



**PhD**  
**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  
يادمأ شوخ Bienvenue Witamy  
Tervetuloa Bem-vindo  
Croeso ようこそ  
Willkommen ласкаво просимо  
Fàilte Akwaaba Bun venit  
ברוך בואך Velkommen  
Hoan nghênh Mauya Bienvenido  
Benvenuto 欢迎 Bun venit  
환영합니다  
Siya namkela nonke

# Preface

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**This Manual is intended for use by all graduate research students of The Bartlett Faculty of the Built Environment (i.e. MPhil/PhD/EngD). 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](mailto:annabel.brown@ucl.ac.uk)

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## 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.

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## Disclaimer

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

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

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

You can also view this faculty manual online:

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



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## Welcome to UCL

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### A message from the President and Provost, Professor Michael Arthur

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#### 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



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## Welcome to The Bartlett

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

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**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



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](mailto: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](mailto: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.

### Twitter account

The Faculty's postgraduate research Twitter account is [@TheBartlettPhD](https://twitter.com/TheBartlettPhD). If you have news for or about Bartlett Doctoral student happenings, suitable for tweeting to a wider audience, please contact the Graduate Faculty Tutor (Research), Professor Stephen Marshall ✉ [s.marshall@ucl.ac.uk](mailto:s.marshall@ucl.ac.uk). We have 600+ followers including outsiders, so items that help show the Bartlett to be a vibrant place to outsiders are welcome.

*Please note that the Faculty Office will move during the course of the 2016/2017 academic session: the Dean, Faculty Tutor and Faculty Manager will move to the School of Architecture's refurbished building, 22 Gordon Street by Easter 2017. The FAA will move too, although where to and when is not yet known.*



Kayvan Karimi  
MRes Tutor



Wendy Knowles  
Faculty Manager



Rebecca Payne  
Student Experience Officer



Aeli Roberts  
Senior Tutor



Professor Stephen Marshall  
Faculty Graduate Tutor: Research



Annabel Brown  
Academic Administration Manager



Dr Steve Ridge  
Deputy Academic  
Administration Manager



Lisa Cooper  
Teaching & Learning Officer:  
Postgraduate Research

## 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](http://www.ukcisa.org.uk)

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

+44 (0)20 8846 9000

Maps and guides of the UK.

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

+44 (0)20 7292 1888

Books and maps, long and short haul enquiries.



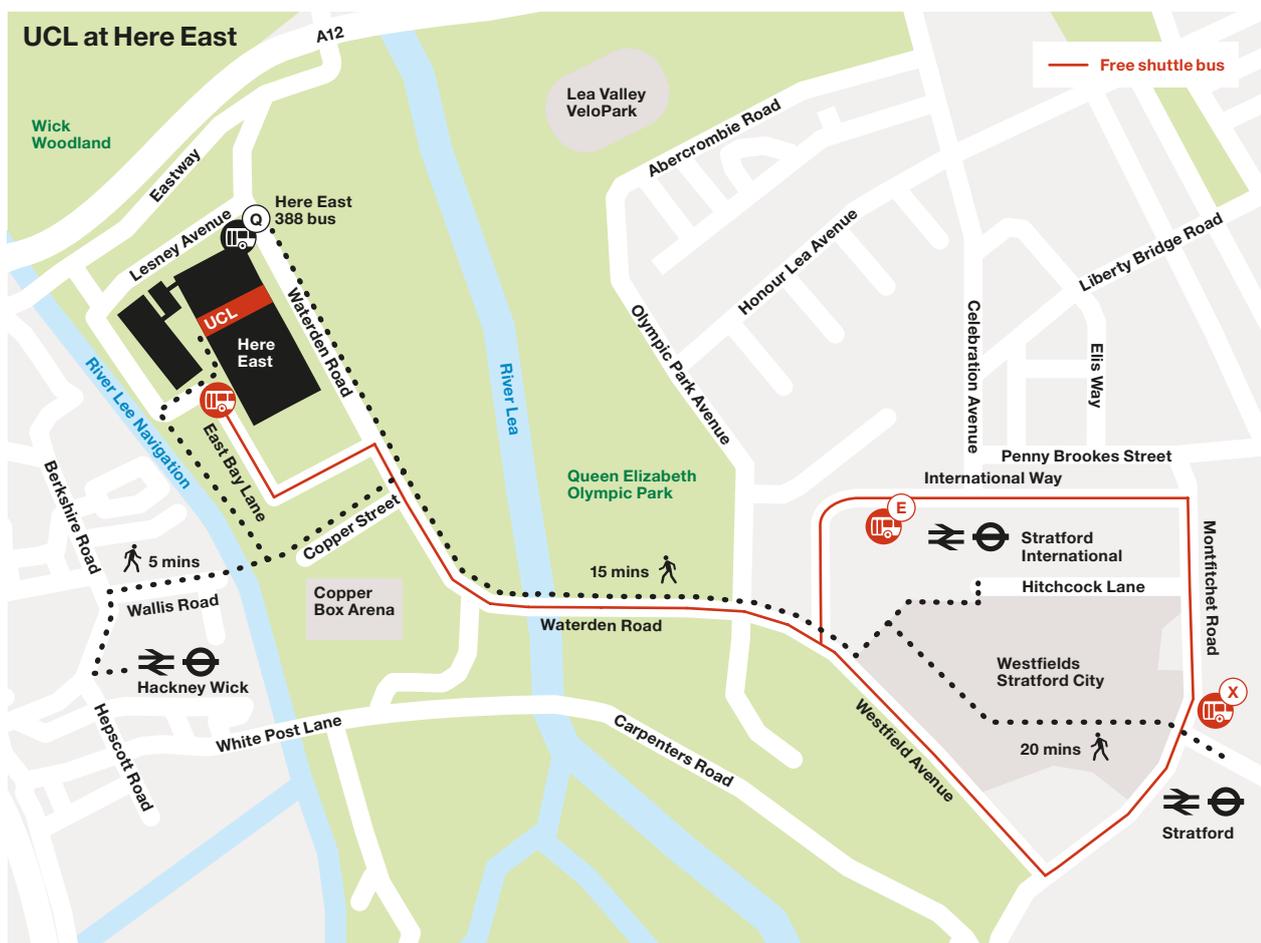
## UCL at Here East

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

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

transport, robotics, healthcare, manufacturing and environmental measurement. The Bartlett, UCL's Faculty of the Built Environment, and UCL Engineering 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.



## Term dates

Term	Dates
<b>First Term</b>	Monday 24 September 2018 – Friday 14 December 2018
<b>Second Term</b>	Monday 07 January 2019 – Friday 22 March 2019
<b>Third Term</b>	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.

### Term dates exceptions:

- Research students are required to be in continuous attendance, apart from periods of leave to be taken in line with UCL staff holiday entitlements.
- 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>

### 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.**

### 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](mailto:info@hostuk.org)

🌐 <http://www.hostuk.org>



## Staff roles & responsibilities

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

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

**Principal Supervisors** she/he is the lead member of your supervisory team and is responsible for guiding you through the researching and writing of your thesis through regular discussions of the work you have drafted and directing you to appropriate skills training and academic events. She/he will be involved at the key milestones of your research degree, such as your upgrade from MPhil to PhD status and the appointment of your examiners. For a full list of duties/responsibilities, please refer to the Graduate Research Code of Practice (page 5) here:

<http://www.grad.ucl.ac.uk/codes/Graduate-Research-Degrees-Code-of-Practice-1718.pdf>

The name of your Principal supervisor is given in the letter offering you a place at UCL. It is your responsibility to make contact with your supervisor as soon as possible after initial registration, and to arrange regular meetings thereafter.

**Subsidiary Supervisors** You also have a subsidiary, or 'back-up' supervisor. Although one main purpose of the back-up supervisor is as a reserve in the absence of the principal supervisor, the back-up supervisor can be an important aid to progress, as well as a 'safety-net'. The Bartlett Research Degrees Committee therefore recommends that back-up supervisors should meet with the student and main supervisor at least once a term to discuss the student's progress, and that in general an active role for the back-up supervisor should be promoted. For a full list of duties/responsibilities, please refer to the Graduate Research Code of Practice (page 5) here:

[http://www.grad.ucl.ac.uk/codes/CoP\\_Research\\_1516.pdf](http://www.grad.ucl.ac.uk/codes/CoP_Research_1516.pdf)

Should you find yourself in irresolvable disagreement with your supervisor, or have other complaints about the facilities for research, you should consult your Departmental Graduate Tutor in the first instance.

**Departmental Graduate Tutors (DGTS)** Each School/unit has a DGT dedicated to overseeing the care and supervision of all research students. See here for a full list of duties/responsibilities:

<http://www.ucl.ac.uk/srs/academic-manual/policy-az/responsibilities/department-grad-tutors>

### Faculty Graduate Tutor (Research) (FGT:R)

Professor Stephen Marshall liaises between The Bartlett and 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>

Professor Marshall's office is located in room 611 on the 6th floor of Central House, 14 Upper Woburn Place W1CH 0NN.

### 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](mailto:studentmediator@ucl.ac.uk)

Please also see:

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

### 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** 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 have direct contact only at the initial and final stages of the PGR lifecycle (i.e. admissions and assessment). Students can and do have direct contact via e-mail but not usually 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 graduates 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, 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.

### The Bartlett Faculty/Department contact details (postgraduate research)

School/Institute	Role	Name	Email
Bartlett Centre for Advanced Spatial Analysis (CASA)	Director of School Departmental Graduate Tutor Departmental Manager	Dr Adam Dennett Dr Elsa Arcaute Ms Sonja Curtis	a.dennett@ucl.ac.uk e.arcaute@ucl.ac.uk s.curtis@ucl.ac.uk
Bartlett Development Planning Unit	Director of School Departmental Graduate Tutor Research and Finance Administrator	Professor Julio Davila Dr Colin E Marx Mr Michael Casey-Gillman	j.davila@ucl.ac.uk c.marx@ucl.ac.uk m.casey-gillman@ucl.ac.uk
Bartlett Institute for Global Prosperity	Director of Institute Departmental Graduate Tutor Departmental Administrator (Academic)	Professor Dame Henrietta Moore Dr Chris Harker Dr Andres Vicente	henrietta.moore@ucl.ac.uk c.harker@ucl.ac.uk a.vicente@ucl.ac.uk
Bartlett School of Architecture	Director of School Departmental Graduate Tutor Departmental Graduate Tutor Departmental Graduate Tutor Research Administrator	Professor Robert Sheil Professor Jonathan Hill Dr Sean Hanna Dr Ben J Campkin Mr Jakub Owczarek	r.sheil@ucl.ac.uk jonathan.hill@ucl.ac.uk s.hanna@ucl.ac.uk b.campkin@ucl.ac.uk j.owczarek@ucl.ac.uk
Bartlett School of Construction & Project Management	Director of School Departmental Graduate Tutor Departmental Administrator	Professor D’Maris Coffman Dr Stanimira Milcheva Ms Victoria West	d.coffman@ucl.ac.uk s.milcheva@ucl.ac.uk v.west@ucl.ac.uk
Bartlett School of Environment, Energy and Resources	Director of School Departmental Graduate Tutor Research Administrator	Professor Raimund Bleischwitz Dr Kevin Mansfield Ms Teresa Dawkins	r.bleischwitz@ucl.ac.uk kevin.mansfield@ucl.ac.uk t.dawkins@ucl.ac.uk
Bartlett School of Planning	Director of School Departmental Graduate Tutor Departmental Manager	Professor Nick Gallent Professor Yvonne J Rydin Ms Lisa Fernand	n.gallent@ucl.ac.uk y.rydin@ucl.ac.uk lisa.fernand@ucl.ac.uk
UCL Institute for Innovation and Public Purpose	Director of Institute Departmental Graduate Tutor Institute Manager	Professor Mariana Mazzucato Professor Rainer Kattel Miss Kelly Lawless	m.mazzucato@ucl.ac.uk r.kattel@ucl.ac.uk k.lawless@ucl.ac.uk
Bartlett Real Estate Institute	Director of Institute Institute Manager	Professor Andrew Edkins Mr Peter Humphries	andrew.edkins@ucl.ac.uk peter.humphries@ucl.ac.uk

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## Registration

### Research topic

Unlike some departments, the Bartlett does not admit research students who have not yet defined their research subject. The area of your research will have been agreed and your supervisor allocated before you enrol, as part of the terms of your offer. Once registered, although the definition of your research question may alter, you may not change the area of your research, or your supervisor, without the consent of your supervisor. In the event of irreconcilable disagreement with your supervisor about this, you may ask the Graduate Faculty Tutor (Research) to refer the matter to the Head of School, who has the final decision.

### Prescribed programme

Many students are accepted for research degrees on condition that they attend and pass a specified programme as part of their research studies. The supervisor will decide on the programme of work and how it is to be assessed. If the required assessment includes passing examinations or submitting required papers, then one further attempt may be allowed if this is failed at the first attempt. Failure on the second attempt, if confirmed by an external assessor, will result in termination of registration.

