

Year 4 BSc Guide

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Disclaimer

It should be noted that, although every effort has been made to ensure that the information in this document is correct at the time of going to press, information may be subject to change. You will be informed of any changes that affect the curriculum or your progress through the course.

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1. Welcome to Year 4

Welcome to the BSc Year and your 2012-13 BSc Course. This guide will hopefully answer most questions about the BSc Year.

Course contacts:

If you have any queries or concerns related to your particular BSc you can contact:

- Your Course Director(s), who can offer advice with regard to the course as a whole
- Your Module Leader(s), who can offer advice related to their specific Part B module
- Project Coordinator/Project Supervisor, who can offer advice on project queries (Part C)

Your personal tutor should be your first point of contact if you have a health, academic or other issue, which you feel you cannot address with the above. The list of personal tutors and their contact details is available here:

<https://education.med.imperial.ac.uk/Years/Welfare/index.htm>

Students with disability:

1. **Your Disability Liaison Officer** (Professor Terry Tetley, t.tetley@imperial.ac.uk)
<http://www3.imperial.ac.uk/registry/exams/specialexamarrangements>

2. **Disability Advisory Service:** <http://www3.imperial.ac.uk/disabilityadvisoryservice>

3. **Disabled Students Allowance:**
<http://www3.imperial.ac.uk/disabilityadvisoryservice/supportforstudents/dassupport>

Students attending Casualty: In the past, there have been incidences of students directly attending casualty or outpatients for minor ailments, rather than seeing their GP in the first instance (sometimes on the advice of consultants to whom they have been attached). Due to changes in the nature of primary care funding, it is no longer acceptable either clinically or financially for medical student to by-pass their GP and go straight into secondary care. If you have a minor ailment which requires treatment, please arrange to see your GP.

If you require advice on whether or not it may be necessary for you to report directly to A&E for a condition you think may be potentially more urgent, please contact NHS Direct on 0845 4647 for nurse advice and health information. This helpline is open 24 hours.

Student Counselling Service (Sherfield Building, South Kensington campus):

<http://www.3imperial.ac.uk/counselling/howtocontactus/appointments>

Administrative and Academic contacts in the Faculty:

- Dr Antony Aleksiev, BSc Curriculum Administrator, FEO, a.aleksiev@imperial.ac.uk
Tel: 020 8383 1071
- Ms Janette Shiel, Student Services Manager, FEO, j.shiel@imperial.ac.uk
Tel: 020 7594 9801
- Professor Alison McGregor, Head of Year 4 (BSc), a.mcgregor@imperial.ac.uk
Tel: 020 3313 8831
- Professor Terry Tetley, Senior Welfare Tutor for the Medicine and Science BSc's, t.tetley@imperial.ac.uk
Tel. 020 7351 8445

Student Union contacts:

- Mr Shiv Vohra, Imperial College School of Medicine Student Union (ICSM SU) President
medic.president@imperial.ac.uk
Tel: 020 7594 8079
- Mr Matthew Hutchins, BSc Year 4 Academic Officer Student Education Representative:
icsm.ao4bp@imperial.ac.uk

BSc Staff Student Liaison Group (SSLG4): this committee is chaired by the ICSM SU President and comprises student representatives of all BSc courses. You can raise concerns and queries about teaching, timetabling, support, etc. in your course through your course rep who will bring them up at the next SSLG4 meeting.

Archive SSLG 4 minutes: <https://education.med.imperial.ac.uk/committees/sslq4.htm>

I hope you enjoy your BSc year!

2. Registration

All students **must** register online before the start of their course. You will be contacted by Registry with an e-mail containing the link and log-in information for your registration before the course begins. If you do not receive/lose this information or have difficulties logging on, please email registry.support@imperial.ac.uk

Students taking re-sit exams will be emailed by the College Registry once their re-sit results have been logged.

3. Student Agreement:

<https://education.med.imperial.ac.uk/Policies/studentagreement.pdf>

4. Aims and Objectives of your BSc

To deliver a rationale and coherent programme of study which provides you with a sound training in science and an understanding of how scientific knowledge has been acquired and how it is advanced.

