sciences Learning & Teaching
Professor David Coates FSB

1.2. Management of undergraduate teaching

Some key members of staff in the SLSL&T are listed to the right. In addition, each module has academic staff responsible for its academic content (the Module Convenor) and for running the module (the Module Leader). Module leaders have teams of academic, clerical and technical staff to help them run the various component parts of the modules for which they are responsible. The names and contact numbers of the module leaders and conveners are given in Section IV which provides descriptions of individual undergraduate modules run by the College of Life Sciences.

Key Contacts in STSL&T
Dean: Professor David Coates
Phone: 01382 385111
Email: d.coates@dundee.ac.uk

School Secretary: Mrs Brenda Murphy
Phone: 01382 386438
Email: b.m.murphy@dundee.ac.uk

Head of L1 & L2 and Associate Dean
Dr Linda Morris
Phone: 01382 384760
Email: l.a.zmorris@dundee.ac.uk

Head of L3 & L4 and Associate Dean
Dr William Whitfield
Phone: 01382 384940
Email: w.g.f.whitfield@dundee.ac.uk

1.3. The School of Learning & Teaching aims to provide:

**Degree Programmes which will enable you:**

- to acquire a broad and deep understanding of the subject of your degree discipline, its relationship to cognate disciplines and its wider importance
- to acquire an understanding in depth of selected developing areas of your degree discipline
  - within the context of your discipline to develop the general skills of:
  - independent learning
  - the critical appraisal of information
  - communication, in writing and orally, of information and ideas
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- problem solving including the ability to establish working relationships with colleagues and work effectively as part of a team
- self-management, including the ability to manage your own time and set priorities
- using modern computer methods of information handling, storage, retrieval and communication

- to develop confidence in your academic abilities
- to assess whether or not you have the aptitude and desire to undertake postgraduate training
- to acquire sufficient knowledge and understanding of career opportunities to make an informed choice of your first postgraduate job or training course
- through the achievement of the learning objectives of your courses, to be successful in the graduate job or training course 'market'

1.4. Our responsibilities in the provision of teaching

The Module Manager is responsible for:-

- producing a module handbook to explain the teaching aims and learning objectives of the Module
- explaining the procedures by which you will be taught and examined
- providing opportunities for you to judge your progress in the Module e.g. in the form of diagnostic or formative assessments
- monitoring your attendance in classes, asking you to explain any unauthorised absence or other failure to participate in the work of the Module, and informing the relevant Head of Year if you fail to attend and/or participate (or if your academic performance is particularly poor)
- providing opportunities for you to contribute towards developing the Module by giving feedback and taking part in Staff/Student Liaison activities

1.5. Seeking help, advice and information from SLSL&T

The SLSL&T Office reception is in Room C.G.14 of the Carnelley Building and is a “one-stop-shop”, manned from 9 – 4.30pm, Monday to Friday if you wish to drop by in person.

To make an appointment to see the School Secretary or the Dean, Tel 01382 384182 or Email SchoolOffice-LS@dundee.ac.uk

Contact details

L1 administrator: Phone: 01382 388360
Email: lsuglevel1@dundee.ac.uk
L2 administrator: Phone: 01382 388360
Email: lsuglevel2@dundee.ac.uk
L3 administrator: Phone: 01382 388178
Email: lsuglevel3@dundee.ac.uk
L4 administrator: Phone: 01382 388178
Email: lsuglevel4@dundee.ac.uk
1.5.1. Help with university regulations, teaching & learning

- **SLSL&T office staff can help with:**
  - Absence forms & Medical certificates
  - Applications for a discounted year, temporary withdrawal from studies or deferred year of study
  - Applying to graduate with Cert HE, Dip HE, Ordinary & Honours degrees
  - Permanent withdrawal from study &/or transfers to other Colleges & institutions
  - Authorise official documents (Please note that a minimum of 48 HOURS notice is required in order to produce or authorise official documents so, please allow for this delay when you request such services)

- **Administration by SLSL&T office staff includes**
  - Processing submitted coursework & the return of marked paper-based coursework.
  - Assignment to practical groups
  - Recording your attendance & academic grades for module assessments
  - Handbooks and teaching handouts
  - Timetables
  - Helping make appointments with teaching staff

1.5.2. Help with academic matters

- **Help from staff or module managers:** If you have queries regarding module content or you wish one of the teaching staff or module leaders to provide a reference or special letter, email the staff member specifying your query or requesting an appointment.

- **Help from your adviser of studies:** It is imperative that you speak to your Adviser of Studies if you are intending to make changes to your programme of study whether it is changing modules or changing degree programme. Advisers of study can also provide references for you. In addition, if you are having problems that are affecting your ability to study, it is advisable to report these to your adviser of studies or the heads of year.

- **Help from Heads of Years:** You can also seek help from your relevant Head of Year who are Dr Linda Morris l.a.z.morris@dundee.ac.uk, for levels 1 and 2 & Dr Will Whitfield, w.g.f.whitfield@dundee.ac.uk, for levels 3 & 4. If you are in your Honours year, you should also contact your Degree Convener. This will allow us to do what we can to help solve your problems or make allowances and provide advice.
1.5.3. Help with regulatory matters from the School Secretary

Occasionally health or personal problems have such a debilitating effect that you may have to consider withdrawing temporarily from your studies if you are continuously absent from your studies for **3 weeks or more**. In this event you should discuss the matter with the School Secretary, who can advise on issues relating to Regulations and funding. Such discussions will be kept confidential, unless there are circumstances in which your interest would be best served by divulging the confidential information to other staff. Your permission would be sought in this event.

1.6. Campus services & facilities

There are a variety of Services and Facilities which provide information, support and advice for students including how to use the services and facilities on offer as well as providing self-help and/or information leaflets. These are listed in the ‘Student Handbook’ and also available on the web. Some of the most useful web links are listed below.

**Student Services**
http://www.dundee.ac.uk/studentservices/

**Student Advisory Service:**
http://www.dundee.ac.uk/adviceguidance/ourservice.html

**Counselling Service**
http://www.dundee.ac.uk/counselling/students.htm

**University Health Service**
http://www.dundee.ac.uk/healthservice/

**The Registry**
http://www.somis.dundee.ac.uk/registry/

The registry is responsible for matriculation, examinations and graduation and maintains the Student Record. In addition, the Registry produces student ID cards and provides certification of student status for Council Tax purposes, funding bodies, etc.

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<table>
<thead>
<tr>
<th>Degree examination timetables –</th>
<th>Degree examination results -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note that Registry publish</td>
<td><strong>Provisional semester 1 degree</strong></td>
</tr>
<tr>
<td>Degree exam timetables on the University web site in November for <strong>semester 1</strong>, in March for <strong>semester 2</strong> and in <strong>July</strong> for the resit diet. The examinations only take place on <strong>Campus</strong> and only at the particular times published in the exam timetables. There are no exceptions so beware when booking holidays or flights home within the semester dates given on the back cover of this booklet.</td>
<td><strong>examination results will be available via</strong> evasion from the second week in January. The official results for both <strong>semester 1 and 2</strong> will be available via evasion and also sent by post in June following the examination board meetings. The resit results will be available <strong>via evasion &amp; by post in late August</strong>. Please note that examination results will <strong>NOT be conveyed via</strong> the telephone. Therefore, please refrain from telephoning the SLSL&amp;T office secretaries requesting this information.</td>
</tr>
</tbody>
</table>
There are also specific liaison staff within life sciences for the careers and disability services as outlined below.

**University Chaplaincy:** [http://www.dundee.ac.uk/chaplaincy/](http://www.dundee.ac.uk/chaplaincy/)

Fiona Douglas (University Chaplain) has appointed David Robertson (Honorary Chaplain to the University and to Dundee FC) to work alongside her within the College of Life Sciences. Fiona and David have indicated that they wish to be considered as an additional resource for the College. They will not be coming around knocking on doors, but they will be available for any student or member of staff (of any faith or none) who wishes to discuss any ethical or moral dilemmas, the relationship between science and religion or indeed any issue that you may wish to raise with them. Please feel free to contact Fiona f.c.douglas@dundee.ac.uk or David darobertson@blueyonder.co.uk.

**Life Sciences Disability Officers:** [http://www.dundee.ac.uk/disabilityservices](http://www.dundee.ac.uk/disabilityservices)

Disability Services is based in the Ewing Annexe on the main University campus and offers a range of confidential services dedicated to the support and empowerment of disabled students. All disabled students are advised to register with Disability Services as soon as possible in order for recommendations to be made for day to day teaching and examination support.

**Life Sciences Careers Officer Information** [http://www.dundee.ac.uk/careers](http://www.dundee.ac.uk/careers)

The Careers Service is located at 166 Nethergate and you can just drop in to use the Information room which contains a wealth of literature regarding employment, further study, gap year, volunteering, funding and much more.

