Faculty of Science
Undergraduate and Postgraduate Taught Students

School of Biological Sciences
Student Handbook 2014-15
Please note that whilst every care has been taken to ensure that the information in this handbook is accurate, it is subject to change during the academic year. The handbook is intended as a guide only. Full reference should be made to the University’s web pages for the full rules and regulations and updated information.
Welcome to BIO

Welcome to the School of Biological Sciences at the University of East Anglia. You have made an excellent choice! In coming to BIO you are joining a school that is consistently ranked in the top tier both for its teaching and its research. The School will provide you with an exciting, dynamic and supportive learning environment, one by which we hope that you will be enthused, challenged and engaged. You will be taught by experienced and knowledgeable biologists, experts in their respective fields, who are deeply committed to providing you with a truly outstanding education. I hope you will take advantage of the exciting opportunities offered by BIO, and by UEA more widely, as you move into the next phase of your development as a biologist.

As Head of BIO, one of my duties is to ensure that the School provides you with the best possible learning environment. Our Directors of Teaching, Dr Mark Coleman (Undergraduate) and Dr Gary Rowley (Postgraduate) and Senior Adviser, Dr Michael Wormstone, work closely with all the academic staff to ensure that your degree course will provide the information and experiences you need to deepen your knowledge in whichever areas of biological sciences you have chosen to pursue.

I very much look forward to meeting you and welcoming you to the BIO family personally. If you would like to contact me directly at any time, please email my PA Emma Godbold (E.Godbold@uea.ac.uk).

I hope your time here in the School of Biological Sciences at the UEA will be successful and enjoyable and a platform for future achievement.

Very best wishes.

Professor Tamas Dalmay
Head, School of Biological Sciences
INTRODUCTION

Welcome to your programme of study in the School of Biological Sciences. This handbook will give you supplementary information about the School and provide a brief guide to some of the administrative structures and activities that will support you at UEA. Please make sure that you also read and understand the University and course regulations, procedures and processes in the University Student Handbook (Taught Programmes): www.uea.ac.uk/learningandteaching/students/gettingstarted/handbooks/

This gives important information including guidance, for example, on your module choices, plagiarism and extenuating circumstances.

If there is something you are unsure of and you cannot find the answer in this handbook or on the University’s information website https://portal.uea.ac.uk please ask your Adviser, or the Learning and Teaching Service (Elizabeth Fry Building).

Faculty of Science
The Science community at the UEA has six main Schools of Study, listed below, and is managed by the Dean of Science (Professor Philip Gilmartin).

- Biological Sciences BIO
- Chemistry CHE
- Computing Sciences CMP
- Environmental Sciences ENV
- Mathematics MTH
- Pharmacy PHA

We are proud of our inter-disciplinary approach and you can find further information about each School on the website, through the digital screens and notice boards.

YOUR ACADEMIC ADVISER

You will be allocated a member of academic staff as your Adviser. Lists of Academic Advisers are posted on the Teaching Noticeboard in the BIO Reception, plus there will be an introductory session held during your first week.

The role of your Personal Adviser is described in the University Student Handbook (Taught Programmes). The principal role of the Adviser is to provide academic and pastoral advice to students and to monitor their academic progress. The following is a summary of an Adviser’s academic duties and responsibilities:

(1) to be available for academic advice and to monitor the academic progress of their advisees;
(2) to be familiar with the University’s Regulations for Undergraduate Degrees, the Instructions to Examiners (including any Appendices which apply to their School), and procedures relating to all student matters to a sufficient level to enable them to discharge their duties and responsibilities properly in respect of their own advisees without regular recourse to colleagues;
(3) to draw to the attention of the Head of the School and the relevant Examinations Boards any factors which may affect the performance of an advisee in any part of an Assessment and which may assist the examiners in the performance of their duties.
You need to keep in touch with your Adviser and to let him/her know about any problems as soon as possible.