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## Research Council sponsorship

If you are sponsored by one of the UK Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC or STFC) it is very important that you and your supervisor are fully aware of the terms of your sponsorship and therefore what your sponsors expect you and your supervisor to do throughout your studies. It is also important for you and your supervisor to be aware of the benefits and assistance that are on offer to you as part of your sponsorship. The webpage below has a list of all the points that department staff need to be aware of. Three key points for you as a student being financial control, Je-S records and absence entitlements.

 <https://www.ucl.ac.uk/research-services/research-studentships>

Research councils expect the studentship to be completed without interruption, but in circumstances like Maternity, Paternity, RCUK authorised Internships extensions may be permitted. Absences should be notified to the Registry and Research Services (RS) prior to the commencement. Once agreed with RS then update student record (Maintenance).

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## 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: 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 via supervisory meetings and communications, skills training attendance, and the research log.

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](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 an interruption of studies is required for personal, medical, financial reasons or for maternity leave. 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.

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

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

There are five categories of registration:

- 'In Attendance (Full Time)'
- 'In Attendance (Part Time)'
- 'Study Leave'
- 'Interruption' (personal/medical/financial/maternity leave/other)
- 'Completing Research Student' (CRS)

The meaning and purpose of CRS is described in **Appendix B**. Each category has its own scale of fees. For students whose research is funded by Research Councils or UCL scholarships or similar (e.g. the AHRC or EPSRC) some remission of fee payments for periods of absence are permitted as outlined in this weblink:

<https://www.ucl.ac.uk/research-services/research-studentships>

The minimum period of registration for the MPhil and PhD degrees under the University regulations is three years of full-time registration, or five years part-time registration although the thesis may be submitted after two years of registration full-time (three years minimum part-time) (with fees to be paid up to the date of submission). **It is the responsibility of the student to ensure that he or she is appropriately registered to reflect his or her actual status and the level and type of support required** (see below). Students must also ensure that they have adequate funds to cover their fees and maintenance **before** commencement of their programme of study.

**Full-Time/Part-Time attendance** There are no exact hours per week specified in UCL regulations for research students but it is generally expected that full-time students centre their studies in and around UCL more or less as if it were a full-time job. Part-time study is understood to require about half the amount of time per week on studies. All students, whether part-time or full-time, are expected to centre their studies on UCL and to be available for supervisory meeting and any skills development courses that their research council sponsors or supervisors direct them to take. Supervisory meetings take place, typically, for an hour every four or five weeks. This can vary though and is to be decided between you and your supervisor. Your Department Graduate Tutor can also advise on this.

**Study Leave** In some cases it may be desirable or necessary for a student to conduct research away from College, and when the absence is for more than four weeks, an Application for Study Leave must be made to the College Registry with the recommendation of the student's Principal Supervisor. The application must be approved by the Registrar at least two weeks before the student leaves to conduct research elsewhere. While on study leave the student remains registered and the fees charged are currently half the appropriate fee, provided the absence is for more than one term. The total maximum period of study leave is two years in any one period. See link for further details:

[http://www.ucl.ac.uk/current-students/services\\_2/registration\\_status](http://www.ucl.ac.uk/current-students/services_2/registration_status)

**Interruption of study** For various reasons (financial/medical/personal/maternity leave) it is sometimes necessary for a student's studies to be interrupted for a period. Such interruption must have the formal approval of the College (and application for this **must** be made **IN ADVANCE** of the period of interruption requested). During the period of interruption the student pays no fees, is not registered, and has no right to use College facilities. See [http://www.ucl.ac.uk/current-students/services\\_2/registration\\_status](http://www.ucl.ac.uk/current-students/services_2/registration_status) for further details. Students resident in the UK on a Tier 4 student visa will be required to leave the UK for the duration of any period of interruption.

**Completing Research Student (CRS)** The status of Completing Research may, on the recommendation of the departmental officer with authority delegated from the supervisor, be accorded to a graduate student who, having completed his or her prescribed course of study, is actively engaged in preparing a research thesis for examination. The student is enrolled normally and has access to all College facilities but is not entitled to any supervision except a comment on part or all of the final draft of the Thesis. The student pays no fees during the initial writing-up period. CRS status has a duration of twelve months for full-time students (24 months for part-time) and extensions of up to a further year (pro-rata for part-time) may only be requested on certain grounds and must be fully supported by independent corroborating evidence. Please see here for more details:

[http://www.ucl.ac.uk/current-students/services\\_2/registration\\_status](http://www.ucl.ac.uk/current-students/services_2/registration_status)



## 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 Principal Supervisor is aware of any relevant employment-related difficulties.

## Postgraduate teaching assistants

Departments may ask their MPhil/PhD students to help with teaching as Postgraduate Teaching Assistants (PGTAs). These sometimes include paid stipends. Department managers and DGTs will be able to advise on the availability of PGTA positions and the pay rate. Departments will always ensure that MPhil/PhD students are not given levels of teaching responsibilities that take too much time away from their thesis research.

For further information on PGTAs, including compulsory training, please see the UCL Doctoral School website:

<http://www.grad.ucl.ac.uk/postgrad-teaching-assistants/>

The Faculty Office may also, from time to time, offer MPhil/PhD students paid work assisting with Faculty-level events. These opportunities will be advertised by e-mail to all appropriate students.



## Useful links

<b>Academic Regulations</b>	<a href="http://www.ucl.ac.uk/srs/academic-manual/overview">http://www.ucl.ac.uk/srs/academic-manual/overview</a>
<b>Careers Service</b>	<a href="http://www.ucl.ac.uk/careers/">www.ucl.ac.uk/careers/</a>
<b>Complaints Procedure</b>	<a href="http://www.ucl.ac.uk/srs/academic-manual/c1/complaints">http://www.ucl.ac.uk/srs/academic-manual/c1/complaints</a>
<b>Current Students useful information</b>	<a href="http://www.ucl.ac.uk/current-students/">www.ucl.ac.uk/current-students/</a>
<b>Disability Services</b>	<a href="http://www.ucl.ac.uk/disability/">http://www.ucl.ac.uk/disability/</a>
<b>Email log-in</b>	<a href="https://www.ucl.ac.uk/isd/services/email-calendar">https://www.ucl.ac.uk/isd/services/email-calendar</a>
<b>Exam Papers</b>	<a href="http://www.ucl.ac.uk/library/digital-collections/collections/exam">http://www.ucl.ac.uk/library/digital-collections/collections/exam</a>
<b>Green Policy</b>	<a href="http://www.ucl.ac.uk/youhavethepower/">www.ucl.ac.uk/youhavethepower/</a>
<b>Grievance Procedure</b>	<a href="http://www.ucl.ac.uk/academic-manual/part-5/student-grievance-procedure">http://www.ucl.ac.uk/academic-manual/part-5/student-grievance-procedure</a>
<b>International Students</b>	<a href="http://www.ucl.ac.uk/prospective-students/international">http://www.ucl.ac.uk/prospective-students/international</a>
<b>Library Services</b>	<a href="http://www.ucl.ac.uk/library/">www.ucl.ac.uk/library/</a>
<b>Moodle log-in</b>	<a href="http://www.ucl.ac.uk/moodle">www.ucl.ac.uk/moodle</a>
<b>New Student Information</b>	<a href="http://www.ucl.ac.uk/new-students/">http://www.ucl.ac.uk/new-students/</a>
<b>Plagiarism Guidelines</b>	<a href="http://www.ucl.ac.uk/current-students/guidelines/plagiarism">www.ucl.ac.uk/current-students/guidelines/plagiarism</a>
<b>Portico log-in</b>	<a href="http://www.ucl.ac.uk/portico">www.ucl.ac.uk/portico</a>
<b>Reference citation</b>	<a href="http://www.ucl.ac.uk/library/training/guides/webguides/refscitesplag">http://www.ucl.ac.uk/library/training/guides/webguides/refscitesplag</a>
<b>Statistics about UCL</b>	<a href="http://www.ucl.ac.uk/registry/statistics/current">www.ucl.ac.uk/registry/statistics/current</a>
<b>Student Conduct</b>	<a href="https://www.ucl.ac.uk/srs/academic-manual/c1/c1-intro#top">https://www.ucl.ac.uk/srs/academic-manual/c1/c1-intro#top</a>
<b>Student Support</b>	<a href="http://www.ucl.ac.uk/current-students/support">http://www.ucl.ac.uk/current-students/support</a>
<b>Study Skills</b>	<a href="https://www.ucl.ac.uk/students/skills">https://www.ucl.ac.uk/students/skills</a>
<b>Timetable</b>	<a href="http://www.ucl.ac.uk/timetable">www.ucl.ac.uk/timetable</a>
<b>Password amendment</b>	<a href="https://myaccount.ucl.ac.uk/">https://myaccount.ucl.ac.uk/</a>
<b>Urban Skills Portal</b>	<a href="https://extendstore.ucl.ac.uk/catalog?category=3">https://extendstore.ucl.ac.uk/catalog?category=3</a>
<b>Volunteering with UCL</b>	<a href="http://www.uclu.org/volunteers">www.uclu.org/volunteers</a>
<b>UCL home page</b>	<a href="http://www.ucl.ac.uk">www.ucl.ac.uk</a>
<b>Bartlett Faculty home page</b>	<a href="http://www.bartlett.ucl.ac.uk/">http://www.bartlett.ucl.ac.uk/</a>
<b>Information Services Dept.</b>	<a href="http://www.ucl.ac.uk/isd/">www.ucl.ac.uk/isd/</a>
<b>Psychological Services</b>	<a href="https://www.ucl.ac.uk/students/support-and-wellbeing/student-psychological-services">https://www.ucl.ac.uk/students/support-and-wellbeing/student-psychological-services</a>
<b>UCL Accommodations Office</b>	<a href="http://www.ucl.ac.uk/prospective-students/accommodation/">http://www.ucl.ac.uk/prospective-students/accommodation/</a>
<b>UCL Advisor to Women Students</b>	<a href="https://www.ucl.ac.uk/current-students/support/wellbeing/adviser-to-women-students">https://www.ucl.ac.uk/current-students/support/wellbeing/adviser-to-women-students</a>
<b>UCL Libraries</b>	<a href="http://www.ucl.ac.uk/library/">http://www.ucl.ac.uk/library/</a>
<b>UCL Graduate School</b>	<a href="http://www.grad.ucl.ac.uk/">http://www.grad.ucl.ac.uk/</a>
<b>UCL Careers Service</b>	<a href="http://www.ucl.ac.uk/careers/">http://www.ucl.ac.uk/careers/</a>
<b>Students' Union UCL</b>	<a href="http://uclu.org/">http://uclu.org/</a>
<b>UCL's Disability Services</b>	<a href="http://www.ucl.ac.uk/disability/">http://www.ucl.ac.uk/disability/</a>
<b>Foreign Travel Advice</b>	<a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>
<b>RICS</b>	<a href="http://www.rics.org/">www.rics.org/</a>
<b>RTPI</b>	<a href="http://www.rtpi.org.uk">www.rtpi.org.uk</a>
<b>UCL Recommended Doctor</b>	<a href="https://www.ucl.ac.uk/students/support-and-wellbeing/register-doctor">https://www.ucl.ac.uk/students/support-and-wellbeing/register-doctor</a>
<b>UCL Recommended Dentist</b>	<a href="http://thedentalcentre.london.com">http://thedentalcentre.london.com</a>

## Common acronyms

<b>1-19TP</b>	1-19 Torrington Place
<b>132HR*</b>	132 Hampstead Road
<b>140HR*</b>	140 Hampstead Road
<b>22GS</b>	22 Gordon Street
<b>25GS</b>	25 Gordon Square
<b>Tier 4</b>	A student visa
<b>BEAMS</b>	A UCL 'School', consisting of the following Faculties: <i>The Bartlett, Engineering Sciences, Mathematical &amp; Physical Sciences</i>
<b>AAM</b>	Academic Administration Manager
<b>AB</b>	Academic Board
<b>ACom</b>	Academic Committee
<b>AC</b>	Academic Council
<b>AM</b>	Academic Manual
<b>AS</b>	Academic Services
<b>AYR</b>	Academic Year
<b>APL</b>	Accreditation of Prior Learning
<b>ASER</b>	Annual Student Experience Review ( <i>replaced AMR from 2015/2016</i> )
<b>ARB</b>	Architects Registration Board
<b>APC3</b>	Architecture Programmes Committee ( <i>postgraduate research</i> )
<b>AHRC</b>	Arts & Humanities Research Council
<b>BSA</b>	Bartlett School of Architecture
<b>BSCPM</b>	Bartlett School of Construction & Project Management
<b>BSEER</b>	Bartlett School of Energy, Environment & Resources
<b>BSP</b>	Bartlett School of Planning
<b>BStEC</b>	Bartlett Student Experience Committee
<b>BSEF</b>	Bartlett Student Experience Forum
<b>BME</b>	Black & Minority Ethnic
<b>BoE</b>	Board of Examiners
<b>BA</b>	British Academy
<b>CH</b>	Central House
<b>CASA</b>	Centre for Advanced Spatial Analysis
<b>CDT</b>	Centre for Doctoral Training
<b>CIBSE</b>	Chartered Institution of Building Services Engineers
<b>CSC</b>	China Scholarships Council
<b>CMA</b>	Competitions & Markets Authority
<b>CAS</b>	Confirmation of Acceptance for Studies ( <i>for overseas applicants</i> )
<b>DAPs</b>	Degree Awarding Powers
<b>DA</b>	Department Administrator
<b>BEIS</b>	Department for Business, Energy & Industrial Strategy
<b>DEOLO</b>	Departmental Equal Opportunities Liaison Officer
<b>DGT</b>	Departmental Graduate Tutor
<b>DM</b>	Departmental Manager
<b>DSR</b>	Departmental Student Representative
<b>DTC</b>	Departmental Teaching Committee
<b>DT</b>	Departmental Tutor
<b>DAAM</b>	Deputy Academic Administration Manager
<b>DLHE</b>	Destinations of Leavers from Higher Education
<b>DARO*</b>	Development & Alumni Relations Office
<b>DPU</b>	Development Planning Unit
<b>DAS</b>	Director of Academic Services
<b>DoS</b>	Director of School
<b>DSA</b>	Disabled Students' Allowance
<b>PhD</b>	Doctor of Philosophy
<b>DTCe</b>	Doctoral Training Centre
<b>DTP</b>	Doctoral Training Pathway

