



**DEPARTMENT OF MATHEMATICS**

**UNDERGRADUATE**

**HANDBOOK**

**2019-20**



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# 1 Welcome to UCL

## 1.1 Provost's Welcome

Dear Students

To those of you who are returning, welcome back. To those of you who are new, congratulations for choosing UCL as your university. 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 is recognised by QS as one of the best cities 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. 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

## 2 Introduction to the department and parent faculty

### 2.1 Introduction to the department and its history

The Mathematics Department is situated at the corner of Gower Place and Gordon Street on the main College site. It occupies floors four to eight above the Students' Union and consists of lecture rooms, academic offices and the departmental office. There is also a student common room and a quiet study room with a small student library.

The Mathematics Department at UCL is an internationally renowned department within one of the world's most prestigious universities. It has a research rating in the official UK league tables comparable with that of Oxford and Cambridge. The department's reputation dates from 1826 when it was one of the founding departments of UCL, and as such is the third oldest mathematics department in England.

Since its beginning, mathematics at UCL has been enhanced by its many outstanding members of staff. Indeed two of its students (and later staff) Professor Klaus Roth (1958) and Professor Alan Baker (1970) have gone on to win the Fields Medal, the mathematician's equivalent of the Nobel Prize. Another former member of staff Professor Tim Gowers won the Fields Medal in 1998 for work he did whilst at UCL.

Since 2011, the department has grown considerably, and now teaches almost 800 undergraduate students. The number of full-time academic members of staff has also expanded to over 60, of whom at least half are full professors, in addition to a number of Honorary members of staff, including four Fellows of the Royal Society. The department also has several Postdoctoral Research Fellows, around 80 PhD students, and 50 MSc students. We also welcome a regular stream of distinguished visiting academics from home and abroad. The broad range of research interests is reflected in the large choice of courses available in the third and fourth years of the degree programmes, from computational geometry to fluid mechanics and from mathematical ideas in biology to cosmology.

The original prospectus for the Mathematics Department in 1826 stated:

*The Mathematical Sciences are so justly valued as a discipline of the reasoning faculties, and as an unerring measure of human advancement, that the commendation of them might seem disrespectful to the judgement of the reader, if they did not afford by far the most striking instance of the dependence of the most common and useful arts upon abstruse reasoning. The elementary propositions of Geometry were once merely speculative; but those to whom their subserviency to the speed and safety of voyages, is now familiar, will be slow to disparage any truth for the want of present and palpable usefulness.*

Nearly all of this remains as true today as then.

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

Encompassing the logical, experimental and mathematical study of our universe, UCL Faculty of Mathematical & Physical Sciences consists of eight departments active in teaching and researching broad areas of science. These include Chemistry, Earth Sciences, Physics & Astronomy, Statistical Science, and Mathematics, among others.

The faculty also provides a base for a number of research centres and institutes: these facilitate in-depth and interdisciplinary research through collaboration between experts within MAPS, and in related areas in Engineering Sciences and Life Sciences. In addition, the faculty has its own interdepartmental undergraduate degree programme: Natural Sciences.

Front-line research feeds directly into our teaching programmes, and our students benefit from access to first-class facilities. All departments in the faculty are involved in teaching. The faculty offers an array of three-year BSc and four-year Masters-level MSci degrees in emerging as well as more traditional academic areas.

## 2.3 Key staff members within the department and faculty

Head of Department	Prof HJ Wilson
Deputy Head of Department	Dr JM Talbot
Departmental Tutor	Dr ML Roberts
Admissions Tutor	Dr RI Bowles
Postgraduate Tutor (Pure Maths)	Prof F Schulze
Postgraduate Tutor (Applied Maths)	Prof C Boehmer
Postgraduate Tutor (MSc Mathematical Modelling)	Dr SN Timoshin
Postgraduate Tutor (MSc Financial Mathematics)	Dr A Macrina
Affiliate Tutor	Assoc Prof L Louder
Chair of Maths Joint Honours Exams Sub-Boards	Prof A Yafaev
Chair of the Maths Exams Sub-Board	Prof G Esler
Chair of the Departmental Teaching Committee	Dr N Sidorova
Mid-Sessional Exams Coordinator	Dr T Betcke

Contact details can be found on the Mathematics departmental website and noticeboards in the department. Alternatively, please contact the Mathematics General Office in Room 610 for information, or by calling 020 7679 2839.

### Further information:

- Key contacts: <https://www.ucl.ac.uk/math/people>

### 3 Departmental staff related to the programme

#### 3.1 Key staff involved in programme delivery

Academic Staff/Teaching Fellows	Ext	CORU (4 Taviton St)	Ext
608 Wilson, Prof HJ, HoD	31302	306	24501
802b Baigent, Dr SA	33593	306	24509
704 Bárány, Prof I	32844	306	24509
401 Bellettini, Dr C	09135	303	24953
813 Betcke, Prof T	54068	302	24508
346 KLB Bishop, Prof SR	33082	304	24507
812a Böhmer, Dr C G	33597	301	24502
603 Bowles, Dr RI	33501	304	24505
807b Burman, Prof E	33306	302	24508
611 Busuioc, Dr C	tbc	304	28549
708 Cooper, Dr S	33854	304	24504
407 Dokchitser, Prof V	08075	301	24509
700 Esler, Prof G	32842	301	24506
709 Foscolo, Dr L	37896		
411 Galkowski, Dr J	08081	<b>Post-Doc Research Fellows</b>	
404 Garcia Martinez, Dr L	08083	600	33935
712 Garcia Trillos, Dr CA	32837	602	32840
711 Granville, Prof A	31302	600	33935
405 Hadzic, Dr M	08055	602	32840
703 Halburd, Prof R	32973	600	33935
412 Hewett, Dr D	09229	602	32840
700 Hewitt, Dr D	32842	602	32840
808 Hill, Dr RM	32404	600	33935
805 Johnson, Prof ER	32854	602	32840
705 Johnson, Prof FEA	32845	602	32840
715 Kamotski, Dr I	33937	604	33632
802a Louder, Dr L	33365	-	33935
814 Macrina, Dr A	32835	604	33632
402 Manhart, Dr A	08210	600	
M205 KLB Marinelli, Prof C	31393	604	33632
413 McDonald, Prof NR	09239	602	32840
603 Ni, Dr H	33501	602	32840
709 Oksanen, Dr L	37896	610c	33939
701 Ovenden, Dr NC	32128	602	32840
810 Page, Prof KM	33683	604	33632
607 Pamovski, Prof L	32847	602	32840
504b Petridis, Prof I	37897	604	33632
404 Petrow, Dr I	08097	604	33632
610c Rila, Dr L	32831		
604a Roberts, Dr ML	32833	<b>Departmental Manager</b>	
414 Schulze, Dr F	09202	609	32838
409 Schwarz, Dr DC	09228		
605 Segal, Dr E	32836	<b>Systems Admin Staff</b>	
809 Sidorova, Dr N	37864	410	09227
807a Singer, Prof M	33190	410	33903
415 Smears, Dr I	09249		
712 Smith, Prof FT	32837	<b>Departmental Support Staff</b>	
708 Smyshlyaev, Prof V	33854	610	32894
710 Sobolev, Prof A	32863	610c	31373
800 Sokal, Prof AD	32844	610	32839
501 Strouthos, Dr I	32862	610c	37854
704 Talbot, Dr JM	34102	610c	33939
803 Timoshin, Dr SN	32205	610c	34309
408 Towers, Dr M	09216	610	32881
814 Vanden-Broeck, Prof J-M	32835	Physics E25c	59932
504a Vassiliev, Prof D	32442	610c	33939
812 Yafaev, Prof A	32861	610	32841
711 Zaikin, Prof A	34375	Physics E25b	59932
406 Zatorska, Dr E	09209		
807c Zerbtes, Prof S	32834	<b>Room Locations</b>	
		403	09250
		416	08134
		417	08140
		502 & 503	37882
		600/602/604/610c	
		606	
		610	
		610c	
		713	32851
		806	32856
		M201 KLB	
		KLB	

## 4 Key dates

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

#### 4.1.1 UCL Term Dates: 2019/20

First Term	Monday 23 September 2019 – Friday 13 December 2019
Second Term	Monday 13 January 2020 – Friday 27 March 2020
Third Term	Monday 27 April 2020 – Friday 12 June 2020

College Reading Weeks are the weeks beginning Monday 4 November 2019 and Monday 17 February 2020.

