



# **MSc in Musculoskeletal Sciences Taught**

**2016-2018**



## *Statement of Coverage*

---

This Student Handbook applies to students starting the MSc in Musculoskeletal Sciences in Michaelmas term 2016. Please note that the information in this handbook may be different for students starting in other years.

## *Disclaimer*

---

The Examination Regulations relating to this course are available at  
<https://www.admin.ox.ac.uk/examregs/> and  
[https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/ndorms/msc\\_muscskel](https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/ndorms/msc_muscskel)

If there is a conflict between information in this handbook and the Examination Regulations, then you should follow the Examination Regulations. If you have any concerns, please contact Lydia Underdown- [lydia.underdown@ndorms.ox.ac.uk](mailto:lydia.underdown@ndorms.ox.ac.uk).

The information in this handbook is accurate as at October 2016, however it may be necessary for changes to be made in certain circumstances, as explained at <https://www.ox.ac.uk/admissions/graduate/courses/changes-to-courses?wssl=1>. If such changes are made the department will publish a new version of this handbook together with a list of changes and students will be informed.



## *Version*

---

<b>Version</b>	<b>Published</b>
<b>1.0</b>	For MT 2016

# *Contents*

---

## **Foreword**

Statement of Coverage	i
Disclaimer	i
Version	ii
Introduction	1
Welcome from the Course Director	3
Key Information Sources	4
Course Contacts	5
Useful Website	8
Building Map Access	9
Important Dates	10
Communication	11

## **Course Overview**

Course Aims and Outcomes	15
Course Structure	16

## **Teaching, Learning and Assessments**

Organisation of Teaching and Learning	21
Literature Review and Research Proposal	22
Assessment Structure	24
Feedback on Learning and Assessment	26
Examination Conventions	28
Good Academic Practice and Avoiding Plagiarism	28
Entering University Examinations	29
Examination Dates	29
Sitting your Examinations	30
External Examiner and Examiners Reports	31

---

<b>Skills and Learning development</b>	
Academic Progress	35
Induction	35
Opportunities for skills Training and Development	36
Opportunities to Engage in the Department Research Community	36
Careers Information and Advice	37
Department Representation	38
 <b>Student Life and Support</b>	
Who to Contact for Help	41
Complaints and Appeals	43
Student Societies	45
Policies and Regulations	45
 <b>Facilities</b>	
Libraries	49
IT	50
 <b>Annex</b>	
Course Dates	53
Complaints and Appeals	55

# INTRODUCTION

## *Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences*

---

The MSc in Musculoskeletal Sciences course is run by the Nuffield Department of Orthopaedics, Rheumatology & Musculoskeletal Sciences (NDORMS), which is one of the academic departments within the Medical Sciences Division of the University of Oxford.

NDORMS is the largest European academic department in the field and runs a globally competitive programme of research and teaching.

The research arm of the department is largely housed in the Botnar Research Centre which is situated next to the Nuffield Orthopaedic Centre (NOC). The collaboration with the NOC puts the department in an excellent and rare position, where researchers work alongside clinicians. This substantially improves research capability, improving access for researchers to patients, and facilitates the interaction between clinicians and scientists, which is essential for successful translational research.

NDORMS is headed by Professor Andrew Carr, with around 400 staff including 80 post-graduate students, and more than 30 professors, several university lecturers, and senior researchers personally supported by prestigious awards.

The research covers a broad range of areas, including orthopaedic surgery, inflammation, immunology, rheumatology, medical statistics, epidemiology, and clinical trials.

NDORMS has two internationally renowned institutes:

- the Botnar Research Centre
- the Kennedy Institute of Rheumatology

NDORMS host and collaborate with a number of leading research units, including:

- the Centre for Statistics in Medicine (CSM)
- the Oxford Clinical Trials Research Unit (OCTRU)
- the Surgical Interventions Trials Unit (SITU)
- the Centre for Osteoarthritis Pathogenesis (OA Centre)
- the Kadoorie Centre for Critical Care Research and Education



# *Welcome from the Course Director*

---

Dear Students,

I would like to welcome you to Oxford at the start of an exciting and interesting two-year course.

The key to success with this MSc is good organisation, communication, effective collaboration and time management.



Across the department, the division and the university as a whole, there is an abundance of skills training courses available, most of which are free of charge, for all post-graduate students to attend. Please do make sure you take advantage of these opportunities.

This handbook provides essential information about your assignments, exams, academic and pastoral support.

We wish you much success as you fulfil your academic goals and learn more about the sciences underlying musculoskeletal diseases.

With all the best

**Andrew Judge**

**Director MSc in Musculoskeletal Sciences**

# *Key Information Sources*

---

<b>Department website</b>	<a href="https://www.ndorms.ox.ac.uk/"><u>https://www.ndorms.ox.ac.uk/</u></a>
<b>MSc Weblearn Site</b>	<a href="https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/ndorms/msc_muscskel"><u>https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/ndorms/msc_muscskel</u></a>
<b>Examination Regulations</b>	<a href="https://www.admin.ox.ac.uk/examregs/"><u>https://www.admin.ox.ac.uk/examregs/</u></a>
<b>Examination Conventions</b>	<a href="https://www.ox.ac.uk/students/academic/exams?wssl=1"><u>https://www.ox.ac.uk/students/academic/exams?wssl=1</u></a>
<b>Oxford Students Website</b>	<a href="https://www.ox.ac.uk/students?wssl=1"><u>https://www.ox.ac.uk/students?wssl=1</u></a>
<b>Student Handbook</b>	<a href="https://www.ox.ac.uk/students/academic/student-handbook?wssl=1"><u>https://www.ox.ac.uk/students/academic/student-handbook?wssl=1</u></a>

# *Course Contacts*

---



**Andrew Judge**

Chair of Course Directors

Associate Professor and Senior Statistician



**Paul Bowness**

Course Director

Professor of Experimental Rheumatology



**Andrew Wainwright**

Course Director

Consultant Orthopaedic Surgeon



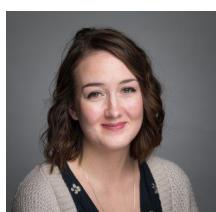
**Catherine Swales**

Consultant Rheumatologist and Director Undergraduate  
Studies



**Benjamin Kendrick**

Orthopaedic Surgeon



**Lydia Underdown**

Course Administrator

[lydia.underdown@ndorms.ox.ac.uk](mailto:lydia.underdown@ndorms.ox.ac.uk)