**SUPPORT NETWORK**

In addition to your Adviser there are many other sources of support available to you, such as Dean of Students, Union Advice Centre, Nightline and the UEA Wellbeing and Mental Health. Further information is available here: [www.uea.ac.uk/services/students](http://www.uea.ac.uk/services/students)

Also, the Learning and Teaching Hub can assist with questions you have about your studies and can be contacted at bio_ug.hub@uea.ac.uk (Undergraduate) and sci_pgt.hub@uea.ac.uk (Postgraduate). See [www.uea.ac.uk/learningandteaching](http://www.uea.ac.uk/learningandteaching) for further information.

**FINDING INFORMATION**

**Email Protocol**

You will receive most communication at UEA via your university email account. **For this reason, it is vital that you check your UEA email at least every other day and preferably once a day.**

It is best to email any queries as far in advance as you can. Our academic staff can get upwards of thirty or forty emails a day and will be teaching, advising or working on research. Please allow staff three working days to reply to your email before you chase it up. Take the tonal cue from the person you are emailing – if your correspondent is formal or semi-formal you should match this more professional tone.

**Seeing a faculty member in person**

Many lecturers will keep their door open in office hours, but even if a member of faculty’s office door is shut in office hours you are welcome to knock at these times to see if they are available. Some faculty members post availability outside their office door, and you may also be able to ‘book’ appointments there.

**The Student Portal and Blackboard**

The UEA utilises the Blackboard Community System and Learning Environment. After logging in with your username and password you will see the home page of the UEA Portal, [https://learn.uea.ac.uk/](https://learn.uea.ac.uk/) (Fig. 1). Your module list can be found under the academic tab, these modules will contain lecture notes, announcements and other relevant documentation. The notifications dashboard will provide you with an overview of your modules and activities and is a useful tool to organize your time. The help and advice page contains a wealth of information on facilities offered by the university and provides links to important services relating to disability, accommodation, the UEA medical centre et cetera.
Figure 1. Screenshot of the Portal's home page, with the following links indicated: (1) The academic tab, (2) your notifications dashboard and (3) the help and advice tab.

More information on Blackboard and the Portal, including a 'getting started' guide, is available at [www.uea.ac.uk/blackboard/students](http://www.uea.ac.uk/blackboard/students).

### School Website and Social Media

- [www.uea.ac.uk/biological-sciences](http://www.uea.ac.uk/biological-sciences)
- [www.facebook.com/ueabio](http://www.facebook.com/ueabio)

### UEA Social Media

- [www.twitter.com/uniofeastanglia](http://www.twitter.com/uniofeastanglia)
- [http://uniofeastanglia.tumblr.com/](http://uniofeastanglia.tumblr.com/)
- [www.flickr.com/uniofeastanglia](http://www.flickr.com/uniofeastanglia)
- [www.linkedin.com/edu/university-of-east-anglia-12699](http://www.linkedin.com/edu/university-of-east-anglia-12699)
- [www.youtube.com/ueaofficial](http://www.youtube.com/ueaofficial)
- [instagram.com/uniofeastanglia](http://instagram.com/uniofeastanglia)

### Notice Boards

There are notice boards throughout the school which display a variety of information about teaching, research, events, PhD opportunities and career guidance. These boards are regularly updated, so do keep an eye on them.
**KEY LOCATIONS**

**Internal Mail**
Internal mail is placed in the student pigeon holes next to the Post Room in the West Corridor of BIO Floor 01. Please check your pigeon hole regularly and remove all mail addressed to you. If you receive a parcel, the Local Support administration staff will email you to collect it from BIO 01.36.

To post work-related mail, you may leave unstamped letters in the box in the Post Room, or they can be handed in to the BIO General Office, Room 01.36. Print your name on the back of all items. The post is collected at 15:30 hrs and all mail is sent out 2nd class unless you request otherwise (indicate on the item). Please do not use the School to post personal mail.