Christmas College Closure	Close 5.30pm Friday 20 December 2019
	Open 9.00am Thursday 2 January 2020
Easter College Closure	Close 5.30pm Wednesday 8 April 2020
	Open 9.00am Wednesday 15 April 2020
Bank Holidays	Closed - Friday 8 May 2020
	Closed - Monday 25 May 2020
	Closed - Monday 31 August 2020

#### Further information:

- Term Dates 2019-20: <https://www.ucl.ac.uk/students/life-ucl/term-dates-and-closures/term-dates-and-closures-2019-20>

#### 4.1.2 UCL Examination Periods 2019-20

Examination Period: 27 April 2020 – 5 June 2020

Late Summer Assessment Period: 24 August 2020 – 11 September 2020

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

New student photographs: 27 September 2019, Room 706, 12-2pm

Department photograph: 2 October 2019, Front Quad

Deadline for final Academic Representative confirmation: 18 October 2019

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

UCL will communicate with students via:

- **UCL student email** – Students should check their UCL email regularly:  
<http://www.ucl.ac.uk/isd/services/email-calendar>
- **UCL Moodle** – UCL's online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources:  
<https://moodle.ucl.ac.uk/>
- **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities:  
<https://www.ucl.ac.uk/news/student-news/what-myuc>
- **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>
- **Mathematics Department Twitter channel** – Sharing news and events for the department: <https://twitter.com/mathematicsucl>

## 5 Hours of Study

### 5.1 Hours of study (Central and Local)

The primary method of teaching and learning in the Mathematics Department is by means of lectures, reinforced by coursework, problem classes, small group tutorials, self-study, peer-assisted learning (PAL), discussion with other students, and discussion with staff on an individual basis. Members of academic staff may have specified office hours where they are able to meet with students individually, or they may be able to arrange times for such meetings on an ad hoc basis. Some courses also involve computer work, and some have a substantial project component. Students are also expected to undertake some independent study with their time that is not occupied by timetabled teaching. The departmental office has opening hours from 9am to 5pm, Monday to Friday.

As lectures are one of the primary means of teaching, it is important to attend and make good use of them. The study skills booklet may help you with this.

First year and second year (first term) Mathematics courses: For each of these (compulsory) courses there are three lectures and one problem class per week, each lasting an hour. The problem classes are used for two purposes: (i) to help you with your current coursework; (ii) to go over points from previous coursework.

Second year second term Mathematics courses: In the second term, there are three lectures per week, which will usually include some time spent going over coursework.

Third and fourth year courses: These normally consist of three lectures per week. Some have assessed coursework or projects.

### 5.2 Attendance requirements (Centrally Provided)

#### 5.2.1 Attendance Requirements

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

If a student has to be absent for a period of more than two days, they should inform the departmental office, and make an effort to ensure that they remain up to date with their modules. If their absence is longer than a week, they should arrange to meet with the Department Tutor Dr Mark Roberts when they return, providing a doctor’s note if relevant.

**Further information:**

- Academic Manual: Attendance and Absence: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence>

- Academic Manual: Learning Agreements, Barring, Suspensions and Termination of Study: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework>

### 5.2.2 Tier 4 students: Absence from teaching and learning activities

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

**Further information:**

- Academic Manual: Attendance and Absence: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence>
- UCL Immigration and Visas: <https://www.ucl.ac.uk/students/immigration-and-visas>

## 6 Our expectations of students

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

**Further information:**

- UCL Code of Conduct for Students: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework>
- UCL Disciplinary Code and Procedure in Respect of Students: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework>
- UCL Policy on Harassment and Bullying: <https://www.ucl.ac.uk/students/policies/conduct/harassment-and-bullying-policy>
- UCL Code of Practice on Freedom of Speech: [https://www.ucl.ac.uk/estates/sites/estates/files/ucl\\_code\\_of\\_practice\\_on\\_freedom\\_of\\_speech\\_v1.0.pdf](https://www.ucl.ac.uk/estates/sites/estates/files/ucl_code_of_practice_on_freedom_of_speech_v1.0.pdf)
- Religion and Belief Equality Policy for Students: <https://www.ucl.ac.uk/students/policies/equality/religion>

## 7 Programme structure

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

#### 7.1.1 General Rules

##### Credits

All full-time undergraduate students take **120 credits** of modules each year (you cannot take more or less than this). Most modules are **15 credits**, so most students take 8 modules each year, although some modules are **30 credits**. [15 credits was previously called 0.5 units.]

##### Levels

All modules have a **level**, which is 4, 5, 6 or 7. Roughly speaking, these correspond to first, second, third and fourth year level [and were previously called First, Intermediate, Advanced and M level], although the modules you take in a given year may not be all at that level.

For the (3-year) **BSc** degree, you must take at least **90 credits at level 6 or above**.

For the (4-year) **MSci** you must also take at least **120 credits at level 7**.

**Note:** (i) It does not matter from this point of view if modules are mathematics or from other departments.  
(ii) For both degrees, you also must **not take more than 135 credits at level 4**.

All standard third year mathematics modules are at level 6: so are some of the standard second year options. You may need to check the level of modules from other departments. Most students will automatically take at least 90 credits at advanced level, but if you are doing a combined degree and/or taking outside options you may need to be careful about this. Some of the level 7 modules are available in Year 3 as well as in Year 4. It is recommended that MSci students take at least one level 7 module in year 3 to give them more flexibility in choices in Year 4. All modules taken in Year 4 must be at level 7 or 6.

##### Further information:

- Specific degree structures: <https://www.ucl.ac.uk/math/current-students/current-undergraduates/degree-structures-and-options/specific-degree-structures>

##### Progression/graduation

In order to progress to the next year of the degree/graduate you need to pass all modules. Thus you need to:

- pass 120 credits in year 1 to progress to year 2
- pass 240 credits to progress to year 3
- pass 360 credits to graduate with the BSc
- pass 360 credits and achieve an overall 2i or first class level to progress to year 4
- pass 480 credits to graduate with the MSci.

This applies to both new and continuing students. However, please also see next section.

##### Condonement

Most fails can be **condoned**, i.e. counted as passes. Up to **30 credits** can be condoned each year, with a maximum for the whole degree of **60 credits**. Some modules are **non-condonable**: these are the compulsory first year maths modules, some other compulsory first year modules, and the fourth year project. If a module is not condoned (e.g. it is non-condonable, or you have too many fails), it may be re-sat, normally in the late summer assessment period.

You also need to have an overall mean mark of at least 40% to progress/graduate.

[NB Students who started before 2018: past fail marks on any module will be condonable.]

### **Choice of options**

More specific rules on choice of options are given on the departmental website. However, all choices must also follow the rules above.

### **Further information:**

- Specific degree structures: <https://www.ucl.ac.uk/math/current-students/current-undergraduates/degree-structures-and-options/specific-degree-structures>

### **Part-time study**

- (i) Year 1/2: 60 credits are taken each year from the year 1 full-time diet;
- (ii) Year 3/4: 30 credits of compulsory modules and 30 credits of optional modules from the year 2 full-time diet are taken each year;
- (iii) Year 5/6: 60 credits from the full time year 3 diet are taken each year.

