

**UNIVERSITY COLLEGE LONDON**

**Department of Physics and Astronomy**

**COURSE HANDBOOK**

**MSc in Planetary Science**

**SESSION 2018/19**

Contents:

[1 Welcome to UCL 3](#_Toc514936002)

[2 Introduction to the department and parent faculty 3](#_Toc514936003)

[3 Departmental staff related to the programme 4](#_Toc514936004)

[4 Key dates 4](#_Toc514936005)

[5 Hours of Study 6](#_Toc514936006)

[6 Our expectations of students 7](#_Toc514936007)

[7 Programme structure 8](#_Toc514936008)

[8 Tutorials and supervision 10](#_Toc514936009)

[9 Advice on choosing module options and electives 11](#_Toc514936010)

[10 Changes to Registration Status 12](#_Toc514936011)

[11 Progression, Award and Classification 13](#_Toc514936012)

[12 Information on assessment 14](#_Toc514936013)

[13 Extenuating Circumstances and Reasonable Adjustments 20](#_Toc514936014)

[14 Learning resources and key facilities 22](#_Toc514936015)

[15 Student support and wellbeing **Error! Bookmark not defined.**](#_Toc514936016)

[16 Employability and Careers 28](#_Toc514936017)

[17 Student representation 29](#_Toc514936018)

[18 Student feedback 32](#_Toc514936019)

[19 ChangeMakers 33](#_Toc514936020)

[20 Global Citizenship 34](#_Toc514936021)

[21 Data Protection 34](#_Toc514936022)

[22 Health, Safety and Security 35](#_Toc514936023)

[23 After study 35](#_Toc514936024)

# Welcome to UCL

## 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 was this year recognised by QS as the best city in the world for students.

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

I warmly encourage you to shape your journey at UCL. Take our university-wide surveys and make your voice heard. Become a ChangeMaker or an Academic Representative and work in partnership with academics to make your programme of study even better.

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

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

Professor Michael Arthur

UCL President and Provost

# Introduction to the department and parent faculty

## The Physics and Astronomy Department at UCL has a main base in the Physics Building at the heart of UCL’s campus. We are also lucky enough to have the UCL Observatory in Mill Hill, providing further opportunities for teaching and research. Scientific research and study has been a strong feature of UCL since its inception in 1826 and the Department is currently one of the top rated Physics departments in the country the world. We have forged an internationally renowned reputation for being at the forefront of world leading research and providing high class teaching. Those joining us can expect to be part of a dynamic community of Physicists and Astronomers whose enthusiasm for science and innovation is exceptional.

## Explanation of the relationship between department and faculty

Physics and Astronomy is one of the departments within the Faculty of Mathematical and Physical Sciences (MAPS) – see <http://www.ucl.ac.uk/mathematical-physical-sciences> for further information on MAPS.

## Key staff members within the department and faculty

See <http://www.ucl.ac.uk/physics-astronomy/people/main-contacts> for full details.

# Departmental staff related to the programme

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

* **Professor Sougato Bose** - Postgraduate Programme Tutor (s.bose@ucl.ac.uk) (Responsible for overseeing all the MSc programmes, for general advice on issues beyond the scope of the programme leaders, approval of module selections/amendments and organizing deferrals/interruptions).
* **MSc Admissions Tutor – Dr Anasuya Aruliah** (a.aruliah@ucl.ac.uk)(Responsible for overseeing applications to the MSc degrees, coordinating departmental post graduate Open Day and Virtual Open Day)
* **TBC -** Teaching and Learning Administrator (tbc@ucl.ac.uk) (Administrator for the MSc programme, a contact for Moodle access issues, project submissions). The details will be provided on induction day or soon thereafter.
* **MSc Quantum Technologies - Professor Jonathan Oppenheim** - Programme Lead (j.oppenheim@ucl.ac.uk) (Advice on module selections, overseeing research project supervisor selection/allocation, pastoral advice before project supervisor allocations, organizing the research
* **MSc Astrophysics – Dr Agapi Emmanouilidou**  - Programme Lead (a.emmanouilidou@ucl.ac.uk) (Advice on module selections, overseeing research project supervisor selection/allocation, pastoral advice before project supervisor allocations, organizing the research essay, project and presentation schedules and the collation of marks).
* **MSc Planetary Science - Dr Ingo Waldmann** - Programme Lead (ingo.waldmann.09@ucl.ac.uk) (Advice on module selections, overseeing essay, project and presentation schedules and the collation of marks).
* **MSc Scientific Computing - Professor Jonathan Tennyson** - Programme Lead (j.tennyson@ucl.ac.uk) (Advice on module selections, overseeing research project supervisor selection/allocation, pastoral advice before project supervisor allocations, organizing the project and presentation schedules and the collation of marks).
* **MSc Biological Physics - Professor Guillame Charras** - Programme Lead (g.charras@ucl.ac.uk) (Advice on module selections, overseeing research project supervisor selection/allocation, pastoral advice before project supervisor allocations, organizing the project and presentation schedules and the collation of marks).
* **Project Supervisors -** Once assigned, the project supervisors will be responsible for pastoral advice to the students, especially on topics related to their areas such as future prospects. On more general topics they may consult the Postgraduate Programme Tutor.
* **Module Leaders** - The module leaders are generally the lecturers delivering the various taught modules. They will be responsible for the assignments, deadlines and marking of various courses. They typically communicate with students through respective course Moodle pages and/or email and can usually also help with Moodle access issues for specific courses.