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<b>ESRC</b>	Economic & Social Research Council
<b>EdComm</b>	Education Committee
<b>ERoS</b>	Electronic Record of Supervisors
<b>EM</b>	Engagement Monitor
<b>EPSRC</b>	Engineering & Physical Sciences Research Council
<b>EFL</b>	English as a Foreign Language
<b>ECTS</b>	European Credit Transfer & Accumulation System
<b>EU</b>	European Union
<b>ELO</b>	Examinations Liaison Officer
<b>EO</b>	Examinations Office
<b>EE</b>	External Examiner
<b>FAA</b>	Faculty Academic Administration
<b>FGT</b>	Faculty Graduate Tutor
<b>FLC</b>	Faculty Library Committee
<b>FM</b>	Faculty Manager
<b>FMan</b>	Faculty Manual
<b>FO</b>	Faculty Office
<b>FRDC</b>	Faculty Research Degrees Committee
<b>FSR</b>	Faculty Student Representative
<b>FTC</b>	Faculty Teaching Committee
<b>FT</b>	Faculty Tutor
<b>FEHQ</b>	Framework for Higher Education Qualifications
<b>FOI</b>	Freedom of Information
<b>FAQ</b>	Frequently asked Questions
<b>FTE</b>	Full Time Equivalent
<b>GDPR</b>	General Data Protection Regulation
<b>GPA</b>	Grade Point Average
<b>GAO</b>	Graduate Admissions Office
<b>GRS</b>	Graduate Research Scholarship
<b>HoS</b>	Head of School
<b>HE</b>	Higher Education
<b>HEI</b>	Higher Education Institute
<b>HESA</b>	Higher Education Statistics Agency
<b>HR</b>	Human Resources
<b>IW</b>	Induction Week
<b>ISD</b>	Information Services Division
<b>IA</b>	Institute Administrator
<b>IEDE</b>	Institute for Environmental Design & Engineering
<b>IGP</b>	Institute for Global Prosperity
<b>IIPP</b>	Institute for Innovation & Public Purpose
<b>ISH</b>	Institute for Sustainable Heritage
<b>ISR</b>	Institute for Sustainable Resources
<b>IRIS</b>	Institutional Research Information System
<b>IQR</b>	Internal Quality Review
<b>ISOP</b>	International Student Orientation Programme
<b>LAg</b>	Learning Agreement
<b>LC</b>	Library Committee
<b>LAHP</b>	London & Arts Humanities Partnership
<b>Lo-Lo</b>	London-Loughborough ( <i>academic partnership</i> )
<b>Moodle</b>	Virtual Learning Platform
<b>MP</b>	Maple House
<b>NSS</b>	National Student Survey
<b>OfFA</b>	Office for Fair Access
<b>ONS</b>	Office for National Statistics
<b>OfS</b>	Office for Students
<b>OIA</b>	Office of the Independent Adjudicator
<b>OVPESA</b>	Office of the Vice-Provost: Education & Student Affairs
<b>ORCID</b>	Open Researcher & Contributor ID

<b>ORS</b>	Overseas Research Scholarship
<b>PT</b>	Personal Tutor
<b>Turnitin</b>	Plagiarism detection software
<b>PDF</b>	Portable Document Format
<b>PSO</b>	Portico Services Office
<b>PG</b>	Postgraduate
<b>PGR</b>	Postgraduate ( <i>Research</i> )
<b>PRES</b>	Postgraduate Research Experience Survey
<b>PGT</b>	Postgraduate Taught
<b>PGTA</b>	Postgraduate Teaching Assistant
<b>PTES</b>	Postgraduate Teaching Experience Survey
<b>PI</b>	Principal Investigator
<b>QAA</b>	Quality Assurance Agency
<b>QR</b>	Quality-Related ( <i>Research Funding</i> )  <a href="http://www.hefce.ac.uk/rsrch/funding/">http://www.hefce.ac.uk/rsrch/funding/</a>
<b>REI</b>	Real Estate Institute
<b>RAG</b>	Research Advisory Group
<b>RAE*</b>	Research Assessment Exercise ( <i>superseded by the REF</i> )
<b>RCUK</b>	Research Councils UK
<b>REC</b>	Research Ethics Committee
<b>REF</b>	Research Excellence Framework
<b>RP</b>	Research Proposal
<b>RIBA</b>	Royal Institute of British Architects
<b>RICS</b>	Royal Institute of Chartered Surveyors
<b>RTPI</b>	Royal Town Planning Institute
<b>SO</b>	School Office
<b>SMT</b>	Senior Management Team
<b>ST</b>	Senior Tutor
<b>SSCC</b>	Staff & Student Consultative Committee
<b>StAR*</b>	Student Academic Representative ( <i>the former term for Student Representatives</i> )
<b>SRS</b>	Student and Registry Services
<b>SEQ</b>	Student Evaluation Questionnaire
<b>SEO</b>	Student Experience Officer
<b>SFE</b>	Student Funding England
<b>SITS</b>	Student Information System ( <i>the software underlying 'Portico'</i> )
<b>SPS</b>	Student Psychological Services
<b>SRN</b>	Student Registration Number
<b>SRep</b>	Student Representative
<b>SSW</b>	Student Support & Wellbeing
<b>SUUCL</b>	Students' Union UCL ( <i>formerly known as 'UCLU'</i> )
<b>TLA</b>	Teaching & Learning Assistant
<b>TLO</b>	Teaching & Learning Officer
<b>TEF</b>	Teaching Excellence Framework
<b>TCR</b>	Tottenham Court Road
<b>RDC</b>	UCL Research Degrees Committee
<b>StEC</b>	UCL Student Experience Committee
<b>UCLU*</b>	UCL Union ( <i>renamed 'Students' Union UCL'</i> )
<b>UCLSelect</b>	UCL's Admissions Portal
<b>Portico</b>	UCL's interactive records system ( <i>for applicants/students/programmes etc.</i> )
<b>UKBA*</b>	UK Borders Agency ( <i>superseded by the UKVI</i> )
<b>UKVI</b>	UK Visas & Immigration
<b>UPI</b>	Unique Personal Identifier
<b>UUK</b>	Universities UK
<b>UCL</b>	University College London
<b>V-D</b>	Vice-Dean
<b>V-P</b>	Vice-Provost
<b>VP:E</b>	Vice-Provost: Education & Student Affairs
<b>WH</b>	Wates House ( <i>the old name for 22 Gordon Street</i> )



# Living in London

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## 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](mailto: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](http://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](mailto: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](mailto: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.

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](http://www.ucl.ac.uk/current-students/essentials_benefits/council_tax_exemption)

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

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

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

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

## Transport

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

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

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

+44 (0)20 7222 1234

[www.tfl.gov.uk](http://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?intcmp=1757>

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

☎ +44 (0)8457 484 950  
 🌐 [www.nationalrail.co.uk](http://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.)

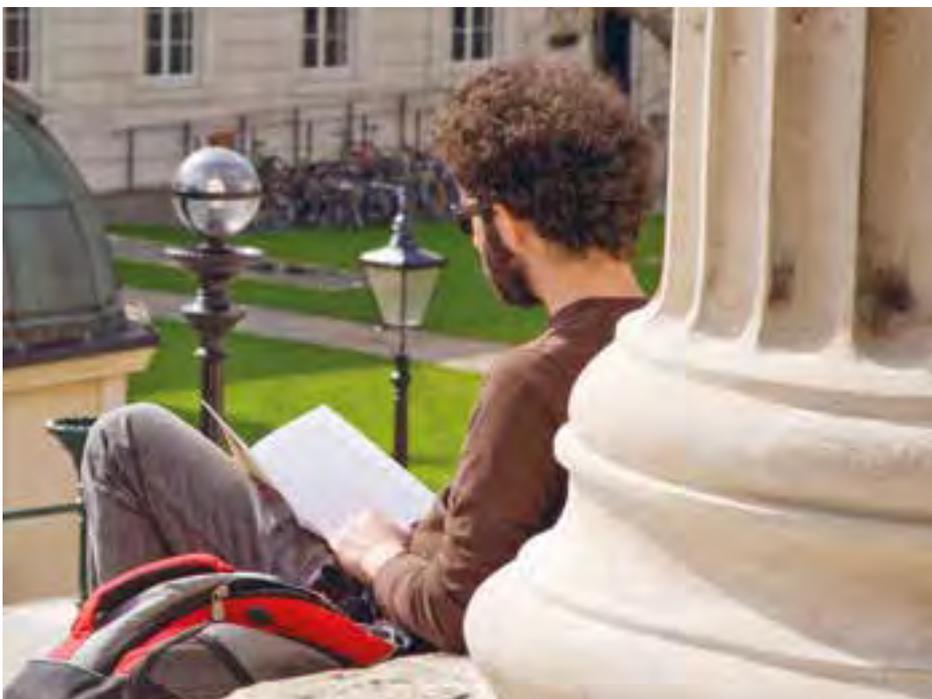
You will be required to re-confirm your eligibility for an +18 student Oyster photocard at the beginning of each academic year. Please note that if you extend your period of study, you will need to apply for a new Oyster photocard to cover the additional time. UCL is not responsible for any inaccuracies 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](mailto:info@thebuddhistsociety.org)

🌐 <http://www.thebuddhistsociety.org>

**Hindu Centre** 39 Grafton Terrace,  
London NW5 4JA

☎ +44 (0)20 7485 8200

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

☎ +44 (0)20 77 252 213/152

**Sikh Cultural Society of Great Britain**

88 Mollison Way, Edgware, Middlesex HA8 5QW

☎ +44 (0)20 8952 1215

**Union of Jewish Students**

🌐 <https://www.ujs.org.uk/>

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

🌐 <https://www.yell.com>

**Churches Together in Britain and Ireland**

39 Eccleston Square, SW1V 1BX

☎ +44 (0)20 7901 4890

🌐 <http://www.ctbi.org.uk/>

## Places to eat/drink

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

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

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



### The Brunswick Centre

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

### Marchmont Street

(less expensive – mid range prices)

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

### Leigh Street

- Norfolk Arms (tapas restaurant).

### Tottenham Court Road

(mostly sandwich/salad/sushi type places)

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

### Goode Street

(mid range – more expensive prices)

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

### Torrington Place (less expensive)

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

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

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

**The Phineas** 3rd floor, 25 Gordon Street

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

**The Mully** Basement, Lewis Building, 136 Gower Street

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

**The Huntley** Lewis Building, 136 Gower Street

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



## Places to visit

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

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

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

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

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

Books, drawing materials and photocopying.

### Building Centre Bookshop

26 Store St, London WC1E 7BT

☎ +44 (0)20 7692 4000

Great selection of books.

### Foyles, W & G Ltd

107 Charing Cross Road, London WC2H 0EB

☎ +44 (0)20 7437 5660

Large general stock includes architecture, planning, social sciences, art, technology, rare books.

### RIBA Bookshop (Royal Institute of British Architects)

66 Portland Place, London W1B 1AD

☎ +44 (0)20 7307 3753

### Walther König Bookshop

Serpentine Gallery, Kensington Gardens, London W2 3XA

☎ +44 (0)20 7706 4907

Unusual selection of art and architecture books and periodicals.

### Waterstones

82 Gower Street, London WC1E 6EQ

☎ +44 (0)843 290 8351

Nearest large bookstore to UCL.

### Zwemmer

24 Litchfield Street, London WC2

☎ +44 (0)20 7379 7886

Specialises in books and journals on art, architecture, design, furniture etc.

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

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Getting started



# 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](mailto: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](http://www.ucl.ac.uk/current-students/essentials_benefits/continuing)

### 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/>

## Interrupting your studies

Students who wish to interrupt their studies (for anything from a month for up to a year in the first instance) for personal, health or other reasons should first discuss this with their principal supervisor. Students resident in the UK via a Tier 4 visa should be aware that they will be required to leave the UK for the duration of the period of interruption.