## **7.2 Information on study abroad options**

### **7.2.1 Study Abroad**

A limited number of students may be sent abroad under the auspices of the Study Abroad Programme. The International Office provides assistance and support. The department has an Erasmus exchange programme with Universite de Nantes and Universite de Bordeaux. It participates in the International Office Exchanges. Independent study abroad is not supported by the Mathematics Department.

Before contacting the Study Abroad Tutor Associate Prof Lars Louder (l.louder AT ucl.ac.uk), please read the information below and read the information on the college's website for information regarding studying abroad.

- (i) To be eligible to study abroad you must be registered for an MSci. The period of study abroad will be one year and it will take place during the third of your four year programme. You will be required to register your interest in studying abroad by the end of November of your second year and you will then follow UCL's Study Abroad Preparation Programme during the spring term. The Departmental Form should be filled in the Autumn and well before the International Office deadline.
- (ii) First class results from Year 1 are required. For prestigious North American universities, extremely high first class results are required.
- (iii) As study abroad forms an integral part of your UCL programme you will be expected, in the main, to study courses directly related to your degree. The exact courses you take will be agreed by you and your Study Abroad Tutor.

You will need to put some time into researching the available courses at the institution of your choice and this process should begin as soon as possible. You should not submit an application to study abroad until you have established that the host institution you wish to apply to offers courses compatible with the requirements of your UCL degree. The Department will support the application of a student, only when we are convinced that the modules taken in the foreign university match well with the student's UCL programme of study. It is the responsibility of the student to present such evidence.

- Go Abroad: <https://www.ucl.ac.uk/students/go-abroad>

### 7.2.2 Information on internships from UCL Careers

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

#### Further information:

- Internships: <https://www.ucl.ac.uk/careers/internships>

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

Dr Mark Roberts: Departmental Tutor

Room 604a, email: [m.l.roberts@ucl.ac.uk](mailto:m.l.roberts@ucl.ac.uk)

Associate Prof Lars Louder: Study Abroad and Affiliate Tutor

Room 802a, email: [l.louder@ucl.ac.uk](mailto:l.louder@ucl.ac.uk)

The Teaching and Learning Administrative team can be reached at [math.ugteaching@ucl.ac.uk](mailto:math.ugteaching@ucl.ac.uk), or by coming to Room 610 between 9am and 5pm.

Harry Donnelly: Senior Undergraduate Teaching and Learning Administrator

Room 610, Tel: 020 7679 2894, e-mail: [h.donnelly@ucl.ac.uk](mailto:h.donnelly@ucl.ac.uk)

Sukh Thiara: Senior Undergraduate Teaching and Learning Administrator

Room 610, Tel: 020 7679 2841, e-mail: [s.thiara@ucl.ac.uk](mailto:s.thiara@ucl.ac.uk)

Sam Hopkins: Undergraduate Teaching and Learning Administrator

Room 610c, Tel: 020 7679 3939, email: [s.hopkins@ucl.ac.uk](mailto:s.hopkins@ucl.ac.uk)

Lana Shiel: Undergraduate Teaching and Learning Administrator

Room 610c, Tel: 020 7679 3939, email: [l.shiel@ucl.ac.uk](mailto:l.shiel@ucl.ac.uk)

## 8 Tutorials and supervision

### 8.1 What students can expect in terms of academic and personal tutoring

#### Academic and Personal Tutoring

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

#### Further information:

- Personal Tutors: <https://www.ucl.ac.uk/students/academic-support/personal-tutors>

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

#### Transition Mentors

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

#### Further information:

- UCL Transition Mentors: <http://www.ucl.ac.uk/transition>

### 8.3 Departmental Tutor

The Departmental Tutor is Dr Mark Roberts (Room 604a, Tel: 020-7679-2833, e-mail: [m.l.roberts@ucl.ac.uk](mailto:m.l.roberts@ucl.ac.uk)). You are welcome to see him to discuss problems at any time, and particular office hours will be posted on his door. He takes overall responsibility for your attendance and progress, and you may sometimes be asked to see him. He will deal with any formal matters such as change of degree programme or module, applications for access funds, registration, leaving the programme or withdrawal from exams.

### 8.4 Teaching and Learning Administrators

The Teaching and Learning Administrative team can be reached at [math.ugteaching@ucl.ac.uk](mailto:math.ugteaching@ucl.ac.uk), or by coming to Room 610 between 9am and 5pm.

Harry Donnelly: Senior Undergraduate Teaching and Learning Administrator  
Room 610, Tel: 020 7679 2894, e-mail: [h.donnelly@ucl.ac.uk](mailto:h.donnelly@ucl.ac.uk)

Sukh Thiara: Senior Undergraduate Teaching and Learning Administrator  
Room 610, Tel: 020 7679 2841, e-mail: [s.thiara@ucl.ac.uk](mailto:s.thiara@ucl.ac.uk)

Sam Hopkins: Undergraduate Teaching and Learning Administrator  
Room 610c, Tel: 020 7679 3939, email: [s.hopkins@ucl.ac.uk](mailto:s.hopkins@ucl.ac.uk)

Lana Shiel: Undergraduate Teaching and Learning Administrator  
Room 610c, Tel: 020 7679 3939, email: [l.shiel@ucl.ac.uk](mailto:l.shiel@ucl.ac.uk)

## 9 Advice on choosing module options and electives

### 9.1 Choosing modules

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

#### UCL Module Catalogue

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

#### Further information:

- Module Catalogue: <https://www.ucl.ac.uk/module-catalogue/>

*If the programme includes Affiliate students:*

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

#### Module Selection and Verification Deadlines

After enrolment, students need to select the modules which they will be studying for the coming year. Changes must be approved and cannot be guaranteed. There need to be places available on the module and the changes need to be consistent with the student's Programme Diet. For this reason, we advise that students complete their module registration as early as possible.

#### Deadlines for Initial Module Selection

Initial module selections need to be made by the following deadlines:

	Deadline
Student selects modules for the year ahead	Term 1, Week 3
Departments approve selections for the year ahead	Term 1, Week 5

#### Change of Module Selection

If a student wishes to change a module selection, requests need to be submitted and approved by the following deadlines:

	Deadline
Changes to Term 1 modules	Student requests: Term 1, Week 3

	<b>Departmental approval:</b> Term 1, Week 5
<b>Changes to Term 2 &amp; 3 modules</b>	<b>Student requests:</b> Term 1, Week 11
	<b>Departmental approval:</b> Term 1, Week 12

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

If you wish to change modules, please email the Departmental Tutor Dr Mark Roberts ([m.l.roberts@ucl.ac.uk](mailto:m.l.roberts@ucl.ac.uk)), copied to [math.ugteaching@ucl.ac.uk](mailto:math.ugteaching@ucl.ac.uk), with the subject line "OPTION CHANGE".

- Portico Login: [https://evision.ucl.ac.uk/urd/sits.urd/run/siw\\_lgn](https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn)
- Academic Manual: Module Selection: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-2-module-selection>

## 9.2 Degree options

As can be seen from the specific degree structure documents, all students on Mathematics degrees have some options in year 3, and most have an option in year 2. To help you choose your options, please see, in addition to the degree structures, the Module Pathways webpage below, to see modules within their subject areas, and how they depend on each other. The unbroken lines show the normal required pre-requisites for each module and dotted lines the recommended pre-requisites. Please note that: (i) there will be alternative pre-requisites for students not on Mathematics degrees; (ii) if you are on a Mathematics degree and wish to take a module without having taken the required pre-requisites, you should discuss this with the lecturer and/or the Departmental Tutor.

Before you choose your options, you may find it useful to look at the syllabuses (<https://www.ucl.ac.uk/maths/current-students/current-undergraduates/module-information-undergraduates>) and past exam papers at the UCL Library website (<https://www.ucl.ac.uk/library/e-resources-ucl>).