# Key dates

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

### UCL Term Dates: 2018/19

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

**Reading Weeks are the weeks beginning Monday 05 November 2018 and Monday 11 February 2019**.

|  |  |
| --- | --- |
| Christmas College Closure | Close 5.30pm Friday 21 December 2018 |
|  | Open 9.00am Wednesday 02 January 2019 |
| Easter College Closure | Close 5.30pm Tuesday 16 April 2019  |
|  | Open 9.00am Tuesday 23 April 2019 |
| Bank Holidays | Closed - Monday 06 May 2019 |
|  | Closed - Monday 27 May 2019 |
|  | Closed - Monday 26 August 2019 |

###### PGT students are required to attend all year round (all the three terms).

###### Further information:

* + [Term Dates 2018-19](https://www.ucl.ac.uk/students/life-ucl/term-dates-and-closures/term-dates-and-closures-2018-19)

### Module Selection and Verification Deadlines

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

|  |  |  |
| --- | --- | --- |
|  | **September Starters** | **January Starters** |
| Students select modules for the year ahead (any changes to Term 1 modules will also need to be made by this deadline) | October (Term 1, Week 3) | January (Term 2, Week 2) |
| Departments approve selections for the year ahead | October (Term 1, Week 5) | January (Term 2, Week 3) |
| Students verify module selections and notify the Department if they want to make any changes to their Term 2 or 3 modules. | December (Term 1, Week 11) | Not applicable |
| Departments approve any changes to Term 2 or 3 modules. | December (Term 1, Week 12) | Not applicable |

Exact deadlines will be published each year in the Student and Registry Services calendar and in the ‘Module Selection Task’ on Portico.

It is very important that module selections are verified by the above dates as the examination timetable will be based on the information recorded on Portico at this point.

### UCL Examination Periods 2018-19

Examination Period: 25 April to 7 June 2019

Late Summer Assessment Period (this is only for students who have failed and have to resit, or students who have deferred exams for valid extenuating circumstances): In the 2017-18 session the LSA examinations were from 20 Aug-7 Sept. Would be similar to these dates for the 2018-19 session. Note that some LSA for the intercollegiate modules were in early August.

### MSc Calendar 2018/19

|  |  |
| --- | --- |
| Monday 24th September, 2018 | MSc Induction organized by MSc Programme Tutor |
| Friday 28th September, 2018 | MSc induction catch up session  |
| Monday 1st October to Friday 14th December, 2018 | Lectures for first term courses |
| October, 2018 | Choose project |
| Wednesday 31st October, 2018 | Deadline for submission of project title agreedwith supervisor |
| Tuesday 20th November, 2018 | Deadline for submission of project outline |
| Monday 7th January 2019 – Friday 22nd March 2019 | Lectures for second term courses |
| Thursday 31st January, 2019 | Deadline for submission of project progress report |
| Friday 29th March, 2018 | Deadline for submission of research essay |
| Wednesday 25th April – Friday 7th June 2019 | Examination period,*End of PGDip* |
| Tuesday 20th August, 2019 | Deadline for submission of MSc thesis  |
| Early September (1st -15th) 2019 | Oral presentation of project,*End of MSc* |

* 1. **Department- and faculty-level events and key dates**

There are display screens throughout the department, which prominently display local events such as Departmental Lectures and Seminars. Students should regularly check these for updates.

You will also be sent information via email of events which may be of interest to you given your personal research project area. Your Project Supervisor should arrange this for you so please advise them if you do not appear to be receiving these.