Specifically, the course will provide you with:

- A sound knowledge and understanding of your field of study, extending to current research controversies and challenges
- An understanding of and critical approach to the scientific evidence on which this knowledge based
- An appreciation of the fundamental principles and practice of scientific research within the field including:
 - Legal and ethical issues and practice
 - The requirement for critical review of the relevant literature
 - The concept of developing and testing a hypothesis
 - The principles of experimental design
 - The principles underlying research methods/techniques pertinent to the field of study
 - Data analysis and interpretation, including statistics
- Experience of oral and written scientific communication

Teaching will be designed to encourage originality of thought and breadth of vision and will be delivered in a supportive learning environment underpinned by world class research.

In addition to a specialist knowledge and understanding of the field of study, it is intended that you will be trained the following intellectual and transferable skills:

- Independent learning and thinking
- Team work
- Problem solving
- Use of data bases for literature searches and data mining
- Data analysis, evaluation and presentation
- Critical evidence-based analysis and evaluation of scientific literature.
- Selection of information
- Communication (oral and written)
- Project and time-management
- Fundamental research methodology
- Awareness of the ethical, legal and social issues pertinent to biomedical research

5. **Your BSc course: Outline, Part B modules, timetables, lecture slides and course contact details:** <https://education.med.imperial.ac.uk/Years/4-1213/index.htm> (Year 4 intranet page of your BSc)

6. **BSc Structure**

The BSc Year is made of the following components:

- Part A: Introduction to the BSc 2-week taught course (assessed via one formative piece of in-course assessment)
- Part B: 5-week taught Modules 1, 2 and 3 (assessed via two pieces of in-course assessment and a written examination paper each)
- Part C:
 - 10-week research BSc project (assessed via submitted write-up, oral presentation of the project and a mark for your performance during the project) OR
 - Specialist course made up of a 5-week taught module (assessed via two pieces of in-course assessment) and a 5-week mini-project (assessed via submitted write-up, oral presentation of the mini-project and a mark for your performance during the mini-project)

The 2012/13 BSc Dates are available here: <https://education.med.imperial.ac.uk/Years/4-1213/dates.doc>

If your Part C is BSc project, the allocation to actual project title will be organised by your BSc course. This normally takes place in the Autumn Term, November-December, but in some BSc courses may happen as late as January. The best person to talk to about BSc projects in your course will be:

- The course project co-ordinator (where in place)
- Your course director
- Your course administrator
- Part B module leaders, in whose field you are interested to do your project
- Individual lecturers who you may be interested working with and being supervised by

If you wish to change your Part C allocation, make sure to submit a completed Part C appeal form by Friday 19 October to a.aleksiev@imperial.ac.uk (here is the form: <https://education.med.imperial.ac.uk/Years/3-1112/ptcappeal.doc>).

7. **BSc Assessment**

7.1 **BSc Degree Classification**

In line with College Regulations, the **final** degree classification will be based upon the following scheme:

First:	70 - 100%
2-1:	60 - 69.9%
2-2:	50 - 59.9%
Third:	40 - 49.9%
Fail:	< 40%

You are required to pass ($\geq 40\%$) all modules of your BSc (Parts B and C) in order to graduate/pass the year.

7.2 **Part A (Introduction to the BSc): 24 September – 5 October 2012**

Only one formative piece of ICA*, which can be anything from an essay to a (group) presentation. You will be required to submit but not pass the assessment. Material taught in the Intro- course could be included in the written Part B examinations.

The Library session on avoidance of plagiarism and subsequent quiz are compulsory to attend and submit, respectively.

Faculty's Academic Honesty Policy:

<https://education.med.imperial.ac.uk/Policies/honesty.htm>

**7.3 Part B (Modules 1-3): 8 October 2012 – 1 February 2013
(Christmas Break: 15 December 2012 – 1 January 2013)**

The ICA* is compulsory to attend and/or submit but not to pass. Each Module normally comprises one written essay (up to 2,500 words), assessed based on the following marking scheme (<https://education.med.imperial.ac.uk/Staff/markingscriteria.pdf>) and another coursework like a presentation, critical appraisal of a scientific paper, data interpretation task, etc.