### Further Information:

- Specific degree structures: <https://www.ucl.ac.uk/maths/current-students/current-undergraduates/degree-structures-and-options/specific-degree-structures>
- Mathematics options: <https://www.ucl.ac.uk/maths/current-students/current-undergraduates/degree-structures-and-options/undergraduate-mathematics>
- Module pathways: <http://www.homepages.ucl.ac.uk/~ucahmto/pathways.htm>
- Rules for degrees, including restrictions on the levels of modules that must be taken: <https://www.ucl.ac.uk/maths/current-students/current-undergraduates/degree-structures-and-options/general-rules-degrees>
- Outside options: <https://www.ucl.ac.uk/maths/current-students/current-undergraduates/detailed-degree-information/outside-options>

## 10 Changes to Registration Status

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

#### Changes to Registration

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

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

#### 10.1.1 Changing modules

If a student wishes to make changes to their individual modules they will need to do so by the deadlines in the Key Dates section. Students should contact their Department Office as soon as possible as all changes will need to be approved.

##### Further information:

- Changing your degree programme or modules: <https://www.ucl.ac.uk/students/status/change-your-studies/change-your-degree-programme-or-modules>
- Academic Manual: Module Selection: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-2-module-selection>

#### 10.1.2 Changing programme

If a student wishes to transfer from one UCL degree programme to another, they must make a formal application. The usual deadline for change of degree programme during the academic session is the end of October each year (for students registering in September, with a later date for students registering in January) to be compatible with module selection deadlines, although later transfers may be possible, where the transfer does not affect module selections. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu. Students are strongly advised to discuss their plan with the departments involved before requesting a change of programme on Portico.

##### Further information:

- Changing your degree programme or modules: <https://www.ucl.ac.uk/students/status/change-your-studies/change-your-degree-programme-or-modules>
- Academic Manual: Programme Transfers: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-6-programme-transfers>

#### 10.1.3 Interruption of studies

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

##### Further information:

- Interrupting or withdrawing from your studies: <https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies>

- Academic Manual: Interruption of Study: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study>

#### 10.1.4 Withdrawing from a programme

If a student wishes to leave their degree programme prior to completing their final examinations, they must apply for a formal withdrawal from their studies. Applications must be made in advance of the effective date of change. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu.

##### Further information:

- Interrupting or withdrawing from your studies: <https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies>
- Academic Manual: Withdrawing from a programme: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-8-withdrawing-programme>

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

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

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

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

Dr Mark Roberts: Departmental Tutor  
Room 604a, email: [m.l.roberts@ucl.ac.uk](mailto:m.l.roberts@ucl.ac.uk)

The Teaching and Learning Administrative team can be reached at [math.ugteaching@ucl.ac.uk](mailto:math.ugteaching@ucl.ac.uk), or by coming to Room 610 between 9am and 5pm.

Harry Donnelly: Senior Undergraduate Teaching and Learning Administrator  
Room 610, Tel: 020 7679 2894, e-mail: [h.donnelly@ucl.ac.uk](mailto:h.donnelly@ucl.ac.uk)

Sukh Thiara: Senior Undergraduate Teaching and Learning Administrator  
Room 610, Tel: 020 7679 2841, e-mail: [s.thiara@ucl.ac.uk](mailto:s.thiara@ucl.ac.uk)

Sam Hopkins: Undergraduate Teaching and Learning Administrator  
Room 610c, Tel: 020 7679 3939, email: [s.hopkins@ucl.ac.uk](mailto:s.hopkins@ucl.ac.uk)

Lana Shiel: Undergraduate Teaching and Learning Administrator  
Room 610c, Tel: 020 7679 3939, email: [l.shiel@ucl.ac.uk](mailto:l.shiel@ucl.ac.uk)

## 11 Progression, Award and Classification

### 11.1 Information on how a student progresses through the programme – what does a student need to complete and pass to be awarded a degree, what are the consequences of unsatisfactory progress

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

Please refer to Chapter 4, Section 9 of the Academic Manual for the college framework regarding progression and award. Please also refer to section 7 of this Student Handbook for departmental regulations regarding the credits required from students to progress through the degree course and be conferred a degree qualification, including information regarding condonement

**Further information:**

- Academic Manual: Progression and Award: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-progression-award>
- Progression: <https://www.ucl.ac.uk/maths/current-students/current-undergraduates/progression-next-year>

### 11.2 Modern Foreign Language requirement

UCL is committed to Modern Foreign Language education and requires all UK Honours Degree students to enter UCL with, or have developed by graduation, a basic level of language competence. Students who fail to satisfy the requirement by the end of their programme will not be eligible for the award of an Honours Degree. Students should speak to their personal tutor or programme leader in the first instance if they have any questions about the requirement.

**Further information:**

- Academic Manual: Progression and Award: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-progression-award>

### 11.3 How will marks be combined to reach a classification?

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

All module results count towards the final degree classification. The year averages will be calculated as follows:

**Students who started before 2018:**

Year 1: [Sum of best 60 credits + (1/2) sum of remaining 60 credits]/6  
i.e. worst 4 half-units are half-weighted

Year 2 and 3: [Sum of best 90 credits + (1/2) sum of remaining 30 credits]/6  
i.e. worst 2 half-units are half-weighted

Year 4: Mean of all 120 credits

**Students who started in 2018 or later:**

All years: the year average is simply the mean of all 120 credits

The final mark for the degree programme is obtained as a weighted average of these year averages (weighted 1:3:5 for BSc students and 1:3:5:5 for MSci students). The final class of degree is based on this weighted average. Various factors are taken into account, but the following ranges of marks are taken as guidelines for the class of degree normally awarded:

40 - 49: Third  
50 - 59: Lower Second  
60 - 69: Upper Second  
70 - 100: First

Firsts, upper and lower seconds, and thirds are all Honours degrees.

More specifically, for students starting in 2018 or later the following rules are applied:

40 – 48.49%:	Third
Borderline lower second/third (48.50 – 49.49%)	
Less than 60 credits in final year at least 50%:	Third
At least 60 credits in final year at least 50%:	Lower Second
49.50 - 58.49%:	Lower Second
Borderline upper second/lower second (58.50 – 59.49%)	
Less than 60 credits in final year at least 60%:	Lower Second
At least 60 credits in final year at least 60%:	Upper Second
59.50 - 68.49%:	Upper Second
Borderline first/upper second (68.50 – 68.49%)	
Less than 60 credits in final year at least 70%:	Upper Second
At least 60 credits in final year at least 70%:	First
69.49 – 100%:	First

**Further information:**

- Academic Manual: Classification: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-10-classification>

## 12 Information on assessment

<https://www.ucl.ac.uk/maths/current-students/current-undergraduates/teaching-and-learning>  
<https://www.ucl.ac.uk/maths/current-students/current-undergraduates/exam-information>

### 12.1 How will students be assessed?

Assessment is predominantly by formal written exams, held in the summer term. Many courses have a coursework component (often 10%). It is necessary to attend and do coursework satisfactorily in order to pass a course. If inadequate coursework is attempted, you may be considered "Not complete" and withdrawn from the exam, resulting in automatic failure of that course. The normal criterion for coursework to be considered adequate is that you make a reasonable attempt at a minimum of 50% of the coursework sheets.

#### Further Information:

- Assessment: <https://www.ucl.ac.uk/maths/current-students/current-undergraduates/teaching-and-learning>
- Exam information: <https://www.ucl.ac.uk/maths/current-students/current-undergraduates/exam-information>

### 12.2 What are the marking criteria and learning outcomes?

The Majority of mathematics examinations are 2-hour exams, with five questions: you may attempt as many questions as you wish, but only the best four solutions are counted towards your mark. Assessments are set to enable students to demonstrate the extent to which they have attained and exceeded the intended learning outcomes of the particular modules that they are studying.