## 4.3 How UCL and the department will communicate with students

UCL will communicate with students via:

* + **UCL student email** – Students should check their UCL email regularly.

 Hyperlink: [UCL student email](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.

 Hyperlink: [UCL Moodle](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.

 Hyperlink: [myUCL](http://www.ucl.ac.uk/news/student/what-is-myucl)

* + **UCL Instagram** – UCL’s official Instagram channel, featuring news, events, competitions and images from across the UCL community.

 Hyperlink: [UCL Instagram](https://www.instagram.com/ucl/)

* + **@ucl Twitter channel** – Sharing highlights of life at UCL from across UCL’s diverse community.

 Hyperlink: [@ucl Twitter channel](https://twitter.com/ucl)

# Hours of Study

## Hours of study

Full time PGT students are expected to require about 40 hours per week of study time for their courses during term time. This time is made up of formal learning and teaching events such as lectures, seminars and tutorials, as well as independent study. During the first two terms approximately 9-12 hours of these per term would be due to taught modules, which could include lectures and/or programming depending on module selections. Moreover during these terms, a day per week (about 8 hours) should be allotted to work on the research project, which may include background study/literature survey, meeting with supervisor and attending other relevant meetings, discussions and seminars, writing and original research such as calculations, computations, observations or laboratory work. The remaining 20 hours per week during the first two terms should be used to perform coursework (assignments) and independent study. During the third term, the whole 40 hours per week should be allocated to the completion of the research project and thesis writing.

Part time PGT students will meet the same load distributed over two years. They are thus expected to take about 20 hours per week of study time.

## 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.

###### Further information:

* Hyperlink: [Academic Manual Chapter 3, Section 3: Attendance and Absence](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence)
* Hyperlink: [Academic Manual Chapter 6, Section 4: Learning Agreements, Barring, Suspensions and Termination of Study](https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)

##### 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:

* Hyperlink: [Academic Manual Chapter 3, Section 3: Attendance and Absence](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence)
* Hyperlink: [UCL Immigration and Visas](https://www.ucl.ac.uk/students/immigration-and-visas)

# 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:

* Hyperlink: [UCL Code of Conduct for Students](https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)

* Hyperlink: [UCL Disciplinary Code and Procedure in Respect of Students](https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)
* Hyperlink: [UCL Code of Practice on Freedom of Speech](http://www.ucl.ac.uk/staff/resources/documents/Freedom_of_Speech_Code_of_Practice_Rev_Sep_2010.pdf)
* Hyperlink: [Religion and Belief Equality Policy for Students](https://www.ucl.ac.uk/students/policies/equality/religion)

# Programme structure

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

### Aims and Objectives

The MSc programme in **Planetary Science** has a curriculum which is drawn from a variety of academic departments within UCL, including Physics and Astronomy, Space and Climate Physics (Mullard Space Science Laboratory), Earth Sciences, Physiology, Cell and Developmental Biology, and the Department of Earth and Planetary Sciences at Birkbeck College. The programme thus has a strong interdisciplinary flavour, in line with the ethos of the Centre for Planetary Sciences at UCL/Birkbeck.

The combination of taught courses, tutorials and project work allows prospective students to study a wide variety of topics related to planetary and space environments, such as: planetary interiors, atmospheres and magnetospheres; the impact of the space environment on human physiology and life; and the application of current knowledge to investigations of extrasolar planets - worlds in other stellar systems.

**7.1.2 Course Structure**

The MSc programme has the following course structure. Total credits to be passed (of which at most 30 credits can be condoned under certain circumstances) for an award MSc is 180. Detailed syllabuses of the modules and their prerequisites can be found as indicated in the text following the module code and title.

**MSc Planetary Science**

The MSc programme in Planetary Science <https://www.ucl.ac.uk/cps/study/msc-plan-sci> aims to provide students with a sound knowledge of the underlying principles which form a thorough basis for careers in these and related fields, enable students to develop insights into the techniques used in current projects and allow an in-depth experience of a particular specialised research area. In addition they are meant to develop the professional skills for students to play a meaningful role in industrial or academic life, and give students the experience of teamwork, a chance to develop presentation skills and learn to work to deadlines.

