Welcome to UCL

Provost's Welcome

Dear students

To those of you who are returning, welcome back. To those of you who are new, congratulations for choosing UCL as your university. Great minds don’t think alike and the reasons for your choice will be unique to you. But there are certain features of a UCL education that are constant, whatever your programme.

Through our Connected Curriculum, we seek to give you the opportunity to learn by participating in research and enquiry at all levels of study. You will be stretched intellectually, your programmes enriched by world-leading researchers pushing the boundaries of knowledge. You will have access to excellent digital and physical learning resources as well as a taught curriculum that makes our graduates so employable.

This doesn’t mean that your journey will be the same as everyone else’s. You can shape UCL and your experience within it. Take our university-wide surveys and make your voice heard. Become a ChangeMaker or a Course Representative and work in partnership with academics to make your programme even better.

You’ll also have opportunities to learn outside your degree programme. Participate in our Global Citizenship Programme, exploring ways of addressing some of the world’s most pressing challenges in the two weeks of summer term following exams. Get involved with amazing volunteering opportunities (coordinated by the Volunteering Services Unit) and make a difference locally. Investigate opportunities for entrepreneurship through UCL Innovation and Enterprise.

UCL is first and foremost a community of great minds. You are a valuable member of that community. I hope you will take every opportunity to shape your time here, so that your experience is the best possible.

Professor Michael Arthur
UCL President and Provost

Introduction to the department and parent faculty

Introduction to the department and its history

Welcome to the Department of Earth Sciences. You have joined a vibrant community and we are sure that you will enjoy and profit from your time here. We hope that you will participate fully in the life of the Department and contribute to its well-being and character.

There are many useful sources of general information. The Earth Sciences website is at http://www.ucl.ac.uk/earth-sciences The Study Here pages at http://www.ucl.ac.uk/earth-sciences/study/ have information on the Department’s degree programmes, a link to this handbook and links to Alumni and Careers. See also the password-protected website My Department - Information for Current Students at http://www.ucl.ac.uk/earth-sciences/mydepartment/students for information concerning your day-to-day activities. The Moodle page Earth Sciences Careers and Resources gives many useful links, all in one place.

The Department of Earth Sciences at UCL lies in the heart of London on the Bloomsbury campus,
and is ranked second in the Guardian University League Tables for 2017. Geology has been taught at UCL since it opened in 1828, with the first Professor of Geology, Thomas Webster, appointed in 1841. The department has grown and flourished, becoming the Department of Geological Sciences in the early 1980s and more recently the Department of Earth Sciences, reflecting developments in the science and the wide range of interests and expertise of staff within the department.

Our research spans a diverse range of activities including: crustal processes, Earth and planetary evolution, mineral physics, palaeobiology and palaeoclimatology, polar observation and modelling, environmental geochemistry, sedimentology, hydrogeology and natural hazards.

2.2 **Explanation of the relationship between department and faculty**

Earth Sciences is part of the Faculty of Mathematical and Physical Sciences, which consists of eight departments and the Natural Sciences degree programme which is run by Faculty. The departments are:

- Earth Sciences
- Chemistry
- Mathematics
- London Centre for Nanotechnology
- Physics & Astronomy
- Science & Technology Studies
- Space & Climate Physics & Mullard Space Science Laboratory
- Statistical Science
- Virtual department run by Faculty – Natural Sciences Degree

2.3 **Key staff members within the department and faculty**

There are over forty members of staff in the department. Contact emails, room numbers and internal telephone numbers are given in [ES People](https://www.ucl.ac.uk/earth-sciences/people). Key contacts are:

**Head of Department:** Prof. Lars Stixrude

Prof. Stixrude has ultimate responsibility for all aspects of the Department and its management. [Leisa Clemente](mailto:l.clemente@ucl.ac.uk) is his Personal Assistant, and if the need arises, an appointment can be made through her on 020 3108 6338 from outside UCL, or ext. 56338 from inside UCL. Her email address is l.clemente@ucl.ac.uk.

**Postgraduate Tutor:** Dr Michel Tsamados

**Academic Administrator:** Susie Rizvi
Susie supports the Departmental Tutors, both undergraduate and postgraduate, and also the Exams Officer. She can be found on the ground floor of the Kathleen Lonsdale Building, room G12 and can also be contacted by email on d.rizvi@ucl.ac.uk.

The **Faculty Administration Manager**: Mrs Stefanie Anyadi

2.4 Mrs Anyadi may be consulted, by appointment, in the Faculty Office, situated on the 1st Floor of the South Wing. She can be contacted by telephone 020 7679 2879 or by email to s.anyadi@ucl.ac.uk.

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3 **Departmental staff related to the programme**

3.1 **Explanation to students of the roles of module and programme leaders and other key staff involved in programme delivery**

The Programme Directors for the MSc programmes are Prof. Paul Upchurch, MSc Geoscience and Dr Christopher Kilburn, MSc Geophysical Hazards.

The Departmental Office is on the ground floor of the Kathleen Lonsdale Building, Room G12. Celine Ahmed, Financial Administrator and Jen Amery, Financial Assistant look after the day-to-day running of the Department. They are also responsible for supplying essential field equipment such as hard hats, compass clinometers and field notebooks, which are necessary for fieldwork.

Danuta Kaminski, IT Manager, is responsible for computing matters within the Department.

The Fieldwork Co-ordinator is Dr Tom Mitchell.

The Departmental Careers Co-ordinators are Susie Rizvi and Prof Kevin Pickering. Within UCL Careers Service, Raj Sidhu has responsibility for careers provision in Earth Sciences.

The Departmental Equal Opportunities Liaison Officer is Prof. Lidunka Vocadlo (telephone: 020 3108 6332 or e-mail l.vocadlo@ucl.ac.uk), whose function is the promotion of equal opportunities for women, ethnic minorities and those with socio-economic disadvantages. UCL is committed to fighting sexual harassment and will not tolerate it under any circumstances. If you feel that you have been discriminated against on racial or sexual grounds or have been harassed in any way, you should inform Prof. Vocadlo or your Programme Director directly. Immediate confidential help in dealing with the problem is assured.

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4 **Key dates**

4.1 **Term dates, exam/assessment period, core activities (Centrally Provided)**

4.1.1 UCL Term Dates: 2017/18
First Term  
Monday 25 September 2017 – Friday 15 December 2017

Second Term  
Monday 08 January 2018 – Friday 23 March 2018

Third Term  
Monday 23 April 2018 – Friday 08 June 2018

For those departments that operate them, Reading Weeks are the weeks beginning Monday 06 November 2017 (Term 1, Week 7), and Monday 12 February 2018 (Term 2, Week 6).

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas College Closure</td>
<td>Close 5.30pm Friday 22 December 2017</td>
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<tr>
<td></td>
<td>Open 9.00am Tuesday 02 January 2018</td>
</tr>
<tr>
<td>Easter College Closure</td>
<td>Close 5.30pm Wednesday 28 March 2018</td>
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<tr>
<td></td>
<td>Open 9.00am Thursday 05 April 2018</td>
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<tr>
<td>Bank Holidays</td>
<td>Closed - Monday 07 May 2018</td>
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<td></td>
<td>Closed - Monday 28 May 2018</td>
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<td></td>
<td>Closed - Monday 27 August 2018</td>
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</tbody>
</table>

Further information:
- **Term dates 2017/18**

PLEASE NOTE THAT FIELDWORK MAY TAKE PLACE IN READING WEEK AND/OR DURING THE VACATION. OTHER DEPARTMENTS MAY RUN TESTS OR ADDITIONAL ACTIVITIES DURING READING WEEK.

