

UCL Academic Manual 2022-23

Chapter 9: Quality Review Framework

Annex 9.9.1

Standard UCL Text for Core Programme Information

How to use the Core Programme Information:

* The Core Programme Information (CPI) should be provided to all current UCL Undergraduate and Taught Postgraduate students (including MRes students).
* The CPI should be included in a single location, available to current students, via handbooks, Moodle pages or online websites/intranets.
* The CPI represents the minimum information that should be provided to all students. As such, programmes are encouraged to add local information where appropriate.
* Programmes are free to change the formatting, numbering and order of items, but, where marked ‘**Centrally Provided**’, the text itself must be included in its current form. However, departments may change specific terminology to reflect local practice (e.g., ‘Programme Director’ for ‘Programme Leader’).
* There are two versions of this document one with hyperlinks for online documents/ Moodle sites and one with URLs for printed documents. Departments should select one of the two options.
* Additional notes and instructions can be found in the main text in blue text and should not be reproduced for students.
* We would ask departments to bear in mind that the Core Programme Information was correct at the time of publication, but could be subject to change due to any changes in the COVID 19 pandemic. This is flagged up for students in Section 1.2, though we have removed the references to it at different points in the text included last year.
* ~~We would ask departments to bear in mind that the Core Programme Information was correct at the time of publication, but may be subject to change depending on any wider developments with COVID 19. This is flagged up for students at key points in the text and we would advise that departments also consider disclaimers or links to departmental websites as appropriate when adding information which could be subject to change~~

Contents:

[1 Welcome to UCL 3](#_Toc111198639)

[2 Introduction to the department and parent faculty 6](#_Toc111198640)

[3 Departmental staff related to the programme 7](#_Toc111198641)

[4 Key dates 8](#_Toc111198642)

[5 Hours of Study 10](#_Toc111198643)

[6 Our expectations of students 12](#_Toc111198644)

[7 UCL’s Student Support Framework 14](#_Toc111198645)

[8 Programme structure 18](#_Toc111198646)

[9 Tutorials and supervision 21](#_Toc111198647)

[10 Advice on choosing module options and electives 23](#_Toc111198648)

[11 Changes to Registration Status 25](#_Toc111198649)

[12 Progression, Award and Classification 26](#_Toc111198650)

[13 Information on assessment 31](#_Toc111198651)

[14 Learning resources and key facilities 43](#_Toc111198652)

[15 Student support and wellbeing 49](#_Toc111198653)

[16 Employability and Careers 58](#_Toc111198654)

[17 Student representation 60](#_Toc111198655)

[18 Student feedback and working in partnership with staff through You Shape UCL 64](#_Toc111198656)

[19 Volunteering Services 68](#_Toc111198657)

[20 Data Protection and Intellectual Property 70](#_Toc111198658)

[21 Health, Safety and Security 71](#_Toc111198659)

[22 After study 72](#_Toc111198660)

# Welcome to UCL

## Provost’s Welcome (Centrally Provided)

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.

Whatever your degree programme, your UCL education will take you deep into your chosen field and give you its broader context in our rich multidisciplinary academic culture. It will help you develop your skills and your networks and prepare you for your future.

We want you to learn how to think, not what to think, through UCL’s research-based approach to education. Our students are our partners and contributors, working alongside world-leading academic staff to pursue excellence, break boundaries and make an impact on global challenges.

As we embark on the next academic year and look forward to a full return to in-person teaching, we hope the pandemic will continue to play less of a role in our daily lives. However the year unfolds, we will make sure that you are able to learn effectively by connecting with a wide range of people (peers, teachers, researchers, and other UCL communities) and cutting edge knowledge and research, while making links to impact in the wider world.

I warmly encourage you to shape your journey at UCL. This is an exciting time to make your voice heard, as we open our brand new campus at [UCL East](https://www.ucl.ac.uk/ucl-east/) and develop our 2022-2027 strategic plan for education. Take our university-wide surveys and work in partnership with academics to make your programme of study even better.

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

Dr Michael Spence

UCL President and Provost

~~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.~~

~~Whatever your degree programme, your UCL education will take you deep into your chosen field and give you its broader context in our rich multidisciplinary academic culture. It will help you develop your skills and your networks and prepare you for your future.~~

~~We want you to learn how to think, not what to think, through UCL’s research-based approach to education. Our students are our partners and contributors, working alongside world-leading academic staff to pursue excellence, break boundaries and make an impact on global challenges.~~

~~As we embark on the next academic year, UCL will make sure that the restrictions and negative effects of the Covid-19 pandemic in 2021 do not prevent your full engagement with teaching and learning and student life. We will make sure that as a student you connect well with people (your peers, teachers, researchers, and other UCL communities), with knowledge and research, and with the wider world. We will deliver this unique~~ *~~Connected Learning~~* ~~approach through enhanced online resources and remote teaching, as well as through face-to-face teaching on campus.~~

~~I warmly encourage you to shape your journey at UCL. Take our university-wide surveys and make your voice heard. Work in partnership with academics to make your programme of study even better.~~

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

~~Dr Michael Spence~~

~~UCL President and Provost~~

~~You can find the latest UCL information on the Coronavirus at:~~ [~~www.ucl.ac.uk/coronavirus~~](http://www.ucl.ac.uk/coronavirus)~~.~~

## Covid-19: Possible Changes to Information (Centrally Provided)

The Government has now removed the COVID 19 restrictions in England. However, please be aware that should circumstances change, the information and advice provided in this handbook/Moodle pages may also be subject to change.

In order for us to be as agile and responsive to your needs as possible, the most current information on the pandemic can be accessed from the main Students’ webpages:

* https://www.ucl.ac.uk/students/

This includes advice on staying safe on campus:

* https://www.ucl.ac.uk/coronavirus/keeping-safe-campus

Your department can also help with any queries, particularly questions about your programme or modules, so please check with them where you should enquire.

Departments may wish to include an e-mail address or link to departmental webpage here.

~~UCL will do all it can to support you during the on-going Covid-19 pandemic and please be assured that your safety is our top priority. However, we would ask you to please be aware that the information and advice provided in this handbook/Moodle pages may be subject to change.~~

~~In order for us to be as agile and responsive to your needs as possible, the most current information on services affected by Covid-19 is available on the UCL website and can be accessed from the main Students’ webpages:~~

* ~~https://www.ucl.ac.uk/students/~~

~~This also includes Frequently Asked Questions (FAQs) which may help you with any queries that you may have.~~

~~Advice and guidance on the support available to you can also be found on the Student Support and Wellbeing webpages:~~

* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/support-during-coronavirus-covid-19-outbreak~~

~~When the campus is open, you can also access support from the Student Enquiries Centre, though please note that this may need to physically close depending on circumstances:~~

* ~~https://www.ucl.ac.uk/students/life-ucl/student-enquiries-centre~~

~~However, you can also log a query with UCL’s new online enquiries system and self-help centre, askUCL, which is always open:~~

* ~~https://www.ucl.ac.uk/students/askucl-student-enquiry-system~~

~~Please remember that your department can also help with many queries, particularly questions about your programme or modules, so please check with them where you should enquire.~~

~~Departments may wish to include an e-mail address or link to departmental webpage here.~~

# Introduction to the department and parent faculty

## Introduction to the department and its history

Department to add details and may also wish to include UCL and local maps to assist student orientation.

## Explanation of the relationship between department and faculty

Department to add details and may also wish to include diagrams outlining the relationship with the faculty.

## Key staff members within the department and faculty

Department to add details, including some information about the protocol for contacting departmental/faculty staff.

# Departmental staff related to the programme

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

Department to add details.

# Key dates

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

### UCL Term Dates: 2022/23

| **Term** | **Dates** |
| --- | --- |
| First Term | Monday 26 September 2022 to Friday 16 December 2022 |
| Second Term | Monday 9 January 2023 to Friday 24 March 2023 |
| Third Term | Monday 24 April 2023 to Friday 9 June 2023 |

For those departments that operate them, Reading Weeks are the weeks beginning Monday 07 November 2022 and Monday 13 February 2023.

| **UCL Closure** | **Dates** |
| --- | --- |
| Christmas College Closure | Close 5.30pm Friday 23 December 2022 |
|  | Open 9.00am Tuesday 03 January 2023 |
| Easter College Closure | Close 5.30pm Wednesday 5 April 2023  |
|  | Open 9.00am Thursday 13 April 2023 |
| Bank Holidays | Closed - Monday 01 May 2023 |
|  | Closed - Monday 29 May 2023 |
|  | Closed - Monday 28 August 2023 |

#### Further information:

* https://www.ucl.ac.uk/students/life-ucl/term-dates-and-closures/term-dates-and-closures-2022-23

Add local term dates if applicable. For term date exceptions see Term Dates 2022-23 e.g. Medical School, Institute of Education, School of Pharmacy.

If applicable, departments should include information regarding year-round attendance for PGT students.

### UCL Examination Periods 2022-23

Dates are still TBC. Department to update once UCL Exam Periods are confirmed.

Add local exam periods, submission deadlines, events etc.

## Department- and faculty-level events and key dates

Department to add details.

## How UCL and the department will communicate with students (Central and Local)

UCL will communicate with students via:

* **UCL student email** – Students should check their UCL email regularly.
* http://www.ucl.ac.uk/isd/services/email-calendar
* **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.
* https://moodle.ucl.ac.uk/

* **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
* https://www.ucl.ac.uk/news/student-news/what-myucl

* **UCL Instagram** – UCL’s official Instagram channel, featuring news, events, competitions and images from across the UCL community.
* https://www.instagram.com/ucl/

* **@ucl Twitter channel** – Sharing highlights of life at UCL from across UCL’s diverse community.
* https://twitter.com/ucl

Add department-specific information where applicable.

# Hours of Study

## Hours of study (Central and Local)

Department to add hours per week (or per module) and term times for full time, part time, flexible, UG or PGT etc. e.g. full time UG = 40 hours per week during term time. Departments may also wish to add default hours of operation, i.e. Mon – Fri 9 am – 6 pm, and/or include a note on Wed pm for UG.

This time is made up of formal learning and teaching events such as lectures, seminars and tutorials, as well as independent study.

Department to add any further detail on types of learning.

## Personal study time

Department to add details.

## Attendance requirements (Central and Local)

### Attendance Requirements

UCL expects students to attend all the scheduled learning events which appear on their timetable as this gives students the best chance of academic success. This includes all events set out in the programme handbook or those provided to students during a module, including personal tutorials.

A new Attendance policy is currently under development and will be available from the main Students’ webpages:

* https://www.ucl.ac.uk/students/

Department to add attendance information if available.

