The Bartlett
Faculty of the Built Environment

UCL

Masters
Faculty Manual
2018/19

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

خوش آمدید

Bienvenue

Witamy

Bem-vindo

Tervetuloa

Croeso

ようこそ

Willkommen

ласкаво просимо

Fàilte

Akwaaba

Bun venit

ברוך בואך

Velkommen

Bienvenido

Hoan nghênh

Mauya

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.

Contents

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. Whatever your degree programme, your UCL education offers fantastic opportunities to stretch your intellect, expand your experience and develop your skills. And you are in London, which was this year recognised by QS as the best city in the world for students.

We want you to learn how to think, not what to think: through our Connected Curriculum you have the opportunity to take part in research and enquiry and to create new knowledge. Your programmes are informed by the work of UCL's world-leading researchers and are designed to develop your skills of analysis and problem-solving, preparing you for your career, wherever it takes you. At UCL, we believe the best way to solve a problem is to bring together thinking from different academic disciplines. This is reflected in the UCL Grand Challenges, our joined-up approach to the world's most pressing problems. Most of our degrees allow you to take elective modules from other disciplines within UCL and we encourage language study, to bring new perspectives to your studies.

I warmly encourage you to shape your journey at UCL. 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 we opened our new facilities on the Olympic Park at Hackney Wick where we are 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 (2017/2018) the student body comprised 41,539 students; 19,232 were undergraduates and 22,307 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

The Bartlett School of Architecture (BSA)
Director Bob Sheil
School Manager Sian Lunt

The Bartlett Centre for Advanced Spatial Analysis (CASA)
Director Adam Dennett
Departmental Manager Sonja Curtis

The Bartlett School of Construction and Project Management (BSCPM)
Director D'Maris Coffman
School Manager Helen Pascoe

The Bartlett Development Planning Unit (DPU)
Director Julio Davila
Departmental Manager Nkenji Okpara

The Bartlett School of Environment, Energy and Resources (BSEER)
Director Raimund Bleischwitz
School Manager Philippa Shallard

UCL Institute for Global Prosperity (IGP)
Director Henrietta Moore
Institute Manager Yukiko Fujimoto

The Bartlett School of Planning (BSP)
Director Nick Gallent
School Manager Lisa Fernand

The Bartlett Institute for Real Estate (BREI)
Director Andrew Edkins
Institute Manager Peter Humphries

UCL Institute for Innovation and Public Purpose (IIPP)
Director Mariana Mazzucato
Institute Manager Kelly Lawless

UCL Institute for Digital Innovation in the Built Environment (IDIBE)
Director Tim Broyd

UCL Energy Institute (EI)
Director Neil Strachan

UCL Institute for Environmental Design and Engineering (IEDE)
Director Dejan Mumovic

UCL Institute for Sustainable Heritage (ISH)
Director May Cassar

UCL Institute for Sustainable Resources (ISR)
Director Paul Ekins

Dean Alan Penn
Faculty Manager Wendy Knowles
Academic Administration Manager Annabel Brown

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 **Wendy Knowles** whose office is located on the second floor of 22 Gordon Street.

✉ *w.knowles@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.

Wendy Knowles
Faculty Manager

Peter McLennan
Faculty Graduate
Tutor: Taught

Thea Heintz
Teaching &
Learning Officer

Rebecca Payne
Student Experience
Officer

Steve Ridge
Deputy Academic
Administration Manager
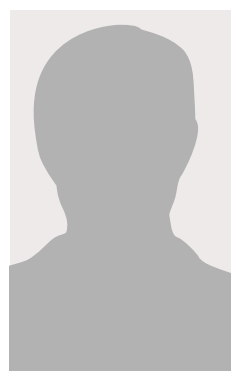
George Burridge
Teaching &
Learning Officer

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.

The Bartlett

1. 22 Gordon Street
2. Central House
3. 90 Tottenham Court Road
4. 1–19 Torrington Place
5. Chandler House

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 expanded into these premises 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.

UCL at Here East map showing the free shuttle bus route, Here East, Queen Elizabeth Olympic Park, and surrounding streets including Hackney Wick, Stratford International and Stratford stations.
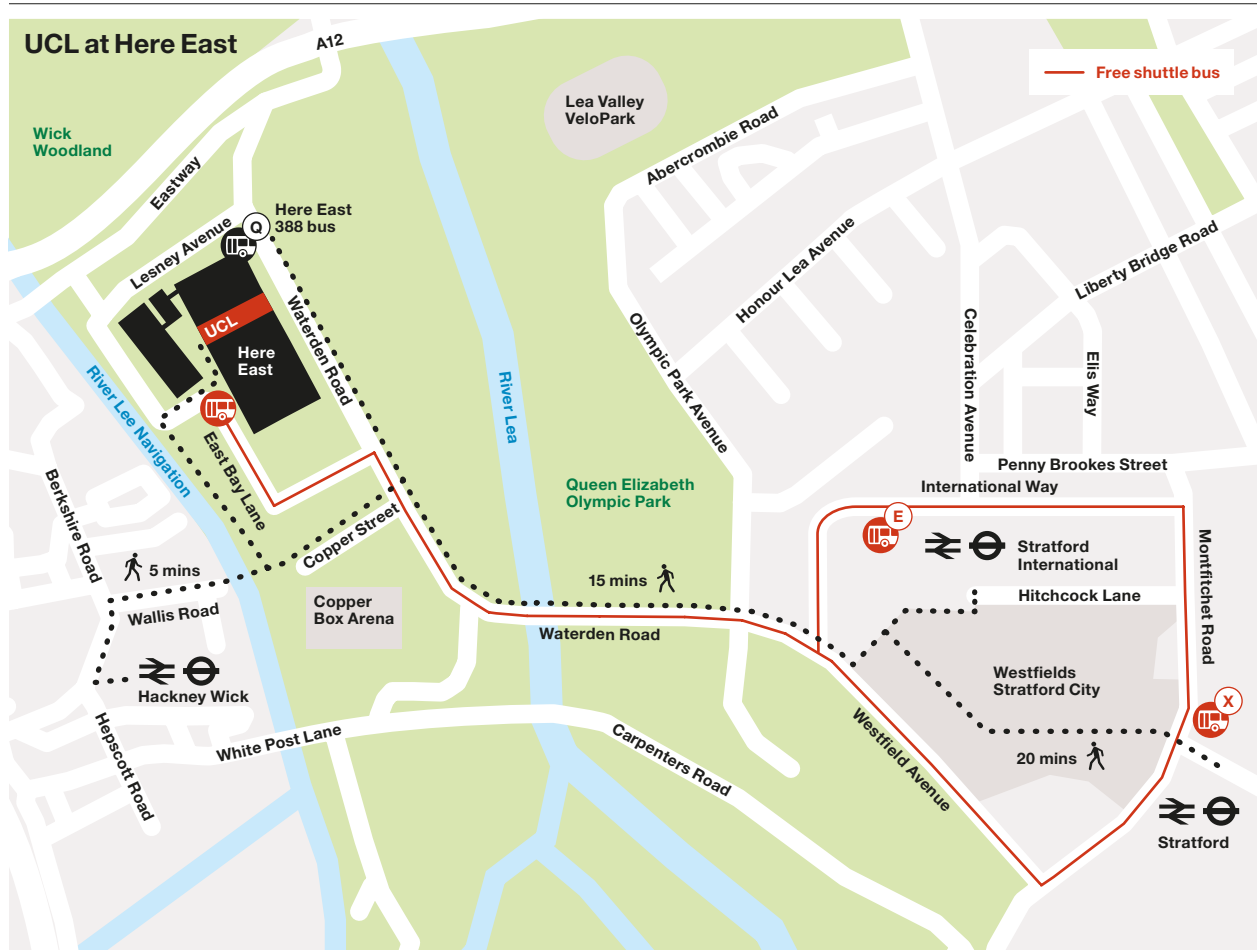
Term dates

Term	Dates
First Term	Monday 24 September 2018 – Friday 14 December 2018
Second Term	Monday 07 January 2019 – Friday 22 March 2019
Third Term	Tuesday 23 April 2019 – Friday 07 June 2019

Reading Weeks
For those departments that operate them, Reading Weeks are the weeks beginning Monday 05 November 2018 and Monday 11 February 2019.

UCL Examination Periods 2018/19
Examination Period
25 April – 7 June 2019

Late Summer Assessment Period
To be advised

Closures and Bank Holidays
Christmas
Close – 5.30pm Friday 21 December 2018
Re-open – 9.00am Wednesday 02 January 2019

Easter
Close – 5.30pm Tuesday 16 April 2019
Re-open – 9.00am Tuesday 23 April 2019

Bank Holidays
Closed – Monday 06 May 2019
Closed – Monday 27 May 2019
Closed – Monday 26 August 2019

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 studyoutside 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:
https://www.ucl.ac.uk/students/immigration-visas/working-uk/working-during-your-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
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.

A student may be permitted to study away from UCL on academic grounds as part of the standard delivery of their programme or module e.g. when undertaking a placement or fieldwork, or a year of study abroad as part of the degree programme. Where such a period of study is part of an approved programme or module, students do not need to gain further permission to study away from UCL. Students may also be permitted to study away from UCL on academic grounds which are not part of the standard delivery of a programme or module e.g. collecting data or conducting research. Such a period of study away from UCL must not be taken until it is authorised by their Programme Leader. Students must inform their Programme Leader before they intend to study away from UCL, and provide the location of study and the reason for doing so via this form available here: *https://www.ucl.ac.uk/students/student-status/changes-your-studies/study-away-ucl*. The period of this form of study away from UCL must not exceed three months. Under UK immigration requirements, UCL is required to record where students are studying if not at UCL. Students with Tier 4 visas must, therefore, also inform UCL's Immigration Compliance Office of any period of study away from UCL. Students are expected to be in regular contact with their academic department during any period of study away from UCL.

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.

In line with UCL's obligations under UK immigration laws, students who hold a Tier 4 visa must obtain authorisation for any absence from teaching or assessment activities. UCL is required to report to UK Visas and Immigration (UKVI) and engagement monitoring is undertaken by departments at regular points during a student's registration. This is not only to meet the UKVI requirements, but also to identify any problems as early as possible to ensure action is taken to advise or assist the student.
⊕ *http://www.ucl.ac.uk/srs/academic-manual/ c1/taught-registration/absence*

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*

Where a student is studying at UCL under a Tier 4 visa and they are absent from UCL due to short-term illness or other extenuating circumstances, the student must obtain formal authorisation from UCL. When considering an application for authorised absence UCL will take into consideration the student's ability to keep up with their studies and complete assessments, including sitting examinations.

Please find more information and the form to complete here:
🌐 *http://www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/absence*

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/opportunities/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.

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/wp-content/
uploads/2016/05/Architects-Code-2017.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%20
Professional%20Competence%20and%20
Conduct_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:
🌐 *www.architecture.com*

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/membership/
professional-standards/*

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	*https://www.ucl.ac.uk/legal-services/data-protection-overview*
Disability Services	*http://www.ucl.ac.uk/disability/*
Email log-in	*https://www.ucl.ac.uk/isd/services/email-calendar*
Exam Papers	*http://www.ucl.ac.uk/library/digital-collections/collections/exam*
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/prospective-students/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	*http://www.ucl.ac.uk/library/training/guides/webguides/refscitesplag*
Statistics about UCL	*www.ucl.ac.uk/registry/statistics/current*
Student Conduct	*https://www.ucl.ac.uk/srs/academic-manual/c1/c1-intro#top*
Student Support	*http://www.ucl.ac.uk/current-students/support*
Study Skills	*https://www.ucl.ac.uk/students/skills*
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	*https://www.ucl.ac.uk/students/support-and-wellbeing/student-psychological-services*
UCL Accommodations Office	*http://www.ucl.ac.uk/prospective-students/accommodation/*
UCL Advisor to Women Students	*https://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	*https://www.ucl.ac.uk/students/support-and-wellbeing/register-doctor*
UCL Recommended Dentist	*http://thedentalcentrelondon.com*

Common acronyms

1-19TP	1-19 Torrington Place
132HR*	132 Hampstead Road
140HR*	140 Hampstead Road
22GS	22 Gordon Street
25GS	25 Gordon Square
AAM	Academic Administration Manager
AAR	Postgraduate Certificate in Advanced Architectural Research
AB	Academic Board
AC	Academic Council
ACo	MRes/MSc Architectural Computation
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
AM	Academic Manual
APC2	Architecture Programmes Committee *(postgraduate taught)*
APL	Accreditation of Prior Learning
ARB	Architects Registration Board
Arch	MArch Architecture
AS	Academic Services
ASER	Annual Student Experience Review *(replaced AMR from 2015/2016)*
AYR	Academic Year
BA	British Academy
BAUS	MSc Building Acoustics & Urban Soundscape
BEAMS	A UCL 'School', consisting of the following Faculties: *The Bartlett, Engineering Sciences, Mathematical & Physical Sciences*
BEIS	Department for Business, Energy & Industrial Strategy
BioID	MArch/MSc Biointegrated Design
BME	Black & Minority Ethnic
BMS	Bartlett Masters Scholarships
BoE	Board of Examiners
BSA	Bartlett School of Architecture
BSc	Bachelor of Science
BSCPM	Bartlett School of Construction & Project Management
BSEER	Bartlett School of Energy, Environment & Resources
BSEF	Bartlett Student Experience Forum
BSP	Bartlett School of Planning
BStEC	Bartlett Student Experience Committee
BUDD	MSc Building & Urban Design in Development
C2RS	Changes to Registration Status *(Portico functionality)*
CAS	Confirmation of Acceptance for Studies *(for overseas applicants)*
CASA	Centre for Advanced Spatial Analysis
CD*	Course Director *(recently re-titled 'Programme Leader')*
CE	MSc Circular Economy
CEM	MSc Construction Economics & Management
CH	Central House
CIBSE	Chartered Institution of Building Services Engineers
CMA	Competitions & Markets Authority
CSC	China Scholarships Council
DA	Department Administrator
DAAM	Deputy Academic Administration Manager
DAP	MSc Development Administration & Planning

Organisations and terms which have been replaced, changed name, or ceased to exist are marked with an asterisk (*).
They are included because they may continue to be referred to.