**Lockers**
If you wish to use a locker they are available in the Floor 02 corridor towards the entrance to the George Duncan Teaching Lab. They are coin operated with a £1 coin and you can use the locker for as long as you wish. You are advised not to leave bags, motorcycle-helmets, or any personal items in the locker areas unless they can be accommodated in your locker.

**Rooms you should know**

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO Reception</td>
<td>Large foyer signposted from the main walkway (Floor 01)</td>
</tr>
<tr>
<td>BIO General Office</td>
<td>Room 01.36 (Floor 01) off BIO Reception</td>
</tr>
<tr>
<td>Head of School’s office</td>
<td>Room 0.23 (Floor 0)</td>
</tr>
<tr>
<td>Head of School’s PA’s office</td>
<td>Room 0.22 (Floor 0)</td>
</tr>
<tr>
<td>BIO Atrium and café</td>
<td>Floor 02, at the bottom of the stairwell</td>
</tr>
<tr>
<td>George Duncan Teaching Lab</td>
<td>Room 02.20, through the Atrium and follow corridor signposted ‘Teaching Labs’</td>
</tr>
<tr>
<td>Teaching Lab Prep Room</td>
<td>Floor 02, turn left on entering the Atrium and right through the double doors</td>
</tr>
<tr>
<td>SCI 0.31 Lecture theatre</td>
<td>Off the foyer signposted to Computing, Maths &amp; Education from the main walkway</td>
</tr>
<tr>
<td>BIO/MTH Computer Lab (BIO 0.12)</td>
<td>From the Floor 0 lobby area, go down the east corridor, through two sets of double doors and BIO 0.12 is on your right</td>
</tr>
<tr>
<td>MSc Room (BIO 01.49)</td>
<td>From BIO Reception, go down the east corridor and BIO 01.49 is the last door on your right</td>
</tr>
</tbody>
</table>

The people mentioned in this booklet are to be found in the School of Biological Sciences building, UEA, unless otherwise indicated. Other locations are given in brackets after each person’s name – in some cases abbreviations are used:

**BMRC**
Biomedical Research Centre

**BTO**
British Trust for Ornithology, Thetford
BIO is open from 08:00 - 18:00 hrs Mon-Fri. Your campus card can be programmed to permit access out of hours only by arrangement with your supervisor.

**ATTENDANCE**

Attendance is a key part of the learning experience at UEA and you need to go to all sessions appearing on your timetable unless it is indicated otherwise. Attendance will be monitored and absences will be recorded. Students whose attendance is unsatisfactory will be reported to the Head of School and asked to discuss the matter with their Adviser. Persistent unsatisfactory attendance can result in disciplinary action being taken by the School.

Check your timetable on the Portal and use planners to help manage your work load.

**PLEASE NOTE:** Postgraduate students do not get the same Christmas and Easter vacations as undergraduate students. You are expected to be in attendance at all times unless you have prior permission from your Head of School to be absent.
HOW YOU WILL RECEIVE FEEDBACK ON YOUR ACADEMIC STUDY

Your marker will typically annotate your returned work, or attach separately, comments about your work (‘feedback’). Feedback is also given to you in person during seminars or class discussions, as you work through practical sessions and often by your Adviser in advising meetings. Feedback may also be given by your peers in class discussions or sometimes when students assess the merits of each other’s work (‘peer assessment’).

There are two main types of feedback: ‘formative’ and ‘summative’. ‘Formative feedback’ is sometimes called ‘feed forward’ because comments are intended to help you improve future work. A mark is not usually given; the feedback is solely qualitative although occasionally a lecturer will give an ‘indicative’ mark. A formal mark is given in ‘summative assessment’ and this mark counts towards the formal assessment of the module, and apart from Year 1 at undergraduate level, towards the mark of your final degree. Deadlines still apply for submission of formative work.