~~UCL expects students to attend all the scheduled learning events which appear on their timetable as this gives students the best chance of academic success. This includes all events set out in the programme handbook or those provided to students during a module, including personal tutorials. A central student attendance system - RegisterUCL – is used to record attendance at teaching events.~~

~~Each Faculty sets minimum attendance requirements. Students should familiarise themselves with specific programme or module attendance requirements and must ensure that they engage with the method of recording attendance which is required by UCL. Students are responsible for ensuring that their attendance is recorded.~~

~~Department to add specific attendance requirements in place.~~

#### ~~Further information:~~

* ~~https://www.ucl.ac.uk/students/life-ucl/attendance-ucl~~

### Degree Apprenticeships Attendance Requirements

The Education and Skills Funding Agency (ESFA) requires UCL to share details of an apprentice’s attendance, progress, and any issues with a current employer as stated in the government funding rules: https://www.gov.uk/guidance/apprenticeship-funding-rules.

Apprentices are expected to attend all scheduled learning events which appear on their timetable. Unexplained absences will be recorded and communicated to the apprentices’ employer.

### Student Visa students: Absence from teaching and learning activities

In line with UCL’s obligations under UK immigration laws, UCL is required to report to UK Visas and Immigration (UKVI) when a student has not been engaging with their studies. RegisterUCL is used by departments and the central Student Immigration Compliance team to report on student attendance. This is not only to meet the UKVI requirements, but also to identify any problems as early as possible to ensure action is taken to advise or assist the student.

#### Further information:

* https://www.ucl.ac.uk/students/immigration-and-visas/student-visa/student-visa-responsibilities#attendance

# Our expectations of students

## UCL Code of Conduct (Centrally Provided)

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 refrain from interfering with the proper functioning or activities of UCL, or of those who work or study at UCL. Students should ensure they read and familiarise themselves with UCL’s Student Code of Conduct and other related policies and should be aware that any inappropriate behaviour may lead to actions under UCL’s Student Disciplinary Procedures.

#### Further information:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework/section-1-code-conduct-students
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework~~
* https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework/section-8-disciplinary-code-and-procedure-respect
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework~~
* https://www.ucl.ac.uk/equality-diversity-inclusion/dignity-ucl/prevention-bullying-harassment-and-sexual-misconduct-policy
* ~~https://www.ucl.ac.uk/students/policies/conduct/harassment-and-bullying-policy~~
* https://www.ucl.ac.uk/srs/sites/srs/files/ucl\_code\_of\_practice\_on\_freedom\_of\_speech\_v1.0.pdf
* https://www.ucl.ac.uk/students/policies/equality/religion

## Degree Apprenticeships Expectations of Students (Centrally Provided)

**British Values**

UCL is committed to upholding and actively promoting British Values that include but are not limited to:

* Democracy
* The Rule of Law
* Individual liberty
* Mutual respect and tolerance of those with different faiths and beliefs

Apprentices are encouraged to explore where British Values are recognised within their programme of study. Apprentices will demonstrate their knowledge, skills, and behaviours of British values in various exercises UCL have adopted throughout the apprenticeship.

# UCL’s Student Support Framework

UCL is committed to providing the support you need in order to make the most out of your studies. The Student Support Framework draws together our main academic support processes under one banner to help you understand the options open to you.

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework

The Framework includes the following components:

##### Part 1: How to Use this Framework helps you find your way around the different support options open to you. It includes:

* Where to find help and advice
* Information about when to use this framework (for example if you are an affiliate, study abroad or placement student)
* Advice on confidentiality and how UCL will look after your data
* Information on providing supporting evidence
* Links to other support options that are available to you.

##### Part 2: Types of Support explains how each of the following processes works:

| **Support process:** | **Use this if:** | **What this covers:** |
| --- | --- | --- |
| Short-term Illness and other Extenuating Circumstances**https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-2-short-term-illness-and-other-extenuating** | You have a short-term illness, bereavement or other unexpected emergency. | ‘Extenuating Circumstances’ (often know as ‘ECs’) are events which are sudden, unexpected, significantly disruptive and beyond your control and which may affect your performance at summative assessment, such as a serious illness or the death of a close relative. You can submit an Extenuating Circumstances claim to access ‘mitigation’ such as an extension or deferring an assessment to a later date.  |
| Reasonable Adjustments for Disabilities and Long-term Conditions**https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-3-reasonable-adjustments-disabilities-and-long** | You have a disability or long-term physical or mental health condition.  | UCL can provide longer-term ‘Reasonable Adjustments’ to support your learning and assessment. This includes setting up a ‘SoRA’ (Summary of Reasonable Adjustments) with UCL’s Student Support and Wellbeing team. |
| Academic Adjustments**https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-4-academic-adjustments** | You need long-term or ongoing support with one or more of the following:* You or your partner is pregnant or planning maternity, paternity or adoption leave
* You are a parent or carer
* You observe religious beliefs or cultural customs
* You are affected by any form of harassment or discrimination
* You are affected by traumatic world events such as war or terrorism
* You are a critical worker (e.g. NHS staff).
 | Academic Adjustments include long-term reasonable adjustments arranged by your Department if you need additional support with learning, teaching and assessment.  |
| Exam Adjustments**https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-5-exam-adjustments** | You need additional support to sit an online or face-to-face exam.  | Exam Adjustments are specifically for Controlled Condition Exams and Take-Home Papers, and include adjustments such as extra time, rest breaks, a more comfortable chair and specialist equipment. These are available to students with a longer-term disability or health condition, and to students who need shorter-term support e.g. if you are pregnant, or have a broken arm. |
| Interruption of Study**https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-6-interruption-study** | You are thinking of taking time out from your studies . | Interruption of Study is for students who wish to take a break from their studies and return at a later date. You can take time out from your studies for a wide range of reasons - you might want to take up an internship or placement, take time out to travel, be planning to have children, or be facing personal challenges which are making it hard to study. |
| Support to Study**https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-7-support-study** | You are having persistent or ongoing difficulties and UCL’s other support processes are not providing the right level of help. | Support to Study aims to help you if you are having significant, persistent, longer-term difficulties and UCL’s normal mechanisms (e.g. Reasonable Adjustments, Extenuating Circumstances, Interruption of Study) are not providing enough support. We will work with you to put together a Support Plan to help you get the most out of your studies. |

The Student Support Framework is just one of the ways in which UCL helps you to get the most out of your time with us:

|  |  |  |
| --- | --- | --- |
| **The Student Support Framework** | **Your Personal Tutor** | **Your Department** |
| The Student Support Framework explains how you can apply for formal support with your studies such as extensions, reasonable adjustments, or taking time out from your studies. | One of your first priorities should be to meet your Personal Tutor. They will help you to get the most out of your studies, and provide support and encouragement during your time with us. | Help is also available from members of staff in your UCL department including academic staff and departmental administrators. You can find their contact details on Moodle or in your Student Handbook. |
| **UCL Student Support and Wellbeing** | **FAQs and Enquiries** | **Students’ Union UCL Advice Service** |
| UCL’s team of expert wellbeing, disability and mental health staff provide a safe, confidential and non-judgemental space in which you can discuss any issues that may be affecting your ability to study. | askUCL is our self-help centre and student enquiry system. It includes a wide range of Frequently Asked Questions. If you can’t find what you’re looking for, you can log an enquiry. | The Students’ Union UCL provides a free, confidential and independent advice service with a trained and experienced team. |

## Information on local fitness to practise policies (if applicable)

Department to add details if a local fitness to practise policy applies.

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

Department to add details.

# Programme structure

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

Department to add details and may wish to also refer students to the Programme Summaries.

## Projects, placements and study abroad (if applicable)

### Finding projects

Department to add details if the programme includes projects.

### Information on placements

Department to add details if the programme includes placements.

### Information on study abroad options

Department to add details if the programme includes study abroad.

#### Further information:

* https://www.ucl.ac.uk/students/go-abroad

### Information about regulations concerning the year abroad (academic requirements if they exist)

Department to add details if the programme includes study abroad.

### Information on summer internships

Department to add details if the programme includes summer internships.

### Information on internships from UCL Careers

UCL has web resources, a student toolkit and bookable appointments for students to support them with applications for internships, and guidance in sourcing opportunities.

Please note that this information may be subject to change due to Covid-19 – please check the Internships website below for the most up-to-date information.

#### Further information:

* https://www.ucl.ac.uk/careers/internships

## Professional accreditation (if applicable)

### Details of any professional accreditation and associated requirements integrated into the programme and requirements for students

Department to add details if the programme includes professional accreditation.

## Academic partnerships (if applicable)

### Who the partner is, what is involved in the partnership and how it impacts the students

Department to add details if the programme involves an Academic Partnership.

## Degree Apprenticeships

### Degree Apprenticeship Standard

Each Degree Apprenticeship is governed by a specific standard which is comprised of three components: Knowledge, Skills, and Behaviours (also referred to as KSBs).Apprentices are expected to achieve and demonstrate all KSBs as part of their standard to exhibit full occupational competence in the identified job role.

* **Knowledge**: Acquired through formal learning and applied in your place of work.
* **Skills:** Gained and demonstrated through continuous professional development in the workplace to do the job to a specified standard.
* **Behaviours:** Developed and exhibited in the workplace, behaviours that you will need to demonstrate to become occupationally competent. This may include leadership techniques, reflection, and valuing diversity, etc.

An apprenticeship is made up of three elements, as outlined by the Education and Skills Funding Agency (EFSA):

* Off the Job training (the study element of the apprenticeship).
* On the Job learning (in a relevant job role).
* End-point assessment.

All three elements must be successfully completed before an apprenticeship completion certificate can be awarded.

### Off the Job (OTJ) Training

The Off-the-Job training is a statutory requirement of an apprenticeship and therefore must take place during employed time. The apprentice will be contracted to a minimum of 30 hours per week which will be split between training at UCL and working for their employer. A minimum of 20% contracted hours must be spent on OTJ training.

The OTJ training is defined by ESFA as learning, which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice’s usual place of work but **must not be** delivered as part of their normal working duties.

### On the Job Learning/Training

This is the work-based element of the programme integrated into the overall apprenticeship programme. The Degree Apprenticeship Standard sets out the work-based training that the apprentice needs to undertake to develop the skills for their chosen career. The apprentice must spend 80% of their time undertaking the on-the-job training.

### End Point Assessment

Apprenticeships have an End Point Assessment (EPA). This is a formal, independent assessment of performance against the Apprenticeship Standard which will measures the apprentice’s capabilities across the skills, knowledge, and behaviours as per the Standard. The assessment plan for the Degree Apprenticeship sets out the requirements and processes for the EPA. To sit an EPA, the apprentice must meet all gateway requirements set out in the assessment plan.

### Gateway

At the end of the training period (academic programme), each apprentice will go through ‘Gateway’ to assess their readiness for EPA. The Gateway is the sign-off process that must be completed before the apprentice can move onto their end-point assessment and complete their apprenticeship. The Gateway will ensure the apprentice has completed the mandatory aspects of the standard and have all the required skills and knowledge. A list of these requirements will be included in the Apprenticeship Standard for the job role.

A full breakdown of gateway requirements and EPA details for each apprenticeship can be found on the Institute for Apprenticeships website: https://www.instituteforapprenticeships.org/apprenticeship-standards/?)