(01865) 223 412



# *NDORMS Contacts*

---



**Afsie Sabokbar**

Director of Graduate Studies

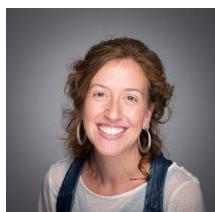
[afsie.sabokbar@ndorms.ox.ac.uk](mailto:afsie.sabokbar@ndorms.ox.ac.uk)



**Samuel Burnell**

Graduate Studies Officer

[samuel.burnell@ndorms.ox.ac.uk](mailto:samuel.burnell@ndorms.ox.ac.uk)



**Maria Granell Moreno**

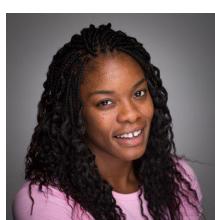
Equality and Diversity Officer

[maria.granellmoreno@ndorms.ox.ac.uk](mailto:maria.granellmoreno@ndorms.ox.ac.uk)



**Pete Salmon**

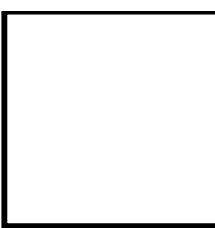
Botnar Research Centre IT Manager



**Isuara Thomas**

Botnar Receptionist

[brc.reception@ndorms.ox.ac.uk](mailto:brc.reception@ndorms.ox.ac.uk)



**Student representative**

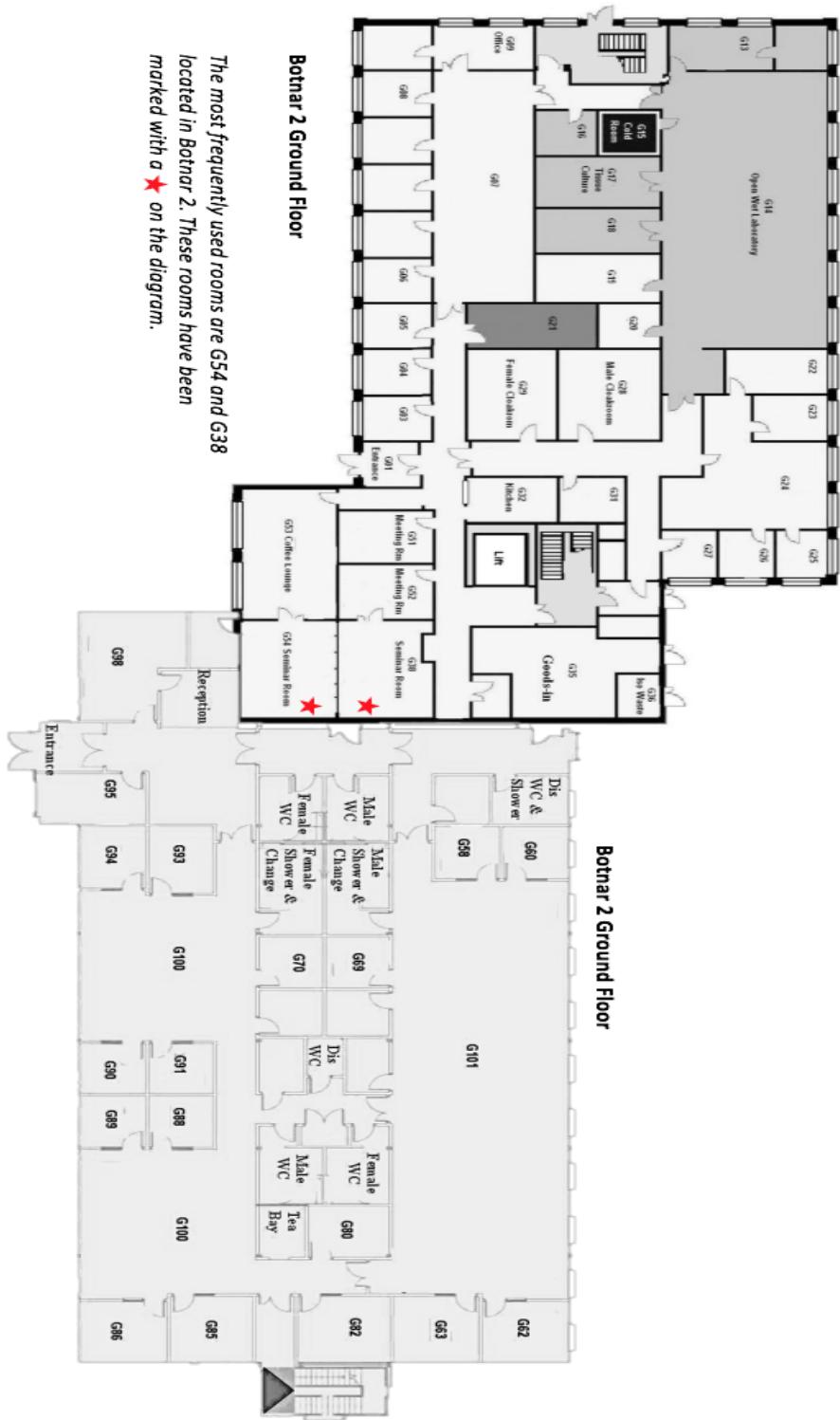
A student representative from the 2016 student cohort will  
be nominated in Michaelmas Term.