You are awarded marks for your assessments based on marking criteria. To understand how and why you have been awarded a particular mark for an assessment, please refer to the ‘Senate Scales’ at: www.uea.ac.uk/learningandteaching/documents/assessment

PROGRESSION INFORMATION

Standard progression requirements are set out in the university student handbook available on your portal page. Students on some courses, such as Integrated Masters, or year abroad / year in industry programmes, may be required to achieve certain additional minimum levels in each year in order to stay on the course. Students will be notified if they have failed to meet the requirements and have had to be transferred to another course.

The specific requirements for the School of Biological Sciences are:
• For all Year Abroad programmes, from stage 1 to stage 2, and stage 2 to stage 3, a minimum of 40% in each module taken, and a minimum aggregate of 55% across the Stage.

• For all MSci programmes, from stage 1 to stage 2, and stage 2 to stage 3, and stage 3 to stage 4, a minimum of 40% in each module taken and a minimum aggregate of 60% across the stages.

• For all MSc programmes, the pass mark is 50%, merit is 60% and distinction is 70%.

Please see further information at www.uea.ac.uk/learningandteaching/documents/regulations_awards

VERY IMPORTANT: Where a student wishes to transfer during their first year from a BIO course with a lower entrance requirement to a different BIO course with a higher entrance requirement, the student’s A Level scores will be used to determine whether this is allowed. If a student wishes to transfer to another course (with a higher entrance requirement) following successful completion of their first year, the request will be considered by the School following the completion of a transfer request form available at: www.uea.ac.uk/learningandteaching/students/forms
PREPARING FOR YOUR FUTURE CAREER

The School of Biological Sciences works closely with the University’s Career Service to help you gain the skills, experience and expertise in applying for graduate level jobs and postgraduate research degrees. Opportunities and support is available from the very beginning of the degree, and students should be self-motivated to enhance skills in addition to what is taught in the curriculum. As any time spent in the workplace is valued by employers, students are also strongly encouraged to gain paid or voluntary work experience.

**Careers Service:** CareerCentral on The Street offers one-to-one appointments with careers advisers, enterprise guidance, mock interviews and general advice on CV preparation and applications. Drop in or call 01603 593452 to book.

Isla Hosking is your School contact and will be available for drop-in sessions in the BIO Atrium, fortnightly during term time. Look out for special employment events that we run with visiting organisations throughout the year, as well as seminar talks and the Recruitment & Opportunities Fair.

We encourage all our students to visit the Career Service at CareerCentral to find out about MyCareerCentral, your online career resource which will support you throughout your time at the UEA (and afterwards).

[mycareercentral.uea.ac.uk](http://mycareercentral.uea.ac.uk)

**School of Biological Sciences Summer Research School:** Second year students will be invited to apply for research internships in the autumn semester for projects undertaken the following summer. The projects (usually 8 weeks, £150-£180/week) are hosted by research laboratories within Biological Sciences and externally funded by funders such as Wellcome Trust, Physiological Society and Biochemical Society.

**Internships:** Internships are available throughout term time, during the summer and after you graduate. Internships provide the opportunity to develop your skills in a professional context, enhancing your CV and obtaining relevant experience:

[www.uea.ac.uk/internships](http://www.uea.ac.uk/internships)

**Access to External Mentors:** Want to find out what a job or sector is really like, by talking with somebody who’s been there and done that? Whether you arrange a one-off chat via ‘Insider Insights’ or benefit from more in-depth mentoring support, take advantage of our bank of mentors (mostly UEA alumni) to gain an insight into a wide range of careers, explore your career pathways and boost your confidence.

[www.uea.ac.uk/careers/mentors](http://www.uea.ac.uk/careers/mentors)

**Key contacts**
Director of Employability: Dr Samuel Fountain ([s.j.fountain@uea.ac.uk](mailto:s.j.fountain@uea.ac.uk))
BIO Careers Adviser: Isla Hosking ([i.hosking@uea.ac.uk](mailto:i.hosking@uea.ac.uk))
**HEALTH & SAFETY**

All Masters students in BIO must complete a compulsory safety course as part of the induction programme.