**What Is Offered?**

Help includes:

- Work Experience; Vacation/Semester Employment
- Career Choice; Finding a Job
- Application Forms; CVs
- Graduate Selection Tests; Further Study
- Changing Course; Funding
- Interview Preparation;
- Mock Interviews;

**Disability Officers for Life Sciences**

- Mrs Brenda Murphy: Tel 01382 386438
- Email b.m.murphy@dundee.ac.uk

- Mrs Monica Lacey: 01382 384790
- Email m.lacey@dundee.ac.uk

**Careers Officers for Life Sciences**

- Stephanie MacLean: Email s.z.maclean@dundee.ac.uk

**Opening Times**

Monday - Friday: 0900-1700
Library Services – http://www.dundee.ac.uk/library/

Provides a wide variety of services including how to find books, journals and electronic resources and life sciences students can request the help of the specific Librarians

Library Liaison Staff for Life Sciences
Margaret Adamson
Telephone 01382 384317
Email m.adamson@dundee.ac.uk
Rona Carstairs
Telephone 01382 385552
Email r.m.carstairs@dundee.ac.uk
Helen Olafsson
Telephone 01382 385182
Email h.a.olafsson@dundee.ac.uk
SECTION 2: YOUR RESPONSIBILITIES FOR LEARNING, ATTENDANCE & COMMUNICATION

2.1 Communication

It is your responsibility to keep yourself informed about the modules you are taking by reading and referring to the individual module handbooks available on-line via My Dundee, and checking the following at least once per day for any urgent updates or rescheduling notices: In addition to the following, Honours students have individual pigeon holes in Carnelley basement.

Check the following at least once per day for urgent updates or rescheduling notices
- Your Dundee university E-MAILS
- My Dundee ‘Announcements’

From week 4 on a regular basis check
- EVISION and report any discrepancies, by email, to the relevant level lsuglevel@dundee.ac.uk address asap

2.2. Student attendance and participation

2.2.1. Scheduled classes

You are encouraged to attend all lectures and scheduled classes in the timetables for all School of Life Science modules. However, for each module, attendance at certain classes is COMPULSORY and attendance registers taken and it is your responsibility to ensure your attendance is noted each time. The compulsory classes are listed in the module handbooks. If your attendance is proving unsatisfactory, you will receive warning emails copies of which will be put in your file and you may be called for interview. If you fail to respond to these warning emails and continue to have persistent unexplained absences for any individual module may result in your duly performed (DP) certificate being withdrawn for that module such that you would be debarred from taking the Degree Exam. This would stop you obtaining any credit for the module as outlined in the School regulations 3(iii) Eligibility to take Degree Examinations in http://www.dundee.ac.uk/lifesci/regs.htm

2.2.2. Submitted course work

Submission of all course work assignments (paper-based or electronic) are COMPULSORY and should be submitted according to the instructions given in the Assessment & Submission Deadline sections in individual module handbooks. Unless otherwise informed, ALL coursework should be submitted in the black boxes in the basement level of the Carnelley Building. Students in Levels 1-3 will have their marked paper-based assessments returned to them through the School Office Reception in Carnelley C.G.14. Students will be notified by email that coursework is ready for collection. Honours students coursework will be available via pigeonholes in the basement of Carnelley. It is important to note that if you fail to submit at least a minimum of 40% of coursework for a module, with no explanation, your performance may be deemed
unsatisfactory such that your duly performed (DP) certificate may be withdrawn for that module. This would debar you from taking the Degree Exams (both first and second diets) which would stop you obtaining any credit for the module as outlined in the School regulations 3(iii) Eligibility to take Degree Examinations in http://www.dundee.ac.uk/lifsci/regs.htm

2.2.3. Penalties for non-attendance

If you have an unexplained or uncertified absence from a compulsory scheduled class for which there is an associated piece of coursework e.g. practical report, practical worksheet or tutorial worksheet etc, then the assessment will be marked for feedback purposes but you will be awarded a BF (bad fail) grade towards the overall module mark for the associated coursework. If you do not attend and do not submit the associated course work, your record will show AB.

2.2.4. Penalties for late submission of course work

Late submission, for no good reason, may incur penalties of one grade point per day for up to a maximum of 5 working days (i.e. 1 working week) following the published deadline. For example, if your assignment was submitted 5 days late and was rated as an A2 grade, then this would be downgraded to C1 for late submission. All submissions which are more than a working week late will be marked for feedback purposes but you will be awarded a BF grade towards the overall module mark for the associated coursework. Non-submission will be graded as AB.

2.2.5. Extensions to a submission deadline

For some assessments, it may be possible to grant an extension to a deadline. To apply for this, you should email the relevant module manager specifying clearly which module and which assessment giving brief details as to why you will be unable to submit by the deadline. Please note that an extension may be granted but a penalty be imposed if it is deemed that failure to submit on time is due to poor time management on the part of the student. Where there is 3 weeks or more between notification of a paper-based task and the deadline or for all electronic assignments, extensions will only be granted in very exceptional circumstances. Any student deemed to have had a legitimate reason for not completing an electronic assignment in time may be given a certified non-submission (CA grade) for the assessment or granted an extension.

2.3. What to do when absent from classes or exams

If you are absent from classes, it is important that you complete an Absence form available from the Life Sciences School Office reception in Carnelley Room C.G.14 either before or within SEVEN DAYS following the class and/or assessment. Depending upon the circumstances, as outlined below, you may also be required to provide a medical certificate or letter explaining your absence.
2.3.1. Absence from scheduled compulsory classes

- **Absences of up to 5 days:** You can self-certify by completing an Absence form. For minor illnesses, an MC grade will be entered into your assessment record. If your absence is due to a cause other than illness and the reason given on the Absence form is considered legitimate, then a certified absence (CA grade) will be granted.

- **Absences of more than 5 days:** If an illness results in an absence of more than 5 days, then, in addition to the Absence form, a medical certificate signed by a GP will also be required. If the absence is for reasons other than illness, then you must submit a letter explaining the prolonged absence. In the latter case, you will be informed if your reason for absence is deemed to be certified.

2.3.2. Absence from exams and in-course tests

Email SchoolOffice-LS@dundee.ac.uk or telephone 01382 384182 as soon as possible. In addition, if you miss the examination due to illness, you must send in a medical certificate within SEVEN DAYS following the examination. Self-certification is not allowed for absence from examinations. If you miss an examination, through no fault of your own, for reasons other than illness, then you must submit corroborative documentation within SEVEN DAYS following the examination.

2.4. Life Sciences Scrutiny Committee

In addition to absence, there can be other unforeseen and unavoidable circumstances that have had a SIGNIFICANT impact on your performance in examinations. Therefore, a Scrutiny Committee for Life Sciences reviews information provided by students claiming mitigating circumstances that may have affected their ability to perform during the module and in examinations. The Scrutiny Committee meets to consider the information provided to the committee and to make recommendations on the level of support that should be given by the Board of Examiners. In accordance with the Data Protection Act, no significant details of the mitigating circumstances will be revealed to the Board of Examiners.

2.4.1. How to report mitigating circumstances

- Fill in a SCRUTINY COMMITTEE FORM, which you can download from http://www.lifesci.dundee.ac.uk/teaching/official-forms or obtain from the Life Sciences School Office reception in Carnelley C.G.14, giving brief details of how your work was affected - e.g. unable to concentrate for revision etc.

- If possible, provide documentary evidence of the problems giving some indication of the period of time involved if possible – e.g. doctor’s note, a statement of support from a third party (e.g. Adviser of Studies, parents) to strengthen your case.

The committee will meet following the semester 1, semester 2 and resit diet of examinations. Therefore, it is the responsibility of a student who wishes to report
mitigating circumstances, to ensure that the **SCRUTINY COMMITTEE FORM** is submitted to the Life Sciences Undergraduate office before the committee meets. Deadlines for submission of these forms will be published during the session and disseminated to all students.

**Please note that you will not receive feedback on your submission from the Scrutiny Committee**

### 2.5. Consequences of absence and/or failure to submit coursework

- **Prolonged absence** - In the event of prolonged absence from all classes for a period of more than 3 weeks, for any cause including legitimate reasons, you may require the consent of the Academic Senate for you to be allowed to enter the Degree examinations.

- **Withdrawal of DP** – In the event that you have unexplained absences from compulsory scheduled classes for a module and/or have failed to submit compulsory coursework for no good reason, you may have your Duly Performed (DP) certificate removed which debars you from sitting the degree examination.