# *Useful Websites*

---

<b>Student Health and Welfare website</b>	<a href="https://www.ox.ac.uk/students/welfare?wssl=1"><u>https://www.ox.ac.uk/students/welfare?wssl=1</u></a>
<b>Oxford University IT Services</b>	<a href="http://www.it.ox.ac.uk/"><u>http://www.it.ox.ac.uk/</u></a>
<b>Oxford University Libraries</b>	<a href="https://www.ox.ac.uk/research/libraries?wssl=1"><u>https://www.ox.ac.uk/research/libraries?wssl=1</u></a>
<b>Oxford Glossary</b>	<a href="https://www.ox.ac.uk/about/organisation/history/oxford-glossary?wssl=1"><u>https://www.ox.ac.uk/about/organisation/history/oxford-glossary?wssl=1</u></a>
<b>Medical Sciences Division</b>	<a href="http://www.medsci.ox.ac.uk/"><u>http://www.medsci.ox.ac.uk/</u></a>
<b>Academic Dress</b>	<a href="http://www.ox.ac.uk/students/academic_dress"><u>http://www.ox.ac.uk/students/academic_dress</u></a>
<b>The Springboard Programme</b>	<a href="http://www.careers.ox.ac.uk/springboard/"><u>http://www.careers.ox.ac.uk/springboard/</u></a>
<b>The Careers Service</b>	<a href="http://www.careers.ox.ac.uk/"><u>http://www.careers.ox.ac.uk/</u></a>

# Building Map and Access



# *Important Dates*

---

## **Matriculation**

Matriculation is the formal registration by which you are accepted as a member of Oxford University. It only occurs once, at the outset of your Oxford studies, regardless of the number of courses you may eventually undertake. In order to matriculate, you are asked to attend a Matriculation Ceremony. Your College will contact you to arrange your attendance at a Matriculation Ceremony.

## **Exam and Assignment Dates**

<b>Assessment</b>	<b>Date</b>	<b>Percentage of final award</b>
<b>Literature review- formative</b>	Wednesday 22 <sup>nd</sup> March 2017	Formative
<b>Literature Review- summative</b>	Wednesday 28 <sup>th</sup> June 2017	20%
<b>Examinations 1</b> i. MCQ/EMQ 1 hour ii. Written paper 2 hours	Tuesday 5 <sup>th</sup> September 2017	10% 10%
<b>Research proposal- formative outline</b>	Monday 8 <sup>th</sup> January 2018	Formative
<b>Research proposal- presentation</b>	Wednesday 21 <sup>st</sup> March 2018	10%
<b>Research proposal- full</b>	Tuesday 10 <sup>th</sup> July 2018	30%
<b>Examinations 2</b> i. MCQ/EMQ 1 hour ii. Written paper 2 hours	Thursday 13 <sup>th</sup> September 2018	10% 10%
<b>Total</b>		100%

## **Examination Re-Sit Dates**

Students will be allowed one opportunity to re-sit each examination, normally within two months of the original failure, should you fail to reach the necessary standard. Students failing to pass any element at the second attempt will normally be judged to have failed to reach the necessary standard for the award and will not be permitted to continue.

## **Graduation**

Once you have passed your MSc, you can book a place at a degree ceremony through your college. Places usually book up well in advance, particularly in the summer, so they are allocated on a first come, first served basis. If you cannot come to a degree ceremony for any reason, you can also take your degree *in absentia*, i.e. without being there in person.

# *Communication*

---

## **Email**

Please use your University and college email addresses for communication with your supervisors, administrators and your colleges. You should check your email regularly as they are used frequently to send messages to students. You are also responsible for keeping your personal and contact details up-to-date using [Student Self-Service](#).

In case you require any further information about this, you may contact the Departmental Communication Officer, Miss Jo Silva ([jo.silva@ndorms.ox.ac.uk](mailto:jo.silva@ndorms.ox.ac.uk)).

## **Weblearn**

Shortly after each teaching session, the presentations and any other relevant notes will be uploaded to the MSc Weblearn page. The MSc Weblearn page includes all information about the course, as well as announcements, useful links and calendar. All summative assignments are submitted via [WebLearn](#).

## **NDORMS Communication**

The weekly NDORMs e-Bulletin which is circulated every Thursday to your departmental email account has details of all upcoming events, important news, training and other opportunities within the department.



## *Course Overview*

---





# *Course Aims and Outcomes*

---

The programme provides practicing clinicians with an academic training in the sciences underlying musculoskeletal diseases, and is designed to complement any post-graduate clinical teaching that students might be receiving in their specialist training programme. The course promotes an understanding of the ways in which research can be used to improve healthcare in musculoskeletal diseases.

The main objectives of the programme are:

- to provide a focused opportunity to gain scientific musculoskeletal knowledge to complement clinical skills.
- to support evidence-based orthopaedic and rheumatology practice by identifying, critically appraising and incorporating the results of medical research into the day-to-day decision making of clinical practice.
- to enable students to contribute to the development of rheumatology and orthopaedic practice regionally and nationally.
- to enable students to develop a research proposal on a relevant topic.

## **Student Learning Outcomes**

By the end of this course students will have developed a knowledge and understanding of:

- the fundamental principles and scientific basis of musculoskeletal diseases including such areas as functional anatomy, physiology, immunology, genetics, bone biology, basic tumour biology, epidemiology, imaging, statistical methods, biomechanics, pharmacology and assessment of outcomes.
- clinical aspects of musculoskeletal diseases which will include differential diagnosis, clinical presentations and disease course, medical and surgical management, ability to appraise clinical studies and trials.
- the principles of study design and types of approaches that could be used for statistical analysis of evidence-based reports.
- appropriate data collection tools and methods that are needed to ensure robust research outcomes.
- up-to-date, specialist knowledge and research in musculoskeletal diseases.

# *Course Structure*

---

The course runs for two years, from October 2016 to October 2018. It is a part-time programme, with formal teaching taking place during residential sessions of 3-5 days 11 times over the two years.

During the first four terms, students study the following three modules:

## **A. Principles of Musculoskeletal Diseases**

This module exposes students to the principles of musculoskeletal biology in health and disease including the cellular, molecular, genetic, immunological and biomechanical aspects of musculoskeletal science and medicine. Teaching is predominantly lecture-based but will also include interactive sessions and self-directed learning and presentation. The principle objective of this basic module is to provide a detailed and up-to-date understanding of bone, joint, cartilage, muscle and tendon biology with respect to cell biology, immunology, genetics and biomechanics. This will pave the way for more specialist study in the latter part of the programme.

