MSc Chemistry

MSc Chemistry
with Medicinal Chemistry

Programme Handbook
2016 – 2017

Programme Convener: Dr Hans Martin Senn
Programme Secretary: Mrs Susan Lumgair

Room A5-11
Room A4-30
Welcome from the Head of School

Welcome to the School of Chemistry as a member of the MSc Chemistry or Chemistry with Medicinal Chemistry programmes. I hope you have a productive and successful year.

Your lecturers and other staff involved in delivering the MSc courses are here to help you learn and to encourage you in your studies, and we trust you will find them helpful and approachable. In all of our Chemistry MSc courses you find that we are naturally covering some rather complex concepts and topics, but your earlier studies should have prepared you for these. The course delivery in the MSc programme takes a flexible approach with tutorials and workshops tailored to the particular needs of the topics under study. The practical work undertaken during the summer has a strongly investigative angle. You will have the opportunity to undertake a research project within one of our research groups; you are studying in one of the leading UK research Schools in chemistry and the lecturers you encounter will often be leaders in their field, researching and publishing papers as well as lecturing and tutoring our students.

As always, we are here not only to help you learn, but also to support your studies more generally. If you have any problems with your courses, please inform, as soon as possible: the appropriate lecturer, your project supervisor, or the programme convener, Dr Senn (office A5-11; hans.senn@glasgow.ac.uk), so that we can help you.

We would ask you to read the contents of this booklet and associated documentation very carefully. All sections are important, but we should draw your attention in particular to those sections dealing with Progress, Examinations, Course Assessment, Absence and Plagiarism. It is most important that you inform Dr Senn immediately of any illness or other extenuating circumstances that might affect you during the year. By keeping us fully informed we can make sure that these can be taken into account in assessing your overall performance at the end of the year (see the University policy on student absence: www.gla.ac.uk/services/senateoffice/policies/studentsupport/absencepolicy/). Please also make sure that you are aware of the University regulations concerning plagiarism (see University plagiarism web site: www.gla.ac.uk/services/sls/plagiarism/).

Finally, enjoy yourselves, and make the most of your MSc studies with us here in the School of Chemistry.

Professor Graeme Cooke
Head of School
Graeme.Cooke@glasgow.ac.uk
1 General structure of the Programmes

You will attend lecture courses, tutorials, and laboratory sessions during semester 1 (September to December, teaching weeks 1–11) and semester 2 (January to March, teaching weeks 17–27). Your progress will be assessed partly based on work submitted during the courses and partly by written exams in the spring examination diet (April/May). Subject to satisfactory performance, you will then progress to your MSc project in one of the School’s research laboratories during the summer (June to September). The project will be assessed based on the written dissertation and an oral examination in September.

Details of the regulations applying to this programme can be found in the current University Calendar (www.gla.ac.uk/services/senateoffice/policies/calendar); in particular, see the section on Science & Engineering Taught Masters degrees.

The convener (head) for this programme is:

Dr Hans Martin Senn, Room A5-11, e-mail hans.senn@glasgow.ac.uk, Tel. 0141 330 6574.

You are welcome to contact Dr Senn at any time about any aspect of the programme, either directly or through the Programme Secretary:

Mrs Susan Lumgair, Room A4-30, e-mail Susan.Lumgair@glasgow.ac.uk, Tel. 0141 330 3243.

2 Keeping up-to-date

All course information will be posted on the Chem-4 and PGT Moodle pages and/or via e-mail. Please make sure you regularly (daily) check the Moodle page and your university e-mail. In particular, any changes to the timetable will be announced in this way. Note that your MyCampus timetable does not contain the complete information about hours, venues, and lecturers. You will need to refer to the timetable provided on Moodle for this.

3 Overview of courses

3.1 Main lecture courses

Most of your lectures will be together with the final-year MSci Chemistry or Chemistry with Medicinal Chemistry undergraduate students. Most announcements, on Moodle or by e-mail, for final-year (Chem-4) MSci students about their lectures or tutorials will therefore also be relevant for you. In addition, you will attend the “Frontiers of Chemistry” course together with the Chem-3 MSci class.
The courses are divided into modules (or “blocks”) of 8 lectures. Each block covers a particular topic and is delivered by a different lecturer; see the table below. Please refer to the Level 4 Combined Courses document for further details about the lecture blocks, including Aims, Intended Learning Outcomes (ILOs), and recommended reading.

