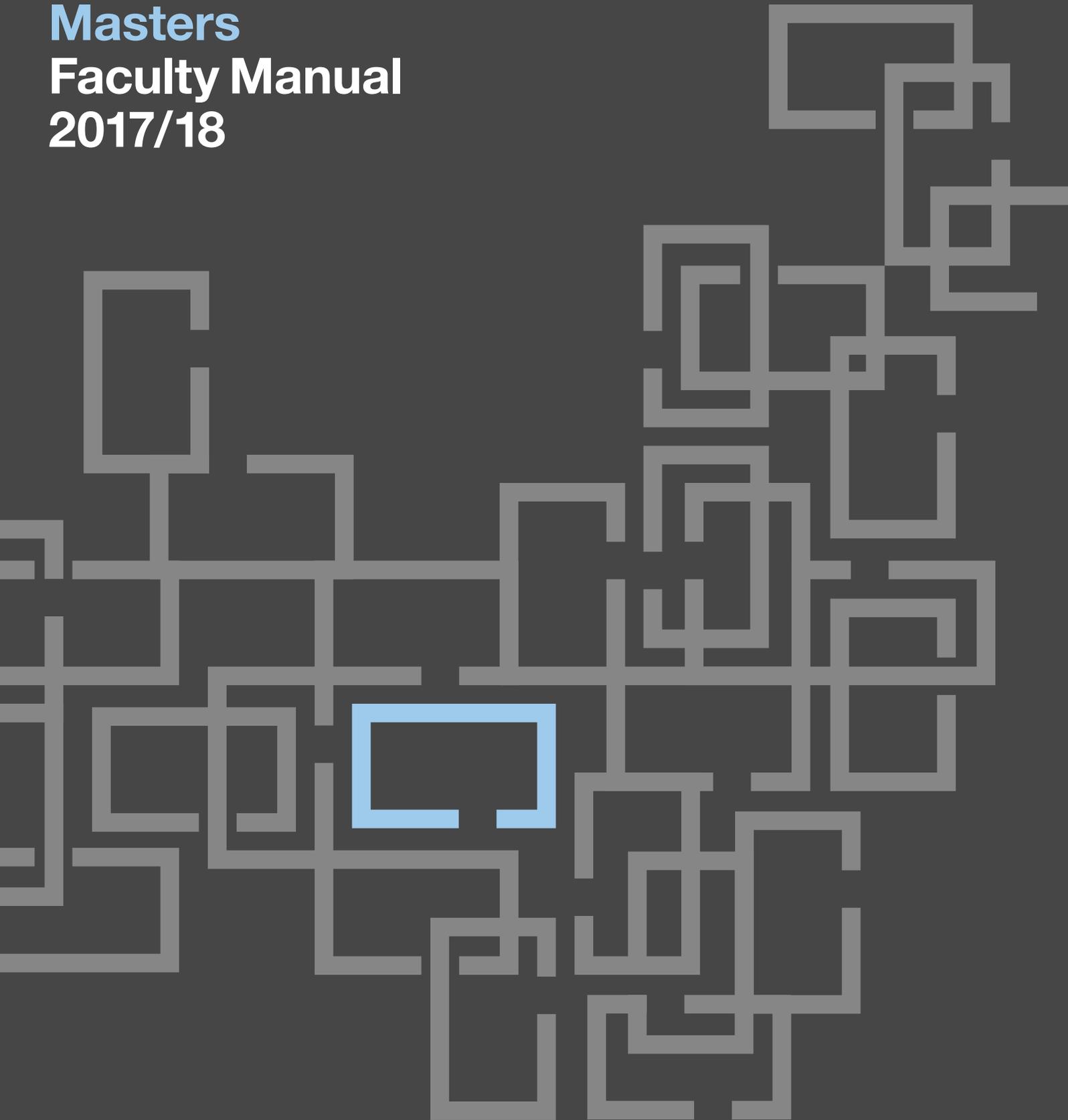




Masters Faculty Manual 2017/18



Welcome to UCL London's global university

We are The Bartlett, UCL's global faculty of the built environment. Individually, our schools and sections lead in their fields. In partnership, they deliver new responses to pressing world issues. As a whole, they represent a world leading, multidisciplinary faculty, united by the radical spirit of UCL.

Välkommen Welkom
Karibu Selamat datang
Ngiyakwemukela Добро пожаловат
يادمأ شوخ Bienvenue Witamy
Tervetuloa Bem-vindo
Croeso ようこそ
Willkommen ласкаво просимо
Fàilte Akwaaba Bun venit
ברוך בואך Velkommen
Hoan nghênh Mauya Bienvenido
Benvenuto 欢迎 Bun venit
환영합니다
Siya namkela nonke

Preface

This Manual is intended for use by all taught postgraduate students of The Bartlett Faculty of the Built Environment (i.e. MA/MArch/MSc/MRes/MPlan). It provides a comprehensive set of information designed to help you settle into your studies and navigate your way around UCL.

It is split into various sections by theme (as outlined overleaf). *Please note not all of it will be relevant to you and/or your circumstances* – some sections, for example, are intended only for students new to London and/or the UK. There is something for everyone however and most of it will apply to everyone.

It is also up to you how you read it – you could read it all from cover to cover, or you could dip in and out as you see fit and just read the sections you find of most interest and/or relevance as your studies progress.

However you decide to proceed we hope you find the contents helpful and wish you every success in your studies. If you have any feedback (i.e. suggestions for improvements or if you spot any errors) please contact the Academic Administration Manager, Ms Annabel Brown, via e-mail:

✉ annabel.brown@ucl.ac.uk

Acknowledgements

This manual was produced with the assistance of staff and students, and many of the ideas presented within it have been developed by the individuals involved. Above all, though, the Faculty could not function without students. Each successive cohort has helped shape future years through their creativity, comments, suggestions, and pure hard work: their input is reflected in this manual and our programmes as a whole.

Disclaimer

This handbook is not meant to be exhaustive or to be a substitute for the various formal statements of UCL, University of London or other regulations. However, some of the most relevant materials from these documents have been reproduced in this handbook for ease of reference. Students are therefore strongly advised to read this handbook in conjunction with the college regulations <http://www.ucl.ac.uk/srs/academic-manual/overview> which take precedence and should be consulted for officially approved information.

Every effort has been made to ensure the information contained is accurate at the time of publication but The Bartlett Faculty of the Built Environment reserves the right to change the stated contents, arrangements, examinations and staffing of a course or facility for example, or to withdraw them before or during the session. Therefore, although the information in this booklet is correct to the best of our knowledge and belief at the time of printing, changes can and probably will occur.

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This Manual is split up into eight clear sections to help you find what you're after as quickly as possible.

You can also view this faculty manual online:

<http://www.bartlett.ucl.ac.uk>



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Welcome to UCL

A message from the President and Provost, Professor Michael Arthur

Dear students

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

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

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

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

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

Professor Michael Arthur
UCL President and Provost



Welcome to The Bartlett

A message from the Dean of The Bartlett Faculty of the Built Environment, Professor Alan Penn

Welcome to The Bartlett. UCL is almost unique amongst world leading universities in having one of its eleven Faculties devoted to the built environment, and this is in the tradition of its radical roots. Most university faculties cluster together around a series of disciplines and methods, however The Bartlett is organised to tackle the challenges facing our planet and society in which the built environment plays a role. In the same way that UCL is comprehensive, The Bartlett is comprehensive. We cover most of the different ways of thinking about this subject area, and in those areas we do not cover ourselves we aim to partner with the best in the world.

This means that The Bartlett is both large and quite complex. It is also growing and changing rapidly. Last year the School of Architecture moved back to a completely rebuilt 22 Gordon Street. This summer we are opening new space on the Olympic Park at Hackney Wick which will see various parts of the Bartlett working together with the Engineering Faculty on research and new taught programmes. As students joining UCL you should first make sure that you take advantage of these opportunities and facilities and get out to meet people on other programmes looking at the built environment from other perspectives.

Second, take advantage of London. You are lucky to be in one of the most exciting of world cities at a particularly exciting time. In the last few years London has really become a cross roads in the world. So take advantage of that to meet others from around the world and to forge the friendships that will last a lifetime. You are also here at interesting times for the UK as it tries to define its role in the world outside the European Union. Whatever else, this should be a period to look back on and remember.

Finally, enjoy yourselves. Don't forget that being a student should be fun.

Alan Penn

Professor of Architectural and Urban Computing
Dean



The history & structure of UCL

UCL is the original, and the largest, constituent College of the federal University of London. It is a multi-faculty institution with consistently high ratings for research and teaching. It is proud of its radical pioneering tradition which continues in UCL's current commitment to be as outstanding, liberal, innovative and welcoming in the 21st century as it has been in the 19th and 20th. It first opened its doors to students in 1826. It was the third university to be founded in England after Oxford and Cambridge and was the first to admit students of any race, class or religion, and the first to welcome women on equal terms with men. Its teaching embraces the principles in which religious beliefs do not constrain the dissemination of knowledge and exploration of ideas. UCL was the first university to establish architecture as an academic discipline, and appointed the first Chair in Architecture for Thomas Donaldson in 1841.

In the last three Higher Education Funding Council of England (HEFCE) research rating exercises, UCL as a whole has been consistently placed in the top three multi-faculty universities along with Oxford and Cambridge. This reflects its position as a centre of international excellence. Its central compact campus is a short walk from London's West End with its unrivalled choice of social, cultural, academic and professional resources, including the British Museum, British Library, Royal Institute of British Architects (RIBA) and Royal Town Planning Institute (RTPI).

UCL is organised into eleven Faculties and 67 Departments. At the last census (2016/2017) the student body comprised 39,473 students; 18,311 were undergraduates and 21,162 were postgraduates. Further statistics can be found here: <http://www.ucl.ac.uk/srs/statistics>

The history & structure of The Bartlett

The Faculty is comprised of several components, as follows:

- **Bartlett School of Architecture (BSA)**
- **Bartlett Centre for Advanced Spatial Analysis (CASA)**
- **Bartlett School of Construction and Project Management (CPM)**
- **Bartlett Development Planning Unit (DPU)**
- **Bartlett School of Environment, Energy and Resources (BSEER)**
 - **Energy Institute**
 - **Institute for Environmental Design and Engineering**
 - **Institute for Sustainable Heritage**
 - **Institute for Sustainable Resources**
- **Institute for Global Prosperity (IGP)**
- **Bartlett School of Planning (BSP)**
- **Institute for Digital Innovation in the Built Environment (IDIBE)**
- **Institute for Real Estate (BREI)**
- **Institute for Innovation and Public Purpose (IIPP)**

The Bartlett UCL Faculty of the Built Environment



It is named after Sir Herbert Henry Bartlett, who in 1911, made a large benefaction to College for the building of the north wing of the College Quadrangle on Gower Street, into which the School of Architecture moved. A Chair in Planning was created at UCL in 1914. Following a benefaction from the Wates Foundation, the Department of Urban Planning merged with The Bartlett to become the School of Environmental Studies. This was the start of The Bartlett's strong tradition in multi-disciplinary teaching and research.

The multi-disciplinary nature of The Bartlett has been strengthened with the creation of chairs in a number of specialisms, including most recently Sustainable Heritage. The Bartlett, Faculty of the Built Environment, as it is now known, has a number of Schools but it is known affectionately within college, and indeed world-wide, as just 'The Bartlett'. It is the only University of London Department devoted to the study and design of the built environment.

The Faculty therefore encompasses a wide range of expertise and interests concerned with the planning, design, financing, construction, landscaping, servicing and regulation of the built environment. It is unique in offering a multi-disciplinary approach to the study of the built environment. With the ability to combine the disciplines of Architecture, Construction Management, Environmental Design and Planning, The Bartlett is at the forefront of the debate that is shaping the future of cities. Situated in the heart of London, The Bartlett is able to draw on the capitals numerous experts and facilities in the field of the Built Environment and take advantage of the flow of international experts through the city. Staff are actively engaged in top quality research and advisory work on urban regeneration, including work for the British Government, UK Research councils, local authorities, regional bodies, professional organisations, voluntary sector organisations and charities.



Faculty Office Staff

The Dean of the Faculty of the Built Environment and Head of The Bartlett is Professor **Alan Penn**, whose office is located on the second floor of 22 Gordon Street.

✉ a.penn@ucl.ac.uk

The Faculty Manager is **Helen Fisher** whose office is located on the second floor of 22 Gordon Street.

✉ h.fisher@ucl.ac.uk

☎ +44 (0)20 3108 9141

The Faculty Academic Administration (FAA) team is located on the 2nd Floor, 22 Gordon Street. The FAA is responsible for the administration of all programmes within The Bartlett Faculty of the Built Environment spread across the various Schools. It administers all aspects of the admissions process, examination and other formal student administrative matters, and is responsible for servicing various Faculty committees. The logistical day-to-day management of taught study is undertaken by School offices (i.e. submission of coursework, photocopying/printing queries etc.) whereas the FAA is predominantly involved at the 'entry' (i.e. prior to and during the application process) and 'exit' (i.e. the formal assessment and graduation) stages of the academic cycle.



Peter McLennan
Faculty Graduate
Tutor: Taught



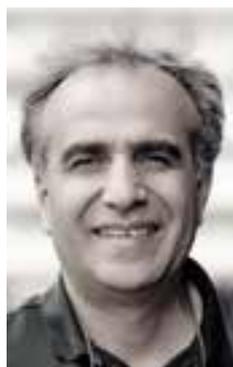
Helen Fisher
Faculty Manager



Thea Heintz
Teaching &
Learning Officer



Rebecca Payne
Student Experience
Officer



Kayvan Karimi
MRes Tutor



Ian Lewis
Teaching &
Learning Officer



Annabel Brown
Academic Administration
Manager



Stephen Capus
Teaching &
Learning Assistant



Aeli Roberts
Senior Tutor

Finding your way around UCL

The following web address will help you to find your way around:

<http://www.ucl.ac.uk/maps>

For many students coming to UCL, this may be their first visit to London and often their first period away from their home country. We would like to encourage you, in every possible way, to use the experience of London, the UK and Europe to the best advantage. We are aware that most of you are financially constrained, that London is an expensive city and travelling costly, but we urge you to plan your time and money to get the maximum out of your experience.

For more information on all aspects of living in Britain, you may consult The British Council's Guide for Overseas Students and Visitors, published by Northcote House Publishers Ltd. Students who face difficulties in their course or face other problems should consult their personal tutor or welfare office in the first instance.

You may also contact UKCISA, the Council for International Education, for information and advice on a range of issues, particularly immigration, employment, fees and grants, and welfare benefits. Its telephone advice service operates Mondays to Fridays, 13.00–16.00 (☎ +44 (0)20 7102 9922). Appointments to see an advisor can be made if necessary. You can write to them at 9–17 St Albans Place, London N1 0NX. Also please visit their website at:

www.ukcisa.org.uk

British Tourist Authority 1 Lower Regent Street, London SW1Y 4PQ

☎ +44 (0)20 8846 9000

Maps and guides of the UK.

Trailfinders Waterstone's, Lower Ground Floor, 203–205 Piccadilly W1J 9HD

☎ +44 (0)20 7292 1888

Books and maps, long and short haul enquiries.



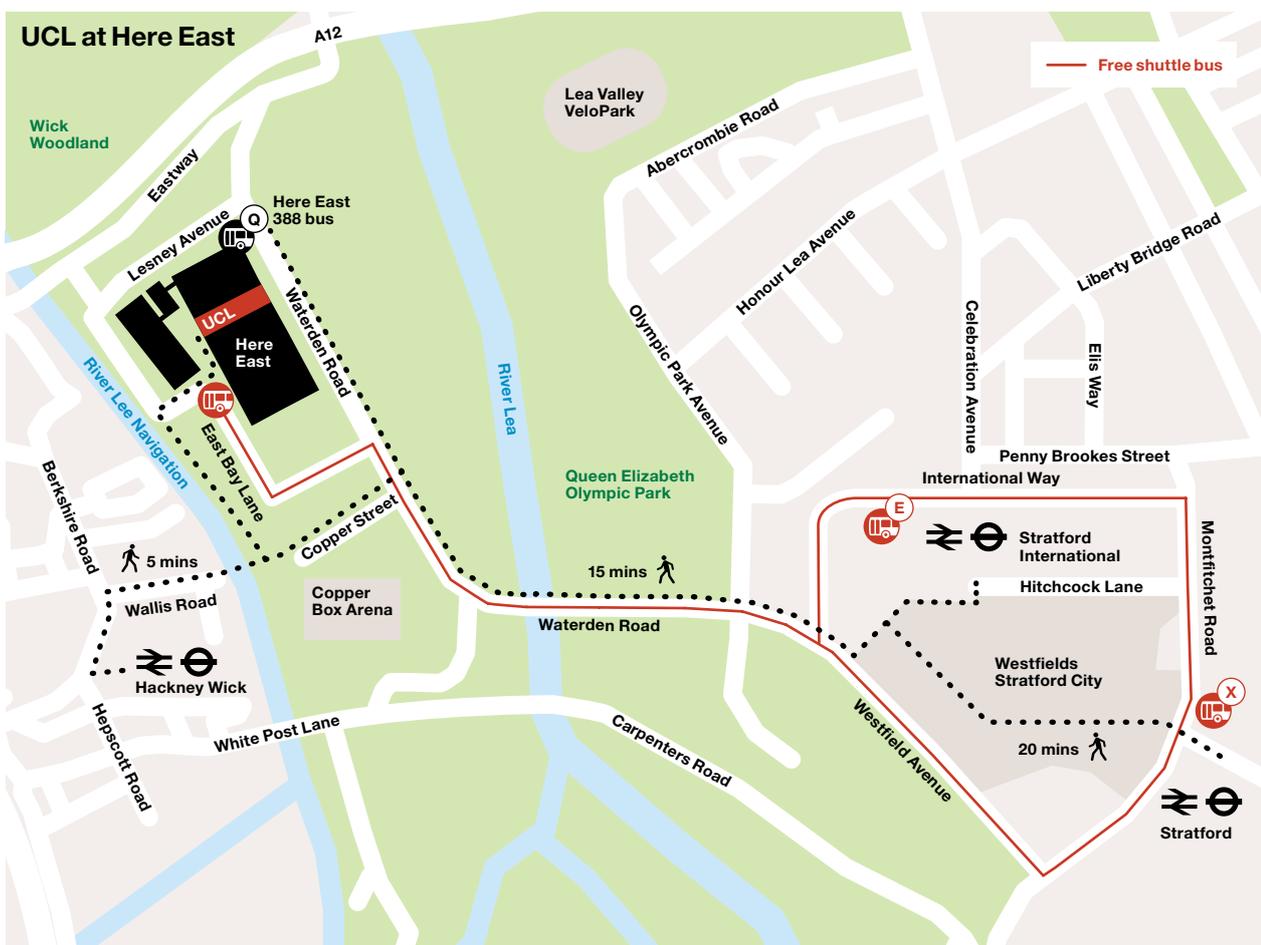
UCL at Here East

At 1.2 million square foot in London’s Queen Elizabeth Olympic Park, Here East is one of London’s most exciting new developments. A home for individuals and companies that range from start-ups to some of the most well-known companies both in the UK and globally, Here East offers unparalleled infrastructure for innovation and excellence.

In 2016, UCL took over 3,000 square metres of studio space at Here East, which will be used to undertake groundbreaking research in areas that include architecture, infrastructure,

transport, robotics, healthcare, manufacturing and environmental measurement. The Bartlett, UCL’s Faculty of the Built Environment, and UCL Engineering is expanding into these premises in autumn 2017 with teaching across four programmes: MEng Engineering and Architectural Design, MA Situated Practice, MArch Design for Performance & Interaction and MArch Design for Manufacturing.

The scale of The Bartlett at Here East will enable UCL to strengthen its interdisciplinary research and teaching, as well as promote greater engagement with the local community, in advance of the opening of UCL East at Queen Elizabeth Olympic Park in the 2020/21 academic year.



Term dates

Term	Dates
First Term	Monday 25 September 2017 – Friday 15 December 2017
Second Term	Monday 8 January 2018 – Friday 23 March 2018
Third Term	Monday 23 April 2018 – Friday 8 June 2018

UCL Examination Periods 2017/18

Examination Period

Wednesday 25 April 2018 – Friday 08 June 2018

Late Summer Assessment Period

Monday 20 August 2018 – Friday 07 September 2018

Closures and Bank Holidays

Christmas

Close – Friday 22 December 2017 at 17.30

Re-open – Tuesday 2 January 2018

Easter

Close – Wednesday 28 March 2018 at 17.30

Re-open – Thursday 5 April 2018

Bank Holidays

Closed – Monday 7 May 2018

Closed – Monday 28 May 2018

Closed – Monday 27 August 2018

Note

All Bank Holidays, and the College closure dates based on them, are the standard 'traditional' dates and may be subject to change by government.

Students on full-time Taught Masters programmes study for a full calendar year. Therefore, students are expected to study beyond the end of the third term to prepare their dissertation in time for submission in September.

Students on full-time 15 month Taught Masters programmes should consult with their Departments on exactly when they are expected to study outside the normal stated term dates.

Students on full-time two year Taught Masters programmes should consult with their Departments on exactly when they are expected to study outside the normal stated term dates.

For students who are Tier 4 visa holders, this means that you will continue to be restricted to term-time levels of permissible hours of work, paid or unpaid. More information on working during studies can be found here:

<http://www.ucl.ac.uk/iss/immigration-visa/working-in-the-UK/work-during-studies>

Formal teaching events are normally held during the first and second terms. Revision classes (if applicable) are normally held in the break between Terms 2 and 3 in mid-April depending on the examination dates. Unseen written examinations are normally held during the first four weeks of the third term.

HOST (Hosting for Overseas Students)

If you are in London over Christmas and would like to stay with a British family for the period, HOST is an agency who will organise this. (HOST can also arrange for students to stay with families for weekends). Contact HOST, Unit 8 Water House, 8 Orsam Road, London N1 5QJ

☎ +44 (0)20 7739 6292

✉ info@hostuk.org

🌐 <http://www.hostuk.org>



Staff roles & responsibilities

Directors of Schools/Units have overall responsibility for all postgraduate programmes and their development. Their remit is as cited here:

🌐 <https://www.ucl.ac.uk/srs/academic-manual/policy-az/responsibilities/directors>

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

Personal Tutors are full time academic members of staff who provide general support and advice to students. They do not teach on either your course or optional module(s) and the reason for this is that some students feel more comfortable expressing their queries/concerns with someone who is not directly involved in their programme. You will meet with your Personal Tutor for the first time in a group meeting. If you wish to have further individual meetings then you can arrange an appointment with them directly either by email or by visiting during their office hours. Please note that Personal Tutors do not assist with academic work, but are there to give pastoral support and general academic support (as outlined here: 🌐 <https://www.ucl.ac.uk/teaching-learning/teaching-resources/personal-tutoring/>). UCL intends that its students:

- Are provided with pastoral support which is tailored to their needs, enabling them to take full advantage of their time at UCL to develop and maintain a healthy and happy outlook on life;
- Are given the opportunity to reflect on their learning and personal development, and to discuss and formulate appropriate strategies to fulfil their potential during their studies at UCL;
- Are equipped with a lifelong approach to learning enabling continuing personal and intellectual growth;
- Develop an awareness of the need for professional and career development, and receive guidance on the planning and recording of skills development throughout their studies in order to realise their career aspirations;
- Experience the benefits of working with peers and tutors within a supportive atmosphere.

Your personal tutor can be a valuable resource to you and it is important to engage with them. They may be very busy at certain times of the year but do not be put off by this, they will make time to see you when they can.

Departmental Tutors are responsible for the care of students, acting as a tutor for the cohorts in their School as a whole. They act to support you in case you have any personal or academic problems during the year. If you have a personal or academic problem you can contact your Programme Leader or allocated Personal Tutor (or any other member of the academic staff) at any time. It is important that problems are identified and tackled as soon as possible. The content of any exchanges with your Departmental Tutor are dealt with in confidence.

The Faculty Graduate Tutor (Taught) (FGT:T)

liaises between The Bartlett and the UCL on matters relating to UCL regulations, assessment procedures and fees. See here for a full list of duties/responsibilities:

🌐 <http://www.ucl.ac.uk/srs/academic-manual/policy-az/responsibilities/faculty-grad-tutors#top>

The Faculty Graduate Tutor (MRes) (FGT:MRes)

liaises between The Bartlett and the UCL on matters relating to UCL regulations, assessment procedures and fees. See here for a full list of duties/responsibilities:

🌐 <http://www.ucl.ac.uk/srs/academic-manual/policy-az/responsibilities/faculty-grad-tutors#top>

The Senior Tutor

The Senior Tutor is available by appointment to see students. In addition to dealing with students' personal and welfare matters, the Senior Tutor will liaise between The Bartlett and the UCL on matters relating to UCL regulations, assessment procedures and fees.

If you feel unable to contact any of the above, you can also contact in confidence:

Dr Ruth Siddall, College Mediator:

✉ studentmediator@ucl.ac.uk

Please also see:

🌐 <http://www.ucl.ac.uk/student-mediator>

If you have a problem, please talk to somebody about it. If you keep it to yourself you cannot be offered advice or put in touch with those who can give such advice. If the problem affects your studies and you subsequently perform badly in your assessments, staff will be less able to help you find a solution than if they have time to deal with it.

Programme Leaders (PLs) have responsibility for the co-ordination, review and development of the programme as a whole, i.e.

- Overall co-ordination of programme;
- Co-ordination between programmes of study;
- Faculty Teaching Committee and Postgraduate Programme Committee;
- Programme monitoring and review;
- Programme handbook;
- Exam board representation;
- Brochure, prospectus and website updating;
- Compiling end of year reports and response to examiners' reports;
- Co-ordinating with Professional Institutes (i.e. the RIBA, RTPI, RICS);
- Co-ordinating prizes and pass lists;
- Nominating students for academic prizes;
- Organising part-time contributors;
- Maintaining programme budget.

For most taught students, your main source of support is your Programme Leader (PL). Programme Leaders are available for discussing academic and pastoral matters; you will meet with your Programme Leader periodically during the academic year. The PL has a key role. S/he is the most visible staff member to students of their programme, having (in most cases) handpicked them during the recruitment process. As such they are integral to a good student experience so need to lead their programme in a friendly and supportive but professional manner. The role is demanding and intensive and requires a good working knowledge of UCL policies and procedures.

The PL has oversight of his or her programme and is therefore responsible for its co-ordination and delivery, although some programmes employ a team of academic colleagues to assist with carrying out some duties (admissions for example). S/he is responsible for ensuring that students follow a coherent degree programme, giving advice on choice of modules and arranging appropriate academic tutorials. S/he is also responsible for co-ordinating examination arrangements, providing the Board of Examiners with recommendations on student progression, advising students on their eligibility for late assessment and deferred/referred (resit) examinations. The PL must also adhere to the School/Faculty Learning and Teaching Strategy, develop appropriate quality assurance mechanisms where appropriate (including those required for programme approval and modification of existing programmes, create new modules and maintain existing modules and response to the Annual Student Experience Review reports. In addition s/he must maintain the integrity of the programme so as to ensure continued accreditation by the relevant professional bodies.