The programme includes a number of lecture courses relevant to the discipline and **tutorials on programming languages** (Python, Fortran, C, Matlab), **observational astronomy** (at the UCL Observatory) and **signal processing**(in collaboration with the new UCL's **[Centre for Doctoral Training in Data Intensive Science](https://www.hep.ucl.ac.uk/cdt-dis/%22%20%5Ct%20%22_self)**).  The students are also encouraged to attend **departmental specialist seminars** relevant to the MSc course.

A research topic is included so that 50% of the marks are made up by completing an individual task.

|  |
| --- |
| **MSc (180 credits)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Core Modules** | **Options** | **Research Essay** | **Research Dissertation** |
| **3 courses must be chosen (45 credits)** | **3 courses must be chosen (45 credits)** | **(30 credits)** | **(60 credits)** |
| * **[Deep Earth and Planetary Modelling (GEOL0046)](http://readinglists.ucl.ac.uk/modules/geol0046.html%22%20%5Ct%20%22_blank)**
* **[Earth and Planetary Materials (GEOL0026)](http://readinglists.ucl.ac.uk/modules/geol0026.html%22%20%5Ct%20%22_blank)**
* **[Planetary Atmospheres (PHAS0063)](http://readinglists.ucl.ac.uk/modules/phas0063.html%22%20%5Ct%20%22_blank)**
* **[Space Plasma and Magnetospheric Physics (SPCE0005)](http://readinglists.ucl.ac.uk/modules/spce0005.html%22%20%5Ct%20%22_blank)**
* **[Remote Sensing and Planetary Surfaces (SCES035H6)](http://www.bbk.ac.uk/study/modules/sces/SCES035H6%22%20%5Ct%20%22_blank)**
* **[Physics of Exoplanets (PHAS0068)](http://www.giotin.org/teaching/%22%20%5Cl%20%22phasmg337-physics-of-exoplanets%22%20%5Ct%20%22_blank)**
 | * The remaining choice of core courses
* **[Melting and Volcanism (GEOL0040)](http://readinglists.ucl.ac.uk/modules/geol0040.html%22%20%5Ct%20%22_blank)**
* [**Astronomical Spectroscopy (PHAS3338)**](http://readinglists.ucl.ac.uk/modules/phas3338.html)
* [**Physics of the Earth (PHAS3661)**](http://readinglists.ucl.ac.uk/modules/phas3661.html)
* **[Solar Physics (SPCE0011)](http://readinglists.ucl.ac.uk/modules/spce0011.html%22%20%5Ct%20%22_blank)**
* **[Comets, Asteroids and Meteorites (SCES002H6)](http://www.bbk.ac.uk/study/modules/sces/SCES002H6%22%20%5Ct%20%22_blank)**
* **[Advanced Topics in Planetary Science (EASC072H6)](http://www.bbk.ac.uk/study/modules/easc/EASC072H6%22%20%5Ct%20%22_blank)**
* [**Space Science, Environment and Satellite Missions (SPCEGC01)**](http://www.ucl.ac.uk/rdr/graduate-study/additional-courses/SPCEGC01)
* [**Earth and Planetary Materials (GEOL0026)**](http://readinglists.ucl.ac.uk/modules/geol0026.html)
* [**Palaeoclimatology (GEOL0045)**](http://readinglists.ucl.ac.uk/modules/geol0045.html)
 | An extended literature survey on a topic related to your research project. | Students start work on an Individual Project during the first term. This will involve attachment to any of the appropriate research groups within the Departments. For more information see **[www.ucl.ac.uk/cps](https://www.ucl.ac.uk/phys/admissions/msc/planetary_sci_msc/accordion/www.ucl.ac.uk/cps%22%20%5Ct%20%22_blank)** |