Please see the request form contained in the Appendices section (Appendix E) and please see here for more advice: <https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies>  
 You can also find a link to the form here: <https://www.ucl.ac.uk/students/status/research-students>

## 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](mailto: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-notice-ucl-staff/guidance-writing-local](http://www.ucl.ac.uk/legal-services/ucl-general-data-protection-regulation-gdpr/guidance-notice-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](http://www.ucl.ac.uk/portico) You will need to logon using your UCL user ID and password, which are issued to you prior to pre-enrolment. (These are the same as the ones used for accessing UCL restricted web pages, UCL email and the Windows Terminal Service (WTS)). If you do not know your user ID and password, you should contact the IS Helpdesk <http://www.ucl.ac.uk/isd/common/servicedesk>.

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;
- 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](mailto:portico-services@ucl.ac.uk)



## 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](mailto: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](mailto:sales@russelsq.prontaprint.com)

[www.prontaprint.com](http://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](http://www.kallkwik.co.uk)

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

+44 (0)20 7497 2862

[info@londonprint.co.uk](mailto:info@londonprint.co.uk)

[www.londonprint.co.uk](http://www.londonprint.co.uk)

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

+44 (0)20 7288 6288

[www.onlinerepro.co.uk](http://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 Course Director, Personal Tutor or PhD supervisor 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/estates/recordsoffice/data-protection/>



## 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/>

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](http://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/](http://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.urls.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](http://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](http://www.soas.ac.uk)

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

☎ +44 (0)20 7862 8844

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

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

☎ +44 (0)20 7862 8840

🌐 <http://commonwealth.sas.ac.uk>

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

☎ +44 (0)843 208 1144

Minicom (for hearing impaired)

☎ +44 (0)1937 546 860

#### **The British Library for Development Studies**

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

☎ +44 (0)1273 915 659

🌐 <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](mailto: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](http://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](http://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](http://www.bis.gov.uk) (click on publications)

## 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.

### Bartlett Doctoral Networks

There are currently six networks in the faculty which are run by and for postgraduate research students as a means to connect across departments and research disciplines, socially as well as academically. These range from urban modeling to arts and photography. Please see the web link below to see which of these would be of interest to you:

🌐 <https://www.ucl.ac.uk/bartlett/people/bartlett-doctoral-networks>

## 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>

🌐 <https://www.ucl.ac.uk/bartlett/development/latest>

🌐 <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.  
 <http://www.grad.ucl.ac.uk/>
- **UCL Language Centre** courses on English for Academic Purposes – please contact the Language Centre for more details.

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

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

## Volunteering at UCL (and *The Bartlett*)



### Volunteering Services Unit

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

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

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

### Volunteering Services Unit

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

### Volunteering Society

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

### The next step...

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

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

🌐 <http://uclu.org/volunteers/>

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

### Volunteering at *The Bartlett*

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

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





# Teaching & learning

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## Research Student Log

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

 <https://researchlog.grad.ucl.ac.uk>

## Generic skills training

From 2004/2005, all MPhil/PhD candidates funded via scholarships from the UK Research Councils have been required, in addition to their academic studies, to undertake two weeks' training per year in 'generic' or 'transferable' skills. This training can take the form of attendance at courses put on by Departments, Faculties, the UCL Doctoral School, or external bodies. Certain activities such as giving seminars, giving papers or poster presentations or conferences, preparing papers for publication etc can also count. For the purpose of the scheme, these courses and activities have all been assigned values in numbers of points, where one point is worth approximately half a day of training, and two weeks translates into 20 points.

More details of courses and their point values are available at  <http://courses.grad.ucl.ac.uk>. It is not necessary that precisely two weeks of training be undertaken during each year of a student's registration, so long as 60 points are accumulated over three years. Students may record details of courses taken via the electronic Logbook (see section 4). Please note that the great majority of UCL's skills and training courses, both central and departmental, are open to all MPhil/PhD students not just those funded by the Research Councils.

## Timetable of registration (for typical full-time study, pro-rata for part-time)

### Prior to enrolment

- Agree research topic and have supervisors assigned.

### Within the first month

- Meet with supervisors and agree future timetable for supervisory meetings and/or progress reports.
- Identify workspace and provision of research facilities/resources as appropriate.
- Enrol on Student Log.

### Within three months

- Agree with supervisors outline plan of thesis, research methodology and outline timetable of work.
- Identify Research Skills courses to attend (and attend courses as appropriate throughout duration of registration).

### At six months

- Review progress to date with supervisors.

### At 12 months

- Prepare for upgrade, including timetabling a seminar (please see detailed upgrade section below).

### Between 9–18 months

- Apply for upgrade to PhD.
- If unsuccessful, reapply for upgrade no more than six months later.

### At 15 months

- (Re-apply for upgrade to PhD if unsuccessful).

### At 18 months

- (Re-apply for upgrade to PhD if unsuccessful).

### At 24 months

- Agree strict timetable with supervisor for completion of research and submission of thesis.

### At 30 months

- Enter for the PhD/EngD exam.
- Supervisor to nominate two PhD/EngD examiners.
- Complete writing up thesis.

### At 36 months

Either to:

- Submit the thesis (to be followed by viva).

Or:

- Enter CRS (and complete writing up thesis).

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### Between 36 – 48/60 months

- Submit the thesis (to be followed by viva).

### Post-viva

Either to:

- To correct minor errors in thesis (within 1 month).
- To make minor amendments to thesis (within 3 months).
- To make major amendments to thesis and resubmit (within 18 months).

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## Upgrade from MPhil to PhD status

Initially PhD students are registered for the MPhil degree. If they wish to proceed to a PhD, their registration must be changed accordingly. The purpose of the upgrade is to assess the student's progress and ability to complete their PhD programme in a reasonable time frame. The assessment should not be confined to the research material presented by the student but should also consider the student's demonstrable academic and generic skills.

The first attempt at upgrade for full-time students is expected to be between 9 and 18 months. For part-time students, 15 to 30 months. If you have extenuating circumstances that may delay your upgrade, these must be brought to the attention of both your Principal Supervisor and your Department Graduate Tutor.

The upgrade is a very important part of your programme, and so please do read the regulations and criteria for the upgrade process, which are on the following webpage:

[http://www.ucl.ac.uk/current-students/research\\_degrees/upgrade\\_mphil\\_phd](http://www.ucl.ac.uk/current-students/research_degrees/upgrade_mphil_phd)

For the precise arrangements and timing of your upgrade, please refer to your Department Graduate Tutor, who is responsible for management and oversight of the procedure. In summary, you are required to submit a report for consideration by an Upgrade Panel. Your Principal Supervisor must also submit a report to them. The Upgrade Panel will consider both reports and conduct a viva examination.

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## The thesis

The full requirements for MPhil and PhD theses are to be found in the University College London Regulations for Students (MPhil and PhD Degrees: <http://www.ucl.ac.uk/srs/academic-manual/c5/research-degrees/thesis-requirements>). A PhD thesis 'must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown by the discovery of new facts and/or by the exercise of independent critical power'. An MPhil thesis 'shall be either a record of original work or an ordered and critical exposition of existing knowledge in any field.'

In the Bartlett's fields of study the **maximum** permitted length of a PhD thesis is 100,000 words, inclusive of footnotes, but excluding bibliographical appendices (the word limit is 60,000 words for an MPhil). There is no minimum word length. Please find details of the regulations pertaining to thesis formatting/binding here:

<http://www.ucl.ac.uk/srs/academic-manual/c5/research-degrees/thesis-requirements>

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## Examination

The examination is of your thesis, and is carried out by two examiners. Each examiner reads the thesis and arrives at an independent opinion of it; they then hold an oral examination (commonly known as a 'viva'), during which you have to defend your thesis. The oral examination is a closed event and takes place in private, usually in your supervisor's office. Your supervisor may be present if you wish, but is not allowed to take part in the proceedings and has no influence over the result. Before the examination, there are several administrative stages to be followed.

- Examination entry** At least three months before you are ready to present the thesis, you should enter for the examination, by submitting the examination entry form, obtainable from the Registry website: [http://www.ucl.ac.uk/current-students/research\\_degrees/rd\\_exam\\_entry](http://www.ucl.ac.uk/current-students/research_degrees/rd_exam_entry) – please forward it to the Faculty Academic Administration for processing via the Registry. Please note that all examination entries expire if the thesis is not submitted within an 18 month timeframe, as it is assumed that by signifying readiness to enter for the examination via submitting an entry form, 18 months should be ample time in which to complete and submit the thesis. If the thesis is not submitted however and the exam entry expires through the lapse

of time, the entry process must be repeated in its entirety as any prior entry automatically becomes null and void.

- ii Students applying for transfer to CRS are also advised to submit the examination entry form to the **Faculty Academic Administration** at the same time (as it is assumed that once CRS expires the thesis will have been or will shortly be submitted).

All students who enrolled after the 2007/2008 session will be awarded their degree from UCL. If your thesis title changes after you have entered for the exam, please note this should be communicated by your supervisor to the Registry (to enable your records to be amended accordingly) via e-mail to [✉ researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk) (to include your name, student registration number and the new amended title).

- iii **Presentation of thesis** You must submit your thesis to the Research Degrees Office, UCL Registry within eighteen months of entering for the examination. This is because examination entries expire after 18 months if these are not submitted and that being the case, you would need to re-enter and complete the examination entry process all over again (see 7.i above).
- iv **Examination** The oral examination takes place usually within 1-2 months of the submission of the thesis. Please see here for a document entitled *Guidance on viva examinations for research degrees* which stipulates the procedure both pre and post viva: [http://www.ucl.ac.uk/current-students/research\\_degrees/documents/oral\\_guidance](http://www.ucl.ac.uk/current-students/research_degrees/documents/oral_guidance). Please also see some FAQs answered here: [http://www.ucl.ac.uk/current-students/research\\_degrees/documents/faq\\_rd\\_1](http://www.ucl.ac.uk/current-students/research_degrees/documents/faq_rd_1)
- v Most theses do not pass outright, but are 'subject to minor amendments' which have to be made within three months of the date of the examination. Please make sure that your timetable, particularly if you have to travel from abroad, allows for this eventuality.
- vi Some theses require 'major amendments' within 18 months of the examination, i.e. 'resubmission in a revised form'. The examination entry process has to be repeated and the examiners may request a second viva; there is a re-entry fee. See here: <https://www.ucl.ac.uk/students/exams-and-assessments/research-assessments>

## Academic Sufficiency Endorsement

For students who have been registered for 48 months (84 months for part-time) or more, the principal supervisor is required to submit a report upon the student's process to Faculty Academic Administration. This report is an Academic Sufficiency Endorsement, which provides confirmation that the student is actively progressing and is still (as affirmed at the upgrade) on course to complete his/her doctorate. Otherwise, the supervisor is invited to consider if a case of academic insufficiency should be initiated. This would then follow College regulations through liaison with the Department Graduate Tutor and/or Faculty Graduate Tutor. This would lead to agreeing a Learning Agreement with a review of progress after six months. If the supervisors deem the student's progress to be insufficient, the Faculty Graduate Tutor will then action a Termination of Studies.

In cases where students continue beyond 48 months (84 months for part-time), an Academic Sufficiency Endorsement will be required annually until completion.

Schools have the following additional option: Schools may decide that when an Academic Sufficiency Endorsement is requested by Faculty Academic Administration, the supervisor may be required to confirm within a prescribed period (e.g. one month) that the student has satisfactorily completed the CRS assessments outlined above.

## Termination of registration

A student who makes unsatisfactory progress with their MPhil/PhD/EngD may, after appropriate warning, have their registration terminated by the College. For a student considered to be making unsatisfactory progress, the supervisor will set a deadline for the production of a specified piece of work, on which the supervisor will give a written report; if the supervisor considers the work inadequate, he or she will ask for independent reports on the work from the back-up supervisor and an external assessor appointed by the Research Degrees Committee. If both of these also judge the work unsatisfactory, the Bartlett will ask the College to terminate the student's registration. See here for further details on the process: <http://www.ucl.ac.uk/srs/academic-manual/c1/agreements/academic-suspensions>. The student has the right to appeal against the decision via the standard college grievance procedure: <http://www.ucl.ac.uk/srs/academic-manual/c5/research-degrees/student-complaints#top>

## 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.

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

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>

Reasonable Adjustments regulations also apply to UCL Postgraduate Research students, including MPhil/ PhD, Professional Doctorate and MRes students. A student may need Reasonable Adjustments with supervision meetings for example, seminars, tutorials and symposia, field trips and study leave and the upgrade meeting and/or the oral/viva examination. Where students require support they need to declare their condition and work with Student Disability Services, their Supervisor and their Department to draw up a Summary of Reasonable Adjustments (SORA). If staff or students have any questions about putting Reasonable Adjustments in place they should contact Student Disability Services for advice.