DAPs	Degree Awarding Powers
DARO*	Development & Alumni Relations Office
DAS	Director of Academic Services
DEOLO	Departmental Equal Opportunities Liaison Officer
DfM	MArch Design for Manufacture
DfPI	MArch Design for Performance & Interaction
DGT	Departmental Graduate Tutor
DIBAM	MSc Digital Innovation in Built Asset Management
DLHE	Destinations of Leavers from Higher Education
DM	Departmental Manager
DoS	Director of School
DPU	Development Planning Unit
DSA	Disabled Students' Allowance
DSCH	MSc Data Science for Cultural Heritage
DSR	Departmental Student Representative
DT	Departmental Tutor
DTC	Departmental Teaching Committee
DTCe	Doctoral Training Centre
DTP	Doctoral Training Pathway
EAD	MEng Engineering & Architectural Design
ECTS	European Credit Transfer & Accumulation System
EdComm	Education Committee
EDE	MSc Environmental Design & Engineering
EDS	MRes Energy Demand Studies
EE	External Examiner
EFL	English as a Foreign Language
ELO	Examinations Liaison Officer
EM	Engagement Monitor
EO	Examinations Office
EPEE	MSc Economics & Policy of Energy & the Environment
EPSRC	Engineering & Physical Sciences Research Council
ESD	MSc Environment & Sustainable Development
ESDA	MSc Energy Systems & Data Analytics
ESRC	Economic & Social Research Council
EU	European Union
FAA	Faculty Academic Administration
FAQ	Frequently asked Questions
FBoE	Faculty Board of Examiners
FE	Further Education
FEHQ	Framework for Higher Education Qualifications
FGT	Faculty Graduate Tutor
FLC	Faculty Library Committee
FM	Faculty Manager
FMan	Faculty Manual
FO	Faculty Office
FOI	Freedom of Information
FSR	Faculty Student Representative
FT	Faculty Tutor
FTC	Faculty Teaching Committee
FTE	Full Time Equivalent
GAO	Graduate Admissions Office
GDPR	General Data Protection Regulation
GPA	Grade Point Average
HCP	MSc Housing & City Planning
HE	Higher Education
HEFP	MSc/MA Heritage Evidence, Foresight & Policy
HEI	Higher Education Institute

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HESA	Higher Education Statistics Agency
HF	MSc Healthcare Facilities
HoS	Head of School
HR	Human Resources
HUD	MSc Health in Urban Development
HWSB	MSc Health, Wellbeing & Sustainable Buildings
IA	Institute Administrator
IBSDO	MSc Integrated Building Systems Design & Operation
IEDE	Institute for Environmental Design & Engineering
IGP	Institute for Global Prosperity
IIF	MSc Infrastructure Investment & Finance
IIPP	Institute for Innovation & Public Purpose
IIPPV	MPA Innovation, Public Policy and Public Value
IP	MSc International Planning
IQR	Internal Quality Review
IREP	MSc International Real Estate & Planning
IRIS	Institutional Research Information System
ISD	Information Services Division
ISH	Institute for Sustainable Heritage
ISOP	International Student Orientation Programme
ISR	Institute for Sustainable Resources
IUD	MRes Interdisciplinary Urban Design
IW	Induction Week
JACS	Joint Academic Coding System
JBM	Joint Board of Moderators
LA	MA/MArch Landscape Architecture
LAg	Learning Agreement
LAHP	London & Arts Humanities Partnership
LC	Library Committee
LE	MSc Learning Environments
LL	MSc Light & Lighting
Lo-Lo	London-Loughborough *(academic partnership)*
MA	Master of Arts
MArch	Master of Architecture
MASP	MA Situated Practice
MEng	Master of Engineering
Moodle	Virtual Learning Platform
MP	Maple House
MPhil	Master of Philosophy
MRes	Master of Research
MRes Comm	MRes Committee
MSc	Master of Science
MSci	MSci Architecture
NSS	National Student Survey
NUS	National Union of Students
NVQ	National Vocational Qualification
OfFA	Office for Fair Access
OfS	Office for Students
OIA	Office of the Independent Adjudicator
ONS	Office for National Statistics
Opinio	Questionnaire software *(for capturing student feedback)*
ORS	Overseas Research Scholarship
OVPESA	Office of the Vice-Provost: Education & Student Affairs
PAMS*	Publication & Marketing Services
Part II	MArch Architecture
Part III	Professional accreditation programme for architects *(RIBA/ARB approved)*
PDF	Portable Document Format

Organisations and terms which have been replaced, changed name, or ceased to exist are marked with an asterisk (*).
They are included because they may continue to be referred to.

PEM	MSc Project & Enterprise Management
PG	Postgraduate
PGR	Postgraduate (Research)
PGT	Postgraduate Taught
PGTA	Postgraduate Teaching Assistant
PhD	Doctor of Philosophy
PL	Programme Leader
Portico	UCL's interactive records system *(for applicants/students/programmes etc.)*
PPC	Postgraduate Programmes Committee
PRES	Postgraduate Research Experience Survey
PSO	Portico Services Office
PT	Personal Tutor
PTES	Postgraduate Teaching Experience Survey
QAA	Quality Assurance Agency
RCUK	Research Councils UK
REC	Research Ethics Committee
REF	Research Excellence Framework
REI	Real Estate Institute
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
SEA	Special Examination Arrangements
SEAHA	MRes Science & Engineering in Arts, Heritage & Archaeology
SEO	Student Experience Officer
SEQ	Student Evaluation Questionnaire
SES	Student Experience Survey
SFE	Student Funding England
SH	MSc Sustainable Heritage
SITS	Student Information System *(the software underlying 'Portico')*
SLC	Student Loan Company
SMP	MSc Strategic Management of Projects
SMT	Senior Management Team
SO	School Office
SP	MSc Spatial Planning
SPS	Student Psychological Services
SR	MSc Sustainable Resources
SRep	Student Representative
SRN	Student Registration Number
SRS	Student and Registry Services
SSCC	Staff & Student Consultative Committee
SSW	Student Support & Wellbeing
ST	Senior Tutor
StAR*	Student Academic Representative *(the former term for Student Representatives)*
StEC	UCL Student Experience Committee
SU	MSc Sustainable Urbanism
SUUCL	Students' Union UCL *(formerly known as 'UCLU')*
TCP	MSc Transport & City Planning
TCR	Tottenham Court Road
TEF	Teaching Excellence Framework
Tier 4	A student visa
TLA	Teaching & Learning Assistant
TLO	Teaching & Learning Officer

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Turnitin	Plagiarism detection software
UCAS	University & College Admissions Service
UCL	University College London
UCLSelect	UCL's Admissions Portal
UCLU*	UCL Union *(renamed 'Students' Union UCL')*
UD	MArch Urban Design
UDCP	MSc Urban Design & City Planning
UDP	MSc Urban Development Planning
UED	MSc Urban Economic Development
UG	Undergraduate
UKBA*	UK Borders Agency *(superseded by the UKVI)*
UKVI	UK Visas & Immigration
UPI	Unique Personal Identifier
UR	MSc Urban Regeneration
UUK	Universities UK
V-D	Vice-Dean
V-P	Vice-Provost
VP:E	Vice-Provost: Education & Student Affairs
WH	Wates House *(the old name for 22 Gordon Street)*

Organisations and terms which have been replaced, changed name, or ceased to exist are marked with an asterisk (*).
They are included because they may continue to be referred to.

Living in London

2

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 Accommodation provides a range of housing options which includes two Halls of Residence (catered), self-catered Student Houses and Intercollegiate Halls (both catered and self-catered) shared with other colleges of the University of London. Each Hall has a designated Warden supported by a number of live in Student Residence Assistants to provide support for students and to foster a positive environment within the accommodation: *https://www.ucl.ac.uk/students/life/accommodation/wardens*

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.

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

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 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.

Living in London

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/students/new-students/ checklists/you-arrive*

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 on 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.

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. 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*

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
🌐 *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).

Goodge 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://uclu.org/venues/phineas*

The Mully Basement, Lewis Building,
136 Gower Street
🌐 *http://uclu.org/venues/richard-mully-
basement-bar*

The Huntley Lewis Building, 136 Gower Street
🌐 *http://uclu.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 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.

Getting started

3

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/students/new-students/pre-enrolment*
⊕ *https://www.ucl.ac.uk/students/new-students/enrolment-new-students*
⊕ *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.
⊕ *http://www.ucl.ac.uk/isd/services/email-calendar*
UCL Moodle UCL's online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.
⊕ *https://moodle.ucl.ac.uk/*
myUCL A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
⊕ *http://www.ucl.ac.uk/news/student/what-is-myucl*
UCL Instagram UCL's official Instagram channel, featuring news, events, competitions and images from across the UCL community.
⊕ *https://www.instagram.com/ucl/*
@ucl Twitter channel Sharing highlights of life at UCL from across UCL's diverse community.
⊕ *https://twitter.com/ucl*

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:

🌐 *https://www.ucl.ac.uk/isd/services/ email-calendar*

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, including the provision of teaching and learning, managing accommodation and ensuring health and safety. Information about students will only be shared within UCL when necessary or appropriate. UCL may be required by law to share student information with some external agencies for a variety of purposes, such as the Higher Education Statistics Agency and the Office for Students. After students leave UCL, certain information is retained in accordance with UCL's Data Retention Schedule. You can see how UCL uses student information in the UCL privacy statement and Students may send queries on data protection matters to the following University Data Protection Officer:

✉ *data-protection@ucl.ac.uk*

🌐 *https://www.ucl.ac.uk/legal-services/privacy/ student-privacy-notice*

🌐 *https://www.ucl.ac.uk/library/docs/ retention-schedule.pdf*

🌐 *https://www.ucl.ac.uk/informationsecurity/policy*

🌐 *www.ucl.ac.uk/legal-services/ucl-general-data- protection-regulation-gdpr/guidance-notices- ucl-staff/guidance-writing-local*

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* 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*.

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

Modules are the individual units of study which lead to the award of credit. Many programmes offer students the opportunity to choose between different modules that they are interested in. However some new students will find they do not need to make selections as all their modules are compulsory. If students need to choose modules, their department will advise them of how and when to do this, usually during departmental introductions. The deadlines for making module selections are outlined in the Key Dates section and are posted on Portico each year.

Further information:
🌐 http://www.ucl.ac.uk/new-students/ select-modules

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

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 12 October 2018**) 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.

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 administrato**r 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.

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

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

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

Getting started

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*

Getting started

Library services

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

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.

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 theses 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
🌐 *http://www.ids.ac.uk/about-us/who-we-are/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)

Getting started

UCL & Bartlett student societies/networks

Student Societies

UCL students currently run over 250 different clubs and societies through the Students' Union, providing a wide range of extra-curricular activities for students to get involved with during their time at UCL. The Welcome Fair will be your opportunity to meet all of the clubs and societies in one place and will take place on 29 and 30 September.