- **Discounted year** - In the event that you are prevented from engaging with your study for legitimate reasons over a prolonged period, you may apply through the Life Sciences School Office to have the year discounted. An application for a discounted year should be submitted to the Life Science School Office as soon as possible and in any event not later than the end of semester 2 (before the Easter break). Credits already accrued from modules completed in the discounted year would be retained and only those missed would have to be repeated during the following session.
SECTION 3: DEGREES AND MODULAR STRUCTURE IN THE COLLEGE OF LIFE SCIENCES

3.1. Degrees in Life Sciences

Figure 1: College of Life Sciences Degree Programme Outline

3.2. Level 3 Life Sciences modules

SPELS 3 (BI30001 Skills Professionalism & employability in Life sciences 3)

All students intending to proceed to one of the Degrees, listed in figure 1, are required to take the generic skills SPELS 3 module which runs through semesters 1 and 2. They must also take four 30 credit Life Science modules, two in semester 1 and two in semester 2. Tables 2 & 3 show the pairs of options. Some module combinations cannot be taken together because of timetable constraints or because the modules are specific to a degree programme.
<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI32054 Comparative Zoology</td>
<td>BI32026 Biochemical Pharmacology</td>
</tr>
<tr>
<td>BI31018 Cellular &amp; Molecular Physiology</td>
<td>BI32028 Ecology &amp; Conservation Biology</td>
</tr>
<tr>
<td>BI31020 Developmental Biology</td>
<td>BI32030 Human Systems Physiology</td>
</tr>
<tr>
<td>BI31022 Genome Science</td>
<td>BI32032 Molecular &amp; Cell Biology</td>
</tr>
<tr>
<td>BI31024 Neuropharmacology****</td>
<td>BI32052 Immunology &amp; Molecular Microbiology</td>
</tr>
<tr>
<td>BI31053 Microbial Growth &amp; Biotech****</td>
<td>BI31017 Animal Behaviour &amp; Ecophysiology</td>
</tr>
<tr>
<td>BI31056 Gross Anatomy 1*</td>
<td>BI32065 Gross Anatomy 2*</td>
</tr>
<tr>
<td>CH32043 Analytical &amp; Prognostic Chem</td>
<td>CH31042 Organic Chemistry</td>
</tr>
<tr>
<td>SB31040 Clinical Exercise Physiology**</td>
<td>CH32051 Pre-Clinical Drug Discovery</td>
</tr>
<tr>
<td>BS31001 Embryology***</td>
<td>SB32041 Molecular Exercise Physiology**</td>
</tr>
<tr>
<td>BS31002 Histology***</td>
<td>BS32001 Neuroanatomy***</td>
</tr>
<tr>
<td>BS32002 Research Methods***</td>
<td>BS32002 Research Methods***</td>
</tr>
</tbody>
</table>

* BI31056 Gross anatomy 1 & *BI32065 Gross anatomy 2– These modules are ONLY available to Forensic Anthropology, Single Honours Anatomical Sciences and Joint Anatomical & Physiological Sciences students

**SB31040 Clinical Exercise Science & **SB32041 Molecular Exercise Physiology are compulsory modules for Sport Biomedicine students and are ONLY available as options for students taking the degree of Physiology with Sports Biomedicine.

*** BS31001 Embryology, BS31002 Histology, BS32001 Neuroanatomy and BS32002 Research Methods are compulsory modules for Anatomical Sciences and Forensic Anthropology students ONLY.

****BI31024 Neuropharmacology and BI31053 Microbial Growth & Biotechnology are a prohibited combination due to timetabling constraints.
3.3. Module components, My PDP and My Dundee

3.3.1. Lectures
At all levels, you are provided with handbooks on-line on the My Dundee modules. Hardcopies of the module timetables and other module specific information may be available from the School Office in Carnelley (room CG 14). You should refer to the information in handbooks and to aims and learning objectives when studying as they give an indication of the information you are expected to know and understand from the lectures, coursework and any other teacher-directed further reading e.g. any other relevant sections in textbooks and/or journal papers etc which you have been asked to read.

3.3.2. Laboratory practicals/field excursions
At levels 1-3, laboratory practicals are designed to provide some experience of experimental techniques. Field excursions are designed to illustrate biodiversity in a variety of habitats and appear as part of various modules and Degree programmes from levels 1-4. To a large extent, the practicals and field excursions are designed to support the material given in lectures. Detailed information on where practicals take place and alternative sessions are given in the individual module handbooks and/or My Dundee modules. In all cases, assessment of the laboratory practicals and field trips will contribute towards the overall module grade.

3.3.3. Teacher-directed study exercises
In addition to the lectures, laboratory practicals and field excursions, the teaching in all Life Sciences modules will also involve other teacher-directed study exercises. These may take the form of on-line assignments, literature searches, or preparation for tutorials, writing essays, laboratory reports or projects. These may also be based around a small group tutorial, working as part of a team or carried out in your own time. These study exercises are all assessed and contribute towards the overall module grade.

3.3.4. Personal development planning & your E-portfolio
All Dundee University students are automatically enrolled on My PDP, an online resource designed to guide you through Personal Development Planning (PDP). This is a process to help you reflect upon your learning, performance and achievements which you can access via My Dundee & the My Groups & Communities area. During your time on the Life Sciences Degree programme and as an essential part of your programme, you will be required to use the My PDP templates to build your own e-portfolio using the PDP resources. This will involve various workshops at each level of study supported with online help and documentation. This process involves:

- Learning how to construct an ePortfolio
- Conducting self-audits of your career, academic and personal goals
Life Sciences Study guide 2012/2013

- Logging the transferable skills you have gained along with a record of your achievements and updating this section regularly as you proceed through your degree
- Searching for opportunities to enhance your profile
- Creating an action plan to focus your thoughts
- Building & refining your curriculum vitae (CV)

Please note that in order to enter Honours, you need to have gained pass grades for any SPELS modules that you take and that maintaining your e-portfolio is a compulsory essential component of assessment of the SPELS modules at levels 1, 2 and 3.

3.3.5. My Dundee

My Dundee is the University of Dundee’s web-based student portal, giving you access to your learning materials, your student clubs and societies and many other College and discipline-specific resources.

Logging in to My Dundee

http://my.dundee.ac.uk/

The URL above takes you to the login page for My Dundee and requires the same username and password as your login to the University computer system. Alternatively, follow links to it from the University of Dundee Homepage, via Current Students > My Dundee. Your use of My Dundee is subject to University Regulations for the Use of Computer Facilities.

- The My Dundee screen: the initial screen that appears once you log on provides access to your modules, announcements, calendar, tasks and additional areas. You can customise your My Dundee page by adding extra features, and changing the colours and layout.

- My Modules: all modules you are enrolled in are available from the course list under my modules tab, or from my modules on the right hand side of the My Dundee screen.

- My Files: this tab gives access to a personal file store on My Dundee which you will need if your course or module is making use of electronic portfolios.

- My Webmail: this tab gives access to your university e-mail account.

- PC Requirements

You can access My Dundee using PCs in the University’s IT suites. However, if you wish to logon from outside the University please follow the links below:

Browser and platform compatibility checks:
http://kb.blackboard.com/pages/viewpage.action?pageId=71860304
We also provide a link to a browser checker so that users can check their own setup: [http://www.dundee.ac.uk/elearning/browserchecker](http://www.dundee.ac.uk/elearning/browserchecker)

**Further Help**
If you have any problems using *My Dundee*, consult the **Help** tab, or try:

- *visiting* the IT Service Desk in the Tower Basement IT Suite or Main Library
- *e-mailing* a description of your problem to [vle@dundee.ac.uk](mailto:vle@dundee.ac.uk)
- *phoning* – use the ‘Service Desk’ button on a phone in an IT Suite or on other phones dial extension 88000 (or 01382 388000 externally).
SECTION 4: LIFE SCIENCES MODULE DESCRIPTORS

4.1. Level 3 semester 1 LS module descriptors

**BI31018 Cellular & Molecular Physiology [30 Credits]**

*Module Manager: Dr Graham Christie,*

- **Brief description of module:** Cellular and Molecular Physiology is concerned with the regulation of normal cellular function and the physiological principles underlying this. Major topics covered include membrane structure and function, primary and secondary active transport, facilitated diffusion, ion channels and their selectivity, regulation of cell metabolism, and communication between as well as within cells, using skeleton cardiac and smooth muscle examples. Finally, neurotransmission of acetylcholine and other major neurotransmitters are compared and consideration given to spinal circuits, nociception, opiates and peptides.

- **Teaching:** 4 lectures/week (44 in total) with 34 hours of tutorials, practicals/study exercises.