4.1.2 Final Verification for Student term 2 module choices

Student confirmation:  
Wednesday 06 December 2017

Department confirmation to SRS:  
Friday 15 December 2017

4.1.3 UCL Examination Periods 2017/18

Examination Period:  
Wednesday 25 April – Friday 08 June 2018

Late Summer Assessment Period:  
Monday 20 August – Friday 07 September 2018

Examinations are normally taken in the Summer Term, although a few may take place outside this time. A timetable for each student will be available by the Easter vacation, and students should remember to take their candidate identifier to each exam. General UCL information can be accessed from the UCL Current Students pages: [Examinations and Awards](#). This includes dates, conduct, procedures concerning deferred examinations and extenuating circumstances. Advice may also be sought from the Examinations Liaison Officer, [Susie Rizvi](#).

Submission dates for coursework, departmental tests, presentations etc. are available on the relevant Moodle page.

4.2 Department- and faculty-level events and key dates

All students should check to ensure that they do not have departmental or College commitments before making arrangements for absence from UCL. In particular, a number of modules have compulsory fieldwork during the vacation. If the dates are not yet available on the [fieldwork schedule](#) on the intranet, please contact the appropriate module organiser or Fieldwork Co-ordinator.

Students are expected to submit coursework at the end of Term 3, and may also have additional training or UCL events to attend after the end of examinations and prior to the term officially ending.

4.3 How UCL and the department will communicate with students

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UCL will communicate with students via:

- **UCL student email** – Students should check their UCL email regularly.
- **UCL Moodle** – UCL’s online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.
- **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
- **UCL Instagram** – UCL’s official Instagram channel, featuring news, events, competitions and images from across the UCL community.
- **@ucl Twitter channel** – Sharing highlights of life at UCL from across UCL’s diverse community.

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### Programme structure

#### 5.1 The structure of the programme, duration, credits, qualification(s)

All programmes are available as either one year full-time or two years part-time.

UCL Regulations state that students must take modules to the value of 180 credits.

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### Advice on choosing module options and electives

#### 6.1 Choosing modules

Modules are the individual units of study which lead to the award of credits. The modules available for each degree programme are given on the Earth Sciences website. Each degree programme has compulsory (core) modules and a variety of options. Some new students will find they do not need to make selections all their modules are compulsory. If students need to choose optional modules, the department will advise them of how and when to do this.

The deadline for term 2 module choices is Wednesday 6th December 2017.

Affiliate students will be advised of the process for selecting modules by their home department. Modules may need to be selected before enrolment, or after the student has arrived at UCL.

**Further information:**

- **Selecting Modules**

#### 6.2 Contact details for staff who can give advice

Students can seek advice on module choices from academic staff, in particular from their personal tutor, the Departmental Tutor or the relevant degree Director of Studies. The Academic Administrator can help with queries concerning registration on PORTICO.

#### 6.3 Deadlines for choosing modules, and how a student will know if they have secured a place

Students are expected to register for all modules on PORTICO at the earliest opportunity in order that they do not miss lectures and practical classes. Please note that anyone wishing to change their module options for term 1 within the first two weeks of teaching, must seek approval from the teaching department who ‘owns’ the module to see if there is space
available and the relevant Programme Director.

Module selections cannot be submitted by the student until all modules have been chosen. Selections need to be approved on-line first by the teaching department, and then by the parent department (i.e. Earth Sciences). Students will be able to see on PORTICO whether their module options have been accepted or rejected.

6.4 The above information should also cater to Affiliate students

Affiliate students should be able to register for the Affiliate version of their modules on PORTICO, but should contact the Affiliate Student Tutor for advice, including the correct module codes.

7 Progression and award requirements

7.1 Information on how a student progresses through the programme – what does a student need to complete and pass to be awarded a degree; what are the criteria for condonement (if applicable), what are the consequences of unsatisfactory progress

UCL regulations for Progression and for Consideration of the Award of a Degree can be found in the Academic Manual (https://www.ucl.ac.uk/srs/academic-manual/c4/c4-intro#top).

Students should refer to the above for the definitive UCL requirements.

8 Tutorials and supervision

8.1 Academic and Personal Tutoring

UCL is committed to providing all students with the academic guidance and personal support that they need to flourish as members of our active learning and research community. As part of the wider support infrastructure provided by a programme, every undergraduate or taught postgraduate student will be assigned a member of staff who can provide constructive academic and personal development guidance and support. At the start of the year, students will be provided with the name and identity of their personal tutor, the date of their first meeting, and where and when the personal tutor can be found in term time. Students are encouraged to be proactive in engaging with their Personal Tutor, as it is the responsibility of the student to keep in touch.

Further information:
• Personal Tutors

8.2 Departmental pastoral tutoring

You will meet your Personal Tutor in induction week, and will normally remain with him/her until the end of the academic year. At your first meeting you will be informed how to contact him/her should the need arise. You have a responsibility to ensure that you respond to any communications from your tutor promptly, and to attend appointments. The Department will keep a record of the meeting. Your Personal Tutor should be the first person you turn to with any problems of a personal, pastoral or financial nature, and these consultations will remain confidential unless you
8.3 How dissertation supervision operates and the expectations of both the supervisor and student

MSc in Geosciences—Students will choose a dissertation project in Term 1 or very early in Term 2. This can be done either by selecting a project from a list that will be circulated towards the end of Term 1, or by approaching potential supervisors directly. Each dissertation project will have at least one supervisor who will be a member of staff in the Department of Earth Sciences. The project will be initially developed in Term 2 via the GEoLGG02 Research Proposal - this will provide an opportunity to look at the feasibility of the proposed project, and for the supervisor and First Marker to provide guidance and feedback. The Dissertation research will then be carried out from approximately June to the end of August. Supervisors are there to help guide the student and should provide advice on issues such as relevant literature, methods and techniques, fieldwork and/or laboratory work, Dissertation structure and presentation etc. However the student is expected to take the lead with the research and should not expect the supervisor to ‘do the thinking’ for them. Supervisors will expect their students to show initiative, motivation, critical thinking, etc., and to work hard to achieve the desired outcomes. How supervision is organised is flexible and can be agreed between the supervisor and student. Some students and supervisors might wish to hold regular meetings, whereas others might prefer a more ad hoc approach in which meetings are scheduled as and when they are needed.

MSc Geophysical Hazards – Dissertation supervision will be discussed with students directly.

9 Learning resources and key facilities

9.1 Information on university-wide learning resources and key contacts for support

UCL Library and Learning Resources

9.1.1 UCL Library Services

UCL has 19 libraries and a mixture of quiet study spaces, bookable study rooms and group work areas. Each library has staff that students can ask for help. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support.

Further information:
- Library information for students

9.1.2 Information Services Division (ISD)

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers IT learning opportunities for students and staff in the form of ‘How to’ guides which provide step-by-step guidance to all of ISD’s key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks. There are also opportunities for digital skills development through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk. UCL also has a licence for Lynda.com which provides thousands of high quality video-based courses from programming to presentation skills. Learning on Screen provides students with access to an archive of 65 free-to-air channel programming for educational usage. In addition, Kanopy is available to UCL students, and offers a wide range of movies.
E-learning services available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom.

ISD provides desktop computers and laptops for loan in a number of learning spaces. A map of computer workrooms is available on the ISD website. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students. It is also possible to access a large range of applications remotely, from any computer, using the Desktop@UCL Anywhere service. Students also have access to a range of free and discounted software via ISD Software for Students.

All students are encouraged to download the UCL-Go app, available for iOS and Android devices. The app gives access to Moodle and timetabling and shows where desktop computers are available on campus.