## **B. Scientific Aspects of Common Musculoskeletal Diseases**

This module covers the breadth of clinical challenges facing rheumatologists and orthopaedic surgeons - from the most common conditions to unusual skeletal dysplasias, from paediatrics to tropical musculoskeletal disease and from malignancy to sports medicine. The focus throughout will be for students to develop a critical and evidence-based approach to musculoskeletal conditions, their diagnosis and management. In addition, it will provide excellent preparation for the specialised modules undertaken later in the programme.

## **C. Research, Statistics and Epidemiology**

This module provides a contemporary overview of common methods used in musculoskeletal research to evaluate disease and treatment. It will enable students to develop strong and answerable research questions, understand different research designs, apply appropriate outcome measures, and the ability to use appropriate statistical methods in the analysis of simple datasets. The module is interactive and will develop skills in presenting and displaying quantitative data. By the end of the module students will be able to: 1) review and appraise methodology and statistical

analyses reported in medical journals, 2) turn a research idea into a publication and, 3) construct a scientifically coherent research proposal.

In the final two terms, students study the following modules:

**i. Rheumatology**

This module covers the scientific basis of genetic susceptibility to inflammatory and degenerative forms of bone and joint disease. Pathophysiological mechanisms relevant to various inflammatory arthropathies and inflammatory connective tissue disorders will be presented, including their relevance to identifying novel forms of treatment. Students are introduced to methods by which genetic indicators, animal models and biomarkers can be used to explore relevant disease pathways, culminating in the identification of potential drug targets. Finally, the design of drug trials and use of biomarkers for studying the natural history of these diseases will be presented, using examples of current ongoing large scale studies.

**ii. Trauma & Orthopaedics**

This module provides an overview of the current clinical practice in various fields of elective orthopaedic surgery and the challenges ahead for the 21<sup>st</sup> century. It covers diverse areas which include translational technology, such as implantable biologics and joint preservation surgery, as well as the iterative improvement of established treatments such as joint replacement and outcome assessment. This module will help students to gain an insight into cutting edge technology and basic science, as well as translational research in the field of clinical orthopaedics.

## *Course Syllabus*

Comprehensive syllabus information including details on teaching staff, learning aims, dates and times of lecturers, synopses and reading lists will be provided on the [MSc WebLearn page](#).



## *Teaching, Learning and Assessments*

---





# *Organisation of Teaching and Learning*

---

The course comprises a series of lectures and tutorials, the attendance at which is compulsory. A full list of course dates is shown in Annex A.

Subject to the agreement of individual lecturers, copies of presentations, plus any associated reading lists, will be uploaded onto WebLearn (see below), which you will be able to access remotely. The aim of the lectures is to provide core knowledge, conceptual understanding and to encourage questions and discussion.

## **Lead plenary sessions**

Formal lectures are designed to introduce the necessary background and concepts, and to highlight recent developments and current issues in each area. Lecturers are experts in their areas both from within and outside the University of Oxford.

## **Small group sessions**

These sessions are designed to promote sharing of knowledge and pooling of resources, and to facilitate the development of critical reasoning skills, such as critical appraisal of research literature. The small group sessions are facilitated by clinical experts in the relevant field from within and outside the University of Oxford and Nuffield Orthopaedic Centre.

## **Student presentations**

Students will work together in small groups on topics relating to formal lectures and will be asked to present to the group at a future session. This approach encourages collaborative working and learning.

Evaluation of academic papers will be incorporated into the programme from time to time. Papers may be sent to students in advance, for discussion and critique at the teaching sessions, which will enhance critical reasoning skills.

## **Self-directed learning**

All students are expected to engage in individual reading and self-directed learning, to broaden and deepen their knowledge of their chosen field, and show initiative and effort in exploring literature and ideas.

# *Literature Review and Grant Proposal*

---

## **Literature Review**

In March 2017, students must submit a Literature Review of up to 4,000 words (excluding references). Students will choose from a limited number of designated topics and will receive feedback on their submission in preparation for the summative assessment, to be submitted in June 2017. This will be on a different topic of the student's choice. The Literature Review assessments offer the opportunity to gain skills in academic research and writing. The assessment is designed to demonstrate the ability of the student to collect and interpret the relevant literature appropriately, order the argument in a logical manner, integrate relevant scientific and clinical principles, and draw appropriate conclusions. The Literature Review is marked by two Assessors, in accordance with preset criteria, which are provided to students.

## **Examinations**

Students sit two sets of formal examinations, at the end of each year, which are designed to test the knowledge acquired from the course syllabus material. The examinations have two parts: the first comprises a series of computer-based multiple choice questions to be completed in 1 hour. The second is a 2-hour written examination comprising short answer questions. All examinations must be passed in order for the student to continue the course. Each examination constitutes 10% of the overall MSc mark.

## **Research Proposal**

In the final term in Year 2, students submit a Research proposal, in the form of a 'Grant Application'. Students will develop a hypothesis with support from their Academic Adviser, and prepare a grant application which tests that hypothesis. The assessment is designed to mirror the process of submitting a real grant application, and give students the skills and experience to do so. There is a preliminary, formative stage, when students submit an outline of the grant application, on which they will receive feedback from their Academic Adviser and/or an internal Assessor. The final Research proposal constitutes 30% of the overall MSc award. It is marked by two internal Assessors, in accordance with preset criteria (which are provided to the students). Students may be examined viva voce as part of the assessment.

## **Oral Presentations**

In the first academic year, students will make presentations on the subject of their Literature Review. This is a formative exercise designed to enhance transferable skills, with students receiving feedback from both their peers and internal assessors.

In Year 2, students must give a formal presentation of their outline Research Proposal (following feedback) which constitutes 10% of the overall MSc award.

# *Assessment Structure*

---

Students complete a number of assessments throughout the course, and the marks awarded contribute to the final MSc award. A pass is essential in all elements to achieve the MSc degree. Specific marking criteria for each assessment are provided to students.

A full account of the MSc regulations can be found in the University's Exam Regulations publication, which can be accessed at: <https://www.admin.ox.ac.uk/examregs/>

## **Assessment Strategy**

Students are assessed through a variety of methods during the course, allowing both formative and summative assessment of student progress.

During the first year, students will submit two literature reviews of up to 4000 words. The first is a formative assessment on which feedback is given. The second is a summative assessment, on a different topic. In addition, students sit two examinations at the end of the first year – a multiple choice paper and a written paper.