Inorganic Chemistry, Organic Chemistry, Physical Chemistry: These three courses are mostly timetabled in the first semester during Weeks 1–11. MSc Chemistry students take all 6 modules in each of the three courses; MSc CMC students take only 4 Inorganic and Physical modules.

Special Topics: There are 6 Special Topics modules, timetabled in Semester 2.

Medicinal Chemistry: This course is only attended by CMC students. It consists of 4 modules.

Chemistry Problems: This course has no timetabled contact hours, it is an “exams-only” course. The exam includes questions from all three main branches of chemistry and tests your ability to integrate knowledge and apply it to solve unseen problems.

3.2 Tutorials

The lecture blocks are complemented by tutorial sessions:

**Inorganic:** Class tutorials in Weeks 17–24; Thursday, 15:00-16:00.

**Organic:** Fortnightly in Weeks 3–24; Monday, 16:00–17:00.

**Physical:** One tutorial per lecture block, in groups. In Weeks 3–26, on Wednesday, 16:00–17:00.

**Medicinal:** Weeks 8, 10, 17; Monday, 16:00–17:00.

3.3 Frontiers of Chemistry course

This course consists of a series of self-contained sessions, some covering aspects outside of, but pertinent to, the science of chemistry. In addition, you are required to write a scientific essay and give a short presentation. Most of the sessions (designated F) are scheduled on Friday afternoons; see Sect. 4 for details.

3.4 Supplementary tutorials and laboratory sessions

To help you with material that is considered prior knowledge for the MSc programme but may not have been covered by your previous degree, you will be assigned supplementary tutors in Inorganic, Organic, and Physical Chemistry. You will regularly meet with each tutor to discuss material selected from our undergraduate (mostly Chem-3) curriculum. These tutorials also provide an opportunity to ask questions and meet staff in a less formal setting.
You will also attend supplementary Chem-3 lab sessions, which provide a practical component to the programme. The lab sessions are designated **SIL, SOL, SPL**, respectively. See Sect. 5 for details.