*Laboratory Safety for Undergraduates*

When you participate in a practical session either in the laboratory or field you will be informed of the specific and appropriate safety measures. This is an important part of your learning and essential that you follow the requisite safety instructions. Please arrive promptly for the practical sessions as safety instructions are given at the beginning.

Equipment and chemicals used within BIO can be hazardous and must be treated with respect. We are subject to rigorous safety regulations imposed by both the University and external bodies and all students are required to adhere to them.

Laboratory coats must be worn during practical lab sessions. Other personal protective equipment must be worn when you are instructed to do so. BIO provides these items of personal protective equipment free of charge; they are located at the front end of the laboratories in clearly labelled trays.

The consumption of food and drink in all BIO laboratories is strictly forbidden. Please wear appropriate footwear when in the laboratories; open toed shoes and sandals are not permitted within the laboratories.

Lockers are provided in corridor leading to the main Teaching Laboratories. Please use them to keep your clothes and bags in when you attend lab sessions to avoid chemical contamination and to ensure the floor is kept free from trip hazards.

Please note, lab coats should only be worn in designated laboratory areas and not other areas of the school, such as the BIO Atrium.

**IN AN EMERGENCY...**

If the emergency evacuation signal is given, which sounds like a siren raising and lowering in pitch, all staff and students are instructed to leave the building by the shortest route and assemble:

<table>
<thead>
<tr>
<th>Building</th>
<th>Location to assemble in emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO</td>
<td>On the grassed area next to the Sainsbury Centre</td>
</tr>
<tr>
<td>ENV</td>
<td>On the grassed area between Norfolk Terrace A-Block and the ITCS building.</td>
</tr>
<tr>
<td>CHE &amp; PHA</td>
<td>On the grassed area between Norfolk Terrace A-Block and the ITCS building.</td>
</tr>
<tr>
<td>CMP &amp; MTH</td>
<td>On the grassed area between Norfolk Terrace A-Block and the ITCS building.</td>
</tr>
</tbody>
</table>
Ensure that when you enter a building you look for the emergency exits in case there is a drill or evacuation.

First Aiders:

<table>
<thead>
<tr>
<th>School</th>
<th>First Aider Name</th>
<th>Location (room)</th>
<th>Telephone (ext.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO</td>
<td>Iain Barr</td>
<td>01.25 Teaching. 02.15</td>
<td>3525</td>
</tr>
<tr>
<td></td>
<td>Paul Candon</td>
<td>02.22</td>
<td>2444</td>
</tr>
<tr>
<td></td>
<td>Emma Godbold</td>
<td>Reception 47/02.01A</td>
<td>2782</td>
</tr>
<tr>
<td></td>
<td>Andrew Loveday</td>
<td>01.36</td>
<td>3222</td>
</tr>
<tr>
<td></td>
<td>Amy Lyall</td>
<td>0.22</td>
<td>2231</td>
</tr>
<tr>
<td></td>
<td>Jenny Phillips</td>
<td>Floor 0 technician</td>
<td>2269</td>
</tr>
<tr>
<td></td>
<td>Pam Wells</td>
<td>6/1.29</td>
<td>2195</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENV</td>
<td>Brian Bandy</td>
<td>0.74</td>
<td>3110</td>
</tr>
<tr>
<td></td>
<td>Paul Disdle</td>
<td>02.31</td>
<td>1199</td>
</tr>
<tr>
<td></td>
<td>Carol Robinson</td>
<td>01.23</td>
<td>3174</td>
</tr>
<tr>
<td></td>
<td>Roland von Glasow</td>
<td>01.33</td>
<td>3204</td>
</tr>
<tr>
<td></td>
<td>Tina Sills</td>
<td>0.64</td>
<td>3224</td>
</tr>
<tr>
<td></td>
<td>Joseph Hawes</td>
<td>01.09</td>
<td>1383</td>
</tr>
<tr>
<td></td>
<td>Katy Appleton</td>
<td>0.01 (Zicer)</td>
<td>1095</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHE &amp;</td>
<td>James Goillau</td>
<td>5.06</td>
<td>2002</td>
</tr>
<tr>
<td>PHA</td>
<td>Mark Middleton</td>
<td>5.06</td>
<td>2002</td>
</tr>
<tr>
<td></td>
<td>Lisa Oakey</td>
<td>Teaching Lab</td>
<td>2027</td>
</tr>
<tr>
<td></td>
<td>Matthew Applegate</td>
<td>Teaching Lab</td>
<td>2027</td>
</tr>
<tr>
<td></td>
<td>Matthew Myles</td>
<td>01.113</td>
<td>2010</td>
</tr>
<tr>
<td>CMP &amp;</td>
<td>Paul Hammerton</td>
<td>SCI 1.04</td>
<td>2989</td>
</tr>
<tr>
<td>MTH</td>
<td>Rudy Lapeer</td>
<td>SCI 2.33</td>
<td>2305</td>
</tr>
<tr>
<td></td>
<td>Helena Spurrell</td>
<td>SCI 2.45</td>
<td>2844</td>
</tr>
</tbody>
</table>