**BI31020 Developmental Biology [30 Credits]**

*Module Manager: Dr Will Whitfield*

- **Brief description of module:** The lecture course starts with an introduction highlighting the nomenclature and concepts of development, as well as giving a brief historical introduction. It then proceeds with a description of the development of a number of invertebrate model systems and methods to analyse it. The concepts of mutational analysis using yeast, *Dictyostelium*, *Drosophila* and *C. elegans* are introduced as examples. It highlights a number of signalling pathways involved in control of cell movement, cell polarisation, axis specification and tissue differentiation. The development of plants is then described. The module continues with consideration of the development of a number of vertebrate model systems to highlight axis formation, formation of the germlayers (endoderm, mesoderm and ectoderm) followed by a discussion of the principles controlling the setting up of the vertebrate body plan. It describes the formation of the nervous system, extremities such as limbs and looks in more detail at tissue specification and interaction. It ends with an introduction to human development. The lecture series is accompanied by practicals that demonstrate the development of some key organisms described in the lectures and allows the students to do some simple experiments themselves.

- **Teaching:** 4 lectures/week (44 in total) with 34 hours of practicals/project work and tutorials.

**BI31022 Genome Science [30 Credits]**

*Module Manager: Dr Gerhard May*

- **Brief description of module:** The genome is the total complement of genetic information carried by a cell or organism. It functions as a blueprint, specifying all the biological information necessary for making and maintaining a living organism. The aim of this module is to enable the student to appreciate how
information contained within the genome is stored, maintained and interpreted, a key step in understanding how it is used by cells and how changes in the genome can cause disease. The lecture series extends the student’s knowledge of the following major themes: the structure of DNA, DNA-protein interactions, DNA replication and repair, transcription, protein synthesis, genome organisation, the regulation of gene expression, protein structure, regulation of protein function, molecular genetic and proteomic analysis and the molecular basis of inherited diseases.

Teaching: 4 lectures/week (44 in total) with 70 hours of tutorials and practicals.

**Bi31024 Neuropharmacology [30 Credits]**

*Module Manager: Prof. Jerry Lambert*

- **Brief description of module:** This module aims to provide an introduction to the principles of neuropharmacology. The major themes covered are ligand-gated ion channels, G-protein linked receptors, second messenger systems and behavioural pharmacology. The lecture course begins with consideration of neurotransmitter release before commencing to examine events at the receptor, using nicotinic cholinergic, GABA, glycine and glutamate receptors as examples of ligand-gated mechanisms while the β-adrenoceptor subfamily are used as the example of the G-protein linked receptor class. Consideration is also given to calcium homeostasis and the role of inositol phospholipids as second messengers. The principles of behavioural pharmacology are described with special emphasis on brain catecholamine, serotonin, GABA, glutamate and opioid systems as targets for centrally acting drugs.

Teaching: 4 lectures/week (44 in total) with 65 hours of tutorials and practicals/project work.

**Bi31053 Microbial Growth & Biotechnology [30 Credits]**

*Module Manager: Dr Pete Rowell*

- **Brief description of module:** This module is concerned with aspects of microbial growth in relation to the roles, control and applications of microorganisms in the environment, medicine, healthcare and biotechnology. The aspects of microbial growth considered range from growth and differentiation at the level of individual microbial cells to the growth of microbial populations in the environment and in laboratory and industrial-scale culture systems. The module also provides an overview of the diversity of microbial metabolism, and considers the influence of environmental factors on microbial growth and the roles of microorganisms in geological processes. Selected biotechnological applications of microorganisms are then considered with reference to topics that include the microbial control of pollution, biofuels, secondary metabolites, biosensors, production of industrial enzymes, molecular diagnostics, gene therapies, production of therapeutic proteins and vaccines. The practical component of the module includes isolation of microorganisms and their physiological and molecular genetic characterisation.

Teaching: 4 lectures/week (44 in total) with 34 hours of practicals/project work and study exercises.
BI32054 Comparative Zoology [30 Credits]

*Module Manager: Dr Will Whitfield*

**Brief description of module:** The first half of this module will review the functional and evolutionary relationships underlying skeletal support, protection, locomotion, reproduction and development in the principal invertebrate groups. The second half of the module will consider the major adaptations of form and function in aquatic, amphibious and terrestrial vertebrates and the constraints which may have limited these adaptations. The module gives considerable emphasis to the practical aspects of Zoology and will include dissection of animal material.

**Teaching:** 4 lectures/week (40 in total) with 30 hours of laboratory practicals.

BI31056 Gross Anatomy 1 [30 Credits]

*Module Managers: Dr Catherine Carr & Dr Claire Lamb*

**Brief description of module:** This module focuses upon dissection, typically by teams of four or five students, of the trunk and lower extremity of a human cadaver. Practical (dissection) sessions will almost always be preceded by lectures that should help students understand the anatomy to be seen in the following practical session or address dissection problems specific to the practical in question.

**Teaching:** 3 lectures/week (33 in total) with 93 hours of laboratory practicals and revision.

CH32043 Analytical & Prognostic Chemistry [30 Credits]

*Module Manager: Dr Linda Morris*

**Brief description of module:** This module will provide the student with knowledge of the theory and application of physical, analytical and computational chemistry as applied to pharmaceutical and biological chemistry. Topics will include NMR spectroscopy; Single crystal X-ray diffraction; Spectroscopic and chromatographic analysis; Biochemical thermodynamics; Protein structure prediction and modelling

**Teaching:** 4 lectures/week with 60 hours of laboratory practicals and tutorials.

SB31040 Clinical Exercise Science [30 Credits]

(for Sports Biomedicine and Physiology with Sports Biomedicine students only)

*Module Manager: Dr Anna Campbell*

**Brief description of module:** This module will deal with the prevention by exercise and exercise therapy of cardiovascular diseases, type 2 diabetes mellitus, respiratory diseases, osteoporosis, muscle wasting disorders and aging, clinical exercise testing and practical teaching of relevant exercise classes.

**Teaching:** Virtual learning environment: Powerpoint presentations, online tests, release of tasks to be prepared for seminars. Weekly 1 h seminars. Two 3 h laboratory practicals on clinical exercise testing. Eight 2 h exercise practicals.
BS31001 Embryology [15 Credits]

*Module Manager: Dr Catherine Carr*

- **Brief description of module:** Classify the tissues derived from each germ layer. The sequence of events leading to the development of particular body regions or systems will be studied along with the relationship between the development of related body systems. Common developmental anomalies will also be explained.

- **Teaching:** The module will be taught through 15 x 1-hour lectures covering the descriptive embryology of all body systems and associated congenital anomalies. There will be a number of practical/tutorial sessions that will give students an opportunity to develop a deeper understanding of the subject and to work together in small groups.

BS31002 Histology [15 Credits]

*Module Manager: Dr Paul Felts*

- **Brief description of module:** Classify the cellular organisation of the tissues.

- **Summarise the structural organisation of tissues within organs and organ systems.**

- **The role of various tissues within organs and organ systems will be studied. The structure and cellular organisation of epithelia, connective tissues, muscle and nervous tissue, and**

- **The structural organisation of tissues within the digestive, cardiovascular, respiratory, urogenital, nervous and endocrine systems will also be covered.**

- **Teaching:** The module will be taught through 15 x 1-hour lectures covering the descriptive embryology of all body systems and associated congenital anomalies. There will be a number of practical/tutorial sessions that will give students an opportunity to develop a deeper understanding of the subject and to work together in small groups.

4.2. Level 3: Semester 2 LS Module Descriptors

BI31017 Animal Behaviour & Ecophysiology [30 Credits]

*Module Manager: Professor Steve Hubbard*

- **Brief description of module:** This module has 3 main themes. It commences with an examination of behavioural ecology, which includes topics such as behavioural genetics, learning, the adaptive nature of behaviour, protection from predators and sexual selection. The second theme is concerned with environmental physiology and emphasises the behavioural and physiological adaptations to temperature and respiratory extremes as well as diving, swimming, running and flying. The final part of the module deals with parasite and vector biology.

- **Teaching:** 4 lectures/week (44 in total) with 34 hours of practical/project work.
BI32026 Biochemical Pharmacology [30 Credits]

*Module Manager: Professor Jeremy Lambert*

- Brief description of module: The aim of this module is to give students a grounding for Honours Pharmacology and Medicinal Chemistry. The major topics investigated are the kinetics of drug-receptor interaction, drug metabolism, pharmacokinetics and molecular pharmacology. The lecture course starts with a consideration of the chemistry of drug-receptor interaction, structure-activity relationships, kinetics of drug action and receptor models (agonists, partial agonists, spare receptors). It then focuses on techniques used in quantifying drug-receptor interaction, drug metabolism, pharmacokinetics, pharmacogenetics, drug interactions. This is followed by the molecular biology of receptors that involves investigation of approaches to cloning, heterologous expression systems and receptor purification. This leads on to regulation of gene transcription – second messenger systems, signal transduction mechanisms and protein-DNA interactions. Finally, the use of transgenic animals in pharmacology and molecular approaches to CNS development, function and disease states is discussed.
- Teaching: 4 lectures/week (44 in total) with 65 hours of practicals and tutorials.

