



NDORMS

NUFFIELD DEPARTMENT OF ORTHOPAEDICS,
RHEUMATOLOGY AND MUSCULOSKELETAL SCIENCES



MSc in Musculoskeletal Sciences Taught

2018-2020

Statement of Coverage

This Student Handbook applies to students starting the MSc in Musculoskeletal Sciences in Michaelmas term 2018. 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/departments/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 Charlotte Turner – charlotte.turner@ndorms.ox.ac.uk

The information in this handbook is accurate as at March 2019 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

| Version | Published |
|------------|-------------|
| 1.1 | For HT 2019 |

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INTRODUCTION

Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences

The Taught 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,

A warm welcome to the Taught MSc in Musculoskeletal Sciences site at NDORMS, University of Oxford. This part time 2-year course integrating orthopaedics and rheumatology delivers an internationally renowned programme. Our vision is to train the future leaders in the field of musculoskeletal sciences to facilitate scientific and clinical excellence that transforms the study and treatment of musculoskeletal diseases. The course provides graduate students with academic training in the principles and scientific aspects of common musculoskeletal diseases, statistical and epidemiological tools used in the research of musculoskeletal diseases and advanced modules on rheumatology, trauma and orthopaedics.



This multidisciplinary programme will be delivered by academics spanning multiple departments from within the University of Oxford with guest lectures from internationally renowned experts in this field. Students will receive comprehensive training in scientific writing skills and course assessment on literature review and grant writing assignments. Opportunities are also available to experience involvement in established research projects within NDORMS. This programme will prepare students for an academic career in musculoskeletal sciences to facilitate the delivery of transformational research from bench to bedside.

This handbook provides essential information about your assignments, exams, academic and pastoral support. Good organisation, communication, effective collaboration and time management are essential qualities to achieve success on this course. Across the department, the division and the university as a whole, there is an abundance of skills training courses available (many are free of charge to attend), so please do take advantage of these opportunities. I wish you every success as you fulfil your academic goals and learn more about the sciences underlying musculoskeletal diseases.

With very best wishes

Associate Professor Stephanie Dakin

Director of the Taught MSc in Musculoskeletal Sciences



Key Information Sources

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

Course Contacts



Stephanie Dakin

Director of MSc Course
Associate Professor and Histology SRF Lead



Paul Bowness

Rheumatology Lead for MSc Course
Professor of Experimental Rheumatology



Catherine Swales

Rheumatology Deputy for MSc Course
Consultant Rheumatologist and Associate Director of Clinical
Studies at Medical Sciences Division