🌐 *http://studentsunionucl.org/content/clubs-and-societies*

🌐 *http://studentsunionucl.org/whats-on*

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:

🌐 *https://www.bups.london/*

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/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':
 🌐 *http://www.ucl.ac.uk/ppd*
— **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. T*he Student Skills Guide*. Aldershot: Gower.
— Lewis, M. and Reinders, H., 2003. S*tudy 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*

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 Urban Laboratory
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. It promotes critical, creative, independent and interdisciplinary approaches to urban thinking, research, teaching and practice. Recognising that urban challenges are complex and demand new modes of collaboration, it experiments with innovative methods of urban research across disciplinary boundaries, practices and professions, providing a laboratory for cross- and interdisciplinary invention which is underpinned by rigorous analysis, historical insight, and particular attention to the social, cultural and political dimensions of urban life. It shares the knowledge produced with diverse audiences, through a wide range of events, publications, and engagement activities, and plays a leading role in urban debate informing the design, planning, management and lived experience of contemporary cities. Based in London, it engages with the city and the communities that inhabit it, while also emphasising the national and international dimensions 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*

Teaching & learning

Teaching & learning

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 f or 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.

Teaching & learning

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

Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, UCL expects students to submit all coursework by the published deadline date and time, after which penalties will be applied. If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form. If the request is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned i.e. there will be no penalty for submitting late.

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 50%, not 47%).
— 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.

Absence from Assessment
Any student who is absent from an assessment will receive a mark of zero unless they obtain authorisation for the absence and formally defer their assessment to a later date by submitting a request for Extenuating Circumstances. Any student who is absent from an assessment without prior permission will receive a mark of 0/ Grade F and will be considered to have made an attempt.

Absences from assessment need to meet the criteria for Extenuating Circumstances and be supported by appropriate evidence. If Extenuating Circumstances are not approved, the mark of zero will stand.

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

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.

Teaching & learning

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:
Examinations

Students must ensure that they are aware of the regulations governing written examinations detailed in the UCL Examination Guide for Candidates on the Examinations and Assessment website: 🌐 *https://www.ucl.ac.uk/students/exams-and-assessments*. Students should pay particular attention to the regulations around examination irregularities. Students who are suspected of any form of cheating or of breaching the Examination Regulations will be investigated under UCL's Examination Irregularities and Plagiarism procedures. UCL students taking examinations at other colleges as part of the University of London's Intercollegiate Scheme must abide by the regulations of the college they are attending. Similarly, students from other colleges taking examinations at UCL are subject to UCL's regulations for examinations.

— 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.

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.

Student Misconduct

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.

Teaching & learning

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.

Student of Concern

There are many sources of support for students who are having difficulties, but sometimes it is hard to know how to help a student who appears to be struggling, particularly if they seem unwilling or unable to seek the help they need. Anyone concerned about the behaviour of a student, who believes the problem may be related to health and wellbeing issues, is encouraged to complete the online UCL Student of Concern Form:
⊕ *http://www.ucl.ac.uk/registry-admin/support/open.php*

Depending on the concerns raised, Student and Registry Service may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe:
⊕ *https://www.ucl.ac.uk/students/support-and-wellbeing/report-student-youre-concerned-about*

'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*
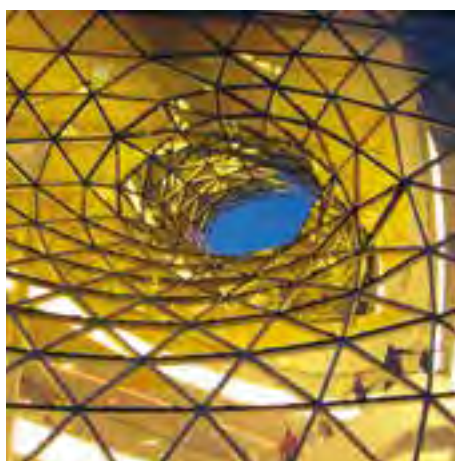
Reasonable Adjustments

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.

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/#5.1*

Assessment and feedback

You come to university to get a degree, but your primary goal is to develop your knowledge, understanding and skills for the next stage of your life. Assessment and feedback support you to do just that.

Here we answer ten frequently asked questions:

1. What's the point of assessment?
2. How do I find out what is expected of me on my programme?
3. In what ways might I be assessed?
4. Formative and summative assessment: what's the difference?
5. How can I practice being assessed?
6. What is feedback for?
7. What kinds of feedback will I get?
8. What do I do with the feedback I get?
9. How long does it take to get assignment feedback?
10. How do I prepare for an assignment?

1. What's the point of assessment?
Well-designed assessment actually helps you progress through your programme. It helps your learning, as well as measuring it, by focusing your attention on tasks and content that reflect the learning outcomes (see below) of the programme.

Assessment helps you measure your progress. It helps you and your teachers/tutors see what you have understood and which aspects still need some work.

2. How do I find out what is expected of me on my programme?

Read your Student Handbook and Moodle for each of your modules. If it's not clear, ask your teacher/ tutor or module coordinator. Pay close attention to:

— **learning outcomes** – your guidelines for the knowledge, understanding and skills you are expected to develop by the end of your programme
— **regulations** – attendance requirements, penalties for late submission or exceeding word count, plagiarism, absence from assessment etc.
— **marking/assessment criteria** – these make clear what the assessor will be looking for in your work
— **mark/grade schemes** – what format will your mark take? Will it be a grade or a percentage? Is the marking scale limited (some works might, for example, be marked out of 80)?

3. In what ways might I be assessed?

Your knowledge, understanding and skills can be tested – or assessed – in lots of different ways.

You are usually assessed through exams and *assignments*, individual pieces of work you are asked to do. They can be an essay, a lab report, group work, an oral presentation, a video, a set of worked problems, a journal article, a piece of computer code, a seminar contribution, a poster, an examination. You'll probably experience several different types of assessment in your time at UCL.
🌐 *https://www.ucl.ac.uk/students/exams-and-assessments/exams*

4. What's the difference between formative and summative assessment?

Formative assessment:

— an assignment or exam that doesn't count towards your final mark
— you get constructive feedback which helps you to work out your progress

Take formative assessment seriously. It's your chance to practice assessments, so you can find out where your knowledge and understanding is solid, where you need to do more work, and what you need to do to improve your results. Try out new approaches, take some risks, push the boundaries. The feedback on formative assessment is really valuable, so examine it carefully and if there's anything that's not clear, ask questions – of your peers, tutors and lecturers.

Summative assessment:

— an assignment or exam that counts towards your final module mark
— the mark and comments you get are important pieces of feedback – they tell you a lot about your progress and helps you to focus your efforts in future assessments.

5. How can I practice being assessed?

Your programme should give you plenty of opportunities to develop your approach to assessment, for example through formative assessments, practice and guided marking. If you are given **set practice exercises** in class that are similar to part of the coursework or exam, take them seriously. Note the verbal feedback on the answers or solutions. If it is appropriate for your discipline, ask for a **guided marking session** at the beginning of your module – this is where you practice marking a range of similar assignments and discuss feedback comments with your peers and teachers. This helps you understand assessment criteria and teacher expectations.

6. What is feedback for?

Feedback tells you more about what you did well and what you can still do to improve. Feedback also helps you prepare for your next assessment task.

Your mark or grade is an important part of your feedback because it measures how far you've progressed. But you also need to understand how you could do even better. That's where other feedback comes in. It helps you identify your strengths as well as those areas that need more work.

Feedback should always make you feel supported and able to identify what to do next. Remember, the feedback you're given is about the piece of work, not about you personally.

7. What kinds of feedback will I get?

From day one on your programme, you'll be getting feedback: it could be comments made in a lecture, discussions in a seminar or tutorial, feedback on practice exercises in class, answers to queries about coursework on a forum or in live Q&A sessions, conversations with other students on the module. Sometimes it's not appropriate for your teacher/ tutor to give individual feedback. Instead, they might give generic feedback to the group.

There are many ways of getting feedback and you should be using all of them. **Engage with your teaching**, contribute to seminars or tutorials; ask questions in lectures – even if it is just to let the lecturer know that you don't understand and you'd like them to go through it again. Ask for **formative feedback** early on in each module, ideally within the first 4 weeks. Remember, your work on an assignment isn't finished once you've handed it in. The final stage is feedback and how you make use of it. Your teachers must give an indication of when you can expect to receive feedback on your work.

8. How long does it take to get feedback on an assignment?

You should receive feedback within one calendar month of the submission deadline of each piece of assessed work. If the one calendar month deadline cannot be met then your module coordinator must contact you directly to let you know when the feedback will be provided. The extra time should not exceed one week.

9. What do I do with the feedback I get?

The feedback you get may be very specific, clearly signposting your route to improvement by pointing out gaps in your knowledge or problems with the way you have applied it. It may be more general, requiring a bit more reflection. **Try discussing your feedback with other students on your module, or with your personal tutor.**

Look at the comments you receive on your assignments and think about where and how you can improve. These comments might be made in lecturers or seminars, so write them down so you have them to refer back to.

Use your feedback to help you compare your work with other work that has been marked. Being able to decide for yourself how well you're doing, rather than relying on feedback from staff, is a really useful skill, which you will use again and again in your future career.

If your module is set up for it, use your MyFeedback dashboard in UCL Moodle to view all your grades and feedback for any assessed work across all your Moodle courses, in one place. You can add self-reflective notes and copy and paste feedback from Turnitin into your report. The report helps you understand the variety of feedback you receive, draw comparisons between different assessments and modules, and reflect on your feedback to see how you can improve in future assessments.

If you do need more guidance, talk to your module convenor or module coordinator or personal tutor.

10. How do I prepare for an assignment?

Understand the task Look for the key words and pay attention to all the advice you're given about the assignment – it might come from your Handbook, from Moodle or during lectures. Talk to other students: sometimes explaining what you think the assignment is about to others can really help you sort out your own ideas.

Understand the marking/assessment criteria that your work will be judged against. Your tutors must make sure you are aware of those criteria and the marking scales in advance.

Find out when and where your written exam, presentation, lab test or other assessment will take place. For exams, make sure you know how to get there, leave plenty of time, and make sure you bring along a note of your student identifier (available from Portico).

If your assignment includes **collaborative or group work**, your tutors must make clear how the contribution of each individual will be assessed.

Plan your work Think about how to organise and structure your answer. Whether it's an essay, a lab report, a presentation or a proof, the way you present the information affects how well the assessor can follow your line of thought.

Self-assess before you hand in your work. Think about the criteria for the assessment – how far do you think you have met them? Where have you done well and what not so well and how do you know?

Check you are meeting the requirements like word count, format, submission deadline, where and how to submit. There will be instructions about including footnotes, diagrams, images, tables, figures, bibliographies and so on. **Before** you start the piece of work, check that you know what the requirements are. **Before** you hand in the work, check again!

Regular feedback is an essential part of every student's learning. It is UCL policy that all students receive feedback on summative assessments within one calendar month of the submission deadline. This feedback may take the form of written feedback, individual discussions, group discussions, marker's answers, model answers or other solutions (although students should note that UCL is generally unable to return examination scripts. Students writing dissertations or research projects should also expect to receive feedback on a draft on at least one occasion.

If, for whatever reason, a department/division cannot ensure that the one calendar month deadline is met then they will tell students when the feedback will be provided – it is expected that the extra time needed should not exceed one week. Where feedback is not provided within the timescale, students should bring the matter to the attention of their Departmental Tutor or Head of Department.