BI32028 Ecology & Conservation Biology [30 Credits]

*Module Manager: Dr David Booth*

- Brief description of module: This module endeavours to give a basic understanding of the principles of population, evolutionary and community ecology emphasising how the information can be brought together and applied to questions relating to conservation biology. Students are introduced to a range of UK and worldwide habitats of special interest. An important part of this module is the introduction of students to important habitats in Scotland, their physical environment and their associated flora, fauna and conservation interest. This is achieved by means of field excursions to selected sites. In addition to the general introduction to the different habitats, each excursion also aims to introduce students to a specific analytical or sampling technique and its application to a relevant ecological problem.
- Teaching: 4 lectures/week (44 in total) with 34 hours of field excursions, practicals and workshops.

BI32030 Human Systems Physiology [30 Credits]

*Module Manager: Dr Jane Illes*

- Brief description of module: This module concentrates on the regulation of human body function and the physiological control principles underlying this. A major aim is to further the student’s knowledge of respiratory and cardiovascular systems, nutrition and metabolism, muscles, motorneurones and movement. Topics covered include the mechanics of breathing and its regulation by mechanical and chemical control as well as sensory pathways. Consideration of the control of heart rate, blood pressure and special circulations is followed by discussion of the integration of respiratory and cardiovascular systems control. The effects of exercise on metabolism as well as cardiovascular and respiratory function are examined. Finally, this module
investigates the physiology of muscle, linking electrical events in neurones to physical responses and movement.

- Teaching: 4 lectures/week (44 in total) with 34 hours of tutorials and practicals.

**BI32032 Molecular & Cell Biology [30 Credits]**

*Module Manager: Dr Gerhard May*

- **Brief description of module:** This module considers the structure and function of cells, building on material covered in the Level 2 module “Cellular & Molecular Biology” module. It covers the way in which cells are built up from molecular components and emphasises the dynamic nature of cell biology. The major topics covered in the lecture series are the cytoskeleton (intermediate filaments, actin, microtubules), cell adhesion junctions, the extracellular matrix, nuclear architecture (including nuclear transport and compartments), immunology (antibody diversity and antigen processing), intracellular transport (endocytosis and protein targeting mechanisms), signal transduction and the regulation of cell growth and division.

- **Teaching:** 4 lectures/week (44 in total) with 56 hours of tutorials and practicals.

**BI32052 Immunology & Molecular Microbiology [30 Credits]**

*Module Manager: Dr Gerhard May*

- **Brief description of module:** This module will cover the following topics: Normal human microbiota and agents of infection; The immune response to infection; Molecular virology; Bacterial molecular pathogenesis; Molecular diagnostics; Antibacterial chemotherapy; Protozoal immune evasion and modulation; Antiprotozoal chemotherapy; Autoimmune disease; Innate immunity / receptor recognition; Inherited immunodeficiencies

- **Teaching:** 4 lectures/week (44 in total) with 40 hours of laboratory practicals.

**BI32065 Gross Anatomy 2 [30 Credits]**

*Module Managers: Dr Catherine Carr & Dr Claire Lamb*

- **Brief description of module:** This module focuses upon dissection, typically by teams of four or less, of the back, upper limb, head and neck of a human cadaver. Practical (dissection sessions will almost always be preceded by lectures designed to help students understand the anatomy to be seen in the following practical(s) or to address concepts and problems specific to the practical in question.

- **Teaching:** 3 lectures per week and three x 3 h laboratory practicals.

**CH31042 Organic Chemistry [30 Credits]**

*Module Manager: Dr Linda Morris*

- **Brief description of module:** This module will provide the student with some basic skills in synthetic organic chemistry and some of the knowledge needed to understand mechanisms, reactivity and stereochemistry in organic chemistry, with reference to pharmaceutical and biological examples and applications.

- **Teaching:** 4 lectures/week (44 in total) with 56 hours of practicals and tutorials.
CH32051 Pre-clinical Drug Discovery [30 Credits]

Module Manager: Dr Linda Morris

Brief description of module: This module will provide the students with a firm background in molecular pharmacology and drug design. The object is to put into context the other modules taught in this year, enabling the student to obtain a broad overview and specific knowledge of the methods and processes of pharmaceutical discovery. Topics will include Mechanistic Enzymology; Drug targets and drug leads; Pharmaceutical development; Metabolism and drug interactions

Teaching: 4 lectures/week with 60 hours of laboratory practicals and tutorials.

SB32041 Molecular Exercise Physiology [30 Credits]

Module Manager: Dr Pete Taylor

Brief description of module: This module will deal with skeletal muscle adaptation to exercise, signals and stresses associated with resistance and endurance exercise, activation of signal transduction pathways during exercise, gene regulation by signal transduction pathways, regulation of complete and incomplete fast-to-slow fibre phenotype changes, regulation of muscle hypertrophy, mitochondrial biogenesis, satellite cell proliferation, genome viewing, comparative sequence analysis, polymorphisms, promoter analysis in silico, angiogenesis.

Teaching: Virtual learning environment: Powerpoint presentations, online tests, release of tasks to be prepared for seminars. Weekly 1 h seminars. Five 3 hour laboratory practicals.

BS32001 Neuroanatomy [15 Credits]

Module Manager: Dr Paul Felts

Brief description of module: The hierarchical organisation of the central nervous system will be studied. The structure and organisation of the CNS will be summarised along with the function of the ANS. The pathophysiology of common disorders of the CNS will be explained.

Teaching: The module will comprise 15 x 1-hour lectures and a number of practical exercises and tutorials.

BS32002 Research Methods [15 Credits]

Module Manager: Professor Roger Soames

Brief description of module: To provide a sound basis in research methods for students on the BSc Anatomical Sciences and BSc Forensic Anthropology degree programmes. It will be a core component of these programmes.

Teaching: The module will comprise 15 x 1-hour lectures and a number of practical exercises and tutorials.
4.3. Honours year descriptor

4.3.1. Modular structure

For all Life Sciences degrees aside from Forensic Anthropology, level 4 is subdivided into four 30 credit modules that correspond to a total student effort of 1200 hours. Table 4 gives an outline description of each module and indicates their individual contribution to the total assessment.

4.3.2. Honours projects

The publication and allocation of Honours project titles is handled on a School-wide basis by Dr Will Whitfield, the Honours Year Organiser. Documents containing titles & brief descriptions of projects, along with the Degrees for which they are suitable, will be published early in term 3. Level 3 students intending to proceed to Honours should choose eight projects suitable for their chosen Degree and enter the ranked list using the on-line form as instructed by Dr Whitfield w.g.f.whitfield@dundee.ac.uk

4.3.3. Honours course units

The Honours Theory Unit options, from which you will make your choices, will be published shortly before the beginning of your Honours year. Choices are submitted on-line during week 1 of semester 1. Instructions on how to do this are circulated to all level 4 students during matriculation week and explained in full by degree conveners at the induction sessions in week 1.

4.4. Level 4 (Honours) structure

Forensic Anthropology students now follow a set module structure in level 4.

**TABLE 3: LEVEL 4 - Forensic Anthropology Modules**

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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<tbody>
<tr>
<td>BS41001 Forensic Osteology</td>
<td>BS42001 Forensic Human Identification [40 CREDITS]</td>
</tr>
<tr>
<td>[10 CREDITS]</td>
<td></td>
</tr>
<tr>
<td>BS41003 Forensic Anthropology Dissertation [30 Credits]</td>
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</tbody>
</table>

For all other Life Sciences degrees, level 4 is subdivided into four 30 credit modules, corresponding to a total student effort of 1200 hours. The general outline of these modules is given in TABLE 4 overleaf.
TABLE 4: LEVEL 4 Honours Modules
(for all degree programmes aside from Forensic Anthropology)