The PL is responsible for the pastoral welfare of students following his or her programme (in many respects acting as the Personal Tutor) and in particular the induction of new students into the School, providing advice to students on a wide range of academic and pastoral issues and ensuring that academic references are provided for students/graduates on request. S/he should ensure they are available on a regular basis for students and must maintain a complete set of records of illness and similar matters that might affect academic performance (akin to the Personal Tutor role). S/he should also be the first point of contact for students with a complaint or grievance, providing advice and attempting to resolve the dispute informally, referring students to the Faculty Tutor in those cases that cannot be resolved informally.

The PL is responsible for regular communication on issues relating to Faculty and UCL regulations/practice with academic/administrative colleagues in the Faculty and UCL (and with academic and professional services colleagues in the School), maintaining departmental communications on any interdisciplinary programmes to which the School contributes, the active promotion of UCL's Outreach initiatives to enhance the diversity of the student body within the School, the maintenance of publicity material with respect to programmes and the annual updating of the School's entry for the UCL prospectus.

Professional Services Staff

Professional Services staff are based in Schools, in the Faculty Office and within the central functions of UCL Registry (i.e. the Admissions Office, the Examinations Office and so on). Although all professional services staff with overlapping roles, their remits differ slightly according to which of the three distinct areas they are based in. A brief overview may be summarised thus:

School Office staff provide a 'local' tailored service and are the first point of contact/enquiry for current students, being at the forefront of the multiple support services UCL provides. They are highly visible to the student body from induction, being known on sight/by name and provide advice on a range of issues throughout the duration of a student's programme and beyond. They are seen as the 'font of all knowledge' for local policy and practice, being able to advise and assist in all aspects of programme administration. S/he is responsible for the collation and management of information, for example on attendance and engagement monitoring of students, and also for ensuring the smooth administration of the programme.

Faculty Office/Faculty Academic Administration staff provide a more generalised ‘behind the scenes’ service for current students, having a less visible role. They act as an interface between the School and the central college, having an advisory/regulatory remit, and generally have direct contact only at the initial and final stages of the PGT lifecycle (i.e. admissions and assessment). Students can and do have direct contact via e-mail but rarely in person.

Student & Registry Services Staff provide the infrastructure required at college level and thereby ensure that applicants can apply, new students be enrolled, taught and assessed and graduands graduate etc. They have little direct contact with applicants or students (excepting at initial enrolment or fee payment queries for example) but provide the central framework, issue offers of admission and confer awards.

Users of UCL Registry services include potential and actual applicants for programmes, schools and colleges and their staff, universities within the UK and abroad, UCL staff and students, lay members of UCL committees, students’ parents and relatives, UCL alumni, employers, outside agencies and organisations, and researchers. The six departments of Student and Registry Services (*The Registrar’s Office, Academic Services, Access and Admissions, Information and Data Services, Student Administration and Student Support and Wellbeing*) provide a range of services and have formulated detailed service standards for their areas of activity: these are available from the Registrar’s Office or the relevant Department.

Attendance requirements

You are expected to be in attendance throughout your programme of study. This excludes the approved vacations at Christmas and Easter, unless the programme of study requires you to attend a site visit or field course. If you have special reasons for wishing to be absent from UCL during term-time, you must obtain permission from your Programme Leader or supervisor.

Because Masters courses span only one (or two) year(s) of full-time study (or a maximum of five years of part-time study), it demands full concentration and commitment from participants. Part-time students must ensure that the demands of the course take priority over their employment or other non-academic commitments. Every student is expected to be in attendance during their period of enrolment according to the dates for terms set

out in this manual. **Absences during the year will only be permitted in exceptional circumstances.** Your academic progress will, at all times, take priority over any part-time employment commitments, and the latter will not be acceptable as an excuse for unsatisfactory academic performance or for absence from lectures, tutorials, seminars and field visits.

It is anticipated that some students may need to travel abroad to do field work for their dissertation but permission is still required for this. Any absence that affects a student’s ability to attend lectures or other teaching events should be discussed with the Programme Leader before travel or other arrangements are made.

You must arrive at all classes on time. Late arrivals are very disruptive and often delay the teaching session for everyone. You will not be permitted to sign the register if you arrive late, and this will be logged as an absence. Tutors also reserve the right to refuse admission to those who arrive late. Therefore:

- Please turn up to the right place at the right time
- Please do not enter the lecture theatre while the lecturer is talking, this is offensive and discourteous – you should wait until there is a suitable break in the lecture for you to enter
- Similarly please do not leave the lecture early without very good reason (such as feeling unwell)
- Please do not chatter, text or make/receive calls while in the lecture theatre. Mobile phones should be switched off
- Please do not bring alcoholic drinks into class
- There are restrictions on taking any food or drink into some of the lecture theatres – please observe the rules shown.

The minimum attendance required for each taught module/unit is 70%. Attendance is recorded on registers circulated at every class which you are responsible for signing. Under UCL Regulations, you are allowed to enter for examinations or assessments only if tutors can confirm you have attended the appropriate module and pursued it to their satisfaction. You may not be permitted to present assessments or take examinations if your attendance is unsatisfactory, or your marks may be withheld. All tutors regard satisfactory attendance and behaviour at lectures, tutorials and other classes (including any relevant laboratory, practical, field and studio work) as obligatory. Therefore attendance must not drop below 70% on any module. If it does without good reason you may be ‘barred’ from assessment. Further information about barring and termination of studies can be found here:

<https://www.ucl.ac.uk/srs/academic-manual/c1/agreements/barring>

Any absence due to illness requires a medical certificate. Internal and external examiners may take illness into account when assessing work but only if a formal request for extenuating circumstances is submitted supported by documentation such as a medical note. Approval for absence due to foreseen circumstances must be cleared in advance through your Year Coordinator and/or Programme Director. Your certified illness will be notified to the relevant Board of Examiners. You must do this as soon as possible after the examination(s) in question, and in any event BEFORE the final meeting of the relevant Board of Examiners.

Monitoring of student engagement

A number of students will have had to obtain a visa in order to study at UCL. UCL is recognised as a responsible institution by the United Kingdom Visas & Immigration (UKVI) authority for the purposes of monitoring that students are properly engaged in study for their chosen course. UCL therefore monitors attendance at lectures and other teaching events as well as submission of assignments, attendance at examinations and dissertation supervision meetings. Where it appears to UCL that an enrolled student is not properly engaged with their course, this will be reported to the Borders Agency who may withdraw the visa and require the student to leave the United Kingdom. (If students need to travel abroad during their course they should ensure that they have appropriate documentation to allow them to re-enter the United Kingdom.)

Engagement monitoring is undertaken by academic departments at regular points during students' registration at UCL. This is to ensure that students are engaging with their studies, to identify problems as early as possible to ensure that action can be taken to advise and/or assist and to meet the requirements set by the UKVI for students with Tier 4 visas. UCL has a duty of care to all students and treats all students equally, except where UK legislation does not allow this.

UCL takes engagement monitoring very seriously. UCL is expected to comply with the engagement monitoring requirements for Tier 4 students, as set by UKVI. If this is not followed, UCL will be in danger of losing its highly trusted sponsor status or even its license, which could in turn mean that it would not have the right to recruit and teach overseas students.

Your engagement will be monitored with regular registers at compulsory lectures, coursework hand in dates, contact with members of staff and Moodle access.

For students who are Tier 4 visa holders, this means that you will continue to be restricted to term-time levels of permissible hours of work, paid or unpaid. More information on working during studies can be found on the Immigration and Visas website: <http://www.ucl.ac.uk/iss/immigration-visa/working-in-the-UK>

For further information see:

http://www.ucl.ac.uk/current-students/guidelines/monitoring_engagement

Changes to registration status

Students who wish to change their status as part/full-time students or defer the final deadline for completion of Programme requirements for personal, health or other reasons should first discuss their position with the Programme Leader. Depending on each case, permission from the Faculty Tutor and UCL Dean of Students (Academic) may be required and will be given only under exceptional circumstances.

It is possible that severe personal or family circumstances require an interruption of studies. This will require cessation of studies for 12 months in which case all relevant assessments will be deferred. However, in the case of students needing visas, it will normally also mean that the student has to leave the United Kingdom for the period of interruption. Students will need to complete a form to request a formal interruption of studies which may be obtained here:

http://www.ucl.ac.uk/current-students/services_2/registration_status

More information about changes to registration status can be found here:

<http://www.ucl.ac.uk/current-students/services>

Employment

Although we understand that the expense of studying in London means that many students need to work on a part-time basis, full-time students should be aware that study will require **at least** an average of 35 hours a week. Work commitments outside College of more than 12 hours a week are not therefore considered appropriate for students on full-time modes of study, and International Students must adhere to the conditions on their visa.

The UCL Careers Service has information regarding full time or part time work, fixed term, temporary or permanent jobs or perhaps work experience or volunteering opportunities. The Students' Union UCL also runs a 'jobshop':

<http://www.ucl.ac.uk/careers/graduates/jobs>

To find out more about some restrictions to the types of employment you can undertake, visit the UCL website on working during your studies:

<http://www.ucl.ac.uk/careers/students/jobs>

<https://www.ucl.ac.uk/iss/immigration-visa>

Further details for international students can be found on the website for the UK Council for International Student Affairs (UKCISA):

<http://www.ukcisa.org.uk/International-Students/Study-work--more/Working-during-your-studies/How-many-hours-a-week-can-I-work/>

Part-time students should also ensure that their PL is aware of any relevant employment-related difficulties.

MSc Spatial Design: Architecture & Cities students enjoy a fieldtrip



Professional bodies who accredit various taught programmes

Architects Registration Board (ARB)

8 Weymouth Street
London W1W 5BU

☎ +44 (0)20 7580 5861

🌐 <http://www.arb.org.uk>

Code of Conduct:

🌐 <http://www.arb.org.uk/Upload/3293139b-4c34-4b2e-83a1-9e7a90cd2a60.pdf>

Chartered Institute of Building (CIOB)

The Chartered Institute of Building
1 Arlington Square

Downshire Way

Bracknell RG12 1WA

☎ +44 (0)1344 630 700

🌐 <http://www.ciob.org>

Code of Conduct:

🌐 http://www.ciob.org/sites/default/files/Rules%20and%20Regulations%20of%20Professional%20Competence%20and%20Conduct_0.pdf

Chartered Institution of Building Services Engineers (CIBSE)

222 Balham High Road
London SW12 9BS

☎ +44 (0)20 8675 5211

🌐 <http://www.cibse.org>

Code of Conduct:

🌐 <http://www.cibse.org/about-cibse/governance/code-of-conduct>

Royal Institute of British Architects (RIBA)

66 Portland Place

London W1B 1AD

☎ +44 (0)20 7580 5533

🌐 www.architecture.com

Code of Conduct:

🌐 <https://www.architecture.com/Files/RIBAProfessionalServices/ProfessionalConduct/DisputeResolution/ProfessionalConduct/RIBACodeOfProfessionalConduct.pdf>

The Royal Chartered Institute of Surveyors (RICS)

12 Great George Street

Parliament Square

London SW1P 3AD

☎ +44 (0)870 333 1600

🌐 www.rics.org

Code of Conduct:

🌐 <http://www.rics.org/uk/regulation1/compliance1/ethics--professional-standards/>

The Royal Town Planning Institute (RTPI)

41 Boltoph Lane

London EC3R 8DL

☎ +44 (0)20 7929 9494

🌐 www.rtpi.org.uk

Code of Conduct:

🌐 [http://www.rtpi.org.uk/media/11446/Code-of-Professional-Conduct-Final-_2_Jan-2012\(1\).pdf](http://www.rtpi.org.uk/media/11446/Code-of-Professional-Conduct-Final-_2_Jan-2012(1).pdf)



Useful links

Academic Regulations	http://www.ucl.ac.uk/srs/academic-manual/overview
Careers Service	www.ucl.ac.uk/careers/
Complaints Procedure	http://www.ucl.ac.uk/srs/academic-manual/c1/complaints
Current Students useful information	www.ucl.ac.uk/current-students/
Data Protection Policy	www.ucl.ac.uk/efd/recordsoffice/data-protection/
Disability Services	http://www.ucl.ac.uk/disability/
Email log-in	www.ucl.ac.uk/isd/students/mail/live
Exam Papers	http://exam-papers.ucl.ac.uk/
Green Policy	www.ucl.ac.uk/youhavethepower/
Grievance Procedure	http://www.ucl.ac.uk/academic-manual/part-5/student-grievance-procedure
International Students	http://www.ucl.ac.uk/prospectivestudents/international
Library Services	www.ucl.ac.uk/library/
Moodle log-in	www.ucl.ac.uk/moodle
New Student Information	http://www.ucl.ac.uk/new-students/
Plagiarism Guidelines	www.ucl.ac.uk/current-students/guidelines/plagiarism
Portico log-in	www.ucl.ac.uk/portico
Reference citation	www.ucl.ac.uk/Library/CitationPlagiarism.doc
Statistics about UCL	www.ucl.ac.uk/registry/statistics/current
Student Conduct	www.ucl.ac.uk/dean-of-students/conduct
Student Support	http://www.ucl.ac.uk/current-students/support
Study Skills	www.ucl.ac.uk/transition/study-skills-resources
Timetable	www.ucl.ac.uk/timetable
Password amendment	https://myaccount.ucl.ac.uk/
Urban Skills Portal	https://extendstore.ucl.ac.uk/catalog?category=3
Volunteering with UCL	www.uclu.org/volunteers
UCL home page	www.ucl.ac.uk
Bartlett Faculty home page	http://www.bartlett.ucl.ac.uk/
Information Services Dept.	www.ucl.ac.uk/isd/
Psychological Services	http://www.ucl.ac.uk/studentpsychological-services
UCL Accommodations Office	http://www.ucl.ac.uk/prospective-students/accommodation/
UCL Advisor to Women Students	http://www.ucl.ac.uk/current-students/support/wellbeing/adviser-to-women-students
UCL Libraries	http://www.ucl.ac.uk/library/
UCL Graduate School	http://www.grad.ucl.ac.uk/
UCL Careers Service	http://www.ucl.ac.uk/careers/
Students' Union UCL	http://uclu.org/
UCL's Disability Services	http://www.ucl.ac.uk/disability/
Foreign Travel Advice	https://www.gov.uk/foreign-travel-advice
RICS	www.rics.org/
RTPI	www.rtpi.org.uk
UCL Recommended Doctor	http://www.ucl.ac.uk/new-students/doctor-register
UCL Recommended Dentist	http://thedentalcentreondon.com

Common acronyms

1-19TP	1-19 Torrington Place
132HR	132 Hampstead Road
140HR	140 Hampstead Road
22GS	22 Gordon Street
AAC	MRes/MSc Adaptive Architecture & Computation
AARe	Annual Academic Review
AAR	Postgraduate Certificate in Advanced Architectural Research
AB	Academic Board
AC	Academic Council
ACom	Academic Committee
AD	MArch Architectural Design
ADT	MRes Architecture & Digital Theory
AH	MA Architectural History
AHRC	Arts & Humanities Research Council
AHUE	MA Architecture & Historic Urban Environments
APC2	Architecture Programmes Committee (PG)
ARB	Architects Registration Board
Arch	MArch Architecture
ARQAsC	Academic Regulations & Quality Assurance sub-Committee
AS	Academic Services
ASER	Annual Student Experience Review (replaced AMR from 2015/2016)
BoE	Board of Examiners
BSA	Bartlett School of Architecture
BSc	Bachelor of Science
BSC&PM	Bartlett School of Construction & Project Management
BSEER	Bartlett School of Energy, Environment & Resources
BSEF	Bartlett Student Experience Forum
BSP	Bartlett School of Planning
BUDD	MSc Building & Urban Design in Development
CALT	Centre for Advancing Learning & Teaching
CAS	Confirmation of Acceptance for Studies (for overseas applicants)
CASA	Centre for Advanced Spatial Analysis
CD	Course Director (recently re-titled 'Programme Leader')
CEM	MSc Construction Economics & Management
CH	Central House
CIBSE	Chartered Institution of Building Services Engineers
CIOB	Chartered Institute of Building
DAP	MSc Development Administration & Planning
DGT	Departmental Graduate Tutor
DM	Departmental Manager
DoS	Director of School
DoS(A)	Dean of Students (Academic)
DPU	Development Planning Unit
DTCo	Departmental Teaching Committee
ECTS	European Credit Transfer & Accumulation System
EDE	MSc Environmental Design & Engineering
EDS	MRes Energy Demand Studies
EE	External Examiner
EPEE	MSc Economics & Policy of Energy & the Environment
EPSRC	Engineering & Physical Sciences Research Council

ESD	MSc Environment & Sustainable Development
ESRC	Economic & Social Research Council
FAA	Faculty Academic Administration
FBoE	Faculty Board of Examiners
FEM	MSc Facility & Environment Management
FGT	Faculty Graduate Tutor
FMC	MRes Committee
FO	Faculty Office
GPA	Grade Point Average
HCP	MSc Housing & City Planning
HEAR	Higher Education Achievement Record
HEFCE	Higher Education Funding Council of England
HEI	Higher Education Institute
HoS	Head of School
IEDE	Institute for Environmental Design & Engineering
IGP	Institute for Global Prosperity
IIF	MSc Infrastructure Investment & Finance
IP	MSc International Planning
IQR	Internal Quality Review
IREP	MSc International Real Estate & Planning
ISD	Information Services Division
ISH	Institute for Sustainable Heritage
ISOP	International Student Orientation Programme
ISR	Institute for Sustainable Resources
IUD	MRes Interdisciplinary Urban Design
LL	MSc Light & Lighting
MA	Master of Arts
MAF	Module Amendment(s) Form
MArch	Master of Architecture
MEng	Master of Engineering
MIPAD	MSc Mega-infrastructure Planning, Appraisal & Delivery
Moodle	Virtual Learning Platform
MPhil	Master of Philosophy
MRes	Master of Research
MSc	Master of Science
PEM	MSc Project & Enterprise Management
PG	Postgraduate
PGT	Postgraduate Taught
PGTA	Postgraduate Teaching Assistant
PhD	Doctor of Philosophy
PIQ	Programme Institution Questionnaire
Portico	UCL's interactive records system (for applicants/students/programmes etc.)
PPC	Postgraduate Programmes Committee
PTES	Postgraduate Teaching Excellence Survey
PT	Personal Tutor
RIBA	Royal Institute of British Architects
RICS	Royal Institute of Chartered Surveyors
RTPI	Royal Town Planning Institute
SCN	Student Candidate Number
SCUA	MSc Smart Cities & Urban Analytics
SDAC	MRes/MSc Spatial Design, Architecture & Cities
SDP	MSc Social Development Practice
SDSV	MRes Spatial Data Science & Visualisation
SEAHA	MRes Science & Engineering in Arts, Heritage & Archaeology

SEF	Student Experience Forum
SEQ	Student Evaluation Questionnaire
SH	MSc Sustainable Heritage
SMP	MSc Strategic Management of Projects
SO	School Office
SP	MSc Spatial Planning
SPS	Student Psychological Services
SRes	MSc Sustainable Resources
SRN	Student Registration Number
SRS	Student and Registry Services
SSSC	Staff & Student Consultative Committee
SSL	Space Syntax Laboratory
StEC	Student Experience Committee
SU	MSc Sustainable Urbanism
TCP	MSc Transport & City Planning
TCR	Tottenham Court Road
TEF	Teaching Excellence Framework
T&LO	Teaching & Learning Officer
T&LA	Teaching & Learning Assistant
Turnitin	Plagiarism detection software
UCL	University College London
UD	MArch Urban Design
UDCP	MSc Urban Design & City Planning
UDP	MSc Urban Development Planning
UED	MSc Urban Economic Development
UPI	Unique Personal Identifier
UR	MSc Urban Regeneration
V-D	Vice-Dean
V-P	Vice-Provost
WH	Wates House (the old name for 22 Gordon Street)



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Living in London



Accommodation

The Bartlett is not able to arrange accommodation for students. Although the University does have some halls of residence, it does not guarantee accommodation for postgraduate students and, unfortunately, its accommodation is usually fully booked early.

UCL provides an accommodation service that can help find accommodation for UK, EU and overseas students. Please see here:

<http://www.ucl.ac.uk/prospective-students/accommodation>

Overseas students are guaranteed placements in one of UCL's residences (providing they meet certain criteria). UK and EU students are strongly advised to seek accommodation in the private sector; the University of London's Housing Services can help you further with this. Please arrange this independently or see the college's Accommodation Office website. Unfortunately, these also fill up quickly and students often need to use the university's private accommodation service:

University of London Accommodation Office (ULAO), Senate House, Malet Street, London WC1

+44 (0)20 7862 8880

ULAO@accom.lon.ac.uk

<http://housing.london.ac.uk/>

It is possible to find accommodation quite quickly by using this service. The following are general points:

- Students should remember that most people in London expect to travel to work or college. Students should not dismiss the possibility of accommodation if it involves a bus and/or underground journey. Students should consider living anywhere listed in the A-Z London street map, balancing accommodation and transport costs. You can also travel by bicycle, which is a cheap form of transport.
- To look for accommodation effectively it is recommended that students purchase an A-Z street directory or Streetfinder for London as many addresses are difficult to find without these. When looking for a place make sure that you have the correct address: e.g., there are 11 'Thornton Roads' – all in very different parts of the city – but there are also many Thorntons which are not roads, for instance, Thornton Gardens, Thornton Hill, Thornton Place, Thornton Street, Thornton Way. So it is really important that you have the correct address including the postcode (E7, NW2, WC5, etc.) which indicates which part of London it is in. Alternatively, you can use a web-based map service like www.streetmap.co.uk.

- Many people rent one room in a house or flat and share cooking, bathroom and toilet facilities. Shared houses are cheaper than self-contained flats. Shared accommodation and flats for three or four people are often advertised in the accommodation offices.
- Students are advised to visit the accommodation offices and register. They will then be shown lists of available accommodation from which they select suitable names and telephone numbers and addresses
- Students should telephone the landlord/landlady and arrange to go to view the room/flat. Ask to see bills for basic services such as gas and electricity.
- If you like the accommodation you should take it. Expect to pay a returnable deposit and one month's rent in advance. Make sure that the renting agency has an office where you should pay any deposit. **Never pay an agent without visiting their offices.** <https://www.gov.uk/tenancy-deposit-protection/overview>
- If you take private accommodation, read any documentation/contract carefully before you sign it and keep a copy for yourself. If you are unsure, obtain advice from the Accommodation Office. Also obtain a receipt for all payments.

If you are experiencing difficulty in finding accommodation you may want to try and use a private accommodation agency. These provide good quality but sometimes expensive accommodation and may charge a fee for their services. There are many accommodation agencies listed in the *Yellow Pages* telephone directory. The UCL accommodation office, provides a free list of good accommodation agencies. The office is located at 117 Gower Street and is open for enquiries about UCL student housing from 09.00–17.00 Monday to Friday:

+44 (0)20 7679 6322.

residences@ucl.ac.uk

Other useful sources of potential accommodation are the Evening Standard newspaper and Loot (both published daily with websites) which have long lists of rooms/flats to rent, and Time Out which is an entertainment guide published each Tuesday. People who get hold of the publications and ring the numbers as soon as they appear have the best chance of success. In addition, the popular website *SpareRoom* lists various flatshares across London:

<https://www.spareroom.co.uk/>

Finances – costs & funding

<http://www.ucl.ac.uk/prospective-students/accommodation/living-london>

<http://www.ucl.ac.uk/current-students/money>

It is essential you are aware of exactly what costs are involved with studying at UCL. The basic costs can be broken down into:

- student fees
- living costs

There are different levels of student fees, and you should be aware of which level applies to you, and be aware of any increases in forthcoming years. Living in London can be expensive, and you should budget your living costs carefully. If you have been awarded a studentship, scholarship, bursary, or award, the awarding body should outline to you exactly what costs they will cover.

If you receive emails regarding outstanding payment of fees please do not ignore them but respond directly to the Fees office (fees@ucl.ac.uk). If you are in receipt of a studentship that pays for all or part of your fees, please advise your School Office these should have been paid directly by the Department on your behalf. If you need to pay all or part of your fees yourself you can do so online.

For more information about tuition fees, visit the UCL money website <http://www.ucl.ac.uk/current-students/money> and if you need to speak to someone in person please visit the Student Centre, open daily between 10.00–16.00 or ring them, citing your student ID number:

+44 (0)20 3108 7284

<http://www.ucl.ac.uk/current-students/student-centre>

If you have been awarded a full studentship including a stipend, you will need a UK bank account into which this is paid. You must provide UCL with up to date bank account details. You can submit your bank details online through PORTICO at least three weeks prior to your payment date or if you submitted details in a previous academic session.

UK Bank Accounts

Opening a UK bank account is by far the safest and most effective way of managing your money. UCL doesn't recommend or endorse any particular banks but to make the process smoother for you, we have put together information on a number of local banks so you are aware of what options they have for international students and what their requirements are. However the process of opening a bank account can often be quite long and complicated so it is important that you are patient, prepared and keep the following points in mind prior to setting up a bank account:

- In September many other students will be opening a bank account at the same time as you so the process can take several weeks to complete.
- Banks in the UK follow their own rules and identity checks which are completely separate from UCL. In order to keep your money safe, banks are very restricted in the ways they communicate with customers and in terms of their processes. This means that you need to attend a bank in person, meet with one of their advisors and sometimes complete a paper application form in order to open a bank account.
- You will need to provide a number of documents in order to set up a bank account, including a Statement of Student Status letter which you obtain during Enrolment.
- You may need to visit the bank more than once to set up your account.
- UCL has no influence over the types of accounts banks offer to students, the documentation they require or any other of their processes. We don't recommend any specific banks and it is up to you to decide which bank you would like to open an account with.



Statue of the iconic athlete, Capitoline Antinous, on the Portico (UCL Quad)

With this in mind, it is important that you bring sufficient funds to cover initial expenses for your first month in the UK. For safety reasons, it is not a good idea to bring large sums of cash; look for alternative options such as using Travellers Cheques. Please see here:

<https://www.ucl.ac.uk/iss/before-you-arrive/bank-account/index/edit/opening-a-bank-account-sept-2015>

Council Tax

http://www.ucl.ac.uk/current-students/essentials/benefits/council_tax_exemption

The Council Tax is set by local authorities in England, Scotland and Wales to help pay for certain services that they provide, such as libraries, police, fire brigade, waste disposal, etc. Most adult residents in the UK have to pay Council Tax, which is related to the value of the property that they occupy. In certain types of dwellings, fulltime students do not have to pay the tax because the property is exempt. In others, students may have to pay the tax bill or a contribution towards it, though some might be eligible for a discount. Students will receive further information on the Council Tax from the Registry when they register.

You are exempt from council tax if you are registered as a full-time student and living in a University Hall of Residence or living in a household where everyone is a full-time student. More information can be found on the [UK government](#) website.