<table>
<thead>
<tr>
<th>Code</th>
<th>Lecture Block (8 h each)</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>i1</td>
<td>Metals in Medicine</td>
<td>Prof L. Cronin</td>
</tr>
<tr>
<td>*i2</td>
<td>Inorganic Mechanisms</td>
<td>Dr J. Hargreaves</td>
</tr>
<tr>
<td>*i3</td>
<td>Industrial Catalysis Chemistry</td>
<td>Prof S. D. Jackson</td>
</tr>
<tr>
<td>i4</td>
<td>Applied Coordination Chemistry</td>
<td>Dr S. Sproules</td>
</tr>
<tr>
<td>i5m</td>
<td>Inorganic Materials Design</td>
<td>Prof D. Gregory</td>
</tr>
<tr>
<td>i6m</td>
<td>Chemistry of the f-block</td>
<td>Dr D. Price</td>
</tr>
<tr>
<td>o1</td>
<td>Pericyclic Reactions</td>
<td>Dr A. Sutherland</td>
</tr>
<tr>
<td>o2</td>
<td>Heterocyclic Systems</td>
<td>Dr A. Boyer</td>
</tr>
<tr>
<td>o3</td>
<td>Advanced Organic Synthesis</td>
<td>Dr D. France</td>
</tr>
<tr>
<td>o4</td>
<td>Asymmetric Synthesis</td>
<td>Dr L. Soler</td>
</tr>
<tr>
<td>o5m</td>
<td>Physical Organic Chemistry</td>
<td>Dr G. Bucher</td>
</tr>
<tr>
<td>o6m</td>
<td>Organic &amp; Bioorganic Supramolecular Chemistry</td>
<td>Prof G. Cooke</td>
</tr>
<tr>
<td>p1</td>
<td>Macromolecules and Colloids</td>
<td>Dr S. Magennis</td>
</tr>
<tr>
<td>*p2</td>
<td>Surface Chemistry</td>
<td>Prof D. Lennon</td>
</tr>
<tr>
<td>*p3</td>
<td>Advanced Chemical Thermodynamics</td>
<td>Dr A. Stradomska-Szymczak</td>
</tr>
<tr>
<td>p4</td>
<td>Modern NMR Spectroscopy</td>
<td>Dr S. Odedra</td>
</tr>
<tr>
<td>p5m</td>
<td>Statistical Mechanics &amp; Reaction Dynamics</td>
<td>Dr A. Stradomska-Szymczak</td>
</tr>
<tr>
<td>p6m</td>
<td>Theoretical &amp; Computational Chemistry</td>
<td>Dr H. M. Senn</td>
</tr>
<tr>
<td>*M1o</td>
<td>Biopolymers Chemistry and Synthesis</td>
<td>Prof R. Liskamp</td>
</tr>
<tr>
<td>*M2cmc</td>
<td>Industrial Medicinal Chemistry</td>
<td>Dr Humphreys (GSK)</td>
</tr>
<tr>
<td>*M3o</td>
<td>Chemical Biology</td>
<td>Prof R. Hartley</td>
</tr>
<tr>
<td>*M4o</td>
<td>Medicinal Chemistry of Cancer</td>
<td>Dr C. Watts</td>
</tr>
<tr>
<td>S1o</td>
<td>Organometallics in Synthesis</td>
<td>Dr D. France</td>
</tr>
<tr>
<td>S2o</td>
<td>Retrosynthesis</td>
<td>Dr J. Prunet</td>
</tr>
<tr>
<td>S3i</td>
<td>Molecular Magnetism</td>
<td>Prof M. Murrie</td>
</tr>
<tr>
<td>S4i</td>
<td>Electrochemistry for a Sustainable Future</td>
<td>Dr M. Symes</td>
</tr>
<tr>
<td>S5p</td>
<td>Surface Structure &amp; Spectroscopy</td>
<td>Prof M. Kadodwala</td>
</tr>
<tr>
<td>S6p</td>
<td>Dynamics of Molecular Clusters &amp; Fluids</td>
<td>Prof K. Wynne</td>
</tr>
</tbody>
</table>

* Chemistry only

# CMC only
4 Frontiers of Chemistry course

4.1 Course structure

The “Frontiers of Chemistry” course is comprised of individual lectures as tabulated below. The topics will be dealt with in a mixed format – a mixture of formal lecturing, tutorials, discussions, and presentations that will vary from lecturer to lecturer and from topic to topic.

If you are having any difficulties with the course, consult Dr Price (Essays and Inorganic Presentations) or Dr Paschke (all other Frontiers of Chemistry sessions) at the earliest possible moment.

Dr B. Paschke: Room A5-20, e-mail: beth.paschke@glasgow.ac.uk

Dr D. Price: Room A4-38, e-mail: daniel.price@glasgow.ac.uk

Most Frontiers sessions take place in the Conference Room (A4-41a) on Friday of the respective week, but please check the timetable for details.