## Plagiarism

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

### What is plagiarism?

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

### All of the following are considered plagiarism

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

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

**On the whole unintentional:**

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

**On the whole intentional:**

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

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

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

**You CAN'T:**

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

**You CAN:**

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



## 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 list of references at the end of the article/thesis.

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](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 (1984), <i>Housing in the Modern World: Man's Struggle for Shelter in an Urbanising World</i> London: Faber and Faber.	(Abrams, 1984)
Book by two authors	Allen, J and L.McDowell (1989), <i>Landlords and Property: Social Relations in the Private Rented Sector</i> , Cambridge: Cambridge University Press.	(Allen and McDowell, 1989)
Chapter in a book edited by one author	Amis, P (1988), "Commercialised rental housing in Nairobi, Kenya", In C.V.Patton (ed), <i>Spontaneous Shelter: International Perspectives and Prospects</i> , Philadelphia: Temple University Press, 235-57.	(Amis, 1988)
Chapter in a book edited by two authors	Aina, T.A (1990), "Petty landlords and poor tenants in a low income settlement in Metropolitan Lagos, Nigeria". In P.Amis and P.Lloyd (eds), <i>Housing Africa's Urban Poor</i> , Manchester: Manchester University Press, 87-101.	Aina (1990)
Two publications by same author with same date	Aina, T.A (1989a), "Many routes enter the market place: sub-markets for the urban poor in Metropolitan Lagos, Nigeria", <i>Environment and Urbanisation</i> , Volume 1 (2), 38-49. Aina, T.A (1989b), "Popular settlements in Metropolitan Lagos, Nigeria", <i>Third World Planning Review</i> Volume 11 (4), 393-415.	Aina (1989a) Aina (1989b)
Author known for article in newspaper	Barber, L (1994), "The hidden agenda", <i>Financial Times</i> , 14 November, 5.	(Barber, 1994)
Author unknown (newspaper or magazine)	<i>Economist</i> , The (1994), "Mandarins on their guard", 16-22 July, 23-24.	(Economist, 1994)
Citation from another source	Lusaka Urban District Council (no date), "Report on the Operations of the Housing Project Unit, Lusaka: Social Secretary's Department. Cited in M.Edwards (1990), "Rental housing and the urban poor", <i>Housing Studies</i> , Volume 75 (3), 191-220.	(Lusaka Urban District Council, no date)
Unpublished dissertation	Kumar, S (1996), "Subsistence and Petty Capitalist Landlords", unpublished PhD, University College London, University of London.	(Kumar, 1996)
Conference paper	Amis, P (1994), "Long run trends in Nairobi's Informal Housing Market", Paper presented to the Second Symposium on Housing for the Urban Poor, University of Birmingham, United Kingdom, 11-14 April.	(Amis, 1994)
Internet	Limb, P (1994), "Relationships between Labour and African Nationalist movements", [ <a href="http://neal.ctstateu.edu/history/world_history/archives/limb-1.html">http://neal.ctstateu.edu/history/world_history/archives/limb-1.html</a> ], May.	(Limb, 1992)

## 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 feedback from students to The Bartlett. The formal mechanisms are:

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

The informal mechanisms are through contact with:

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



Rebecca Payne  
Student Experience Officer

## 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](mailto:rebecca.payne@ucl.ac.uk)

## 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.

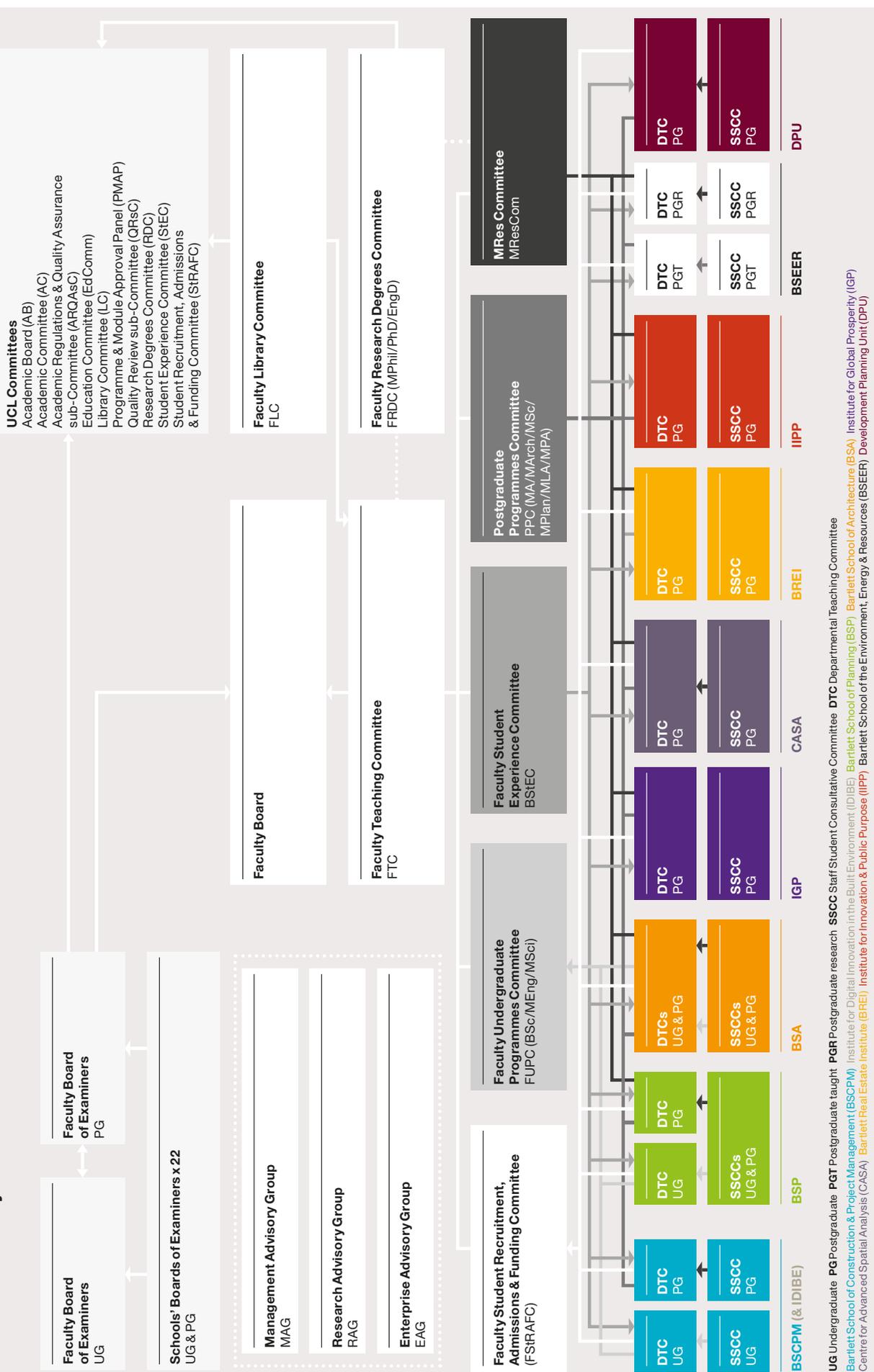
Every student at UCL will have a Course Representative or a Research Student Representative who will be your eyes, ears, and voice. They'll work closely with staff in your department to make sure that they understand what you most value, and take action to deal with things you'd like to see improve.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

**The Bartlett Faculty Committees 2018/19**



**UG Undergraduate** **PG Postgraduate** **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)

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 Research Student Representative at:

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

## 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.

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

	Term 1	Term 2	Term 3 (& summer)
<b>Staff Student Consultative Committees (SSCCs)</b>			
See 'Departmental sub-Committees' (overleaf)			
<b>School of Architecture (BSA)</b>	UG 1–2pm, Thursday 25 October 2018 PGT 1–3pm, Monday 29 October 2018 PGR 10am–12pm, Thurs 25 October 2018	UG 1–2pm, Tuesday 5 February 2019 PGT 1–3pm, Weds 6 February 2019 PGR 1–3pm Wednesday 9 January 2019	UG 1–2pm, Tuesday 12 March 2019 PGT 1–3pm, Wednesday 1 May 2019 PGR 10am, Wednesday 1 May 2019
<b>Construction &amp; Project Management (BSCPM)</b>	All 1pm, Weds 14 November 2018	All 1:30pm, Weds 27 February 2019	All 1:30pm, Wednesday 29 May 2019
<b>School of Planning (BSP)</b>	All 2–3pm, Thursday 1 November 2018	All 2–3pm, Wednesday 6 March 2019	All 2–3pm, Thursday 13 June 2019
<b>Centre for Advanced Spatial Analysis (CASA)</b>	PG 1–2pm, Weds 7 November 2018	PG 1–2pm, Weds 6 February 2019	PG 1–2pm, Wednesday 5 June 2019
<b>Development Planning Unit (DPU)</b>	PGT 11–12:30pm, Friday 16 Nov 2018	PGT 1–2pm, Friday 11 January 2019 2–4pm, Thursday 7 February 2019	PGT 1–2:30pm, Thursday 25 April 2019
<b>Environment, Energy &amp; Resources (BSEER)</b>	PGR 11am–2pm, Thurs 25 October 2019	PGR 11am–2pm, Thurs 7 March 2019	PGR 11am–2pm, Thursday 23 May 2019
<b>Institute for Global Prosperity (IGP)</b>	All 12:30–2pm, Tues 13 November 2018	All 12:30–2pm, Tues 5 February 2019	All 12:30–2pm, Tuesday 28 May 2019
<b>Departmental Teaching Committees (DTCs)</b>			
<b>School of Architecture (BSA)</b>	All 2–pm, Wednesday 7 November 2018	All 2–4pm, Monday 11 February 2019	All 2–4pm, Monday 13 May 2019
<b>Construction &amp; Project Management (BSCPM)</b>	UG 10–12pm, Weds 31 October 2018 PGT 10–12pm, Friday 5 October 2018 PGR 2–4pm, Weds 31 October 2018	UG 10–12pm, Thurs 7 February 2019 PGT 10–12pm, Weds 9 January 2019 PGR 10–12pm, Weds 16 January 2019	UG 10–12pm, Wednesday 10 April 2019 PGT 10–12pm, Tuesday 7 May 2019 PGR 10–12pm, Wednesday 8 May 2019
<b>School of Planning (BSP)</b>	UG 2–4pm, Weds 21 November 2018 PGT 2–4pm, Weds 31 October 2018 PGR –	UG 2–4pm, Wednesday 6 March 2019 PGT 2–4pm, Weds 6 February 2019 PGR w/c 14 January 2019 (date tbc)	UG w/c 17 June 2019 (date tbc) PGT 2–4pm, Wednesday 1 May 2019 PGR 10–12pm, Wednesday 26 June 2019
<b>Centre for Advanced Spatial Analysis (CASA)</b>	All 2–3pm, Friday 9 November 2018	All 2–3pm, Friday 15 March 2019	All 2–3pm, Friday 14 June 2018
<b>Development Planning Unit (DPU)</b>	PG 2–3:30pm, Weds 7 November 2018	PG 2–3:30pm, Weds 6 February 2019	PG 2–3:30pm, Wednesday 5 June 2019
<b>Environment, Energy &amp; Resources (BSEER)</b>	PGT 1–3pm, Friday 16 November 2018	PGT 2–4pm, Friday 11 January 2019 2–4pm, Thursday 7 February 2019	PGT 12–2pm, Wednesday 1 May 2019
<b>Institute for Global Prosperity (IGP)</b>	PGR 11am–2pm, Thurs 25 October 2019	PGR 11am–2pm, Thurs 7 March 2019	PGR 11am–2pm, Thursday 23 May 2019
	All 12:30–2pm, Tues 13 November 2018	All 12:30–2pm, Tues 5 February 2019	All 12:30–2pm, Tuesday 28 May 2019

UG Undergraduate PGT Postgraduate taught PGR Postgraduate research PG Postgraduate Taught & Postgraduate Research TBC To be confirmed LSA Late Summer Assessment

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

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

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

	Term 1	Term 2	Term 3 (& summer)
<b>Faculty Committees</b>			
<b>Bartlett Faculty Board</b>	TBC (dependent on room availability)	TBC (dependent on room availability)	TBC (dependent on room availability)
<b>Faculty Board of Examiners (FBoE)</b>	2-4pm, Wednesday 28 November 2018	2-4pm, 21 Jan 2019 2-4pm, 20 March 2019	2-4pm, Wednesday 17 July 2019
<b>Faculty MRes Committee (MResCom)</b>	12-2pm, Monday 15 October 2018	12-2pm, Wednesday 9 January 2019	12-2pm, Monday 8 April 2019
<b>NEW! Faculty Student Recruitment, Admissions &amp; Funding Committee (FSRAFC)</b>	12-2pm, Wednesday 21 November 2018	12-2pm, Wednesday 6 March 2019	12-2pm, Wednesday 3 July 2019
<b>Undergraduate Prog Committee (UPC)</b>	12-2pm, Monday 5 November 2018	12-2pm, Monday 18 February 2019	12-2pm, Monday 1 April 2019
<b>Postgraduate Programmes Committee (PPC)</b>	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
<b>Faculty Teaching Committee (FTC)</b>	12-3pm, Wednesday 17 October 2018 12-4pm, Mon 12 Nov 2018 <sup>1</sup> 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
<b>Faculty Research Degrees Committee (FRDC)</b>	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
<b>Faculty Library Committee (FLC)</b>	2-4pm, Thursday 15 November 2018	2-4pm, Thursday 7 February 2019	2-4pm, Thursday 2 May 2019
<b>Student Experience Committee (BSIEC)</b>	12-1:30pm, Thursday 1 November 2018	12-1:30pm, Thursday 21 February 2019	12-1:30pm, Thursday 23 May 2019

<sup>1</sup> Extraordinary meeting, convened to consider undergraduate Annual Student Experience Reviews (ASERs)

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

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

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

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

**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.

## 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 Research Experience Survey (PRES)

This survey, for all research students, runs during final year every other year, and is administered by the Doctoral School. For more information visit:

<http://www.grad.ucl.ac.uk/survey/>

## 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/>





# Support services

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### 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:

<https://www.ucl.ac.uk/students/student-support-and-wellbeing>. 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](mailto:gpp@nhs.net)). Students will be required to provide a medical certificate if they have a condition which is to be considered for extenuating circumstances. Students who are absent for medical reasons for more than two days should inform their programme director/personal tutor and the school administrator.