To apply for an exemption you will need to obtain a *Statement of Student Status* and submit this to your local council. Before requesting this document you must ensure that your term-time address on PORTICO is the address for which you will want the council tax exemption.

If you live in the London Borough of *Camden*, you must apply on line via the Camden website. You will not need a statement of student status to do this.

Transport

Underground (tube) fares are expensive by most people's standards and many people take advantage of the bus/tube travel card system which operates in London. Travel cards (which include Oysters cards) are very good value saving you time as well as the need to buy separate tickets for each journey.

The transport network in Greater London is divided into six concentric, numbered fare zones. Starting with zone 1 which covers central London, they radiate outwards to zones 4, 5 and 6 which cover outer London. You will need a travel or Oyster card to cover the zones through which you will be travelling. This gives you unlimited travel by tube, bus or train within the zones selected. A daily travel card is only valid after 09.30. For regular bus and tube travel, it is often cheaper to buy a weekly or monthly travel card which are valid for travel at all times of the day. You need two photographs of yourself for your first travel card – subsequent ones simply re-use the photo card.

Travel cards are on sale at Underground stations, London Transport Travel Information Centres, British Rail stations throughout Greater London, London Tourist Centres and selected newsagents. For more information on any of the above or any other information, check London Travel Information:

+44 (0)20 7222 1234

www.tfl.gov.uk

Lost Property

If you leave something behind on a bus or underground train, ask at the Lost Property Office at 200 Baker Street, NW1 +44 (0)845 330 9882 (8:30–16:00, Monday to Friday except bank holidays). The office is open on Monday to Friday only, from 09.30–14.00.



Students enjoy a fieldtrip on the Thames (MSc Project & Enterprise Management)

Cycling

Bicycles are a cheap and environmentally-friendly form of transport. The roads in London can be dangerous though and we advise you to use cycle lanes where they are available. To help you get the most out of cycling in London please visit the [Transport for London website](#). Here you will find useful information about safety equipment, cycle maintenance, clothing and accessories. Registration for training sessions is also available if you wish to gain confidence riding in the dark.

UCL has bicycle parking stations across the campus please download the [map](#) for more details. If you buy one, you should also buy one or two strong locks and secure it tightly to a bicycle rack or fence, as bike theft is fairly common. You can also try out the Santander Cycle Hire Scheme. Details about the Scheme can be found via the following link: <https://tfl.gov.uk/modes/cycling/santander-cycles?intcmp=2295>

Coaches

You can also travel long distance by coach and some coach journeys, particularly cross-country, are very good value. The main operator is National Express based at Victoria Coach Station [+44 \(0\)20 7730 3466](tel:+442077303466). You need to calculate which fares – using a British Rail Student Card or via National Express – best suit your needs.

Student Railcards

- <http://www.16-25railcard.co.uk/>
- <https://tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/railcards?intcmp=1757>

If you intend to travel outside London, you can get a British Rail Student Rail Card. This will give you one-third off the price of a ticket but there are some restrictions on the trains which are valid for travel using a student rail card. It is therefore important that you check travel details and current offers when you apply as regulations change often. Enquire at any main British Rail station. For timetables, check out:

- [+44 \(0\)8457 484 950](tel:+44208457484950)
- www.nationalrail.co.uk

+18 Student Oyster photocard

In conjunction with Transport for London (TfL), full time UCL students can apply online for a [TfL Student Oyster Photocard](#) which entitles the holder to buy student-rate Travelcards and Bus & Tram Pass season tickets valid for 7 days, one month or longer periods, which cost 30% less than adult-rate season tickets (for journeys made during off-peak hours only).

Transport for London liaise with UCL directly to confirm your eligibility for the photocard scheme. The cost for each application is £10. You may use the online application process for both your first application and any subsequent applications, including replacements for lost/stolen photocards. Visit the [TfL website](#) for more information and to apply.

To be eligible for this card you must have fully enrolled on a UCL programme of study lasting at least 14 weeks, as a full time student at UCL and be over 18 years of age. We will not approve your card when you pre-enrol; you must have fully enrolled at UCL before you will be eligible. If you apply before you have fully enrolled, you risk your application being rejected and losing your application fee.



In order to apply online for your photocard you will need:

- Your credit/debit card number and expiry date
- A digital photograph of yourself saved as a jpeg file
- Your UCL student number (SN on the front of your UCL ID card)

(Please note that you must enter your institution name correctly in order for the application to be successful – if the form does not automatically select ‘UCL’ when you type it in, please click the link to view a list of all eligible institutions and pick ‘UCL’ from the list.)

You will be required to re-confirm your eligibility for an +18 student Oyster photocard at the beginning of each academic year. Please note that if you extend your period of study, you will need to apply for a new Oyster photocard to cover the additional time. UCL is not responsible for any inaccuracies in your Oyster photocard end date.

Congestion Charging

Transport for London operates a Congestion Charge Zone in central London. This means that road users will need to pay a small charge to enter this zone during certain hours of the day. Though there are no student discounts, a reduced tariff is available for some methods of payment. For full information, including rates and maps of the zone, please see the TfL website.

International Travel

- Many budget airlines fly in and out of the major London airports, offering cheap deals on flights within Europe. Websites such as Opodo and TravelSupermarket.com can help you find the cheapest flights and the best deals on accommodation.
- From London St. Pancras International Station, you can reach Paris, Brussels and other cities in Europe within just a few hours using the Eurostar. The earlier you book the cheaper you will find the tickets, and there are often great deals to be found when booking out of peak season.
- Eurolines coaches are probably the cheapest way of travelling in Europe from the UK – check out their website for more information on prices and destinations.
- STA Travel is a specialist travel agency for young people. Check them out if you want to plan a trip or holiday anywhere in the world, they offer great student deals.
- London has 5 major airports – however, most of them are quite a way from the centre of the city. Travelling by taxi to the airport can therefore be very expensive even if you use a pre-booked minicab service. It is often cheaper, quicker and more reliable to use public transport to reach the airport, and there are many different travel options available. Check out the individual airport websites for more information.



Religion

Many religious groups have representation in London. For example UCL has a Chaplain:
<http://www.ucl.ac.uk/srs/chaplain/chaplain>

Here are the addresses of some of the main ones:

The Buddhist Society 58 Eccleston Square,
London SW1

☎ +44 (0)20 7834 5858

✉ info@thebuddhistsociety.org

🌐 <http://www.thebuddhistsociety.org>

Hindu Centre 39 Grafton Terrace,
London NW5 4JA

☎ +44 (0)20 7485 8200

The Islamic Cultural Centre and London Central Mosque Regents Lodge,
146 Park Road, London NW8 7RG

☎ +44 (0)20 77 252 213/152

Sikh Cultural Society of Great Britain

88 Mollison Way, Edgware, Middlesex HA8 5QW

☎ +44 (0)20 8952 1215

Union of Jewish Students

🌐 <https://www.ujs.org.uk/>

See the Yellow Pages entry for **Jewish synagogues**:

🌐 <https://www.yell.com>

Churches Together in Britain and Ireland

39 Eccleston Square, SW1V 1BX

☎ +44 (0)20 7901 4890

🌐 <http://www.ctbi.org.uk/>

Places to eat/drink

During the day, university canteens are the cheapest places to eat. Here are just a few dotted around campus and nearby:

1. **Refectory** – situated in the Cloisters on the Gower Street campus.
2. **Light Lunch Cafe** – located directly off the Octagon opposite the Refectory entrance and open from 11.30–14.00.
3. **The Print Room Cafe** – UCL main campus, south junction. The opening times are 08.00–21.00, Monday to Friday.
4. **George Farha cafe** – Lewis Building, 136 Gower Street.
5. **The Bloomsbury Theatre Coffee Bar** – open from 09.30–17.00.
6. **UCL Student Union** – 25 Gordon Street
7. **Student Central** (formerly the University of London Union (ULU)), Malet Street –
 🌐 <https://www.studentcentral.london/>
8. **SOAS, Malet Street** – situated in the basement.

Various eateries open from early morning to mid/late evening. More London has a wide range of restaurants which reflect the cosmopolitan nature of the city. In Central London over twenty-five distinct national cuisines are represented by over six thousand restaurants ranging from Indian, Chinese, Italian pizzerias and American fast-food restaurants to the more expensive French, Japanese and Thai. The best and cheapest food from Britain's ethnic communities is found in the areas where these communities concentrate e.g., Chinese food in Soho (behind Leicester Square), Bangladeshi food in Brick Lane, E1 or Indian in Drummond Street, NW1. One of the cheapest types of British food is fish and chips and there will usually be a fish and chip shop round the corner from where you live!



The Brunswick Centre

- Carluccio's (a popular gourmet Italian chain – with outdoor seating).
- Giraffe (a popular world fusion chain restaurant).
- Tortoise and Hare Noodle Bar (good value East Asian fusion).
- The Gourmet Burger Company (high class burgers).
- Patisserie Valerie (hot food/cakes).
- Strada (wood fired pizzas and pasta).
- Yo Sushi! (sushi and noodle).
- Pret A Manger (sandwiches & salads) opposite Russell Sq Station.

Marchmont Street

(less expensive – mid range prices)

- Alara (a wholefood shop and vegetarian café, daytime only).
- Balfour (Italian – with outdoor seating).

Leigh Street

- Norfolk Arms (tapas restaurant).

Tottenham Court Road

(mostly sandwich/salad/sushi type places)

- Le Pain Quotidien (French cafe/restaurant).
- Itsu (Sushi).
- Pret A Manger (sandwiches & salads).
- Eat (sandwiches & salads).

Goode Street

(mid range – more expensive prices)

- Salt Yard (upmarket tapas).
- Spaghetti House (classic Italian, an old favourite since the late 60s)

Torrington Place (less expensive)

- Planet Organic (self service vegetarian, wholefood and organic café and shop).
- Patisserie Valerie (cakes, sandwiches, salads, English afternoon teas, during the day).

A useful list of Bloomsbury restaurants can be *found here* Inexpensive sandwich shops, cafes and bars/pubs are all around UCL in the Bloomsbury/Fitzrovia area of WC1 too.

The British are keen beer and lager drinkers and you will find many public houses (known as 'pubs') and bars around London. UCL has various bars around campus, as follows:

The Phineas 3rd floor, 25 Gordon Street

<http://ucl.org/venues/phineas>

The Mully Basement, Lewis Building, 136 Gower Street

<http://ucl.org/venues/richard-mully-basement-bar>

The Huntley Lewis Building, 136 Gower Street

<http://ucl.org/venues/the-huntley>



Places to visit

There are many areas worth visiting in London. London is an historic city, a manufacturing city, a centre for finance and trade, transport, education and culture. For centuries London (and Britain of course) has seen influxes of foreigners, as conquerors, escaping persecution and as migrants looking for work. Each activity and each group of people have made a distinctive mark on the county. An excellent introduction to the city is the Museum of London, in the Barbican Centre, close to St. Paul's Cathedral.

London has over 400 museums and art galleries, many cinemas and music venues. You can find out about these by using the references below. Many of the museums and galleries are free. They range from those of international importance e.g., the British Museum, the Science Museum, the Natural History Museum, the Tate Britain & Tate Modern and the National Gallery to the smaller museums specialising in, for example, musical instruments, labour history, etc.

Many of London's theatres are located in the West End, but there are also smaller 'fringe' theatres typically located upstairs in pubs or in converted warehouses. 'Fringe' theatre is cheaper than the West End theatres and many of the shows are 'alternative' or 'radical'. There are also a wide range of cinemas, which are more expensive in the West End, although it is possible to go on Mondays at a reduced rate. It is also possible to find cinemas which show films cheaply or even free. There are also many music venues to suit many tastes – jazz, classical, rock, folk, reggae, hip hop, soul music etc.

The best way to see London is on foot or by bus. London Transport issue a free London bus map (and tube map), and we recommend that you invest in an A-Z street map of London – available at most newsagents. There are numerous guides to London which give the location of every conceivable activity. These are some of the most useful:

- The weekly magazine *Time Out* lists all the events in London's theatres cinemas, music venues, sporting events, ballet, opera, exhibitions, etc. It also carries advertisements for accommodation, jobs, etc. and gives information about restaurants and the best places for shopping as well as articles on topics of general interest to people living in London.
- During the week, there are several free magazines and newspapers given out at many underground stations all over London.
- The British Tourist Authority at 12 Lower Regent Street, London SW1 – publishes guides to London and Britain.
- Websites like www.thisislondon.co.uk and www.timeout.com.

There are many cities in Britain with their own historic, industrial and cultural character. The countryside is also very beautiful and varied. It is possible to travel quite cheaply by coach or by British Rail, and weekend breaks and short holidays can be quite reasonable. You could join the Youth Hostel Association (no age limit) and arrange to stay in one of their hostels. Contact the Youth Hostel Association at 104 Bolsover Street, London W1W 5NU:

☎ +44 (0)845 371 9154

🌐 www.yha.org.uk



Leisure activities (health & fitness)

The **Bloomsbury Theatre** is located at 15 Gordon Street, box office: ☎ +44 (0)20 7388 8822, telephone lines open 10.00–18.00, Monday to Friday, 12.00–18.00, Saturday. Please see here for more information:
 🌐 <http://www.thebloomsbury.com/>

The **Bloomsbury Fitness Centre** – Bloomsbury Building (3rd Floor, 15 Gordon Street, WC1, ☎ +44 (0)20 7679 7221) provides a wide range of weights and cardiovascular equipment. It offers squash, a wide selection of free fitness classes, a variety of club activities including dance and a range of martial arts. There is a membership fee to pay for joining the fitness centre, with special rates for students. It is located in the same building as The Bloomsbury Theatre. Please see here:
 🌐 <http://uclu.org/bloomsbury-fitness>

Student Central has a large gym (the facilities include a 53 station fitness suite, 33m swimming pool, up to 50 classes per week, remedial treatments, sports hall and multi purpose studio) – please see here:
 🌐 <https://www.studentcentral.london/energybase/facilities/>

International Students House – Located at 229 Great Portland Street, London W1W 5PN. It has excellent club facilities such as a gymnasium, library, study rooms, restaurants etc. Students can join for 1 year or 3 months:
 ☎ +44 (0)20 7631 8300
 🌐 www.ish.org.uk

Shopping

As well as shopping in Central London, you will find that local markets are considerably cheaper. There are many of these. They are usually colourful and exciting, but most importantly, the goods are cheap. There is a guide to London's markets, but you could ask at the library about your local market. One market which has proved popular with UCL students is Petticoat Lane market and near-by Brick Lane – both open on Sunday mornings and situated near Aldgate East or Liverpool Street stations. Whilst there pop in to Spitalfields Market for a quick lunch or to Columbia Street Market to see a wonderful array of potted plants and cut flowers.

Bookshops

There are probably more bookshops situated close to UCL than in any other part of London. See below for details:

Architectural Association Bookshop
 36 Bedford Square, London WC1B 3ES
 ☎ +44 (0)20 7887 4000
 ✉ bookshop@aaschool.ac.uk
 Books, drawing materials and photocopying.

Building Centre Bookshop
 26 Store St, London WC1E 7BT
 ☎ +44 (0)20 7692 4000
 Great selection of books.

Foyles, W & G Ltd
 107 Charing Cross Road, London WC2H 0EB
 ☎ +44 (0)20 7437 5660
 Large general stock includes architecture, planning, social sciences, art, technology, rare books.

RIBA Bookshop (Royal Institute of British Architects) 66 Portland Place, London W1B 1AD
 ☎ +44 (0)20 7307 3753

Walther König Bookshop Serpentine Gallery, Kensington Gardens, London W2 3XA
 ☎ +44 (0)20 7706 4907
 Unusual selection of art and architecture books and periodicals.

Waterstones 82 Gower Street, London WC1E 6EQ
 ☎ +44 (0)843 290 8351
 Nearest large bookstore to UCL.

Zwemmer 24 Litchfield Street, London WC2
 ☎ +44 (0)20 7379 7886
 Specialises in books and journals on art, architecture, design, furniture etc.

You can also buy books over the Internet through various sources, such as Ebay, Amazon and Abebooks. Also some students like to sell text books at the end of academic years to fund their next years reading, or if they have completed their studies so please keep an eye out for anyone advertising their old books for sale.

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Getting started



Enrolment & re-enrolment

Pre-arrival, new students will be asked to obtain their UCL userid and password via the Online User Registration service <https://www.ucl.ac.uk/our/uclidForm.do> This will then allow access to Portico to complete pre-enrolment. On completion new students will receive an appointment via email to enrol in person, allowing UCL to verify identity, confirm their registration and obtain a UCL ID card. You will also be notified of Induction/welcome events.

Continuing students are required to enrol online via Portico each year. Notifications of when online enrolment is available are sent your UCL email address. If you do not enrol before the deadline you will be subject to a late fee and will have to enrol in person. If you are returning from an interruption of study or enrolling at a time other than the start of the academic year (usually around late September), please contact studentrecords@ucl.ac.uk for further advice on how to enrol.

<https://www.ucl.ac.uk/new-students/pre-enrolment>

<http://www.ucl.ac.uk/new-students/enrolment>

http://www.ucl.ac.uk/current-students/essentials_benefits/continuing

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)207 679 4125.

Identity (ID) Cards

ID/Access Cards must be obtained from Security on the ground floor of the Andrew Huxley Building:

<http://www.ucl.ac.uk/estates/security/location/>

These also act as your Library Cards. Please see here:

<http://www.ucl.ac.uk/estates/security/systems/identity-cards/>

Changing programme

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

Withdrawing from a programme

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

Keeping in contact

UCL will communicate with students via:

UCL student email Students should check their UCL email regularly.

UCL Moodle UCL's online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.

myUCL A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.

UCL Instagram UCL's official Instagram channel, featuring news, events, competitions and images from across the UCL community.

@ucl Twitter channel Sharing highlights of life at UCL from across UCL's diverse community.

It is important that you keep your contact address up-to-date since this is the address that will be used for all formal correspondence from the University, including your results, graduation information, and your degree certificate. Therefore if you change your address, email or telephone contact number, please update your student record as soon as possible. It is in your own interest to keep the information held about you up to date.

UCL Email

Email accounts are provided to all students upon registration as an Information Systems user, and use of your UCL email account is mandatory for communication with UCL administration and Tutors. Lecturers and administrative staff will ONLY use your UCL email to contact you so it is essential that you register with Information Systems and obtain your UCL email address as soon as possible. You should also check your emails regularly (preferably every day), but can forward emails from the UCL account to another account if you wish. Students can read their UCL email on the web. Full details can be found here:

🌐 <http://www.ucl.ac.uk/isd/students/mail/live>

UCL passwords must be updated every 150 days. Automatic email reminders will be sent to you. You can change your log-in password at any time – go to <https://myaccount.ucl.ac.uk/> Passwords cannot be issued over the phone unless you are registered for the User Authentication Service. We strongly advise that you register for this service. If you have not registered for the User Authentication Service you will need to visit the IS Helpdesk in person or ask them to post a new password to your registered home or term-time address. More information can be found at:

🌐 <http://www.ucl.ac.uk/isd/common/servicedesk>

How UCL uses student data

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

Portico

The UCL student database is known as Portico. Portico is UCL's administrative interface. It allows you to pay your fees, to keep your address and other personal details up to date, as well as to register for modules and exams, and give you your official results once the college has ratified them with external examiners and verified them. It is imperative that you keep your details up to date as this is the official avenue through which UCL will keep in touch with you.

Access is available to everyone across UCL, both staff and students alike. To access go to: [🌐 www.ucl.ac.uk/portico](http://www.ucl.ac.uk/portico) You will need to logon using your UCL user ID and password, which are issued to you prior to pre-enrolment. (These are the same as the ones used for accessing UCL restricted web pages, UCL email and the Windows Terminal Service (WTS)). If you do not know your user ID and password, you should contact the IS Helpdesk [🌐 http://www.ucl.ac.uk/isd/common/servicedesk](http://www.ucl.ac.uk/isd/common/servicedesk).

Please remember that passwords automatically expire after 150 days, unless they have been changed – warnings are sent to your UCL email address during a 30 day period, prior to your password being reset.

In Portico you can:

- Re-enrol each year (if you are a continuing) and pay your tuition fees on-line;
- Edit your own personal data e.g. update your home and term addresses, contact numbers and other elements of your personal details;
- Choose your modules, and use the “module directory” to view details about modules available either in the Planning School or elsewhere;
- Complete your online module registration – i.e. select the modules you would like to study, in accordance with the rules for your programme of study (subject to formal approval and sign-off by the relevant teaching department and your parent department);
- View your own examination timetable and results online;
- View the on-line timetable;
- Apply for your Graduation tickets;
- Download a PDF User Guide on the on-line module registration system.

If you have any comments or suggestions for Portico then please e-mail:

✉ portico-services@ucl.ac.uk

Module Selection

Portico has an on-line module registration facility enabling you to choose the modules for your programme of study. Please ensure you select all the modules you intend to study throughout the year at the start of the academic year (**the deadline to do so is Friday 13 October 2017**) to ensure your fees are correctly calculated.

For students wishing to select optional/elective modules, please use on the on-line timetable to ensure your choice does not clash with any of your other modules. If you select optional/elective modules from another department, please check with the teaching department concerned first, as many departments have specific procedures for approving module selections by students outside their department. For example the Centre for Languages and International Education (CLIE) in particular requires students to go to CLIE (on Bedford Way) where their level of language competency will be assessed.

Some programmes contain only compulsory modules so students therefore do not have to register a choice of optional/elective modules. However, it is still the **student's responsibility** to ensure that their Portico record, including programme of study and modules listed for assessment, is correct.

You can access the Module Selection screen in Portico via the option 'Select your modules/course components' in the Student Academic Details container. Clicking on this option opens the screen below:

The top of the screen shows any compulsory modules which you have to take. To complete the module registration process you should select any optional/elective modules as listed at the bottom of the screen. Click on the 'Select' button next to the appropriate rule, this will open the optional/elective selection screen.

Once you have completed all of your selections, ensure that they comply with any 'Overarching rule' indicated in the 'Overarching' column on the main screen and then click on the 'Submit Selections' button on the main screen.

Once you have submitted your selections, you will be presented with a final screen, where you can either undo your last change or you can confirm your selections by clicking on the 'Confirm Selections' button. Note that once you have clicked on this button you cannot go back – you will then need to contact your course administrator to make any amendments to your selections. Following your confirmation, you will be presented with a screen that confirms you have completed the module registration process, listing the modules you have selected.

Portico: Module Selection screen

Select Your Modules/course components

This page shows the selections you have already made (as they may be compulsory modules) and also those selections which you need to make. Note that any selections that you make will be subject to the approval of the teaching department for each module and your parent department.

Details for the current student including which year and period the selections are for						
Student	40193311/1					
Name	JESSICA POTTS					
Programme	BSc(Econ) Economics					
Route	BSC(ECON) ECONOMICS					
Mode of Attendance	Full-time					
Registration Year	2005					
Registration Period						
Selections	You have currently selected 3 Module(s) with a total of 3 Credit(s)					

Module	Occ	Period	Level	Credits	Status	Module Name
ECON2001	A	T1/2	2	1.00	Compulsory	Microeconomics
ECON2004	A	T1/2	2	1.00	Compulsory	Macroeconomic Theory and Policy
ECON2007	A	T1/2	2	1.00	Compulsory	Quantitative Economics and Econometrics

Shown below is a list of selections that you need to make. Use the Select button on each row to open the module selection screen. The Clear button can be used to clear the current rows selections. When all selections are complete, use the Submit Selections button to continue the process.

Select	Rule	Overarching	Selections	Total	State	Clear
<input type="button" value="Select"/>	(Take a maximum of 1 credit from All undergraduate modules in Autumn/Spring term)	Subject to an overall minimum of 1 credit and an overall maximum of 1 credit				<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 1 credit from ECON7001A, ECON7002A, ECON7003A, ECON7004A, ECON7005A, ECON7006A, ECON7007A, ECON7008A, ECON7009A in Autumn/Spring term)					<input type="button" value="Clear"/>

All of your selections are subject to the approval of your School/unit. You will receive an automatic email to your UCL email address if any of your selections are rejected and **you must ensure that you respond to this by contacting your course administrator** whom you should also contact if you wish to amend a selection at any time. You can check on the approval status for each of your modules by clicking on the 'View Module Selection status' option in your Student Academic Details container.

Teaching timetable

The UCL Online Timetable can either be accessed via Portico or www.ucl.ac.uk/timetable. It lets you see your personal timetable week by week and can be used to find out when things are being taught. There are four types of timetable:

- **Personal timetable** which displays all the modules you registered to attend in the Portico (compulsory modules will be entered automatically), including lectures, seminars, tutorials, labs, film screenings, computer training and more. Once you select your options in Portico they will appear in your timetable the next day. If a module selection is rejected or deleted in Portico it will be removed from your timetable the following day. Groups such as tutorials, labs and seminars are added to your timetable when you are assigned to a group by the teaching department. You can choose to display all groups for your modules. Check your personal timetable regularly for changes to dates, times or locations.
- **Department** or Subject Area timetables by year of study – you can use this to find options that fit into your timetable.
- **Degree programme** timetables by year of study.
- **Custom** timetable lets you choose modules to create a timetable.

Login with your standard UCL username and password to display your personal timetable, or select a department or subject area, a degree programme, or individual modules and create a custom timetable. The features of the on-line timetable are:

- You can change its display to view a week, a term or year;
- You can click back and forth through weeks or select a particular week;
- There are three sizes of event display to choose from;
- You can click on an event to open a pop-up box and see all details;
- You can link to UCL maps route finder by clicking on the room.

The Online Timetable also offers a calendar subscription service, allowing you to get a feed of your personal timetable directly to your live@UCL account, or to your smartphone or personal calendaring service (e.g. Google Calendar, Apple iCal). This service is accessible via the Online Timetable. Alongside personal timetables online, you will also be able to subscribe to an iCalendar feed of your timetable, compatible with live@UCL (via the web and Outlook desktop) and many other calendaring services. Your personal timetable will also give you the option to subscribe to a calendar feed. This will import all of your teaching, as well as selected departmental events, into either your live@UCL calendar or another compatible calendar of your choice.

Your School may also produce a timetable of all teaching, so please check with your School Office.



Printing & photocopying

There are self-service photocopying machines in all the UCL Library's staffed sites. Your student ID card can be topped up with credit after you register it (please see here: <http://www.ucl.ac.uk/isd/services/print-copy-scan/getting-started>). There are no refunds for unused copy credit. If you have any Print@UCL (e.g. credit top up issues, adding queues to personal devices etc.) please direct them to the ISD helpdesk.

External commercial photocopying services include;

Servicepoint Reprographic Ltd

Unit 3, 8–14 William Road, NW1 3EN

☎ +44 (0)20 7387 6098

200m north of Warren Street tube station, off Hampstead Road. Self-service, opening hours: Mon–Fri 09.00–24.00.

Printroom Soho Ltd

112–114 Wardour Street, Soho W1F 0TS

☎ +44 (0)20 7287 2341

✉ info@copystop.co.uk

🌐 <http://www.printroomsoho.com/>

Nearest tube stations are Leicester Sq. and Piccadilly Circus, open 24 hrs.