<table>
<thead>
<tr>
<th>Code</th>
<th>Topic</th>
<th>Lecturer</th>
<th>Week</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2a–c</td>
<td>MSci-4 Placement Talks</td>
<td>Dr A. Jamieson</td>
<td>2–4</td>
<td>13:00–17:00</td>
</tr>
<tr>
<td>F3a</td>
<td>Ethics</td>
<td>Dr B. Paschke</td>
<td>5</td>
<td>12:00–13:00</td>
</tr>
<tr>
<td>F3b</td>
<td>Intellectual Property</td>
<td>Prof D. Lennon</td>
<td>7</td>
<td>13:00–14:00</td>
</tr>
<tr>
<td>F4</td>
<td>Biotransformations</td>
<td>Dr A. Jamieson</td>
<td>9</td>
<td>13:00–15:00</td>
</tr>
<tr>
<td>F5</td>
<td>Introduction to Essay Writing</td>
<td>Dr D. Price</td>
<td>17</td>
<td>13:00–15:00</td>
</tr>
<tr>
<td>F6/F7</td>
<td>Submission of MSc Essay</td>
<td>Dr D. Price</td>
<td>23</td>
<td>14:00–15:00</td>
</tr>
<tr>
<td></td>
<td>Introduction to Inorganic Presentations</td>
<td>Dr J. Farnaby, Inorganic Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F8</td>
<td>Lecture, title tbc</td>
<td>Prof K. Wynne</td>
<td>24</td>
<td>14:00–15:00</td>
</tr>
<tr>
<td>F9</td>
<td>Inorganic Chemistry Presentations</td>
<td>Dr J. Farnaby, Inorganic Staff</td>
<td>26</td>
<td>10:00–16:00</td>
</tr>
<tr>
<td>F10a–d</td>
<td>MSci Project Talks</td>
<td></td>
<td>27</td>
<td>Mon–Thu, 13:00–17:00</td>
</tr>
</tbody>
</table>

4.2 MSc Essay

During Week 17 (session F5), you will be given an introduction on essay writing and also provided with details of the essay assignment. By Week 19, you must choose a supervisor and a subject on which to write an essay of about 4000–6000 words. You should feel free to discuss your choice with the staff members involved and/or the Programme Convener. In any case you must discuss your final choice with the lecturer(s) whose topic you have chosen before you start writing. You can select any member of staff with teaching
and research interests in that area, you are not restricted to the lecturers who taught in Frontiers.

The essay should be started by Week 19 at the latest and submitted to Dr D. Price at the Frontiers of Chemistry session F6 on the Friday of Week 23. Your essay will be returned to you after the spring vacations. It will be independently marked by (i) the staff member who set and supervised the essay and (ii) a second staff member, who will provide an independent assessment of the work.

All essays must be produced using word-processing facilities.

4.3 Assessment of the Frontiers course

You will be required to submit a short piece of coursework for each of the timetabled sessions. This completed coursework will take the form of a “portfolio”; a workbook will be provided for this purpose. The workbook will contain details of the coursework required.

Each section of the portfolio should be completed and submitted to the Chemistry Teaching Office (A4-30) before 16:00 on the Friday following each of the Frontiers of Chemistry sessions. This will allow time for your portfolio to be checked and returned to you before the next Frontiers of Chemistry session. For example, if you attend the MSci placement talks session (F2a) on Friday of Week 2, then your completed portfolio work should be submitted by 16:00 on the Friday of Week 3.

Attendance and participation at the Frontiers of Chemistry sessions are compulsory and will be monitored.

The Frontiers of Chemistry course is worth 20 credits. Each piece of submitted portfolio work, the presentation, and the essay will contribute towards your final grade for this course as shown in the table below. Apart from the MSc essay, full marks will be awarded for participation in each Frontiers of Chemistry session and timely submission of the associated portfolio work. Late submission of work will be subject to a marking penalty.

<table>
<thead>
<tr>
<th>Session</th>
<th>Contribution</th>
<th>Session</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2a–c</td>
<td>3%</td>
<td>F7</td>
<td>3%</td>
</tr>
<tr>
<td>F3a</td>
<td>3%</td>
<td>F8</td>
<td>3%</td>
</tr>
<tr>
<td>F3b</td>
<td>3%</td>
<td>F9a*</td>
<td>6%</td>
</tr>
<tr>
<td>F4</td>
<td>3%</td>
<td>F10a–d</td>
<td>3%</td>
</tr>
<tr>
<td>F5</td>
<td>3%</td>
<td>MSc Essay</td>
<td>70%</td>
</tr>
</tbody>
</table>

* Participation in preparation and presentation required.
5 Supplementary tutorials and laboratory sessions

5.1 Supplementary tutorials

Organic: Tutor: Dr Joëlle Prunet, joelle.prunet@glasgow.ac.uk, office A4-13.
Inorganic: Tutor: Dr Christoph Busche, christoph.busche@glasgow.ac.uk, office A5-26.
Physical: Tutor: Dr Hans M. Senn, hans.senn@glasgow.ac.uk, office A5-11.