***Written ICA will be submitted via a specially designated portal for your course on our virtual learning environment, Blackboard** (<http://www3.imperial.ac.uk/ict/services/e-learning/vle> - Select Blackboard CE8).

- Instructions about how to access and submit coursework on Blackboard are available here: <https://education.med.imperial.ac.uk/Staff/Bbsub.pdf>
- Most importantly, you must submit your essay in the following format: <https://education.med.imperial.ac.uk/Staff/tmplticasub.doc>; this allows the exclusion of title, abstract, figure and table legends and reference list from the word count.
- All portal submissions for which there is a deadline are subject to penalty for late submission (5% off the mark for every day late up to 14 days and no mark after 14 days late). Essays are subject also to a penalty for word count (1% off the mark for every 1% above set word limit).
- All submissions will be run through Turnitin for plagiarism check.

This is where all instructions and information about coursework submission, incl. projects (specialist course mini-projects), marking, etc. will appear:

<https://education.med.imperial.ac.uk/Staff/BScwork.htm>

The examination paper will comprise:

- Section 1 (~ 1 h and 15 min): One essay from a choice of 3
- Section 2 (1 h): Data interpretation task which can be one of two types: a) graphs, tables, and image data for interpretation; or b) summary of key findings and critical appraisal of a published scientific paper. (You can expect to have type a) in two out of the three Part B examination papers)
- Section 3 (45 min): 3 out of 5 short-answer questions.

Written examinations conduct: <https://education.med.imperial.ac.uk/Policies/conduct.docx>

7.4 Part C (Modules 4-5): 25 February – 23 May 2013 (Easter Break: 27 March – 2 April)

BSc Project:

- Submission deadline for the write-up will be **2 pm on Thu 23 May 2013**
- Submission can be made only via especially designated Blackboard portal for the BSc
- Write-up will be subject to penalties for lateness and word count (same as above Part B ICA penalties) and plagiarism check through Turnitin
- 2012-13 Guidelines for the write-up: these will be available on the intranet in February 2013; they will appear here <https://education.med.imperial.ac.uk/Staff/BScwork.htm>

- Marking scheme for the write-up, oral presentation and performance during the project: these will be available on the intranet in February 2013; they will appear here <https://education.med.imperial.ac.uk/Staff/BScwork.htm>
- Agreed Project Contribution by Supervisor and Student must be inserted into the submitted write-up, after the Title page; this form will be available on the intranet in February 2013; it will appear here <https://education.med.imperial.ac.uk/Staff/BScwork.htm>

Specialist Courses:

The 2012-13 courses are:

- **Death, Autopsy and Law**
Course Leaders: Drs Wing May Kong (w.kong@imperial.ac.uk) and Michael Osborn (m.osborn@imperial.ac.uk)
- **History of Medicine**
Course Leader: Dr Neil Tarrant (n.tarrant@imperial.ac.uk)
- **Medical Humanities**
Course Leader: Ms Giskin Day (giskin.day@imperial.ac.uk)
- Submission deadline for the write-up will be **2 pm on Tue 14 May 2013**
- Submission can be made only via especially designated Blackboard portal for the Specialist course
- Write-up will be subject to penalties for lateness and word count (same as above Part B ICA penalties) and plagiarism check through Turnitin
- 2012-13 Guidelines for the write-up: these will be available on the intranet in February 2013; they will appear here <https://education.med.imperial.ac.uk/Staff/BScwork.htm>
- Marking scheme for the write-up, oral presentation and performance during the mini-project: these will be available on the intranet in February 2013; they will appear here <https://education.med.imperial.ac.uk/Staff/BScwork.htm>
- Agreed Project Contribution by Supervisor and Student must be inserted into the submitted write-up, after the Title page; this form will be available on the intranet in February 2013; it will appear here <https://education.med.imperial.ac.uk/Staff/BScwork.htm>

7.5 BSc Vivas – Wednesday 12 June 2013

The BSc courses hold viva examinations for certain categories of students. The viva is not compulsory so if invited you will not be required to attend. This oral examination will give you the chance to increase your overall BSc mark by up to 5%.