Prontaprint

63 Coram Street, Russell Sq WC1N 1HB

☎ +44 (0)20 7833 3005

✉ sales@russelsq.prontaprint.com

🌐 www.prontaprint.com

Near Russell Sq Tube station.

Kall-Kwik Printing

191 Kentish Town Rd, London NW5 2JU

☎ +44 (0)20 7485 9818

🌐 www.kallkwik.co.uk

London Print Co. 212 Shaftesbury Avenue, Covent Garden WC2H 8EB

☎ +44 (0)20 7497 2862

✉ info@londonprint.co.uk

🌐 www.londonprint.co.uk

Online Reprographics Business Design Centre, 52 Upper St, London N1 0QH

☎ +44 (0)20 7288 6288

🌐 www.onlinerepro.co.uk

Ring them as they often open late for students.

Student Central Malet Street, London WC1

🌐 <https://www.studentcentral.london/services/copycats/>

Provides a cheap but good/quick printing and copying service (including Dissertation binding).

Student photographs

Your photograph will be made available via Portico to members of staff. We may wish to display a photograph of you in the School Office for ease of identification. We may also wish to display photographs in publicity for departmental activities. Schools maintain their own web pages and may wish to publish student names and UCL contact details there. The UCL Development & Alumni Relations Office (DARO) may also wish to use your photograph and personal details in a UCL publication, either as a news item or for future events.

Agreement with the practices outlined above is assumed. Therefore you do not need to take any further action. If however if you do not agree to this administration of your records please discuss it with your Programme Leader or Personal Tutor and alternative arrangements will be sought and please ask your School Office for a form to request that UCL does not do so. The form must be completed and sent to the UCL Data Protection Officer. Details of UCL's data protection policy can be found on the website at:

🌐 <http://www.ucl.ac.uk/research/integrity/policies-and-guidelines/data-management-protection/data-protection>



Library services

A substantial part of your library requirements will be satisfied by the services of a number of libraries in University College London. These are The Bartlett Library, the Main and the Science (DMS Watson) Libraries.

- **Bartlett Library** is located on the ground floor of Central House, 14 Upper Woburn Place WC1H 0NN. Specialised databases and photocopying facilities.
- **Main Library**, situated in the Main Quadrangle, on the first floor of the Main College Building. IS Cluster Rooms and photocopying facilities:
 - ☎ +44 (0)20 7679 7792
 - 🌐 <http://www.ucl.ac.uk/Library/main.shtml>
- **Science (DMS Watson) Library**, opposite Foster Court. IS Cluster Rooms and photocopying facilities.

If you follow links from the Library Home Page you can find a web site for each library with opening hours and other information.

Other Departments have their own Libraries. Library staff will be prepared to help you to find what you want. For more details on opening hours and other libraries facilities in the UCL campus, visit the UCL Library website: 🌐 <http://www.ucl.ac.uk/Library/sites.shtml/>. Please note that your UCL Identity (ID) card can also be used as your library ticket. It gives you access to all UCL libraries, and allows you to reserve, borrow and renew books. All the libraries mentioned above can be found on the map of UCL: 🌐 <http://www.ucl.ac.uk/maps/>

The UCL Senate House Hub also offers newly refurbished space located on the 3rd floor of the South Block of Senate House. It provides UCL students and staff with 144 spaces for study: included are spaces for individual study with task lighting and desktop power and dedicated group work rooms and sofa booths for project work. Print@UCL devices and wifi can be found in the Hub's learning spaces. It has been furnished with high quality study desks and chairs making it more comfortable for long periods of study during the examination period. See more here: 🌐 <https://www.ucl.ac.uk/library/sites/senate-house>

For older books and non-current periodicals, you may still need to consult the card catalogues. The on-line catalogue can be accessed through the Library website above or directly by entering its internet address (URL):
🌐 library.ucl.ac.uk

eUCLid is UCL's on-line library computer catalogue. It is accessible through a web-browser such as Mozilla or Internet Explorer. Among other things, it allows you to check the titles and names of authors of the books and periodicals held in the library. You can also access a large number of journals electronically, and print articles from managed PCs – check out: 🌐 www.ucl.ac.uk/Library/ejournal/. The UCL library catalogue contains over 600,000 entries, which cover items catalogued, or re-catalogued, since 1982, books on order and all current periodicals.

Students are expected to search the UCL electronic library and use bibliographic search services such as JSTOR, Science Direct and Ingenta, to find journal articles on topics relevant to term papers and reports. Google Scholar and SFX@UCL are alternative search tools.

You can access the catalogues of most university libraries in the UK with the help of a web-browser (e.g., Explorer or Firefox) from any computer linked to the internet. If you are not sure of the name of a university but know its location on a map, then the following site will give you access to a whole range of links within their websites:

🌐 www.scit.wlv.ac.uk/ukinfo/uk.map.html

There are also many other libraries in the area (within walking distance) and beyond which you will find useful.

University of London Senate House, Malet Street, London WC1 (☎ +44 (0)20 7862 8500). A large library on a variety of subjects. There you can find copies of PhD theses from all the University of London colleges. Your student card will give you the opportunity to apply for a full general ticket. This enables you to borrow books.
🌐 <http://www.ulrls.lon.ac.uk>

London School of Economics and Political Science Houghton Street, London WC2A 2AE. Very large, well equipped library concentrating on the social sciences and politics. A great deal of information, statistical and otherwise, is available.
☎ +44 (0)20 7405 7686
🌐 www.lse.ac.uk/library

School of Oriental and African Studies Thornhaugh Street, Russell Square WC1H 0XG. This is a very large and comprehensive library and has a stock covering a wide range of subjects concerning the whole of Africa, the Middle East and Asia. The staff are extremely helpful.
☎ +44 (0)20 7637 2388
🌐 www.soas.ac.uk

Institute of Latin American Studies University of London, Senate House (2nd Floor), Malet Street, London WC1E 7HU. Affiliated to the Institute are a number of libraries holding collections on the Americas (Latin America, the Caribbean, Canada and the US).

☎ +44 (0)20 7862 8844

🌐 <http://ilas.sas.ac.uk/resources/library>

Institute of Commonwealth Studies Senate House (Fourth Floor), Malet Street, London, WC1E 7HU. A small library located on the first floor of the Institute. It is necessary to become a member before being allowed to use the library. This is a formality and does not cost anything. The library concentrates on Commonwealth countries and publications must be read on the premises. Notable is a good selection of these which are stored at one end. The staff here are extremely helpful.

☎ +44 (0)20 7862 8840

🌐 <http://commonwealth.sas.ac.uk>

The British Library 96 Euston Road, London NW1 2DB. The largest library in the UK, with over 150 million items.

☎ +44 (0)843 208 1144

Minicom (for hearing impaired)

☎ +44 (0)1937 546 860

The British Library for Development Studies

BLDS at IDS, University of Sussex, Brighton BN1 9RE. BLDS is Europe's largest library on international development with around 5,000 serials, journals, magazines, newspapers, research reports, PL ROMs, annual reports and newsletters. It is well known for its unique archive of grey literature – case studies and reports.

☎ +44 (0)1273 915 659

🌐 www.ids.ac.uk/blds

United Nations Information Centre Millbank Tower (21st Floor), 21–24 Millbank, London SW1P 4QH.

The reference library stocks most United Nations publications.

☎ +44 (0)20 7630 1981

✉ info@uniclondon.org

Royal Town Planning Institute 41 Botolph Lane, London EC3R 8DL. Use of this library is available to non-members but not for borrowing books. The library is small but useful to participants.

☎ +44 (0)20 7929 9494

Royal Institute of British Architects 66 Portland Place, London W1B 1AD. The library may be used by non-members but they will not be permitted to borrow books. A very good magazine library and a vast collection of books on architecture and planning. In addition, there is a photocopying service.

☎ +44 (0)20 7580 5533

🌐 <https://www.architecture.com>

Architectural Association 36 Bedford Square, London WC1B 3ES. A private library available only to members. A good collection with a technical selection. It is well worth becoming a member of The AA. Also a very large slide collection.

☎ +44 (0)20 7887 4000

🌐 <http://www.aaschool.ac.uk>

Overseas Development Institute 203 Blackfriars Road, London SE1 8NJ. A research collection concentrating mainly on Africa and Egypt but has many books on all areas of the developing world. You need to contact the Librarian to make an appointment to use their facilities. The website provides access to a large number of ODI documents.

☎ +44 (0)20 7922 0300

🌐 www.odi.org.uk

University of Westminster 35 Marylebone Road, London NW1 5LS. Likely to be of most use to those with an interest in urban planning and construction.

☎ +44 (0)20 7911 5000

🌐 www.wmin.ac.uk

Hispanic and Luso-Hispanic Councils Canning House, 14/15 Belgrave Square, London SW1X 8PS. Library open to any student with an introduction. Main emphasis on "culture", commerce and economics. Organisation produces two periodicals and holds various meetings and seminars. Also has an education department.

☎ +44 (0)20 7811 5600

Department for Business Innovation and Skills

1 Victoria Street, SW1H 0ET. Has a good collection of publications for research in trade, marketing, economic development online. It also holds many World Bank publications. You can access BIS online publications:

☎ +44 (0)20 7215 5000

🌐 www.bis.gov.uk (click on publications)

UCL & Bartlett student societies/networks

UCL currently hosts over 250 different clubs and societies through Students' Union UCL, providing a wide range of extra-curricular activities for you to get involved with during your time at UCL. Please see here a full listing: <http://ucl.org/clubs-societies/directory> If you can't find the information that you're looking for, please contact the CSC Reception, 2nd floor, Bloomsbury Theatre Building. Their opening hours are from 10:00–21:00 on weekdays and 11:00–16:45 on Saturdays (term-time only). Outside of term-time the CSC Admin Office is open 9:30–17:30 Monday-Thursday and 9:30–16:30 in Fridays for enquiries:

+44 (0)20 7679 7239

ucl-csactivity@ucl.ac.uk

The Bartlett hosts various societies too. For example, the **Bartlett Urban Planning Society (BUPS)**.

This is supported by the School and has three areas of activity, for both UG and PG students: academic; careers; social. They manage an internships database populated by students, have a Facebook page and run all sorts of activities throughout the year so are very much involved with all goings-on in the School. They also have at least one representative from their committee at each relevant departmental meeting and circulate a weekly newsletter during term-time.

Much like a standard Students' Union UCL society, their governing committee is freshly recruited to each year and consists of a Chair, Vice-Chair, Treasurer, Secretary and two Communications Officers. This formal contribution is recorded on their HEAR. They also have a website:

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

Contact your School Office for details of any clubs or societies that may be operating in your area.

Public lectures & seminars

The Bartlett has a long tradition of hosting lectures that are open to the public, including of course all students. Please follow the links below to the relevant web pages where such events are advertised for more information:

Faculty web page:

<http://www.bartlett.ucl.ac.uk/latest/events/lectures-filter>

Individual School/Institute web pages:

<http://www.bartlett.ucl.ac.uk/architecture/latest/events/lectures>

<http://www.bartlett.ucl.ac.uk/casa/latest/events/seminars-filter>

<http://www.bartlett.ucl.ac.uk/energy/events/2014-15-seminar>

<http://www.bartlett.ucl.ac.uk/dpu/latest/events>

<http://www.bartlett.ucl.ac.uk/planning/latest/events>

<http://www.bartlett.ucl.ac.uk/space-syntax/latest/events>

<http://www.bartlett.ucl.ac.uk/energy/latest/events/all-events>

<http://www.bartlett.ucl.ac.uk/iede/latest/events>

<http://www.bartlett.ucl.ac.uk/heritage/latest/events>

<http://www.bartlett.ucl.ac.uk/sustainable/latest/events>



Returning to study

For many postgraduate students, embarking upon a Masters degree is a return to study after a period of absence from the world of academia. Throughout the course, there will be sessions to help you with academic writing, undertaking research, using library resources effectively, understanding research methodologies and developing your study and personal skills.

Please make full use of the facilities available to you at UCL. This includes:

- **UCL Library Services** who provide support for use of the UCL libraries. There are some very useful online tutorials to help you with searching, accessing and analysing information from libraries and electronic sources (SAFARI), and developing effective research strategies (WISE):
<http://www.ucl.ac.uk/library/>
- **UCL Information Systems** provides computing facilities for all students, including training courses and help with information systems (email accounts, internet access, forgotten password, etc.). The UCL IS helpdesk is situated in the basement of the Lewis' Building:
<http://www.ucl.ac.uk/is/students/>
- **UCL Key Skills Grid** This grid links to many useful web pages on subjects such as 'library research', 'critical thinking', 'active listening', 'synthesis of data', 'negotiation', 'time management / self-discipline', and 'groupwork':
www.ucl.ac.uk/keyskills/resources/index.html
- **UCL Doctoral School** The Doctoral School organises skills training courses. Whilst these courses are primarily for Research students, places are sometimes available for Masters students.
<http://www.grad.ucl.ac.uk/>
- **UCL Language Centre** courses on English for Academic Purposes – please contact the Language Centre for more details.

There are a number of books available in bookshops and the UCL library to help you with your study. These include:

- Cottrell, S., 2003. *The Study Skills Handbook*. Second Edition. Basingstoke: Palgrave MacMillan.
- Crasswell, G. 2005. *Writing for Academic Success. A Postgraduate Guide*. London: Sage.
- Dawson, C., 2004. *Learning How to Study Again. A Practical Guide to Study Skills for Mature Students Returning to Education or Distance Learning*. Oxford: How To Books.
- Drew, S. and Bingham, R., 1997. *The Student Skills Guide*. Aldershot: Gower.
- Lewis, M. and Reinders, H., 2003. *Study Skills for Speakers of English as a Second Language*. Basingstoke: Palgrave MacMillan.
- Maufette-Leenders, L.A., Erskine, J. and Leenders, M.R., 2001. *Learning with Cases*. Second Edition. London, Ontario: Ivey Publishing.
- Rose, J., 2001. *The Mature Student's Guide to Writing*. Basingstoke: Palgrave.
- Thomson, A., 2002. *Critical Reasoning. A Practical Introduction*. Second Edition. Abingdon: Routledge.

Volunteering at UCL (and The Bartlett)



Volunteering Services Unit

Welcome to London – it's the most diverse city in the world, and the best way to discover it is by getting involved in with the Volunteering Services Unit. UCL has the one of the biggest volunteering departments in the UK – with over 500 different opportunities to choose from – so make the most of us whilst you're here!

Volunteering is a great way to get involved in local projects and apply your diverse skills for the benefit of the community. You'll make new friends and improve your chances of getting decent paid work too. But most of all, you'll be making a difference right here in this exciting city!

You'll get loads of support and advice from both the Volunteering Services Unit and the student-run Volunteering Society. Here's what we do:

Volunteering Services Unit

- Provide a weekly newsletter packed with new opportunities
- Give support and advice to students and staff
- Run our programme of *Student Led Projects*
- Host an *online directory* of all active opportunities with our partners
- Send targeted roles to your department
- Advertise *one-off events*
- Manage the *Global Citizenship Voluntary Sector Programme*
- Run an annual Awards Ceremony to recognise volunteers

Volunteering Society

- Run amazing socials and charity fundraising events
- Provide information on volunteering abroad
- Run an annual International Volunteering Fair
- Have regular meetings to meet fellow volunteers and steer the society

The next step...

- Have a look at our *website*
- Drop in and see us on the first floor of the *Lewis's Building* at the top of Gower Street
- Send us an *email*
- Come to our *Volunteering Fairs*

Students' Union UCL, Lewis's Building,
134–136 Gower Street, London WC1E 6BP

🌐 <http://uclu.org/volunteers/>

🐦 [@uclvolunteering](https://twitter.com/uclvolunteering)

Volunteering at *The Bartlett*

We also want you to play an important role in The Bartlett community. If you would like to volunteer for any of the following roles, or would like to suggest any new roles please let your programme administrator know.

- Fire Marshalls and First Aiders
- Space Committee reps
- Public Engagement champions
- Bloggers
- New student buddies

UCL UrbanLab

The UCL Urban Laboratory, established in 2005, is a university wide initiative that brings together the best urban teaching and research at UCL. Its activities build on the full spectrum of work across the arts and sciences, ranging from civil engineering to film studies, from urban history to the latest developments in architectural design. Urban thinking, research, teaching and practice that are critical, creative, independent and interdisciplinary are encouraged. It aims to share the knowledge its work produces widely with diverse audiences and experiments with new methods of urban research across disciplinary boundaries, practices and professions, providing a laboratory for cross- and interdisciplinary invention, because difficult urban challenges demand new modes of collaboration. Through its activities it plays a leading role in urban debate and the design and planning of contemporary cities, underpinning interventions with rigorous analysis, historical insight, and particular attention to the social, cultural and political dimensions of urban life. Based in London, it engages with the city and the communities that inhabit it. Drawing on extensive networks across the globe, it also attaches great importance to the internationalisation of urban debate, focusing on cities across Africa, Asia, the Americas and Europe. See more here:

🌐 <http://www.ucl.ac.uk/urbanlab>

UCL ChangeMakers is about collaboration and innovation to enhance the UCL learning experience. It enables students and staff to work together to make changes for the benefit of everyone in the UCL community. Students undertaking the projects become more engaged, responsible and pro-active learners – students with a stronger sense of belonging. Departments gain the expertise and enthusiasm of students motivated to help make positive change at UCL. Both learn from the experience of working with the other in a relationship of trust, equality and mutual gain.

It began in 2014/15 by supporting student projects (see here: 🌐 <http://www.ucl.ac.uk/changemakers/projects/projects-info>). It has been able to support more projects in 2015/16, accepting 28 student-initiated proposals, and 23 from staff. In 2015/16, the scheme grew to include staff-initiated projects with a focus on forwarding the research-based education values of the Connected Curriculum. See more here:

🌐 <https://www.ucl.ac.uk/changemakers>



Architect
Project and Site

This project is a...
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Teaching & learning

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4

Pedagogy

Types and Methods of Programme Delivery

A wide variety of teaching and learning methods are used to ensure efficient and appropriate learning activities. These include lectures, seminars, workshops, project work and field visits.

- **Lectures** are normally used in those courses which involve the teaching of knowledge, information and concepts in relation to specific subjects. These are often accompanied by easy-to-follow hand-outs which provide the students with a useful summary of each lecture.
- **Seminars** are often used in conjunction with lectures to provide sufficient time for interaction and discussion. These are normally based on advance preparation by the students, supported with detailed guidance by the tutors.
- **Workshops** provide short practical exercises designed to develop a particular skill. In comparison with seminars these require less advance preparation but equally active participation by students.
- **Project work** is an essential part of the programme. Projects are designed to provide a focused and intensive method of learning whereby students acquire integrative, creative and prescriptive planning skills through the study of 'live' or simulated planning and design situations. Some courses consist predominantly of project work. In addition, some of the modules also incorporate small-scale project work. Project work may be organised on an individual or group basis or a combination of both. It is assessed through coursework which may take several forms such as verbal and visual presentation, graphic displays and written reports. Marks can be awarded on a group or individual basis or a combination of both.
- **Fieldwork** is included in some units and takes a range of forms – from short, specific site visits to a one-week long overseas field trip. The longer visits are accompanied by staff but students may also need to make independent site visits for their own study.

Students are expected to come to class prepared having read about the key ideas that will be discussed. You are expected to read beyond recommended texts, to seek out relevant material, and share ideas with other students, and to make good use of all materials in the completion of assessed work. The encouragement and support of self-directed learning is thus a key teaching objective.

In class, you will work and share experiences with professionals from other industries, with different career paths, and from different nationalities and cultures. The structure of the course, and our rigorous selection procedure, are designed to maximize the richness of discussion, the exchange of knowledge and ideas, and the opportunities for inter-professional learning both in class and in group work. A key teaching objective is to promote and facilitate peer-based learning, whereby students demonstrate the breadth and depth of their knowledge by challenging and informing others.

Our courses are delivered through a variety of learning media. Class content is delivered through lectures, case presentations, class debates and workshops, led by a select group of eminent practitioners and academics. Students are encouraged to see the relevance of the ideas and examples used in the classroom to projects in their profession, industry and home countries. Students will be expected and encouraged to comment and reflect upon the application of the concepts taught to those contexts.

The formation of study groups is required for the preparation and delivery of presentations and other coursework for a number of modules. Being part of an active study group will support you throughout the course in significant ways, including reflecting on ideas, sharing useful materials, and answering questions. You are encouraged to form study groups of 3–4 people from different industries and professional/academic backgrounds to share perspectives. If there is a serious problem with a member of a group it may be appropriate to draw the attention of the Programme Leader to this as the student concerned may be experiencing other problems.

All of your work will need to be supported by research, including resources from the course reading lists and from self-directed efforts. Essays should demonstrate a) relevant and b) sufficient references of the highest quality. It is important that initial ideas for report topics should come from students, and proposals are presented to and discussed by the whole student cohort, as well as the course staff. In the development of these ideas the student's role is pro-active and the staff's role is supportive.

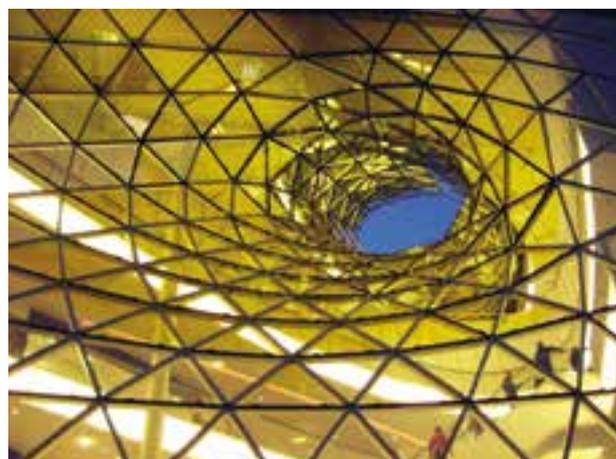
Students contribute to learning through asking questions. Please do so politely and wait for the lecturer to finish before replying if you feel the need to do so. Please allow others to ask questions and do not attempt to dominate a discussion. We recognise that sometimes much of what is taught is contested territory and constructive debate is welcome.

UCL welcomes students from all over the world and for many English is not their native language. This is well understood by staff and considerable allowances are made for this. However a relatively high degree of competence in English is required before students are allowed to be admitted to UCL. It is therefore expected that students are competent at expressing themselves in the English language even if there are occasionally unorthodox instances of word usage, grammar or syntax. Provided that the student can convey the essential meaning of their ideas then there is not a problem.

However, there are some instances of submitted work where the English is so poor that it is unclear what ideas the student is attempting to convey. In such cases assessors have no option but to reject the work as incapable of assessment with a mark of zero. If the assessor cannot understand the ideas expressed by the student then clearly the submitted work cannot be accurately marked. If students have any worries about this they should, if possible, seek out a native English speaker and ask them to read work to see if it makes sense to them. They can point out passages which are unclear to them. It is, though, the student's task to correct such passages.

Masters programmes represents approximately 1,800 hours of student learning time. This involves a number of activities such as lectures, seminars, workshops, tutorials, field visits, field trip, project work, private reading, writing and revising for examinations. Programmes are organised into a number of **modules**, which comprise of several of the above elements. Each module involves a number of hours of learning time and is measured in **credits**. For example, a 30-credit module involves around 300 hours of student learning time.

The **teaching** input of most 15-30 credit modules takes place in the first two **terms** of the academic year (September to March) with some minor exceptions. A module is only finalised once work is completed in all its elements of performance assessment (e.g. coursework, essays, project reports, and where required, written exams).



The **subject matter** of each module is defined by topics set by the Module Tutor and by the contents of a reading list supplied with every module description. A complete programme of topics and a related reading list will be provided in the first meeting of a module. A reading list generally offers no more than a selection of references about the topic under discussion in each seminar session. Participants should be aware that assessments about their knowledge might draw from any of the topics covered in a module.

The Module Tutor(s) will explain the **format** of each seminar series during the first meeting of the module. Tutors are free to decide on the mechanics of operation of the module they run.

The integration of learning of the previous terms is continued with a written Dissertation (MSc/MA/MRes programmes), which is developed and completed in the second and third terms and over the summer under the supervision of a Tutor.

The programme of lectures and seminars is kept to a minimum. Modules provide little more than an outline of the subject matters that must be studied in depth through independent work. There is sufficient free time in the programme to read and work independently or in informal groups to ensure students reach the level of competence expected from a postgraduate degree. The programme also allows tutorial time to assist students in developing their work individually or through teamwork.

Assessment types

Each module requires assessable 'output' from students. This can take various forms but can be grouped into four general categories: examination, coursework, design work and project work. This is balanced throughout the programme with a combination of individual and group work and essay, exams, project work and other skill-based practical work. A number of assessment mechanisms (essays, portfolios, exams, executive summary, presentations, etc.) serve to help students build upon, deepen and apply core skills and knowledge, and, where possible, allow students a choice of aspects to explore in greater depth. In your future careers you will be expected to demonstrate vital practical skills such as working to deadlines and providing appropriate responses under pressure and in time-constrained conditions.

- **Examinations** normally consist of unseen written papers, each typically taken in two hours early in Term 3. An examination timetable is made available to each student on Portico towards the end of the second term. It is the student's responsibility to check where and when their examinations are. Exam papers are set by the module tutor(s) and approved by external examiners. Past papers can be accessed online via the library website. Each examination paper is set by the module leader, scrutinised by another member of staff and then finally scrutinised by the relevant external examiner. Each paper will normally consist of four or five questions each carrying an equal number of marks. Examination questions may be divided into parts. In that case, the division of marks between parts will be indicated on the question paper. Additional time may be granted to students suffering from dyslexia or other disabilities.
- **Coursework** is a more common form of assessment in The Bartlett: written work carried out in the student's own time but submitted at a specified time in one or more stages throughout the module.
- **Design work** is most common form of assessment in the School of Architecture. It involves the creation of models/plans and permits experimentation with different approaches to design and representation. The production of an intensive series of design projects (in a variety of appropriate media, including analogue and digital drawings, physical and computational models, photography, animations, film, etc.) culminate in a comprehensive architectural design project by the end of the year.
- **Project work** assessment often includes two components; assessment of oral/visual presentation and assessment of the written work. Feedback on the presentation normally takes place at the time of presentation, or shortly afterwards. Feedback on the written work/reports follows the same procedure as for coursework. Project work may be assessed on an individual or a group basis or a combination of both. — **Dissertation/Thesis** is typically a document of 10-15,000 words (the length depends on the credit-value, i.e. 60 or 90 credits) based on independent research and thought, and usually including some original analysis of data. In most cases it will report on original data collected by the student in order to address a particular empirical question within the scope of the degree. Such a Dissertation will include a literature review on other similar work demonstrating the practical or theoretical justification for this particular piece of work, a description of the methodology and appropriate analysis of the results. Other students may analyse appropriate data collected by a third party or do further analysis of published data. In a minority of cases students may do a library-based dissertation which brings together the different strands of the degree at a theoretical level.