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

The Department uses a numeric marking scale for all of its assessments, following the regulations in the UCL Academic Manual, Chapter 4, Section 3.8: Marking Scales.

All first year honours mathematics modules have a 10% coursework component. In the case of the first term modules this is obtained from the midsessional exam result (5%) and the weekly courseworks (5%). In the remaining modules it is based on the weekly courseworks. MATH0010 also has an in-course test which accounts for 5% of the final mark.

For all these first year modules, in order to pass the module you must obtain a mark of at least 40% in both the final mark (exam and coursework combined) and in the exam mark alone.

For second year modules, many of these have a coursework component. In order to pass the module you must obtain a mark of at least 40% in both final mark (exam and coursework combined) and in the exam mark alone. Third year and ancillary modules also typically have a coursework component. In all these modules, in order to pass you must obtain a mark of more than 40% for the final combined mark. Fourth year modules can also feature a coursework component. In all these modules, in order to pass you must obtain a mark of more than 50% for the final combined mark.

#### Further information:

- Academic Manual: Module Assessment: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment>

### 12.4 What is feedback, and how will students recognise it (questions in lectures, emails etc.)? How and when will students receive feedback on their work and what will it look like?

Students receive feedback on all items of assessed coursework, and on selected items of non-assessed work. Feedback may be given in tutorials, problems classes or electronically. It may take the form of verbal

or written comments, individual discussions, group discussions, marker's answers, model answers or other solutions, and may be either personalised or in the form of general points that emerged from the class as a whole. These comments are intended to help you see what was done well and where there is room for improvement. For assessed work, the comments are also provided to help justify the grade awarded. Feedback will vary between modules and lecturers over the duration of the course. Students are invited to contact or arrange to meet with their personal tutor or lecturers during office hours if there are particular mathematical ideas, problems, or assessments that they would like to discuss individually. For more information about academic feedback in the Mathematics Department, please refer to the webpage below.

**Further information:**

- Academic Feedback: <https://www.ucl.ac.uk/maths/current-students/current-undergraduates/academic-feedback>

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

### UCL Feedback Turnaround Policy

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

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

The Mathematics Department normally aims to return coursework within one week of submission.

**Further information:**

- Academic Manual: Assessment Feedback: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-8-assessment-feedback>

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

### Examinations

Students must ensure that they are aware of the regulations governing written examinations detailed in the *UCL Examination Guide for Candidates* on the Examinations and Assessment website:

- Examinations Guide for Candidates: <https://www.ucl.ac.uk/students/exams-and-assessments/exams/your-exams-what-you-need-know>

**Further information:**

- Examinations and Assessments: <https://www.ucl.ac.uk/students/exams-and-assessments>
- Academic Manual: Examinations: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations>

### **Intercollegiate Exams**

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

- Academic Manual: Academic Partnerships Framework: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-8-academic-partnerships-framework>

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

In many courses regular coursework is set. In most courses, this consists of problem sheets given out to be completed and handed in a week later. The lecturer will make it clear when and where coursework should be submitted. This is a very important part of the course – working on problems is one of the best ways of getting a good understanding of the topics.

For each first year Mathematics course there is a weekly problem sheet distributed to be handed in a week later. The sheets usually contain both assessed and unassessed questions. You are encouraged to attempt all questions, and help with the unassessed questions will be available for first years from the small group tutor. Some help with the assessed questions will be available during the problem classes. You should give in your solutions to the assessed questions on the date requested: your work will be marked and returned to you about one week later. You will receive model solutions for the assessed questions, and some of them may be gone over in class. It is important to look at your marked work (when returned) to see what you got right, what wrong and to note any comments from the marker.

MATH0010 also has an in-course assessment, which may be attempted more than once, and which has to be passed in order to pass the module.

All second year Mathematics courses and some third/fourth year courses also have coursework – assessed work may be given every week or less often. The lecturer will make it clear what work is assessed.

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

### **Late Submission Penalties**

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

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

In general, it is not possible to submit coursework late and you will obtain a mark of 0 for that exercise sheet. If you have to miss a coursework or cannot submit it on time due to illness or have other extenuating circumstance you should inform the lecturer/problem class teacher.

To submit a request for extenuating circumstances, students should speak to the Departmental Tutor Dr Mark Roberts, or a Teaching and Learning Administrator in Room 610. Please refer to the Extenuating Circumstances section of the Student Handbook for more information.

**Further information:**

- Academic Manual: Module Assessment: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment>
- Academic Manual: Extenuating Circumstances: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances>

## 12.9 Information about absence from assessment (Centrally Provided)

### Absence from Assessment

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

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

**Further information:**

- Academic Manual: Attendance and Absence: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence>
- Academic Manual: Extenuating Circumstances: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances>

## 12.10 Information about word counts and penalties (Centrally Provided)

### Word Counts

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

**Further information:**

- Academic Manual: Module Assessment: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment>

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

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

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

### Condonement

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

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

Please note that all first year Mathematics modules are non-condonable for students in the first year of a Mathematics degree. For these modules, it is also necessary to obtain at least 40% on the examination component (as well as overall) in order to pass the module. If a mark of less than 40% is obtained on the exam with an overall mark of 40% or greater, an FQ may be returned, which indicates that the module has been failed.

**Further information:**

- Academic Manual Chapter 4, Section 9: Progression and Award: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-progression-award>

**Student Guides to Condonement:**

- Undergraduate Student Guide to Condonement: <https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-undergraduate-condonement>
- Taught Postgraduate Student Guide to Condonement: <https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-postgraduate-condonement>
- Graduate Certificate and Diploma Guide to Condonement: <https://www.ucl.ac.uk/students/exams-and-assessments/exams/late-summer-assessments/guide-graduate-condonement>

**Reassessment**

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

**Further information:**

- Academic Manual: Consequences of Failure: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-11-consequences-failure>

**Deferred Assessment**

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

- Academic Manual: Extenuating Circumstances: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances>

## 12.12 Academic Integrity

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

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

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

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

**Further information:**

- Academic Manual: Examination Irregularities and Plagiarism Procedure: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework>
- Library Guide to References, Citations and Avoiding Plagiarism: <http://www.ucl.ac.uk/library/training/guides/webguides/refscitesplag>
- Academic Manual: Examinations: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations>
- Examination Guide for Candidates: <https://www.ucl.ac.uk/students/sites/students/files/ucl-examinations-candidate-guide.pdf>

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

### **Marking, Second-Marking and Moderation**

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

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

### **External Examining at UCL**

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

Each External Examiner submits an on-line annual report. Faculties and departments are required to reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Staff-Student Consultative Committee, and are scrutinised by faculty, department and institution-level committees. Students can access their External Examiner's report and departmental response via the "My Studies" page through their Portico account or by contacting their Departmental Administrator in the first instance or Student and Registry Services directly at [examiners@ucl.ac.uk](mailto:examiners@ucl.ac.uk). On the same Portico page, students can also access UCL wide External Examiners reports for the last three years.

## 12.15 Information about UCL's examination irregularities and plagiarism procedures (Centrally Provided)

### Examination Irregularities and Plagiarism

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

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

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

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

#### Further information:

- Exams: <https://www.ucl.ac.uk/students/exams-and-assessments/exams>
- References & Plagiarism: <https://www.ucl.ac.uk/library/docs/guides/references-plagiarism>
- Academic Manual: <https://www.ucl.ac.uk/academic-manual/>

Students can also seek advice from the Students' Union Advice Service

- Advice Service: <https://studentsunionucl.org/help-and-advice/advice-service>

## 13 Extenuating Circumstances and Reasonable Adjustments

### 13.1 Information about Reasonable Adjustments (Centrally Provided)

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

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

Students who are given a SoRA (Statement of Reasonable Adjustment) should discuss the implementation of this with the Departmental Tutor (Dr Mark Roberts) or the Senior Teaching and Learning Administrator Ms Sukh Thiara.