5.2 Supplementary laboratory sessions

Lab sessions take place Monday to Thursday afternoon of the respective weeks, 13:00–16:00/17:00. The Labs are divided into separate Experiments, which normally take one week each.


6 Expected prior knowledge, personal study

The courses at master’s level build on prior knowledge in the subject. As you have already obtained a first degree equivalent to a good UK BSc Honours degree in Chemistry, your lecturers will generally expect you to have a level of skills and knowledge similar to a student who has completed the first three years of Chemistry at the University of Glasgow. It is neither practical nor desirable for the lecturers to repeat material already taught at lower levels.

However, no two university curricula are identical, so you will almost inevitably encounter situations where you are not (any more) as familiar with a particular topic as would be required to follow your course. It is your responsibility to identify such gaps quickly and make good use of the free time available for personal study to fill them. Do not hesitate to contact your lecturers to ask for help and advice on particular problems and for additional learning resources.

In addition to the material of the courses you are attending, you will have access to all the material of our Level 1–3 Chemistry courses via Moodle. Also, past examination papers are available in electronic form from the Library. It is recommended that you familiarize yourself early on with the format and type of questions that you will be asked in exams.
7 Student progress

7.1 General considerations for progression

Your performance in your class work for the taught component of the programme will be considered satisfactory only if you:

(a) Regularly attend lectures, tutorials, and Frontiers of Chemistry sessions.
(b) Hand in an MSc essay.

The material taught in the lecture courses in semesters 1 and 2 will be assessed by written exams during the spring examination diet in April/May. You can progress from the taught component to the summer research project only if you obtain a grade point average (GPA) of 12 (equivalent to C3) or better in the taught courses; at least 75% of the credits contributing to the GPA must be at grade D3 or better, and all credits must be at grade F or better.

If you cannot progress to the project component, you will still be considered for the award of a Postgraduate Diploma (PgDip) or Postgraduate Certificate (PgCert), subject to the applicable regulations.

For the project component of your programme, you will need to:

(a) Carry out a Summer research project lasting 12 weeks between June and August, following the timetable in Sect. 8.2.
(b) Provide the School of Chemistry with two bound copies as well as an electronic copy of a thesis on your project, to be submitted to the Programme Secretary (A4-30) by the deadline set in Sect. 8.2. A further copy should be prepared and retained by you for your oral examination.
(c) Attend your viva voce (oral) examination as set out in Sect. 8.2

7.2 Examinations and aggregation of marks

7.2.1 Summary of components contributing to final grade

Your final grade is calculated as detailed below; contributions are weighted according to the numbers of credits associated with each course.

A) Taught component: 120 credits
   1. Six examination papers as detailed below, each contributing 15 or 20 credits (100 credits in total).
   2. Frontiers of Chemistry course: 20 credits.

B) Project component: 60 credits
   1. Practical performance, assessed by project supervisor: 20%
   2. Dissertation, assessed by two independent Assessors: 50%
   3. Oral examination, assessed by two independent Assessors: 30%
7.2.2 Requirements for the award of an MSc degree and special awards

If you have achieved at least a GPA of 12 (grade C3) for the taught component and at least a grade D for the project component, you will be awarded the degree of Masters of Science (MSc). If you have achieved at least a GPA of 15 (grade B3) in both components, you will be eligible for the award with Merit. If you have achieved at least a GPA of 18 (grade A5) in both components, you will be eligible for the award with Distinction.