Teaching & learning

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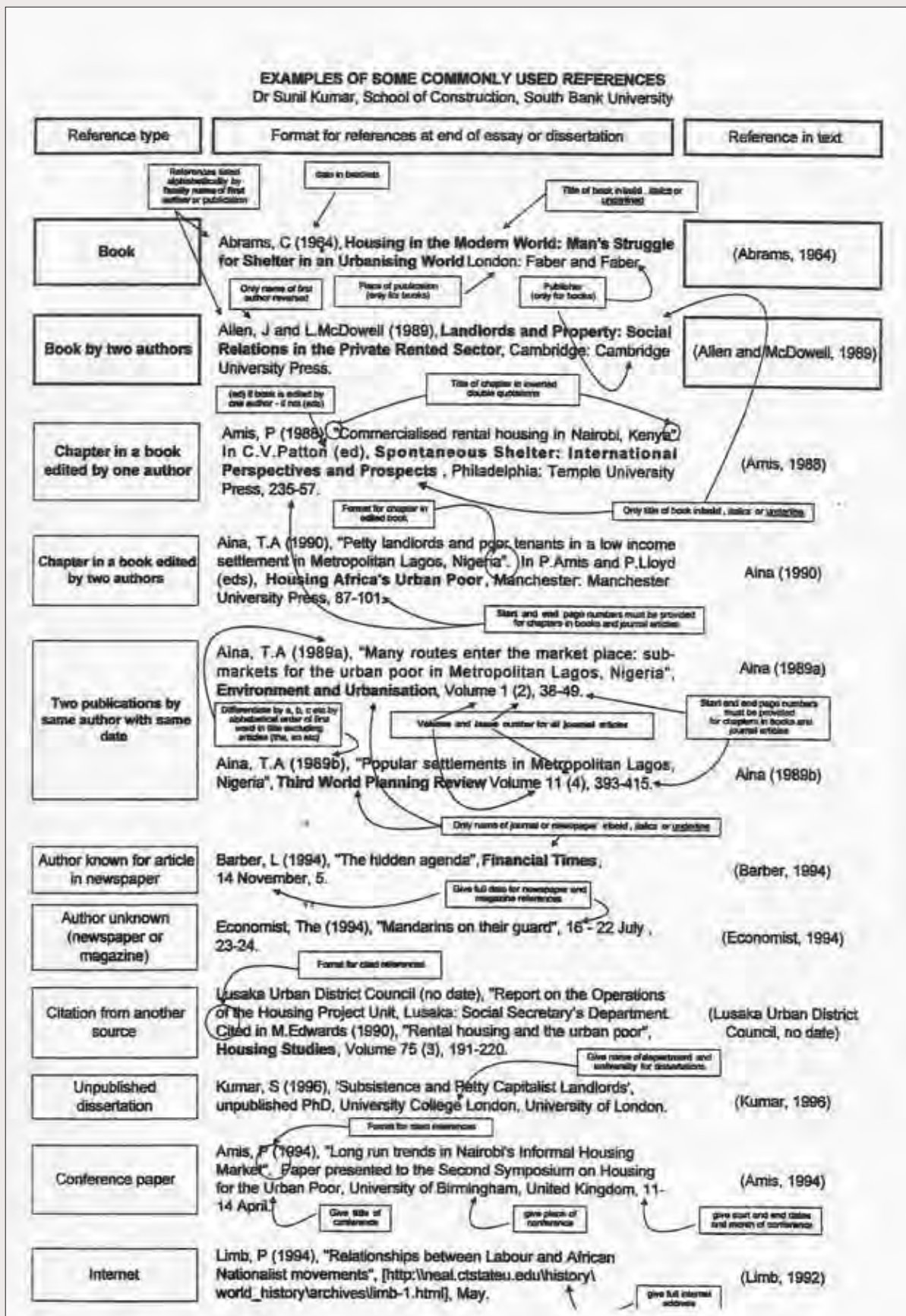
Example:
An Inconvenient Truth, 2006. [film]. Directed by Davis Guggenheim. USA: Paramount.

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), **Housing in the Modern World: Man's Struggle for Shelter in an Urbanising World** London: Faber and Faber.	(Abrams, 1964)
Book by two authors	Allen, J and L.McDowell (1989), **Landlords and Property: Social Relations in the Private Rented Sector**, 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), **Spontaneous Shelter: International Perspectives and Prospects** , 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), **Housing Africa's Urban Poor**, 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", **Environment and Urbanisation**, Volume 1 (2), 38-49.	Aina (1989a)
	Aina, T.A (1989b), "Popular settlements in Metropolitan Lagos, Nigeria", **Third World Planning Review** Volume 11 (4), 393-415.	Aina (1989b)
Author known for article in newspaper	Barber, L (1994), "The hidden agenda", **Financial Times**, 14 November, 5.	(Barber, 1994)
Author unknown (newspaper or magazine)	Economist, 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", **Housing Studies**, 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)

Annotations (callout boxes):
- References listed alphabetically by family name of first author or publication
- date in brackets
- Title of book inbold , italics or underline
- Only name of first author reversed
- Place of publication (only for books)
- Publisher (only for books)
- (ed) if book is edited by one author - if not (eds)
- Title of chapter in inverted double quotations
- Only title of book inbold , italics or underline
- Format for chapter in edited book
- 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
- Start and end page numbers must be provided for chapters in books and journal articles
- Only name of journal or newspaper inbold , italics or underline
- Give full date for newspaper and magazine references
- Format for cited references
- Give name of department and university for dissertations
- Format for cited references
- give title of conference
- give place of conference
- give start and end dates and month of conference
- give full internet address

Marking descriptors

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

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

Reassessment and Deferred Assessment
If a student fails one or more modules the Board of Examiners may offer them a Reassessment opportunity. Depending on the amount of failure, this may take the form of either a Resit in the Late Summer or a Repeat in the following academic session. The marks for modules successfully completed at the second attempt will be capped at the Pass Mark – 40% for modules at undergraduate, 50% for postgraduate. Students are permitted a maximum of two attempts at any given assessment.

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

There are some circumstances in which students will not be offered another attempt:

— If students are eligible for Condonement their marks will be Condoned and they will not be offered a Resit (however if a student has Extenuating Circumstances the Condonement Criteria won't be applied until all Deferrals are complete).
— Students cannot be reassessed in a passed module (unless they have valid Extenuating Circumstances)
— Students might not be allowed a second attempt if they have been excluded for academic insufficiency, academic misconduct or disciplinary issues.

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

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)
Anonymised results are posted by the reception of 22 Gordon Street in the week following the meeting of the Board of Examiners (mid-June). This list is anonymous, with results published by candidate number.

UCL's Student Records team will communicate assessment results and reassessment arrangements to students in mid-July via a direct communication to students' UCL email accounts. Individuals marks and results will then be made available to view via Portico same days later.

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

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

The Extenuating Circumstances regulations are designed to cover unexpected emergencies; they are not always the best way to help students who might have a longer-term medical or mental health condition or a disability. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they are aware of, and take advantage of, all the other support mechanisms provided by UCL.

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

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

🌐 *https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support/special-exam-arrangements*

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

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.

Teaching & learning

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 know 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:
🌐 *https://www.ucl.ac.uk/srs/academic-manual/ c4/extenuating-circumstances*

Feedback from students

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

The Bartlett is continually seeking to enhance the experience of our students. Both formal and informal arrangements exist for feedsback 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

Academic Representatives

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

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

These Academic Representatives are appointed during early October – if you'd like to take up the role, staff in your department can tell you how. If you take up a representative role, the Students' Union will work closely with you to provide training, support, and advice, and you'll be able to change the experience of everyone on your course or in your department for the better.
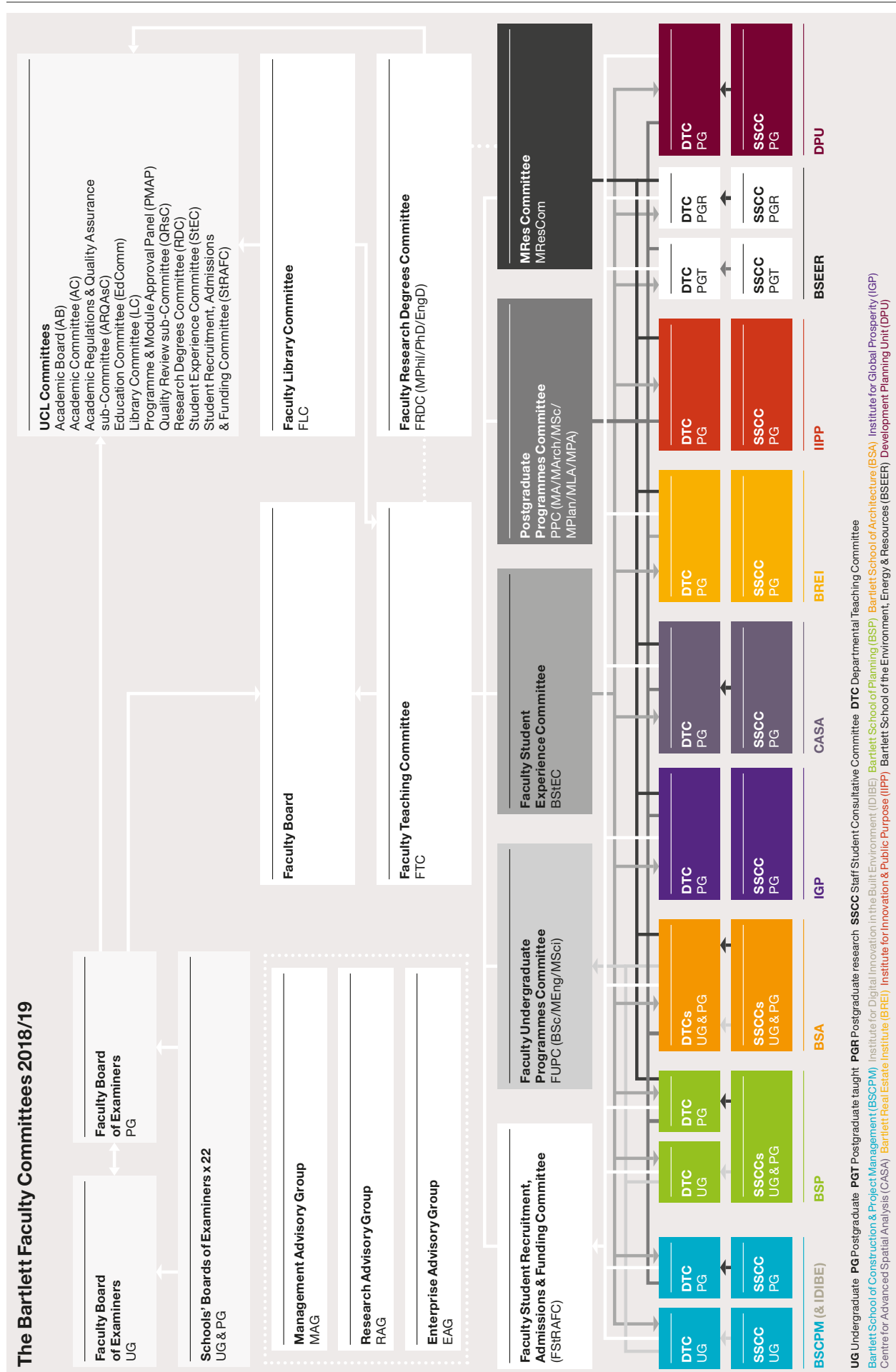
Even if you don't fancy taking up a role yourself, keep an eye out for your chance to vote for which students you feel will do the best job.

🌐 *http://studentsunionucl.org/academic-reps*
🌐 *http://studentsunionucl.org/make-change/ representing-you/who-can-help-me/education/ academic-representatives/find-your-rep*
🌐 *https://studentsunionucl.org/forms/ interested-in-leadership-role*

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://studentsunionucl.org/make-change/ representing-you/who-can-help-you/academic-representatives/academic-representative-roles*

Teaching & learning

The Bartlett Faculty Committees 2018/19

Faculty Board of Examiners
UG

Faculty Board of Examiners
PG

Schools' Boards of Examiners x 22
UG & PG

Management Advisory Group
MAG

Research Advisory Group
RAG

Enterprise Advisory Group
EAG

Faculty Student Recruitment, Admissions & Funding Committee
(FStRAFC)

UCL Committees
Academic Board (AB)
Academic Committee (AC)
Academic Regulations & Quality Assurance sub-Committee (ARQAsC)
Education Committee (EdComm)
Library Committee (LC)
Programme & Module Approval Panel (PMAP)
Quality Review sub-Committee (QRsC)
Research Degrees Committee (RDC)
Student Experience Committee (StEC)
Student Recruitment, Admissions & Funding Committee (StRAFC)

Faculty Library Committee
FLC

Faculty Research Degrees Committee
FRDC (MPhil/PhD/EngD)

Faculty Board

Faculty Teaching Committee
FTC

Faculty Student Experience Committee
BStEC

Postgraduate Programmes Committee
PPC (MA/MArch/MSc/MPlan/MLA/MPA)

Faculty Undergraduate Programmes Committee
FUPC (BSc/MEng/MSci)

MRes Committee
MResCom

DTC PG / **SSCC** PG — **DPU**

DTC PGR / **SSCC** PGR
DTC PGT / **SSCC** PGT — **BSEER**

DTC PG / **SSCC** PG — **IIPP**

DTC PG / **SSCC** PG — **BREI**

DTC PG / **SSCC** PG — **CASA**

DTC PG / **SSCC** PG — **IGP**

DTCs UG & PG / **SSCCs** UG & PG — **BSA**

DTC PG / **SSCCs** UG & PG — **BSP**

DTC UG / **SSCCs** UG & PG — **BSCPM (& IDIBE)**

DTC PG / **SSCC** PG
DTC UG / **SSCC** UG

UG Undergraduate **PG** Postgraduate **PGT** Postgraduate taught **PGR** Postgraduate research **SSCC** Staff Student Consultative Committee **DTC** Departmental Teaching Committee

Bartlett School of Construction & Project Management (BSCPM) Institute for Digital Innovation in the Built Environment (IDIBE) Bartlett School of Planning (BSP) Bartlett School of Architecture (BSA) Institute for Global Prosperity (IGP)
Centre for Advanced Spatial Analysis (CASA) Bartlett Real Estate Institute (BREI) Institute for Innovation & Public Purpose (IIPP) Bartlett School of the Environment, Energy & Resources (BSEER) Development Planning Unit (DPU)

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

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

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.