During the second year, students sit two further examinations, submit an outline Research Proposal on which they receive feedback, give an oral presentation of the outline Research Proposal, and finally, submit a full Research Proposal. The contribution of each assessment towards the final award, and submission date is shown on the next page:

<b>Assessment</b>	<b>Date</b>	<b>Percentage of final award</b>
<b>Literature review- formative</b>	Wednesday 22 <sup>nd</sup> March 2017	Formative
<b>Literature Review- summative</b>	Wednesday 28 <sup>th</sup> June 2017	20%
<b>Examinations 1</b> iii. MCQ/EMQ 1 hour iv. Written paper 2 hours	Tuesday 5 <sup>th</sup> September 2017	10% 10%
<b>Research proposal- formative outline</b>	Monday 8 <sup>th</sup> January 2018	Formative
<b>Research proposal- presentation</b>	Wednesday 21 <sup>st</sup> March 2018	10%
<b>Research proposal- full</b>	Tuesday 10 <sup>th</sup> July 2018	30%
<b>Examinations 2</b> iii. MCQ/EMQ 1 hour iv. Written paper 2 hours	Thursday 13 <sup>th</sup> September 2018	10% 10%
<b>Total</b>		100%

# *Feedback on Learning and Assessment*

---

## **Student support**

The Programme Directors oversee all aspects of the course, including facilitating and monitoring the academic progress of students. All students are allocated two Academic Advisers, who will provide individual support and guidance throughout the course, and will endeavour to advise any students who encounter personal or academic difficulties.

## **Academic and College Advisers**

Peer review: Academic Advisers are encouraged to attend lectures delivered by other academics during the course. This creates many opportunities for peer review of teaching material and presentation and facilitating Q & A between students and advisers.

Director of Graduate Studies (DGS) will provide further individual, confidential support for every student whenever necessary. She will also convey any feedback from the student relating to the course or the Academic Advisers, to the Programme Directors, where necessary.

College Adviser: Each student is associated with a college of the University of Oxford, which could provide a focus for study and participation in student life, if required, beyond the taught coursework. Each student is assigned a College adviser, who may act as a listening ear, as well as helping students to resolve any issues with the Course. In practice this may not be possible due to time and travel constraints for students who are not based primarily in Oxford. Students are encouraged to voice any concerns they may have about the course with the DGS in the first instance.

## **Role of Academic Advisers**

Supervision may consist of meetings with the adviser(s) when the student is in Oxford, or contact via e-mail or telephone.

Academic Advisers are expected to provide regular individual support in order to:

- provide guidance on individual assignments
- provide opportunities to identify study skill needs and check on the extent of the student's understanding of the topic.
- offer verbal and written feedback on assignments before and after submission,

whenever necessary.

- provide a sounding board for the student's intended approach to the research proposal, including discussion of the proposal's feasibility and possible pitfalls.

### **Students' responsibilities**

Attendance: full attendance at all teaching sessions is expected. A register is kept and students will be required to sign it at each session. Permission for non-attendance must be requested in writing from the DGS with a full explanation of the reasons.

Self-directed learning: as formal teaching sessions are limited, it is expected that you will undertake a significant amount of reading and research in your own time. This commitment is considerable and should not be underestimated.

Supervision: it is your responsibility to keep in touch with your Academic Advisers and to meet any deadlines that you agree for review of your work.

Plagiarism- you should be aware of the University of Oxford guidance on plagiarism.

Students should take ultimate responsibility for their own development on the course.

### **Student Self-Service**

You will be provided with a username and password from IT Services, which is known as your Oxford 'single sign-on' account. This will enable you to access central IT services at Oxford including your free University email, supervision systems, examination results and WebLearn. You will also be able to set up remote access through a virtual private network (VPN) which will allow you to access restricted Oxford University services and resources.

### **WebLearn**

WebLearn provides you with easy remote access to course information and teaching materials. The Weblearn Medical Sciences Graduate School page provides guidance on all matters to your graduate studies.

### **Evaluation/Feedback**

At each teaching day, students are asked to complete a questionnaire to provide evaluation of each session. It is important that students complete these questionnaires as they form an important part of the ongoing course review and evaluation process. All feedback is anonymous. Feedback will be considered by the course organising committee, reported to the Education Policy and Standards Committee (EPSC) and acted upon whenever necessary.

## *Examination Conventions*

---

The examination conventions for the MSc in Musculoskeletal Sciences can be found on the [MSc in Musculoskeletal Sciences Weblearn page](#).

Students will be informed via email if any revisions are made to these conventions.

## *Good Academic Practice and Avoiding Plagiarism*

---

### **Plagiarism**

The University takes the issue of plagiarism very seriously. Plagiarism means using the thoughts, writings or results of another person, and presenting these as your own. While students work in groups in various activities such as tutorials and may, quite properly, discuss their work outside classes, all work submitted for assessment must be their own individual work, and acknowledge both the assistance provided and the sources.

If you include any material from the work of others in your written assignments, you must acknowledge the source appropriately. Rather than quoting someone else's published words, you are expected to interpret the original data and express your conclusion in your own words.

Where the data is taken from a publication, you should reference the article or book. If they were supplied personally, for example by email or from an Internet site, then you need to make this clear in the text of your assignment. If you have any doubts about how to deal with the inclusion of the work of others in your own written work, please consult with your Academic Adviser.

### **On-line plagiarism course**

Once you have been granted access to the University Intranet, you will be expected to undertake an on-line course on plagiarism, provided by the University. You can access this via WebLearn and your single sign-on using the web link is below:

<https://weblearn.ox.ac.uk/portal/hierarchy/skills/generic/avoidplag>

For more specific guidance on academic good practice and topics such as time management, note-taking, referencing, research and library skills, go to:  
<http://www.ox.ac.uk/students/academic/guidance/skills>

## *Entering University Examinations*

Information on the examination process at the University; from entering for examinations through to accessing your results can be found here:

<https://www.ox.ac.uk/students/academic/exams?wssl=1>

Please note: As your examination exists purely of core assessments (no choices), your assessments will become visible in Student Self Service automatically in due course.