7.2.3 Structure of written exam papers (MSc Chemistry)

**Paper 1: Physical Core 1 and Core 2 (20 credits)**
- 4 questions from 6 [at least 2 from Core 2]
- 3 h, 100 marks

**Paper 2: Inorganic Core 1 and Core 2 (20 credits)**
- 4 questions from 6 [at least 2 from Core 2]
- 3 h, 100 marks

**Paper 3: Organic Core 1 and Core 2 (20 credits)**
- 4 questions from 6 [at least 2 from Core 2]
- 3 h, 100 marks

**Paper 4: Special Topics (20 credits)**
- 4 questions from 6 [3 sections, at least 1 question from each]
- 3 h, 100 marks

**Paper 5: Problems (20 credits)**
- Based on Core 1 and Core 2 material, but including data from fundamental techniques and basic chemistry/medicinal chemistry knowledge.
- 4 questions from 6 [3 sections (inorganic/organic/physical) with 2 questions each, at least 1 question from each section]
- 3 h, 100 marks

**Note:** The total number of questions on a paper is approximate and may change.

7.2.4 Structure of written exam papers (MSc Chemistry with Med. Chemistry)

**Paper 1: Physical Core 1 and Core 2 (15 credits)**
- 3 questions from 4
- 2 h 15 min, 75 marks

**Paper 2: Inorganic Core 1 and Core 2 (15 credits)**
- 3 questions from 4
- 2 h 15 min, 75 marks

**Paper 3: Organic Core 1 and Core 2 (20 credits)**
- 4 questions from 6 [at least 2 from Core 2]
- 3 h, 100 marks
Paper 4: Special Topics (20 credits)
- 4 questions from 6 [3 sections, at least 1 question from each]
- 3 h, 100 marks

Paper 5: Medicinal Chemistry (15 credits)
- 3 questions from 4
- 2 h 15 min, 75 marks

Paper 6: Problems (15 credits)
- Based on Core 1 and Core 2 material, but including data from fundamental techniques and basic chemistry/medicinal chemistry knowledge.
- 3 questions from 6 [2 sections (A: 2 organic, 1 medicinal; B: 3 from physical and inorganic). At least 1 from each section.]
- 2 h 15 min, 75 marks

Note: The total number of questions on a paper is approximate and may change.

7.3 Marking schedule

The results of assessments are usually expressed as a percentage of the maximum number of marks that could be achieved. This percentage will be converted to the University’s 22-point scale and corresponding alphanumerical grades.

<table>
<thead>
<tr>
<th>% Mark</th>
<th>Points</th>
<th>Grade</th>
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<tr>
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<td>15.0</td>
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<td>18.4</td>
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<td>100.0</td>
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</tr>
</tbody>
</table>
Note: This table is a guideline only. The Board of Examiners may decide to use an adjusted conversion for particular assessments or courses.

8 MSc project

8.1 Choosing a project

The three-months research project done over the Summer (June to August) is a central part of your MSc programme. You will be working in one of the School's research groups and produce a piece of independent work, evidenced in your MSc thesis.

A list of potential project supervisors and their research areas will be made available early in the first semester. You should feel free to approach potential supervisors to discuss the possibility of doing your MSc project with them and explore possible topics. Use the information on the School web site to get an overview of the diverse research interests of the School's staff.

You should choose a supervisor by the end of Week 18 (see timetable in Sect. 8.2) and confirm your choice with the Programme Convener.

8.2 Timetable for MSc projects

Fri, 20/01/2017 Students, after consultation with their prospective supervisor, submit name of supervisor and provisional topic to Programme Convener.

Mon, 5/06/2017 Projects begin. A COSHH form must be completed, signed by the supervisor, and handed into the Teaching Office (Room A4-30) before any practical work is commenced. *N.B.: This date may shift by a few days. The project begins immediately after the Exam Board meeting.*

Fri, 18/08/2017 Recommended completion of practical work. Project Assessors announced.

Mon, 4/09/2017 **Deadline** for submission of thesis. Two bound copies must be submitted to the Teaching Office (Room A4-30) **by 13:00.** Also, an electronic copy (PDF format) must be uploaded on Moodle. Students should retain an extra hardcopy for themselves.

1–15/09/2017 **Oral examinations.** These will be conducted by the two Assessors; the supervisor will not be present.

Fri, 22/09/2017 Exam Board meeting. Results will only be published after approval by the External Examiners. *N.B.: This date is provisional.*
9 School facilities

9.1 Out-of-hours access to the building

PGT students can obtain a key fob that provides 24/7 access to the Joseph Black Building (ramp entrance) and the Chemistry Library. Please contact the Programme Secretary if you would like to get a key fob.