Emergency contact: Ext 2222.

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**ZIGGURAT CHALLENGE**

What is the ‘Ziggurat Challenge’?

A University-wide sports competition, that runs throughout the academic year. Students, staff and alumni can all represent their school of study, in our case, the school of Biological Sciences. We play around 20 different sports throughout the year from football to archery, rounders to lacrosse. Each School is ranked on how well they did in each sport, and given points. Points are added up at the end of the year, when the winners are announced. It’s all about fun (and a little bit about winning!).

How good do I need to be to play?
Every level of player can take part in the competition, particularly if you are not currently in a team, or just want to try out a new sport. If you don’t want to play, we also get points for having spectators so come along and support our teams!

**How much does it cost?**

Providing you have access to the Sportspark (using your student card or a membership card), the competition is completely FREE! You can participate as many times as you like throughout the year at no cost. (If you don’t have an access card, 60p entry to the Sportspark will be charged).

**When does it take place?**

Events are on a Tuesday evening or a Wednesday afternoon, and are all held on campus, usually at the Sportspark. Keep a look out for the Ziggurat timetable which will be available at the start of term. The first event will be the ‘fun run/walk’ around the broad on 8th October 2014, a great way to see campus.

**What do we win?**

The school of Biological Sciences are the current Ziggurat Champions from 2013-2014, and we want to retain our title! We won a big trophy and bragging rights over the rest of the University!

Most of all it is great fun, and a wonderful opportunity to meet new people from across the University. If you would like more information about the challenge please email one of the BIO sports reps; M.Huxley@uea.ac.uk or Nick.Brown@uea.ac.uk.

**STUDENT REPRESENTATION IN YOUR SCHOOL**

As with other schools in the university, BIO operates a staff/student liaison group at which both undergraduate and postgraduate student representatives can raise issues of concern or seek information and guidance on matters related to their course or University experience.
In BIO, we feel it is vital to hear your views about our courses and how you feel about the School in general. The Staff/Student Liaison Group (SSLG) is vital, where matters of student interest (such as those concerning coursework, technical needs and social events) are discussed and resolutions of action are proposed to the School Board.

The BIO SSLG is chaired by Dr Andy Gates and minutes of the meetings are published on Blackboard. Please make your voice heard and even consider becoming a Board representative when the call goes out at the beginning of the Autumn Semester!

**Student Union:**

For more information on the Student Union please go to: [www.ueastudent.com](http://www.ueastudent.com/)

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**SCHOOL PRIZES**

There are prizes to be won in each year of study (although not all prizes are awarded each year).