## *Examination Dates*

Assessment	Date	Percentage of final award
<b>Examinations 1</b> v. MCQ/EMQ 1 hour vi. Written paper 2 hours	Tuesday 5 <sup>th</sup> September 2017	10% 10%
<b>Examinations 2</b> v. MCQ/EMQ 1 hour vi. Written paper 2 hours	Thursday 13 <sup>th</sup> September 2018	10% 10%

### **Examination Re-sit Dates**

Assessment	Percentage of final award
<b>Examinations 1</b>	
i. MCQ/EMQ 1 hour ii. Written paper 2 hours	10% 10%

<b>Examinations 2</b>	
iii. MCQ/EMQ 1 hour	10%
iv. Written paper 2 hours	10%

Students will be allowed one opportunity to re-sit each examination, normally within two months of the original failure, should you fail to reach the necessary standard. Students failing to pass any element at the second attempt will normally be judged to have failed to reach the necessary standard for the award and will not be permitted to continue.

## *Sitting Your Examination*

---

It is your responsibility to read and adhere to examination regulations. The information provided on this page <https://www.ox.ac.uk/students/academic/exams/guidance?wssl=1> provides a summary of key regulations applicable to all examinations.

### **Academic dress**

The University regulations are such that students (and Examiners who are members of the University of Oxford) must attend these examinations wearing gowns and *sub fusc*. Gowns and caps can be purchased or hired from Shepherd & Woodward in Oxford: <http://www.shepherdandwoodward.co.uk/>

# *External Examiners and Examiner Reports*

---

## **External Examiner**

Students are strictly prohibited from contacting external examiners directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal (see page 43).

## **Examiners and Assessors**

Examiners and assessors are nominated by the Programme Directors and course organising committee and approved by the Pro-Vice Chancellor (Education) and Proctors on behalf of the University.

The Board of Examiners meets after each summative assignment or examination to consider the performance of candidates and approve marks.

In addition, an External Examiner is appointed to:

- verify that standards are appropriate to the award, in part by comparison with the standards of comparable institutions, and to ensure that the assessment procedures and the regulations governing them are fair and otherwise appropriate;
- comment on assignment topics and examination papers;
- review a sample of assignments and examination scripts;
- attend examiners' meetings and prepare an annual report on the standards of the course, its content, structure and assessment arrangements;
- sign the pass list as an endorsement that the processes of examination and classification have been fairly conducted.



## *Skills and Learning Development*

---





## *Academic Progress*

---

### **Graduate Supervision System (GSS)**

GSS is used by Academic Advisers each term (December, March and June) to review, monitor and comment on their students' academic progress and performance and to assess skills and training needs. Students are also given the opportunity to contribute to their termly supervision reports by reviewing and commenting on their own academic progress. The completion of supervision reports is an essential means of monitoring student progress, and students are encouraged to provide their comments on GSS. Each student is sent an automated email to inform them that GSS is open for submission of reports. The completion of supervision reports is an essential means of monitoring student progress and its completion is compulsory for NDORMS students. After the students have completed their reports, their respective supervisors will comment on the students progress for that term.

## *Learning Development and Skills*

---

### **Skills and other attributes**

Students will have the opportunity to develop the following skills during the course:

#### **1. Intellectual Skills**

Students are expected to develop advanced skills in self-directed learning in the subjects covered in the course. In their conduct of the Literature Review and Mock Research Grant Proposal, they will acquire skills in literature search, data analysis and evidence-based methods of evaluating written data. They will also enhance their skills of critical thinking and reasoning.

**Teaching/learning methods and strategies:** Self-directed learning, evaluation of academic papers and use of literature search engines such as PubMed.

**Assessment:** Skills of evaluation and critical thinking are assessed by production of Literature Review and Mock Research Grant Proposal.

## **2. Practical Skills**

The course does not represent a clinical qualification in Musculoskeletal Sciences and practical clinical skills are not a feature.

## **3. Transferrable Skills**

Students will be encouraged to develop a range of transferrable skills including use of research software applications such as EndNote, communication skills (both written and oral), team working, use of literature databases (such as PubMed), data analysis, evaluation of scientific papers, research grant writing and critical reasoning. Skills courses run by the Department, Medical Sciences Division and the University will be highlighted and students encouraged to attend, where appropriate.

**Teaching/learning methods and strategies:** Group sessions and individual guidance and feedback from Academic Advisers.

**Assessment:** Summative assessments (Literature Review, written examinations and final Mock Research Grant Proposal), formal presentation of outline Research Proposal and informal presentations based on course material.

## *Induction*

---

Your departmental induction is scheduled to take place on Monday 3<sup>rd</sup> October 2016.

Further details will be emailed to you before this date.

## *Opportunities for Skills, Training and Development*

---

The Medical Sciences Division runs regular skills training courses, which are free and open to all graduate students. Information on courses and how to apply can be found at <http://www.medsci.ox.ac.uk/skillstraining/coursecatalogue/allcourses>

Additional courses are provided by the Oxford Learning Institute [www.learning.ox.ac.uk](http://www.learning.ox.ac.uk) and the Department of Continuing Education (fees are payable) <http://www.conted.ox.ac.uk/courses/index.php>

IT Services provide a broad range of IT courses, both classroom and online. An A-Z list can be found here: <http://courses.it.ox.ac.uk/atoz>

## *Opportunities to Engage with Departmental Research Community*

---

There are many different types of opportunities to engage with the departmental research community. As part of the MSc course you are appointed two supervisors from within the department who will support your literature review and research proposal assignments.

The department also arrange termly coffee mornings to discuss academic opportunities with all post graduate students within NDORMs. Details of which can be found in the weekly NDORMs e-Bulletin (circulated every Thursday).

Information on upcoming opportunities, courses and other activities are circulated frequently via NDORMS student mailing list. Amongst the schemes advertised are the universities internships and [OxFest Mentoring system](#).

## *Careers Information and Advice*

---

Oxford's Careers Service helps students to define and then achieve future plans, offering workshops and training to help put together a strong CV, develop an effective job search strategy, make competitive job applications and develop interview skills. Hundreds of events are run each term, including many sessions tailored to master's and doctoral students.