9.2 Conference room

You are welcome to use the Conference Room (A4-41a) as a place to study provided that (a) it is not required for other School purposes, (b) you leave when requested by the janitors, and (c) the room is kept quiet and tidy.

9.3 Chemistry branch library

The Chemistry Branch Library (CBL) is located in B5-08. It holds most of the University Library’s collection of chemistry books and journals. A selection of recommended text books is available from the library assistant on short-loan for over-night consultation. The CBL also provides a quiet space for work and study.

9.4 Computer (Windows) clusters

Several computer rooms with Windows PCs are available for general use when they are not booked for teaching purposes. All clusters have a black-and-white multi-function printer/scanner/copier. The computers use the campus-wide student login and print-quota system.

<table>
<thead>
<tr>
<th>Room</th>
<th>No. of PCs</th>
<th>Notes</th>
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<tbody>
<tr>
<td>A5-06</td>
<td>30</td>
<td></td>
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<tr>
<td>A5-23</td>
<td>16</td>
<td></td>
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<tr>
<td>C5-17</td>
<td>11</td>
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<tr>
<td>B5-08 (CBL)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>A5-09a (IT support)</td>
<td>1</td>
<td>Colour printer</td>
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</tbody>
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10 Important regulations

10.1 Safety

The School Safety Committee has issued the following guidelines:

1. Experimental work should normally not start before 8:30 and should finish by 17:30.
2. Prior approval by the supervisor must be obtained should it be necessary for a student to work even for short periods outwith these hours. The usual rules of late working will apply. If the supervisor has to leave before experimental work is complete, written permission must be given and in such cases a designated proxy (academic, post-doctoral, or senior technical staff) must be present in the building.
3. IMPORTANT: Please note that those students performing experimental research projects involving synthesis will be required to wear 100% cotton laboratory coats in the research laboratories.
4. Access to IT equipment will be available only when Janitors are present in the building.

10.2 Illness and absence from class

If you are unable to attend classes, you must follow the University guidelines regarding absence: www.gla.ac.uk/services/senateoffice/policies/studentsupport/absencepolicy/

You should also contact the Programme Convener as soon as possible to explain the reasons for your absence.

If you believe that your performance in a course or an assessment has been adversely affected by reasons that you wish to draw to the attention of the Board of Examiners, it is essential that you write to the Programme Convener to inform him of the circumstances. You should also submit a Good Cause Claim on MyCampus:

1. Go to the “Student Center” and select My Good Cause from the Academics menu.
2. Select the relevant course(s).
3. Complete the report in MyCampus (there is provision for particularly sensitive information to be provided separately, outwith the system, but a claim report must still be entered into MyCampus).
4. Add supporting evidence by uploading documents.

10.3 Penalties for late submission of course work

Two grade points for each working day, or part of a working day, by which the work was submitted after the due date and time for a maximum of five working days; work submitted more than five days after the due date and time will be awarded a Grade H.
This means that if work assessed as B1 was submitted 1 day late it would be awarded grade B3, after two days it would be awarded C2, etc.

10.4 Policy on summative assessment

All feedback on coursework used in assessment is strictly provisional for your guidance only and is subject to ratification by the Board of Examiners and External Examiners at the end of the academic year. You must retain all copies of assessed work and have them available for inspection by the examiners if requested at the end of the year. You will be given reasonable advance warning should this be required.

10.5 Plagiarism

Plagiarism is the submission of someone else's work as one's own without acknowledgment. As recent cases have shown, it is regarded as a serious offence against University discipline. You must read the Senate-approved Plagiarism Statement, which explains University policy on plagiarism.

Degrees from Glasgow University recognise personal achievement. It follows that any work you submit must be your own. It may be proper, and even desirable, to include words, data or ideas taken from books or articles, the world-wide web or even from other students in work you submit for assessment. But you must make it completely clear what is yours and what you have taken from others. If you copy someone else’s words you must enclose them with quotation marks. You should also give a verifiable reference; for example: F. A. Cotton and G. Wilkinson, Advanced Inorganic Chemistry, 5th edn., Wiley, New York, 1988, p. 1219; or: J. Smith, Level-3 Inorganic Laboratory Report, 2nd April, 2000.