9.1.3 UCL Centre for Languages & International Education (CLIE)

The UCL Centre for Languages & International Education (CLIE) offers courses in over 17 foreign languages (including English), along with teacher training courses, across a range of academic levels to support UCL students and staff and London’s wider academic and professional community. CLIE provides degree preparation courses for international students, courses satisfying UCL’s Modern Foreign Language requirements and a range of UCL summer school courses. Students can also access a database of language-learning resources online through the CLIE Self-Access Centre, including film and documentary recommendations and books for self-study.

Further information:
- CLIE website
- CLIE Self-Access Centre

9.2 Information on department/faculty library spaces/resources, IT provision/support, social spaces etc.

General information about computing can be found at UCL Students Page. This includes topics such as email, passwords, security issues, and information about computer cluster rooms available for use around UCL.

All our teaching rooms have wireless connectivity – eduroam. For large scale printing we provide an A0 plotter. As a UCL student you can obtain free MS Office 365 software including all the Office 365 applications. There is also free anti-virus software available.

Enquiries about computing applications should be addressed to Danuta Kaminski (extension 56335), d.kaminski@ucl.ac.uk, Issues with your UCL-wide computing account and computer clusters should be reported to servicedesk@ucl.ac.uk or phoned through on ext. 25000. The Service Desk is located in the DMS Watson Library.

9.3 How to access Moodle and support contacts

Moodle is UCL’s online learning space. It includes a wide range of tools which can be used to support learning and teaching. Moodle is used to supplement taught modules, in some cases just by providing essential information and materials, but it can also be integrated more fully, becoming an essential component of a module. Some modules may use Moodle to provide access to readings, videos, activities, collaboration tools and assessments.
Further information:
- Moodle
- Frequently Asked Questions
- Quick Start Guide

9.4 Portico – what it is, why it is important and who to contact for support

Portico

Portico is the main UCL student information system which is used by all students for:
- Updating personal data such as addresses or contact numbers
- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results
- Pre-enrolment and re-enrolment
- Applying for graduation ceremonies

Further information:
- Portico login
- Portico Helpdesk

9.5 Research Student Log

To fulfil UCL’s commitment to the quality of its research programmes, the Doctoral School provides the Research Student Log for the use of all research students at UCL. The Log is a mandatory component of all UCL research degree programmes and has been prepared to assist students throughout their degree programme at UCL. It provides a framework for recording details related to the student’s graduate research programme, scheduled supervisory meetings and activities concerning the development of academic and key skills. The Log will also help students to assess their progress and to plan and chart evidence of the development of academic and discipline-specific skills and key skills.

Further information:
- Research Student Log

10 Student representation

10.1 Information on Students’ Union UCL, how to run for election and how to find a representative

Students’ Union UCL

The Union helps you to do more at UCL, experience something you’ve always dreamt of, turn a curiosity into a new passion and help you reach your potential. The Union cares about the things you care about, it’s made up of all kinds of people from all kinds of places and it is right there to fight for you when you need someone in your corner.

Students’ Union UCL is the representative body of all UCL students. It is run by students and is a registered charity, independent of UCL. All UCL students at every level are automatically members of the Union (but can opt out), and the Union’s leaders are elected annually by and from all current students. The elected leaders are called Sabbatical Officers and they represent students on various UCL committees and campaign on the issues that matter to students. Alongside the Sabbatical Officers are more than 1000 voluntary representatives, elected or appointed to cover every part of UCL life.

Further information:
10.2 Student societies

UCL students currently run over 250 different clubs and societies through the Students’ Union, providing a wide range of extra-curricular activities for students to get involved with during their time at UCL.

Further information:
- Student’s Union website
- Membership information (including how to opt out)
- Elections information (including how to run for office)

The UCL Greenough Society is perfect for anyone with an interest in the Earth Sciences. It was created over 100 years ago by a student and is named after the prestigious geologist George Greenough. Marie Stopes was one of the founding members. Being part of the society provides the opportunity to meet other people with similar interests from other degree programmes and year groups. The society organizes a range of academic activities such as lectures with guest speakers, and co-ordinates with the careers service to help students get the best advice and work experience. There are also a range of fieldtrips and day trips to places which help students improve their expedition skills and extend learning beyond the lecture room. There are a variety of social events including parties, formal dinners, sports competitions and quiz nights. The committee is run entirely by students so also provides a good chance for students to get involved in improving the life of their fellow students.

10.3 Information on Academic Representatives

Academic Representatives

Your Students’ Union is there to make sure students have the best possible time while they’re studying at UCL. One of the ways we do that is by working with departments and faculties to ensure that every student is represented and has a voice in the way that the university works.

Every student at UCL will have a Course Representative or a Research Student Representative who will be your eyes, ears, and voice. They’ll work closely with staff in your department to make sure that they understand what you most value, and take action to deal with things you’d like to see improve. They’ll also work with representatives in your faculty and the Students’ Union to make things better across the whole of UCL.

If you take up a representative role, the Students’ Union will work closely with you to provide training, support, and advice, and you’ll be able to change the experience of everyone on your course or in your department for the better. Course and Research Student Representatives are appointing during early October – if you’d like to take up the role, staff in your department can tell you how.

Further information:
- Academic Representation website
- Find your Representative
- Become an Academic Representative

10.4 Role of the Staff-Student Consultative Committee

Staff-Student Consultative Committee
Every department at UCL has a Staff-Student Consultative Committee (SSCC) that meets at least twice a year. The SSCC provides a forum for discussion between staff and student academic representatives. It is a great chance to work closely with staff to improve students’ learning experience, and a big part of how together we make education better at UCL.

10.5 Students’ Union Advice Centre

The Students’ Union Advice Service is available to UCL students. Trained and experienced caseworkers are ready to support you with any difficulties that might occur during your time at UCL. The Advice Service specialises in:

- **Academic issues** - including examination irregularities and student complaints
- **Housing** - including contract checking and housemate disputes
- **Employment** - including unpaid wages and part-time employment contracts
- **Money advice** - including advice on benefits
- Many other legal and university matters

Students can make an appointment or attend a drop-in session for free, confidential and independent advice and support.

Further information:

- [Students’ Union Advice Service website](#)

10.6 Informal and Formal Student Complaints

**Student Complaints**

UCL aims to ensure that every student is satisfied with their experience of UCL. However, we recognise that from time to time problems do arise and students may wish to express concern or dissatisfaction with aspects of UCL or the quality of services provided.

**Informal resolution**

Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Students can speak to their Personal Tutor, Programme Leader, Departmental or Faculty Tutor, or Course Representative if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the Students’ Union Advice Service. UCL strongly encourages this kind of resolution and does expect students to have attempted some form of informal resolution before making a formal complaint.

**Formal complaints**

If an issue cannot be resolved at a local level, students may feel they need to submit a formal complaint using UCL’s Student Complaints Procedure. UCL aims to ensure that all complaints are treated fairly, impartially, effectively and in a timely manner, without fear of victimisation. The Complaints Procedure applies across all Schools, Faculties, Academic Departments and Professional Service Divisions.

Further information:

- [Student Complaints Procedure](#)
- [UCL Student Mediator](#)
- [Students’ Union Advice Centre](#)
11 Student support and wellbeing

11.1 Information regarding central wellbeing and support services, including what services are offered, locations and contact information

UCL Student Support and Wellbeing

UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for students - the Current Students Support website provides more information. Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services.

11.1.1 The Student Centre

The Student Centre provides front-line administrative services to UCL students and is an excellent source of information about the services provided by Student Support and Wellbeing. They can also provide advice about a range of Student Records enquiries and fulfil requests for proof of student status.