### UCL Dentist

It is recommended that students register with a dentist.

<http://thedentalcentreondon.com>

The **Student Centre** 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](mailto:denise.long@ucl.ac.uk)

### Worry & stress

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

[http://www.ucl.ac.uk/student-psychological-services/index\\_home](http://www.ucl.ac.uk/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>

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.

<https://www.ucl.ac.uk/students/policies/conduct/harassment-and-bullying-policy>

<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>

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<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:

🌐 <http://www.ucl.ac.uk/ppd/communicating/presenting>



### 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 preparatory 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](http://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.

**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](mailto: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



**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](http://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:

<https://www.thecareersgroup.co.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 Doctoral School** also runs a series of courses to improve students' key skills, for example preparing for job interviews:

<http://courses.grad.ucl.ac.uk/>

### 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>



# Resources & facilities

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## Computing

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers IT learning opportunities for students and staff in the form of 'How to' guides which provide step-by-step guidance to all of ISD's key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks.

There are also opportunities for Digital Skills Development 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](http://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](http://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](mailto: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.

ISD provide a 50GB 'N Drive' for all students, which is centrally backed up, and available to access across the UCL network. This is the recommended data storage option for PhD students:

<http://www.ucl.ac.uk/isd/services/filestore-sharing-collaboration/central-filestore/n-drive>

### 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 Department Graduate 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 presentations and it allows you to communicate with staff and other students on the course and occasionally to submit work. 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 students will need to be added by the Department Graduate Tutor or the department's PhD administrator, who should be able to provide students with all the necessary details on how to access the Moodle group. 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 material submitted online during the previous academic year will no longer be available to students.

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 weights room) 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/>



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– **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](http://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>

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## 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>

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## Workspace

The Bartlett aims to provide research students with access to use of working space and IT facilities as far as possible, but there is no automatic guarantee of an individual desk or computer. Individual schools within the Bartlett have their own arrangements for use of space and facilities, and students should consult their supervisor and/or Departmental Graduate Tutor (DGTs).

For information on study spaces for graduate students, please see the UCL Doctoral School website:

🌐 <http://www.grad.ucl.ac.uk/resources/>

The UCL Senate House Hub 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>

## 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.

## Funding opportunities

The Bartlett Faculty Office currently offers three funds for postgraduate research students. These are the Bartlett Student Conference Fund, the Bartlett Extenuating Circumstances Fund and the Bartlett Doctoral Initiative Fund. For details on eligibility and how to apply, please see the following webpage:

<https://www.ucl.ac.uk/bartlett/programmes/applying/funding-and-scholarships>

There are some loans and financial awards available to help pay for fees and living costs while studying for a research degree. Please see the UCL Student Funding website for more details:

<https://www.ucl.ac.uk/students/funding/fund-your-studies/postgraduate-research>

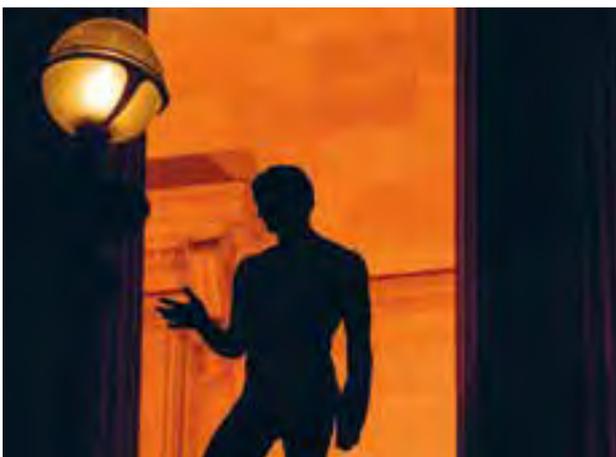
Also, please do check your school/institute's individual website for funding opportunities and speak to your Department Graduate Tutor.

## Skills training

In previous years some students have requested extra help with their graphics skills, as these skills are important in the range of project work that students are asked to engage with here at UCL. To help with this we have developed a series of online workshops called the **Urban Skills Portal**. These courses provide a practical guide to producing graphics for urban design and planning projects. Through illustration and narrative, the exercises include various methods for producing and presenting computer-generated visuals.

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

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



### UCL 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>





# Policies & regulations

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## UCL Student Code of Conduct

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

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

 [http://www.ucl.ac.uk/current-students/guidelines/srs/UCL\\_Student\\_Relationship](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](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>

## Freedom of Information Act (2000)

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

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

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

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

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

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

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

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

The dedicated routes for information requests are by email to [foi@ucl.ac.uk](mailto: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](mailto: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 and copyright

As a researcher and publisher, it is important for you be aware of the rights you have over the work you produce and how it is protected. Also, to be aware of contractual agreements between UCL and external sponsors that relate specifically to your work. In the first instance, you should discuss this with your supervisor and your department graduate tutor. Information on such issues as collaborative work and posting your work on the Internet can be found on the two webpages listed below:

<http://www.ucl.ac.uk/library/copyright>

[https://www.ucl.ac.uk/current-students/guidelines/intel\\_prop\\_rights](https://www.ucl.ac.uk/current-students/guidelines/intel_prop_rights)

## 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 their DGT and finally the FGT (Research), 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

Your PhD supervisor must advise you whether or not your research requires ethical approval. You should check this when you begin your research and also when you apply for study leave and when you apply to upgrade from MPhil to PhD.

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>) under the six criteria included. If your supervisor considers that your intended research is exempt from ethics approval, you simply need to state on the upgrade form which one of the six exemption criteria applies. If your supervisor advises that you require formal UCL Research Ethics Committee approval, 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) and you will need to provide your Project ID on the upgrade form.

### 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](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](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](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 PhD supervisor 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. 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>). If you have any questions please consult your Supervisor, departmental ethics adviser or course director.

### Training

UCL offers ethical training courses for doctoral researchers on the following themes; Ethics 1: 'Good Research Practice' online module ([http://doctoral-skills.ucl.ac.uk/course-details.ppt?course\\_ID=1669](http://doctoral-skills.ucl.ac.uk/course-details.ppt?course_ID=1669)); Ethics 2: 'Working with Human Subjects' online module ([http://doctoral-skills.ucl.ac.uk/course-details.ppt?course\\_ID=1670](http://doctoral-skills.ucl.ac.uk/course-details.ppt?course_ID=1670)); 'Ethics Committee Applications for Research Involving Human Subjects' workshop ([http://doctoral-skills.ucl.ac.uk/course-details.ppt?course\\_ID=354](http://doctoral-skills.ucl.ac.uk/course-details.ppt?course_ID=354)); and 'Working ethically with children and young people as research participants' workshop ([http://doctoral-skills.ucl.ac.uk/course-details.ppt?course\\_ID=2324](http://doctoral-skills.ucl.ac.uk/course-details.ppt?course_ID=2324)).

### Codes of Conduct

**UCL:** The research integrity website (<http://www.ucl.ac.uk/research/integrity>) brings together key policy documents. The code of conduct for research (<http://www.ucl.ac.uk/srs/governance-and-committees/resgov/code-of-conduct-research>) covers five main areas: professional and personal integrity of researchers; process of research design; publication process; leadership responsibilities; and institutional responsibilities. The statement on research integrity (<http://www.ucl.ac.uk/research/integrity/pdfs/UCL-Statement-On-Research-Integrity.pdf>) addresses honesty, rigour, transparency and open communication, care and respect. These should be considered alongside relevant codes of conduct within research and professional bodies.

**Research bodies:** These include the Arts and Humanities Research Council's code of practice; Economic and Social Research Council's framework for research ethics; and Research Councils UK's policy and guidelines on governance of good research conduct.

**Professional bodies:** These include the Architects Registration Board's architect's code (<http://www.arb.org.uk/wp-content/uploads/2016/05/Architects-Code-2017.pdf>); Chartered Institute of Building's rules and regulations of professional competence and conduct ([http://www.ciob.org/sites/default/files/Rules%20and%20Regulations%20of%20Professional%20Competence%20and%20Conduct\\_0.pdf](http://www.ciob.org/sites/default/files/Rules%20and%20Regulations%20of%20Professional%20Competence%20and%20Conduct_0.pdf)); Royal Institute of British Architects' code of professional conduct (<https://www.architecture.com/-/media/gathercontent/riba-council-elections-2018/additional-documents/codeofprofessionalconductpdf.pdf>); Royal Institute of Chartered Surveyors' rules of conduct for members ([http://www.rics.org/Global/Rules%20of%20Conduct%20for%20Members%20v6%20\(1%20January%202013\).pdf](http://www.rics.org/Global/Rules%20of%20Conduct%20for%20Members%20v6%20(1%20January%202013).pdf)); Royal Town Planning Institute code of professional conduct (<http://www.rtpi.org.uk/membership/professional-standards/>); and the Social Research Association's ethical guidelines (<http://the-sra.org.uk/wp-content/uploads/ethics03.pdf>).

## Lone working (on or off campus)

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

- Fieldwork is an important part of your studies. However you should **never** do anything or go anywhere that you believe would put you at personal risk.
- You should always ensure that you let someone know where you are going, when you are planning to return and when you have returned.

- If you are going out to interview stakeholder groups take due care. Where possible go with someone else or hold focus groups. Do not put yourself at risk in order to obtain information. It is **never** worth it.
- Use common sense at all times when thinking about where and how to gather your information and always pay due care and attention to your own health and safety.
- If you are travelling to a country where you are not a citizen and have no right to health care you should take out insurance to cover your costs should you fall ill or require some form of assistance. Seek advice from the Students' Union or from travel companies.
- In addition, if you are travelling to a country where you are not normally resident you should check to be sure that you have all of your immunisations current and do not require any further medical treatment before you travel. It is worth seeking advice from the Travel Clinic which is in Mortimer Market (off Capper Street), London WC1E 6AU; this is part of the Outpatients Clinic of the Hospital for Tropical Diseases. Country specific information is also available on the Department of Health website:
  - 🌐 <https://www.gov.uk/foreign-travel-advice>
  - 🌐 <http://www.nhs.uk/NHSEngland/Healthcareabroad/Pages/Healthcareabroad.aspx>
- Finally, you should check the British Foreign and Commonwealth Office travel advice web pages for specific information regarding the country to which you are travelling. The website address is:
  - 🌐 [www.fco.gov.uk](http://www.fco.gov.uk). UCL expects all students to behave responsibly and comply with this advice. It can accept no responsibility for problems you encounter as a result of failure to do so.

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

🌐 [http://www.ucl.ac.uk/estates/safetynet/guidance/off\\_site/fieldwork/index.htm](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/record\\_implement/ra\\_form.pdf](http://www.ucl.ac.uk/estates/safetynet/guidance/risk_assessment/record_implement/ra_form.pdf)

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 obtained from your department's PhD administrator or the Faculty Office.

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).

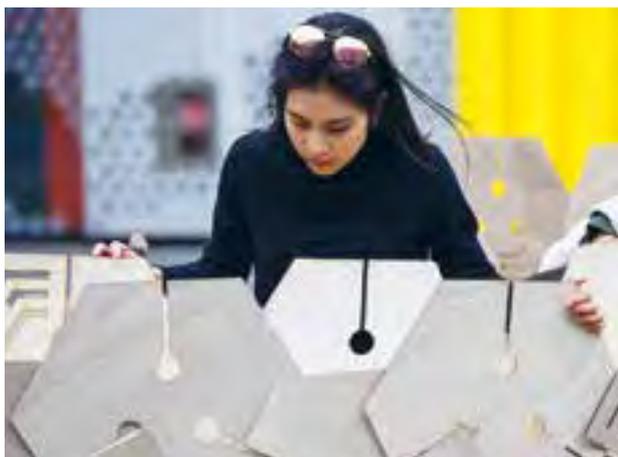
A Risk Assessment (Field and Location Work) form can be obtained from your department's PhD administrator or from Dr Steve Ridge in the Faculty Office.

## 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/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/>

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. There are detailed guidelines for members of staff and PhD students requiring Out of Hours access to any of The Bartlett facilities. In order to receive this privilege, you must read both the following information and the course guide, sign at the end of this information sheet to confirm you have both read and understood the guidelines and return it to the appropriate member of staff.