This is not usually considered to be appropriate however and would only be permitted under special circumstances after discussion with tutors. Students will have one supervisor but may consult any other staff who teach on the programme. Supervisors will be available for regular email and face to face consultation over term-time and the summer, although in the latter they may be away for considerable periods and in this case programme tutors will provide back-up supervision where necessary.

All written work must be word-processed using high quality printing and white A4 paper (if the work is submitted in paper format). The front page of any written work should contain your name, the name of the course and module, the title of the assessment, the name of the first marker, the date of submission, and word length. Your name and title of the assessment should appear at the top of all subsequent pages. All pages should be numbered. This is in case your binding method fails and pages fall out of the assessment. All illustrations (figures, tables, charts, photographs) should be numbered. All written work should be double spaced, using a readable font; Times New Roman, Verdana and Arial are good examples of fonts to use. Do not use extreme font sizes for the main text; 10 or 12 point are good sizes. Pay attention to proof-reading of word processed work, and do not rely solely on word processing spell-checkers, particularly if you are using a non-UK spell-checker; as a UK academic course, you are expected to use UK grammar and spelling.

The achievement in submission of a term paper or Dissertation of pass standard (or better) implies that certain transferable skills have been acquired in addition to an understanding of the specific subject matter of a module. The particular skills are:

- Ability to communicate thoughts and arguments about the relevant subject matter in the English language
- Ability to communicate in a concise and efficient manner
- Ability to organise workload in an efficient way so as to make timely submissions
- Ability to review literature, paraphrase and summarise the main arguments in a student's own words and combine ideas from different sources into a logical argument

All assessments are marked by two independent markers. The marking process is overseen by an External Examiner, whose primary responsibilities are to review all summative assessment prior to students being assessed and to submit an annual report, based upon their professional judgment and decide:

- whether the academic standards set for the programme awards, or part thereof, are appropriate.
- the extent to which the assessment processes are rigorous, ensure equity of treatment for students and have been fairly conducted within UCL's regulations and guidance.
- the standards of student performance in the programme, or parts of programmes, which they have been appointed to examine.
- where appropriate, the comparability of the standards and student achievements with those in some other higher education institutions.
- To identify good practice

Every assignment is assessed and marked by an internal assessor (usually the module tutor). The grade you receive is always provisional at this stage since samples of the coursework are then second marked by another internal assessor who either ratifies the marking scheme or proposes a change. A sample of work is also assessed by an external examiner who may also ratify or propose a change to the marking scheme. **The marks given are always provisional until ratified by the Board of Examiners.**

Assessment is usually by the module leader or a team under the module leader's supervision. Examinations are marked by code number and therefore examiners are not aware of the identity of the student who wrote the script. After first marking (of examinations or other work) there is assessment by a second marker who will confirm the first marker's mark or seek discussion to resolve any differences. The formal confirmation of the marks is carried out by the Examination Board which is attended by external examiners from other universities. These external examiners exercise a quality control function but will also normally third mark a sample of work chosen by them from the whole range of work submitted for assessment. In particular they will look at work which has failed (or barely passed) and/or papers with very high marks to ensure that an appropriate mark has been awarded. In cases when candidates fail assessment on the work of a module or the dissertation they are entitled to undergo re-assessment.

The whole examination process is overseen by the Board of Examiners which meets twice a year. The Board consists of the External Examiners and Programme Leaders (i.e. the Internal Examiners). The Board first meets at the end of June in each session to approve the marks for the taught element (the coursework and examinations) of the degree. At this meeting the marks are confirmed and cannot be altered. It meets again in autumn to review the marks for the dissertations/portfolios, and to award the degree. Again the decisions made at the meeting are final. This Board of Examiners, together with others around College, are overseen by the UCL Board of Examiners, to ensure that the examination process is carried out properly throughout UCL.

External examiners

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

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

Students must not make direct contact with External Examiners regarding their individual performance in assessments. Appropriate mechanisms are available to raise any concerns through the procedures set out elsewhere in this Manual. External Examiners are given an opportunity to meet students to ascertain their thoughts about the strengths and weaknesses of their educational experience at UCL. Examiners submit an annual report; access to these documents is available to students via Portico: the contents are also discussed at Departmental Student-Staff Consultative Committees.

Coursework submission

Each piece of written coursework must be in a suitable format, typically a PDF or Word document, although some modules may specify other formats for program code or presentations.

Coursework is normally submitted electronically via the Moodle page for the course (a hard copy submission is not usually required unless specified by the module coordinator). However practices and preferences vary across programmes/Schools and therefore students will be notified of the individual requirements for their programme by their School administrators and Programme Leaders.

In submitting work electronically you accept that your work will be processed by the Turnitin plagiarism software, checked against other sources and may be stored by the system for checks against future work. Assignments must not be handed to individual members of academic/professional staff, left in their mailboxes, or posted under the door of offices. Assignments will not be accepted by fax or email. Under exceptional circumstances where students are abroad, assignments can be delivered by post by prior arrangement with the programme administrator.

Deadlines

Frequently in the workplace, people are asked to produce work to specific deadlines, and time management is an important key skill to develop on the course. Therefore, work that is submitted after the agreed deadline will be penalised. All term papers and other coursework must be submitted in the appropriate manner by the published deadline. The assignment must arrive on or before the hand-in deadline with a completed feedback sheet attached to the assignment. All assignments submitted electronically via Moodle must arrive by the deadline. Unless agreed prior to the deadline all work submitted after the deadline will have lateness penalties imposed. Students are therefore strongly advised to submit their work in good time to meet the deadline.

Extension of time can only be granted by the Programme Leader and requires the student to make a request to the Programme Leader in writing, either via email or letter. Please do not ask the module leader for an extension of time. A request for an extension should be submitted no less than a week before the deadline (unless the unforeseen circumstance occurred closer to the deadline). A request for an extension after the deadline has passed will not be considered. (but in this case you could submit a claim for extenuating circumstances).

Extensions will only be granted where the Programme Leader has evidence of good reason such as illness or other extenuating circumstances. (Valid reasons include illness, bereavement and other serious personal problems. This does not include computer problems of any description.) Such evidence may include, for example, a medical certificate, police incident number, or a letter from a Hall Warden. If the reasons are acceptable a new submission deadline can be agreed. If the reasons are not considered valid, the work will have lateness penalties imposed. Please see here:

🌐 <http://www.ucl.ac.uk/current-students/support/wellbeing/medical-evidence-guidance>

Penalties for late and non-submission

In line with the current UCL Academic Regulations for Students, where coursework is not submitted by a published deadline, the following penalties will apply:

- Up to 2 working days late = 10% deduction (but the deduction won't reduce the mark lower than the pass mark. Therefore if the mark was marked at 57% for example and the deduction was applied it would be recorded as 40%, not 37%).
- More than 2 but less than 5 working days late = capped at the minimum pass mark (50%).
- More than 5 working days late = mark of zero but judged to be 'complete'.

In the case of coursework that is submitted late and is also over length, then the greater of the two penalties shall apply. Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.

Penalties for overly-long submissions

Any student would feel that they were being treated unfairly if they went into an examination and found that they were allowed 2 hours while another student was allowed 3 hours to answer the same paper. Precisely the same is true of the length of term paper assignments. Part of the skill in writing Term Papers is to make the most efficient use of the words available within the given limit. Word limits will be specified by the module coordinator/tutor for all pieces of coursework, either in the module outline or in the task-specific brief. Assessed work should not exceed the prescribed word count. Complying with word limits is important as it helps students prepare for professional practice in many work situations and because allowing some students to write more than others may give them an unfair advantage.

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.

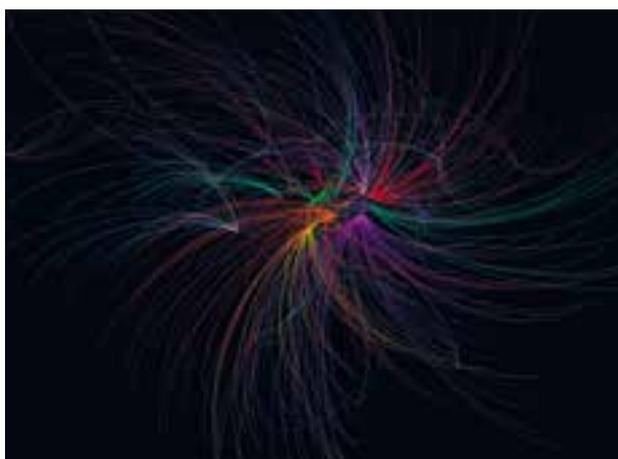
Please refer to the relevant programme manual for word count definitions and over length penalties.

Please note that the Moodle Turnitin submission system allows markers to check that the word count stated by students is accurate, although Turnitin includes ALL words, including any reference list/ bibliography and allowance needs to be made for this.

You are responsible for the safe keeping of your work, and its submission on the day. If you wish, submit draft versions to Moodle to keep them safe; in addition, we advise you to keep at least one electronic backup of your work and save regularly to avoid accidental loss. Corrupted discs are not an acceptable excuse for late submission.

We are required to retain a copy of each piece of course work you submit and both copies of your final report for university records. Where we feel others would benefit from your work, we request copyright permission to publish it on our website and in print.

Module leaders are under no obligation to review draft work prior to submission. Where module leaders do review drafts, it will be to guide students into ways of thinking that they have missed or to correct fundamental misunderstandings by the students of core concepts taught in the module. The aim of a review of a draft is to guide the student in a better direction – not to re-write the paper for the student.



Plagiarism

UCL takes plagiarism and cheating very seriously. Plagiarism and cheating are regarded as Examination Irregularities and the penalties for those students found guilty of these offences can be severe. Penalties are imposed which range from resubmission of work and capping of marks, which affect degree classification, to suspension or exclusion from studies. The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file). There are many different kinds of plagiarism and cheating, and the most common are described below.

What is plagiarism?

- Plagiarism is defined as the presentation of another person's thoughts or words or artefacts or software as though they were a student's own.
- Any quotation from the published or unpublished works of other persons, must, therefore, be clearly identified as such by being placed inside quotation marks, and students should identify their sources as accurately and as fully as possible.
- A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if a student summarises another person's ideas, judgments, figures, diagrams or software, a reference to that person in the text must be made and the work referred to must be included in the bibliography.
- Plagiarism can also be applied to drawn, graphic work or artefacts; the sources should be clearly identified,
- Recourse to the services of 'ghost-writing' agencies (for example in the preparation of essays or reports) or outside word-processing agencies which offer 'correction/improvement' of English' is strictly forbidden, and students who make use of the services of such agencies render themselves liable for an academic penalty.
- Commissioning other students or outside assistance in the production of drawn, computer generated or made work without appropriate identification of recognition will render the student liable for academic penalty.
- Use of unacknowledged information downloaded from the internet also constitutes plagiarism.

- Where part of an examination consists of 'take-away' papers, essays or other written work in the student's own time, or a coursework assessment, the work submitted must be the candidate's own.
- It is also illicit to reproduce material which a student has used in other work / assessment for the module or programme concerned. Students should be aware of this 'self-plagiarism'. If in doubt students should consult the Programme Director or another appropriate Tutor.

All of the following are considered plagiarism

- turning in someone else's work as your own;
- copying words or ideas from someone else without giving credit;
- failing to put a quotation in quotation marks;
- giving incorrect information about the source of a quotation;
- changing words but copying the sentence structure of a source without giving credit;
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

There are two main types of plagiarism – intentional and unintentional. The list below is not exhaustive but contains the most commonly encountered reasons:

On the whole unintentional:

- Misunderstanding about citation;
- Over-reliance on the original source material;
- Following practices encouraged or accepted in previous educational experience or culture;
- Not fully understanding when group work ceases and individual work begins;
- Compensating for poor English language skills;
- Poor note-taking practice.

On the whole intentional:

- Leaving the work to the last minute and taking the easy option;
- Difficulty in understanding the subject area;
- Thinking that it is easy to get away with it;
- Having problems with managing the workload;
- Copying others is easier than original work;

Changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not referenced it, then no matter how drastically you may have altered its context of presentation, you have still plagiarized. Most cases of plagiarism can be avoided by referencing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

The penalties for plagiarism can be surprisingly severe, ranging from failure of classes to expulsion from academic institutions. It doesn't matter if you intend to plagiarise or not – in the eyes of the law, and most publishers and academic institutions, any form of plagiarism is an offence that demands punitive action. Ignorance is never an excuse. It is even possible to plagiarise from yourself, if you are quoting from work you submitted elsewhere. In most Universities this will result in a failing grade for the work, and possibly for the programme. Plagiarism is almost always a symptom of other educational problems.

You CAN'T:

- Cut and paste from electronic journals, websites or other sources to create a piece of work;
- Use someone else's work as your own;
- Recycle essays or practical work of other people or your own (this is self-plagiarism);
- Employ a professional ghost-writing firm or anyone else to produce work for you;
- Produce a piece of work based on someone else's ideas without referencing them.

You CAN:

- Quote from sources providing you use quotation marks and reference the source (this includes websites). See the section on 'Referencing and bibliographies in coursework' below.
- Paraphrase (take information from a piece of work and rewrite it in a new form) but you must still mention the source.
- In the case of joint practical or project work (or some group projects) individuals may use the same data, but the interpretation and conclusions derived from that data i.e. the 'write-up' must be their own.

'Turnitin'

UCL has signed up to use a sophisticated web-based detection system (Turnitin®) provided in the UK by JISC, which scans written work for evidence of plagiarism. This system has access to billions of sources worldwide (websites, journals, etc.) as well as work previously submitted to UCL and other universities. Each time you submit coursework on-line through Moodle your assignment automatically goes through Turnitin. Where Turnitin reveals one or two isolated cases, these will be drawn to the student's attention and a note may appear in the written feedback. In more serious cases, marks will be deducted from those awarded for Presentation. In cases where it appears that a significant portion of the text is not that of the student (and where the origin has not been clearly indicated) the mark for the paper will be zero. In very serious cases and/or repeat offences, the student may be required to appear before a departmental or college panel with potentially more severe penalties.

You should familiarise yourself with this and ensure that you do not contravene, either deliberately or unwittingly, any of the rules set out in it, at any time during your course. The policy is so strong, for obvious reasons, that if it is proved that you have plagiarised someone else's work, you could forfeit your degree and be excluded from all further examinations of the University of London.

Other exam irregularities:

- The introduction into the examination room of any materials other than those permitted for that examination.
- The unauthorised removal of an examination script, any part of an examination script or blank examination stationery from the examination room except by a person with designated authority to do so.
- Any attempt to confer with or gain access to the script of any other candidate during the period of the examination; or to collaborate in or gain access to the assessed coursework of any other candidate, unless authorisation to do so has been given.
- Any attempt to tamper with examination scripts or coursework after they have been relinquished by candidates.
- Any unauthorised study and/or unsupervised absence of a candidate from the examination room during the period of an examination.
- Impersonation or attempted impersonation of a candidate.
- Other conduct likely to give an unfair advantage to the candidate.
- **Collaboration** – this is defined as collaboration by two or more students or others in the production of assessed coursework unless appropriate authorisation from the course/module organiser(s) to do so has been given.
- **Falsification** – this is defined for the purpose of this procedure as the fraudulent alteration or misrepresentation of data and/or other information.

Students who have been found guilty of misconduct will be subject to the College's disciplinary procedures (see UCL Regulations). Misconduct can include:

- Being found on UCL premises during periods when the building is closed (e.g. overnight);
- Poor behaviour when on field trips or when representing the University;
- Stealing or appropriating other students' or the University's equipment.

In each academic year there are a number of cases of examination irregularities that are either investigated within the Faculty or referred to the College Examination Irregularity Panel. Examples of some of the cases are listed below:

- Inadequate or insufficient referencing/citing of sources in essays and coursework.
- Passing off information downloaded from the internet as the student's own work including technical data, graphs, tables, etc.
- Passing off work by other students as a student's own work.
- Getting other students, outside agencies, friends or colleagues to do coursework, essays, etc.
- Taking notes into examinations.
- Forging signatures for absent students on lecture registers.
- Insufficient attendance at lectures and classes.

Recourse to the services of 'ghost-writing' agencies (for example in the preparation of essays or reports) or of outside word-processing agencies which offer correction/improvement of English is **strictly forbidden** – students who make use of the services of such agencies render themselves liable for an academic penalty.

Learning agreements

Learning agreements are written agreements with a student meant to support students experiencing significant difficulties by agreeing a way to address problems such as, for example deficiencies in attendance, coursework submission, communications, welfare concerns, problems with administrative requirements, etc. They set out what UCL will do to support the student as well as the conditions which the student agrees to meet. These conditions will usually cover some or all of, but are not limited to, the following:

- Attendance at teaching and learning events.
A higher attendance requirement than the normal minimum attendance requirement can be specified for the remainder of the term or academic year.
- Completion and timely submission of coursework and other forms of work, both summative and/or formative, assessed and/or unassessed.
- Responding appropriately and in a timely manner to UCL communications and attending meetings with UCL staff as requested.
- Completion of additional work to ensure sufficient coverage of the syllabus.
- Providing requested information within a specified time period.
- Supplying proof of continuing medical or specialist treatment.

Breach of a learning agreement will result in the revocation of any special arrangements made and/or measures approved and in the application of any penalties specified in the learning agreement. Learning agreements will specify the duration of the agreement and when compliance with the agreement will be reviewed. Compliance will be reviewed at least once a year.

'Fitness' to study

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:

- Where a student exhibits behaviour that would usually be dealt with as a disciplinary matter but is considered to be the result of an underlying physical and/or mental health difficulty
- The student's attendance record, academic sufficiency and/or behaviour are not satisfactory/acceptable and this is believed to be the result of a physical and/or mental health difficulty
- The student's behaviour is at risk of affecting negatively the teaching and learning activities of fellow students and staff and/or the spirit of studying, working and living co-operatively and in close proximity with others as well as of conducting himself or herself in a manner which does impacts negatively on others
- The student's behaviour presents a serious and immediate risk to self or others and/or the University's reputation.

Further information can be found here:

<https://www.ucl.ac.uk/academic-manual/part-5/support-and-fitness-to-study>

Reasonable Adjustments

Reasonable Adjustments regulations apply to all UCL students. Under the Equality Act 2010, UCL is required to make Reasonable Adjustments to learning, teaching and assessment to ensure that disabled students are not put at a substantial disadvantage. UCL can also provide Reasonable Adjustments for students who might not consider themselves to have a 'disability' but who nevertheless would benefit from additional support with their studies due to an ongoing medical or mental health condition.

Under the Act, a disability is defined as a physical or mental impairment that has a substantial among-term negative effect on a person's ability to do normal daily activities. 'Substantial' is more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed. 'Long-term' generally means the condition has lasted, or is likely to last, 12 months or more, although UCL also provides support for students with shorter-term conditions.

The aim of Reasonable Adjustments is to ensure that all students are able to demonstrate the full extent of their academic abilities, irrespective of a disability or long-term condition. All UCL programmes require students to reach specific academic standards in order to be awarded a UCL qualification and some also have particular Competency Standards associated with professional accreditation. UCL will not reduce or change those standards, but it is committed to ensuring that the methods of assessing those standards do not put disabled students at a disadvantage. Reasonable Adjustments can take a wide range of forms and Student Disability Services (SDS) will work with the student to agree the best support for them. Please see here for more details:

<https://www.ucl.ac.uk/srs/academic-manual/c4/reasonable-adjustments/principles>

Feedback on assessment

Just as we set deadlines for you, you can expect feedback from us in timely fashion. Any coursework you submit should receive written feedback by Moodle or in person within one month of your submission. This feedback will be qualitative, as grades are only made official after the June Board of Examiners Meeting. Feedback should be provided to students within four weeks, and at least one week before submission of the next assignment so they can take into account the comments received and can hence improve their performance. This 'rolling' or continuous pattern of assessment and feedback is regarded as an important and constructive feature of the learning process in The Bartlett.

Assessed written work will be returned to you confidentially via Moodle, or via your student pigeonhole (in a sealed envelope), or will be available to collect from your School office.

Please note: All coursework marks are subject to both internal and external moderation, and remain provisional until confirmed by the Board of Examiners. All work that is submitted for summative assessment is marked by a UCL Internal Examiner or Assistant Internal Examiner. All UCL programmes also include rigorous second-marking and internal moderation processes to ensure that marking is consistent and fair. Second-marking can take a number of different forms depending on the type of assessment, but the overall aim is to ensure that marking is as accurate as possible. Internal moderation also helps UCL to ensure that marking is equitable across different modules, pathways, options and electives.



Referencing & bibliographies

In most of the work that you do on the programme, you will make use of materials, ideas and quotations from other people. These sources of information must be acknowledged both in the text of your essay/report by citing the reference, and in the final bibliography at the end of your essay/report. If you do not reference these sources properly, this is considered 'plagiarism' (see above). The sources you will use can be books, journal articles (paper or online), newspaper articles, websites, etc... Whatever the nature of the source of information you use, you need to reference it fully – even if it is a website without an identified author (see below on how to reference web sources)! A reader must always be able to trace the origin of the arguments, pieces of information and data you use in your essay.

Please note: there are various reference systems. You are free to use what suits you although we propose the Harvard system. More importantly, you need to be consistent with your referencing system. The Harvard system requires two things – referencing within the essay itself; and producing a final bibliography (or 'list of references') at the end of the essay/report.

In the sentence or paragraph that uses material from the original source, you have to acknowledge this by putting the author's surname, the year of publication, and – if necessary – the page number in **brackets**. Page numbers are important if it is a specific reference or a full quotation from somebody's exact words. In the case of a full quotation, you have to put the author's original words in quotation marks "...". If it is a reference to the entire work, page numbers are not required.

Example 1: Harvey (1985, p25) notes there is a perpetual struggle...

Example 2: 92% of all companies had ceased trading there by 1989 (Crewe & Hall Taylor, 1991, pp. 65-66). This however, had no...

Example 3: As demonstrated by Pearce (1994), the management of development...

References may also be used as a guide to further reading or give additional credence to the ideas discussed:

Example 4: developing phenomenon in the UK during the 1980s (see Karski 1986; Law, 1992). Nevertheless, the potential...

Note: Where there are more than two authors for a particular piece of work, you can write the name of the first author only followed by the expression "et al." (which means "and others"), followed by year and page number. In the final bibliography (see below), all the authors' names should appear.

Example 5: As Bentley et al. (1985, pp. 23-34) subsequently argued, planning in the 1980s...

Please note that *all* references to another source should be acknowledged, not just direct quotations. When you borrow an idea from an author and reformulate it in your own words, it still has to be referenced. If you take data from a website, it has to be referenced. All references given in the text must appear in the bibliography (see below).

All term papers, project reports and reports should contain a final bibliography. The bibliography should list **all** the sources of information that were used and referenced in the work, listed in **alphabetical order** by the first author's surname. Websites used should be listed (see below). Although the format for entries in a bibliography can vary, the following is a good format to use:

For books – Author's surname, Author's initials. (DATE), Title of book (edition if important), Place of Publication: Publisher.

Example: Healey P. & Nabarro P. (1990), Land and Property Development in a Changing Context, Aldershot: Gower.

Note: if the authors are editors of the volume rather than authors the notation [Eds.] can be placed after their names to signify this fact. For journal articles – Author's surname, Author's initials. (DATE), 'Title of Article', Title of Journal, Volume number, Issue number, page numbers.

Example: Erikson B. & Roberts M. (1997) 'Marketing local identity', Journal of Urban Design, Vol. 2, No. 1, pp. 35-60.

For book chapters – Author's surname, Author's initials. (DATE), 'Title of Chapter', from then as for a book, and including page numbers.

Example: Solesbury, W. (1990) 'Property development and urban regeneration' from Healey P. & Nabarro P. (1990). Land and Property Development in a Changing Context, Aldershot: Gower, pp. 186-194.

Note: The last may appear within the text as EITHER (Solesbury, 1990, p 187) in which case the entry in the bibliography is for Solesbury, OR (Solesbury, from Healey & Nabarro, 1990, p 187) in which case the entry in the bibliography is for Healey & Nabarro.

In the final bibliography, as well as in the text of your essay, you also need to include the reference of the websites or electronic information you use. The following website has a complete overview of how to reference various types of documents using the Harvard system – do visit them:

 <http://libweb.anglia.ac.uk/referencing/harvard.htm>

 <http://www.lib.monash.edu.au/tutorials/citing/harvard.html>

A lot of information is now available in a variety of electronic formats. Information derived from sites on the World Wide Web can be treated in much the same way as printed sources. However, when referencing information from the web, it is important to state the **date** the information was retrieved, because documents and URL (Uniform Resource Locator = the full address of the website, as you see it at the top of your browser) addresses frequently change.

If you download an article or report from the web, this is how to reference it:

Author/editor, Year of document (created or revised), *Title of document – italicised*, available from <URL>, [Accessed: date of viewing].

Example:

Reference in the text of your essay:
The government has promoted a new agenda for the ‘Urban Renaissance’ of British Cities (Department of the Environment, Transport and the Regions, 2000).

In the bibliography:

Department of the Environment, Transport and the Regions (2000), *Our Towns and Cities: The Future. Delivering an Urban Renaissance*, White Paper presented to Parliament by the Deputy Prime Minister and Secretary of State for the Environment, Transport and the Regions by Command of Her Majesty, available from http://www.odpm.gov.uk/stellent/groups/odpm_control/documents/contentservertemplate/odpm_index.hcst?n=2866&l=2 [Accessed 3 September 2004].

If you quote part or all of the text of a website, you have to put it in quotation marks, like the quote from a printed source. If there is no identified individual author for the website, use the name of the organisation or institution instead.

Example:

Reference in the text of your essay:
According to the Government, the Neighbourhood Renewal Unit (NRU) “is responsible for overseeing the Government’s comprehensive neighbourhood renewal strategy that responds to local circumstances rather than directs everything from Whitehall” (Neighbourhood Renewal Unit, 2005).

In the bibliography:

Neighbourhood Renewal Unit (2005), *About the NRU*, available from <http://www.neighbourhood.gov.uk/page.asp?id=3> [Accessed 3 December 2004].

To cite an entire website in the text (but not a specific document or part of this website) it is sufficient to give the URL address in the text.

Example:

Reference in the text of your essay:
Example: UCL has made significant changes to its corporate identity in the summer of 2005, as illustrated by its website (<http://www.ucl.ac.uk>)

In the bibliography:

University College London (2005), *University College London*, available from <http://www.ucl.ac.uk> [Accessed 5 May 2004].

Film

When writing research papers, your sources are not limited to scholarly books and journal articles. On occasion, you will need to cite documentary films, which fall under the various citation rules for movies. The standard format is as follows: Title of film. Year. [film]. Directed by full name of director. Place of production: production company.

Example:

An Inconvenient Truth, 2006. [film]. Directed by Davis Guggenheim. USA: Paramount.