# Tutorials and supervision

## What students can expect in terms of academic and personal tutoring (Central and Local)

#### 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 of their personal tutor, and information about how meetings will work. Students are encouraged to be proactive in engaging with their Personal Tutor: make sure you reply to emails from your personal tutor in a timely manner and always let them know if you can’t attend a meeting. It’s important to build a relationship with your tutor so that you feel comfortable approaching them, should problems arise. Your personal tutor can also provide academic references for you, which is an important reason to build a professional relationship with them.

Please note that this information may be subject to change due to Covid-19 – please check the Personal Tutoring webpage below for the most up-to-date information.

Add local information about personal and academic tutoring.

#### Further information:

* https://www.ucl.ac.uk/students/academic-support/personal-tutors

**Degree Apprenticeships Personal Tutoring**

Degree Apprentices will be assigned a Personal Tutor to act as a link between the academic and work-based learning in addition to the usual supportive and developmental guidance. The Personal Tutor will support the development of an apprentice’s knowledge, skills, and behaviours in line with the Apprenticeship Standard and preparing for the End Point Assessment (EPA) which is the culmination of the Degree Apprenticeship.

Add local information about degree apprenticeships personal tutoring.

## Transition Mentors (Centrally Provided) (first-year UG only)

### Transition Mentors

The **UCL Transition Programme** supports new first-year students at UCL, helping them to settle in quickly and achieve their potential. Each first-year student is assigned a **Transition Mentor** for their first term. Transition mentors are later-year students within each department who work with small groups of students on a weekly basis to help them settle in to UCL and London as well as focussing on academic issues and topics specific to their degree programme. First-year students meet their Transition Mentor during the first week of term at their department’s ‘Meet your Mentor’ session.

~~Please note that the 2021 Transition Mentoring Programme will primarily be delivered online. However, depending on COVID-19 restrictions, there may be opportunities for mentors and their groups to undertake some face-to-face activities.~~

#### Further information:

* https://www.ucl.ac.uk/students/academic-support/transition-mentors

# Advice on choosing module options and electives

## Choosing modules (Central and Local)

Modules are the individual units of study which lead to the award of credit.

### Choosing Modules for 2022/23

Departments may use the following text OR draft department-specific information:

Many programmes offer students the opportunity to choose between different modules that they are interested in. However some new students will find they do not need to make selections as all their modules are compulsory. If students need to choose modules, their department will advise them of how and when to do this, usually during departmental introductions.

### New Process for Choosing Modules for 2022/23 (continuing students)

Continuing undergraduate students and postgraduate students on programmes of more than 1 year’s duration will have an opportunity to make an initial selection of modules for 2022/23 at the end of the spring term, with places being confirmed in the summer.

### UCL Module Catalogue

UCL‘s new Module Catalogue gives access to a comprehensive catalogue of all modules across the whole of UCL, published in a consistent, searchable and accessible format.

#### Further information:

* https://www.ucl.ac.uk/module-catalogue

If the programme includes Affiliate students:

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.

If the programme includes Modular/Flexible Taught Postgraduate students:

Modular/Flexible Taught Postgraduate students may be unable to pay their fees until they have chosen their modules. Students should check with the UCL Student Fees Team if they are unsure about this by emailing fees@ucl.ac.uk or calling +44 (0) 20 3108 7284. Students might also wish to contact their programme administrators to confirm details of their programme’s fee structure.

### Module Selection and Verification Deadlines

You will receive an email through the Student Records system, Portico, with details of module registration deadlines. Later on, you will also be asked to check in Portico and confirm that your module registrations are correct. It is important that you check that you are registered for the correct modules so that you are entered for the right assessments.

#### Further information:

* https://www.ucl.ac.uk/students/student-status/module-registration

### Change of Module Selection

If a student wishes to change a module selection, requests need to be submitted and approved by the department.

Exact deadlines will be published each year in the ‘Module Selection Task’ on Portico. On Online Programmes, exact deadlines will be set, managed and communicated by the Department.

#### Further information:

* https://evision.ucl.ac.uk/urd/sits.urd/run/siw\_lgn
* https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-2-module-selection

## Contact details for staff who can give advice

Department to add details.

# Changes to Registration Status

## Information on how to change, interrupt or withdraw from a programme (Centrally Provided)

#### 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.

### Changing programme

If a student wishes to transfer from one UCL degree programme to another, they must make a formal application. The usual deadline for change of degree programme during the academic session is the end of **October** each year (for students registering in September, with a later date for students registering in January) to be compatible with module selection deadlines, although later transfers may be possible, where the transfer does not affect module selections. Students should log in to their Portico account and complete the online application. Students are strongly advised to discuss their plan with the departments involved before requesting a change of programme on Portico.

#### Further information:

* https://www.ucl.ac.uk/students/status/change-your-studies/change-your-degree-programme-or-modules
* https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-programme-transfers
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-6-programme-transfers~~

**~~11.1.2 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:~~

* ~~https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies~~
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study~~

### Degree Apprenticeships Interruption of Study

An Interruption of Studies for Degree Apprentices is referred to as a Break in Learning. There is a different process for a Break in Learning: A break in learning is an authorised break in training where the apprentice is not continuing with their apprenticeship but have agreed with their employer and the main provider that they intend to resume the apprenticeship in the future. The end date or return to study date should be agreed, although this can be reviewed as needed. A break should not exceed 12 months. Apprentices should speak with their employer and their UCL programme team for guidance on applying for a Break in Learning.

### 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. 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.

#### Further information:

* https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies
* https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-7-withdrawing-programme
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-8-withdrawing-programme~~

### Informing the Student Loans Company of changes to your student status

If a student makes a change to their programme or registration status during the course of the academic year, it is important that the Student Loans Company (SLC) is notified. The SLC can then re-assess and update its records. Changes could include a student withdrawing from their academic programme, an interruption in studies or transferring to a new programme. The SLC must also be notified when there is a change in mode of study or when a student has returned from an interruption.

To inform the SLC of a change in your student status, a Change of Circumstance (CoC) form must be completed online by your Faculty. See the Key Contacts section for details of who to contact in the Faculty if you require a CoC form to be submitted on your behalf or if you have any related queries.

## Key contacts in the department and faculty for assistance with any of the above

Department to add details.

# Progression, Award and Classification

## 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 consequences of unsatisfactory progress

UCL’s Progression and Award Requirements define how many credits and modules students need to pass to progress from one year of study to the next and to be awarded a UCL qualification.

Use one of the following:

Cert HE and Foundation Degrees:

This programme uses the Pre-Honours Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 6: Progression and Award.

Bachelors and Integrated Masters Degrees:

This programme uses the Honours Degree Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 6: Progression and Award.

Graduate Certificates:

This programme uses the Graduate Certificate Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 6: Progression and Award.

Graduate Diplomas:

This programme uses the Graduate Diploma Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 6: Progression and Award.

Postgraduate Certificates including PGCE:

This programme uses the Postgraduate Certificate Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 6: Progression and Award.

Postgraduate Diplomas including PGDE:

This programme uses the Postgraduate Diploma Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 6: Progression and Award.

Masters Degrees including MRes:

This programme uses the Masters Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 6: Progression and Award.

Non-Modular Programmes:

This programme uses the Non-Modular Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 6: Progression and Award.

~~Cert HE and Foundation Degrees:~~

~~This programme uses the Pre-Honours Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.~~

~~Bachelors and Integrated Masters Degrees:~~

~~This programme uses the Honours Degree Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.~~

~~Graduate Certificates:~~

~~This programme uses the Graduate Certificate Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.~~

~~Graduate Diplomas:~~

~~This programme uses the Graduate Diploma Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.~~

~~Postgraduate Certificates including PGCE:~~

~~This programme uses the Postgraduate Certificate Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.~~

~~Postgraduate Diplomas including PGDE:~~

~~This programme uses the Postgraduate Diploma Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.~~

~~Masters Degrees including MRes:~~

~~This programme uses the Masters Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.~~

~~Non-Modular Programmes:~~

~~This programme uses the Non-Modular Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.~~

The regulations work slightly differently depending on the programme structure. Specific regulations for each individual programme are published in the Portico Progression and Award Rules Tool. Students will be notified when their regulations are available. To find the Tool, students should click on the 'My Programme' box on the 'My Studies' page in Portico. The 'Progression and Award Rules' link is below the programme information.

#### Further information:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-progression-award

* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-progression-award~~
* https://evision.ucl.ac.uk/urd/sits.urd/run/siw\_lgn

## How will marks be combined to reach a classification? (Central and Local)

Students who have successfully completed the Progression and Award Requirements will be awarded a Classification. The UCL Academic Manual, Chapter 4, Section 7: Classification defines the Classification Schemes for each qualification.

~~Students who have successfully completed the Progression and Award Requirements will be awarded a Classification. The UCL Academic Manual, Chapter 4, Section 10: Classification defines the Classification Schemes for each qualification.~~

The regulations work slightly differently depending on the programme structure. Specific regulations for each individual programme are published in the Portico Progression and Award Rules Tool. Students will be notified when their regulations are available. To find the Tool, students should click on the 'My Programme' box on the 'My Studies' page in Portico. The 'Progression and Award Rules' link is below the programme information.

Use one of the following:

Cert HE and Foundation Degrees:

This programme uses the Pre-Honours Classification Scheme in UCL Academic Manual, Chapter 4, Section 7: Classification.

Bachelors and Integrated Masters Degrees:

This programme uses UCL Honours Degree Classification Scheme A/B/C [delete as appropriate]in the UCL Academic Manual, Chapter 4, Section 7: Classification.

Graduate Certificates and Diplomas:

This programme uses the Numeric/ Letter Grade [delete as appropriate] Graduate Classification Scheme in the UCL Academic Manual, Chapter 4, Section 7: Classification.

Taught Masters, Postgraduate Diplomas and Postgraduate Certificates:

This programme uses the Numeric/ Letter Grade [delete as appropriate] Taught Postgraduate Classification Scheme in the UCL Academic Manual, Chapter 4, Section 7: Classification.

MRes Programmes:

This programme uses the Numeric/ Letter Grade [delete as appropriate] Research Masters Classification Scheme in the UCL Academic Manual, Chapter 4, Section 7: Classification.

Non-Modular Programmes:

This programme uses the Non-Modular Classification Scheme in the UCL Academic Manual, Chapter 4, Section 7: Classification.

Unclassified Programmes (including MBBS, PGCE, PGDE):

This programme is awarded on a Pass/Fail basis only; students will not receive a Classification.

All programmes:

**Credit Awarded via the Recognition of Prior Learning (RPL):**

If the programme regularly admits students with Recognised Prior Learning, explain how this will affect the Classification, following the regulations in the relevant sub-section of the Academic Manual, Chapter 4, Section 7: Classification.