**Prizes for Years One and Two**

**Ecology**
1. Luke Robinson Puddy Memorial Prize for first year undergraduate students registered in BIO and studying in the areas of population biology, conservation and ecology who have made the most significant progress during first year of study – £400
2. Chris Lelliott Memorial Prize in Field Ecology – for the overall highest mark in the Field Ecology module - £250

**Nomination for University Prize**
3. School nomination for Ede and Ravenscroft Prize for significant academic and/or extra curricular achievement - £1000
   Each Head of School is invited to nominate one student at the end of their first or second year of full-time (or equivalent) study.

**Society for General Microbiology**
4. Undergraduate Microbiology Prize – for best performance in microbiology in their second year of full time study (or part time equivalent) - £150, a certificate and a free year’s membership of the Society

**The Biochemical Society**
5. Undergraduate Prize for the best biochemistry undergraduate student during Year 2 of study - £100, a framed certificate and a free year’s membership of the Society.

**Industry Prizes**
7. John Innes Foundation - outstanding academic achievement in Biological Sciences in Year 2 - £200
8. John Innes Foundation - outstanding academic achievement in Biological Sciences in Year 1 - £150
Prizes for Finalists

**Biology**
9. Lovett Best Performance in the Final Assessment Prize, for the highest-weighted average over the second and final ‘counting’ years - £500
10. Lovett Highly Commended for Performance in the Final Assessment Prize for the second highest weighted average over the second and final ‘counting’ years - £250
11. Lovett Best Performance in the Final Year Prize for the highest average mark in the final year - £150
12. John and Pamela Salter Charitable Trust Prize for best performance in Final Assessment in Biochemistry - £100
13. Tony Sims Award for the best final year project on experimental biology - £200
14. George Duncan Memorial Prize for Outstanding Achievement (throughout the degree programme) - £250
15. Society of Biology Top Bioscience Student for the student who achieves the highest percentage mark in their year of graduation – certificate of achievement and a year’s free graduate membership to the Society.

**Biomedicine**
16. Humane Research Trust Prize for best performance in Biomedicine degree - £500

**Ecology**
17. Michael Graham Prize for best performance in Ecology degree - £100
18. Michael Graham Prize for best conservation project by a BIO or ENV student (not necessarily the highest mark but the project with the strongest conservation content) - £100

**Prize for MSc Students**

**Ecology**

**AFFILIATED INSTITUTES**

The following institutes are affiliated with the School of Biological Sciences:

The British Trust for Ornithology  
[www.bto.org/](http://www.bto.org/)

Centre for Environment, Fisheries & Aquaculture Science  
[www.cefas.defra.gov.uk/](http://www.cefas.defra.gov.uk/)

The Genome Analysis Centre (TGAC)  
[www.tgac.ac.uk/](http://www.tgac.ac.uk/)

Institute of Food Reserach  
[www.ifr.ac.uk/](http://www.ifr.ac.uk/)

John Innes Centre  
[www.jic.ac.uk](http://www.jic.ac.uk)
The Microbiology Department
www.nnuh.nhs.uk/Dept.asp?ID=197

Morley Agricultural Foundation
www.tmaf.co.uk/index

National Institute for Agricultural Botany
www.niab.com/

Norfolk & Norwich Institute for Medical Education
www.nnuh.nhs.uk/page.asp?id=26

The Sainsbury Laboratory
www.tsl.ac.uk/

USEFUL WEBSITES

Information for new students:
www.uea.ac.uk/current/information-for-new-students

Dean of Students web page:
www.uea.ac.uk/dos

Student Union Web page
www.uea.ac.uk/study/undergraduate/student-life/on-campus/students-union

First bus timetables

University Medical Centre
www.umsuea.co.uk/

University Dental Practice
www.uea.ac.uk/dentist
## APPENDIX – KEY CONTACTS IN YOUR SCHOOL

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Name</th>
<th>Email</th>
<th>Tel</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

A list of all staff working at the UEA in your School can be found by going to the main UEA website “people pages” area for your School: [www.uea.ac.uk/biological-sciences/people](http://www.uea.ac.uk/biological-sciences/people)