Further information:
- Student Centre website

11.1.2 Student Disability Services

Student Disability Services provide a comprehensive range of support services for students who have a disability which impacts upon their studies at UCL. They support students with physical and sensory impairments, specific learning difficulties, autistic spectrum disorders, mental health difficulties, and long-term health conditions. As well as arranging for adjustments to learning environments, the team loan out specialist equipment and provide one-to-one tutoring and support for students with specific learning difficulties.

Further information:
- Student Disability Services

11.1.3 Student Psychological Services

Student Psychological Services is dedicated to helping UCL students with personal, emotional and psychological concerns. The Student Psychological Services Team is diverse and consists of a variety of highly trained and experienced professionals, who offer short-term CBT and psychodynamic support. There are currently two psychiatrists and ten therapists on staff with varying kinds of psychological training and expertise.

Further information:
- Student Psychological Services

11.1.4 International Student Support and Welfare

The International Student Support and Welfare Team provide specialist support and advice for all non-UK students at UCL. As well as immigration information, they help to support students through the transition to university in the UK by organising the International Student Orientation Programme (ISOP) at the start of each term, and arranging regular workshops for international students which tackle particular issues.
Further information:

- International Student Support and Welfare

11.1.5 Accommodation

UCL Residences provides a range of accommodation options including three Halls of Residence, self-catered student houses and intercollegiate halls shared with other colleges of the University of London. Each Hall has a Warden and Vice-Warden to support students and foster a positive environment within the accommodation.

Further information:

- Wardens and Vice Wardens at UCL Residences

11.1.6 Financial support

At UCL we understand students can face a range of financial issues. We aim to help and advise students as much as possible, so that they have more control over their own financial situation. The Student Funding Team offer online information and one-to-one support through appointments as well as a drop-in service. Students with a more complex or sensitive circumstances can make an appointment with the Student Funding Welfare Adviser.

Further information:

- UCL Financial Support

11.1.7 Student of Concern

There are many sources of support for students who are having difficulties, but sometimes it is hard to know how to help a student who appears to be struggling, particularly if they seem unwilling or unable to seek the help they need. Anyone concerned about the behaviour of a student, who believes the problem may be related to health and wellbeing issues, is encouraged to complete the online UCL Student of Concern Form. Depending on the concerns raised, Student and Registry Service may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe.

Further information:

- Student of Concern

11.2 Information about registering with a doctor and out-of-hours support services

11.2.1 Registering with a Doctor

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare as quickly as possible if they become ill or injured. When attending a university in the UK students are also advised to be vaccinated against Meningitis C.

The Ridgmount Practice is a National Health Service (NHS) practice providing healthcare and dental services for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice.

Further information:

- Register with a Doctor
- Ridgmount Practice website

11.2.2 Out-of-hours support and information helpline
UCL works in partnership with Care First to provide an out-of-hours support and information helpline. The helpline is free of charge and includes access to information specialists who are trained by Citizens Advice and to professionally-qualified and BACP-accredited counsellors who can help students with a range of emotional and psychological difficulties.

**Further information:**
- [Care First](#)

### 11.2.3 Crisis support - immediate help

If a student is in crisis there are a range of UCL and external sources of help such as Nightline, Ridgmount Medical Practice, Hall Wardens, Student Psychological Services and the Samaritans.

**Further information:**
- [Crisis Support – immediate help](#)

### 11.3 Information on how students can access support/information related to Equality and Diversity

**Equality and Diversity**

UCL fosters a positive cultural climate where all staff and students can flourish, where no-one will feel compelled to conceal or play down elements of their identity for fear of stigma. UCL is a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution. The Equalities and Diversity website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, and disability amongst other equalities initiatives at UCL.

**Departmental Equal Opportunity Liaison Officers**

Departmental Equal Opportunity Liaison Officers (DEOLOs) provide support and assistance for students and staff about issues relating to equalities and diversity. [Prof. Lidunka Vucadlo](#) is the DEOLO for the Earth Sciences Department.

**Further information:**
- [Equalities and Diversity](#)
- [Support for Pregnant Students](#)
- [Support for Students who are Parents](#)
- [Religion and Belief Equality Policy for Students](#)
- [UCL LGBT Student Support Pages](#)
- [UCL Chaplain and Inter-Faith Adviser](#)
- [DEOLOs (Departmental Equal Opportunity Liaison Officers)](#)

### 11.4 Information about UCL’s Zero Tolerance policy on harassment and bullying

#### 11.4.1 Harassment and bullying

Every student and member of staff has a right to work and study in a harmonious environment. UCL will not tolerate harassment or bullying of one member of its community by another or others and promotes an environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to raise concerns in the knowledge that they will be dealt with appropriately and fairly.

**Further information:**
- [UCL Policy on Harassment and Bullying](#)
11.4.2 Sexual harassment

- It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with UCLU to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust, their Hall Warden, a UCLU student officer, the trained staff in the Students’ Union Rights & Advice Centre, or the UCL Student Mediator.

Further information:
  - Zero Tolerance to Sexual Harassment

11.4.3 Support for students who have been affected by sexual violence

UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence. If a student would like to talk to somebody at UCL, the Student Support and Wellbeing Team can offer advice on the support available both internally and externally.

Further information:
  - Support for Students Who Have Been Affected by Sexual Violence

12 Student feedback

12.1 The importance of feedback and how UCL uses the results

Student Feedback

UCL’s goal is to put students’ feedback, insights and contributions at the heart of our decision-making. We value students’ feedback and work with students as partners in the process of shaping education at UCL. In recent years, as a direct result of student feedback, we extended library opening hours, opened new study spaces and scrapped graduation ticket fees for students.

12.2 Student surveys and how UCL uses the results, including information about the NSS, PTES and Student Barometer

Student Surveys

One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey, The Postgraduate Taught Experience Survey, and the Student Barometer. Whether it’s about teaching, accommodation, or facilities, surveys are a chance for students to have their say about what works and what needs improving, to help us make sure that UCL is as good as it can be for current and future students. Each survey takes just a few minutes to complete, all responses anonymous, and some include a generous prize draw. Every piece of feedback is read and the results of each survey are shared with staff across UCL – including President & Provost Michael Arthur.

Further information:
  - UCL Student Surveys
12.3 Student Evaluation Questionnaires – when they occur and why they are important

Student Evaluation Questionnaires

Departments also run Student Evaluation Questionnaires on individual modules throughout the year. This gives students the opportunity to feedback about the teaching on their specific modules, helping departments to continuously improve learning, teaching and assessment. Feedback from SEQs feeds into the Annual Student Experience Review process. The SEQs will be given out to you by the module organiser for you to complete at the end of each teaching term.

12.4 The ASER process and how student representatives are involved

The Annual Student Experience Review (ASER)

UCL’s Annual Student Experience Review (ASER) process requires all departments to undertake an annual self-evaluation and produce a development plan for how they plan to improve in the coming year. The self-evaluation involves looking at student feedback from surveys and student evaluation questionnaires as well as other data about student performance and academic standards, such as the feedback provided by the External Examiner, which helps departments to understand what is working well and what might need improving. Student’s Academic Representatives are active participants in the evaluation process and creation of the development plan through discussions at departmental and faculty committees, giving students an important role in identifying and planning improvements within their department. Students can view the completed reports and action plans on the facultydepartmental intranet.