~~Cert HE and Foundation Degrees:~~

~~This programme uses the Pre-Honours Classification Scheme in UCL Academic Manual, Chapter 4, Section 10: Classification.~~

~~If the information is made available to returning students:~~

~~Returning students are subject to the following Classification Scheme:~~

~~Add cross-reference to relevant sub-section of the Academic Manual (Chapter 4, Section 15: Classification for Undergraduate Students First Enrolling in 2017-18 or Earlier)~~

~~Bachelors and Integrated Masters Degrees:~~

~~This programme uses UCL Honours Degree Classification Scheme A/B/C [delete as appropriate]~~~~in the UCL Academic Manual, Chapter 4, Section 10: Classification.~~

~~Graduate Certificates and Diplomas:~~

~~This programme uses the Numeric/ Letter Grade [delete as appropriate] Graduate Classification Scheme in the UCL Academic Manual, Chapter 4, Section 10: Classification.~~

~~Taught Masters, Postgraduate Diplomas and Postgraduate Certificates:~~

~~This programme uses the Numeric/ Letter Grade [delete as appropriate] Taught Postgraduate Classification Scheme in the UCL Academic Manual, Chapter 4, Section 10: Classification.~~

~~MRes Programmes:~~

~~This programme uses the Numeric/ Letter Grade [delete as appropriate] Research Masters Classification Scheme in the UCL Academic Manual, Chapter 4, Section 10: Classification.~~

~~Non-Modular Programmes:~~

~~This programme uses the Non-Modular Classification Scheme in the UCL Academic Manual, Chapter 4, Section 10: Classification.~~

~~Unclassified Programmes (including MBBS, PGCE, PGDE):~~

~~This programme is awarded on a Pass/Fail basis only; students will not receive a Classification.~~

~~All programmes:~~

**~~Credit Awarded via the Recognition of Prior Learning (RPL):~~**

~~If the programme regularly admits students with Recognised Prior Learning, explain how this will affect the Classification, following the regulations in the relevant sub-section of the Academic Manual, Chapter 4, Section 10: Classification.~~

#### Further information:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-7-classification
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-10-classification~~
* https://evision.ucl.ac.uk/urd/sits.urd/run/siw\_lgn

# Information on assessment

~~Please note that this information may be subject to change due to Covid-19 – please check the Students’ webpages for the most up-to-date information:~~

* ~~https://www.ucl.ac.uk/students~~

## How will students be assessed?

Department to add details.

## What are the marking criteria and learning outcomes?

Department to add details.

## What marking scale is in use on the programme?

Department to add details of Numeric, Letter Grade or Pass/Fail marking scale and any professional practice marking scales, following the regulations in the UCL Academic Manual, Chapter 4, Section 3.8: Marking Scales.

## 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?

Department to add details.

## UCL Standard turnaround time for feedback (Centrally Provided)

#### 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). 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:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-5-assessment-feedback
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-8-assessment-feedback~~

## For centrally organised assessments, instructions and Regulations on the Examinations and Awards website (Centrally Provided)

**~~13.6 For written examinations, a link to the UCL Examination Guide for Candidates on the Examinations and Awards website (Centrally Provided)~~**

Please check the Students’ webpages for the most up-to-date information:

~~Please note that this information may be subject to change due to Covid-19 – please check the Students’ webpages for the most up-to-date information:~~

* https://www.ucl.ac.uk/students

### Assessment Regulations

**~~13.6.1 Examinations~~**

Students must ensure that they are aware of the regulations governing assessments and examinations on the Examinations and Assessment website.

~~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 Assessment website.~~

#### Further information:

* https://www.ucl.ac.uk/students/exams-and-assessments
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations~~

### **Intercollegiate** Exams (If applicable)

UCL students taking examinations at other colleges as part of the University of London’s intercollegiate module sharing scheme should refer to the Student Policy outlined in the Academic Manual, Chapter 8 (Annexe 11: “Intercollegiate Module Sharing with other University of London Colleges – Student Policy”).

#### Further information:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-8-academic-partnerships-framework

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

Department to add details.

## Degree Apprenticeships Tripartite Reviews and Portfolio of Evidence (Centrally Provided)

### Tripartite Reviews

Throughout the apprenticeship, apprentices will be required to participate in mandatory tripartite reviews that involve UCL, the employer and apprentice to discuss progress made, support required, and issues raised. Tripartite review meetings take place approximately every 10 weeks.

### Degree Apprenticeship Portfolio of Evidence

Degree Apprentices are required to develop a Portfolio of Evidence throughout the apprenticeship to demonstrate gained Knowledge, Skills, and Behaviours and record and gather evidence for 20% off the job training.

The portfolio will form a significant part of the End Point Assessment (EPA) where it will be assessed via a professional discussion to clarify and explore aspects of the evidence in more detail. Apprentices will be guided in the development of the portfolio during tripartite review meetings. Evidence should be updated regularly to support meeting the knowledge, skills, and behaviours required.

## Information about penalties for late submissions (Centrally Provided)

### Coursework 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.

~~Departments may want to include local information regarding how and where to submit requests for Extenuating Circumstances~~.

#### Further information:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment
* https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-2-short-term-illness-and-other-extenuating
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances~~

## Information about absence from assessment (Centrally Provided)

### Absence from Assessment

Any student who is absent from an assessment without prior permission will receive a mark of 0.00%/ Grade F unless they formally request to defer their assessment to a later date by submitting a claim for **Extenuating Circumstances with appropriate supporting evidence.** If Extenuating Circumstances are not approved, the mark of 0.00%/ Grade F will stand and the student will be considered to have made an attempt.

#### Further information:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework/section-2-short-term-illness-and-other-extenuating
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances~~

## Information about word counts and penalties (Central and Local)

Include faculty or departmental policy AND/ OR the following text:

#### 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:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment

## Information about the consequences of failure (Centrally Provided)

~~Please note that this information may be subject to change due to Covid-19 – please check the Students’ webpages for the most up-to-date information:~~

* ~~https://www.ucl.ac.uk/students~~

Students are permitted a maximum of two attempts at any given assessment. If a student fails an assessment at the first attempt they might:

* Be eligible for Condonement
* Need to Resit or Repeat the assessment
* Apply for a Deferral or other support under the Extenuating Circumstances procedures
* ~~Apply for a Deferral or other support under the~~[~~Extenuating Circumstances~~](#_Information_about_when,) ~~procedures~~

#### Condonement

Condonement allows a student to progress from one year to the next and/ or to be awarded a qualification where they are carrying a small amount of failure, as long as their overall performance is of a good standard and the requirements of any relevant Professional, Statutory or Regulatory Bodies are met. Students who meet the Condonement Criteria will not be reassessed.

A student’s eligibility for Condonement in any given module is determined by the programme on which they are enrolled - some modules may be ‘Non-Condonable’ i.e. students must pass them. Condonement applies to module marks falling within a certain range, and students will need to meet defined criteria to be eligible for Condonement.

#### Further information:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-progression-award
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-progression-award~~

Department to add one of the following:

#### Student Guides to Condonement

* https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-undergraduate-condonement
* https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-postgraduate-condonement
* https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-graduate-condonement

#### Reassessment

Depending on the amount of failure, Reassessment may take the form of either a Resit, which usually takes place in the Late Summer, or a Repeat in the following academic session. The marks for modules successfully completed at the second attempt will be capped at the Pass Mark – 40.00% for modules at UG Level/ Levels 4, 5 and 6; 50.00% for PGT modules at Masters Level/ Level 7.

Taught Postgraduate students:

Students who fail a Masters dissertation/ research project will normally resit by 31 January (30 April for January-start programmes). Exceptionally, the Exam Board may decide that the extent of failure is such that the student needs to repeat the dissertation with tuition and fees.

Local information:

If applicable, add local information about exams run in Departments, approved arrangements for resits outside of the LSA period, information about reassessment on non-modular programmes etc.

#### Further information:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-consequences-failure
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-11-consequences-failure~~

#### Deferred Assessment

If an assessment has been affected by Extenuating Circumstances (ECs) students may be offered a Deferral i.e. a ‘new first attempt’ or a ‘new second attempt’. If the student successfully completes a Deferral of their first attempt, their module marks will not be capped. If the student successfully completes a Deferral of their second attempt (i.e. they have ECs on a Resit or Repeat), their module marks will be capped at the Pass Mark (i.e. the existing cap will not be removed).

#### Further information:

* https://www.ucl.ac.uk/students/exams-and-assessments/deferral
* https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-8-deferred-assessment
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances~~

## Academic Integrity (Centrally Provided)

High academic standards are fundamental to ensuring continued trust and confidence in UCL’s world-leading research and teaching, as well as the individuals who work and study at UCL. UCL takes Academic Integrity very seriously, and expects students to familiarise themselves with UCL’s referencing and citation requirements. A good starting point is the UCL Library Guide to References, Citations and Avoiding Plagiarism. Students should also ensure that they are familiar with the specific referencing requirements of their discipline, as these may vary.

~~Candidates for written examinations should also familiarise themselves with the requirements set out in the~~ *~~UCL Examination Guide for Candidates~~*~~, which is published annually on the Examinations and Awards website. It is also very important that students are aware of what items they are permitted to bring into the Examination Halls, so they can ensure they do not unintentionally breach the examination rules.~~

Candidates for controlled condition examinations should also familiarise themselves with the requirements set out in the Academic Manual, Chapter 6, Section 9.2 (weblink provided below). It is also very important that students are aware of what items they are permitted to bring into the Examination Halls, so they can ensure they do not unintentionally breach the examination rules.

UCL has a zero tolerance approach to the use of essay mills and contract cheating, as they go against every principle that UCL stands for. These types of service disadvantage honest students and devalue standards in our universities.

The vast majority of students at UCL will maintain their Academic Integrity throughout their studies, but it is important to be aware that UCL may consider breaches to your Academic Integrity as an instance of Academic Misconduct. When Academic Misconduct occurs there can potentially be penalties imposed, and it is important to note that repeated breaches will be taken very seriously and could result in exclusion from UCL (see Academic Manual, Chapter 6, Section 9.3, web-link provided below). For students who are unsure of what may be considered as Academic Misconduct, the procedures in Chapter 6 of the Academic Manual define all such behaviour and how this is taken forwards. UCL also has online tools available to help students identify what behaviours may be considered as Academic Misconduct.

#### Further information:

* https://www.ucl.ac.uk/students/exams-and-assessments/academic-integrity
* http://www.ucl.ac.uk/library/training/guides/webguides/refscitesplag
* https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations~~
* https://www.ucl.ac.uk/students/exams-and-assessments

## Information about academic integrity and accepted referencing methods in the discipline

Department to add details.

## Information about academic integrity (plagiarism) in the discipline

Department to add details.

## Information about research ethics, approvals process, code of conduct, etc. on the programme (where applicable)

Department to add details.

## Information about Marking, Second-Marking and Moderation (Central and Local)

#### 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 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.

Add local policy if desired.