This regulation applies to all work submitted for assessment, including lab reports, class tests, and research projects, unless you have specifically been told otherwise, for example, in the case of a group project or when a number of students share experimental data.

You are required to sign a form stating that any work you hand in is your own. This form can be downloaded from Moodle.

See University Guidelines at www.gla.ac.uk/services/sls/plagiarism/

10.6 Recording of lectures

Note that lecture recordings and all course materials provided are for your own personal use and can only be used in relation to your studies. Any unauthorised distribution of course materials, including uploading them onto unauthorised web sites and social media sites (such as YouTube or CourseHero) will be considered a breach of the code of conduct and will be subject to disciplinary action. Please see www.gla.ac.uk/services/senateoffice/policies/regulationsandguidelines/.
11 Guidelines for presenting and writing a thesis

The thesis counts for a substantial part of the marks assigned to the project and, in addition, is the only tangible result of the three months of work which can be shown to the External Examiners. It is therefore important that you do not let yourself down by a badly written or produced thesis.

11.1 Technical points

The thesis should be word-processed; the School has an adequate number of PCs with MS Word installed.

The font should be clear. Fonts normally used are Times New Roman or Arial (usually 10, 11 or 12 point). This document is written in Arial 11 pt with main headings in 14 pt bold and sub-headings in 12 pt bold.

The thesis should use 1.5 line spacing and have a reasonable margin on the left hand side to allow for binding. Margins of 3.0 cm left and right and 2.5 cm top and bottom are acceptable.

Pages should be numbered consecutively, as should diagrams and spectra. Since the word processor will do the numbering for you, it is easier if you do not include whole-page diagrams or spectra in the page numbering, but this is a matter of choice.

Chemical structures can be drawn using ChemDraw or ChemWindow and copied into MS Word. On the other hand there is nothing wrong with Xerox-ing in structures (and indeed diagrams) provided that the result looks neat and clear.

11.2 References

Referencing work is very important and is frequently badly done. The format shown in the following examples is that employed by the Royal Society of Chemistry. It should be used unless your supervisor suggests an alternative.

1. **Journal articles:** (*Journal in italics*, year, **volume No. in bold**, page No.)

   other possibilities are:
   unpublished, in press, personal communication.

2. **Books:** (Authors, *Title in italics*, publisher, place, year, vol No., page if necessary)
3. **Theses:**

11.3 **Content**

The thesis should contain:

- Title page
- Acknowledgements
- Contents page (with page numbers)
- A one page Abstract
- Introduction
- Experimental Section,
- Results and Discussion (or Results and Discussion as separate sections)
- Conclusions
- References

The above order is customary but sometimes the Experimental Section appears between Conclusions and References – consult your supervisor.

The **INTRODUCTION** should set the work in context, review previous work (fully referenced), describe any techniques or theories with which you were unfamiliar when you began the research, and describe what you intended to do.

The **EXPERIMENTAL SECTION** should give full experimental details of all reactions or experiments carried out. It is particularly important to indicate which are literature preparations and which are novel. If a literature preparation is reported it is important to note if you modified it or if it behaved in an unexpected way. New compounds should be as fully characterised as possible. It is a good idea to include the actual spectra of new compounds (and other bulky supporting data) in one or more Appendices.

The **DISCUSSION** is extremely important and is often where students do not do themselves justice. A project where absolutely nothing has worked can be made interesting by discussing **WHY** things went wrong. In any case, the discussion is often where you show how much of the project you understood!

The **CONCLUSIONS** should summarise the work and suggest how it could be continued in the future.

The **ABSTRACT** will be similar to the Conclusions but should be concise and incisive - it is the first thing an examiner will read, and should encourage him or her to read the rest of the thesis!

Finally: **SPELL CHECK YOUR THESIS.**