#### Further information:

- Academic Manual: Reasonable Adjustments: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-5-reasonable-adjustments>
- Disability support : <https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support>
- Mental health and wellbeing support: <https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing>

#### Pregnancy and Maternity, Paternity, Parental and Adoption Leave

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

- Support for Pregnant Students: <https://www.ucl.ac.uk/students/support-and-wellbeing/pregnant-students>
- Support for Student Parents: <https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/student-parents>

#### Religious Observance

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

- Religion and Faith: <https://www.ucl.ac.uk/students/support-and-wellbeing/specialist-information-and-support/religion-and-faith>
- Religion and Belief Equality Policy for Students: <https://www.ucl.ac.uk/students/policies/equality/religion>

### 13.2 Information about Examination Adjustments (Centrally Provided)

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

Students should contact the Disability, Mental Health and Wellbeing team who can help them to complete an application and advise them on gathering the required documentary evidence. Applications need to be

received by the Disability, Mental Health and Wellbeing team three weeks before the examination period in question.

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

**Further information:**

- Exam Arrangements: <https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support/exam-arrangements>
- Academic Manual: Examinations: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations>
- Disability support: <https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support>
- Mental health and wellbeing support: <https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing>

### 13.3 Information about when, where and how to submit a claim for Extenuating Circumstances (Centrally Provided)

#### Illness and other Extenuating Circumstances

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

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

**Students should not wait for supporting evidence to become available before submitting their EC claim.**

If a student is unable to obtain the necessary evidence within the deadlines they should still submit their form on time and indicate that their evidence is to follow.

#### Applying for Extenuating Circumstances

**Read the Extenuating Circumstances procedures.**

The regulations include important information about eligibility and how to make a claim:

- Academic Manual: Extenuating Circumstances: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances>

**Check whether the circumstances are covered:**

We may be able to support students better through reasonable adjustments, examination adjustments or an interruption of study.

- Grounds for Extenuating Circumstances: <https://www.ucl.ac.uk/maths/sites/maths/files/Annex-4.1.1-Grounds-for-Extenuating-Circumstances.pdf>

**Complete an Extenuating Circumstances Form**

- EC application form: <https://www.ucl.ac.uk/maths/sites/maths/files/Annex-4.1.2-EC-Form.docx>

Students should make sure that they tick the box allowing us to share their request with members of staff who are directly responsible for making a decision (don't worry, we will keep data secure). Students should make sure that they tell us about every assessment that has been affected – we won't assume it applies to assessments that aren't on the form.

### **Get supporting evidence**

This needs to be from a registered doctor or other verifiable source – students should ask their doctor or evidence provider to read the guidance notes on the form carefully – we need to understand how the circumstance has affected the student's ability to do their assessment. If students need time to get their evidence, they should submit their form on time and submit their evidence as soon as they can.

- Extenuating Circumstances Evidence: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances#6.7>

### **Submit the form within 1 week of the Extenuating Circumstance taking place**

We may not be able to help if a claim is late. Students need to submit their form to their home department or faculty office. The office will forward the form and evidence, confidentially, to the appropriate person. Mathematics students should submit their form to one of the Teaching and Learning administrators on [math.ugteaching@ucl.ac.uk](mailto:math.ugteaching@ucl.ac.uk) or in Room 610, and may find it helpful to discuss their application with the Departmental Tutor Dr Mark Roberts or Ms Sukh Thiara.

### **What happens next**

If students apply for a 1 week extension, this will be considered by staff in their department, who will try to give a response as quickly as possible.

If students apply for other help, requests will be considered by either the faculty or departmental Extenuating Circumstances Panel. The Panel will usually offer one of the following, although they may suggest something else:

- an extension of more than 1 week;
- a 'deferral' i.e. postponing the assessment to the next scheduled occasion;
- suspending the normal penalties for handing work in late.

### **Longer-term conditions**

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

#### **Reasonable Adjustments:**

- Academic Manual: Reasonable Adjustments: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-5-reasonable-adjustments>

#### **Examination Adjustments:**

- Academic Manual: Examinations: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations>

#### **Interruption of Study:**

- Academic Manual: Interruption of Study: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study>

#### **Disability Support:**

- Disability support: <https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support>

**Mental Health and Wellbeing Support:**

- Mental health and wellbeing support: <https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing>

## 13.4 Information on fitness to study (Centrally Provided)

### Support to Study Policy and Fitness to Study Procedure

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

**Further Information:**

- Academic Manual: Support to Study Policy: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework>
- Academic Manual: Fitness to Study Procedure: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework>
- Academic Manual: Learning Agreements, Barring, Suspensions and Termination of Study: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework>
- Disability support: <https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support>
- Mental health and wellbeing support: <https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing>

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

If you have any problems or difficulties, please discuss them with a member of staff. Specific questions about mathematical problems in your courses should in the first instance be taken up with your small-group tutors (first year students) or the appropriate course lecturer (all years). For more general questions (academic, personal, financial, accommodation, etc.) you can talk with the following people:

- (i) Your personal tutor
- (ii) The Departmental Tutor, Dr Mark Roberts (Room 604a)
- (iii) The Teaching & Learning Administrators (Room 610)
- (iv) The Head of Department, Professor Helen Wilson (Room 608)
- (v) Other members of staff you feel comfortable talking to

## 14 Learning resources and key facilities

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

#### UCL Library and Learning Resources

##### 14.1.1 UCL Library Services

UCL has 18 libraries and a mixture of quiet study spaces, bookable study rooms and group work areas. Each library has staff that students can ask for help. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support.

**Further information:**

- Library information for students: <http://www.ucl.ac.uk/library/students>

##### 14.1.2 UCL Information Services Division (ISD)

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

There are also opportunities for Digital Skills Development through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk:

- Digital Skills Development: <http://www.ucl.ac.uk/isd/services/learning-teaching/it-training>

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

- LinkedIn Learning: <https://www.ucl.ac.uk/isd/linkedin-learning>

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

- Learning on Screen ("bob"): <https://learningonscreen.ac.uk/ondemand/>

- KanopyPrint: <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:

- E-learning services: <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:

- Laptop Loans: <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:

- Learning and Teaching Rooms and Spaces: <http://www.ucl.ac.uk/isd/services/learning-teaching/spaces>

- Map of Computer Workrooms: <https://www.ucl.ac.uk/isd/services/learning-teaching/spaces/student-computer-workroom-information>

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:

- ISD Software for Students: <http://www.ucl.ac.uk/isd/services/software-hardware/student-software>

Students are not expected to have any experience of computers on arrival at UCL. Of course, the vast majority will have some knowledge. All mathematics students will take a comprehensive course in Python programming in their first year as part of the Mathematical Methods 2 module. Once mastered, this coding knowledge may subsequently be developed in the optional Computational Methods, in year two, and a further course, Numerical Methods, in year three. There are also courses in Mathematica, a sophisticated programme that can manipulate symbols, in other words, can 'do' mathematics. Clusters of PCs are provided throughout UCL and these can be used for word-processing, email and access to the internet. Most Halls of Residence also have computer terminals, many students' rooms are networked and the departmental student common room has wireless access.

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.

#### **14.1.3 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 preparation 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:**

- CLIE website: <http://www.ucl.ac.uk/clie>
- CLIE Self-Access Centre: <https://resources.clie.ucl.ac.uk/home/sac>

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

There is a student common room located in the department, with kitchen facilities. There is also a quiet study room with desk space and a small library.