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Credits (25% of total assessment)</th>
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</thead>
<tbody>
<tr>
<td>BI40048</td>
<td>Honours Project</td>
<td>30</td>
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<tr>
<td></td>
<td>Projects may be either laboratory, field-based</td>
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<td></td>
<td>experimental exercises or ‘desk-top’ studies in</td>
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<td></td>
<td>the form of a dissertation or Bioinformatics</td>
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<td></td>
<td>analysis. Students will spend a total of 300</td>
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<td></td>
<td>hours of effort (approximately 16 hours per</td>
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<td></td>
<td>week) to complete their project.</td>
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<tr>
<td>BI40050</td>
<td>In-Course Skills</td>
<td>30</td>
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<td></td>
<td>This module runs through both semesters and</td>
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<td></td>
<td>involves 200 hours of student effort spent on</td>
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<td></td>
<td>unit-associated exercises along with a further</td>
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<td></td>
<td>100 hours devoted to a variety of in-course</td>
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<tr>
<td></td>
<td>studies including statistics and other elements</td>
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<tr>
<td></td>
<td>that may vary according to the degree programme.</td>
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<tr>
<td>BI40051</td>
<td>Semester 1 Theory module</td>
<td>30</td>
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<tr>
<td></td>
<td>This module comprises four honours course units</td>
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<tr>
<td></td>
<td>appropriate to a chosen degree. Two of these</td>
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<tr>
<td></td>
<td>units will be from Period A, the first half of</td>
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<td></td>
<td>semester 1 and two from Period B, the second</td>
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<tr>
<td></td>
<td>half of semester 1. Each honours course unit</td>
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<tr>
<td></td>
<td>consists of between 10 and 15 hours of staff</td>
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<td></td>
<td>contact time (delivered in either 4 or 5</td>
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<td></td>
<td>sessions), which may involve lectures, tutorials</td>
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<tr>
<td></td>
<td>and set exercises (e.g. literature analyses)</td>
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<tr>
<td></td>
<td>relating to specialised topics at the forefront</td>
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<td></td>
<td>of research. Students are expected to spend an</td>
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<td></td>
<td>additional 60 to 65 hours of private study on</td>
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<tr>
<td></td>
<td>each unit, corresponding to a total of 300 hours</td>
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<tr>
<td></td>
<td>for the module.</td>
<td></td>
</tr>
<tr>
<td>BI40052</td>
<td>Semester 2 Theory module</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>This module comprises four honours course units</td>
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</tr>
<tr>
<td></td>
<td>appropriate to a chosen degree, two from Period</td>
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</tr>
<tr>
<td></td>
<td>C, the first half of semester 2 and two from</td>
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<tr>
<td></td>
<td>Period D, the second half of semester 2. The</td>
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<tr>
<td></td>
<td>details for the honours course units are the</td>
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<tr>
<td></td>
<td>same as for BI40051 Semester 1 Theory module.</td>
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</tbody>
</table>
SECTION 5: IMPORTANT RULES AND REGULATIONS

5.1. The SQA framework, degree structure, regulations & the credit system

The Scottish Qualifications Authority has a framework that lays out the minimum number of CREDITS that must be obtained for the award of Certificates, Diplomas and Degrees in all Scottish Higher Education Institutions. Table 5 shows how the Framework is applied in the College of Life Sciences at Dundee University:

Table 5: SQA framework for Scottish Higher Education Establishments

<table>
<thead>
<tr>
<th>AWARD</th>
<th>Credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc with Honours (to be completed in no more than 5 academic years')</td>
<td>Minimum of 480 Credits including a combined total of 240 Credits at Levels 3 &amp; 4 (SCQF 9 &amp; 10)</td>
</tr>
<tr>
<td>BSc named (to be completed in no more than 4 academic years')</td>
<td>Minimum of 360 Credits with a minimum of 120 Credits at Level 3 (SCQF 9)</td>
</tr>
<tr>
<td>BSc un-named (to be completed in no more than 4 academic years')</td>
<td>Minimum of 360 Credits with a minimum of 60 Credits at Level 3 (SCQF 9)</td>
</tr>
<tr>
<td>Dip. HE Sci.</td>
<td>Minimum of 240 Credits with a minimum of 90 Credits at Level 2 (SCQF 8)</td>
</tr>
<tr>
<td>Cert. HE Sci.</td>
<td>Minimum of 120 Credits with a minimum of 90 Credits at Level 1 (SCQF 7)</td>
</tr>
</tbody>
</table>

' of which one or more years may be Credits accrued by credit transfer from alternative qualifying programmes, which may be at other Institutions.

Every Module carries a credit rating and you gain these Credits only if you obtain the pass mark for the Module. Your Programmes of Study over several years make up your Degree Programme. Table 5 stipulates what each Degree Programme must contain in terms of total number of Credits, and in terms of the Modules that must be included within it (pre-requisite modules). You should become familiar with the College of Life Sciences Degree Regulations available at:–

http://www.dundee.ac.uk/lifesci/regs.htm

Please seek help from your Adviser of Studies (AoS) if you need help with understanding any aspect of the Regulations.

5.1.1. The credit scheme & student workload

The scheme envisages 1200 hours of work by you each year, based upon 40 hours a week for 30 weeks, successful completion of which will give you a total of 120 Credits. The module rating indicates the total number of hours of effort that is required of you in that module e.g. a 20 credit module requires 200 hours of effort.
Such a module could contain 30 hours of lectures, 25 hours of laboratory practicals and 5 hours of tutorials. The balance of the 200 hours (in this example 140 hours) must be spent by you on independent learning including background reading, getting your notes into shape, completing coursework, revision etc. If you obtain an overall pass grade for that module, you will be awarded 20 Credits. If you fail, no Credits will be awarded.

If you are a full-time student, you are expected to pass modules totalling 120 Credits each year. Failure to do so may impact on the type of degree you achieve and the number of years it will take you to gain a degree. You will not be allowed to proceed to Honours unless you have passed all of the essential pre-requisite modules for your chosen degree subject and have accrued a minimum of 360 CREDITS.

5.2. Advisers of studies - choosing your programme of study

You will meet Your Adviser of Studies when you first matriculate. They will help you to select modules to ensure that you gain the Modules necessary to proceed to the next year of study or to gain your intended degree. Your Adviser of Studies can also act as a Personal Tutor. This means that you are welcome to meet with your Adviser to discuss any matter giving rise for concern.

5.2.1. Changing modules and/or your programme of study

You must seek the permission of your Adviser of Studies if you wish to make any changes to your programme of study. Your Adviser is the only person authorised to agree changes. This could include substituting one Module for another, simply dropping one or more Modules (provided that you understand and accept the consequences of a reduced workload) or changing your degree in view.

You must make any changes to your module selection within 2 weeks of the start of Semester 1 or Semester 2.

5.3. Studying abroad & eligibility criteria

You may wish to spend a period of study overseas (a semester or year) as part of a University of Dundee degree and so should check out the information on one or other of the following at http://www.dundee.ac.uk/undergraduate/studying_abroad/

- **ERASMUS Life Long Learning Programme** - study and work placement in Europe 2nd or 3rd year for one or two semesters
- **Transatlantic Student Exchange** - spend your 2nd year of study in either the USA or Canada
- **Australasia Students Exchange** - spend one or two semesters of your 3rd year of study in Australia, New Zealand or Hong Kong

5.3.1. Criteria for eligibility

You must ensure that the programme of study you intend to take, at the host institution, is appropriate grounding for continuing with your chosen degree when you
return to Dundee. Please note that, to have your application authorised by the Dean of the School of Life Sciences Learning & Teaching, you MUST satisfy the following criteria

- You must have passes in all modules and a minimum of a B3 grade average for the year of study prior to that during which you wish to go on the exchange
- You must also have a good record of attendance and submission of in-course work for all years of study to date.

5.4. Prizes, certificates & Life Sciences award ceremony

- **Certificates** – All students who achieve grades A1-A3 for their overall module mark, at their first attempt, are awarded a *Certificate of Excellence* for that module.
- **Module Prize** – The top student on each module will receive a specific prize provided they have achieved a minimum of an overall A3 grade at their first attempt
- **Other Prizes** – There are prizes & bursaries awarded by the School and College each year as listed in Appendix 1
- **Awards Ceremony** – Students who have won module, School and College prizes are presented with certificates and prizes at a special Awards Ceremony which normally takes place in November of the new session.

5.5. Assessment and examinations

All assessed elements of life science modules are graded in accordance with the University of Dundee’s Assessment Policy which can be viewed in full at:

http://www.somis.dundee.ac.uk/academic/assesspolicy.htm

5.5.1. Reporting grades and aggregation scales

Table 6 summarises the alpha numeric reporting scale that is used for all module assessments and shows its relationship to honours degree grades. As the assessment for all life science modules comprise a number of assessed elements, the overall grade for the modules will be calculated using the numerical aggregation scale to average the grades of the individual assessments taking into account their weightings listed in the ‘Module assessment scheme’ section of handbooks.

5.5.2. Adjustments for medical certificates & certified absences

Adjustments for MC and CA grades depend upon the element of assessment as follows:

- For assessed certified absence or non-submission of coursework, suitable adjustment will be made to the overall module grade to take these into account. Where this adjustment results in an upgrading, your overall module grade will be amended following the examiners meeting for the module.
- For certified absence from Degree examinations, your overall module grade will be amended to reflect 0 MC such that your coursework marks will go
forward to the next diet of examinations for which your result will be recorded as a first attempt and not a resit on your official transcript

5.5.3. Qualified fail (QF) grades
A QF grade means that even though you have gained an average grade of D3 or above for the module, you have not met the criteria required to obtain an overall pass. In this circumstance, you will be required to be reassessed on the component which you have failed e.g. the degree examination or specific piece(s) of course work. In the event that you obtain a QF grade, then the reassessment grade will take into account the component you passed at diet 1 e.g. your course work will be included at the resit diet.