## Information about the External Examiner process and how to access reports via Portico (Centrally Provided)

#### 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 on-line 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 the “My Studies” page through their Portico account either through ‘Module Assessment’ or ‘Summary of Results and Awards’ or by contacting their Departmental Administrator in the first instance. On the same “My Studies” Portico page, students can also access UCL wide External Examiners reports for the last three years. For central queries relating to External Examining, please contact Student and Registry Services at examiners@ucl.ac.uk.

**~~14 Extenuating Circumstances and Reasonable Adjustments~~**

**~~14.1 Information about Reasonable Adjustments (Centrally Provided)~~**

### ~~14.1.1 Students with Disabilities and Long-term Conditions~~

~~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:~~

* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-5-reasonable-adjustments~~

* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/support-disabled-students~~
* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing~~

**~~14.1.2 Pregnancy and Maternity, Paternity, Parental and Adoption Leave~~**

~~UCL can also make Reasonable Adjustments for students who are pregnant or who need to go on Maternity, Paternity, Parental Leave and Adoption Leave. Students do not have to apply for a Summary of Reasonable Adjustments but should instead contact UCL Student Support and Wellbeing to find out about the support available.~~

#### ~~Further information:~~

* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/pregnant-students~~
* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/specific-student-groups/students-children~~

**~~14.1.3 Religious Observance~~**

~~Students may need Reasonable Adjustments to help them observe their faith, particularly where classes or assessments might fall on important religious dates. Students do not have to apply for a Summary of Reasonable Adjustments but should instead contact the UCL Chaplain for advice and support. Further information is also available in UCL’s Religion and Belief Policy.~~

#### ~~Further information:~~

* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/specific-student-groups/religion-and-faith~~
* ~~https://www.ucl.ac.uk/students/policies/equality/religion~~

**~~14.2 Information about Examination Adjustments (Centrally Provided)~~**

~~Information about Assessment and Examination Adjustments (Centrally Provided)~~

~~Examination Adjustments are adjustments to written examinations for students with a disability, medical or mental health condition, such as extra time, rest breaks or specialist equipment.~~

~~Students should contact the Disability, Mental Health and Wellbeing team who can help them to complete an application and advise them on gathering the required documentary evidence. Applications need to be received by the Disability, Mental Health and Wellbeing team three weeks before the examination period in question.~~

~~Assessment and Examination Adjustments are adjustments to controlled condition and take-home papers for students with a disability, medical or mental health condition, such as extra time, rest breaks or specialist equipment.~~

~~Students should contact the Disability, Mental Health and Wellbeing team who can help them to complete an application and advise them on gathering the required documentary evidence. Applications need to be received by the Disability, Mental Health and Wellbeing team three weeks before the assessment period in question.~~

~~After this deadline students will need to apply to defer their assessment to the next opportunity (normally the Late Summer Assessment period) if they require mitigation, under the regulations in Section 6: Extenuating Circumstances.~~

#### ~~Further information:~~

* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support/exam-arrangements~~
* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support/reasonable-adjustments-your-assessments~~
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations~~
* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/support-disabled-students~~
* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing~~

**~~14.3 Information about when, where and how to submit a claim for Extenuating Circumstances (Central and Local)~~**

~~Please note that this information may be subject to change due to Covid-19 – please check the Students’ webpages for the most up-to-date information:~~

* ~~https://www.ucl.ac.uk/students/exams-and-assessments/deferral~~

**~~14.3.1 Illness and other Extenuating Circumstances~~**

~~If a student’s assessments are disrupted by events which are unexpected, significantly disruptive and beyond the student’s control, such as serious illness or bereavement, they can apply for ‘Extenuating Circumstances’.~~

~~Students are responsible for letting UCL know about any event that might affect their performance in assessments (exams or assignments) at the time that it takes place.~~ **~~Applications need to be submitted within 1 week.~~** ~~Meeting this deadline is important: we can only consider late applications if ongoing circumstances mean that it was genuinely impossible for the student to submit on time.~~

**~~Students should not wait for supporting evidence to become available before submitting their EC claim.~~** ~~If a student is unable to obtain the necessary evidence within the deadlines they should still submit their form on time and indicate that their evidence is to follow.~~

**~~14.3.2 How to apply for Extenuating Circumstances~~**

~~The Students’ website includes the latest information about applying for Extenuating Circumstances:~~

* ~~https://www.ucl.ac.uk/students/exams-and-assessments/deferral~~

~~The Academic Manual includes the full Extenuating Circumstances policy, including examples of what would normally be considered and any special arrangements that have been put in place during the Covid-19 pandemic:~~

* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances~~

~~Department to add local information about submitting ECs (e.g. local online forms, where to submit)~~

**~~14.3.3 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, disability or learning difficulty. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they take advantage of all the other support mechanisms provided by UCL such as:~~

#### ~~Reasonable Adjustments:~~

* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-5-reasonable-adjustments~~

#### ~~Examination Adjustments:~~

* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations~~

#### ~~Interruption of Study:~~

* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study~~

#### ~~Disability Support:~~

* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/support-disabled-students~~

#### ~~Mental Health and Wellbeing Support:~~

* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing~~

**~~14.4 Information on fitness to study (Centrally Provided)~~**

**~~14.4.1 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:~~

* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework~~
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework~~
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework~~
* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/support-disabled-students~~
* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing~~

**~~14.5 Information on local fitness to study or practise policies (if applicable)~~**

~~Department to add details if a local fitness to study or practise policy applies.~~

**~~14.6 Key contacts in the department for assistance with any of the above~~**

~~Department to add details.~~

# Learning resources and key facilities

## Information on university-wide learning resources and key contacts for support (Centrally Provided)

### UCL Library Services

UCL Library Services provides support to students online and in person via our libraries. UCL has 14 libraries covering a wide range of specialist subjects with expert staff that students can ask for help. UCL Library Services provides access to a huge range of digital and print resources. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support. Subject guides provide targeted information on resources and support available, and online reading lists, which are also linked to Moodle modules, will provide students with access to core readings for their modules.

~~UCL Library Services provides support to students online and in person via our libraries. UCL has 16 libraries covering a wide range of specialist subjects with expert staff that students can ask for help. UCL Library Services provides access to a huge range of digital and print resources. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support. Subject guides provide targeted information on resources and support available, and online reading lists, which are also linked to Moodle modules, will provide students with access to core readings for their modules.~~

~~Please note that information on library opening times may be subject to change due to Covid-19 – please check the link to the Library below for current information.~~

#### Further information:

* [~~http://www.ucl.ac.uk/library/students~~](http://www.ucl.ac.uk/library/students)
* http://www.ucl.ac.uk/library
* https://library-guides.ucl.ac.uk/subject
* http://readinglists.ucl.ac.uk

### UCL Information Services Division (ISD)

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers guidance on all of ISD’s key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks on their web pages. ‘How to’ guides and individual help and support is available from IT Services.

* https://www.ucl.ac.uk/isd/help-support

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.

* http://www.ucl.ac.uk/isd/services/learning-teaching/it-training

UCL also has a licence for LinkedIn Learning which provides thousands of high quality video-based courses from programming to presentation skills:

* https://www.ucl.ac.uk/isd/linkedin-learning

Learning on Screen (“bob”) provides students with access to a vast archive of 65 free-to-air channel programming for educational usage – you can view TV programmes and films, and listen to radio programmes. In addition, Kanopy (“thoughtful entertainment”) is available to UCL students, and offers a wide range of movies:

* https://learningonscreen.ac.uk/ondemand/
* https://www.kanopy.com/

Digital Education services 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.

New students are encouraged to complete the ‘Digital Education at UCL’ course which is available on Moodle, UCL’s virtual learning environment, to familiarise themselves with the tools and technology available to support their digital learning experience.

* https://moodle.ucl.ac.uk/course/view.php?id=9119

ISD provides desktop computers and laptops for loan in a number of learning spaces.

Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students. Students also have access to a range of free and discounted software.

Departments may wish to highlight any subject specific software available via Microsoft Imagine licensing

Visit the **IT Essential for new students** page for details of all IT services available:

* https://www.ucl.ac.uk/isd/it-essentials-for-new-students

All students are encouraged to download the UCLGo app, available for iOS and Android devices and on the web. The app gives access to the timetable, Moodle, email, Portico, and library loans. It has maps to locate lecture theatres, water fountains, computers and study spaces on campus. It has checklists of things students need to do and sends important alerts, as well as having opt-in notifications on topics of interest. You can also see lists of events hosted by the UCL Students' Union and UCL departments:

* https://www.ucl.ac.uk/isd/services/websites-apps/ucl-go

~~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.~~

~~Please note that information on ISD services may be subject to change due to Covid-19 – please check the links below for current information.~~

#### ~~Further information:~~

* ~~http://www.ucl.ac.uk/isd/services/learning-teaching/it-training~~

~~UCL also has a licence for Lynda.com (now migrated to LinkedIn Learning) which provides thousands of high quality video-based courses from programming to presentation skills:~~

* ~~https://www.ucl.ac.uk/isd/linkedin-learning~~

~~Learning on Screen (“bob”) provides students with access to a vast archive of 65 free-to-air channel programming for educational usage – you can view TV programmes and films, and listen to radio programmes. In addition, Kanopy (“thoughtful entertainment”) is available to UCL students, and offers a wide range of movies:~~

* ~~https://learningonscreen.ac.uk/ondemand/~~
* ~~https://www.kanopy.com/~~

~~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:~~

* ~~https://www.ucl.ac.uk/isd/services/learning-teaching~~

~~ISD provides desktop computers and laptops for loan in a number of learning spaces:~~

* ~~http://www.ucl.ac.uk/library/laptop-loans~~

~~Information on Learning and Teaching spaces as well as 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:~~

* ~~http://www.ucl.ac.uk/isd/services/learning-teaching/spaces~~
* ~~https://www.ucl.ac.uk/isd/services/computers/campus/computers-student-workrooms~~

~~It is also possible to access a large range of applications remotely, from any computer, using the~~ [~~Desktop@UCL Anywhere~~](https://www.ucl.ac.uk/isd/services/computers/remote-access/desktop) ~~service.~~

~~Students also have access to a range of free and discounted software via ISD Software for Students:~~

* ~~http://www.ucl.ac.uk/isd/services/software-hardware/student-software~~

~~Departments may wish to highlight any subject specific software available via Microsoft Imagine licensing~~

~~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.~~

### UCL Centre for Languages & International Education (CLIE)

The UCL Centre for Languages & International Education (CLIE) provides modern foreign language, British Sign Language and English for Academic Purposes (EAP) modules for UCL students. CLIE also heads the UCL Academic Communication Centre (ACC). The ACC offers discipline-specific academic communication support to both native and non-native English speakers currently studying an undergraduate or postgraduate degree at UCL. Evening courses are offered in nine foreign languages across a range of levels to support UCL students, staff and London’s wider academic and professional community. Students can access language-learning resources online through the CLIE Self-Access Centre, including films and documentaries and books for self-study.