If the film is a video recording (on DVD or VHS) use the same format but change [film] to the relevant media. This is because a video recording may contain extra footage not shown in the film. See more here:

 <https://www.ucl.ac.uk/library/training/guides/webguides/refscitesplag>

Referencing examples

EXAMPLES OF SOME COMMONLY USED REFERENCES
Dr Sunil Kumar, School of Construction, South Bank University

Reference type	Format for references at end of essay or dissertation	Reference in text
Book	Abrams, C (1964), <i>Housing in the Modern World: Man's Struggle for Shelter in an Urbanising World</i> London: Faber and Faber.	(Abrams, 1964)
Book by two authors	Allen, J and L.McDowell (1989), <i>Landlords and Property: Social Relations in the Private Rented Sector</i> , Cambridge: Cambridge University Press.	(Allen and McDowell, 1989)
Chapter in a book edited by one author	Amis, P (1988), "Commercialised rental housing in Nairobi, Kenya". In C.V.Patton (ed), <i>Spontaneous Shelter: International Perspectives and Prospects</i> , Philadelphia: Temple University Press, 235-57.	(Amis, 1988)
Chapter in a book edited by two authors	Aina, T.A (1990), "Petty landlords and poor tenants in a low income settlement in Metropolitan Lagos, Nigeria". In P.Amis and P.Lloyd (eds), <i>Housing Africa's Urban Poor</i> , Manchester: Manchester University Press, 87-101.	Aina (1990)
Two publications by same author with same date	Aina, T.A (1989a), "Many routes enter the market place: sub-markets for the urban poor in Metropolitan Lagos, Nigeria", <i>Environment and Urbanisation</i> , Volume 1 (2), 38-49. Aina, T.A (1989b), "Popular settlements in Metropolitan Lagos, Nigeria", <i>Third World Planning Review</i> Volume 11 (4), 393-415.	Aina (1989a) Aina (1989b)
Author known for article in newspaper	Barber, L (1994), "The hidden agenda", <i>Financial Times</i> , 14 November, 5.	(Barber, 1994)
Author unknown (newspaper or magazine)	<i>Economist</i> , The (1994), "Mandarins on their guard", 16-22 July, 23-24.	(Economist, 1994)
Citation from another source	Lusaka Urban District Council (no date), "Report on the Operations of the Housing Project Unit, Lusaka: Social Secretary's Department. Cited in M.Edwards (1990), "Rental housing and the urban poor", <i>Housing Studies</i> , Volume 75 (3), 191-220.	(Lusaka Urban District Council, no date)
Unpublished dissertation	Kumar, S (1996), "Subsistence and Petty Capitalist Landlords", unpublished PhD, University College London, University of London.	(Kumar, 1996)
Conference paper	Amis, P (1994), "Long run trends in Nairobi's Informal Housing Market". Paper presented to the Second Symposium on Housing for the Urban Poor, University of Birmingham, United Kingdom, 11-14 April.	(Amis, 1994)
Internet	Limb, P (1994), "Relationships between Labour and African Nationalist movements", [http://neal.ctstateu.edu/history/world_history/archives/limb-1.html], May.	(Limb, 1992)

Note: The diagram includes various callouts explaining formatting rules such as 'References listed alphabetically by family name of first author or publication', 'date in brackets', 'Title of book in bold, italics or underlined', 'Only name of first author reversed', 'Place of publication (only for books)', 'Publisher (only for books)', 'Title of chapter in inverted double quotations', 'Format for chapter in edited book', 'Only title of book in bold, italics or underline', 'Start and end page numbers must be provided for chapters in books and journal articles', 'Differentiate by a, b, c etc by alphabetical order of first word in title excluding articles (the, an etc)', 'Volume and issue number for all journal articles', 'Only name of journal or newspaper in bold, italics or underline', 'Give full date for newspaper and magazine references', 'Format for cited references', 'Give name of department and university for dissertations', 'Give title of conference', 'Give place of conference', 'Give start and end dates and month of conference', and 'Give full internet address'.

Marking descriptors

At Masters level marks of 40-49% (or equivalent on alternative marking scales) in up to 25% of a student's taught credits may be condoned. The condoned mark itself will stand (i.e. the mark will not be raised to the 50% pass mark) but it will be treated as pass in all subsequent conditions and will be included in the student's Classification calculation, where applicable.

However, a programme may designate one or more of its modules to be 'non-condonable'. Where this happens students must pass all non-condonable modules on their programme in order to progress or be eligible for an award. Reasons for non-condonement include for example if a programme is accredited by an external professional body and/or if a module is deemed to be too core (i.e. too important) to the programme that it simply must be passed.

Reassessment

The pass mark for all Masters programmes is 50%. If you fail a module, you have the right to take it one more time for possible full marks (if you made an assessable submission in the first place). The fact that it is a re-submission will be stated against the mark on the transcript of your results. Re-submissions may be completed at the next available opportunity, advised by the Programme Leader. This may be during the course, or over the summer. Students are allowed a maximum of two attempts at passing a module, but a further attempt may be allowed under exceptional circumstances and with approval from the Dean of Students. When assessments have been taken more than once the higher mark is used, even if both marks are fails.

A passed course may not be retaken in order to gain a better mark. However, if a student is absent from the exam on the first occasion a retake will be allowed. If there is proven evidence of poor health, personal circumstances or other material consideration which have affected a student's performance in the initial submission and/or led to non-attendance at an exam, and these have been accepted by the Board of Examiners, the assessment may be taken as a first attempt.

A **Resit** is a second attempt at an assessment in the Late Summer Assessment Period (or equivalent), without any additional tuition and with marks capped at the Pass Mark. Taught module Resits take place within or before the Late Summer Assessment Period. (For Masters Dissertations/ Research Projects however, resubmission is required by 31 January of the following academic session.)

Resitting students are not permitted to attend any additional lectures, seminars or other teaching activities. (They may be offered, but are not automatically entitled to, additional tutorials or Supervision.) There is no fee for resitting an assessment. Resitting students have access to UCL's facilities such as the library and other learning resources, although there may be limited availability of some resources during UCL vacation periods.

A **Repeat** is a second attempt at an assessment in the following academic session with tuition and fees and with marks capped at the pass mark. A student who is required to repeat must re-enrol on the failed modules in the following academic session. (Progressing students cannot enrol on the next year of study until the Repeat has been completed.)

Repeating students must attend all teaching activities and pay tuition fees, charged pro-rata to the credit value of the module(s) concerned. Repeating students have full access to UCL's facilities such as the library and other learning resources and must meet UCL's minimum attendance requirements to be eligible for their Repeat attempt.

Please note the components and/or syllabus of the affected module(s) may be different if the programme or module has changed between years of study; repeating students are reassessed in the components and syllabus of the new year.

Capping of Reassessment Marks

The marks for modules passed at the second attempt will be capped at the Pass Mark: 40% for undergraduate modules 50% for postgraduate modules. Students who defer their first attempt due to Extenuating Circumstances will not have their marks capped. Students deferring their second attempt (i.e. who have Extenuating Circumstances on a Resit or Repeat) will have their marks capped.

Boards of examiners

The Board of Examiners meets at the end of Term 3. The Board consists of both internal and external examiners. Samples of work (usually the top, the bottom and the border line grades) are also assessed by the external examiners who may also ratify or change the marks. The marks given at any of these stages are provisional (formative) and subject to ratification by the Board of Examiners whose meeting takes place at the end of Term 3. As part of their role in monitoring and evaluating the degree programme, the external examiners talk to students individually or in groups about their experience of the programme as a whole. Such discussions, however, have no bearing on the consideration by the Board of any individual student.

Publication of Results (MSc/MRes)

Results are issued by letter which are despatched to students' contact details on Portico within two weeks after the Board of Examiners meeting.

If you have a sponsor who is paying your tuition fees (e.g. an employer or a grant awarding body), a copy of your Dissertation may be made available to them (if requested and if appropriate) alongside limited feedback on your academic performance. A copy of your Dissertation may also be deposited in the UCL E-prints public access repository.

Publication of Results (MA/MArch)

Results are posted outside the FAA office in the week following the meeting of the Board of Examiners (mid-June). This list is anonymous, with results published by candidate number.

Any continuing student requiring official confirmation of their results or any graduating student requiring additional copies of their transcript, should refer to the information for obtaining an official transcript at:

http://www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts

Extenuating circumstances

The purpose of the Extenuating Circumstances procedure is to assist the Examination Board in deciding whether a student's performance has been adversely in relation to degree classification or issues of pass/fail and re-assessment than would be initially indicated by their provisional marks.

This would normally occur when either marks are marginally below a classification or it was felt that the performance of the student might have been significantly affected by illness or other problems. This is because UCL aims to support students through any difficulties that they may be experiencing and provide alternative options for students who are unable to sit an assessment, such as an extension, deferral of assessment to a later date, or special assessment arrangements (e.g. extra time in a written exam). Under these principles, students are expected to raise any issues before or at the time of the assessment, so that appropriate measures can be put in place to support them.

Therefore if a student feels that the quality, or non-submission, of their work has been affected in some way by circumstances beyond their control (for example, due to an illness or bereavement) the student can take pre-emptive action (i.e. before they even know they have failed a module, as this procedure applies to a specific range of fail marks only) and is entitled to submit an extenuating circumstances form to the Exam Board. Typical circumstances which might be taken into account are serious or prolonged illness, disability or bereavement. Students wishing to have medical matters considered will need to provide a medical certificate. Where other non-medical matters are to be considered we may require written evidence from a third party regarding the extenuating circumstances. Please see here for the various types of evidence UCL requires:

<http://www.ucl.ac.uk/current-students/support/wellbeing/medical-evidence-guidance>

Students who wish to submit details of extenuating circumstances should obtain the appropriate form (from here: <http://www.ucl.ac.uk/srs/academic-manual/c4/annexes>) and return it, and all supporting documentation, in a sealed envelope or by e-mail attachment. Extenuating circumstances applications should be submitted to the FAA by the deadlines specified in each School. Students should retain a copy of all documentation submitted. All information provided is treated as highly confidential. Please see further guidance here:

<https://www.ucl.ac.uk/srs/academic-manual/documents/annexes/chapter-4-annexes/annex-4-2-2-ec-guidance-for-students>

As a student, you are responsible for making known any circumstances which may affect your performance at assessment in good time for them to be considered by the appropriate body.

Special Needs – Assessment

UCL offers students the opportunity to have special arrangements made for examinations (if they have a documented medical or personal reason for needing them) under the ‘Special Examinations Provisions on the Grounds of Disability/III Health’ regulations. For example, you may have a medical problem, e.g. a bad back which requires that you sit in a special chair, or double vision which means you need a specially produced exam paper with extra large type-font to help you read it. Therefore, if you think you may need special arrangements to be made for the examination session this year, please make an appointment with the Ridgemount Medical Practice to have your needs assessed, then collect an application form either from the Examinations Section or the Disability Office, complete it (having first obtained the signature of the Programme Director) and return it with any documentation as appropriate to the Administrator for your programme.

Please note that UCL will only accept applications from students who have certified and independent corroborating evidence of special needs, i.e. a letter from your doctor or a medical certificate – no alternative arrangements will be made for anyone without such evidence. Please see here for the types of evidence UCL accepts:

<http://www.ucl.ac.uk/current-students/support/wellbeing/medical-evidence-guidance>

Some students diagnosed with dyslexia will be entitled to an extra 10–15 minutes per hour in the examination under the ‘Special Examination Arrangements for Students with Dyslexia’ regulations and there is an official procedure which must be followed to obtain this extra time. All students who have either been officially diagnosed as dyslexic (or suspect they might be) MUST make an appointment with the Dyslexia Assessment and Support Centre (DASC) on ☎ +44 (0)20 7679 0100. The DASC will make an assessment of both the student’s teaching and examination requirements (all students previously diagnosed with dyslexia are advised to take a copy of their prior assessment with them).

In addition, for those modules assessed solely or partially via coursework and/or oral examination etc. the Programme Director will make individual arrangements for candidates with special needs on a case-by-case basis, having taken into account the special needs of the student. It is therefore important that you discuss any requirements you may have for special consideration sufficiently in advance of the assessment date/deadline with the Programme Director in order that arrangements can be put in place as appropriate and that you notify the Programme Director of anything you think may impair your academic performance throughout the year.

All special arrangements will be made in the very strictest confidence and will not be divulged to anyone other than the Chair, the Secretary to the Board of Examiners, and the Programme Director.

Further information and advice can be obtained from UCL’s Disability Services:

<http://www.ucl.ac.uk/disability/>

Application to defer assessment

If you are experiencing serious extenuating circumstances such as prolonged illness, bereavement, or multiple failures of taught modules and feel that you will be unable to attend an examination or submit coursework at all, you can submit an application to defer assessment. This would postpone the assessment to the next available opportunity, i.e. late summer. Applying to defer assessment would be appropriate if you are unable to sit an exam or if you are unable to submit your dissertation or coursework due to extenuating circumstances.

You may also apply to defer the module to the following year. This is known as ‘deferral with tuition’ and would mean you would need to repeat the module in the next session, attending all classes again and paying repeat fees (pro-rata). More information is available in Chapter Four of the Academic Manual.

Please be aware however, that deferring your assessment will mean a delay to your graduation date and a small increase in fees. If your application is not accepted you would have to submit by the original deadline. Please discuss any intention to defer assessment with your Programme Leader in the first instance.

You can download the claim form from here:

<http://www.ucl.ac.uk/srs/academic-manual/c4/annexes>

If you are requesting an extension to a coursework deadline of up to one week please send the form (alongside the appropriate evidence) to your Programme Leader. If you are requesting an extension to a coursework deadline of more than one week and/or would like to request deferral(s) of assessment(s), and/or would like your circumstances to be taken into account (in strict confidence) by the Board of Examiners, please submit your claim(s) (alongside the appropriate evidence) to your Departmental Tutor, as advised in your programme manual. Your claim(s) will be considered accordingly and you will be informed of the decision with three working days.

Please see further guidance here:

<http://www.ucl.ac.uk/srs/academic-manual/documents/annexes/chapter-4-annexes/annex-4-2-2-ec-guidance-for-students>

Feedback from students

The Bartlett is continually seeking to enhance the experience of our students. Both formal and informal arrangements exist for feedback from students to The Bartlett. The formal mechanisms are:

- Year Group/Cohort Meetings which are convened and held during terms 1 and 2;
- Student representation on Staff/Student Committees, Faculty Board, Faculty Teaching Committee and the relevant Programme Committee. Year representatives are elected at the beginning of each year to represent student views at these meetings and to serve on these committees.
- At the end of each term, students are obliged to fill in assessment questionnaires of their modules. These are essential aids to providing the necessary feedback to maintain responsive and responsible teaching; answers can be anonymous.

The informal mechanisms are through contact with:

- The teaching staff. You should first discuss any problems with the member of staff teaching, or co-ordinating the module;
- The Programme Director or Tutor, who can be contacted directly or through the student year representatives; or meetings. Student views are then fed to staff for appropriate action.

Student Experience Officer

Rebecca Payne is the Bartlett's Student Experience Officer. Rebecca works on a variety of initiatives to help students enjoy a richer, more fulfilling experience, in terms of their education and broader personal development. She is always keen to meet students and discuss their experience, and can be contacted at:

✉ rebecca.payne@ucl.ac.uk



Rebecca Payne
Student Experience Officer

Course Representatives

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

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

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

Please see here:

🌐 <http://ucl.ac.uk/representation/student-academic-representatives-stars>

The Bartlett's Course Representatives are listed here:

🌐 <http://ucl.ac.uk/built-environment-stars>

In addition, both for academic aspirers and those choosing to get back into industry, this work demonstrates a unique commitment, something that is very attractive to future employers. The input into being a representative will extend beyond turning up to termly meetings and will require some commitment. However, it is entirely manageable within your study time here.

You can find information provided by Students' Union UCL on becoming a Course Representative at:

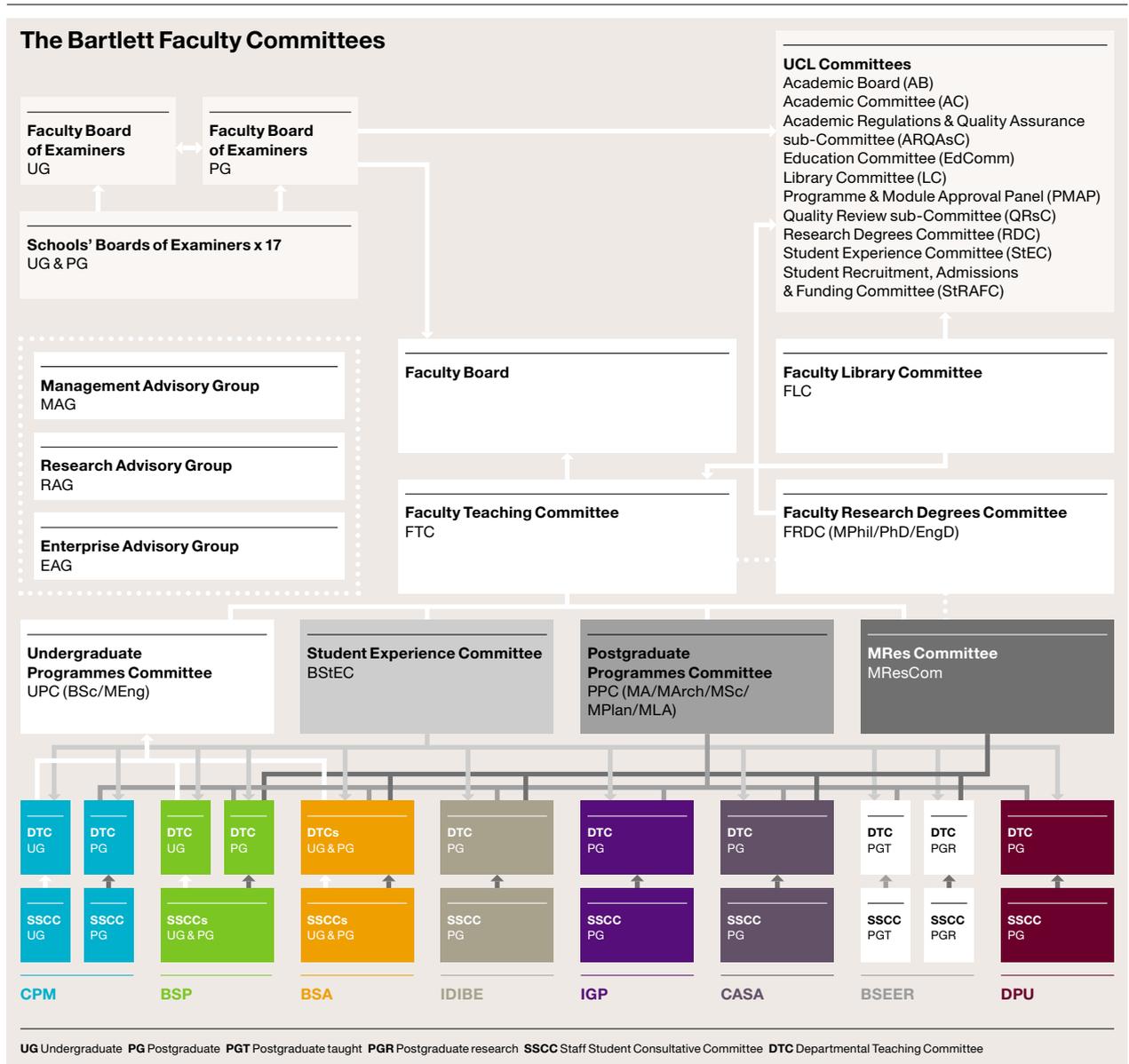
🌐 <http://www.uclunion.org/get-involved/stars.php>

Committees

Meetings provide a forum for discussion with, and feedback from, students on all aspects of their programme including teaching, assessment, quality and timing of feedback from module tutors and availability and accessibility to The Bartlett's facilities, such as the library, the computer systems and the rooms. The School will take appropriate actions on the issues that are raised in the meetings. Committees are therefore important for many reasons: mostly for their crucial part in the decision-making process across UCL. They ensure the views of students are represented and incorporated into decisions and enable students to collaborate with

staff at different levels in the Faculty in order to improve the student experience. It's important to understand the purpose of each committee. They range from Department to Faculty level, and each has a different remit and membership. Our committees include:

- SSCC: Staff Student Consultative Committee
- DTC: Departmental Teaching Committee
- PPC: Postgraduate Programme Committee
- UPC: Undergraduate Programme Committee
- MResCom: MRes Committee
- FTC: Faculty Teaching Committee
- FLC: Faculty Library Committee
- FRDC: Faculty Research Degrees Committee
- BStEC: Student Experience Committee



Teaching & learning

To put it more simply, information flows up from Departmental level committees to Faculty level programme committees and then on to the central college. Similarly, important material feeds back from central UCL committees to Departments, via their representation on Faculty Committees. Essentially, committees enable a two-way flow of information throughout the Faculty. Faculty level committees discuss the most salient points from DTCs and SSCCs. However, they mostly consider changes to modules and programmes, as well as important alterations to or aspects of UCL policy. They bring together key staff including School Directors and are therefore an important aspect of decision-making within the Bartlett.

Students act as representatives on these committees to a) be informed of operational and educational issues taking place and b) to provide feedback to academic management on behalf of the student community. Therefore if you have issues that you would like to raise that cannot be solved by your programme administrator or supervisor, contact your local student representatives. Discussions in the above committees may result in action to change policy, procedure or practices, or may serve to inform the student body of the background for particular policies and procedures. Each meeting is recorded in minutes, which are circulated to the committee members. An annual report is submitted to the Faculty each year, and is forwarded to the University on an annual basis.

Staff-Student Consultative Committee

This Committee meets to discuss major issues related to the School. Academic staff and student representatives elected from each Programme attend the meetings of this Committee. It is an extremely valuable mechanism for communication between the school's students and staff and provides students with a vital opportunity to comment on matters that affect their experiences of graduate study at UCL (such as departmental policy, health, safety and access issues, physical resources, teaching and assessment, etc.). Meetings are open to all students of the School as it is seen as a forum for discussion of all matters concerning students. The Staff-Student Consultative Committee reports to the Undergraduate Programme Committees and to the Faculty Teaching Committee on academic matters.

Student surveys

New@UCL survey

As a new student at UCL, it's important that you receive the information and support you need to settle in and begin your studies. The survey is open from around October-November each year and all new students (undergraduate and postgraduate) are invited to take part.

Postgraduate Taught Experience Survey (PTES) May/June

This survey, for Masters students only, runs during final term and covers your academic experiences, including teaching and learning, assessment and feedback, organisation and management and skills development. It also considers your experience of undertaking a dissertation or major project. See more here:

🌐 <https://www.heacademy.ac.uk/research/surveys/postgraduate-taught-experience-survey-ptes>

Student Evaluation Questionnaires

Departments also run Student Evaluation Questionnaires on individual modules throughout the year. This gives students the opportunity to feedback about the teaching on their specific modules, helping departments to continuously improve learning, teaching and assessment. Feedback from SEQs feeds into the Annual Student Experience Review process.

Annual Student Experience Review (ASER)

UCL's Annual Student Experience Review (ASER) process requires all departments to undertake an annual self-evaluation and produce a development plan for how they plan to improve in the coming year. The self-evaluation involves looking at student feedback from surveys and student evaluation questionnaires as well as other data about student performance and academic standards, such as the feedback provided by the External Examiner, which helps departments to understand what is working well and what might need improving. Student 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.

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Central Support Services website

The UCL Online Student Support Website aims to provide advice and support for common student problems through the internet. The website is organised round an on-line support group and advice pages. Students who have used this website so far have talked about how helpful it has been to find out that they are not alone with their problems, whether they be academic or emotional, and to get advice from people who have been through the same things as them. There are also advice pages with practical suggestions on how to address issues that are often of concern to students. Areas covered include; anxiety, loneliness, coping with exams and many others. There is also a 'sources of support' web page with details of where you can find further help if you feel you need it.

www.ucl.ac.uk/support-pages

The Student Support and Wellbeing team has produced a short video introducing the welfare support available to all UCL students:

<http://www.ucl.ac.uk/stream/media/swatch?v=a664e729a496>. The video link is also available on the New Students website:

<http://www.ucl.ac.uk/new-students/videos>

Disabilities and dyslexia

If you have a disability or long term medical condition you are advised to contact the Disability Centre for advice and information on the additional services that may be available to you. Staff at the Disability Centre will be able to assess your individual needs and identify appropriate sources of support and external funding. If you have or suspect you have dyslexia (and/or dyspraxia) it is very important that you seek an EARLY assessment at the UCL Dyslexia Centre. Help can be given by UCL, by the Department and you may receive an additional time allowance in your examinations. The later you leave assessment the less we can help you.

<https://www.ucl.ac.uk/disability/who-we-support/dyslexia>

If you have any other kind of disability the UCL Disability Centre can give you appropriate advice. If the disability affects your studies in any way you should discuss this with your Programme Leader.

<https://www.ucl.ac.uk/disability>

Student Psychological Services

UCL offers student counselling via its Student Psychological Services that aims to provide an accessible and effective professional resource for students who are facing any sort of emotional and/or mental health issues. Students can self register. Referrals can also be made via your course or personal tutor, the Departmental or Faculty Tutor.

www.ucl.ac.uk/student-psychological-services/index_home

Registering with a doctor

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare as quickly as possible if they become ill or injured. When attending a university in the UK students are also advised to be vaccinated against Meningitis C. The Ridgmount Practice is a National Health Service (NHS) practice providing healthcare and dental services for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice.

UCL Doctor

Students are strongly advised to register with a General Practitioner. If you have moved recently, please make sure you are registered with a local doctor before you need one. The UCL General Practice is located at 8 Ridgmount Street W1E 7AA (☎ +44 (0)20 7387 6306, ✉ gpp@nhs.net). Students will be required to provide a medical certificate if they have a condition which is to be considered for extenuating circumstances. Students who are absent for medical reasons for more than two days should inform their programme director/personal tutor and the school administrator.

UCL Dentist

It is recommended that students register with a dentist.

<http://thedentalcentreondon.com>

The **Student Centre** is the central part of UCL which deals with enrolment, fees, examinations, issuing of degree certificates, graduation ceremonies and similar matters. It is located in the Chadwick Building on the **main UCL campus** in Gower Street, WC1E 6BT. See here:

<http://www.ucl.ac.uk/current-students/student-centre>

UCL security systems

ID Cards must be obtained from Security on the ground floor of the Andrew Huxley Building: <http://www.ucl.ac.uk/estates/security/location/> (NB: These also act as your Library Cards):

<http://www.ucl.ac.uk/estates/security/systems/>

Advisor to female students

If you are a female student and you would prefer to discuss a problem with another woman, we can find you a female member of staff to talk to or you can contact the Advisor to Women Students:

<http://www.ucl.ac.uk/current-students/support/wellbeing/adviser-to-women-students>

Miss Denise Long
 (Director, Student Support and Wellbeing)
 Student Support and Wellbeing Office,
 4 Taviton Street
 ☎ Internal 30255
 ☎ External +44 (0)20 7679 2055
 ✉ denise.long@ucl.ac.uk

Worry & stress

Being a student can be stressful and other real life events such as bereavement or relationship breakdown can also intrude into study. UCL Psychological Services offer specialist professional consultation and counselling services.