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

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

##### **Further information:**

- Moodle: <https://moodle.ucl.ac.uk/>

- Moodle Frequently Asked Questions:  
<https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+FAQs>
- Moodle Quick Start Guide:  
<https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+Quick+Start+Guide+for+Students>

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

### Portico

Portico is the main UCL student information system which is used by all students for:

- Updating personal data such as addresses or contact numbers
- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results
- Pre-enrolment and re-enrolment
- Applying for programme transfer
- Plan and record skills development
- Applying for graduation ceremonies

### Further information:

- Portico Login: [https://evision.ucl.ac.uk/urd/sits.urd/run/siw\\_lgn](https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn)
- What is Portico: <https://www.ucl.ac.uk/srs/portico/what-portico>
- Portico Helpdesk: <https://www.ucl.ac.uk/srs/portico/helpdesk>

## 15 Student support and wellbeing

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

#### UCL Student Support and Wellbeing

UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for student – the Students website provides more information:

- Student Support and Wellbeing: <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.

Students may also wish to refer to sections 2 and 3 of the Handbook regarding Departmental staff contacts, and section 13 regarding Extenuating Circumstances, Reasonable Adjustments to study, and the relevant support and contacts available.

#### 15.1.1 The Student Enquiries Centre

The Student Enquiries Centre (SEC), now open from 8am to 6pm - Monday to Friday, except Tuesdays (11am – 5pm) - is based on the first floor of the new Student Centre building (open 24 hours a day, 365 days a year) in Gordon Square. It provides front-line administrative services to UCL students and is an excellent source of information about UCL in general and all of the services provided by Student and Registry Services (SRS). SRS is implementing an enquiry and case management system known as askUCL, to streamline processes and enable students to have the majority of their queries answered in one place, via a knowledge bank of frequently asked questions. If their question cannot be answered, students are able to log and track an enquiry, thus replacing the use of multiple email addresses.

- Student Enquiries Centre: <https://www.ucl.ac.uk/students/life-ucl/student-enquiries-centre>

##### Further information:

- About the Student Centre: <https://www.ucl.ac.uk/students/life-ucl/about-student-centre>

#### 15.1.2 Disability, Mental Health and Wellbeing team

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

##### Further information:

- Disability support: <https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support>
- Mental health and wellbeing support: <https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing>

### 15.1.3 Student Psychological and Counselling Services

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

**Further information:**

- Student Psychological and Counselling Services: <https://www.ucl.ac.uk/students/support-and-wellbeing/student-psychological-and-counselling-services>

### 15.1.4 International Student Support

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

**Further information:**

- International Students: <https://www.ucl.ac.uk/students/international-students>

### 15.1.5 Study Abroad support

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

**Further information:**

- Go Abroad: <https://www.ucl.ac.uk/students/go-abroad>

### 15.1.6 Accommodation

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

**Further information:**

- Wardens and Student Residence Advisers at UCL Residences: <https://www.ucl.ac.uk/students/life/accommodation/wardens>

### 15.1.7 Financial support

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

**Further information:**

- UCL Financial Support: <https://www.ucl.ac.uk/students/funding/financial-support>

- Manage your Money: <https://www.ucl.ac.uk/students/funding/manage-your-money>

### 15.1.8 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:

- UCL Student of Concern Form: <http://www.ucl.ac.uk/registry-admin/support/open.php>

Depending on the concerns raised, Student Support and Wellbeing may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe.

Support is also provided within the Department (see Section 13.5).

#### Further information:

- Student of Concern: <https://www.ucl.ac.uk/students/support-and-wellbeing/report-student-youre-concerned-about>

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

### 15.2.1 Registering with a Doctor

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare quickly if they become ill or injured. When attending a university in the UK students under the age of 25 are also advised to be vaccinated against Meningitis (ACWY).

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

#### Further information:

- Register with a Doctor: <https://www.ucl.ac.uk/students/support-and-wellbeing/register-doctor>
- Ridgmount Practice: <http://www.gowerplacepractice.nhs.uk/new-patients.aspx>

### 15.2.2 Out-of-hours support and information helpline

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

#### Further information:

- Care First: <https://www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support>

### 15.2.3 Crisis support - immediate and urgent help

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

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

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

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

**Further information:**

- Crisis Support: <https://www.ucl.ac.uk/students/support-and-wellbeing/crisis-support>

## 15.3 Information on how students can access support/information related to Equality and Diversity (Centrally Provided)

### Equality and Diversity

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

### Departmental Equal Opportunity Liaison Officers –DEOLOs

DEOLOs provide support and assistance for students and staff about issues relating to equalities and diversity. The DEOLO representative for Mathematics is Ms Helen Higgins.

**Further information:**

- DEOLOs: <https://www.ucl.ac.uk/human-resources/equality-diversity-inclusion/equality-diversity-inclusion-committees-and-social-networks/deolos>
- Equality, Diversity and Inclusion: <https://www.ucl.ac.uk/human-resources/equality-diversity-inclusion>
- Support for Pregnant Students: <https://www.ucl.ac.uk/students/support-and-wellbeing/pregnant-students>
- Support for Student Parents: <https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/student-parents>
- Religion and Faith: <https://www.ucl.ac.uk/students/support-and-wellbeing/specialist-information-and-support/religion-and-faith>
- LGBTQ+ Students: <https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/lgbt-students>

## 15.4 Information about UCL's Zero Tolerance policy on harassment and bullying (Centrally Provided)

### 15.4.1 Harassment and bullying

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

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

#### Further information:

- UCL Policy on Harassment and Bullying: <https://www.ucl.ac.uk/students/policies/conduct/harassment-and-bullying-policy>
- Report and Support: <https://report-support.ucl.ac.uk>
- Student Mediator: <https://www.ucl.ac.uk/student-mediator>
- Students' Union UCL Advice Service: <http://studentsunionucl.org/help-and-advice/advice-service>

### 15.4.2 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 or the UCL Student Mediator:

- Students' Union UCL Advice Service: <http://studentsunionucl.org/help-and-advice/advice-service>
- UCL Student Mediator: <https://www.ucl.ac.uk/student-mediator/>

#### Further information:

- Zero Tolerance to Sexual Harassment: <https://studentsunionucl.org/zerotolerance>

### 15.4.3 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.

#### Further information:

- Specialist information and support: <https://www.ucl.ac.uk/students/support-and-wellbeing/specialist-information-and-support>

## 16 Employability and Careers

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

The department has a Careers Tutor who is able to discuss and advise regarding career planning. Students may also wish to speak to their Personal Tutor, or the Departmental Tutor, who can also provide guidance and support.

**Further information:**

- Mathematics Careers Page: <https://www.ucl.ac.uk/maths/current-students/current-undergraduates/careers>

### 16.2 Information on UCL Careers (Centrally Provided)

#### UCL Careers

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates, 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.

**Further information:**

- UCL Careers: <http://www.ucl.ac.uk/careers>
- myUCLCareers: <https://uclcareers.targetconnect.net/home.html>
- UCL Careers Information on internships: <https://www.ucl.ac.uk/careers/internships>

### 16.3 Entrepreneurship at UCL (Centrally Provided)

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

**Further information:**

- UCL Innovation and Enterprise: <https://www.ucl.ac.uk/enterprise>

## 17 Student representation

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

#### 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 student 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, there are more than 1500 other student representatives who cover every part of UCL life, from your programme, to the UCL accommodation you live in.

#### Further information:

- Students' Union UCL website: <http://studentsunionucl.org>
- Elections information (including how to become a representative): <https://studentsunionucl.org/rep/what-you-can-do>

### 17.2 Student Societies (Centrally Provided)

#### 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 28 and 29 September.

#### Further information:

- Students' Union UCL Clubs and Societies: <http://studentsunionucl.org/content/clubs-and-societies>
- Club and Society Events: <http://studentsunionucl.org/whats-on>
- The Augustus De Morgan (ADM) Mathematics Society: <https://www.ucl.ac.uk/math/mathematics-society>

### 17.3 Information on Academic Representatives (Centrally Provided)

#### Academic Representatives

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

Every student at UCL will have a Course Representative or a Research Student Representative who will be your eyes, ears, and voice. They'll work closely with staff in your department to make sure that they

understand what you most value, and take action to deal with things you'd like to see improve. They'll also work with 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.