The Careers Service offers a number of programmes and many careers fairs to help you learn more about your options, in addition to providing valuable first-hand professional experience and skills development.

<http://www.careers.ox.ac.uk>

### **Employability**

The Careers Service runs a number of other programmes, including: Springboard, the women's leadership development programme; The Student Consultancy, term-time advisory work with local organisations; and Business Mentoring, providing business advice and consultancy as well as a review of skills, knowledge, experience and personal qualities students will need to succeed.

# *Department Representation*

---

## **Divisional Graduate Studies Committee (GSC)**

The Divisional Graduate Studies Committee (GSC) is a subcommittee of the divisional Board's Educational Policy and Standards Committee. The GSC meets in the 1st and 5th weeks of Michaelmas & Hilary Terms and the 5th and 9th weeks of Trinity Terms.

## **Divisional Graduate Joint Consultative Committee (GJCC)**

The GJCC is a committee of graduate students, which considers business relating to graduate studies in the Medical Sciences Graduate School and can raise issues/items with official committees. The committee usually meets in the 4th week of each term. The NDORMS representative at GJCC & departmental GSC will be elected before MT-2016.

## **Educational Policy and Standard Committee (EPSC)**

The Educational Policy and Standards Committee is responsible under the Board for oversight of the curricula of its degree programmes, definition and implementation of its teaching policies, maintenance and enhancement of standards and the conduct of department educational reviews. The Committee usually meets once a term, to be convened by the EPS Committee Chair, and at such other times as requested by the NDORMS board or by one or more members of the Committee. The Chair of the EPSC is Professor Tonia Vincent

## **Graduate Studies Committee (GSC)**

The NDORMS GSC meets at least once per term, and provides guidance and support for students and supervisors with Professor Philippa Hulley as the Chairperson of the committee. The students are able to raise any issues or concerns through the student representative (new committee members will be elected in MT-2016).

## **Student Committee**

NDORMS has a student committee, which promotes student affairs and provides a formal mechanism for students to contribute to the development of the department. It also organises social events and opportunities for students to meet each other. The Chair will be elected before MT-2016.

## **Division and University Representation**

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford University Student Union (OUSU). Details can be found on the [OUSU website](#) along with information about student representation at the University level.

## **Opportunities to provide evaluation and feedback**

Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at: [www.ox.ac.uk/students/life/feedback](http://www.ox.ac.uk/students/life/feedback)

## *Student Life and Support*

---





# *Who to Contact for Help*

---

Your first point of contact should be the MSc Administrator, Lydia Underdown ([Lydia.underdown@ndorms.ox.ac.uk](mailto:Lydia.underdown@ndorms.ox.ac.uk))

In case of illness or any other reason that you are unable to attend departmental teaching sessions please contact the MSc Administrator.

## **College Support**

Every college has their own systems of support for students, please refer to your College handbook or website for more information on who to contact and what support is available through your college.

Details of the wide range of sources of support are available more widely in the University are available from the Oxford Students website ([www.ox.ac.uk/students/welfare](http://www.ox.ac.uk/students/welfare)), including in relation to mental and physical health and disability.

### **Departmental Harassment Officers**

Chris.murphy@kennedy.ox.ac.uk

Sarah.snelling@ndorms.ox.ac.uk

Maria.granell-moreno@ndorms.ox.ac.uk

### **Disability Officer**

Samuel.burnell@ndorms.ox.ac.uk

List of help & advisers outside your department & college:

**Harassment advisors**

<http://www.admin.ox.ac.uk/eop/harassmentadvice/>

01865 270 760

[harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)

**Equality & Diversity Unit –  
Caroline Kennedy**

<https://www.ox.ac.uk/students/welfare/counselling?wssl=1>

01865 270 300

[counselling@admin.ox.ac.uk](mailto:counselling@admin.ox.ac.uk)

**Oxford University Student Union**

<http://ousu.org/>

01865 288 452

[enquiries@ousu.org](mailto:enquiries@ousu.org)

**Nightline**

<http://oxfordnightline.org/>

01865 270 270

**Oxford Sexual Abuse and Rape Crisis Centre**

<http://www.oxfordrapecrisis.net/>

0800 783 6294

[support@osarcc.org.uk](mailto:support@osarcc.org.uk)

**The Samaritans**

<http://www.samaritans.org/>

08457 909090

[jo@samaritans.org](mailto:jo@samaritans.org)

**The Victim Support Scheme**

<https://www.victimsupport.org.uk/>

08081 689 111

**Disability Advisory Service**

<http://www.ox.ac.uk/students/welfare/disability>

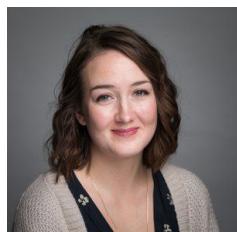
01865 280459

[disability@admin.ox.ac.uk](mailto:disability@admin.ox.ac.uk)

# *Complaints and Appeals*

---

Graduates who have personal, academic or administrative issues and wish to resolve them must contact the following people & organisation in turn:

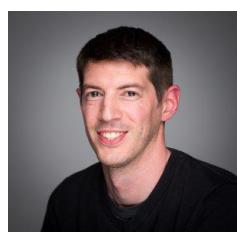


**Lydia Underdown**

Course Administrator

[lydia.underdown@ndorms.ox.ac.uk](mailto:lydia.underdown@ndorms.ox.ac.uk)

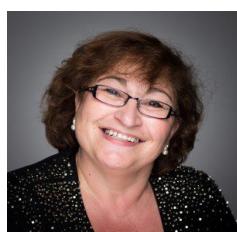
(01865) 223 412



**Andrew Judge**

Chair of MSc Course Directors

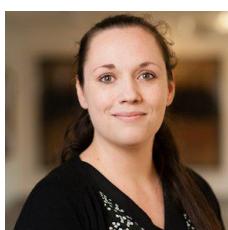
[andrew.judge@ndorms.ox.ac.uk](mailto:andrew.judge@ndorms.ox.ac.uk)



**Afsie Sabokbar**

Director of Graduate Studies

[afsie.sabokbar@ndorms.ox.ac.uk](mailto:afsie.sabokbar@ndorms.ox.ac.uk)