#### Further information:

* http://www.ucl.ac.uk/clie
* https://resources.clie.ucl.ac.uk/home/sac
* https://www.ucl.ac.uk/languages-international-education/ucl-academic-communication-centre

### Sustainable UCL

UCL launched its Sustainability Strategy in 2019 – one of the most ambitious across the UK higher education sector. It includes many headline commitments – to be a net zero carbon institution by 2030; to be single use plastic free; and that every student has the opportunity to engage with sustainability during their time at UCL. The Sustainable UCL team offers students many different opportunities to learn about sustainability as part of their studies or extracurricular activities.

In particular, students can engage with sustainability in their free-time by joining one of UCL’s green clubs and societies or taking part in UCL’s Student Sustainability Council to help direct UCL’s sustainability vision and represent the students’ voice on sustainability.

~~In particular, students can engage with sustainability in their free-time by joining one of UCL’s green clubs and societies, volunteer as a Sustainability Ambassador, or take part in UCL’s Student Sustainability Council to help direct UCL’s sustainability vision and represent the students’ voice on sustainability.~~

#### Further information:

* https://www.ucl.ac.uk/sustainable/
* https://www.ucl.ac.uk/sustainable/student-opportunities
* https://www.ucl.ac.uk/sustainable/sustainability-ucl/change-possible-strategy-sustainable-ucl-2019-2024
* https://www.ucl.ac.uk/sustainable/green-societies-ucl
* ~~https://www.ucl.ac.uk/sustainable/student-sustainability-champions~~
* https://studentsunionucl.org/sustainability-council

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

Department to add details.

## How to access Moodle and support contacts (Centrally Provided)

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:

* https://moodle.ucl.ac.uk/
* https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+FAQs
* https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+Quick+Start+Guide+for+Students

## Portico – what it is, why it is important and who to contact for support (Centrally Provided)

### 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~~
* Viewing module results
* Pre-enrolment and re-enrolment
* Applying for programme transfer
* Plan and record skills development
* Applying for graduation ceremonies

#### Further information:

* https://evision.ucl.ac.uk/urd/sits.urd/run/siw\_lgn
* https://www.ucl.ac.uk/srs/portico/what-portico
* https://www.ucl.ac.uk/srs/portico/portico-support
* ~~https://www.ucl.ac.uk/srs/portico/helpdesk~~

## Research Student Log (Centrally Provided) (MRes only)

### 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 (including the MRes) 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:

* https://researchlog.grad.ucl.ac.uk

# Student support and wellbeing

## Information regarding central wellbeing and support services, including what services are offered, locations and contact information (Centrally Provided)

Departments may also wish to refer students to departmental and faculty contacts in Section 2.

### 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 student – the Students website provides more information:

* https://www.ucl.ac.uk/students/student-support-and-wellbeing

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.

### The Student Enquiries Centre

**Walk-in Service**

The Student Enquiries Centre (SEC) have a physical space that students can visit for walk-in questions and enquiries on the 1st floor of the Student Centre. We can assist you with questions or concerns you may have around your student record and give guidance and information on a range of areas such as Visa, Fees, Study Abroad, Student Support Wellbeing or any matters regarding your studies at UCL.

Our walk-in service opening times are between **10am to 4pm (Monday-Wednesday, Friday) and 11am-4pm (Thursday)**. There will be designated staff members on hand and available to assist you with your questions.

## Appointment service

Students can book an in-person appointment with the Student Enquiries Centre. Our service hours for appointments are **10am – 1pm on Mondays, Wednesdays and Fridays and 1pm – 4 pm on Tuesdays and Thursdays**.

Students can book an appointment via the following routes:

1.The Student Enquiries Centre booking form on [askUCL](https://www.ucl.ac.uk/students/askucl):

* Select FAQs on the left side bar, then click on All FAQs
* Click on the 'Log an Enquiry' button in the middle of the page
* Start typing in Enquiries, 'Student Enquiries Centre Appointment Request Form' should appear
* Please complete the form.

2. Our telephone service +44 020 3108 8836\*

Appointments are available as 15-minute slots. Please book an appointment at least one working day in advance to allow time for us to process your request.

### Telephone Service

You can also contact us via our telephone service:​

Student Enquiries Centre Telephone Service: +44 (0)20 3108 8836.​

Telephone service hours\*: **10am - 4pm on Mondays, Tuesday, Wednesdays and Fridays; 11am - 4pm on Thursdays.**

### askUCL

Log an enquiry via [askUCL](https://www.ucl.ac.uk/students/askucl), our online student enquiries system, to ask a question or directions to a particular service. We are currently responding to enquiries between the hours of **9am - 6pm (Monday – Friday)** and will aim to provide you with a response within 5 working days

## Accessing our self-service options​

Self-service remains the quickest and most efficient way for students to complete certain processes and obtain key documentation. We recommend that students use the following self-service opportunities:

* Launch [askUCL](https://www.ucl.ac.uk/students/askucl) to access the comprehensive and extensive database of Frequently Asked Questions (FAQs)
* The letter self-service options on Portico where students can print off a statement of student status (current students) or statement of award (alumni)
* The personal details & address containers on Portico where students can update their preferred name, title and addresses.

#### Further information:

* https://www.ucl.ac.uk/students/askucl-student-enquiry-system
* https://www.ucl.ac.uk/students/life-ucl/student-enquiries-centre-0

~~The Student Enquiries Centre (SEC) are responding to online enquiries from 9am-6pm Monday-Friday. We are also available to speak via our telephone service.~~

* ~~Student Enquiries Centre phone number:~~**~~+44 (0)20 3108 8836.~~**
* ~~Telephone service hours:~~**~~10am - 4pm on Mondays, Tuesday, Wednesdays and Fridays; 11am to 4pm on Thursdays.~~**

~~The Student Enquiries Centre provides front-line administrative services to UCL students and is an excellent source of information about UCL in general and all of the services provided by Student and Registry Services (SRS).~~

~~Please note that information on the Student Enquiries Centre opening times may be subject to change due to Covid-19 – please check the link to the Centre below for current information. Students can also direct their queries to UCL’s online enquiries system and self-help centre, askUCL.~~

### Student Advisers for First Year Undergraduates (first-year UG only)

UCL Student Advisers are a key contact for first-year undergraduates for any wellbeing, support and student experience matters. They can help students navigate any aspects of student life that may appear challenging, including policies, assessments and finding the right kind of support. All UCL departments have dedicated Student Advisers who make contact with students before the start of the academic year to introduce their role and offer individual appointments.

* https://www.ucl.ac.uk/students/support-and-wellbeing/meet-ssw-team/meet-your-student-advisers#brain-sciences

### Disability, Mental Health and Wellbeing team

The Disability, Mental Health and Wellbeing Team in Student Support and Wellbeing (SSW) provide a safe, confidential and non-judgemental space, in which students can discuss any wellbeing, mental health and/or disability concerns that may be affecting their ability to study. This encompasses any personal or emotional challenges students may be experiencing, mental health difficulties such as anxiety or depression and long-term health conditions. The service also supports students with physical and sensory impairments, specific learning difficulties, and autistic spectrum conditions. As well as arranging for adjustments to learning environments, the team loan out specialist equipment. They provide one-to-one tutoring and support for students with specific learning difficulties and mentoring for students with mental health conditions.

#### Further information:

* https://www.ucl.ac.uk/students/support-and-wellbeing/support-disabled-students
* https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing

### Student Psychological and Counselling Services

Student Psychological and Counselling Services (SPCS) is dedicated to helping UCL students with personal, emotional and psychological concerns. The SPCS 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.

Students wishing to access counselling through SPCS need to first complete an online registration form that can be found through the link below.

#### Further information:

* https://www.ucl.ac.uk/students/support-and-wellbeing/student-psychological-and-counselling-services

### International Student Support

The International Student Support team provide specialist support and advice for all non-UK students at UCL. They help international students settle into life in the UK and make the most of their time at UCL and in London. This includes practical guidance on healthcare, banking, transport and safety, as well as information about the International Student Orientation Programme (ISOP).

#### Further information:

* https://www.ucl.ac.uk/students/international-students/orientation-information

### Study Abroad support (if applicable)

The Study Abroad team provide administrative and welfare support to all undergraduate students undertaking a period abroad as part of their studies, working with colleagues across academic departments in order to advise and guide students from application through to their return to studies at UCL. The team coordinates a diverse portfolio of global student opportunities via different projects: Student Exchanges and Exchange Agreements, the Erasmus Scheme, Study Abroad, Global Experience (Summer Schools, internships, short-term mobility).

Please note that information on Study Abroad may be subject to change due to Covid-19 – please check the website below for current information, and with your department.

#### Further information:

* https://www.ucl.ac.uk/students/go-abroad

### Accommodation

UCL Accommodation provides a range of housing options which includes two Halls of Residence (catered), self-catered Student Houses and Intercollegiate Halls (both catered and self-catered) shared with other colleges of the University of London. Each Hall has a designated Warden supported by a number of live-in Student Residence Advisers (SRA) to provide support for students and to foster a positive environment within the accommodation.

~~Please note that information on UCL Accommodation may be subject to change due to Covid-19 – please check the website below for current information.~~

#### Further information:

* https://www.ucl.ac.uk/students/life/accommodation/wardens

### Financial support

The UCL Student Funding Office provides a central service aimed at supporting students with money matters. We can assist with scholarship, bursary and loan queries, and help signpost students to sources of funding. We also offer a range of resources and tips on money management. The easiest way to access our information and guidance is online, but for students with more complex circumstances an appointment can be booked with one of our Student Funding Advisers.

#### Further information:

* https://www.ucl.ac.uk/students/funding/financial-support
* https://www.ucl.ac.uk/students/funding/manage-your-money

### 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:

* https://www.ucl.ac.uk/students/support-and-wellbeing/if-you-are-concerned-about-student
* ~~http://www.ucl.ac.uk/registry-admin/support/open.php~~

Depending on the concerns raised, Student Support and Wellbeing 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:~~

* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/if-you-are-concerned-about-student~~

## Information about registering with a doctor and out-of-hours support services (Centrally Provided)

### 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 quickly if they become ill or injured. When attending a university in the UK students under the age of 25 are also advised to be vaccinated against meningitis (ACWY). The[Ridgmount Practice](http://www.gowerplacepractice.nhs.uk/) is a National Health Service (NHS) practice providing healthcare 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.

Please note that information on registering with a doctor and NHS service availability may be subject to change due to Covid-19 – please check the websites below for current information.