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; out of hours, research students may apply for a swipe card that will provide access to all buildings ID and swipe card applications are available from the your schools administrative office. Please read the course guide and UCL Estates security website for further security information and follow this link to 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. Information on UCL's Green Champions can be found here:

[🌐 https://www.ucl.ac.uk/greenucl/get-involved/green-champion](https://www.ucl.ac.uk/greenucl/get-involved/green-champion)

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/](http://www.ucl.ac.uk/environment/)



# Post-study & Appendices

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## Graduation ceremonies

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**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/](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>

## References

The Faculty 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 your Supervisor 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>



## Appendix A

THE BARTLETT, FACULTY OF THE BUILT ENVIRONMENT



## COMPLETING RESEARCH STATUS (CRS)

For students who registered before September 2015

If you have fulfilled the conditions set out below you may register as a 'Completing Research Status' (CRS) student while you write up your thesis. You must:

(i) be registered for at least three calendar years full time or five calendar years part time. (EngD students must be registered for four calendar years)

(ii) have upgraded to PhD status (in the case of the MPhil/PhD programme) or confirmed entry to MPhil only. MPhil candidates may also take up CRS under the same conditions as PhD candidates but will be required to confirm that they have not upgraded to PhD

(iii) be in a position to submit your thesis within 12 months (for full-time students) and 24 months (for part-time students) having completed your fieldwork and analysis.

You will not remain registered as a student after the end of your CRS status so it is essential that you do not take up CRS unless you are ready to write up and are confident that you will meet this deadline.

(iv) normally have completed a full first draft of your thesis which has been reviewed and considered as satisfactory by your supervisors.

A Completing Research Student (CRS) is entitled to the use of all normal College facilities and services and may be admitted to a laboratory and be given use of College equipment and facilities on condition that this does not significantly interfere with their use by other students or staff or incur additional expense. During the writing up period the student will not be entitled to any supervisory assistance except for having one draft of all or any part of the thesis read and commented upon by the supervisor prior to the submission of the thesis.

Please note that for students who enrolled from September 2017, the Research Council UK expectation is thesis submission by the funding end date.

### PART A (TO BE COMPLETED BY STUDENT)

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

School/Institute: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Requested Start Date of CRS: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Abstract (up to 300 words): \_\_\_\_\_

Contents listing of full draft of thesis: \_\_\_\_\_

Word count of thesis: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Appendix A continued

**PART B (TO BE COMPLETED BY PRINCIPAL SUPERVISOR)**

Supervisor Name

Please sign to confirm that the student is on course to submit his/her thesis within the CRS period. You should normally have received a full first draft of the student's thesis that you consider satisfactory.

Date of Signature

Please sign electronically or by hand (not typed)

**PART C (TO BE COMPLETED BY DEPARTMENT GRADUATE TUTOR)**

DGT Name

Please sign to confirm receipt of the information in Part A and Part B.

Date of Signature

Please sign electronically or by hand (not typed)

**PART D (TO BE COMPLETED BY FACULTY TEACHING AND LEARNING OFFICER)**

CRS Approved (Y/N)

Date passed to Student Records

## Appendix B

THE BARTLETT, FACULTY OF THE BUILT ENVIRONMENT



## COMPLETING RESEARCH STATUS (CRS)

For students who registered from September 2015

If you have fulfilled the conditions set out below you may register as a 'Completing Research Status (CRS) student' while you write up your thesis. You must:

(i) be registered for at least three calendar years full time or five calendar years part time. (EngD students must be registered for four calendar years).

(ii) have upgraded to PhD status (in the case of the MPhil/PhD programme) or confirmed entry to MPhil only. MPhil candidates may also take up CRS under the same conditions as PhD candidates but will be required to confirm that they have not upgraded to PhD.

(iii) be in a position to submit your thesis within 12 months (for full time students) and 24 months (for part time students) having completed your fieldwork and analysis.

You will not remain registered as a student after the end of your CRS status so it is essential that you do not take up CRS unless you are ready to write up and are confident that you will meet this deadline.

(iv) have normally completed a full first draft of your thesis which has been reviewed and considered as satisfactory by your supervisors.

A Completing Research Student (CRS) is entitled to the use of all normal College facilities and services and may be admitted to a laboratory and be given use of College equipment and facilities on condition that this does not significantly interfere with their use by other students or staff or incur additional expense. During the writing-up period the student will not be entitled to any supervisory assistance except for having one draft of all or any part of the thesis read and commented upon by the supervisor prior to the submission of the thesis.

Please note that for students who enrolled from September 2017, the **Research Council UK** expectation is thesis submission by the funding end date.

### PART A (TO BE COMPLETED BY STUDENT)

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

School/Institute: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Requested Start Date of CRS: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Abstract (up to 300 words): \_\_\_\_\_

Timeline (e.g. Gantt chart) for submitting thesis within CRS period: \_\_\_\_\_

Contents listing of full draft of thesis (e.g. chapter titles): \_\_\_\_\_

Word count of thesis: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Please sign electronically or by hand (not typed)

## Appendix B continued

**PART B (TO BE COMPLETED BY PRINCIPAL SUPERVISOR)**

Supervisor Name:

As well as normally completing a full first draft, it is a Faculty requirement that one or more of the following additional assessments be undertaken by a student applying to transfer to CRS. The choice of assessment(s) is to be decided at school/institute level or between the supervisor and the DGT. Please indicate which of the following has been satisfactorily completed:

- (i)  Student delivery of an oral presentation to an audience comprising at least one supervisor and at least one non-supervising member of staff (academic or research). This should entail, at minimum, three persons in a room (or may be done remotely by Skype), or can take the form of a public presentation within the school/institute.
- (ii)  A short written endorsement by a non-supervising member of staff (academic or research staff who is an approved supervisor) who has reviewed the draft thesis. This endorsement should be submitted to the supervisor (and may be passed on as feedback to the student).
- (iii)  A mock viva, where the student defends the draft thesis, with two mock examiners (decided by the supervisor).
- (iv)  Preparation of a 1000-2000 word student self-assessment of the work to date (research and draft thesis, and rationale for programme to completion).
- (v)  Other (to be pre-approved by the Bartlett Research Degrees Committee).

Please note that any member of staff participating in the above processes should not be subsequently appointed as an internal examiner.

Please provide a statement (maximum 200 words) affirming that the student is ready to move to CRS status and that you have confidence in his/her ability to submit his/her thesis within 12 months (for full-time students) or 24 months (for part-time students):

Please sign below to confirm that:

- one or more of the above additional requirements has been satisfactorily fulfilled;
- the student is on course to submit his/her thesis within the CRS period. You should normally have received a full first draft of the student's thesis that you consider satisfactory;
- the Research Log has been completed, specifically in terms of completion of progress reports (at annual intervals since Upgrade) and already signed off electronically by both supervisors.

Date of Signature:

Please sign electronically or by hand (not typed)

**PART C (TO BE COMPLETED BY DEPARTMENT GRADUATE TUTOR)**

DGT Name:

Please sign to confirm receipt of the information in Part A and Part B:

Date of Signature:

Please sign electronically or by hand (not typed)

**Appendix B** continued

**PART D (TO BE COMPLETED BY FACULTY TEACHING AND LEARNING OFFICER)**

CRS Approved (Y/N)

Date passed to Student Records

## Appendix C

### GUIDELINES FOR UPGRADE FROM MPhil TO PhD STATUS

#### 1. Purpose of the Upgrade

1.1. Initially PhD students are registered for the MPhil degree. If they wish to proceed to a PhD, their registration must be changed accordingly. The purpose of the upgrade is to assess the student's progress and ability to complete their PhD programme in a reasonable time frame. In this assessment, the criteria defined below should be applied. The assessment should not be confined to the research material presented by the student but should also consider the student's demonstrable academic and generic skills. The regulations for the upgrade process can be found in the Academic Manual – Chapter 1, part 5.

#### 2. Criteria for Upgrade

2.1. A student should be upgraded to PhD status if he or she meets the following criteria:

- i. Commitment to pursuing research at UCL leading to the PhD degree;
- ii. Satisfactory progress in the work so far;
- iii. Demonstration of sufficient awareness of the context of the work and completion of such tasks as a review of relevant literature and a bibliography;
- iii. Ability to formulate a viable hypothesis or research question that could be completed within the normal time frame of the PhD programme;
- iv. Satisfactory technical and generic skills development (students funded by UCL approved funding bodies, such as the Research Councils, must meet the specific requirements stipulated by those bodies);
- v. Formulation of a viable plan for the work;
- vi. Consideration of the research ethics dimensions of the project, and application for ethics approval from the relevant Research Ethics Committee if appropriate
- vii. Completion of the appropriate sections of the Research Student Log;
- viii. English Language proficiency, both written and spoken.

It is expected that the specific components in the student's upgrade report, in conjunction with the upgrade viva (see 3.3.1 and 3.3.3, below), will demonstrate that these criteria have been met. In addition to the above criteria, the student must meet any other Departmental or Faculty requirements.

#### 3. Process of Upgrade

##### 3.1 Management and Oversight

The management and oversight of the upgrade process is the responsibility of the Departmental Graduate Tutor. At the request of the student and supervisors, the Departmental Graduate Tutor will initiate the process and appoint the Upgrade Panel. The Departmental Graduate Tutor should confirm that the Research Student Log has been completed and that there has been appropriate participation in the Skills Development Programme, before the upgrade process is initiated.

## Appendix C continued

### 3.2 Time Frame

UCL Research Degree Regulations state that upgrade cannot be done less than nine months after initial registration for the MPhil degree for full-time students. There should be two possible attempts at upgrade; the first between 9 and 18 months and, if the student fails at the first attempt, the second between 15 and 24 months. The period between the first and second attempt should normally be no more than 6 months. There are a number of 4-year MPhil/PhD programmes, and for these programmes upgrade should be between 9-18 months after the start of the research project, with a second attempt if necessary between 15-24 months after the start of the research project.

For part-time students, whose programme of study is typically 5 years, the first possible attempt at upgrade should take place between 15 and 30 months and, if the student fails at the first attempt, the second between 25 and 40 months. The period between the first and second attempt should normally be no more than 10 months.

It is expected that most students will successfully upgrade on the first attempt. Two attempts only will be permitted.

### 3.3 Components of Upgrade

The process of assessment is implemented by means of written reports from student and Principal Supervisor, and viva, outlining the work accomplished so far, and the programme of further work that will lead to a successful thesis. These components will be considered by an upgrade panel.

#### 3.3.1 The Student's Upgrade Report

The precise form of material considered as part of the upgrade will vary across Departments and disciplines. The student should draft his/her Upgrade Report in consultation with the Principal Supervisor and the Subsidiary Supervisor.

Whilst it is recognised that the exact nature of the report submitted by the student will depend on discipline, it should cover at least the following components (not necessarily as discrete items):

- i. An introduction giving the context of the work;
- ii. A literature review;
- iii. A research question and hypothesis;
- iv. A section on methodology;
- v. A substantial piece of work towards the thesis objectives;
- vi. A plan and timetable for the remainder of the work;
- vii. A bibliography;

#### 3.3.2 Report by Principal Supervisor

A written report from the Principal Supervisor on the student's work must be submitted in advance of the upgrade viva to the Upgrade Panel and the Student.

#### 3.3.3 The Upgrade Viva

## Appendix C continued

The purpose of the viva is to ascertain, in conjunction with the student's upgrade report and the report by the Principal Supervisor, that the above criteria (see 2.1, above) have been met. The viva should also be an opportunity for the student to discuss and defend his/her ideas.

The Upgrade Panel should be made up of a minimum of two members of academic staff, one of whom should be the student's Subsidiary Supervisor who normally chairs the Upgrade Panel. The Principal Supervisor should provide input via a written report (see 3.3.2, above), and may be present at the viva meeting, provided the student agrees, but should withdraw while the Panel makes its decision.

A member of Staff external to the Department of the Student and Supervisor, or external to UCL, may be on the Panel but Departments must consider that this would make that individual ineligible as an examiner for the subsequent PhD thesis.

The Departmental Graduate Tutor has final jurisdiction over the membership of the Panel, its constitution and any dispute between Panel Members.

### 4. Outcomes:

4.1 Students may either upgrade on the first attempt or, if unsuccessful, be referred for a second attempt within the time frame described above. Students who fail on the first attempt must be given specific written criteria to meet for the second attempt. In some cases, a student may be referred to re-submit the written work only, without the need for a second oral assessment. In all instances where the student fails to meet the criteria for upgrade to PhD status on the first attempt, the Departmental Graduate Tutor must put in place a [Learning Agreement](#) detailing any additional requirements and support necessary before the second upgrade attempt.

It is essential that it is made very clear to students at the outset of the process about the potential outcomes of the process, including the specific criteria to be met after a first failed attempt and the potential outcomes of failure at the second attempt. The following are the potential outcomes of the upgrade process:

Potential outcomes of first attempt:

- i) Student is recommended for upgrade to PhD status;
- ii) Student is referred to a specific date, with specific criteria to meet, for a second attempt with the need for a second viva. A Learning Agreement will be put in place by the Departmental Graduate Tutor to facilitate preparations for the second attempt
- iii) Student is referred to a specific date, with specific criteria to meet, for a second attempt without the need for a second viva. A Learning Agreement will be put in place by the Departmental Graduate Tutor to facilitate preparations for the second attempt.