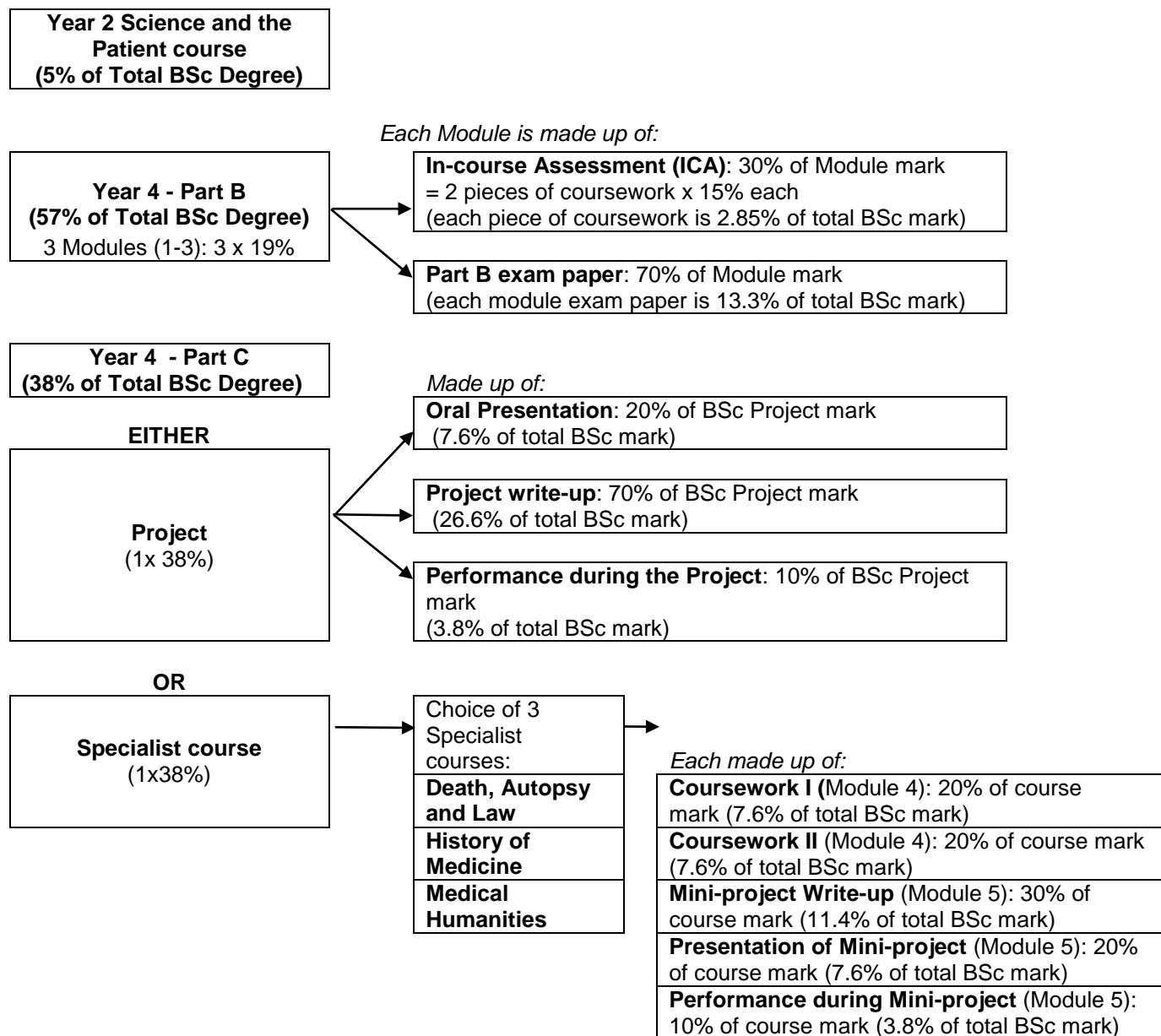
Who can expect to be invited to viva?