- 🌐 http://www.ucl.ac.uk/student-psychological-services/index_home
- 🌐 <http://www.ucl.ac.uk/support-pages/information/anxiety-and-panic>

Support groups & networks

The **Black and Minority Ethnic Network** represents the views of students' at UCL who self-define as BME, including but not limited to, students with African, Asian, Arab and Caribbean heritages. This involves meetings to discuss issues that affect the network, running of campaigns and projects, and attending socials. See here for more details:

- 🌐 <http://ucl.org/BMENetwork>

The Students' Union UCL **LGBT+ Students' Network** provides students with social activities, as well as campaigning and raising awareness of issues. Its aims are to provide social and welfare support to LGBT+ students, to campaign and raise awareness of LGBT+ issues, both on campus and outside of it and to represent LGBT+ students on the Students' Union UCL Council. Please see here for more details:

- 🌐 <http://uclu.org/lgbt>

The **Women's Network** is a safe space for self-defining women students to discuss issues around gender and how it intersects with sexuality, race and disability. It runs many campaigns throughout the year, on topics ranging from sexual harassment to abortion rights. Please see for more details:

- 🌐 <http://uclu.org/womensnetwork>

The **Disabled Students' Network** is a collective which aims to represent the views of students' at UCL who self-define as disabled, including but not limited to students with physical disabilities, long term illnesses, specific learning difficulties and mental health issues (please see here for more details:

- 🌐 <http://uclu.org/disabledstudents>

Contemplation/quiet rooms

There is a Contemplation/Quiet Room available for UCL members of staff and registered students. This room is situated in Hut 34, on the path leading from the Bernard Katz Building at the South Junction towards the Henry Morley Building. Its opening hours are 08.30–18.00. Users are required to respect the code of practice for using the room, which are displayed:

- 🌐 <http://www.ucl.ac.uk/srs/chaplain/quietroom>

Anti-harassment & bullying policies

This policy relates to all students of UCL. UCL has a firm commitment to equality and diversity and will not tolerate the harassment or bullying of one member of its community by another or others. The purpose of this policy is to promote the development of a working environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to complain about harassment and bullying, should they arise, in the knowledge that their concerns will be dealt with appropriately and fairly.

The policy outlines procedures to be followed if a student feels they are being harassed or bullied during their period of study at UCL. Information can also be found on UCL's Equalities and Diversity website, which also includes a separate policy on Harassment and Bullying for staff.

- 🌐 <http://www.ucl.ac.uk/hr/equalities/index.php>

Bullying represents negative behaviour by people who often themselves have their own psychological problems. Such behaviour is calculated to demean or undermine the victim and includes inappropriate communication as well as other inappropriate behaviour. For more information please visit one of the websites. UCL does not tolerate such behaviour and neither should you.

- 🌐 <http://www.ucl.ac.uk/academic-manual/part-5/harassment-bullying>
- 🌐 <http://uclu.org/peer-support>
- 🌐 <http://www.ucl.ac.uk/current-students/guidelines/harassment-bullying>

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

Sexual harassment

It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with UCLU to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust. Further information:

<http://uclu.org/sexualharassment>

Support for students who have been affected by sexual violence

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

<https://www.ucl.ac.uk/current-students/support/wellbeing/svs>

Day nurseries

The Nursery is located in the basement of 50-51 Gordon Square and open to staff and students of UCL. It can accommodate a combined total of 62 children between the ages of three months and five years. The 62 places are divided into the Baby Room, which has 24 places for 'babies' between three months and 2 years and the Toddler Room, which has 38 places for 'children' between two and five years. There is usually a waiting-list for places (especially baby places). The Nursery is open from 08.30–17.20 Mondays to Fridays. If you would like further information about the Day Nursery, you should contact the Nursery Manager (50–51 Gordon Square, London WC1H 0PQ, [+44 \(0\)20 7679 7461](tel:+442076797461)) for further information.

English language support

There are numerous English language courses for overseas students in London. Please check at a public library for available courses. The nearest public library to the DPU is Camden Library on 218 Eversholt Street NW1. Alternatively, you can try the following places for English language courses which may be available to students at some cost:

- **University College London Language Centre**
26 Bedford Way, London WC1H 0AP
[+44 \(0\)20 7679 5454](tel:+442076795454)
- **Kings College English Language Centre**
Kings College, 26–29 Drury Lane,
London WC2B 5RL
[+44 \(0\)20 7836 1600](tel:+442078361600).

In particular, the UCL Language Centre offers a part-time English course: 'Writing for Masters Students'. It is designed for UCL students whose main language is not English. Details are available at:

<http://www.ucl.ac.uk/clie/english-for-academic-purposes/part-time/AcademicWriting>

Students engaging in university study are expected to research their subject, write clear and concise essays, produce reports, give presentations, correctly reference, take exams, and manage their time effectively. There are a number of downloadable information sheets on such as time management, reading and research, essay writing, and other skills you will need to master for your studies. Further details can be found at:

<http://www.ucl.ac.uk/transition/study-skills-resources>

UCL Centre for Languages & International Education (CLIE)

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

www.ucl.ac.uk/clie

<https://resources.clie.ucl.ac.uk/home/sac>

UCL WritingLab runs academic writing workshops, essay writing courses for non-native speakers of English, exam writing workshops, Masters Dissertation workshops, one-to-one tutorials, and daily drop-in sessions. It is a free service that aims to enhance students' writing and research skills; until 2016/2017 it was only available for undergraduate and Masters students across the Joint Faculties of Arts and Humanities and Social and Historical Sciences, but from 2016/2017 Bartlett students can use it too.

Workshops take place in Term 1 and 2 between weeks 2–5, which include help with writing introductions and conclusions, effective reading and note-making skills, demystifying citations and referencing plus planning and structuring your essays. It also offers free, confidential, one-to-one tutorials in Term 1 and 2 between Weeks 6–11. Each tutorial lasts 30 minutes and you may book up to three tutorials per term. You can choose which tutor you will see. Book your place here:

🌐 <https://www.ucl.ac.uk/writing-lab/book-your-place>

Don't want to commit to an appointment? We also offer drop-in sessions between 12.00–13.00 and 17.00–18.00 every day between Weeks 6–11. No need to book – one of the tutors will see you.

Arena Centre for Research-based Education

Is based in Torrington Place and comprises a vibrant group of Principal and Senior Teaching Fellows and professional staff who are committed to:

- ensuring that UCL offers the best possible quality of education for its students, by forging creative connections between its world-leading research and its teaching and learning at all levels of the curriculum, and by enabling students to learn through participating in research;
- providing rich opportunities for all staff who teach, support students' learning and/or are leaders of education to develop their academic, professional and leadership practices, and to gain appropriate qualifications and opportunities in so doing;
- influencing and contributing to the higher education sector nationally and internationally in relation to the development of research-based higher education, academic practice and academic leadership.

It works closely with the Vice Provost for Education and Student Affairs, Professor Anthony Smith and with academic and professional colleagues from across UCL and showcases inspirational practice from across UCL and lead three major cross-UCL initiatives: 🌐 [Connected Curriculum](#), [UCL Arena](#) and [UCL ChangeMakers](#).

Staff, students and alumni from any subject area are warmly invited to get involved, for example by leading or coming to education-focused events or by contributing case studies of good practice. If you have a general enquiry or to find out more, sign up for email updates at ✉️ calt@ucl.ac.uk or follow them on Twitter at 🐦 [@UCLConnectedC](#), [@UCLArena](#), [@UCLChangeMakers](#) and see here:

🌐 <http://www.ucl.ac.uk/teaching-learning/support/CALT>

Career planning

There is a lot to consider when engaging in career development. Undertaking a programme of study at UCL is a significant element that will likely contribute to your career change but not the only one. Students need to consider the portfolio of activities they are involved in to bring about change both now and over their working life. Your career history and what is done now will influence what you do in the future. Simply landing a job is not the end of your career plans. Every decision will have an effect on your future. As a result, it is important to become methodical about your approach to career development.

The UCL community aims to provide you with the techniques and resources to better enable you to realise your career ambitions. This ranges from career planning, skills development and engaging in the recruitment process. However, the outcomes are ultimately down to you – your past, your present and how you intend to create your future. We challenge you to be creative, don't expect but suggest. You have a wonderful opportunity with impressive access to networks. Therefore follow the UCL Careers Service guidance, engage in localised activity but most importantly talk with your colleagues, student reps, approach academics, speak with your programme administrators and explore opportunities.

Graduates from The Bartlett who are not already employed are expected to take jobs in a wide variety of public, private and voluntary sector offices in the UK and abroad, especially in local regeneration agencies ranging – in UK terms – from Regional Development Agencies and local authorities to specific regeneration programmes, and their equivalents elsewhere, plus regeneration consultancies and voluntary and community sector organisations. Some may continue with further research for a PhD Degree.

Below are some useful website for jobs and careers in planning in the UK:

🌐 <http://jobs.guardian.co.uk/>

The Guardian newspaper, jobs section

🌐 <http://www.jobs.ac.uk/>

Academic jobs and postgraduate scholarships

🌐 <https://www.gov.uk/government/organisations/homes-and-communities-agency>

The Homes and Communities Agency

Your School's Careers Liaison Tutor will arrange a series of Careers Events for current students throughout the year, full details of which will be advertised separately.

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

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

UCL Careers is a support organization that offers training on CV writing, job interview techniques, networking skills etc. They also organise UCL-wide careers fairs e.g. in finance, consulting, and engineering. Careers related events, and opportunities for 1-1 career discussions are provided. For up to date information on the full UCL Careers offering, please visit the website of UCL Careers and enrol onto their newsletter: www.ucl.ac.uk/careers

UCL and Students' Union UCL have developed Skills 4 Work, a programme which provides development opportunities for students: <http://www.skills4work.net/>

Beyond the UCL and school efforts, though, we emphasize that the ultimate responsibility for employment lies on the students themselves. We encourage you to start considering your future plans from the moment you join UCL. We also encourage pro-activeness and initiative careers wise. In terms of finding employment, in parallel to formal recruitment channels, networking is critical. Consider student membership or participating in events organized by professional associations.

Upon graduation, you will be part of the University of London's alumni base, and can receive careers related support from The Careers Group: <http://www.careers.lon.ac.uk/> You might also want to check out the following website that highlights how Bartlett graduates have been positioned into the industry; the site also includes previous students describing their student experience:

<http://www.bartlett.ucl.ac.uk/great-things/>

UCL Careers GradClub

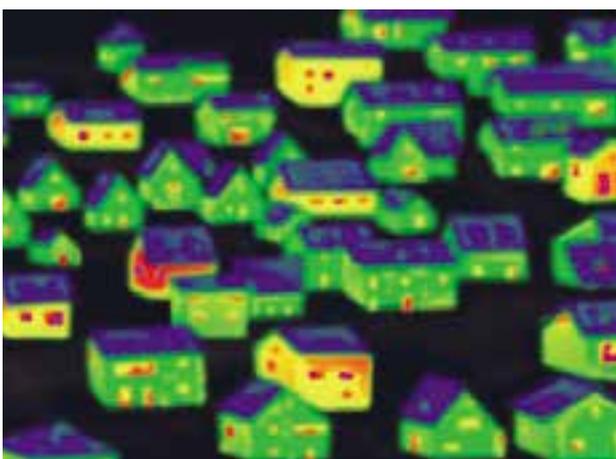
UCL GradClub host a large variety of events, services and resources aimed at graduate careers: <http://www.ucl.ac.uk/careers/graduates>

Masters Quick Fix talks

A series of talks specifically for postgraduate students: <http://www.ucl.ac.uk/careers/students/masters>

Entrepreneurship at UCL

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



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Computing

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 (<http://www.ucl.ac.uk/isd/services/learning-teaching/it-training>) through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk. UCL also has a licence for Lynda.com which provides thousands of high quality video-based courses from programming to presentation skills. Learning on Screen (<https://learningonscreen.ac.uk/ondemand/>) provides students with access to an archive of 65 free-to-air channel programming for educational usage. In addition, Kanopy (<https://www.kanopystreaming.com>) is available to UCL students, and offers a wide range of movies.

E-learning Services (<http://www.ucl.ac.uk/isd/services/learning-teaching/elearning-students>) 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.

UCL Information Systems Division (ISD)

UCL is well supported with specialist research computing facilities. A variety of high capacity and capability research computing resources are available to researchers and research projects for advanced number-crunching, simulation and visualisation. The UCL Information Systems Division (ISD) and The Bartlett Faculty provide a broad variety of infrastructure, services and training for students. These are provided at both a local Department and centralised college level. For essential IT information see the UCL ISD website for new students: <http://www.ucl.ac.uk/isd/students/new-students>

All students must register for a UCL computer account, maintain their passwords and check their UCL email on a regular basis. This is to ensure that you do not miss important UCL communications and Department and course specific information. As a registered student you are eligible for discounts (including for home use) on selected software items such as Adobe and Microsoft Office. <http://www.ucl.ac.uk/isd/students/windows/software>

Students with a UCL bought laptop/desktop may ask one of the admin team to download Microsoft Office via the UCL software database.

Free IT skills support is available to students. The UCL Training Section provides, for free, a variety of on-line courses to students to improve their IT skills. These are available at: <http://www.ucl.ac.uk/isd/students/training>

WTS (Windows Terminal Service)

WTS is a Windows computer service provided by Information Access Systems that anyone with an Information Systems user ID and password can log into. You can access WTS from any computer with internet access from inside UCL, or from outside UCL including outside the UK. You will need to have access to install the WTS client software onto any non-Information-Systems-managed computer before you can access WTS. For more information on installing on your own laptop, please consult these web pages: www.ucl.ac.uk/is/wts

A broad variety of software is available for student use on the WTS system, which is accessible via UCL cluster rooms or from home. Should you want to purchase software to install at home, there are discounts available for selected software from UCL Information Systems. You will need to be a registered student to take advantage of these discounts. For more information please contact UCL Information Systems.

Please refer to UCL's information security policy and supporting policies such as UCL's data protection policy and computing regulations. Please be aware that these regulations are not limited to solely the UCL hardware but includes work undertaken on any computer, including your own, if it is connected to a UCL communications network: www.ucl.ac.uk/informationsecurity/policy

You are reminded that the use of pirate/unlicensed software or the attempted installation of UCL software held under educational licence onto private computers is illegal.

- **WiFi** UCL Eduroam wireless: you can log in with your UCL userid and password to gain access to UCL's wifi. Please see here: <http://www.ucl.ac.uk/isd/students/wireless>
- You can access Desktop@UCL anywhere: visit the web link or contact ISD to understand the pre requisites required on personal laptops/PC's (i.e. VPN, Anti Virus) <http://www.ucl.ac.uk/isd/services/desktops/students/desktop-anywhere>
- **VPN Access:** to dial into the UCL network visit the ISD website, and contact ISD regarding any issues relating to logon – see here: <http://www.ucl.ac.uk/isd/services/get-connected/remote-working/vpn>

- To reset you UCL password, contact ISD:
<http://www.ucl.ac.uk/isd/services/userid-passwords>
- ISD has a software database swdb.ucl.ac.uk for software applications – contact ISD direct with any issues:
<http://www.ucl.ac.uk/isd/services/software-hardware/student-software>
- ISD hosts shared drives for students (N or O Drives), troubleshoot any problems with ISD in the first instance via their service desk or telephone
- UCL has a laptop loan scheme – please see here:
<http://www.ucl.ac.uk/library/laptop-loans>

Computer cluster rooms

Information Services Division (ISD) provides computing facilities for all students enrolled at UCL. There are over 1,000 managed PCs, Apple Macs and several powerful UNIX platforms distributed at over twenty IS 'Cluster' rooms around the campus. Some of the most modern are in the DMS Watson library and some in the basement of the Language Centre on Gower Street. The ISD Helpdesk is open from 09.30–17.00 or, alternatively, you can get advice via email helpdesk@ucl.ac.uk or telephone (+44 (0)20 7679 5000). The helpdesk can be contacted in person on the ground floor of the DMS Watson Library. Computer rooms are also located in The Bartlett School of Architecture and Planning and the Chemistry building. Students need to book time on the computers used in the IS Cluster Rooms. For more details on cluster rooms, please go to the Internet webpage at:

<http://www.ucl.ac.uk/isd/students/workrooms>

If you follow links from the Information Services Division (ISD) Home Page you can find the locations of rooms where you can use UCL computers. A number of computer clusters are provided around the campus. A number of these clusters are used for teaching events and you may be asked to leave when these are taking place. Bookings are shown on or by the door of the cluster. You can book machines on-line if you have trouble in getting access.

Moodle

Moodle is the name of the *Virtual Learning Environment (VLE)* which UCL uses. A VLE is a web-based interactive platform where students can access materials posted by the module tutors and perform small tasks and exercises online. It is used as the primary mode of communication for module-related information, so it is important to learn how to use Moodle from the very beginning. Students can access Moodle anywhere provided they have access to the Internet, and the interface is very user-friendly and easy to navigate.

Moodle stores profiles of the staff and students of the course. It stores lecture handouts and presentations. It allows you to communicate with staff and other students on the course and to submit your work, see feedback from tutors on your work and also your grades for modules once they have been marked by the internal examiners. It also allows you to upload other material, such as photographs or programs you think are interesting.

It is, therefore, an essential interface to the course. Upon enrolment you will be provided with a UCL username and password, which will be used to access Moodle, as well as your UCL email account and other online services. Make sure you log in and start using it at once.

Moodle at UCL can be accessed at <http://www.ucl.ac.uk/moodle>. Students login using their standard UCL username and password. However, in order to register for a module, students will need a module password (enrolment key), which will be specific to that module. The module tutor or module co-ordinator should be able to provide students with all the necessary details on how to access the Moodle page for their module. For more information on Moodle and how to use it, please visit the Moodle community at: <http://moodle.org/>

Please note that Moodle pages are archived over the summer, and coursework submitted online during the previous academic year will no longer be available to students. If you require a copy of your assessed work you are strongly advised to keep an additional one for yourself.

You can find more information here:
<https://wiki.ucl.ac.uk/display/ELearning+StudentSupport/Moodle+Quick+Start+Guide+for+Students>

Students' Union UCL

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

Students' Union UCL 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 the Union's leaders are elected annually by and from all current students. The elected leaders are called Sabbatical Officers and they represent students on various UCL committees and campaign on the issues that matter to students. Alongside the Sabbatical Officers are more than 1000 voluntary representatives, elected or appointed to cover every part of UCL life.

Student Unions

– Student Central, Malet Street, London WC1

+44 (0)20 7664 2000 UCL students are members of Student Central. This is the federal Students' Union of the University of London. Based in central London (Malet Street), it provides a range of services on an intercollegiate and complimentary basis, including cultural, recreational and sporting activities. The seven-floor building houses places to eat, bars, shops, banks, a fitness centre called Energy Base (which includes a swimming pool and weightsroom) and live music venue. More than 85 clubs and societies are based there, as is London Student (the University newspaper) and the Rights and Advice Centre. More information is available at:

<https://www.studentcentral.london/>

– Students' Union UCL, 25 Gordon Street, London WC1 +44 (0)20 7387 3611

All students of UCL are members of Students' Union UCL. There is a similar range of recreational facilities and social activities as Student Central. The Union is able to make representation to the College authorities on a wide range of matters affecting students' interests and provides welfare advice on a full range of issues pertaining to international students. The Union has premises at 15 and 25 Gordon Street, and a sports ground with a pavilion at Shenley in Hertfordshire. The elected officers of the Union have offices on the fourth

floor of 25 Gordon Street; the main lounges, bars and coffee bar are on the second and third floors. The Photo society has a darkroom and is located at 43–49 Huntley Street. More information about the Students' Union UCL, including opening times, is available at:

www.uclunion.org

– Rights & Advice Centre (RAC), 1st Floor Bloomsbury Building, 15 Gordon Street WC1

+44 (0)20 7679 2533/2507 Nightline (06.00–08.00): +44(0)20 7631 0101 or

london@nightline.org.uk Nightline also has a new e-mail listening service, see the website at www.nightline.org.uk. The Union runs an

Information Service designed to give information and advice on any matters with which the students may require assistance, for example, grants, lodgings, insurance, health, academic issues, etc. SIS may be able to help with legal matters such as rent leave obligations, by referrals to landlords to other people in College with special qualifications. Opening Times: Monday to Friday, 10.00–13.00 reopening from 14.00–16.00, throughout the year.

Students' Union UCL postgraduate association

The Postgraduate Association is a section within Students' Union UCL run by postgrads, for postgrads. It's a platform for the UCL postgraduate community to campaign collectively for rights, represent needs and interests to UCL and to come together both socially and academically. See more here:

<http://uclu.org/representation/academic-sections/postgraduate-association>

Scholarships & prizes

Details of departmental and UCL funding opportunities, scholarships and prizes can be found at <http://www.ucl.ac.uk/prospective-students/scholarships/>. Information on departmental prizes can be found at: <http://www.bartlett.ucl.ac.uk/programmes/applying/funding-and-scholarships>. Students will be contacted via e-mail with details of other funding opportunities which may arise during their time at UCL.

Skills training

In previous years some students have requested extra help with their graphics skills, as these skills are important in the range of project work that students are asked to engage with here at UCL. To help with this we have developed a series of online workshops called the **Urban Skills Portal**.

These courses provide a practical guide to producing graphics for urban design and planning projects. Through illustration and narrative, the exercises include various methods for producing and presenting computer-generated visuals.

The Urban Skills Portal programmes have been developed especially and there is no cost for Bartlett students. (Professionals and students at other universities are paying £210 for the same package.) The workshops go through a range of software, all of which students will have free access to from personal computers after you arrive at UCL. There are four workshops to work through so ensure time is set aside to complete them. Access is here: <https://extendstore.ucl.ac.uk/catalog?category=3>, where users should sign up for The Urban Graphics Series (workshops 1–4). Please note that to gain free access students must be at least pre-enrolled at UCL in order to obtain a UCL e-mail account. This can be done from 1 September onwards.

Once you have your UCL e-mail account you can register for the Urban Skills Portal workshops by using your UCL email address, selecting 'I am a new customer' and clicking on the 'Login' button. The system will ask you to pay, but please ignore this and complete all other parts of the Log-in process. Within 48 hours or so you should be automatically granted free access, but if you have any problems please e-mail [✉ extend@ucl.ac.uk](mailto:extend@ucl.ac.uk) for assistance. Remember: without a UCL e-mail you will need to pay, so pre-register first.

UCL Global Citizenship Programme

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

www.ucl.ac.uk/global-citizenship-programme





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UCL Student Code of Conduct

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background. It was the first university in England to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute, this includes conduct whilst not on UCL premises.

The complexity of oral and written information shared with students by Universities means that there is a significant degree of uncertainty as to what defines the relationship between a University and its students, especially in terms of what a University has committed to do for its students, as well as the commitment made by a student to their University. Hence this document was drafted:

 http://www.ucl.ac.uk/current-students/guidelines/srs/UCL_Student_Relationship

- Good conduct means in general realising that you are an ambassador for UCL and behaving accordingly. This applies anywhere and at anytime but is particularly important in the local community around UCL, whilst on fieldwork, whilst on other study away from UCL, on the sports field and whilst engaged in any other UCL-related activity.
- Recognising the diversity of the UCL community and not discriminating against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, sex, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions or any other irrelevant distinction.
- Acting responsibly, being honest, being considerate, respectful and courteous towards others. Behaving in a respectful manner towards others so that they do not feel that they are being harassed or bullied and abiding by the law.

It entails:

- Following the rules laid down by UCL for academic activity, the use of the Library, Information Services and other services.
- Being punctual for classes and other appointments.
- Informing the relevant person if you are going to be absent or delayed for an activity where you are expected to attend.
- Being aware of the advice and assistance available on academic and other matters from sources such as personal, programme and departmental tutors.
- Seeking help for yourself when you need it.
- Showing respect for UCL property.
- Informing yourself of UCL health and safety policies and following them.
- Playing your part in maintaining security and being prepared to produce your identity card when requested.
- Caring for the environment at UCL by respecting buildings, spaces and facilities.
- Recycling and disposing of litter responsibly.
- Being aware of UCL's advice for saving energy.
- Showing consideration for others regarding noise (e.g. switching mobile phones off in classes).
- Showing good sportsmanship whilst taking part in sporting activities.
- Refraining from exhibiting displays of drunken or loutish behaviour.
- Ensuring that any activity you engage in using the internet, including virtual learning environments (e.g. Moodle), social networking sites (e.g. MySpace, Facebook, Twitter etc), blogs or other web resources, refrains from causing offence and could not be regarded as bullying or harassment.
- Respecting the right of freedom of speech provided it is within the law.
- Being aware of the help and support available at UCL from sources such as Student Psychological Services, Student Disability Services and the Students' Union UCL Rights and Advice Centre.
- Showing consideration for the welfare of your friends and peers and, if appropriate, providing advice on seeking help.

Data Protection Act (1998)

UCL processes the personal data of living individuals such as its staff, students, contractors, research subjects and customers. This processing is regulated by the Data Protection Act 1998 (DPA). The UK's regulator for the DPA is the Information Commissioner's Office (ICO).

It is the duty of data controllers such as University College London (UCL) to comply with the data protection principles with respect to personal data. In order to ensure that UCL complies with the DPA, the university has a Data Protection Policy which forms part of UCL's commitment to the safeguarding of personal data processed by its staff and students. The policy, including the forms for its administration is available from the Legal Services web pages at: <https://www.ucl.ac.uk/finance/fba-teams/legal-services/dp-foi>

The Data Protection Officer has primary responsibility for UCL's compliance with the DPA. Every Faculty, Department, School and Institute within the university, has a Data Protection Coordinator who liaises with the Data Protection Officer on matters concerning Data Protection.

A student's status is regarded as personal data and must be processed in accordance with the DPA, this includes various safeguards for the individuals concerned and prohibits unauthorised disclosure of personal data to third parties unless such a disclosure is permitted by one of the exemptions under the Act.

Personal information on students maybe shared within UCL, for a range of services including: operating the admissions procedures, maintenance of student academic records, alumni relations, finance and quality assurance.

UCL is obliged by law to disclose statistical and personal returns on individual students to certain external or governmental agencies. These include the Higher Education Statistics Agency (HESA), the Higher Education Funding Council (HEFCE) and the Universities and Colleges Admissions Service (UCAS). Once you leave UCL your data is retained as a permanent archival record for research purposes.

If your academic research includes information about living, identifiable individuals, you are responsible for ensuring your handling of this information is secure and complies with the DPA. All research projects using personal data must be registered with Legal Services before the data is collected. Further information is available from:

<https://www.ucl.ac.uk/finance/legal/dp-foi-overview>

The DPA gives individuals the right of access to their personal data, including some unstructured manual personal data. Subject access requests must be made in writing, by completing a *Subject Access Request* form <http://www.ucl.ac.uk/finance/legal/dp-foi-overview> or otherwise and are handled by the UCL Data Protection Officer. Copies will be provided promptly and in any event within 40 days. Data subjects must prove their identity.