Potential outcomes of second attempt:

- i) Student is recommended for upgrade to PhD status;
- ii) Student is not recommended for upgrade and remains registered for the MPhil;
- iii) Student is not recommended for upgrade and is referred to the Faculty Graduate Tutor for initiation of the formal Termination of Studies on the Grounds of Academic Insufficiency for Research Students.

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**Appendix C** continued

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It should be made clear that a second failed attempt at upgrade will mean that the student will remain registered with MPhil status. This may lead to the submission of a thesis for the MPhil which must be done in accordance with the UCL Research Degree Regulations, or the student may be referred to the Faculty for initiation of the formal Academic Insufficiency process.

4.2 A written joint report on the outcome should be signed and submitted by the Chair of the Upgrade Panel to the Departmental Graduate Tutor for signature. This report should be sent to Student and Registry Services, copied to the Student, Supervisors, and the Head of Department. A standard template for this report is provided herewith: Upgrade Panel Report.

The student may request further oral feedback from the Panel.

September 2016

Appendix D



### Upgrade from MPhil Degree to PhD Degree UPGRADE PANEL REPORT

<b>Student:</b> <small>(Please write full name and title)</small>	<b>Student Number:</b> <small>(Please enter student number if known)</small>
<b>Supervisory Team</b> Principal Supervisor: Subsidiary Supervisor: <small>(Please write names of Supervisory Team)</small>	
<b>Thesis Title:</b> <small>(Please write provisional thesis title)</small>	
<b>Composition of the Upgrade Panel:</b> Chair: Other members: <small>(Please enter full names of each member of the panel, including their position if relevant to the student (e.g. Subsidiary Supervisor, DGT etc.))</small>	
<b>Date of Upgrade:</b>	

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**SECTION A: Summary of Upgrade Outcome**

**The Upgrade Panel confirms that it has reviewed the Upgrade Reports submitted by the student and by the Principal Supervisor, and has also examined the student orally.**

**The Upgrade Panel further confirms that it has satisfied itself that the student:**  
(Please check the box against the following criteria for Upgrade)

- i) Is committed to pursuing research at UCL leading to the PhD degree.
- ii) Has achieved satisfactory progress in the work, so far.
- iii) Has demonstrated sufficient awareness of the context of the work and completed such tasks as a review of the relevant literature and a bibliography.
- iv) Has demonstrated the ability to formulate a viable hypothesis or research question that could be completed within the normal time frame of the PhD programme.
- v) Has achieved satisfactory technical and generic skills development (students funded by funding bodies, such as the Research Councils, must meet the specific requirements stipulated by those bodies)
- vi) Has formulated a viable plan for the work.
- vii) Has considered the research ethics dimensions of the project and applied for ethics approval from the relevant Research Ethics Committee if appropriate.
- viii) Has completed the appropriate sections of the Research Student Log.
- ix) Has demonstrated English Language proficiency, both written and spoken.
- x) Meets any other Department or Faculty criteria.

Please comment in Section B below, and provide feedback if you are not satisfied in any of the above.

**The Upgrade Panel confirm that they have determined ONE of the following:**

**Upgrade – 1<sup>st</sup> Attempt**

- 1. The Student has met the criteria for the Upgrade and is recommended for upgrade to PhD status.
- 2. The Student has NOT met the criteria for the Upgrade and should be referred to a specific date, with specific criteria to meet, for a second attempt with the need for a second viva. A Learning Agreement should be put in place by the Departmental Graduate Tutor to facilitate preparations for the second attempt.
- 3. The Student has NOT met the criteria for the Upgrade and should be referred to a specific date, with specific criteria to meet, for a second attempt WITHOUT the need for a second viva. A Learning Agreement should be put in place by the Departmental Graduate Tutor to facilitate preparations for the second attempt.

**Upgrade – 2<sup>nd</sup> Attempt (if applicable)**

- 1. The Student has met the criteria for the Upgrade and is recommended for upgrade to PhD status.
- 2. The Student has NOT met the criteria for the Upgrade and should remain registered for the MPhil.
- 3. The Student has NOT met the criteria for the Upgrade and should be referred to the Faculty Graduate Tutor for initiation of the formal Termination of Studies on the Grounds of Academic Insufficiency for Research Students.

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## Appendix D continued

**SECTION B: Upgrade Panel Joint Report**

This section of the report should be completed by the Upgrade Panel and give the grounds on which the Upgrade decision is based. This should include, if applicable, feedback on the specific criteria to be met after a first failed attempt or the criteria that have not been satisfied after a second failed attempt.

**SECTION C: Upgrade Panel Signature Confirming Result of the Upgrade**

**Declaration:** We confirm this is the Upgrade Panel Report for the above named student.

Signed (Chair of Panel):

(Please print name)

Date:

Signed (Panel member):

(Please print name)

Date:

Signed (Panel member):

(Please print name)

Date:

**PLEASE NOTE:** Sections A to C should be submitted by the Chair of the Upgrade Panel to the Departmental Graduate Tutor for signature (Section D).

**SECTION D: Departmental Confirmation / Notification of Outcome of Upgrade Procedure**

I confirm that the date of the Upgrade Viva falls within the Upgrade timeframe as defined by the regulations.

If Upgrade has taken place outside this timeframe, please comment on the extenuating circumstances.

I confirm that the Supervisors have  / have not  completed the relevant sections of the Research Log.

Signed (Departmental Graduate Tutor):

(Please print name)

Date:

**N.B:** In all instances where the student fails to meet the criteria for upgrade to PhD status on the first attempt (ie outcomes 2 and 3), the Departmental Graduate Tutor must put in place a Learning Agreement detailing any additional requirements and support necessary before the 2<sup>nd</sup> Upgrade attempt.

**Confirmation:** at the end of each Upgrade attempt, this report should be copied to the Student, Supervisors, and the Head of Department together with the Learning Agreement put in place (if relevant), and a copy retained in the Department.

**Notification:** at the conclusion of the process (successful upgrade or failure to upgrade at second attempt) a copy of this form should be sent to Student and Registry Services (Research Degrees – researchdegrees@ucl.ac.uk)

## Appendix E

**UCL STUDENT AND REGISTRY SERVICES**  
 UCL, Gower Street London WC1E 6BT  
 researchdegrees@ucl.ac.uk



### Research Degree Students – Application for Interruption of Study

#### Guidance Notes

If you require a temporary break from your studies and plan to resume your registration at a future date you will need to apply for an interruption of study. You may apply for an interruption of up to one year in the first instance and for a maximum of two years in total.

You should make the application in advance of the proposed interruption. Retrospective interruptions going back more than a month from when the interruption is received by Student Records will require the approval of the Chair of the Research Degrees Committee.

You should discuss any changes in registration with your supervisor or Departmental Graduate Tutor before making your application. They will consider your options with you to help you make the right decision. You should also read the guidance at <https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies>.

Please refer to the **Academic Manual** available at <http://www.ucl.ac.uk/srs/academic-manual/overview> before making any requests to change your academic record.

You will be liable for fees up to the date your interruption starts and for any increase in fees in the session you return. For full information please see <https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies>. Please provide details of how your studies are funded so your department can make the appropriate arrangements to inform your funding body if necessary. On the form you should give your last date of attendance for reporting to your funding body; your interruption will begin the day after your last date of attendance.

- i. Applications for first interruptions require departmental/divisional approval. Please complete page 2 and pass to your supervisor, Departmental Graduate Tutor or research administrator to arrange for page 3 to be completed and then to forward to Student Records – [researchdegrees@ucl.ac.uk](mailto:researchdegrees@ucl.ac.uk)
- ii. Applications for interruptions totalling more than two calendar years will require the approval of the Chair of the Research Degrees Committee in addition to that of the department/division. Your department must use this form to provide a supporting statement and provide any additional evidence.
- iii. If you interrupt, you must re-enrol on or within two weeks of the date specified for your return. You will be liable for fees from the date specified for your return.

#### Important Information for Tier 4 Students

If you are hold a Tier 4 visa you will be required to leave the UK for the duration of the interruption and re-apply for a new visa in order to return to UCL. In some cases, you may be eligible for authorised absence. In this case, UCL will continue to sponsor your visa and you will not be required to leave the UK. The maximum duration of a period of authorised absence is 60 days. For further information please email [visacompliance@ucl.ac.uk](mailto:visacompliance@ucl.ac.uk).

You must comply with visa requirements to safeguard your immigration status and future entry to the UK. Under the Points Based Immigration System (PBIS) UCL is legally required to notify UKVI of any changes to a student's status.

For further information and guidance on how these changes may affect your immigration status please contact the Student Immigration Compliance Team; [visacompliance@ucl.ac.uk](mailto:visacompliance@ucl.ac.uk)

## Appendix E continued

UCL Student and Registry Services UCL, Gower Street London WC1E 6BT researchdegrees@ucl.ac.uk	
<b>Interruption of Study - Research Degree Students</b>	
Surname:	Department:
First Names:	
Student number:	Programme (e.g. PhD Physical)
Faculty:	
<b>Interruption Details</b>	
Last date of attendance:	
Date of return to study:	
<b>Reason</b> (please tick one box only)	
Please supply your department with appropriate supporting evidence in English when they request this.	
<input type="checkbox"/> Maternity leave	<input type="checkbox"/> Financial Difficulties
<input type="checkbox"/> Medical – Physical or mental health related	<input type="checkbox"/> Job Commitments/Internship
<input type="checkbox"/> Disability – long term condition	<input type="checkbox"/> Academic
<input type="checkbox"/> Personal/Caring responsibilities	<input type="checkbox"/> Other (please detail in statement below)
Please give your source of funding	
<input style="width: 100%; height: 30px;" type="text"/>	
Have you previously interrupted your studies?	
<input type="checkbox"/> NO	
<input type="checkbox"/> YES	
Dates of previous interruption:	from: _____ to: _____
<b>Supporting Statement:</b>	
<input style="width: 100%; height: 110px;" type="text"/>	
<b>Student Declaration</b>	
I confirm that the information I have given is correct to the best of my knowledge and that I understand the implications of interrupting my registration in accordance with UCL's guidance notes. I understand that if I hold a Tier 4 visa my interruption will be reported to the UKVI unless I am permitted a period of authorised absence.	
Student Signature:	Date:
2	

Appendix E continued

**UCL STUDENT AND REGISTRY SERVICES**  
 UCL, Gower Street London WC1E 6BT  
 researchdegrees@ucl.ac.uk



**Interruption of Study - Research Degree Students (continuation)**

**Departmental Approval**

Student Surname: \_\_\_\_\_ Student Number: \_\_\_\_\_  
 First Names: \_\_\_\_\_

REFER to Student Support and Wellbeing before re-enrolment is permitted

**For students holding a Tier 4 visa only**

I confirm this interruption should be recorded as authorised absence. The period of absence will not exceed 60 days and the student must still complete the programme within their existing period of leave on their visa. For UKVI purposes, I confirm that for UKVI purposes, the department will record the authorised absence in a retrievable and auditable manner and continue to engage with the student. For further information, please contact [visa@compliance@ucl.ac.uk](mailto:visa@compliance@ucl.ac.uk)

**For Research Council UK and other externally funded students**

I confirm I have notified the relevant DTP/DTC Manager or other departmental contact of the details of the interruption. I have referred to the information available on the Research Services website to ensure that interruption is also reported to Research Studentships Unit staff in Research Services: <https://www.ucl.ac.uk/research-services/research-studentships/studentship-interruptions>.

**For students funded by a Student Finance England Doctoral Loan**

I confirm I have notified the relevant Faculty Office contact of the details of the interruption including the student's last date of attendance and the reason for the interruption. This is in order for a Change of Circumstances notification to be sent to Student Loans Company.

**Principal Supervisor's comments:**

Principal Supervisor  
(print name)

Signature: \_\_\_\_\_

Departmental Graduate  
Tutor/HOD/PGR Administrator  
(print name and delete as appropriate)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix E continued

<p>UCL STUDENT &amp; REGISTRY SERVICES UCL, Gower Street London WC1E 6BT <a href="mailto:researchdegrees@ucl.ac.uk">researchdegrees@ucl.ac.uk</a></p>	
<p><b>For Office use – Student Records</b></p>	
<p><input type="checkbox"/> REFER for consideration of suspension of regulations</p>	
<p>Comments:</p>	
<p>Signature:</p>	<p>Date:</p>
<p><b>Chair, Research Degrees Committee</b></p>	
<p><input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED, subject to conditions set out below <input type="checkbox"/> NOT APPROVED</p>	
<p>Comments:</p>	
<p>Signature:</p>	<p>Date:</p>
<p>Please submit this form to <a href="mailto:researchdegrees@ucl.ac.uk">researchdegrees@ucl.ac.uk</a></p>	

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## Notes

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## Notes





**UCL**