- Anyone whose overall mark is below 2.5% of a boundary. The maximum uplift in this category is 2.5%.
- Anyone with mitigating circumstances approved by the appropriate Panel who fall 5% below a boundary. The uplift range permitted in this category is 2.5% to 5%.
- Anyone who has been identified as possible prize winner.

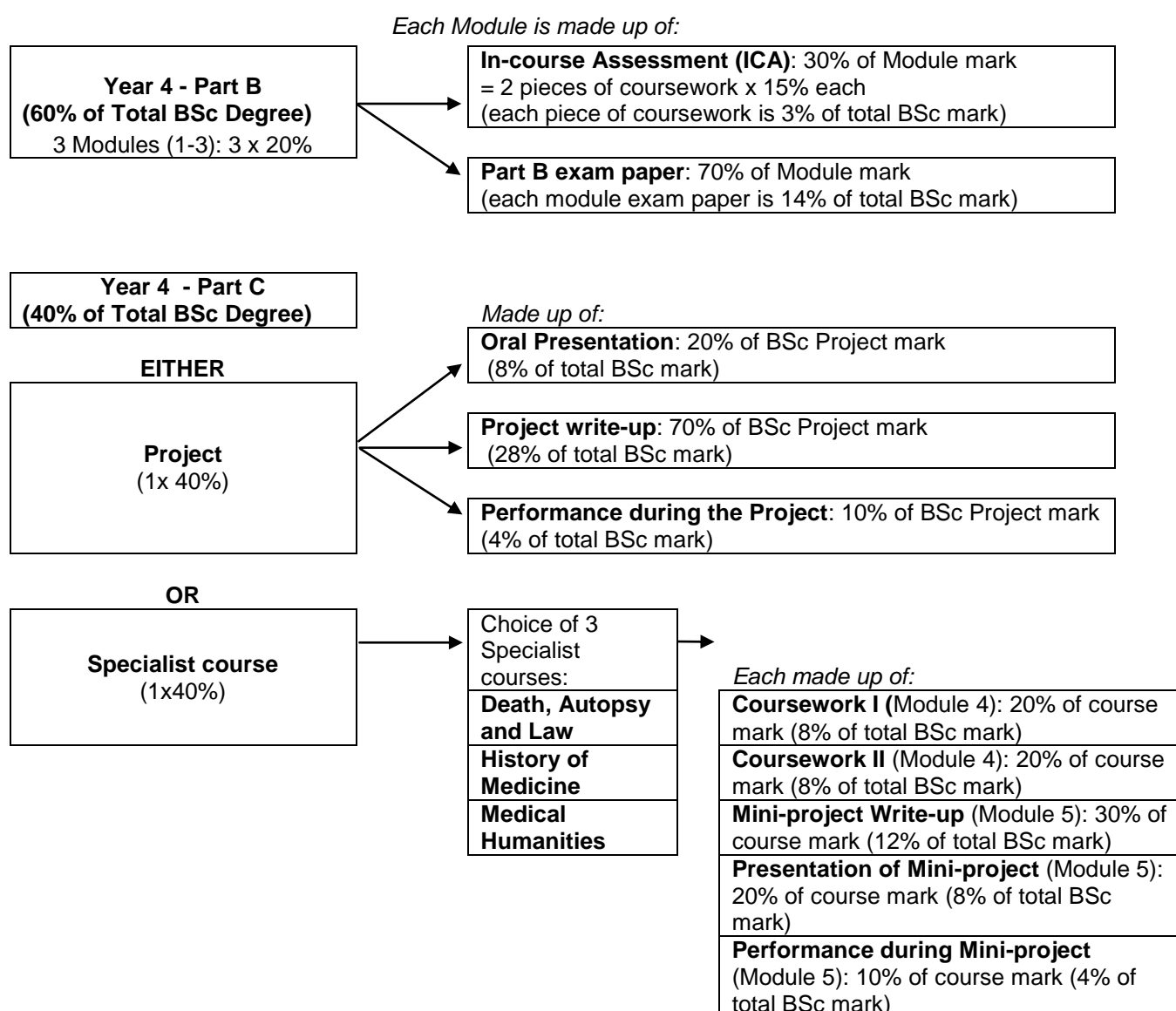
Further details:

- Viva invitations will be emailed by the BSc course no more than 48 hrs in advance.
- Everyone selected for viva will be emailed at once.
- The vivas in all BSc courses will be held on a Wednesday; the exact time and venue will be announced at the start of Part C by the BSc course director.
- Only prize candidates will be told why they are invited to viva.
- No one will be told their uplift (if any)
- The viva will cover the taught elements of the course and Part C
- Questions relating to Part C (project or specialist course's mini-project) will normally take no more than 5 minutes of a 15 minute viva.

Break-down of the BSc mark of College medical students:



Break-down of the BSc mark/Year 3 mark of the external intercalated/BMS students:



8. **MB/PhD:** <https://education.med.imperial.ac.uk/Years/4-1112/PhD.htm>

9. Prizes

We award a prize for the best student (highest overall mark, post-viva) in each BSc course (except Management). The top students enter competition for the Best Overall Performance in the BSc Prize (Charles Power). In addition, the top performing students in the BSc Project (Part C) are invited to submit project abstract for the Best BSc Project Prize (Evelyn de Rothschild). We select three students for each of these two prizes and invite them to give a talk based on a) a self-selected, non-project topic, for the Charles Power contestants; or b) their BSc project, for the Evelyn de Rothschild contestants; at our BSc Prize Presentation Evening, held usually around the start of the new BSc Year. External intercalated students and Year 3 BMS students are eligible for these prizes although in the latter case students are awarded a Faculty of Medicine equivalent and not the Medicine named prize. We also award prizes to the top performers in the specialist courses and the overall top performer in Part B.

Full list of the Year 4 (BSc) Prizes: <https://education.med.imperial.ac.uk/Prizes/index.htm#4>

10. **Library:** <http://www3.imperial.ac.uk/library>
11. **Policies and Procedures** (<https://education.med.imperial.ac.uk/Policies/Policies.htm>):
- Attendance, Holidays & Leave of Absence:**
<https://education.med.imperial.ac.uk/Policies/attend170912.pdf>
- Criminal Records Disclosure (CRB Policy):**
<https://education.med.imperial.ac.uk/Policies/CRBpolicy.pdf>
- Security – Identification Cards:** <https://education.med.imperial.ac.uk/Policies/IDcards.htm>
- Participation as a subject in research projects:**
<https://education.med.imperial.ac.uk/Policies/subjectresearch.htm>
- Safety Policy and Accident Reporting:**
<https://education.med.imperial.ac.uk/Policies/safety.htm>
- Health screening for Biomedical Sciences students undertaking BSc project in Part C:**
<https://education.med.imperial.ac.uk/Years/4-1112/yr3bms.docx>
- Course Evaluation, Feedback and SOLE (Student On-Line Evaluation):**
<http://www3.imperial.ac.uk/registry/information/sole/>
- Patient Confidentiality:**
<https://education.med.imperial.ac.uk/Policies/patientconfidentiality.htm>
- Storing and Processing Patient Data:**
<https://education.med.imperial.ac.uk/Policies/patientdata.htm>
- Code of Practice for Students Having Patient Contact:**
<https://education.med.imperial.ac.uk/Policies/patient-contact.htm>
- Code of Practice for Lecture Theatres:**
<https://education.med.imperial.ac.uk/Policies/lectures.htm>
- Computer Laboratory Food and Drink Policy:**
<https://education.med.imperial.ac.uk/Policies/fooddrinkPCs.htm>
- Fitness to Practice:**
<http://www1.imperial.ac.uk/medicine/teaching/undergraduate/medicine/mbbsbsc/studentsupport/fitnesstopractise/>
- College Policy on student employment during studies:**
<https://education.med.imperial.ac.uk/Policies/employment.pdf>