5.5.4. Use of English translation dictionaries in examinations
If you are a student, whose first language is not English and you wish to use an English translation dictionary during exams, then you must apply, through the SLSL&T School Office, for a letter giving you permission to use a paper-based dictionary. You must take the letter to ALL examinations for checking, along with the dictionary, by the senior invigilator. Electronic dictionaries are not allowed in exams.

5.5.5. Assessment criteria
Assessment criteria corresponding to the reporting scale used for all examinations and the Honours classification system can be found in the appendices of this Guide.
### TABLE 6 – Reporting and aggregation scales

<table>
<thead>
<tr>
<th>Reporting Scale</th>
<th>Descriptor</th>
<th>Honours class</th>
<th>Aggregation scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td></td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td>Excellent</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>20</td>
</tr>
<tr>
<td>A3</td>
<td></td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>Very good</td>
<td>2(i)</td>
<td>17</td>
</tr>
<tr>
<td>B3</td>
<td></td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>Good</td>
<td>2(ii)</td>
<td>14</td>
</tr>
<tr>
<td>C3</td>
<td></td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>D1</td>
<td></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>D2</td>
<td>Satisfactory</td>
<td>3</td>
<td>11</td>
</tr>
<tr>
<td>D3</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>MF</td>
<td>Marginal fail</td>
<td>Marginal fail</td>
<td>9</td>
</tr>
<tr>
<td>CF</td>
<td>Clear fail</td>
<td>Clear fail</td>
<td>6</td>
</tr>
<tr>
<td>BF</td>
<td>Bad fail</td>
<td>Bad fail</td>
<td>2</td>
</tr>
<tr>
<td>QF</td>
<td>Qualified fail</td>
<td>Qualified fail</td>
<td>9</td>
</tr>
<tr>
<td>CA</td>
<td>Certified absence or certified non-submission</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>MC</td>
<td>Certified absence or certified non-submission due to illness</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>AB</td>
<td>Absent or non-submission for no good reason</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
5.6. Eligibility for examinations & what happens if you fail

5.6.1 Eligibility for examinations
Satisfactory attendance at classes, completion of in-course assignments and other activities specified in each of the module handbooks are prerequisites for eligibility to sit examinations held in the Degree Examination Diets. If you fail to meet these requirements, your DP (Duly Performed) certificate may be withdrawn which will debar you from gaining the Credits for the module. Having a DP withdrawn has serious implications for your progression through your Degree Programme.

5.6.1. What happens if you fail a Level 3 module at first attempt?
If you fail to pass a Level 3 module at first attempt, you are allowed a second opportunity to pass it in the August (resit) diet of examinations. Please note that under normal circumstances, if you fail a module at first attempt, your coursework grades are not carried forward to the resit diet. This means that at resit, only your exam grade is counted and you will have to pass the examination in order to pass the module. You should also note that failure of a module at first attempt may mean that you do not qualify for entry to honours (see section 5.7).

5.6.2. What happens if you fail a Level 4 module at first attempt?
There are no resits for level 4 (honours) modules, so failure of a level 4 module means that you have a credit deficit and do not in principle qualify for the award of honours. This would mean that you could only graduate with a named BSc Ordinary degree unless the Board of Examiners consider that your performance in other elements of the assessment would justify condonement or compensation of the failure.

5.6.3. What happens if you fail a module at resit?
Failure to pass a resit examination always has consequences for your Degree Programme. In the extreme event that you do not gain the prescribed minimum number of Credits (80 Credits per academic session for fulltime students), you will be subject to the Termination of Studies Regulations, in which case you will be informed of the procedures to be followed by letter, after publication of the results of the resit examinations.

**Requirements for avoiding termination of studies:** - if you are a full time student, you are required to acquire a minimum 80 Credits for each academic year of attendance. If, by the end of the re-sit diet of exams, you have failed to acquire 80 Credits for the year, you would be invited to submit an appeal, and your case would be considered by the college termination of studies committee, which would decide, following inspection of your academic record and consideration of any mitigating circumstances you present, whether to allow you to return or whether to require you to discontinue your studies. If the college requires you to discontinue your studies, you have the right to appeal to the equivalent senate committee.
Failing even one Module, although not necessarily leading to Termination of Studies, has an impact on your future because you have to gain enough CREDITS for a Degree. A failed Module may have to be taken again the following year, possibly on an “extended DP”, which allows you to sit the examinations without attending classes. However, for students entering in 2006 and later, EDPs will be permitted to enable progression from Levels 1 to 2 ONLY. If you fail a level 2 or 3 module, you may be required to repeat the module in attendance.

If you fail more than 2 Modules, you may have to remain at the same level of study for another year and not allowed to progress to the next level until you have passed an adequate number of modules.

To summarise, failure to pass modules inevitably leads either to additional pressure at the next Level of Study, or failure to progress to the next Level of Study, with consequent lengthening of the time and expense to achieve your degree. You should note also that fail grades appear on University Academic Transcripts which may be requested by prospective employers to support job applications.

5.7. Eligibility for entry to honours

5.7.1. Entry to the honours year of Life Sciences Degree programmes

Progression to level 4 honours requires you to meet the following criteria

- You must have accumulated 360 Credits, of which 120 Credits must be at Level 3 (SCQF 9).
- You must normally have passed all SPELS modules taken (depending upon your level of entry)
- You must have achieved the required minimum points score, based on the Associated Aggregation Scale, at first attempt on your Level 3 modules excluding the SPELS 3 module. The required minimum point scores vary depending on your chosen program as follows:
  - For Forensic Anthropology you must achieve a total of 93 points from your six level 3 modules.
  - For Anatomical Sciences you must achieve a total of 72 points from your six level 3 modules.
  - For all other degree programmes you must achieve a total of 48 points from your four 30 credit level 3 modules.
  - If you fail to achieve 120 CREDITS at level 3 (not including SPELS 3) but have successfully gained the required minimum point score for your degree program, then you may have ONE further opportunity to gain entry to the Honours year by passing each failed module with a minimum of a C3 grade.

5.7.2. What happens if you fail to achieve entry to honours?

If you have failed to achieve entry to Honours according to the criteria listed above, you CANNOT gain entry to Honours in any other way but will be eligible to graduate
with a named BSc Ordinary Degree provided you have achieved 360 Credits with 120 Credits at Level 3 (SCQF 9).

- For example, if you have failed to achieve the minimum points score at first attempt and have not passed all Level 3 modules, you may resit these failed modules to gain the Credits for a named BSc Ordinary Degree **ONLY**, but you **CANNOT** get into Honours by gaining higher grades in the resit diet. In addition, if you achieve the minimum points score at the first attempt but fail to achieve the minimum C3 grade for all resit examinations, you cannot enter Honours but may graduate with a named BSc Ordinary Degree provided you achieve 360 Credits.

- For example, in the event that you do not pass the resit examinations, you may appeal to the Termination of Studies Committee (see above) to be allowed to return to repeat Level 3 in order to achieve a named BSc Ordinary Degree **ONLY**. However, you **CANNOT** gain entry to Honours by gaining higher grades in this repeat year.

### 5.8. Academic related appeals

Undergraduates who are not subject to Termination of Studies but who wish to make academic appeals are governed by the Senate Undergraduate Appeals Procedures [http://www.dundee.ac.uk/academic/dca/appeals/index.htm](http://www.dundee.ac.uk/academic/dca/appeals/index.htm)

Appeals must be based on grounds of bias, prejudice, procedural irregularity or extenuating circumstances of which the examiners were unaware when their decision was taken. In all cases, the first resort is for you to seek resolution of the matter with the Dean. All appeals must be submitted, in writing, to the School Office within four weeks of the date on which you were first informed of the decision against which you wish to appeal.

### 5.9. Plagiarism & academic dishonesty

The University of Dundee’s Code of Practice on Plagiarism and Academic Dishonesty may be viewed in full at:

[http://www.dundee.ac.uk/academic/plagiarism.htm](http://www.dundee.ac.uk/academic/plagiarism.htm)

Plagiarism and other forms of academic dishonesty are particularly unpleasant forms of intellectual deceit. There are greater temptations for students to engage in these activities in assessed coursework, whether that be essays, computer programmes, laboratory or practical work or undergraduate and postgraduate dissertations and theses. Therefore prevention is particularly important and, where possible, plagiarism detection software is used. Also, teaching staff are experienced in identifying possible cases of academic dishonesty. The University regards academic dishonesty as an extremely serious offence of equal import to cheating in written examinations, and it is dealt with accordingly.