**Further information:**

- Academic Representatives: <http://studentsunionucl.org/rep>
- Find your representative: <https://studentsunionucl.org/user/academic-representatives>

## 17.4 Unitu

Unitu is the Department's student voice platform that enables students to join conversations about the course, providing feedback and raising issues in real time to their Academic Representatives. Reps are then able to escalate issues to the Department to be addressed by staff in a collaborative and transparent way. Issues and outcomes raised on Unitu can then be fed into the Staff-Student Consultative Committee, allowing the student voice to direct the conversation.

**Further information:**

- Unitu: <https://ucl.unitu.co.uk/>

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

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

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

Within the Department, students are welcome to contact the Teaching and Learning Administrative Team, their personal tutor, the Department Tutor Dr Mark Roberts, or the Head of Department, depending on the nature of their concern. Students can also contact module leaders directly if they have comments regarding a specific module, or use the anonymous evaluation questionnaires (SEQs) to provide feedback at the end of each module.

## 17.7 Students' Union Advice Service (Centrally Provided)

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

- **Academic issues** - including extenuating circumstances, plagiarism and complaints
- **Housing** - including contract checks and housemate disputes

- **Employment** - including unpaid wages and part time employment contracts
- Many other legal and university matters

The service is free, confidential and independent. We will not disclose anything to your department or any other university staff unless at your request. Students can make an appointment or attend a drop-in session for advice and support.

**Further information:**

- Students' Union UCL Advice Service: <https://studentsunionucl.org/help-and-advice/advice-service>

## 17.8 Informal and Formal Student Complaints (Centrally Provided)

### Student Complaints

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

#### Informal resolution

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

#### Formal complaints

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

#### Further information:

- Academic Manual: UCL Student Complaints Procedure: <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework>
- UCL Student Mediator: <https://www.ucl.ac.uk/student-mediator/>
- Students' Union Advice Service: <http://studentsunionucl.org/help-and-advice/advice-service>

## **18 Student feedback**

### **18.1 The importance of feedback and how UCL uses the results**

#### **Student Feedback**

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

Unitu, the Department's student voice platform, enables students to provide feedback in real time to their Academic Representatives. Reps are then able to escalate issues to the Department to be addressed by staff, creating a collaborative environment where students and staff can participate in real-time discussions that bring about improvements to the student experience.

#### **Further information:**

- Unitu: <https://ucl.unitu.co.uk/>

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

#### **Student Surveys**

One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey, 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.

#### **Further information:**

- You Shape UCL: <https://www.ucl.ac.uk/you-shape-ucl/>

### **18.3 Student Evaluation Questionnaires (SEQ) – when they occur and why they are important (Central and Local)**

#### **Student Evaluation Questionnaires**

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

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

#### **The Annual Student Experience Review (ASER)**

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

**Further information:**

- Academic Manual: Annual Student Experience Review (ASER): <https://www.ucl.ac.uk/academic-manual/chapters/chapter-9-quality-review-framework>

## 19 ChangeMakers

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

#### UCL ChangeMakers

UCL ChangeMakers supports students and staff to work in partnership on projects that improve the learning environment at UCL. Each department in UCL is guaranteed funding of £850 for one project per year. Any student or member of staff can make a proposal, which should be submitted to the relevant department's Staff Student Consultative Committee (SSCC). If you are a student but are not a member of your department's SSCC, talk to one of the student representatives about your proposal and ask them to take it to the Committee on your behalf. Proposals must also be approved by the relevant Department Teaching Committee.

#### Further information:

- UCL ChangeMakers: <https://www.ucl.ac.uk/changemakers/>

## 20 Student Quality Reviewers (SQR)

Student Quality Reviewers are students who work with UCL to take an in-depth look at different areas of academic practice. They help to improve how the university works by providing detailed feedback and analysis from a student perspective. Taking part in the Student Quality Reviewer scheme gives students the opportunity to: act as a member of an Internal Quality Review panel; be a Student Reviewer for the Programme and Module Approval Panel; feed back on pedagogic practice as an ASER Facilitator; work with staff to reflect on their teaching practice as a Student Reviewer of Teaching; and/or providing a student view on how teaching can include more diverse perspectives as a Student Curriculum Partner.

#### Further information:

- Student Quality Reviewers: <http://studentsunionucl.org/sqr>

## 21 Global Citizenship

### 21.1 What it is, who a student can contact or where they can go to find out more, or become involved (Centrally Provided)

#### UCL Global Citizenship Programme

The UCL Global Citizenship Programme is aimed at UCL undergraduates and taught postgraduates offering them the chance to put their studies in a global context, connect with students across UCL and develop their responses to the global issues. The Programme is interdisciplinary and includes a choice of activities, providing opportunities to help students gain a broader perspective on their studies, develop hands-on skills and explore solutions to global challenges. Participation is free and places are awarded on a first come, first served basis.

#### Further information:

- UCL Global Citizenship Programme: <https://www.ucl.ac.uk/global-citizenship-programme/>

## 22 Data Protection

### 22.1 How UCL uses student information, for what purposes, and the steps taken to safeguard this information; Where to find information security, intellectual property and email policies; Information on how to enquire or make a related complaint (Centrally Provided)

#### How UCL uses student information

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

#### Further information:

- UCL General Student Privacy Notice: <https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice>
- UCL Information Security Policies: <https://www.ucl.ac.uk/informationsecurity/policy>
- UCL Electronic (email) policy: <https://www.ucl.ac.uk/information-security/sites/information-security/files/email.pdf>
- UCL Data Protection Policy: <https://www.ucl.ac.uk/information-security/sites/information-security/files/data-protection.pdf>
- Intellectual Property Rights: Policy for Students: <https://www.ucl.ac.uk/students/policies/intellectual-property-rights>

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)

## 23 Health, Safety and Security

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

#### Health, Safety and Security at UCL

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

#### Further information:

- Safety Services: <https://www.ucl.ac.uk/safety-services/>
- UCL A-Z Safety Guidance: <https://www.ucl.ac.uk/safety-services/a-z>
- General Fire Safety for UCL Students: <https://www.ucl.ac.uk/estates/maintenance/fire/>

- UCL Security Services: <http://www.ucl.ac.uk/estates/security/>
- Safety in London: <https://www.ucl.ac.uk/students/international-students/international-support/safety-uk/safety-london>

## 23.2 Health and Safety information concerning the department

The department also maintains a Statement of Safety Policy to ensure that the activities of the department are carried out in a safe manner in accordance with the UCL corporate statement of safety policy. A Departmental Safety Officer is assigned to assist in the creation, development, monitoring and review of the department's arrangements for a safe environment.

## 24 After study

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

#### Degree Certificates

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

#### Further information:

- Degree Certificates: <https://www.ucl.ac.uk/students/exams-and-assessments/certificates-results/degree-certificates>

#### Transcripts

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

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

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

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

#### Further information:

- Transcripts: <https://www.ucl.ac.uk/students/exams-and-assessments/results/transcripts>

### 24.2 Information about the HEAR (Centrally Provided)

#### Higher Education Achievement Report (HEAR)

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

**Further information:**

- Higher Education Achievement Report: <http://www.ucl.ac.uk/hear>

### **24.3 Graduation Ceremonies**

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

**Further information:**

- Graduation Ceremonies: <http://www.ucl.ac.uk/graduation>

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

#### **UCL Alumni Community**

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.

**Further information:**

- UCL Alumni: <https://aoc.ucl.ac.uk/alumni/alumni-community>
- Mathematics Alumni De Morgan Association: <https://www.ucl.ac.uk/maths/alumni>