#### Further information:

* https://www.ucl.ac.uk/students/support-and-wellbeing/register-doctor
* https://www.ridgmountpractice.nhs.uk/

### Counselling, support and information helpline

As part of a partnership with an organisation external to UCL, we provide an information and counselling 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:

* https://www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support

**~~15.2.2 Out-of-hours support and information helpline~~**

~~UCL works in partnership with Care First to provide an out-of-hours support, information and counselling 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.~~

### Crisis support - immediate and urgent help

If anyone is in immediate danger, medical support can be received by:

* Attending an Accident & Emergency (A&E) department of a local hospital. University College Hospital is the nearest A&E department to UCL’s main campus (this A&E department has a dedicated mental health unit)
* https://www.uclh.nhs.uk/
* Calling 999 to request an ambulance if you are unable to reach the hospital yourself

If a student is feeling distressed, urgent medical support can be obtained by:

* Contacting the student’s GP surgery to request an emergency appointment
* If the GP surgery isn't open, the free NHS out-of-hours medical line on 111 can help students access the right services.
* Calling the Samaritans on 116 123 to talk to someone at any time, day or night
* https://www.samaritans.org/
* Nightline are available overnight and can help students across London, call them on +44 (0) 207 631 0101
* http://nightline.org.uk/

#### Further information:

* https://www.ucl.ac.uk/students/support-and-wellbeing/crisis-support

## Information on how students can access support/information related to Equity and Inclusion (Centrally Provided)

### Equity and Inclusion

The Equality, Diversity and Inclusion Team aims to acknowledge, understand, and tackle structural inequities and unjust social power imbalances that affect our communities across the institution. This means recognising how we got here and what needs to be done to ensure equity, inclusion and belonging for those who are not systemically privileged by our society. 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 Equality, Diversity and Inclusion website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, gender identity, and disability amongst other equalities initiatives at UCL.

#### Further information:

* https://www.ucl.ac.uk/human-resources/equality-diversity-inclusion

### Inclusion Leads

Inclusion Leads provide support and assistance for students and staff on issues relating to equalities and diversity.

Departments to add contact details for Inclusion Leads and any local information.

#### Further information:

* https://www.ucl.ac.uk/equality-diversity-inclusion/equalityucl/inclusion-leads-ucl
* https://www.ucl.ac.uk/students/support-and-wellbeing/pregnant-students
* https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/student-parents
* https://www.ucl.ac.uk/students/support-and-wellbeing/specialist-information-and-support/religion-and-faith
* https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/lgbt-students

## Information about UCL’s approach to preventing and responding to harmful behaviours (Centrally Provided)

**~~15.4 Information about UCL’s Zero Tolerance policy on harassment and bullying (Centrally Provided)~~**

### Bullying, harassment, sexual misconduct and/or domestic abuse

Every student and member of staff has a right to work and study without experiencing harm. Bullying, harassment, sexual misconduct and/or domestic abuse of one member of our community by another or others is never ok. UCL is working to eradicate these issues and seeks to promotes an environment in which they 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.

To help with this, UCL has **Report and Support**, an on-line reporting tool where students can report any issues anonymously or with contact details request to speak to an advisor in order to make an informed decision about their options.

~~To help with this, UCL has~~ **~~Report and Support~~**~~, an on-line reporting tool where students can report any issues anonymously or contact an advisor to make an informed decision about their options.~~

Unacceptable behaviour includes:

* Intimidating, hostile, degrading, humiliating or offensive behaviour which has the purpose or effect of violating a person’s dignity or creating an intimidating environment.
* Unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person’s dignity. The unwanted conduct can be physical, verbal, or non-verbal.
* Unacceptable behaviour of a sexual nature such as sexual harassment, invitations, comments, coercion and promised advancement in exchange for sexual access.

If you experience any of these behaviours, you can report it and/or access support. You can request to be contacted by an advisor or you can report anonymously. With either options you can give as much or as little detail as you wish. The reports are strictly confidential and only shared on a need to know basis.

Students can request to speak to all the following advisors:

* Dignity Advisor
* Crime Prevention and Personal Safety Advisor
* Human Resources Business Manager (if it’s about a member of staff)
* Student Mediator
* Student Support and Wellbeing

#### Further information:

* https://report-support.ucl.ac.uk
* https://www.ucl.ac.uk/students/policies/conduct/harassment-and-bullying-policy
* https://www.ucl.ac.uk/equality-diversity-inclusion/dignity-ucl
* https://www.ucl.ac.uk/student-mediator
* http://studentsunionucl.org/help-and-advice/advice-service
* https://studentsunionucl.org/activebystander

### Support for students who have been affected by sexual violence and/or domestic abuse

UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence and/or domestic abuse. 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:

* https://report-support.ucl.ac.uk

# Employability and Careers

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

Department to add details of local careers information sources

## Information on UCL Careers (Centrally Provided)

#### UCL Careers

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates. UCL Careers 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. Services and events are available to all taught students, researchers (PhD students and postdocs) and graduates (for up to ~~t~~hree years after course completion).

UCL Careers also supports employability activities within departments such as work-related learning and internships.

UCL students are helped with applications and sourcing opportunities with web resources and advice.  They can book appointments and search for internship and graduate job vacancies via myUCLCareers, this includesour summer internships and global internships schemes.

~~Please note that information on UCL Careers may be subject to change due to Covid-19 – please check the Careers website below for current information.~~

#### Further information:

* http://www.ucl.ac.uk/careers
* https://uclcareers.targetconnect.net/home.html
* https://www.ucl.ac.uk/careers/internships

## Internships that are not part of the programme (i.e. faculty opportunities) (if applicable)

Department to add details if applicable.

## Entrepreneurship at UCL (Centrally Provided)

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.

~~Please note that information on Entrepreneurship at UCL may be subject to change due to Covid-19 – please check the UCL Innovation and Enterprise website below for current information.~~

#### Further information:

* https://www.ucl.ac.uk/enterprise

# Student representation

## Information on Students’ Union UCL, how to run for election and how to find a representative (Centrally Provided)

#### Students’ Union UCL

Students’ Union UCL 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’s there to fight for you when you need someone in your corner.

The Union is the representative body of all UCL students. It’s run by students for 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 student leaders are elected annually by and from all current students. The elected student leaders who work full time for you are called Sabbatical Officers and they represent students on various UCL committees and influence decisions that matter to students. Alongside the Sabbatical Officers there are more than 2000 other student representatives,who cover every part of UCL life, from your programme, research studies, department, faculty or the UCL accommodation you live in.

#### Further information:

* http://studentsunionucl.org
* ~~https://studentsunionucl.org/make-change/have-your-say~~
* https://studentsunionucl.org/make-change

## Student Clubs and Societies (Centrally Provided)

#### Student Clubs and Societies

At Students’ Union UCL, there are over 320 different student-led clubs and societies for you to get involved in. Maybe you are interested in sports with our TeamUCL clubs or low commitment exercise with our Project Active scheme? Perhaps you are keen to perform on-stage in the Bloomsbury Theatre or you want to learn about and celebrate different cultures? With such a diverse offering available there is bound to be something that sparks your interest! Clubs and Societies are a great way to develop your skills and find a community at UCL. The Welcome Fair in early October is the perfect chance to meet them all in one place and learn more about what they have on offer!

~~At Students’ Union UCL, there are over 320 different student-led clubs and societies for you to get involved in. Maybe you are interested in sports with our TeamUCL clubs or low commitment exercise with our Project Active scheme? Perhaps you are keen to perform on-stage in the Bloomsbury Theatre or you want to learn about and celebrate different cultures? With such a diverse offering available there is bound to be something that sparks your interest! Clubs and Societies are a great way to develop your skills and find a community at UCL. The Welcome Fair in late September is the perfect chance to meet them all in one place and learn more about what they have on offer!~~

~~Please note that information on student societies at UCL may be subject to change due to Covid-19 – please check with the Students’ Union website below for current information.~~

#### Further information:

* https://studentsunionucl.org/clubs-societies
* ~~http://studentsunionucl.org/content/clubs-and-societies~~
* http://studentsunionucl.org/whats-on

Add information about department-specific societies where applicable.

## Information on Academic Representatives (Centrally Provided)

#### Academic Representatives

Your Students’ Union is there to make sure you have the best possible time while you’re studying at UCL. One of the ways they 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 your Lead Department Representative as well as your Faculty Representatives and the Students’ Union to make things better across the whole of UCL.

These Academic Representatives are appointed during early October – if you’d like to take up the role, staff in your department can tell you how. 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.

Even if you don’t fancy taking up a role yourself, keep an eye out for your chance to vote for which students you feel will do the best job.

#### Further information:

* https://studentsunionucl.org/academic-reps
* https://studentsunionucl.org/user/login?destination=/academic-representatives
* ~~http://studentsunionucl.org/reps~~
* ~~https://studentsunionucl.org/make-change/your-elected-leaders/officer-contacts-list~~

## Role of the Staff-Student Consultative Committee (Centrally Provided)

#### Staff-Student Consultative Committee

Every department at UCL has a Staff-Student Consultative Committee (SSCC) that meets at least three times a year. Staff Student Consultative Committees are meetings where Academic Reps and staff work together to develop solutions to students’ concerns, and prioritise areas for improvement. SSCCs are co-chaired by your Lead Department Representative. Some departments have a single SSCC, while others split this into different levels of study. Most commonly, departments operate both an undergraduate and postgraduate SSCC.

## Other ways (specific to the department/programme) that students can give feedback, including local processes and key contacts.

Department to add.

## Students’ Union Advice Service (Centrally Provided)

The Students’ Union Advice Service is available to all current UCL students, as well as those who have interrupted their studies or recently completed their programme. Trained and experienced staff are ready to support you with any difficulties that might occur during your time at UCL. The Advice Service specialises in:

* **Academic issues** - including extenuating circumstances, plagiarism and complaints
* **Housing concerns** - including contract checks and housemate disputes
* **Money and Debt advice** – including budgeting and income maximisation
* **Employment** - including unpaid wages and part time employment contracts
* The team can also offer help and support with many other legal and university matters

The service is free, independent, impartial and confidential. No information shared with the service is shared with your department or any other university staff unless you request it or give your permission. Students can make an appointment or attend a drop-in session for advice and support.

~~Please note that information on the Students’ Union Advice Service may be subject to change due to Covid-19 – please check with the Students’ Union website below for current information.~~

#### Further information:

* https://studentsunionucl.org/advice-and-support
* ~~http://studentsunionucl.org/help-and-advice/advice-service~~

## Informal and Formal Student Complaints (Centrally Provided)

#### 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, Course Representative, or Research Student Representative if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the Students’ Union’s 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. Students’ attention should be drawn to the timescales set out in the Procedure.

#### Further information:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework/section-8-ucl-student-complaints-procedure
* ~~https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework/section-10-ucl-student-complaints-procedure~~
* https://www.ucl.ac.uk/student-mediator/

* https://studentsunionucl.org/advice-and-support
* ~~http://studentsunionucl.org/help-and-advice/advice-service~~

# Student feedback and working in partnership with staff through You Shape UCL

**~~18 Student Feedback~~**

## The importance of feedback and how UCL uses the results (Centrally Provided)

#### Student Feedback

Our goal is to put students’ feedback, insights and contributions at the heart of 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 have opened the Library over the Christmas closure period and increased study space – including 1000 in the 24 hour new Student Centre, we’ve focussed more on environmental sustainability and given clearer information about exams and assessments.