#### 5.9.1. Examples of academic dishonesty include

- **Collusion** - the representation of a piece of unauthorised group work as the work of a single candidate

- **Commissioning** - submitting an assignment done by another person as the student's own work
- **Duplication** - the inclusion in coursework of material identical or substantially similar to material which has already been submitted for any other assessment within the University

- **False declaration** - making a false declaration in order to receive special consideration by an Examination Board or to obtain extensions to deadlines or exemption from work

- **Falsification of data** - presentation of data in laboratory reports, projects, etc based on work purported to have been carried out by the student, which have been invented, altered or copied by the student

- **Plagiarism** - the unacknowledged use of another's work as if it were one's own. Examples are:
  - inclusion of more than a single phrase from another's work without the use of quotation marks and acknowledgement of source
  - summarising another's work by changing a few words or altering the order of presentation without acknowledgement
  - copying another's work
  - use of another's ideas without acknowledgement or the presentation of work as if it were one's own which is substantially the ideas of another

Further explanation and guidance on how to avoid infringing them can be found on the Advance@Dundee at: [http://www.dundee.ac.uk/advancedundee/D/d018p.htm](http://www.dundee.ac.uk/advancedundee/D/d018p.htm)

Particularly useful information on how (and how not) to paraphrase the work of others can be viewed at: [http://www.wisc.edu/writing/Handbook/QPA_paraphrase.html](http://www.wisc.edu/writing/Handbook/QPA_paraphrase.html).

### 5.10. Academic standards & student representation

The University has a responsibility to assure the standards of its academic awards and the quality of teaching. All students are given an opportunity to give us their individual views of the modules by completing electronic module evaluation questionnaires *via my Dundee*. Any constructive comments you make about modules are fed back and used in course monitoring and contribute to the future development of modules. This is a feature of the University Academic Standards procedure and is fully supported by DUSA. The results of the questionnaires will also be available to you *via* the *My Dundee* module.

**School President & Students’ Representation** – For information on student representation within the university Check out the URL below

[http://www.dusa.co.uk/content/index.php?page=19552](http://www.dusa.co.uk/content/index.php?page=19552)

The elected School President for Life Sciences for session 2012/2013 is Joseph Holmes [J.B.Holmes@dundee.ac.uk](mailto:J.B.Holmes@dundee.ac.uk). It is the role of the school President to work with class representatives and other students to ensure issues and comments are picked up and brought to the attention of the appropriate committees such as the School
Class Representatives & Staff Student Liaison - For each Life Science module, 2 class reps are elected to represent fellow students at the Staff Student Liaison Committee which meets at least once per semester. The role and guidance for student representatives can be found at web site above. Any students can suggest items for the agenda for the Staff Student Liaison meetings via their class reps or school president. Please note that these formal mechanisms for Staff Student Liaison are in addition to the standing invitation to let us have your informal comments and queries at any time either by emailing the module leaders directly or via the module discussion boards.
### Appendix 1: Assessment Criteria for Examinations and Coursework Essays

<table>
<thead>
<tr>
<th>Life Sciences Assessment Criteria (for individual answers)</th>
<th>University Common Assessment Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key to categories of marking criteria:</strong></td>
<td><strong>Reporting scale</strong></td>
</tr>
<tr>
<td>(i) Information &amp; knowledge</td>
<td>A1 – A3</td>
</tr>
<tr>
<td>(ii) Reading of literature (beyond lectures)</td>
<td></td>
</tr>
<tr>
<td>(iii) Addressing the question</td>
<td></td>
</tr>
<tr>
<td>(iv) Understanding the topic</td>
<td></td>
</tr>
<tr>
<td>(v) Originality/independent thinking</td>
<td></td>
</tr>
<tr>
<td>(vi) Presentation</td>
<td></td>
</tr>
<tr>
<td>(i) Contains all of the information required with either no or very few errors.</td>
<td></td>
</tr>
<tr>
<td>(ii) Shows evidence of having read relevant literature and is able to use this effectively in the answer.</td>
<td></td>
</tr>
<tr>
<td>(iii) Addresses the question correctly, understanding all its nuances. Little or no irrelevant material.</td>
<td></td>
</tr>
<tr>
<td>(iv) Demonstrates full understanding of topic within a wider context. Shows excellent critical and analytical abilities.</td>
<td></td>
</tr>
<tr>
<td>(v) Should contain evidence of sound independent thinking.</td>
<td></td>
</tr>
<tr>
<td>(vi) Ideas expressed clearly and concisely. Essay written logically and with appropriate structure. Standard of English very high. Diagrams, where used, detailed and relevant.</td>
<td></td>
</tr>
<tr>
<td>(i) Contains most of the information required with a few minor errors.</td>
<td>B1 – B3</td>
</tr>
<tr>
<td>(ii) Shows evidence of having read some of the relevant literature and is able to use this in the answer.</td>
<td></td>
</tr>
<tr>
<td>(iii) Addresses the question adequately. Little or no irrelevant material.</td>
<td></td>
</tr>
<tr>
<td>(iv) Demonstrates substantial understanding of topic within a wider context. Shows good critical and analytical abilities.</td>
<td></td>
</tr>
<tr>
<td>(v) Shows some independent thinking, some of which may be faulty.</td>
<td></td>
</tr>
<tr>
<td>(vi) Ideas generally expressed coherently. Essay written logically and with appropriate structure. Standard of English high. Diagrams, where used, detailed and relevant.</td>
<td></td>
</tr>
<tr>
<td>(i) Contains the essential core of the information required with some minor errors and only a few major errors.</td>
<td>C1 – C3</td>
</tr>
<tr>
<td>(ii) May show evidence of having read some relevant literature; fails to understand it or use it correctly in the answer.</td>
<td></td>
</tr>
<tr>
<td>(iii) Does not address all aspects of the question. May contain some irrelevant material.</td>
<td></td>
</tr>
<tr>
<td>(iv) Demonstrates reasonable but incomplete understanding of topic and its context.</td>
<td></td>
</tr>
<tr>
<td>(v) Shows limited critical and analytical abilities. Shows limited independent thinking.</td>
<td></td>
</tr>
<tr>
<td>(vi) Ideas not always expressed coherently. Some faults in logic and structure of essay. Standard of English acceptable. Diagrams, where used, not always detailed or relevant.</td>
<td></td>
</tr>
</tbody>
</table>
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| (i) Contains a reasonable amount of the information required with several minor and only a few major errors. | D1 – D3 | Satisfactory | Third Class |
| (ii) Limited evidence of having read literature; fails to understand it or use it correctly in the answer. | | | |
| (iii) Addresses only some aspects of the question. May include some irrelevant material. | | | |
| (iv) Demonstrates limited or patchy understanding of the topic and its context. Little evidence of critical and analytical abilities. | | | |
| (v) Shows little independent thinking. | | | |
| (vi) Ideas rarely expressed coherently. Some faults in logic and structure of essay. English mediocre. Diagrams, where used, lacking in detail and relevance. | | | |

| (i) Contains a limited amount of the information required with many minor and some major errors. | MF | Marginal Fail/ Compensatable | Degree without Honours |
| (ii) Little or no evidence of having read relevant literature. | | | |
| (iii) Does not really address the question. May include a lot of irrelevant material. | | | |
| (iv) Demonstrates little understanding of topic and its context. Very little evidence of critical and analytical abilities. | | | |
| (v) Shows no independent thinking. | | | |

| (i) Contains very little of the information required and/or substantial factual errors. | CF | Clear Fail | Degree without Honours |
| (ii) Little or no evidence of having read the relevant literature. | | | |
| (iii) Fails to address the question either because material is largely irrelevant or because there is little or no information. | | | |
| (iv) Demonstrates very little understanding of topic and its context. No evidence of critical and analytical abilities. | | | |
| (v) Shows no independent thinking. | | | |
Appendix 2: Honours Degree Classification

Honours classification for all Degree programmes will normally be based upon the following grade spectrum expressed in proportions of the overall assessment total for the Degree.

<table>
<thead>
<tr>
<th>Honours Classification Spectrum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; grades at A3 or above in at least 50% of total assessment</td>
</tr>
<tr>
<td>grades at B3 or above in at least 75% of total assessment</td>
</tr>
<tr>
<td>grades at C3 or above in 100% of total assessment</td>
</tr>
<tr>
<td>2/1 grades at B3 or above in at least 50% of total assessment</td>
</tr>
<tr>
<td>grades at C3 or above in at least 75% of total assessment</td>
</tr>
<tr>
<td>grades at D3 or above in 100% of total assessment</td>
</tr>
<tr>
<td>2/2 grades at C3 or above in at least 50% of total assessment</td>
</tr>
<tr>
<td>grades at D3 or above in at least 75% of total assessment</td>
</tr>
<tr>
<td>3 grades at D3 or above in at least 75% of total assessment</td>
</tr>
</tbody>
</table>

In addition, the overall average grade (calculated using the aggregation scale in Table 2) for each class of Honours must be equal to or higher than one grade below the class boundary: that is B1 for a first, C1 for an upper second, D1 for a lower second and E for a third.