Further information:
• Annual Student Experience Review

13 ChangeMakers

13.1 About the project, who they are and how a student can find out more or become involved (Centrally Provided)

UCL ChangeMakers

UCL ChangeMakers encourages students and staff to work in partnership with each other on educational enhancement projects to improve the experiences of students across UCL. UCL ChangeMakers Projects supports students and staff in running projects to improve the learning experience at UCL. Anyone with an idea, or who wants get involved, can submit a proposal for funding and support. UCL ChangeMakers ASER facilitators are students who work with Student Academic Representatives and staff in selected departments to formulate the departmental educational enhancement action plan.

Further information:
• UCL ChangeMakers

14 Employability and Careers

14.1 Opportunities available, where and how to get advice, career planning tips

The Departmental Careers Co-ordinators are Susie Rizvi and Prof Kevin Pickering. General
information is given on the Moodle page called Earth Sciences Careers and Resources. Within UCL Careers Service, Raj Sidhu has responsibility for careers provision in Earth Sciences.

The Earth Sciences Alumni Careers Event takes place yearly, usually in February. The event is always well received and attended. The participants have the opportunity to hear from a panel of our alumni, ask questions and network with them.

14.2 Information on UCL Careers

UCL Careers

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates, and assists them through the entire job hunting process, including exploring options, searching for vacancies, preparing CVs and applications, practicing for interviews, aptitude tests or assessment centres, and providing access to recruitment fairs and other employment-related events. They can also advise on exploring options for further study and funding. These specialised services and events are available to graduates, international students and Master’s students for up to two years following course completion.

UCL Careers also supports work-related learning, including internships and placements. UCL students who are required to complete a placement or internship as part of certain courses are supported in their search, application, and work by UCL Careers. Students can also sign up for UCL Talent Bank, a shortlisting service connecting students to small and medium sized organisations.

Further information:
• UCL Careers

14.3 Entrepreneurship at UCL

UCL has a long and successful track record of supporting spin-outs and start-ups developed by its academic and student communities. Many of the student and staff entrepreneurs have won external awards and achieved substantial investment allowing their enterprises to grow and reach their full potential. UCL offers a wide range of support to students ranging from training programmes, advice on whether an idea has commercial potential, one-to-one sessions with business advisers, funding, competitions and incubator space to help them start or grow their business.

Further information:
• UCL Enterprise

15 Global Citizenship

15.1 What it is, who a student can contact or where they can go to find out more, or become involved

UCL Global Citizenship Programme

The UCL Global Citizenship Programme is a two-week programme for UCL undergraduates and taught postgraduates offering the chance to put their studies in a global context, learn new skills and see the world differently. The Programme runs for two weeks after summer exams have finished, providing a range of opportunities to help students boost their studies, enhance their future and make an impact on the world. Participation is free and open to all UCL undergraduate and taught postgraduate students on a first come, first served basis.

Further information:
16 Information on assessment

16.1 How will students be assessed?

Students will be assessed on their coursework and fieldwork throughout the year, and by unseen examinations which normally taking place during the third term.

Earth Sciences Departmental Policy on coursework

- Coursework will be given throughout the First and Second terms during scheduled laboratory classes and will often require students to complete it in their own time.
- Each Moodle page will list major coursework components (those carrying 10% or more of the total marks for the module) and most smaller coursework items, together with the submission deadlines. Note: occasionally module organisers may need to modify smaller components and their deadlines.
- **Deadlines** for major items of coursework or project work (counting 20% or more of the total marks for a course) are listed under Information for current students.
- Coursework deadlines will be distributed as evenly as possible throughout the teaching terms although, because students follow different degree programmes, homogeneous coursework loading may not always be achieved.
- **Students should complete and submit all set coursework. Where the coursework component is worth more than 20% of the total module mark, the submission of less than 70% of set pieces of coursework will result in the coursework component being deemed Incomplete, and awarded 0%. (See Section 6.1 above and Section 2.8 of the Academic Manual). Students may not graduate with an Incomplete, and the component should be completed at the earliest opportunity the following year.**
- Coursework should be handed to the staff member in class, brought to a staff-member’s room or submitted to a departmental administrator, as directed. No responsibility will be accepted for coursework left in a staff pigeonhole.

*Students are responsible for presenting projects in a respectable and robust way. Major items (e.g. projects) should be handed in to the Academic Administrator. Do not leave them in the mail boxes of individual staff members.*

16.2 What are the marking criteria and learning outcomes?

General information is given for each module by clicking on the appropriate link from the relevant Postgraduate Taught degree programme, including aims and outcomes, and assessment outline for an excellent, typical and threshold performance. More detailed information is given on the module Moodle pages.

16.3 What marking scale is in use on the programme?

Distinction: 70%-100%
Merit: 60%-69%
Pass: 50-59%
Fail: 0-49%
16.4 How will marks be combined to reach a classification?
Details regarding the classification criteria and borderline criteria can be found in the Academic Manual.

A distinction is given to students whose overall average mark over 180 credits is 70% or higher. A merit is given to students whose overall weighed average mark over 180 credits is between 60% and 69%. A pass is given to student whose overall weighted average over 180 credits is between 50% and 59%.

16.5 What is feedback, and how will students recognise it (questions in lectures, emails etc.)? How and when will students receive feedback on their work and what will it look like?
Feedback can take a variety of forms, for example:

- orally, in response to questions in the classroom
- in the form of detailed written comments on individual pieces coursework
- as a letter grade only on summative assessed work (work designed to test your knowledge and understanding rather than as part of the learning process)
- as general feedback on Moodle or in the classroom

It is our responsibility to ensure that you receive timely and informative feedback on your questions during scheduled teaching periods, and when returning your submitted work. It is your responsibility to study and act on the feedback provided, so that you can improve and develop your work where appropriate. If you have any queries about your feedback, please ask the member of staff or teaching assistant concerned.

UCL Service standards on feedback (11.6 below) summarises the timing and nature of feedback which can be expected by students. Furthermore, within Earth Sciences

- Where the coursework forms a minor component (<10% of the total marks for the course), or is an integral part of the learning process, the assessed coursework should normally be returned to the student within 2 weeks of submission.
- Assessment of coursework may be carried out either by the appropriate member of staff or by an appropriately-trained teaching postgraduate teaching assistant (PGTA). Where assessed by a PGTA, all such coursework will be moderated by the course organiser and assigned a final mark.
- In the case of courses comprising 100% coursework, marks may not be given to students prior to the final examination board, and coursework may not be returned to the student afterwards unless required in the following academic year.
- All coursework should be returned in class or in sealed envelopes addressed personally to each student or from a secure place such as a departmental office.

16.6 UCL Standard turnaround time for feedback

UCL Feedback Turnaround Policy
Regular feedback is an essential part of every student’s learning. It is UCL policy that all students receive feedback on summative assessments within one calendar month of the submission deadline. This feedback may take the form of written feedback, individual discussions, group discussions, marker’s answers, model answers or other solutions (although students should note that UCL is generally unable to return examination scripts or comments on the same). Students writing dissertations or research projects should also expect to receive feedback on a draft on at least one occasion.
If, for whatever reason, a department/division cannot ensure that the one calendar month deadline is met then they will tell students when the feedback will be provided - it is expected that the extra time needed should not exceed one week. Where feedback is not provided within the timescale, students should bring the matter to the attention of their Departmental Tutor or Head of Department.

Further information:
- UCL Feedback Turnaround Policy

16.7 For written examinations, a link to the UCL Examination Guide for Candidates on the Examinations and Awards website

Examinations

Students must ensure that they are aware of the regulations governing written examinations detailed in the UCL Examination Guide for Candidates on the Examinations and Awards website. Students should pay particular attention to the regulations around examination irregularities. Students who are suspected of any form of cheating or of breaching the Examination Regulations will be investigated under UCL’s Examination Irregularities and Plagiarism procedures.