Some personal data are exempt from the right of subject access, including confidential references provided by UCL, examination scripts and research data.

The UCL Directory is managed by the Directory Corrections team within the Information Services Division (ISD). This contains entries for UCL staff and students who either have a phone number, an ISD email address or an email address from a department which has made its email addresses available. Further information is available at: <http://www.ucl.ac.uk/isd/common/upi/directory>

Requests for contact details to be removed from the UCL directory, and or, departmental web pages, is at the discretion of the Heads of Departments, and not within the scope of the DPA. However, there may be circumstances, for security and other reasons why contact details may not be published. For further information please visit: <http://www.ucl.ac.uk/isd/common/upi/directory/exdirectory>

If you have any queries please visit the Legal Services web pages or contact the Data Protection Officer by email data-protection@ucl.ac.uk. Further information on the DPA is also available from the ICO:

Wycliffe House, Water Lane, Wilmslow SK9 5AF
 ☎ +44 (0)1625 545 700
 🌐 <https://ico.org.uk>

Freedom of Information Act (2000)

The Freedom of Information Act 2000 (FOIA) came into force on the 1 January 2005. Its aim is to promote greater openness and accountability within the public sector. It imposes a duty on public authorities, like University College London (UCL) to provide two related rights of access. These are:

- To inform the applicant whether or not the information is held.
- If the information is held, to communicate it to the applicant.

Anyone can make a request in writing for recorded information held by or on behalf of UCL, and UCL must comply promptly and in any case within 20 working days (unless one of 23 exemptions applies).

The Information Commissioner's Office (ICO) is the independent regulatory authority for the Act, and the avenue of appeal for requests that have not been resolved to the applicant's satisfaction.

UCL's Provost and Council have overall responsibility for Freedom of Information in UCL. Operational responsibility for the processing and monitoring of Freedom of Information requests is handled by the Freedom of Information Officer. Every Faculty, Department, School and Institute within the university, has a Freedom of Information Coordinator who liaises with the FOI Officer on matters concerning Freedom of Information.

UCL maintains a Publication Scheme, which provides a listing of the classes of information and the documents that it routinely publishes or intends to publish in the future. The Publication Scheme is available on UCL's website <http://www.ucl.ac.uk/foi> and hard copies of documents which are not available in this format can be obtained from the FOI Officer, or directly from the relevant department. The Scheme will be reviewed annually to ensure that new information is included and to remove information which has become obsolete.

UCL will not charge for information listed on its Publication Scheme except where specifically indicated on the Scheme.

Requests for information under the FOIA received by a student via email or as a paper copy should be forwarded to their Tutor, who in turn should notify the FOI Officer who will liaise with colleagues to provide the information, or claim the appropriate exemption.

The dedicated routes for information requests are by email to foi@ucl.ac.uk.

Any written reply from the applicant expressing dissatisfaction with UCL's response to a request will be treated as a complaint, whether or not the applicant has expressly stated a wish to have the decision reviewed. This includes appeals against decisions to withhold information. The Records Manager is responsible for handling complaints. A response will be provided within 20 working days.

Complaints and requests for internal review received more than two months after the initial decision will not be considered.

If dissatisfied with the outcome of the review, the applicant may apply directly to the Information Commissioner, who has powers to uphold or overturn the decision.

If you have any queries please visit the Legal Services web pages at:

<https://www.ucl.ac.uk/finance/fba-teams/legal-services>
or contact the FOI Officer by email
foi@ucl.ac.uk

Further information on the FOIA is also available from the ICO:

Wycliffe House, Water Lane, Wilmslow SK9 5AF
[+44 \(0\)1625 545 700](tel:+441625545700)
<https://ico.org.uk>

Intellectual property rights

As a general principle UCL recognises the student as owner of any IP he/she produces while a registered student of UCL. This principle may be subject to variation in the case of collaborative or externally sponsored work, or other exceptional circumstances.

http://www.ucl.ac.uk/current-students/guidelines/intel_prop_rights

Retention of students' coursework

Submitted work becomes UCL property and students should always retain a copy for their own use and build up a portfolio of their work. Students are also required to keep a copy of all their work until the end of the course in case it is required by auditing bodies. Submitted work becomes UCL property: coursework will be retained by the School. The work of a sample of students is retained by the School to enable auditors and professional bodies validating programmes in later years to evaluate the Programme's standards. (These auditors however do NOT have the power to alter any marks already confirmed by the Board of Examiners.) The School will keep all submitted student work for one academic year after which it will be discarded. Models, posters and panels will be made available for a limited time for students to collect before it is thrown away.

Grievance procedure

Students may raise issues of specific concern at any time with appropriate tutors. In cases of dissatisfaction, they should approach the member of staff concerned, then the MSc Programme Director and finally the MSc Tutor, as necessary to resolve the issue. Further details are available from:

<http://uclu.org/guide-to-student-complaints-procedure>

Student complaints procedure

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 (<https://www.ucl.ac.uk/student-mediator>) or the UCLU Rights and Advice Service (<http://uclu.org/services/rights-advice-centre>). 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.

If you feel that your problems have not been resolved informally following discussion with staff you can submit a formal complaint to college. One of the most common grounds for making a complaint about an academic decision is the result of examinations. Whilst the Procedure can consider whether or not UCL's academic regulations and related procedures have been followed correctly, the Procedure cannot interfere with the operation of academic judgment.

In this context, disparities in a student's performance between examinations (or between exam performance and a student's expectations) are not necessarily evidence of procedural irregularity or bias in the assessment process. It is not uncommon for students' attainment in examinations to be lower than they hoped for; similarly, student performance in some subject areas and assessment types will often be stronger than in others.

Complaints against unofficial results will not be considered. Formal complaints against the results of examinations can be made only when results have been published on Portico. Please read the information on the web page carefully before submitting a complaint:

<http://www.ucl.ac.uk/academic-manual/part-5/student-complaints-procedure>

Research ethics

Research ethics

All UCL students and staff undertaking research involving living human participants, or data derived from living human participants, are responsible for ensuring that their research is conducted ethically. There are a number of ethical standards that have been accepted throughout the UK and abroad which all researchers and ethical committees are expected to comply with.

Standards

Informed consent: All participants must be fully informed of the study and what is being asked of them, including the potential risks/benefits and exclusion criteria, in order to make a fully informed decision about whether or not to participate in the research. This must be an active step on behalf of the participant and not due to any inducement, coercion or perceived pressure to participate. This is required of all participants in a research study, except where there is a justification for covert research or deception (such cases will be considered on an individual basis by the relevant ethics committee).

Benefit not harm: Research involving human participants must have a benefit to society and the risks involved to participants must be minimized, balanced against the potential benefit to the overall community, and clearly explained to participants before they give their consent.

Confidentiality: All participants have the right for their participation to remain confidential in that only the researcher will be aware who has participated. Generally all data will also be anonymous in the final report so that nothing can be attributed back to an individual participant. There are exceptions, for instance where participants wish to be identified or they cannot realistically have their identities kept confidential, but written informed consent must be obtained from the individual participant in advance. (Note: the definition of informed consent is contextual, and as a result rules on the form of consent vary, with exceptions arising from that contextuality. For example, it may be appropriate to gain consent orally as a part of a recording).

Procedure

UCL is reviewing the research ethics system and new structures, processes and guidelines will be put in place progressively during the 2016/17 academic year. But for now, please consult current guidelines via the UCL Research Ethics leaflet <http://ethics.grad.ucl.ac.uk/forms/ucl-research-ethics.pdf> and website <http://ethics.grad.ucl.ac.uk> to see if your research project is exempt <http://ethics.grad.ucl.ac.uk/exemptions.php> or requires formal UCL

Research Ethics Committee approval using this application form http://ethics.grad.ucl.ac.uk/forms/appform_sample.pdf. If you have any questions please consult your course director, dissertation supervisor or the relevant person in your school, for example a director of ethics.

Guidance

Information sheets and consent forms:

Information sheets and consent forms are strongly advised when conducting interviews or surveys to inform participants about the research in plain language and to receive informed consent for sharing data in verbal or signed form. The UCL research ethics website includes guidance for writing information sheets <http://ethics.grad.ucl.ac.uk/advice.php> and the UCL Institute of Education provide an example information sheet http://www.ucl.ac.uk/srs/research-ethics-committee/documents/ioe/4_Information_sheet_template_adults.doc and consent form http://www.ucl.ac.uk/srs/research-ethics-committee/documents/ioe/5_Consent_form_template_adults.doc to edit and use.

Data protection: If you are planning to record information that would allow your research subjects to be identified, then please consult UCL guidance on the Data Protection Act <http://www.ucl.ac.uk/finance/legal/dp-research> to see if you need to register your research project for data protection using the *Research Registration Form* <http://www.ucl.ac.uk/finance/legal/dp-foi-overview>. The Information Commissioner's Office has produced a helpful online guide for understanding data protection <http://ico.org.uk/for-organisations/guide-to-data-protection>.

Research overseas: It is very important that student researchers are aware of the UCL Research Ethics policy in relation to research conducted overseas <http://ethics.grad.ucl.ac.uk/research-conducted-overseas.php>. It is also strongly recommended that researchers regularly check the British Foreign and Commonwealth Office website for further details and travel advice for the country they are planning to travel to <http://www.gov.uk/foreign-travel-advice>.

Method and discipline-specific guidance: The methods, site and subjects of your built environment research each raise their own ethical considerations. For example, taking photographs of people as part of site-surveys or collecting data from apps and sensors may raise issues of anonymity. Collaboration with other researchers or research based in institutions may raise issues of permission, commercial sensitivity and authorship. Combining different data sets may inadvertently disclose personal data of individual citizens. Gaining written consent may not always be appropriate in certain contexts, for example if participants are illiterate or apprehensive about form-signing because of cultural reasons.

The Research Ethics Guidebook from the Economic and Social Research Council, Researcher Development Initiative and Institute of Education includes guidance on the following research methods and scenarios:

🌐 <http://www.ethicsguidebook.ac.uk/Research-methods-71>:

- literature reviews and systematic reviews;
- asking questions of participants;
- visual methods;
- online research;
- observation;
- international research;
- research with children;
- secondary analysis;
- practitioner research and dual roles;
- research led by service users;
- participatory approaches.

For targeted advice, it may also be helpful to consult guidelines produced by disciplinary bodies:

- for interviews, see the Oral History Society's ethical guide:
🌐 <http://www.ohs.org.uk/advice/ethical-and-legal>
- for ethnographic and observational research, see the Association of Social Anthropologists' ethical guidelines for good research practice:
🌐 <http://www.theasa.org/ethics/guidelines.shtml>
- for participatory research, see the Just Space protocol for research collaboration with community/activist groups (🌐 <http://justspace2010.files.wordpress.com/2011/06/jsn-research-protocol-20110607.pdf>) and the Centre for Social Justice and Community Action's community-based participatory research guide to ethical principles and practice:
🌐 <http://www.dur.ac.uk/resources/beacon/CBPREthicsGuidewebNovember20121.pdf>
- for research creating or combining large data sets, see the UK Data Archive guidance on creating and managing data (🌐 <http://www.data-archive.ac.uk/create-manage/consent-ethics/legal>) and the Government Statistical Service guidance on statistical disclosure control:
🌐 <http://gss.civilservice.gov.uk/statistics/methodology-2/statistical-disclosure-control>
- for research on and about the internet, see the Association of Internet Research's ethical decision-making recommendations:
🌐 <http://aoir.org/reports/ethics2.pdf>.

Further advice: The Research Ethics Guidebook is a helpful resource for social science researchers for understanding how to make ethical decisions when conducting research 🌐 <http://www.ethicsguidebook.ac.uk>. The Concordat to Support Research Integrity by Universities UK issues helpful guidelines on standards of rigour and integrity 🌐 <http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2012/the-concordat-to-support-research-integrity.pdf>.

Lone working (on or off campus)

During the year many of you will be undertaking working outside UCL for dissertation fieldwork, project work, etc. This may involve poring over the latest Government policies or interviewing stakeholders and policy makers but it may also involve going out into the city to understand how it works and talk to people. Many of you will be staying in the UK but some may be going further afield to carry out research. With so many variables and permutations it is impossible to offer specific advice about personal safety. However the following general points should be kept in mind at all times:

- Fieldwork is an important part of your studies. However you should **never** do anything or go anywhere that you believe would put you at personal risk.
- You should always ensure that you let someone know where you are going, when you are planning to return and when you have returned.
- If you are going out to interview stakeholder groups take due care. Where possible go with someone else or hold focus groups. Do not put yourself at risk in order to obtain information. It is **never** worth it.
- Use common sense at all times when thinking about where and how to gather your information and always pay due care and attention to your own health and safety.
- If you are travelling to a country where you are not a citizen and have no right to health care you should take out insurance to cover your costs should you fall ill or require some form of assistance. Seek advice from the Students' Union or from travel companies.

— In addition, if you are travelling to a country where you are not normally resident you should check to be sure that you have all of your immunisations current and do not require any further medical treatment before you travel. It is worth seeking advice from the Travel Clinic which is in Mortimer Market (off Capper Street), London WC1E 6AU; this is part of the Outpatients Clinic of the Hospital for Tropical Diseases. Country specific information is also available on the Department of Health website:

🌐 <https://www.gov.uk/foreign-travel-advice>

🌐 <http://www.nhs.uk/NHSEngland/Healthcareabroad/Pages/Healthcareabroad.aspx>

— Finally, you should check the British Foreign and Commonwealth Office travel advice web pages for specific information regarding the country to which you are travelling. The website address is: 🌐 www.fco.gov.uk. UCL expects all students to behave responsibly and comply with this advice. It can accept no responsibility for problems you encounter as a result of failure to do so.

In addition you may be working on your own within a UCL building, which can include your usual place of study (i.e. out of standard office hours). If you are working alone you must be aware of your means of escape other than the main way you come into a building (e.g. fire exit doors) and also make yourself aware of how to call for assistance should you need it, plus what to do in the event of a fire, via the fire action notices that are displayed within every building.

🌐 http://www.ucl.ac.uk/estates/safetynet/guidance/off_site/fieldwork/index.htm

Risk assessment

All students undertaking fieldwork **must** complete a risk assessment before collecting any data, and this form must be counter-signed by their supervisor. (If however you are attending a scheduled field trip as part of a group, the organiser of the trip is responsible for completing the risk assessment form.)

🌐 http://www.ucl.ac.uk/estates/safetynet/guidance/risk_assessment/index.htm

The process will be that once a methodology has been agreed between you and your supervisor, the risk assessment form will be completed and e-mailed to your supervisor. The supervisor will check there are no unreasonable risks and then either counter-sign the form to approve the research can go ahead, or advise you how to alter your methodology or risk control measures to mitigate any unacceptable risks.

Generally Built Environment research is low-risk in the sense that there is generally no more risk than in ordinary day-to-day living and travel. Students should, however, complete a Risk Assessment form for Health and Safety purposes concerning the collection of information and data for case work in the field or on sites. The form can be downloaded at: 🌐 http://www.ucl.ac.uk/estates/safetynet/guidance/risk_assessment/record_implement/ra_form.pdf

The Code of Practice for Safety in Fieldwork can be found at:

🌐 http://www.ucl.ac.uk/estates/safetynet/training/ra_fieldwork.pdf

Students should be particularly attentive to fieldwork situations which involve:

- On-site observation or interview within hazardous site areas where Personal Protective Equipment would be required on a United Kingdom site (regardless of whether it is legally required in the relevant location).
- Lone travel for interviews to locations which are either remote or which have a low level of public security.
- Travel to a country outside the United Kingdom which is not the student's place of origin.
- Interviews or other data collection which relate to a sensitive topic (e.g. corruption or projects which have aroused local opposition).

Health & Safety regulations

The following information gives an outline of Health and Safety procedures for The Bartlett Faculty of the Built Environment. For more detailed information, you must read the appropriate course guide. The constituent Schools/centres that make up The Bartlett are spread over several sites as follows:

- **Bartlett School of Architecture**
22 Gordon Street WC1H 0QB
- **Centre for Advanced Spatial Analysis (CASA)**
1st floor, 90 Tottenham Court Road W1T 4TJ

- **Bartlett School of Construction & Project Management**
2nd floor, 1-19 Torrington Place WC1E 6BT
- **Development Planning Unit (DPU)**
34 Tavistock Square WC1H 9EZ
- **Bartlett School of Environment, Energy and Resources, (UCL Energy Institute, Institute for Sustainable Resources, Institute for Sustainable Heritage, Institute of Environmental Design and Engineering)**
1st, 3rd and 4th floors, Central House,
14 Upper Woburn Place WC1H 0NN
- **Bartlett School of Planning**
5th and 6th Floors, Central House,
14 Upper Woburn Place WC1H 0NN
- **Institute of Global Prosperity**
7th Floor, Maple House W1T 7NF

Security

There is a building attendant on duty at Central House and 1–19 Torrington Place during core office hours. Please refer to your school's administrative staff for full details of opening hours. You will be requested to produce ID on entering any location. Please read the course guide and UCL Estates security website for further security information and see some FAQs here:

<http://www.ucl.ac.uk/estates/security/faq/>

Arrangements for 'out of hours' access

There are ten Schools/Units forming the Faculty of the Built Environment based in several locations, with separate arrangements for out of hours access to each location. Therefore for further information please contact the staff in your School Office.

Fire Precautions

There is a no smoking policy in all UCL buildings and this policy is strictly enforced. There is no work to be carried out in the corridors or escape routes and staircases. Fire doors must not be wedged open unless fitted with a hold open device. Please read the course guide on the section covering the Health and Safety for further information on emergency procedures.

In the event of an emergency you should call the following numbers:

- Security and Medical emergency ☎ **222**.
- Electrical or Mechanical (leaking radiator, toilets blocked) Emergency ☎ **30000**
(outside normal office hours please call the UCL Communications Room ☎ **33333**).
- UCL security ☎ **32108**.

Please familiarise yourself with local procedures for emergency escape, including location and use of emergency phone numbers.

The following are general guidelines outlining the responsibilities of any person using any Bartlett facilities out of hours:

- Staff and students must familiarise themselves with all Health, Safety and Security Guidelines provided in course guides. If you require a copy please contact the specific school administrator
- The Departmental safety Officers/UCL staff have the authority to stop any works that are considered to be dangerous with immediate effect
- Under no circumstances should any exterior doors be propped open
- Access to workshops and laboratories is restricted to regular opening hours (please see workshops for further information). Access outside these times is to be agreed in advance with the relevant manager and subject to authorised supervision
- Any work requiring the submission of a risk assessment form (please see local contact for further information and advice) is to be limited to the office hours listed above
- **No** individual should work alone in any building
- **Smoking is strictly prohibited**
- There is a no food or drink policy (excepting bottled water) in all cluster rooms
- Any accidents must be reported to the contacts listed above.

Students who do not abide by these arrangements will be denied out of hours access.

Architecture unit base/Studio guidelines

All unit members are collectively responsible for the safety within each unit base, and as such any actions/sanctions will be issued against both individual persons and units as a whole. The Facilities Officer will inspect each every unit base on a regular basis and will take immediate action if necessary.

Electrical wiring

- No extension leads to be plugged into other extension leads.
- No cuboid 2/3 way adapters.
- Kettles to be used on work surfaces only.
- Any electrical equipment drawing over 4 amps (e.g. kettles or heaters) to be plugged directly into the wall sockets.
- All cables to be managed.
- No leads to be placed across fire escape routes.

Rubbish clearance

All rubbish to be placed into the bin(s) provided. There is a recycling scheme throughout The Bartlett's accommodation: most items can be recycled unless they have been contaminated with food. For further details on UCL recycling policies please visit:

<http://www.ucl.ac.uk/estates/waste/non-hazardous/clear-bag/>

Equipment safety

- All portable electrical equipment to display a sticker to show it has been PAT tested.
- All equipment to be used in accordance with manufacturers instructions e.g. all soldering irons to be used with the correct stand.
- No toasters or ovens, except microwaves.

Working practices and flammable materials

- No cellulose-based sprays to be used.
- Acrylic and solvent sprays may be used only in unit bases with windows open.
- No flammable liquids/gases to be stored in lockers in corridors.
- Minimum amounts of solvents/flammable liquids/gases to be stored in unit bases. Follow manufacturers storage instructions.
- No hotplates to be used.
- No smoking.
- No naked flames.
- No working in corridors, staircases and fire escape routes.
- There is a no food or drink policy (excepting bottled water) in all cluster rooms.

Monitoring and sanctions

The Facilities Office will inspect all unit bases on a regular basis. Any person or unit not following these rules will incur immediate sanction, which may include:

- Removal of unsafe materials/equipment.
- Closure of unit base(s).
- UCL disciplinary action against individuals.

Health & Safety at Work Act (1974)

<http://www.hse.gov.uk/legislation/hswa.htm>

The Management of Health & Safety at Work Regulations (1999)

<http://www.legislation.gov.uk/ukSI/1999/3242/contents/made>

Fire safety in the workplace guidelines

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible>

UCL's Green Policy

The majority of waste generated by UCL is capable of being recycled. From 1 August 2008 a new waste management strategy was implemented that emphasises recycling.

How to dispose of your waste:

- Food waste such as apple cores, orange peel, tea bags and coffee grounds should be put into the orange food waste bins. Items for recycling such as paper, paper towels, plastic cups, milk cartons, cardboard, and empty food and drink cans should be put into the appropriate recycling bins. All recyclable waste is collected and hand-sorted at a recycling facility outside UCL, so there is no need to separate these materials.
- In addition, the department reuses furniture wherever possible, making use of the UCL furniture pool. When furniture is broken and reuse is not possible, we recycle metal furniture.

Energy efficient lighting has been installed in many rooms across UCL. Don't forget to switch off lights when you have finished using a room. Always turn radiators down first before opening windows and close windows when you leave a room.

As well as UCL-wide initiatives, individual departments are setting up their own Green Teams. The Bartlett has a group of Green Champions who meet periodically to exchange ideas about how best to encourage others to be more environmentally friendly. UCL's policy is now to use recycled paper for all UCL business and departments are expanding this to include other stationery items such as envelopes and labels. In addition, the Internet and e-mail are being used more frequently to convey information rather than hard copies of documents being provided.

This initiative is strongly supported by the Provost and staff and students are all being encouraged to follow it.

Details of UCL's Green Policy:

<http://www.ucl.ac.uk/environment/>

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Graduation ceremonies

Students who have completed their studies and been recommended for award are invited to attend a graduation ceremony taking place in late August or early September of the year they successfully complete their programme. The invitation is sent to their UCL email address advising them to go to their Portico page to apply for tickets. For all students who are eligible, a container called “Graduation Ceremonies” appears on their Portico home page and this is how they indicate their attendance and pay the ticket fee. Tickets must be paid for as the event is self-funded and no profit is made from the Graduation Ceremonies or receptions.

If a student applies before the deadline they are guaranteed their own ticket plus two guest tickets. However there is no limit on how many they can apply for. Tickets applied for above the guaranteed two will be allocated subject to availability, and the allocation will be confirmed by June in the year of the ceremony. Students are encouraged to apply for the maximum number they think they will require as they can apply for a refund if they find any tickets are not needed. If a student does not apply for tickets by the deadline it will be assumed that they do not wish to attend a ceremony.

Further information on Graduation Ceremonies can be found at:

<http://www.ucl.ac.uk/registry/events/graduation/>

Hopefully you will be able to attend your graduation ceremony, which is a formal event marking your achievement. Students find it a rewarding experience and invite family and friends to share the occasion. You can also renew contact with former fellow students and staff. You will receive an invitation to the relevant ceremony and we commend it to you. Further information is available at:

<http://www.ucl.ac.uk/graduation/>

Alumni

There are a number of very active UCL Alumni Branches in countries all over the world. Joining the UCL Alumni Network www.ucl.ac.uk/alumni/new-graduates is **free** and has built in benefits from the moment you join. Here are just a few things membership offers:

- Online alumni mentoring to keep you ahead
- Professional networking events so you’re linked into industry.
- Discounted travel and lifestyle rates for great escapes.
- Continued access to campus comforts including UCL Library and Students’ Union UCL.
- Joining after you graduate is simple. UCL will contact you via email so you can sign up. In the meantime please make sure your contact details are up to date on Portico.

We wish you the best in your future career. Do keep in touch and tell us what you are doing and how you are faring.



UCL Innovation and Enterprise

UCL's centre for entrepreneurship and business interaction helps anyone who wants to learn about, start or grow a business. Its primary role is to promote a culture of entrepreneurship on campus and engagement with entrepreneurs and small businesses beyond UCL's boundaries. It works to support start-ups and small businesses across London by helping them to access the technical and business expertise of UCL's staff and students through a series of programmes to help support ambitious young companies. See more here:

🌐 <http://www.ucl.ac.uk/enterprise/students>

UCL Built Environment Clubs are uniquely positioned to bring together an expert network of alumni from The Bartlett, UCL's Faculty of the Built Environment, and the UCL Department of Civil, Environmental & Geomatic Engineering (CEGE), and a world-class resource of expertise and thought leadership. Together, they are able to foster a programme of sustainable change in the built environment across the world. The rapid urbanisation of areas of East Asia, in particular, has established a demand for socially and environmentally responsible innovations. Programmes achieved through harnessing the academic knowledge and 'local' practitioner experience in BEC host cities will lead to the further development of knowledge and skills necessary for influencing urbanisation and regeneration programmes across China and elsewhere, e.g. in South Korea, Singapore, Hong Kong and Taiwan.

🌐 <http://www.bartlett.ucl.ac.uk/partnerships/ucl-built-environment-clubs>

Providing references for students/graduates

Student and Registry Services will confirm your student status to outside agencies, such as landlords and local borough councils etc. on request. UCL will verify the identity of any third party prior to providing them information and will seek your permission to do so if appropriate in advance. If you wish individual academic members of staff to provide references for your prospective employers on completion of your studies, please inform them as a matter of courtesy that you will be citing him or her to act as a referee and obtain their permission to do so prior to leaving UCL. We are happy to provide references for students but please note that we will be honest or in some cases decline to comment if there are legal implications for commenting in an adverse manner or if we do not have enough experience to form a judgement in some particular area. In general you should approach the Programme Leader who has the best overview of your performance at UCL. See here for the UCL policy:

🌐 <http://www.ucl.ac.uk/current-students/guidelines/student-references>



Transcripts

An official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their contact addresses as held on PORTICO. Assessment and Student Records can produce additional transcripts for students on taught programmes as well as for affiliate students via the [UCL Transcript Shop](#).

You can request extra copies of your transcript from the [UCL Transcript Shop](#): you will be required to register with the Transcript Shop to order your transcript(s) if you have not already done so. You will receive an email to your registered email address when your transcript order has been received by UCL. The fee for processing transcripts is **£10 per transcript** (as of 12 August 2015). These fees include postage to either a UK address or airmail postage to all overseas addresses.

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- A transcript is an official document containing the UCL seal and CANNOT be emailed or faxed.
- Transcripts CANNOT be prioritised due to the volume of transcript requests received and will be produced within the standard time-frame as detailed above.

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