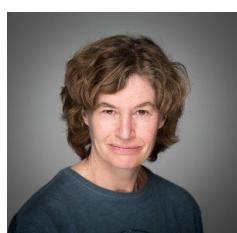


**Erin Wheeler & Sarah Taylor**

Graduate Studies Assistants in the Medical Sciences Office

[erin.wheeler@medsci.ox.ac.uk;](mailto:erin.wheeler@medsci.ox.ac.uk)

[sarah.taylor@medsci.ox.ac.uk](mailto:sarah.taylor@medsci.ox.ac.uk)



**Philippa Hulley**

Chair of Departmental Graduate Studies Committee

[philippa.hulley@ndorms.ox.ac.uk](mailto:philippa.hulley@ndorms.ox.ac.uk)



**Tonia Vincent**

Chair of Departmental Educational Policy &  
Standards Committee  
[tonia.vincent@ndorms.ox.ac.uk](mailto:tonia.vincent@ndorms.ox.ac.uk)

Your College Tutor, Senior Tutor or Tutor of Graduates- please note that Financial problems are often best referred to your College.

Graduates who wish to make an official complaint must follow the procedure available on the University's website:

<http://www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints/>

Further information can also be accessed on:

[https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/grad\\_school](https://weblearn.ox.ac.uk/portal/hierarchy/medsci/department/grad_school)

Please see Annex B for description of complaints and appeals processes.

## *Student Societies*

---

There are over 200 clubs and societies covering a wide variety of interests available for you to join or attend.

As a student at Oxford, you automatically become a member of the Oxford University Student Union (OUSU). OUSU is a democratic, student led and independent organisation here to represent, support and enhance the lives of Oxford students. Get involved in numerous campaigns run each year, contribute to OUSU run media channels – *Oxide* and *the Oxford Student* – or find out how OUSU is representing your interests.

More information about the OUSU, Sport, Societies, Union and common rooms can be found here: <https://www.ox.ac.uk/students/life/clubs?wssl=1>

## *Policies and Regulations*

---

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website:

[http://www.ox.ac.uk/students/academic/regulations/a-z.](http://www.ox.ac.uk/students/academic/regulations/a-z)



## *Facilities*

---





# *Libraries*

---

As a registered University of Oxford student, you will be able to access various University library facilities (see below). More information on libraries and e-resources can be found at <http://www.ox.ac.uk/research/libraries/index.html>



**Cairns Library**  
John Radcliffe Hospital  
Headley Way  
Headington  
Oxford  
OX3 7HE



**Girdlestone Memorial Library**  
Nuffield Orthopaedic Centre  
Windmill Road  
Headington  
Oxford  
OX3 7LD



**The Radcliffe Science Library**  
Parks Road  
Oxford  
OX1 3QP



**The Knowledge Centre**  
Old Road Campus  
Old Road  
Headington  
Oxford  
OX3 7LJ

# *IT*

---

IT Services provide a broad range of IT courses, both classroom and online. An A-Z list can be found here: <http://courses.it.ox.ac.uk/atoz>

The IT Services also provide support, advice and resources. More information can be found here: [www.it.ox.ac.uk](http://www.it.ox.ac.uk)

Divisional MSD IT Services can provide help and support with data storage, network and Oxford SSO account problems. [www.imsu.ox.ac.uk](http://www.imsu.ox.ac.uk)

## *Annex*

---





## *Annex A*

### *Course Dates*

---

Date
3 <sup>rd</sup> October 2016 ( <i>Induction day</i> )
10 <sup>th</sup> -14 <sup>th</sup> October 2016
6 <sup>th</sup> -9 <sup>th</sup> December 2016
22 <sup>nd</sup> -24 <sup>th</sup> March 2017
28 <sup>th</sup> -29 <sup>th</sup> June 2017
5 <sup>th</sup> -8 <sup>th</sup> September 2017
11 <sup>th</sup> -12 <sup>th</sup> December 2017
8 <sup>th</sup> -10 <sup>th</sup> January 2018
21 <sup>st</sup> -23 <sup>rd</sup> March 2018
10 <sup>th</sup> -13 <sup>th</sup> July 2018
13 <sup>th</sup> September 2018



## *Annex B*

### *Complaints and Appeals*

---

#### **Complaints and academic appeals within the faculty/department**

The University, the Medical Sciences Division and the Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences all hope that provision made for students at all stages of their course of study will make the need for complaints or appeals infrequent.

Nothing in the University's complaints procedure precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available within colleges, within faculties/departments and from bodies like Student Advice Service provided by OUSU or the Counselling Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the department's committees.

#### **Complaints**

If your concern or complaint relates to teaching or other provision made by the department, then you should raise it with the chairman of the Graduate Studies Committee Committee or with the Director of Graduate Studies Associate Professor Afsie Sabokbar as appropriate. Within the department the officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. The procedures adopted by the Proctors for the consideration of complaints and appeals are described on the Proctors' webpage

([www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints](http://www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints)), the

Student Handbook ([www.admin.ox.ac.uk/proctors/info/pam](http://www.admin.ox.ac.uk/proctors/info/pam)) and the relevant Council regulations ([www.admin.ox.ac.uk/statutes/regulations/247-062.shtml](http://www.admin.ox.ac.uk/statutes/regulations/247-062.shtml))

If your concern or complaint relates to teaching or other provision made by your college, you should raise it either with your tutor or with one of the college officers, Senior Tutor, Tutor for Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

### **Academic appeals**

An academic appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

For taught graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. It must not be raised directly with examiners or assessors. If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your college.

As noted above, the procedures adopted by the Proctors in relation to complaints and appeals are described on the Proctors' webpage ([www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints](http://www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints)), the Student Handbook ([www.admin.ox.ac.uk/proctors/info/pam](http://www.admin.ox.ac.uk/proctors/info/pam)) and the relevant Council regulations ([www.admin.ox.ac.uk/statutes/regulations/247-062.shtml](http://www.admin.ox.ac.uk/statutes/regulations/247-062.shtml)).

Please remember in connection with all the academic appeals that:

- The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
- The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.
- On no account should you contact your examiners or assessors directly.