Intercollegiate Exams

UCL students taking examinations at other colleges as part of the University of London’s Intercollegiate Scheme must abide by the regulations of the college they are attending. Similarly, students from other colleges taking examinations at UCL are subject to UCL’s regulations for examinations.

Further information:
- Examinations and Awards website
- Examination Regulations
- Examination Irregularities and Plagiarism procedures

16.8 For coursework submissions, clear information about where and how to submit work, including details of any electronic submission methods and the technical support available

Coursework may need to be submitted in class, to the Departmental Office, or electronically. For example, students may need to upload work through Turnitin on Moodle, and sufficient time should be allowed to do this. Students will be advised by the module organiser or through Moodle. Module organisers should be advised of any difficulties with submission, and the IT Manager may be able to provide some support for computing issues.

16.9 Information about penalties for late submissions

Late Submission Penalties

Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, UCL expects students to submit all coursework by the published deadline date and time, after which penalties will be applied.

If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form. If the request is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned i.e. there will be no penalty for submitting late.

Further information:
- Late Submission Penalties
16.10 Information about absence from assessment

Absence from Assessment

Any student who is absent from an assessment will receive a mark of zero unless they obtain authorisation for the absence and formally defer their assessment to a later date by submitting a request for Extenuating Circumstances. Absences from assessment need to meet the criteria for Extenuating Circumstances and be supported by appropriate evidence. If Extenuating Circumstances are not approved, the mark of zero will stand.

In line with UCL’s obligations for students studying under a visa, Tier 4 students must also obtain authorisation for any absence from teaching or assessment activities under the Authorised Absence procedures.

Further information:
- Extenuating Circumstances
- Authorised Absence Policy

16.11 Information about word counts and penalties

Word Counts

Assignment briefs will include clear instructions about word counts, the inclusion of footnotes, diagrams, images, tables, figures and bibliographies etc. Students are expected to adhere to the requirements for each assessment. Students exceeding these parameters may receive a reduction in marks.

Further information:
- Word Counts

16.12 Information about the consequences of failure

Reassessment

The Programme Scheme of Award describes the modules which students must complete and pass in order to achieve their degree. Where a student fails to meet these requirements at the first attempt, and there are no Extenuating Circumstances material to that failure, they may be reassessed on one more occasion only, unless they have been awarded a degree, are eligible for the award of a degree, or have been excluded from UCL on the grounds of academic insufficiency or as a result of misconduct.

Students who have passed a module are not permitted to resit or repeat that module.

Students who fail in up to 60 taught credits (2 course units) will be required to Resit in the Late Summer Assessment Period. Students failing 60 or more credits will be required to Repeat the module(s), with tuition, in the following academic year. There are separate provisions for students who fail due to Extenuating Circumstances - the Extenuating Circumstances Panel will determine the nature and timing of the Deferral, which may be offered with or without tuition/ attendance.

Taught Postgraduate students who meet the Condonement Criteria will meet the Progression and Award Requirements and will not be permitted a further attempt.

Further information:
- Consequences of Failure
Capping of Reassessment Marks

The marks for modules passed at the second attempt will be capped at the Pass Mark: 50% for modules at level 7. Students who defer their first attempt due to Extenuating Circumstances will not have their marks capped. Students deferring their second attempt (i.e. Extenuating Circumstances on a Resit or Repeat) will have their marks capped.

16.13 Information about accepted referencing methods on the programme

Students submitting written reports, dissertations or projects will be advised on accepted referencing methods for the module. The UCL Library Guide to References, Citations and Avoiding Plagiarism is a useful source of information.

16.14 Information about academic integrity (plagiarism) in the discipline

Students should take careful note to understand what is meant by plagiarism and collusion in their studies, and ensure they understand and can distinguish between what coursework should be undertaken independently; whether peer support and discussion are permissible; and what is group work. Collusion is defined as collaboration by two or more candidates in the production of assessed coursework unless appropriate authorisation from the Course/Module Organiser (s) to do so has been given. Where collusion between two or more students is established, all students concerned will be penalised.

16.15 Information about UCL’s examination irregularities and plagiarism procedures

Examination Irregularities and Plagiarism

UCL students are expected to be aware of and adhere to UCL’s referencing and examination requirements as a condition of their enrolment:

- **For examinations**, the UCL Examination Guide for Candidates is published annually on the Examinations and Awards website. All candidates for written examinations must ensure they are familiar with the requirements for conduct in examinations set out in this guide.
- **For coursework submissions**, students must ensure that they are familiar with the UCL Library Guide to References, Citations and Avoiding Plagiarism which provides detailed guidance about UCL’s referencing and citation requirements. Students should also ensure that they are familiar with the specific referencing requirements of their discipline.

UCL will use plagiarism detection software to scan coursework for evidence of plagiarism against billions of sources worldwide (websites, journals etc. as well as work previously submitted to UCL and other universities). Most departments will require students to submit work electronically via these systems and ask students to declare that submissions are the work of the student alone.

Any student suspected of examination misconduct, plagiarism, self-plagiarism, collusion, falsification or any other form of academic misconduct which is likely to give an unfair advantage to the candidate and/or affect the security of assessment and/or compromise the academic integrity of UCL will be investigated under the Examination Irregularities and Plagiarism procedures. If misconduct is found, students are likely to be failed for that assignment and/or module. Serious or repeated offences may lead to failure of the whole year, suspension or even expulsion. A breach of copyright or intellectual property laws may also lead to legal action.

Further information:

- UCL Examination Guide for Candidates
- Library Guide to References, Citations and Avoiding Plagiarism
- Examination Irregularities and Plagiarism procedures
- Students can also seek advice from the Students’ Union Rights & Advice Centre
16.16 Information about Marking, Second-Marking and Moderation

Marking, Second-Marking and Moderation

All work that is submitted for summative assessment is marked by a UCL Internal Examiner or Assistant Internal Examiner. All UCL programmes also include rigorous second-marking and internal moderation processes to ensure that marking is consistent and fair. Second-marking can take a number of different forms depending on the type of assessment, but the overall aim is to ensure that marking is as accurate as possible. Internal moderation also helps UCL to ensure that marking is equitable across different modules, pathways, options and electives.

16.17 Information about the External Examiner process and how to access reports via Portico

External Examining at UCL

External Examiners are senior academics or practitioners from other universities who help UCL to monitor the quality of the education we provide to our students. In particular, External Examiners scrutinise the assessment processes on each programme, helping UCL to ensure that all students have been treated fairly, that academic standards have been upheld and that the qualifications awarded are comparable with similar degrees at other UK universities.

Each External Examiner submits an annual report. Faculties and departments are required to reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Staff-Student Consultative Committee, and are scrutinised by faculty, department and institution-level committees. Students can access their External Examiner’s report and departmental response via their Portico account or by contacting their Departmental Administrator in the first instance or Student and Registry Services directly at examiners@ucl.ac.uk.

17 Extenuating Circumstances and Reasonable Adjustments

17.1 Information about Reasonable Adjustments

Reasonable Adjustments

UCL will make Reasonable Adjustments to learning, teaching and assessment to ensure that students with a disability are not put at a disadvantage. UCL also provides Reasonable Adjustments for students who might not consider themselves to have a ‘disability’ but who nevertheless would benefit from additional support due to an ongoing medical or mental health condition. It is the responsibility of the student to request Reasonable Adjustments, and students are encouraged to make a request as early as possible.