NEW! Student Recruitment, Admissions & Funding Committee (FStRAFC) is a new sub-committee of the FTC introduced from 2018-19. It covers all programmes (taught and research, undergraduate and postgraduate) across the Bartlett and meets 3 times a year (once a term) prior to the FTC. It is the central forum which has oversight of matters relating to student recruitment, admissions and funding including (but not limited to) all aspects of the marketing, recruitment, and admission of undergraduate, postgraduate-taught and postgraduate-research students, the Faculty's outreach activities and the Faculty's scholarships and student funding provision. It formally reports to the FTC.

Teaching & learning

Bartlett Faculty Schedule (Committees, Working Groups & Boards of Examiners) – 2018/2019

Staff Student Consultative Committees (SSCCs)

Committee	Level	Term 1	Term 2	Term 3 (& summer)
School of Architecture (BSA)		See 'Departmental sub-Committees' (overleaf)		
Construction & Project Management (BSCPM)	UG	1–2pm, Tuesday 25 October 2018	1–2pm, Tuesday 5 February 2019	1–2pm, Tuesday 12 March 2019
	PGT	1–3pm, Monday 29 October 2018	1–3pm, Weds 6 February 2019	1–3pm, Wednesday 1 May 2019
	PGR	10am–12pm, Thurs 25 October 2018	1–3pm Wednesday 9 January 2019	10am, Wednesday 1 May 2019
School of Planning (BSP)	All	1pm, Weds 14 November 2018	1:30pm, Weds 27 February 2019	1:30pm, Wednesday 29 May 2019
Centre for Advanced Spatial Analysis (CASA)	All	2–3pm, Thursday 1 November 2018	2–3pm, Wednesday 6 March 2019	2–3pm, Thursday 13 June 2019
Development Planning Unit (DPU)	PG	1–2pm, Weds 7 November 2018	1–2pm, Weds 6 February 2019	1–2pm, Wednesday 5 June 2019
Environment, Energy & Resources (BSEER)	PGT	11–12:30pm, Friday 16 Nov 2018	1–2pm, Friday 11 January 2019 / 2–4pm, Thursday 7 February 2019	1–2:30pm, Thursday 25 April 2019
	PGR	11am–2pm, Thurs 25 October 2019	11am–2pm, Thurs 7 March 2019	11am–2pm, Thursday 23 May 2019
Institute for Global Prosperity (IGP)	All	12:30–2pm, Tues 13 November 2018	12:30–2pm, Tues 5 February 2019	12:30–2pm, Tuesday 28 May 2019

Departmental Teaching Committees (DTCs)

Committee	Level	Term 1	Term 2	Term 3 (& summer)
School of Architecture (BSA)	All	2–pm, Wednesday 7 November 2018	2–4pm, Monday 11 February 2019	2–4pm, Monday 13 May 2019
Construction & Project Management (BSCPM)	UG	10–12pm, Weds 31 October 2018	10–12pm, Thurs 7 February 2019	10–12pm, Wednesday 10 April 2019
	PGT	10–12pm, Friday 5 October 2018	10–12pm, Weds 9 January 2019	10–12pm, Tuesday 7 May 2019
	PGR	2–4pm, Weds 31 October 2018	10–12pm, Weds 16 January 2019	10–12pm, Wednesday 8 May 2019
School of Planning (BSP)	UG	2–4pm, Weds 21 November 2018	2–4pm, Wednesday 6 March 2019	w/c 17 June 2019 (date tbc)
	PGT	2–4pm, Weds 31 October 2018	2–4pm, Weds 6 February 2019	2–4pm, Wednesday 1 May 2019
	PGR	—	w/c 14 January 2019 (date tbc)	10–12pm, Wednesday 26 June 2019
Centre for Advanced Spatial Analysis (CASA)	All	2–3pm, Friday 9 November 2018	2–3pm, Friday 15 March 2018	2–3pm, Friday 14 June 2018
Development Planning Unit (DPU)	PG	2–3:30pm, Weds 7 November 2018	2–3:30pm, Weds 6 February 2019	2–3:30pm, Wednesday 5 June 2019
Environment, Energy & Resources (BSEER)	PGT	1–3pm, Friday 16 November 2018	2–4pm, Friday 11 January 2019 / 2–4pm, Thursday 7 February 2019	12–2pm, Wednesday 1 May 2019
	PGR	11am–2pm, Thurs 25 October 2019	11am–2pm, Thurs 7 March 2019	11am–2pm, Thursday 23 May 2019
Institute for Global Prosperity (IGP)	All	12:30–2pm, Tues 13 November 2018	12:30–2pm, Tues 5 February 2019	12:30–2pm, Tuesday 28 May 2019

Bartlett Faculty Schedule (Committees, Working Groups & Boards of Examiners) – 2018/2019

Staff Student Consultative Committees (SSCCs)

	Term 1	Term 2	Term 3 (& summer)
Teaching Committee (BSCPM)	1–12pm, Wednesday 14 November 2018	10–12pm, Wednesday 13 February 2019	10–12pm, Thursday 9 May 2019
Staff Student Consultative Committee (APC1)	1–2pm, Monday 29 October 2018	1–2pm, Monday 28 January 2019	1–2pm, Monday 29 April 2019
Architecture Programmes Committee 1 (APC1)	2–4pm, Monday 8 October 2018 2–4pm, Monday 29 October 2018	2–4pm, Monday 28 January 2019	2–4pm, Monday 29 April 2019 2–4pm, Monday 8 July 2019
Staff Student Consultative Committee (APC2)	1–2pm, Monday 22 October 2018	1–2pm, Monday 4 February 2019	1–2pm, Tuesday 7 May 2019
Architecture Programmes Committee 2 (APC2)	2–4pm, Monday 22 October 2018	2–4pm, Monday 4 February 2019	2–4pm, Tuesday 7 May 2019 2–4pm, Monday 1 July 2019
Staff Student Consultative Committee (APC3)	10–11am, Monday 5 November 2018	10–11am, Monday 4 February 2019	10–11am, Tuesday 7 May 2019
Architecture Programmes Committee 3 (APC3)	11am–1pm, Monday 5 November 2018	11am–1pm, Monday 4 February 2019	11am–1pm, Tuesday 7 May 2019 11am–1pm, Monday 1 July 2019
Staff Student Consultative Committee	1–2pm, Wednesday 7 November 2018	1–2pm, Wednesday 6 February 2019	1–2pm, Wednesday May 2019

Teaching & learning

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Bartlett Faculty Schedule (Committees, Working Groups & Boards of Examiners) – 2018/2019

Faculty Committees

	Term 1	Term 2	Term 3 (& summer)
Bartlett Faculty Board	TBC (dependent on room availability)	TBC (dependent on room availability)	TBC (dependent on room availability)
Faculty Board of Examiners (FBoE)	2–4pm, Wednesday 28 November 2018	2–4pm, 21 Jan 2019 2–4pm, 20 March 2019	2–4pm, Wednesday 17 July 2019
Faculty MRes Committee (MResCom)	12–2pm, Monday 15 October 2018	12–2pm, Wednesday 9 January 2019	12–2pm, Monday 8 April 2019
NEW! Faculty Student Recruitment, Admissions & Funding Committee (FSRAFC)	12–2pm, Wednesday 21 November 2018	12–2pm, Wednesday 6 March 2019	12–2pm, Wednesday 3 July 2019
Undergraduate Prog Committee (UPC)	12–2pm, Monday 5 November 2018	12–2pm, Monday 18 February 2019	12–2pm, Monday 1 April 2019
Postgraduate Programmes Committee (PPC)	12–2pm, Wednesday 10 October 2018 12–3pm, Monday 19 November 2018	12–3pm, Wednesday 16 January 2019 12–3pm, Wednesday 20 February 2019	12–2pm, Wednesday 3 April 2019 12–2pm, Weds 15 May 12–2pm, Monday 8 July 2018
Faculty Teaching Committee (FTC)	12–3pm, Wednesday 17 October 2018 12–1pm, Mon 12 Nov 2018[1] 12–2pm, Mon 26 Nov 2018	12–2pm, Wednesday 23 January 2019 12–2pm, Monday 25 February 2019	12–2pm, Wednesday 10 April 2019 12–2pm, Mon 20 May 2019 12–3pm, Weds 10 July 2019
Faculty Research Degrees Committee (FRDC)	2–4pm, Monday 15 October 2018 2–4pm, Monday 19 November 2018	2–4pm, Monday 21 January 2019 2–4pm, Monday 11 March 2019	2–4pm, Monday 29 April 2019 2–4pm, Monday 3 June 2019
Faculty Library Committee (FLC)	2–4pm, Thursday 15 November 2018	2–4pm, Thursday 7 February 2019	2–4pm, Thursday 2 May 2019
Student Experience Committee (BStEC)	12–1:30pm, Thursday 1 November 2018	12–1:30pm, Thursday 21 February 2019	12–1:30pm, Thursday 23 May 2019

1 Extraordinary meeting, convened to consider undergraduate Annual Student Experience Reviews (ASERs)

Bartlett Faculty Schedule (Committees, Working Groups & Boards of Examiners) – 2018/2019

	Term 1	Term 2	Term 3 (& summer)
Faculty Committees			
Enterprise Advisory Group (EAG)	TBC (one per term)	TBC (one per term)	TBC (one per term)
Research Advisory Group (RAG) *provisional – may be subject to change**	11am–12:30pm, Monday 24 September 2018 11am–12:30pm, Monday 2 October 2018 11am–12:30pm, Monday 19 November 2018 11am–12:30pm, Monday 17 December 2018	11am–12:30pm, Monday 21 January 2019 11am–12:30pm, Monday 18 February 2019 11am–12:30pm, Monday 18 March 2019 –	11am–12:30pm, Monday 20 May 2019 11am–12:30pm, Monday 17 June 2019 11am–12:30pm, Monday 15 July 2019 –
Management Advisory Group (MAG)	10am–12pm, Monday 10 September 2018 10am–12pm, Monday 8 October 2018 10am–12pm, Monday 12 November 2018 10am–12pm, Monday 10 December 2018	10am–12pm, Monday 14 January 2019 10am–12pm, Monday 11 February 2019 10am–12pm, Monday 11 March2019 10am–12pm, Monday 15 April 2019	10am–12pm, Monday 13 May 2019 10am–12pm, Monday 10 June 2019 10am–12pm, Monday 8 July 2019 –
NEW! [Taught] Tutors' Advisory Group (TAG)	12–2pm, Tuesday 20 November 2018	12–2pm, Tuesday 26 February 2019	12–2pm, Tuesday 21 May 2019
Equality, Diversity & Inclusion Group (EDIG)	TBC (one per term)	TBC (one per term)	TBC (one per term)
UCL Committees			
Academic Board (AB)	Tuesday 23 October 2018	Wednesday 6 February 2019	Wednesday 15 May 2019
Academic Committee (ACom)	Thursday 1 November 2018	Tuesday 19 February 2019	Monday 24 June 2019
Academic Council (AC)	Wednesday 10 October 2018 Friday 16 November 2018	Thursday 24 January 2019 Wednesday 13 March 2019	Tuesday 4 June 2019 Monday 8 July 2019
Education Committee (EdCom)	Tuesday 2 October 2018 Thursday 6 December 2018	Monday 25 February 2019 Thursday 25 April 2019	Tuesday 11 June 2019 Thursday 18 July 2019
Finance Committee (FCom)	Thursday 27 September, 2018	Thursday 28 February 2019	Thursday 27 June 2019
Library Committee (LC)	Tuesday 16 October 2018	Tuesday 5 February 2019	Tuesday 14 May 2019
Research Degrees Committee (RDC)	Tuesday 9 October 2018	Tuesday 12 March 2019	Wednesday 5 June 2019
Student Experience Committee (StEC)	Tuesday 13 November 2018	Thursday 24 January 2019	Thursday 7 March 2019 Tuesday 28 May 2019
Student Recruitment, Admissions & Funding Committee (StRAFC)	Monday 17 December 2018	Tuesday 5 March 2019	Monday 10 June 2019