Benjamin Kendrick

Orthopaedic Lead for MSc Course
Orthopaedic Surgeon



Daniel Prieto Alhambra

Epidemiology Lead for MSc Course
Professor of Pharmaco- and Device Epidemiology



Alan Silman

MSK Lead for MSc Course
Professor of Musculoskeletal Sciences



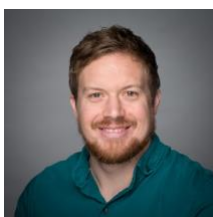
Charlotte Turner

Course Administrator
charlotte.turner@ndorms.ox.ac.uk
(01865) 223 412



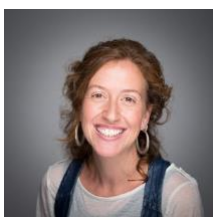
Afsie Sabokbar

Director of Graduate Studies
afsie.sabokbar@ndorms.ox.ac.uk



Samuel Burnell

Graduate Studies Officer
samuel.burnell@ndorms.ox.ac.uk



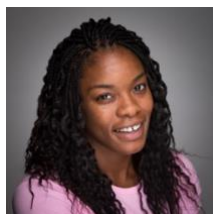
Maria Granell Moreno

Equality and Diversity Officer
maria.granellmoreno@ndorms.ox.ac.uk



Pete Salmond

Botnar Research Centre IT Manager



Isuara Thomas

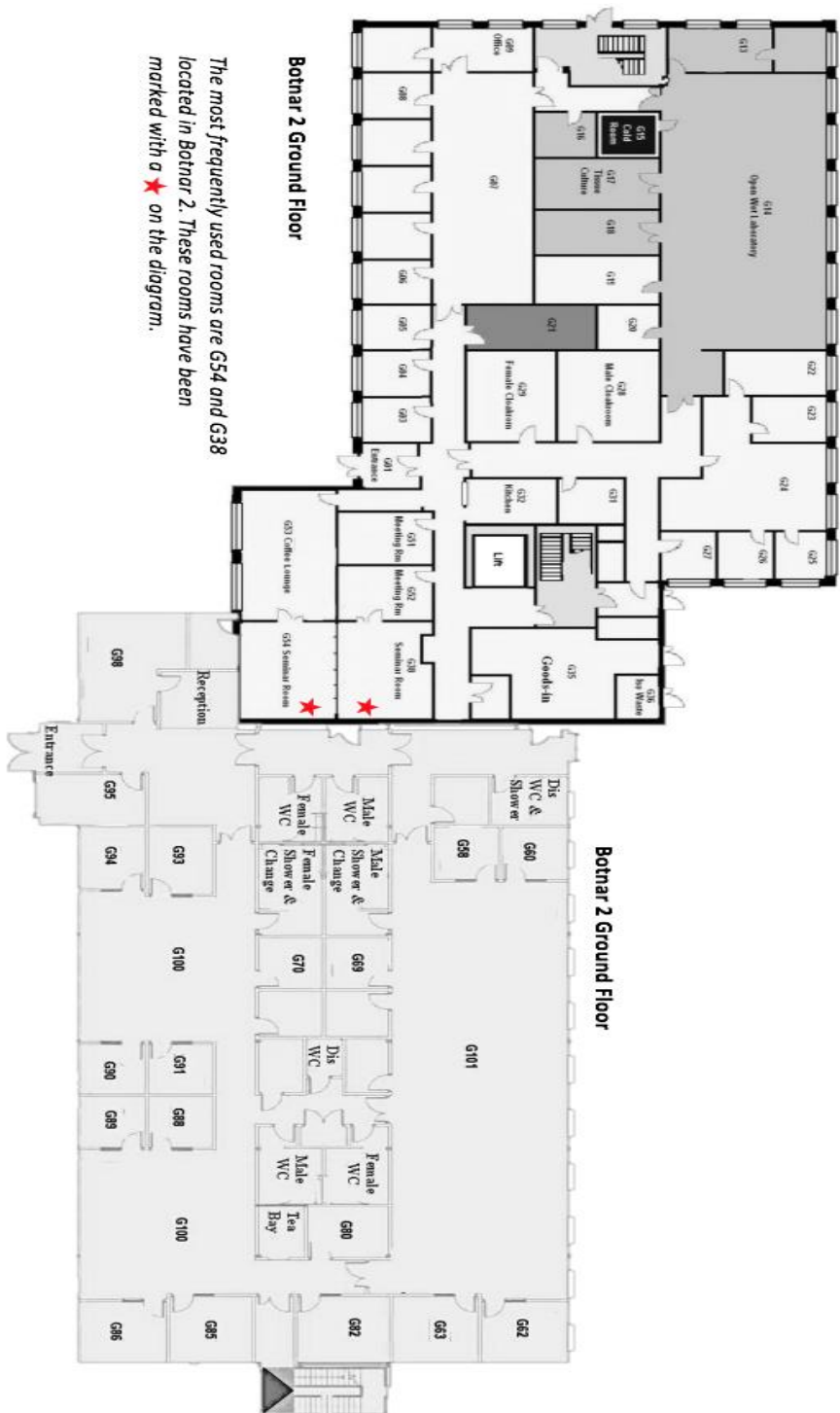
Botnar Receptionist
brc.reception@ndorms.ox.ac.uk



Useful Websites

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

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

| Assessment | Date | Percentage of final award |
|---|--------------------------------|----------------------------------|
| Literature review- formative | 18 th March 2019 | Formative |
| Literature Review- summative | 24 th June 2019 | 20% |
| Examinations 1 | 9 th September 2019 | |
| i. MCQ/EMQ 1 hour | | 10% |
| ii. Written paper 2 hours | | 10% |
| Research proposal- formative outline | 9 th December 2019 | Formative |
| Research proposal- presentation | 23 rd March 2020 | 10% |
| Research proposal- full | 24 th June 2020 | 30% |
| Examinations 2 | 8 th September 2020 | |
| i. MCQ/EMQ 1 hour | | 10% |
| ii. Written paper 2 hours | | 10% |
| Total | | 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, (communications@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 2018 to October 2020. It is a part-time programme, with formal teaching taking place during residential sessions of 3-5 days 9 times over the two years.

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

A. Principles of Musculoskeletal Diseases

This module covers 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 21st 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 2019, 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 2019. 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:

| Assessment | Date | Percentage of final award |
|---|--------------------------------|----------------------------------|
| Literature review- formative | 18 th March 2019 | Formative |
| Literature Review- summative | 24 th June 2019 | 20% |
| Examinations 1 | 9 th September 2019 | |
| iii. MCQ/EMQ 1 hour | | 10% |
| iv. Written paper 2 hours | | 10% |
| Research proposal- formative outline | 9 th December 2019 | Formative |
| Research proposal- presentation | 23 rd March 2020 | 10% |
| Research proposal- full | 24 th June 2020 | 30% |
| Examinations 2 | 8 th September 2020 | |
| iii. MCQ/EMQ 1 hour | | 10% |
| iv. Written paper 2 hours | | 10% |
| Total | | 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.

If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided on page 46 'Complaints and Appeals'.

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

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work.