Further information:
- Reasonable Adjustments
- Student Disability Services

17.2 Information about Special Examination Arrangements

Special Examination Arrangements
Special Examination Arrangements (SEAs) are adjustments to central or departmental written examinations which can be made as a Reasonable Adjustment for students with a disability or longer-term condition or as a form of mitigation for students with shorter-term medical Extenuating Circumstances. This may include, but is not limited to extra time, a separate room, rest breaks and specialist equipment. Students must make an application to use the special examination facilities.

Further information:
- Special Examination Arrangements — guidance and forms
- Special Examination Arrangements — regulations
- Student Disability Services
- Reasonable Adjustments regulations

17.3 Information about when, where and how to submit a claim for Extenuating Circumstances

Illness and other Extenuating Circumstances

UCL recognises that some students can experience serious difficulties and personal problems which affect their ability to complete an assessment such as a sudden, serious illness or the death of a close relative. Students need to make sure that they notify UCL of any circumstances which are unexpected, significantly disruptive and beyond their control, and which might have a significant impact on their performance at assessment. UCL can then put in place alternative arrangements, such as an extension or a deferral of assessment to a later date. The Extenuating Circumstances Panel will determine the nature and timing of the deferral, which may be offered with or without tuition/attendance.

Longer-term conditions

The Extenuating Circumstances regulations are designed to cover unexpected emergencies; they are not always the best way to help students who might have a longer-term medical or mental health condition or a disability. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they are aware of, and take advantage of, all the other support mechanisms provided by UCL such as: Reasonable Adjustments
- Special Examination Arrangements
- Student Disability Services
- Student Psychological Services
- Student Support and Wellbeing
- Support to Study Policy
- UCL Student Mental Health Policy

Further information:
- Extenuating Circumstances Regulations
- Grounds for Extenuating Circumstances
- Extenuating Circumstances Form

17.4 Information on fitness to study

Support to Study Policy and Fitness to Study Procedure

Students with physical or mental health concerns are encouraged to make contact with the available support services as early as possible so that UCL can put in place reasonable adjustments to support them throughout their studies. However there may be occasions when a student’s physical or mental health, wellbeing or behaviour is having a detrimental effect on their ability to meet the requirements of their programme, or is impacting on the wellbeing, rights, safety and security of other students and staff. In such cases UCL may need to take action under the Fitness to Study Procedure.

Further Information:
18 Changes to Registration Status

18.1 Information on how to change, interrupt or withdraw from a programme

Changes to Registration

Students wishing to make changes to their registration status should first discuss their plans with their Personal Tutor or Supervisor who can explain the options available and help students to make the right decision. Students should also ensure that they read the relevant sections of the UCL Academic Manual before making any requests to change their academic record.

Applications must be made in advance of the effective date of change.

18.1.1 Changing modules

If a student wishes to make changes to their individual modules, an application must be made by the Departmental Tutor to the Examinations Office, via the Faculty Office. The deadline for changes to modules during the session is **15 December**. Any student wishing to make a change after this date must be referred to the relevant Faculty Tutor.

Further information:
- Change of Course Unit/ Module Selection
- Changes to Registration Status

18.1.2 Changing programme

If a student wishes to transfer from one UCL degree programme to another, they must make a formal application. The deadline for change of degree programme during the academic session is **31 October** each year. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu. Students are strongly advised to discuss their plan with the departments involved before requesting a change of programme on Portico.

Further information:
- Programme Transfers
- Changes to Registration Status

18.1.3 Interruption of studies

If a student requires a temporary break from their studies and plans to resume their programme at a future date, they must apply for a formal Interruption of Study.

Further information:
18.1.4 Withdrawing from a programme

If a student wishes to leave their degree programme prior to completing their final examinations they must apply for a formal withdrawal from their studies. Once withdrawn, the student cannot return to the programme at a later date. Applications must be made in advance of the effective date of change. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu.

Further information:
  • Changes to Registration Status

18.2 Key contacts in the department for assistance with any of the above

Please contact either Paul Upchurch, Christopher Kilburn or Susie Rizvi, Academic Administrator.

19 Our expectations of students

19.1 Hours of study

Students should expect to spend around 40 hours per week on their studies during term time. Normal contact time on weekdays is scheduled between 9am and 6pm, although fieldwork may take place at the weekend or during vacations. Lectures are not normally scheduled for Wednesday afternoons.

An average week for an Earth Sciences student would include 16 hours of contact time. This time is made up of formal learning and teaching events such as lectures, practicals and problem classes. You can expect to spend at least as much time again each week in independent study, such as reading around the subject, completing practicals or doing coursework. You may have additional skills sessions, seminars and tutorials. You may also have fieldwork, which vary in length.

Most of the formal teaching takes place in the First Term (September – December) and the Second Term (January – March). You will be required to spend time in the vacation reading around the subject, undertaking fieldwork, preparing for project work, or revising.

Weekly lectures and practical classes are normally arranged in 2 x two hour blocks. The on-line timetable should be checked regularly to find the correct venue. Practicals are spent describing and interpreting hand specimens or thin sections, answering problem sheets, or perhaps constructing a cross-section from a map. The lecturer or a postgraduate teaching assistant will be there to help, and students should ask for assistance if it is needed. As with lectures, practical classes build on work done in the previous session, and it is necessary to understand and complete each task before going on to the next one. Exchanging ideas with other students may help, although the final product must be each student’s own work. It is very important to hand in course work on time, or penalties will be incurred.

19.2 Personal study time

Assigned private study includes reading, preparing essays and reports for tutorials and coursework assessment, and completing any practical work that was not finished in the timetabled period. The timetable allows time to be spent in the library, computer terminal room, or laboratory. It is advisable therefore to use this time wisely, as it will leave plenty of opportunity to pursue other interests. Nearly all of the courses have a recommended book or reading list and the course organiser will assume that
it is being used fully. If you do not spend time outside the classroom during the year, you will find it difficult to reach the required standard by the exam period, especially as there may be field classes during the Easter break.

19.3 Attendance requirements and penalties for poor attendance

Attendance Requirements

UCL expects students to aim for 100% attendance, and has a minimum attendance requirement of 70% of scheduled learning, teaching and assessment activities. If a student does not meet this requirement they may be barred from summative assessment.

Further information:
- Attendance Requirements
- Barring Students from Assessment

Tier 4 students: Absence from teaching and learning activities

In line with UCL’s obligations under UK immigration laws, students who hold a Tier 4 visa must obtain authorisation for any absence from teaching or assessment activities.

Further information:
- Authorised Absence
- UCL Visa and Immigration pages

Absence from assessment

Any student who is absent from an assessment must obtain authorisation for the absence by submitting a request for Extenuating Circumstances.

Further information:
- Extenuating Circumstances

19.4 UCL disciplinary policies and expected behaviour

19.4.1 Student Code of Conduct

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background and the first to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute. Students should ensure they read and familiarise themselves with UCL’s Student Code of Conduct and be aware that any inappropriate behaviour may lead to actions under UCL’s Student Disciplinary Procedures.

Further information:
- UCL Student Code of Conduct
- Student Disciplinary Code and Procedure

20 Data Protection
20.1 How UCL uses student information, for what purposes, and the steps taken to safeguard this information; Where to find information security, intellectual property and email policies; Information on how to enquire or make a related complaint

How UCL uses student data

UCL uses student information for a range of purposes connected with their studies, health and safety. UCL takes the protection of student information very seriously and complies with the Data Protection Act (DPA) 1988. Information about students will only be shared within UCL when necessary. UCL may also be required by law to share information with some external agencies for a variety of purposes, such as the Students’ Union, the Higher Education Statistics Agency and UK Visas and Immigration. After students leave UCL their data is retained in the permanent archives.