Departments are advised to add text regarding actions taken within programmes or departments as a result of 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 have opened the Library over the Christmas closure period and increased study space – including 1000 in the 24 hour new Student Centre, we’ve focussed more on environmental sustainability and given clearer information about exams and assessments.~~

~~Departments may wish to add text regarding actions taken within programmes or departments as a result of student feedback.~~

## Student surveys and how UCL uses the results, including information about the NSS,) Annual Programme Evaluations and New to UCL survey (Centrally Provided)

**~~18.2 Student surveys and how UCL uses the results, including information about the NSS, PTES and the New to UCL survey (Centrally Provided)~~**

#### 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, annual programme evaluations and the New to UCL survey. 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 delivering an excellent education for current and future students. Each survey takes just a few minutes to complete, all responses are 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 Dr Michael Spence.

~~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 New to UCL survey. 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. We aim to minimise the volume of surveys students are asked to take, so undergraduates will be invited to take just one institutional survey per year, and full-time postgraduate students will be invited to take two. Each survey takes just a few minutes to complete, all responses are 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 Dr Michael Spence.~~

#### Further information:

* https://www.ucl.ac.uk/you-shape-ucl

Departments may wish to refer students to other mechanisms they may have in place for student feedback, such as Unitu or Town Hall meetings, to inform students of additional ways they can engage.

## Module Dialogue – what is it and why it’s important (Central and Local)

**~~18.3 Module Evaluation Questionnaires (MEQ) – when they occur and why they are important (Central and Local)~~**

Throughout all modules students will be asked to answer short pulse survey questions, on a regular basis. These pulse surveys are important because it helps teaching staff ‘check-in’ with students, making sure that they can understand and access key aspects such as the content of the module, assessment information and learning resources. This provides an opportunity for students to reflect on their learning and also give constructive feedback by engaging in a dialogue with staff about the results. Helpful comments and ideas from students mean that changes and improvements can be made to the module before it ends, as well as shaping the module for future students.

#### ~~Module Evaluation Questionnaires~~

~~Departments also run Module 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 MEQs feeds into the Annual Student Experience Review process.~~

~~Add local information about when MEQs take place and how students can find out more information.~~

## The ASER process and how student representatives are involved (Centrally Provided)

#### 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 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. 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 faculty/departmental intranet or Moodle pages. [Department to update as appropriate].

~~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 module 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. 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 faculty/departmental intranet or Moodle pages. [Department to update as appropriate].~~

#### Further information:

* https://www.ucl.ac.uk/academic-manual/chapters/chapter-9-quality-review-framework

## UCL ChangeMakers

UCL ChangeMakers helps students and staff work in partnership to make education better at UCL:

* Through ChangeMaker Projects, students and staff can apply for funding to collaborate on a project focused on enhancing education and students’ experience at UCL.
* Projects address issues that are important to students, often uncovered through student survey data, discussed at SSCCs, raised through Unitu or identified through annual reporting mechanisms like the Annual Student Experience Reviewer (ASER).
* There are three application deadlines a year, one per term.

Projects are open to all students: undergraduate, postgraduate taught and postgraduate research.

#### Further information:

* https://www.ucl.ac.uk/changemakers/

## Student Quality Reviewers

Student Quality Reviewers, where UCL students take an in-depth look at different areas of education and provide detailed feedback and analysis from a student perspective.

Through the Student Quality Reviewer scheme, students can:

* Act as a member of an Internal Quality Review panel;
* Take on a role to review new programmes or support enhancements to assessments through the Programme or Assessment Design Student Partner roles;
* Work with staff to reflect on their teaching practice as a Student Reviewer of Teaching (Peer Dialogue);
* Provide a student view on how teaching can include more diverse perspectives as a Student Curriculum Partner.

#### Further information:

* https://www.ucl.ac.uk/you-shape-ucl/student-quality-reviewers

# Volunteering Services

**~~19 ChangeMakers~~**

## About Volunteering Services, who they are and how a student can find out more or become involved (Centrally Provided)

#### Volunteering Services

The Volunteering Service at Students’ Union UCL exists to connect UCL students with London’s Voluntary and Community Sector, primarily through volunteering. It’s one of the largest volunteering teams in UK Higher Education, meaning that UCL students have access to opportunities that their peers in other universities often do not.

The Service runs three main programmes:

**Partnerships –** linking students with volunteering opportunities within their network of around 400. community partners.

**Student-led Projects – s**upporting students to set up and run their own community projects.

**Community Research Initiative –** connecting master’s students with community organisations for collaborative research and Knowledge Exchange projects.

Through community volunteering, students develop new skills and learn how to enact change in the wider world. UCL Student volunteers also report positive benefits on their academic study and well-being.

The Volunteering Service’s opportunities can be found on its [online directory,](https://studentsunionucl.org/volunteering/directory) where students can search for roles related to their academic studies, by skills developed or by cause. There are plenty of one-off and flexible vacancies that students can fit around their studies and other commitments.

**Further Information**

* https://studentsunionucl.org/volunteering

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

## ~~About the ChangeMakers projects, who they are and how a student can find out more or become involved (Centrally Provided)~~

#### ~~UCL ChangeMakers~~

~~UCL ChangeMakers helps students and staff work in partnership to make education better at UCL. Its two spheres of activity comprise:~~

* ~~Student Quality Reviewers, where UCL students take an in-depth look at different areas of education and provide detailed feedback and analysis from a student perspective. Through the Student Quality Reviewer scheme, students can: act as a member of an Internal Quality Review panel; be a Student Reviewer for the Programme and Module Approval Panel; work with staff to reflect on their teaching practice as a Student Reviewer of Teaching (Peer Dialogue); help facilitate community engagement as a Community Engaged Learning Ambassador; and provide a student view on how teaching can include more diverse perspectives as a Student Curriculum Partner.~~
* ~~ChangeMaker Projects, where students and staff can apply for funding to collaborate on a project focused on enhancing education and students’ experience at UCL. Projects often address issues uncovered by students in UCL Student Quality Reviewers. There are two application deadlines a year, the first is late in Term One and the second is during Term Two.~~

~~Please note that information on UCL ChangeMakers may be subject to change due to Covid-19 – please check with the ChangeMakers website below for current information.~~

#### ~~Further information:~~

* ~~https://www.ucl.ac.uk/changemakers/~~

# Data Protection and Intellectual Property

## 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 (Centrally Provided)

#### How UCL uses student information

UCL uses student information for a range of purposes, including the provision of teaching and learning, managing accommodation and ensuring health and safety. Further information about how UCL uses student information can be found in the UCL General Student Privacy Notice.

#### Further information:

* https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice
* https://www.ucl.ac.uk/legal-services/privacy/privacy-notice-covid-19-nhs-test-trace-data-collection
* https://www.ucl.ac.uk/informationsecurity/policy
* https://www.ucl.ac.uk/information-security/sites/information-security/files/email.pdf
* https://www.ucl.ac.uk/data-protection/
* ~~https://www.ucl.ac.uk/information-security/sites/information-security/files/data-protection.pdf~~
* https://www.ucl.ac.uk/students/policies/intellectual-property-rights

Students may send queries on data protection matters to the University Data Protection Officer: data-protection@ucl.ac.uk

# Health, Safety and Security

## UCL Health, Safety and Security information (Centrally Provided)

#### 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.

There are three departments that work together to provide a comprehensive system to provide the safe and healthy environment:

1. UCL Security, who cover everything from ID cards and access to our buildings to lost property and keeping people safe who work out of hours;
2. UCL Safety Services, who manage the safety management system including providing advice for risk assessments to training people to work with radioactive samples;
3. UCL Estates who ensure the buildings and sites are safe, including managing contractors, building works and access to equipment such as defibrillators.

In an emergency:

Please call **020 7679 2222** or **UCL extension** **222** from any UCL phone, before ringing 999. This allows the safety team to direct the emergency services to the correct location.

If you are off the Bloomsbury campus call **999** and request the appropriate service (police, ambulance or fire brigade).

#### Further information:

* https://www.ucl.ac.uk/estates/safety-ucl/accidents-and-emergencies
* https://www.ucl.ac.uk/students/support-and-wellbeing/staying-safe/emergency-contacts
* https://www.ucl.ac.uk/students/new-students/countdown-ucl/staying-safe
* https://www.ucl.ac.uk/safety-services/
* https://www.ucl.ac.uk/safety-services/fire
* https://www.ucl.ac.uk/estates/our-services/security-ucl
* https://www.ucl.ac.uk/students/support-and-wellbeing/personal-safety/safety-and-campus
* ~~https://www.ucl.ac.uk/students/support-and-wellbeing/staying-safe/safety-london~~

## Health and Safety information concerning the department

Department to add details about labs, field trips etc., if applicable.

# After study

## Information on degree certificates and transcripts (Centrally Provided)

### Degree Certificates

A degree certificate will be sent to each successful student awarded a UCL degree within three months of conferral of the award.

#### Further information:

* https://www.ucl.ac.uk/students/exams-and-assessments/certificates-results/degree-certificates

### Transcripts

Five copies of your official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their home addresses as held on Portico within 3 months from the date the award is conferred by UCL authorities.

Affiliate students (if applicable):

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

* Junior Year Abroad (JYA), Exchange and Erasmus Students – transcripts are issued to the students’ home universities.
* Independent affiliate students – transcripts are posted to the students’ contact addresses.

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

#### Further information:

* https://www.ucl.ac.uk/students/exams-and-assessments/results/transcripts

## Information about the HEAR (Centrally Provided)

Undergraduate students (excluding affiliates, MBBS and some IOE and MPharm students)

#### 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:

* http://www.ucl.ac.uk/hear

## Graduation Ceremonies

Following successful completion of their studies, graduation ceremonies are held to celebrate students’ achievements:

Please note that information on UCL Graduation Ceremonies may be subject to change due to Covid-19 – please check with the Graduation Ceremonies website below for current information.

#### Further information:

* http://www.ucl.ac.uk/graduation

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

#### UCL Alumni Community

As UCL alumni, you join a global community of over 350,000 former students. All UCL alumni can take advantage of a huge range of exclusive benefits and support, including access to thousands of e-journals, use of the library, a UCL-branded email for life and UCL Careers services for up to three years. Stay connected through reunions, international networks, and interest-based groups. UCL students and alumni can also take advantage of UCL’s lifelong learning opportunities through UCL Connect, our professional development programme of panel events, workshops, and resources such as blogs, case studies and podcasts.

~~As UCL alumni, you join a global community of over 300,000 former students. Alumni can take advantage of a huge range of exclusive benefits including access to thousands of e-journals, use of the library, a UCL-branded email for life and UCL Careers services for up to three years. Stay connected through reunions, international networks, and interest-based groups. UCL students and alumni can also take advantage of UCL’s lifelong learning opportunities through UCL Bentham Connect, our social and professional networking platform, and UCL Connect professional development programme of panel events, workshops, and resources such as blogs, case studies and podcasts.~~

#### Further information:

* https://www.ucl.ac.uk/alumni/

Department to add details of local alumni associations, membership, how to find out about events etc.