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

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

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 |
|---------------------------|--------------------------------|---------------------------|
| Examinations 1 | 9 th September 2019 | |
| v. MCQ/EMQ 1 hour | | 10% |
| vi. Written paper 2 hours | | 10% |
| Examinations 2 | 8 th September 2020 | |
| v. MCQ/EMQ 1 hour | | 10% |
| vi. Written paper 2 hours | | 10% |

Examination Re-sit Dates

| Assessment | Percentage of final award |
|---------------------------|---------------------------|
| Examinations 1 | |
| i. MCQ/EMQ 1 hour | 10% |
| ii. Written paper 2 hours | 10% |
| Examinations 2 | |
| 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).

The external examiner for the 2018-20 course is Dr. Tim Jenkinson, Consultant in Rheumatology and Sports and Exercise Medicine at the Royal National Hospital for Rheumatic Diseases.

The external examiner reports can be found here:
https://weblearn.ox.ac.uk/portal/site/%3Amedsci%3Adepartment%3Andorms%3Amsc_muscskel/page/39b7c6a6-1eeb-47aa-b47b-c2123fb83735

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 (GSR)

It is strongly recommended to complete a self-assessment report every reporting period. If you have any difficulty completing this, you must speak to your supervisor or Director of Graduate Studies. Your self-assessment report will be used by your supervisors as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Use this opportunity to:

- Review and comment on your academic progress during the current reporting period
- Measure your progress against the timetable and requirements of your programme of study
- Identify skills developed and training undertaken or required (within the self-assessment report for taught programmes, and via the TNA form in GSR for research programmes)
- List your engagement with the academic community
- Raise concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)

Students and supervisors are reminded that having a positive student-supervisor relationship is an important factor in student success. Research suggests that one of the strongest predictors of postgraduate completion is having expectations met within the student-supervisor relationship.

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 8th October 2018.
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 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>

Skills and guidance on good academic practice is discussed on the Oxford Students website: www.ox.ac.uk/students/academic/guidance/skills

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-2018.

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-2018).

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-2018.

Division and University Representation

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

Opportunities to provide evaluation and feedback

Students on 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

Students on the MSc course are encouraged to provide anonymous feedback at the end of each residential teaching day. The feedback is then reviewed by lecturers and course organisers in order to improve the course.

Student Life and Support



Who to Contact for Help

Your first point of contact should be the MSc Administrator, Charlotte Turner (Charlotte.turner@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), including in relation to mental and physical health and disability.

| Departmental Harassment Officers |
|--|
| 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 advisers

<http://www.admin.ox.ac.uk/eop/harassmentadvice/>
01865 270 760
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

Oxford University Student Union

<http://ousu.org/>
01865 288 452
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

The Samaritans

<http://www.samaritans.org/>
08457 909090
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

Complaints and Appeals

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



Charlotte Turner

Course Administrator

charlotte.turner@ndorms.ox.ac.uk

(01865) 223 412



Stephanie Dakin

Chair of MSc Course Directors

stephanie.dakin@ndorms.ox.ac.uk



Afsie Sabokbar

Director of Graduate Studies

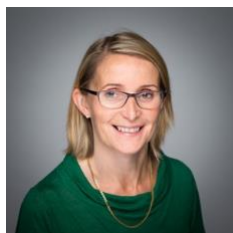
afsie.sabokbar@ndorms.ox.ac.uk



Claire Edwards

Chair of Departmental Graduate Studies
Committee

Claire.edwards@ndorms.ox.ac.uk



Tonia Vincent

Chair of Departmental Educational Policy &
Standards Committee

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/departments/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>.

Policy on recording lectures by students can be found here:

<http://www.admin.ox.ac.uk/edc/policiesandguidance>

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

Divisional MSD IT Services can provide help and support with data storage, network and Oxford SSO account problems. www.imsu.ox.ac.uk



Work and Social Space

Although the department is unable to provide regular desk space to part time students, the Botnar Research Centre first floor tea room offers a large, social, work space which is available for students to use when they wish for studying or meetings.

Annex



Annex A

Course Dates

| Date |
|--|
| 8 th -12 th October 2018 (<i>Induction on the 8th</i>) |
| 3 rd -7 th December 2018 |
| 18 th -20 th March 2019 |
| 24 th -27 th June 2019 |
| 9 th -13 th September 2019 |
| 9 th -13 th December 2019 |
| 23 rd -26 th March 2020 |
| 23 rd -26 th June 2020 |
| 8 th September 2020 |

Annex B

Complaints and Appeals

Complaints and academic appeals within the 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 result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

Where such a need arises, 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) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the OUSU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of those 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 Director of Graduate Studies (Afsie Sabokbar <afsie.sabokbar@ndorms.ox.ac.uk>) as appropriate. Complaints about departmental facilities should be made to the Departmental administrator Sonja Pawelczyk <sonja.pawelczyk@ndorms.ox.ac.uk>). If you feel unable to approach one of those individuals, you may contact the Head of Department/Faculty Andrew Carr <andrew.carr@ndorms.ox.ac.uk>). The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure (<https://www.ox.ac.uk/students/academic/complaints>).

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 an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgment.

If you have any concerns about your assessment process or outcome it is advisable to discuss these first informally with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners.

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure (<https://www.ox.ac.uk/students/academic/complaints>).