Further information:
- [UCL General Student Privacy Notice](#)
- [UCL Confidential Information Statement](#)
- [UCL Information Security Policies](#)
- [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk)

21 Health, Safety and Security

21.1 UCL Health, Safety and Security information

Health, Safety and Security at UCL

UCL’s overall objective is to provide and maintain a safe and healthy environment for staff, students, people who work with UCL and those who visit. Health and safety is an integral part of the way in which UCL’s activities are managed and conducted. The UCL Safety Services webpage includes further information about health and safety policies and useful guidance and tools for risk assessment. The UCL Security Services webpage includes information regarding security operations, emergency contacts and tips for staying safe at UCL.

Further information:
- [UCL Health and Safety Policy](#)
- [UCL A-Z Safety Guidance](#)
- [General Fire Safety for UCL Students](#)
- [UCL Security Services](#)
- [Staying Safe at UCL](#)

21.2 Health and Safety information concerning the department

The Department places great importance on safety, both on-site and in the field. The Departmental Safety Officer is Mr. John Bowles, and the Field Safety Officer is Dr Tom Mitchell. Further detailed information on field safety is also available. A list of staff trained in First Aid is displayed in the corridor of the First Floor, South Wing, adjacent to Room 2. In case of emergency, if you cannot contact a member of staff, you may use an internal phone to dial 222. This will connect you to the UCL Communications Room, which will be able to provide support.

22 After study

22.1 Information on transcripts and how to access replacements
Transcripts
An official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their contact addresses as held on PORTICO approximately 8-10 weeks after the awards have been ratified by the UCL authorities.

UCL Student Records can produce additional transcripts for students on taught programmes as well as for affiliate students via the UCL Transcript Shop.

Transcripts for affiliate students are issued automatically upon the students’ completion of their study at UCL and are dispatched as follows:

- JYA, Exchange and Erasmus Students – transcripts are issued to the students’ home universities.
- Independent affiliate students – transcripts are posted to the students’ contact addresses.

Further information:
- Transcripts

22.2 Information about the HEAR

Higher Education Achievement Report (HEAR)

The Higher Education Achievement Report (HEAR) is an electronic transcript of a student’s verified academic results and approved non-academic achievements whilst at UCL. Students who commenced their studies in or after September 2011 will have a HEAR made available to them online, via our HEAR provider, Gradintel, each summer - new students will be invited to register for this facility during their first year of study and throughout their students. Students can share their HEAR, free of charge, as a secure electronic token with third parties via their registered Gradintel account.

Further information:
- Higher Education Achievement Report

22.3 Information on UCL Alumni activities and key contacts (Central and Local)

UCL Alumni Community

The UCL Alumni Online Community is a global network of more than 200,000 former students of UCL. Alumni can take advantage of a wide range of benefits, services and discounts – on campus, across the UK and globally – including the Alumni Card, access to thousands of e-journals and library services and a free UCL-branded email service. The UCL Alumni Online Community also posts information about events and reunions happening around the world and other ways to get involved, including the UCL Connect professional development series.

Further information:
- UCL Alumni

All our Earth Sciences Alumni are invited to join us on Facebook (UCL Earth Sciences Alumni), LinkedIn (UCL Earth Sciences Alumni) and Twitter (@ES_UCL).

23 DEGREE PROGRAMMES

MSc Geoscience
Compulsory modules are GEOLGG99 (Dissertation), GEOLGG01 (Research Methods) and GEOLGG02 (Research Proposal). In general you should regard GEOLGG03 (Earth and Planetary Materials) as a fourth compulsory module. This module is designed to keep you up to date with current research across a wide range of activities in the Earth and Planetary sciences.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Credits</th>
<th>Module Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOLGG99</td>
<td>60</td>
<td>Dissertation</td>
</tr>
<tr>
<td>GEOLGG01</td>
<td>15</td>
<td>Research Methods</td>
</tr>
<tr>
<td>GEOLGG02</td>
<td>15</td>
<td>Research Proposal</td>
</tr>
<tr>
<td>GEOLGG03</td>
<td>15</td>
<td>Earth &amp; Planetary Systems Science</td>
</tr>
<tr>
<td>GEOLGG05</td>
<td>15</td>
<td>Earth and Planetary Materials</td>
</tr>
<tr>
<td>GEOLGG07</td>
<td>15</td>
<td>Melting &amp; Volcanism</td>
</tr>
<tr>
<td>GEOLGG08</td>
<td>15</td>
<td>Physical Volcanology &amp; Volcanic Hazard</td>
</tr>
<tr>
<td>GEOLGG09</td>
<td>15</td>
<td>Earthquake Seismology &amp; Earthquake Hazard</td>
</tr>
<tr>
<td>GEOLGG10</td>
<td>15</td>
<td>Tectonic Geomorphology</td>
</tr>
<tr>
<td>GEOLGG17</td>
<td>15</td>
<td>Palaeoceanography</td>
</tr>
<tr>
<td>GEOLGG18</td>
<td>15</td>
<td>Palaeoclimatology</td>
</tr>
<tr>
<td>GEOLGG22</td>
<td>15</td>
<td>Hydrogeology &amp; Groundwater Resources</td>
</tr>
<tr>
<td>GEOLGG23</td>
<td>15</td>
<td>Deep Earth &amp; Planetary Modelling</td>
</tr>
<tr>
<td>GEOLGG046</td>
<td>15</td>
<td>Advanced Biodiversity and Macroevolutionary Studies</td>
</tr>
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</table>

Level 3 courses - options only:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Credits</th>
<th>Module Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOLGG040</td>
<td>15</td>
<td>Crustal Dynamics, Mountain Building &amp; Basin Evolution (fieldtrip only; no taught element)</td>
</tr>
<tr>
<td>GEOLGG036A</td>
<td>15</td>
<td>Biodiversity &amp; Macroevolutionary Patterns</td>
</tr>
</tbody>
</table>

Students may also take up to two half-unit modules, or one whole-unit module (total 30 credits) outside the Earth Sciences Department. Please speak to Prof. Paul Upchurch in the first instance.

**MSc Geophysical Hazards**

**Foundation**

**GEOLGH01 Geological and Geotechnical Hazards**
Earth and atmospheric processes; Geological hazards; Earthquakes; Volcanic eruptions; Landslides; Tsunami.

**GEOLGH02 Meteorological Hazards**
Hurricanes and tempests; Storms; Tornadoes; Floods; Space weather; Climate change

**GEOLGH04 Research Methods**

This module introduces a holistic approach to hazard studies and data presentation.
Advanced

**GEOLGH05 Physical Volcanology and Volcanic Hazard**
Forecasting eruptions; dynamics of effusive eruptions; dynamics of explosive eruptions; emergency responses to volcanic unrest; case studies.

**GEOLGH06 Meteorological, Climate and Hydrogeological Hazard**
Forecasting storms and hurricanes; Floods and groundwater dynamics; Forecasting floods; Case studies.

**GEOLGH07 Earthquake Seismology and Earthquake Hazard**
Earthquake mechanics; seismic hazard; tsunami hazard; landslide hazard; remedial measures; Case Studies.

Fieldwork

Each year, we aim to hold a short field-trip to locations that illustrate the impact of natural hazards. Previous trips have included:

- Volcanoes, Earthquakes and Landslides, based in the Neapolitan Volcanic District.
- Landslides and Floods, based in the Italian Alps and the Po Delta.

Research

**GEOLGH99 MSc Independent Research Project**