Teaching & learning

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Bartlett Faculty Schedule (Committees, Working Groups & Boards of Examiners) – 2018/2019

UCL Working Groups & Sub-Committees

	Term 1	Term 2	Term 3 (& summer)
Faculty Tutor Forum (FTF)	Thursday 18 October 2018 Thursday 20 November 2018 Thursday 13 December 2018	Thursday 17 January 2019 Tuesday 26 February 2019 Tuesday 19 March 2019	Tuesday 21 May 2019 Thursday 20 June 2019 Tuesday 16 July 2019
Academic Regulations & Quality Assurance sub-Committee (ARQAsC)	Monday 17 September 2018 Thursday 13 November 2018	Tuesday 22 January 2019 Monday 25 March 2019	Tuesday 14 May 2019 Tuesday 18 June 2019
Quality Review sub-Committee (QRsC)	Thursday 20 September 2018 Thursday 22 November 2018	Thursday 31 January 2019 Thursday 11 April 2018	Thursday 6 June 2019 —
Programme & Module Approval Panel (PMAP) *(Deadline – for receipt of all documentation)*	Thursday 4 October 2018 *5pm, Thursday 20 September 2018* Thursday 8 November 2018 *5pm, Thursday 25 October 2018* Tuesday 11 December 2018 *5pm, Tuesday 27 November 2019*	Thursday 7 February 2019 *5pm, Thursday 24 January 2019* Thursday 7 March 2019 *5pm, Thursday 21 February 2019* Tuesday 9 April 2019 *5pm, Tuesday 26 March 2019*	Thursday 16 May 2019 *5pm, Thursday 2 May 2019* Thursday 13 June 2019 *5pm, Thursday 30 May 2019* Thursday 11 July 2019 *5pm, Thursday 27 June 2019*

Bartlett Faculty Schedule (Committees, Working Groups & Boards of Examiners) – 2018/2019

	Autumn 'Final' Boards (2017–18)	Summer 'Interim' Boards (2018–19)	Autumn 'Final' Boards (2018–19)
Bartlett Boards of Examiners – Undergraduate			
BSc Architecture (*Part 1*) & **BSc Architectural & Interdisciplinary Studies**	3pm, Monday 10 September 2018 (LSA Board)	3pm, Wednesday 5 June 2019	TBC (dependent on resit period)
MEng Engineering & Architectural Design	11am, Tuesday 11 September 2018 (LSA Board)	3pm, Wednesday 12 June 2019	TBC (dependent on resit period)
BSc Project Management for Construction	10am, Weds 19 September 2018 (LSA Board)	1pm, Thursday 13 June 2019	1pm, Wednesday 18 September 2019
BSc Planning Programmes	Tuesday 18 September 2018 (LSA Board)	12:30pm, Thursday 13 June 2019	TBC (dependent on resit period)
Bartlett Boards of Examiners – Postgraduate			
Architectural Computation & Digital Theory	Thursday 18 October 2018	Thursday 20 June 2019	3pm, Thursday 17 October 2019
PgCert Advanced Architectural Research	3pm, Tuesday 18 September 2018	Thursday 27 June 2019	Tuesday 17 September 2019
Certificate in Professional Practice (Part 3)	Wednesday 5 December 2018	Wednesday 17 July 2019	Tuesday 3 December 2019
MArch Architecture (Part 2)	Monday 10 September 2018	3pm, Friday 7 June 2019	Monday 9 September 2019
MArch Architectural Design	3pm, Tuesday 18 September 2018	Thursday 27 June 2019	3pm, Tuesday 17 September 2019
MA Architectural History & Space Syntax	2pm, Thursday 25 October 2018	2pm, Wednesday 19 June 2019	3pm, Thursday 24 October 2019
Landscape Architecture	–	3pm, Thursday 13 June 2019	3pm, Thursday 10 October 2019
MArch Urban Design	3pm, Wednesday 19 September 2018	Thursday 27 June 2019	3pm, Wednesday 18 September 2019
15-Month Programmes	Thursday 13 December 2018	Thursday 27 June 2019	3pm, Thursday 12 December 2019
MSc Built Environment	2pm, Thursday 18 October 2018	2pm, Thursday 20 June 2019	2pm, Thursday 17 October 2019
MSc Construction & Project Management	11am, Wednesday 24 October 2018	1pm, Wednesday 26 June 2019	11am, Tuesday 22 October 2019
MSc Development & Planning	2pm, Wednesday 24 October 2018	2pm, Wednesday 19 June 2019	2pm, Wednesday 23 October 2019
MSc Environment, Energy & Resources	2pm, Thursday 18 October 2018	2pm, Thursday 20 2019	2pm, Thursday 17 October 2019
MSc Planning Programmes	2pm, Friday 19 October 2018	2pm, Friday 21 June 2019	2pm, Friday 18 October 2019
MPlan City Planning	–	(time TBC) Thursday 20 June 2019	(time TBC) Friday 30 August 2019
MRes	2pm, Wednesday 24 October 2018	2pm, Wednesday 19 June 2019	2pm, Wednesday 30 October 2019

Teaching & learning

Student surveys

One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey, The Postgraduate Taught Experience Survey, and the New to UCL survey. Whether it's about teaching, accommodation, or facilities, surveys are a chance for students to have their say about what works and what needs improving, to help us make sure that UCL is as good as it can be for current and future students. We aim to minimize the volume of surveys students are asked to take, so undergraduates will be invited to take just one institutional survey per year, and full-time postgraduate students will be invited to take two. Each survey takes just a few minutes to complete, all responses are anonymous, and some include a generous prize draw. Every piece of feedback is read and the results of each survey are shared with staff across UCL – including President & Provost Michael Arthur:
🌐 *https://www.ucl.ac.uk/you-shape-ucl/*

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/institutions/ surveys/postgraduate-taught-experience-survey*

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 ChangeMakers supports students and staff to work in partnership to enhance the student learning experience across UCL. UCL ChangeMakers Projects supports students and staff in running projects to improve the learning experience at UCL. Anyone with an idea can submit a proposal for funding and support. UCL ChangeMakers ASER facilitators are students who work with Student Academic Representatives and staff in selected departments to formulate the departmental educational enhancement action plan. UCL ChangeMakers Student reviewers work with staff to review their teaching practice:
🌐 *https://www.ucl.ac.uk/changemakers/*

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.

Support services

Support services

5

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

The 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.
⊕ *https://www.ucl.ac.uk/srs/our-services/ student-support-and-wellbeing*

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

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

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

Out-of-hours support and information helpline
UCL works in partnership with Care First to provide an out-of-hours support and information helpline. The helpline is free of charge and includes access to information specialists who are trained by Citizens Advice and to professionally-qualified and BACP-accredited counsellors who can help students with a range of emotional and psychological difficulties:
⊕ *https://www.ucl.ac.uk/students/support-and- wellbeing/evening-and-weekend-support*

Crisis support – immediate help
If a student is in crisis there are a range of UCL and external sources of help such as Nightline, Ridgmount Medical Practice, Hall Wardens, Student Psychological Services and the Samaritans:
⊕ *https://www.ucl.ac.uk/students/ support-and-wellbeing/crisis-support*

International Student Support and Welfare

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

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.
- *http://www.ucl.ac.uk/new-students/register-with-a-doctor*
- *http://www.gowerplacepractice.nhs.uk/new-patients.aspx*

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://thedentalcentrelondon.com*

The **Student Centre** provides front-line administrative services to UCL students and is an excellent source of information about the services provided by Student Support and Wellbeing. They can also provide advice about a range of Student Records enquiries and fulfil requests for proof of student status:
- *https://www.ucl.ac.uk/students/life-ucl/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*
- *https://www.ucl.ac.uk/students/support-and-wellbeing/look-after-yourself/managing-stress-anxiety-panic-and-depression*

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://uclu.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*

Support services

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 misconduct
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 the Students Union to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust, their Hall Warden, or a Students' Union student officer. Support is also available from the trained staff in the Students' Union Advice Service:
🌐 *http://studentsunionucl.org/help-and-advice/advice-service* or the UCL Student Mediator:
🌐 *https://www.ucl.ac.uk/student-mediator/*

Further information:
🌐 *https://studentsunionucl.org/zerotolerance*

Support for students who have been affected by sexual violation
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:
🌐 *https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/sexual-violation*

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) 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. Alternatively, you can try the following place for English language courses which may be available to students at some cost:

Kings College English Language Centre

Kings College, 26–29 Drury Lane, London WC2B 5RL
☎ +44 (0)20 7836 1600

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

UCL Centre for Languages & International Education (CLIE)

The UCL Centre for Languages & International Education (CLIE) offers courses in 13 foreign languages and English for Academic Purposes (EAP), across a range of academic levels to support UCL students, staff and London's wider academic and professional community. CLIE provides modern foreign languages and EAP modules for UCL students, including courses satisfying UCL's Modern Foreign Language requirements and degree preparagraphtion courses for international students. CLIE also offers UCL summer school courses. Students can access language-learning resources online through the CLIE Self-Access Centre, including films and documentaries 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.

Support services

UCL Arena Centre for Research-based Education, based in Torrington Place, comprises a large group of Principal and Senior Teaching Fellows and professional staff who are committed to:

— enabling education development at UCL ensuring we offer the best possible quality and experience for students, by forging creative connections between UCL's world-leading research and its teaching and learning at all levels of the curriculum, and by fostering ways in which students can 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 the higher education sector nationally and internationally in relation to the development of research-based higher education, academic practice and academic leadership.

The Arena Centre works closely with the Office of the Vice Provost for Education and Student Affairs and with academic and professional colleagues from across UCL.

Dr Brent Carnell, Principal Teaching Fellow, is the Arena Centre's contact offering education development support to The Bartlett. Contact Brent with queries: ✉ *b.carnell@ucl.ac.uk*.

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. Services and events are available to all taught students, researchers (PhD students and postdocs) and graduates (for up to 2 years after course completion).

UCL Careers also supports employability activities within departments such as work-related learning, including internships and placements. UCL students are helped with applications and sourcing opportunities with web resources and advice. They can book appointments via myUCLCareers and can source opportunities via myUCLCareers, UCL Talent Bank – a shortlisting service connecting students to small and medium sized organisations, and apply for opportunities within our summer internships and global internships schemes.

⊕ *http://www.ucl.ac.uk/careers*
⊕ *https://uclcareers.targetconnect.net/home.html*
⊕ *http://www.ucl.ac.uk/careers/opportunities/ jobs/internships-and-placements*

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.ucl.ac.uk/careers/recruiters/ skills/skills4work*

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.

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:
⊕ *http://www.ucl.ac.uk/enterprise*

Information on internships and placements from UCL Careers
UCL Careers has web resources, a student toolkit and bookable appointments for students to support them with applications for internships and placements, and guidance in sourcing opportunities. Further information:
⊕ *http://www.ucl.ac.uk/careers/opportunities/ jobs/internships-and-placements*

Support services

Resources & facilities

6

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

UCL also has a licence for Lynda.com which provides thousands of high quality video-based courses from programming to presentation skills:
⊕ *https://www.ucl.ac.uk/lynda*

Learning on Screen ('bob') provides students with access to a vast archive of 65 free-to-air channel programming for educational usage – you can view TV programmes and films, and listen to radio programmes.

In addition, Kanopy ('thoughtful entertainment') is available to UCL students, and offers a wide range of movies:
⊕ *https://learningonscreen.ac.uk/ondemand/*
⊕ *https://www.kanopy.com/*

E-learning services available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom:
⊕ *https://www.ucl.ac.uk/isd/services/learning-teaching/e-learning-services-for-students*

ISD provides desktop computers and laptops for loan in a number of learning spaces:
⊕ *http://www.ucl.ac.uk/library/laptop-loans*

Information on Learning and Teaching spaces as well as a map of computer workrooms is available on the ISD website. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students:
⊕ *http://www.ucl.ac.uk/isd/services/learning-teaching/spaces*
⊕ *http://www.ucl.ac.uk/isd/services/learning-teaching/spaces/locations*

It is also possible to access a large range of applications remotely, from any computer, using the Desktop@UCL Anywhere service. Students also have access to a range of free and discounted software via ISD Software for Students:
⊕ *http://www.ucl.ac.uk/isd/services/software-hardware/student-software*

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

UCL 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:
⊕ *https://www.ucl.ac.uk/isd/it-essentials-for-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.
⊕ *https://www.ucl.ac.uk/isd/services/software-hardware/software-for-students*

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:
⊕ *https://www.ucl.ac.uk/isd/services/learning-teaching/digital-skills-development*

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:
⊕ *https://www.ucl.ac.uk/isd/services/computers/remote-access/desktopucl-anywhere*

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:
⊕ *https://www.ucl.ac.uk/isd/services/get-connected/wi-fi-wireless-networks*
— 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:
⊕ *https://www.ucl.ac.uk/isd/services/learning-teaching/spaces/student-computer-workroom-information*

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*

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

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

Sessions are confidential and will not be reported to your department or any other university staff unless at your request. Students can make an appointment or attend a drop-in session for free, confidential and independent advice and support: 🌐 *https://studentsunionucl.org/ help-and-advice/advice-service*

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* 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 aimed at UCL undergraduates and taught postgraduates offering them the chance to put their studies in a global context, connect with students across UCL 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, develop hands-on skills and make an impact on the world. Participation is free and is not assessed. Places are awarded on a first come, first served basis.
🌐 *www.ucl.ac.uk/global-citizenship-programme*

Resources & facilities

Policies & regulations

7

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.

UCL Code of Practice on Freedom of Speech:
⊕ *http://www.ucl.ac.uk/staff/resources/ documents/Freedom_of_Speech_Code _of_Practice_Rev_Sep_2010.pdf*

Religion and Belief Equality Policy for Students:
⊕ *https://www.ucl.ac.uk/students/policies/ equality/religion*

Equality and Diversity

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

🌐 *https://www.ucl.ac.uk/students/policies/equality*

UCL General Data Protection Regulation (GDPR) & Data Protection

This new legislation introduced sweeping changes to the way in which personal data can be collected, used, retained and deleted; furthermore, it also significantly increases the penalties for non-compliance. UCL is required by law to comply with the GDPR and data protection legislation. The UK's regulator for the legislation is the Information Commissioner's Office.

This Act came into force on 25 May 2018 and it is the commitment of the university to ensure that every registered student complies with this Act to ensure the confidentiality of any personal data held by UCL, in whatever medium. UCL processes the personal data of living individuals such as its staff, students, contractors, research subjects and customers and has a data protection policy as a commitment to the safeguarding of personal data processed by its staff and students, and to ensure compliance with the legislation.

It is the duty of data controllers such as UCL to comply with the data protection principles with respect to personal data. This policy describes how UCL will discharge its duties in order to ensure continuing compliance with the Act in general and the data protection principles and rights of data subjects in particular.

The GDPR is founded on a series of principles which are central to GDPR compliance. They state that personal data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to individuals ('lawfulness, fairness and transparency');

2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes ('purpose limitation');
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals ('storage limitation');
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

The principle of Accountability places an obligation on UCL to demonstrate compliance with the new Regulation by introducing a new 'accountability' principle, which states that the controller shall be responsible for, and be able to demonstrate compliance with, (1–6 above) ('accountability'). In practice, UCL is required not only to implement a range of data protection measures to ensure compliance with the GDPR, but also demonstrate this compliance.

UCL General Student Privacy Notice
UCL are committed to protecting and respecting your privacy. This privacy notice sets out how any personal data we collect from you through your electronic and/or paper application to UCL will be processed by us. This notice also sets out the basis on which any personal data related to your application which is passed to us by individuals and by third parties is collected and processed. Please see here for more information:

🌐 *https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice*

Policies & regulations

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 been 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/legal-services/ data-protection-overview*
    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
🌐 *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 or the Students' Union's Advice Service. UCL strongly encourages this kind of resolution and does expect students to have attempted some form of informal resolution before making a formal complaint.

Formal complaints
If an issue cannot be resolved at a local level, students may feel they need to submit a formal complaint using UCL's Student Complaints Procedure. UCL aims to ensure that all complaints are treated fairly, impartially, effectively and in a timely manner, without fear of victimisation. The Complaints Procedure applies across all Schools, Faculties, Academic Departments and Professional Service Divisions.
- *https://www.ucl.ac.uk/student-mediator/*
- *http://studentsunionucl.org/help-and-advice/advice-service*

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*

Ethics guidance

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 2018/19 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, for which you will need to follow the procedures for applicants (*http://ethics.grad.ucl.ac.uk/procedures.php*).

There are two paths to ethics approval. If your research does not involve vulnerable groups, intrusive interventions, sensitive topics or deception, you will be required to complete a 'low risk' application form which is approved by the Chair of the ethics committee. For studies involving more than minimal risk, you will need to complete a 'high risk' application form which is reviewed by the full ethics committee. In both cases, your research will also require data protection registration (please see below).

Data protection
If you are proposing to collect or access personal data i.e. data from which a living individual can be identified, you must comply with the Data Protection Act 2018. Please consult UCL guidance for researchers (*http://www.ucl.ac.uk/legal-services/sites/legal-services/files/guidance_paper_for_researchers.pdf*), register your research project using this application form (*http://www.ucl.ac.uk/legal-services/sites/legal-services/files/research_registration_form_270618.doc*) and prepare an information sheet (please see below).

If your research is deemed 'high risk', or meets certain criteria classed as 'high risk processing', for example involving large volumes of personal data, combining data sets or monitoring public spaces, you may also be required to complete a Data Protection Impact Assessment (*https://www.ucl.ac.uk/legal-services/sites/legal-services/files/ucl_dpia_template_gdpr_research_v9.pdf*). UCL has a General Data Protection Regulation website (*https://www.ucl.ac.uk/gdpr*) and the Information Commissioner's Office has produced an online guide for understanding data protection (*http://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/*).

Information sheets and consent forms
Information sheets and consent forms are strongly advised to inform participants about your research in plain language and to receive informed consent for sharing data in verbal or signed form.The Bartlett ethics website provides example information sheets and consent forms (*http://www.ucl.ac.uk/bartlett/research/ethics-built-environment*) related to built environment research to edit and use. The UCL research ethics website includes guidance for writing information sheets (*http://ethics.grad.ucl.ac.uk/advice.php*) and template forms (*http://www.ucl.ac.uk/legal-services/research*). Please consult your course leader or departmental ethics adviser for guidance on which specific information sheets and consent forms to use as these vary according to disciplinary protocols.

Research overseas

It is very important that you 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 strongly recommended that you regularly check the British Foreign and Commonwealth Office website (*http://www.gov.uk/foreign-travel-advice*) for further details and travel advice for the country you are planning to travel to. You should also note there are new legal requirements with regards to the processing of personal data outside of the European Union (*http://www.ucl.ac.uk/legal-services/guidance/transfer-personal-data-overseas*).

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.ukdataservice.ac.uk/manage-data/legal-ethical/obligations*) and the Government Statistical Service guidance on statistical disclosure control (*http://gss.civilservice.gov.uk/guidances/methodology/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 (*http://www.ethicsguidebook.ac.uk*) for understanding how to make ethical decisions when conducting research. UCL's Research Integrity website (*http://www.ucl.ac.uk/research/integrity*) brings together key policy documents. 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*).

Policies & regulations

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 then 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 fore, 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 and Security at UCL

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

🌐 *http://www.ucl.ac.uk/estates/safetynet/policy/index.htm*
🌐 *http://www.ucl.ac.uk/estates/safetynet/guidance/index.htm*
🌐 *http://www.ucl.ac.uk/estates/maintenance/fire/documents/UCLFire_TN_088.pdf*
🌐 *http://www.ucl.ac.uk/estates/security/*
🌐 *http://www.ucl.ac.uk/estates/security/crime-prevention/staying-safe/*

Policies & 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 thirteen School/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/*

Policies & regulations

Post-study & Appendices

8

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

The UCL Alumni Community is a global network of more than 250,000 former students. Alumni can take advantage of a wide range of benefits – on campus, across the UK and globally – including the Alumni Card, access to thousands of e-journals and library services, and a free UCL-branded email for life. All students and alumni can connect through the UCL Alumni Online Community, an exclusive mentoring platform with sector based and international networks and get involved through events, reunions, and the UCL Connect professional development series.
🌐 *https://aoc.ucl.ac.uk/alumni/alumni-community*

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 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

Five copies of your official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their contact addresses as held on PORTICO approximately 8–10 weeks after the awards have been ratified by the UCL authorities.

UCL Student Records can produce additional transcripts for students on taught programmes as well as for affiliate students via the UCL Transcript Shop:
🌐 *https://onlinestore.ucl.ac.uk/product-catalogue/ student-registry-services-c19/assessment- student-records-j13/j13-transcripts*

Affiliate students
Transcripts for affiliate students are issued automatically upon the students' completion of their study at UCL and are dispatched as follows: JYA, Exchange and Erasmus Students – transcripts are issued to the students' home universities Independent affiliate students – transcripts are posted to the students' contact addresses.
🌐 *https://www.ucl.ac.uk/students/exams-and- assessments/results/transcripts-and-certificates*

It takes around 10 working days to produce transcripts from the date of purchase from the *UCL Transcript Shop*, therefore you will need to make your request in good time, and at least 10 working days before they are required. If you are selecting for your transcripts to be posted, you will need to allow extra time for delivery, especially to overseas destinations. All transcripts are sent by Royal Mail Standard Delivery/Standard International Delivery.

— 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.

You should only make contact if your transcripts have not arrived at their destination(s) after one month from receipt of your order. If you have any other queries regarding the request of transcripts then please feel free to contact:
🌐 *https://www.ucl.ac.uk/students/ exams-and-assessments/results/transcripts*

Appendix A

The Bartlett
Faculty of the Built Environment

UCL

SCHEME OF AWARD (2018/2019)

Taught Masters (MA, MArch', MPA, MSc)

Condonement Criteria
- At taught postgraduate level, marks of 40–49% in up to 25% of a candidate's taught credits may be condoned
- The condonement criteria apply at both the first and second attempts
- The condoned mark will stand i.e. *the mark will not be raised to the pass mark*) but will be treated as pass in all subsequent conditions and will be included in the candidate's classification calculation
- Students must pass all non-condonable modules in order to progress or be eligible for award (each programme must specify and make clear to all students which modules are or are not condonable)
- Condonement can only be considered and applied by the Board of Examiners at the end of the taught modules, when the full extent of any failure is known
- Failed modules can only be condoned once all taught modules have been completed.
- Where a student who is studying on a modular/flexible route and has not completed all the taught modules fails a module within the condonement criteria, the Board should:
  - note that the module is "condonable", but that it has not yet been condoned
  - advise the student of condonement criteria, emphasising a maximum 25% of taught modules are condonable
  - offer the student the opportunity to resit at a second attempt at the next available opportunity only

Rounding of Marks:
- Rounding must be applied to the final weighted average mark (e.g. a mark of 59.4 must be rounded to 59%, and a mark of 59.5 must be rounded to 60%)

Award Requirements
- In order to be awarded a taught Masters degree, students should pass all modules.
- A student who does not pass all modules must nonetheless be considered to have met the award requirements if they meet all of the condonement criteria.
- Students are required to:

  pass all non-condonable modules
  AND
  attain marks in the condonable range in no more than 30 taught credits
  AND
  pass the remaining taught credits
  AND
  pass the Dissertation/substantive project
  AND
  achieve a credit-weighted mean of at least 50.00% across all credits

Degree Classification
- A student who meets the award requirements for a programme of study leading to a Postgraduate Certificate (PgCert), Postgraduate Diploma (PgDip) or taught Masters degree should be awarded a Pass, Merit or Distinction classification. (Where a PG Cert or PG Dip interim qualification is an advertised outcome from a programme of study, students are eligible for a classification. Where an interim qualification is not an advertised outcome, students are not eligible for a classification.)
- The final weighted mark must be calculated from a credit-weighted mean of all module marks, rounded to 2 decimal places.
- The following rules must be used to determine the classification:

' Excluding the MArch Architecture (RIBA Part II)

Appendix A continued

Qualifies for Distinction:	a final weighted mark greater than or equal to 69.50%
	OR
	a final weighted mark greater than or equal to 68.50%
	AND
	module marks of at least 70.00% in at least 50% of all credits
Qualifies for Merit:	a final weighted mark greater than or equal to 59.50%
	OR
	a final weighted mark greater than or equal to 58.50%
	AND
	module marks of at least 60.00% in at least 50% of all credits
Qualifies for Pass:	meets the award requirements

Appendix B

The Bartlett
Faculty of the Built Environment

UCL

SCHEME OF AWARD (2018/2019)

MArch Architecture

Statement on Condonement Regulations

UCL regulations state that at taught postgraduate level, marks of 40-49% in up to 25% of a student's taught credits may be condoned. Further details can be found here: https://www.ucl.ac.uk/srs/academic-manual/c4/progression-award/postgraduate/#4.6.2

However no failure in any module offered on the MArch Architecture programme will be condoned owing to the professional accreditation arrangements with the Royal Institute of British Architects (RIBA) and the Architects Registration Board (ARB). Therefore **all modules undertaken must be passed** (at either first or second attempt).

- The MArch (RIBA/ARB Part 2) Architecture award is given to those who successfully pass the full two-year MArch Architecture programme
- For the award of the MArch Architecture degree students must have completed 300 UCL credits.
- The pass mark is 50%

The following modules are used to calculate the award based on 150 UCL credits:

BARC0010 Advanced Architectural Design (105 credits)
AND
BARC0011 Thesis (45 credits)

Plus the highest mark from **EITHER**
BARC0009 Advanced Architectural Studies (30 credits)
OR
BARC0013 Design Realisation (30 credits)

Rounding of Marks:
- Rounding must be applied to the final weighted average mark (e.g. a mark of 59.4 must be rounded to 59%, and a mark of 59.5 must be rounded to 60%).

Award Requirements
- In order to be awarded the degree, students are required to:

pass all modules
AND
pass the Dissertation/substantive project
AND
achieve a credit-weighted mean of at least 50.00% across all credits

Appendix B continued

Degree Classification

- A student who meets the award requirements should be awarded a Pass, Merit or Distinction classification.
- The final weighted mark must be calculated from a credit-weighted mean of all module marks, rounded to 2 decimal places.
- The following rules must be used to determine the classification:

Qualifies for Distinction:	a final weighted mark greater than or equal to 69.50% **OR** a final weighted mark greater than or equal to 68.50% **AND** module marks of at least 70.00% in at least 50% of all credits
Qualifies for Merit:	a final weighted mark greater than or equal to 59.50% **OR** a final weighted mark greater than or equal to 58.50% **AND** module marks of at least 60.00% in at least 50% of all credits
Qualifies for Pass:	meets the award requirements

Appendix C

The Bartlett
Faculty of the Built Environment

🏛 UCL

SCHEME OF AWARD (2018/2019)

MArch Biointegrated Design

Condonement Criteria
- At taught postgraduate level, marks of 40–49% in up to 25% of a student's taught credits may be condoned
- The condonement criteria apply at both the first and second attempts
- The condoned mark will stand (i.e. the mark will not be raised to the pass mark) but will be treated as pass in all subsequent conditions and will be included in the student's classification calculation
- Students must pass all non-condonable modules in order to progress or be eligible for award (each programme must specify which modules are or are not condonable)
- Condonement can only be considered and applied by the Board of Examiners at the end of the taught modules when the full extent of any failure is known
- Failed modules can only be condoned once all taught modules have been completed.
- Where a student who is studying on a modular/flexible route and has not completed all the taught modules fails a module within the condonement criteria, the Board should:
  - note that the module is "condonable", but that it has not yet been condoned
  - advise the student of condonement criteria, emphasising a maximum 25% of taught modules are condonable
  - offer the student the opportunity to resit at a second attempt at the next available opportunity only

- The MArch Biointegrated Design is given to those who successfully pass the full two-year programme.
- For the award of the MArch degree students must have completed 300 UCL credits.
- The pass mark is 50%.

The modules used to calculate the award based on 180 UCL credits will be confirmed during the 2018–19 session.

Rounding of Marks:
- Rounding must be applied to the final weighted average mark (e.g. a mark of 59.4 must be rounded to 59%, and a mark of 59.5 must be rounded to 60%).

Award Requirements
- In order to be awarded the MArch Biointegrated Design degree, students *should* pass all modules
- A student who does not pass all modules *must* nonetheless be considered to have met the award requirements if they meet all of the condonement criteria.
- Students are required to:

pass all non-condonable modules
AND
attain marks in the condonable range in no more than 30 taught credits
AND
pass the remaining taught credits
AND
pass the Dissertation/substantive project
AND
achieve a credit-weighted mean of at least 50.00% across all credits

Appendix C continued

Degree Classification

- A student who meets the award requirements for a programme of study leading to a Postgraduate Certificate (PgCert), Postgraduate Diploma (PgDip) or taught Masters degree should be awarded a Pass, Merit or Distinction classification. (Where a PG Cert or PG Dip interim qualification is an advertised outcome from a programme of study, students are eligible for a classification. Where an interim qualification is not an advertised outcome, students are not eligible for a classification.)
- The final weighted mark must be calculated from a credit-weighted mean of all module marks, rounded to 2 decimal places.
- The following rules must be used to determine the classification:

Qualifies for Distinction:	a final weighted mark greater than or equal to 69.50% OR a final weighted mark greater than or equal to 68.50% AND module marks of at least 70.00% in at least 50% of all credits
Qualifies for Merit:	a final weighted mark greater than or equal to 59.50% OR a final weighted mark greater than or equal to 58.50% AND module marks of at least 60.00% in at least 50% of all credits
Qualifies for Pass:	meets the award requirements

Appendix C continued

Appendix D

The Bartlett
Faculty of the Built Environment

SCHEME OF AWARD (2018/2019)

MLA Landscape Design

Condonement Criteria

- At taught postgraduate level, marks of 40-49% in up to 25% of a student's taught credits may be condoned
- The condonement criteria apply at both the first and second attempts
- The condoned mark will stand (i.e. the mark will not be raised to the pass mark) but will be treated as pass in all subsequent conditions and will be included in the student's classification calculation
- Students must pass all non-condonable modules in order to progress or be eligible for award (each programme must specify which modules are or are not condonable)
- Condonement can only be considered and applied by the Board of Examiners at the end of the taught modules, when the full extent of any failure is known
- Failed modules can only be condoned once all taught modules have been completed.
- When a student who is studying on a modular/flexible route and has not completed all the taught modules fails a module within the condonement criteria, the Board should:
  - note that the module is "condonable", but that it has not yet been condoned
  - advise the student of condonement criteria, emphasising a maximum 25% of taught modules are condonable
  - offer the student the opportunity to resit at a second attempt at the next available opportunity only

- The MLA Landscape Design is given to those who successfully pass the full two-year programme.
- For the award of the MLA degree students must have completed 300 UCL credits.
- The pass mark is 50%.

The modules used to calculate the award based on 180 UCL credits will be confirmed during the 2018-19 session.

Rounding of Marks:

- Rounding must be applied to the final weighted average mark (e.g. a mark of 59.4 must be rounded to 59%, and a mark of 59.5 must be rounded to 60%).

Award Requirements

- In order to be awarded the MLA Landscape Design degree, students should pass all modules.
- A student who does not pass all modules must nonetheless be considered to have met the award requirements if they meet all of the condonement criteria.
- Students are required to:

pass all non-condonable modules
AND
attain marks in the condonable range in no more than 30 taught credits
AND
pass the remaining taught credits
AND
pass the Dissertation/substantive project
AND
achieve a credit-weighted mean of at least 50.00% across all credits

Appendix D continued

Degree Classification

- A student who meets the award requirements for a programme of study leading to a Postgraduate Certificate (PgCert), Postgraduate Diploma (PgDip) or taught Masters degree should be awarded a Pass, Merit or Distinction classification. (Where a PG Cert or PG Dip interim qualification is an advertised outcome from a programme of study, students are eligible for a classification. Where an interim qualification is not an advertised outcome, students are not eligible for a classification.)
- The final weighted mark must be calculated from a credit-weighted mean of all module marks, rounded to 2 decimal places.
- The following rules must be used to determine the classification:

Qualifies for Distinction:	a final weighted mark greater than or equal to 69.50% OR a final weighted mark greater than or equal to 68.50% AND module marks of at least 70.00% in at least 50% of all credits
Qualifies for Merit:	a final weighted mark greater than or equal to 59.50% OR a final weighted mark greater than or equal to 58.50% AND module marks of at least 60.00% in at least 50% of all credits
Qualifies for Pass:	meets the award requirements

Appendix D continued

Appendix E

The Bartlett
Faculty of the Built Environment

🏛 UCL

SCHEME OF AWARD (2018/2019)

MPlan City Planning

Statement on Condonement Regulations

UCL regulations state that at taught postgraduate level, marks of 40–49% in up to 25% of a student's taught credits may be condoned. Further details can be found here: https://www.ucl.ac.uk/srs/academic-manual/c4/progression-award/postgraduate/44.E.2/

However no failure in any module offered on this MPlan City Planning programme will be condoned owing to the professional accreditation arrangements with the Royal Town Planning Institute (RTPI).
Therefore **all modules undertaken must be passed** (at either first or second attempt).

- The MPlan City Planning is given to those who successfully pass the full two-year programme.
- For the award of the MPlan degree students must have completed 300 UCL credits.
- The pass mark is 50%.

The following modules are used to calculate the award based on 180 UCL credits:

BPLN0005 Plan Making Studio I
AND
BPLN0006 Plan Making Studio II
AND
BPLN0042 Urban Design: Place Making
AND
BPLN0037 Spatial Planning: Concepts and Context
AND
BPLN0038 Comparative Planning Systems and Cultures
AND
BPLN0055 Planning Practice
AND
BPLN0008 Dissertation in City Planning

Rounding of Marks:
- Rounding must be applied to the final weighted average mark (e.g. a mark of 59.4 must be rounded to 59%, and a mark of 59.5 must be rounded to 60%).

Award Requirements
- In order to be awarded the degree, students are required to:

pass all modules
AND
pass the Dissertation/substantive project
AND
achieve a credit-weighted mean of at least 50.00% across all credits

Appendix E continued

Degree Classification
- A student who meets the award requirements should be awarded a Pass, Merit or Distinction classification.
- The final weighted mark must be calculated from a credit-weighted mean of all module marks, rounded to 2 decimal places.
- The following rules must be used to determine the classification:

Qualifies for Distinction:	a final weighted mark greater than or equal to 69.50% **OR** a final weighted mark greater than or equal to 68.50% **AND** module marks of at least 70.00% in at least 50% of all credits
Qualifies for Merit:	a final weighted mark greater than or equal to 59.50% **OR** a final weighted mark greater than or equal to 58.50% **AND** module marks of at least 60.00% in at least 50% of all credits
Qualifies for Pass:	meets the award requirements

Appendix E continued

Appendix F

The Bartlett
Faculty of the Built Environment

UCL

SCHEME OF AWARD (2018/2019)

Masters by Research (MRes)

Condonement Criteria
- At taught postgraduate level, marks of 40-49% in up to 25% of a student's taught credits may be condoned
- The condonement criteria apply at both the first and second attempts
- The condoned mark will stand (i.e. *the mark will not be raised to the pass mark*) but will be treated as pass in all subsequent conditions and will be included in the student's classification calculation
- Students must pass all non-condonable modules in order to progress or be eligible for award (each programme *must specify and make clear to all students which modules are or are not condonable*)
- Condonement can only be considered and applied by the Board of Examiners at the end of the taught modules, when the full extent of any failure is known
- Failed modules can only be condoned once all taught modules have been completed.
- Where a student who is studying on a modular/flexible route and has not completed all the taught modules fails a module within the condonement criteria, the Board should:
  - note that the module is "condonable", but that it has not yet been condoned
  - advise the student of condonement criteria, emphasising a maximum 25% of taught modules are condonable
  - offer the student the opportunity to resit at a second attempt at the next available opportunity only

Rounding of Marks:
- Rounding must be applied to the final weighted average mark (e.g. a mark of 59.4 must be rounded to 59%, and a mark of 59.5 must be rounded to 60%).

Award Requirements
- A student who meets the award requirements for a programme of study leading to a Masters by Research Degree (MRes) must be awarded a Pass, Merit or Distinction classification.
- The final weighted mark must be calculated from a credit-weighted mean of all module marks, rounded to 2 decimal places.

Degree Classifications
- The following rules must be used to determine the classification:

Qualifies for Distinction	a final weighted mark greater than or equal to 69.50% **AND** a mark greater than or equal to 70% in the Dissertation **OR** a final weighted mark greater than or equal to 68.50% **AND** module marks of at least 70.00% in at least 50% of the taught credits **AND** a mark greater than or equal to 70.00% in the Dissertation

Appendix F continued

Qualifies for Merit	a final weighted mark greater than or equal to 59.50% **AND** a mark greater than or equal to 60% in the Dissertation **OR** a final weighted mark greater than or equal to 58.50% **AND** module marks of at least 60.00% in at least 50% of the taught credits **AND** a mark greater than or equal to 60.00% in the Dissertation
Qualifies for Pass	meets the award requirements