|  |
| --- |
| **PGDip (120 credits)** |

|  |  |  |
| --- | --- | --- |
| **Core Modules** | **Options** | **Research Essay** |
| **3 courses must be chosen (45 credits)** | **3 courses must be chosen (45 credits)** | **(30 credits)** |
| * **[Deep Earth and Planetary Modelling (GEOL0046)](http://readinglists.ucl.ac.uk/modules/geol0046.html%22%20%5Ct%20%22_blank)**
* **[Earth and Planetary Materials (GEOL0026)](http://readinglists.ucl.ac.uk/modules/geol0026.html%22%20%5Ct%20%22_blank)**
* **[Planetary Atmospheres (PHAS0063)](http://readinglists.ucl.ac.uk/modules/phas0063.html%22%20%5Ct%20%22_blank)**
* **[Space Plasma and Magnetospheric Physics (SPCE0005)](http://readinglists.ucl.ac.uk/modules/spce0005.html%22%20%5Ct%20%22_blank)**
* **[Remote Sensing and Planetary Surfaces (SCES035H6)](http://www.bbk.ac.uk/study/modules/sces/SCES035H6%22%20%5Ct%20%22_blank)**
* **[Physics of Exoplanets (PHAS0068)](http://www.giotin.org/teaching/%22%20%5Cl%20%22phasmg337-physics-of-exoplanets%22%20%5Ct%20%22_blank)**
 | The remaining choice of core courses* **[Melting and Volcanism (GEOL0040)](http://readinglists.ucl.ac.uk/modules/geol0040.html%22%20%5Ct%20%22_blank)**
* [**Astronomical Spectroscopy (PHAS3338)**](http://readinglists.ucl.ac.uk/modules/phas3338.html)
* [**Physics of the Earth (PHAS3661)**](http://readinglists.ucl.ac.uk/modules/phas3661.html)
* **[Solar Physics (SPCE0011)](http://readinglists.ucl.ac.uk/modules/spce0011.html%22%20%5Ct%20%22_blank)**
* **[Comets, Asteroids and Meteorites (SCES002H6)](http://www.bbk.ac.uk/study/modules/sces/SCES002H6%22%20%5Ct%20%22_blank)**
* **[Advanced Topics in Planetary Science (EASC072H6)](http://www.bbk.ac.uk/study/modules/easc/EASC072H6%22%20%5Ct%20%22_blank)**
* [**Space Science, Environment and Satellite Missions (SPCEGC01)**](http://www.ucl.ac.uk/rdr/graduate-study/additional-courses/SPCEGC01)
* [**Earth and Planetary Materials (GEOL0026)**](http://readinglists.ucl.ac.uk/modules/geol0026.html)
* [**Palaeoclimatology (GEOL0045)**](http://readinglists.ucl.ac.uk/modules/geol0045.html)
 | An extended literature survey on a topic related to your research project. |

**Projects**

Some set topics for individual projects have been selected by potential supervisors, and lists will be available at the start of the first term. Alternatively students can suggest areas in which they are interested. It is, however, essential that the subject of the chosen project is relevant to the programme, and a willing supervisor is also required. Discussions with the MSc Tutor and potential supervisors start in October and a project title must be defined, and a supervisor appointed, by 31st October. Work begins in the first term, usually literature survey and related background work. Progress, plans and difficulties are outlined in an initial report due in the middle of the second term (see the Programme Calendar for the exact date). Assessment of the project is based mainly on the final report, but other components also contribute. It is important that students read and follow the individual project guidelines (to be provided at a later date by the programme tutor).

**Research Groups**

|  |  |  |
| --- | --- | --- |
| **[Astrophysics Group - Department of Physics and Astronomy)](http://www.ucl.ac.uk/star%22%20%5Ct%20%22_blank)** | **[Department of Earth Sciences](http://www.ucl.ac.uk/es/%22%20%5Ct%20%22_blank)** | **[Department of Space and Climate Physics (Mullard Space Science Laboratory)](http://www.ucl.ac.uk/mssl/%22%20%5Ct%20%22_blank)** |
| **[UCLO (UCL Observatory)](http://www.ulo.ucl.ac.uk/%22%20%5Ct%20%22_blank)** An excellent facility for observational projects in planetary science and astronomy. | **[Faculty of Life Sciences](https://www.ucl.ac.uk/lifesciences-faculty/%22%20%5Ct%20%22_blank)** | **[Centre for Planetary Sciences at UCL/Birkbeck](http://www.ucl.ac.uk/cps/%22%20%5Ct%20%22_blank)** |

List of projects available at: <https://www.ucl.ac.uk/cps/study/msc-plan-sci>

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

### Finding projects

Students start work on an individual project during the first term. This will involve attachment to

 one of the Department's five research groups or other relevant groups at UCL. Some set topics for individual projects have been selected by potential supervisors, and lists will be available at the start of the first term. Alternatively, students can suggest areas in which they are interested. It is, however, essential that the subject of the chosen project is relevant to the programme, and a willing supervisor is also required.

 Discussions with the MSc Programme Tutor and potential supervisors start in October and a project title must be defined, and a supervisor appointed, by 31 October 2018. Work begins in the first term, usually in the form of literature survey and related background work.

 Progress, plans and difficulties are outlined in an initial project progress report due in the middle of the second term (see the Programme Calendar for the exact date). Assessment of the project is based mainly on the Final Report, but other components also contribute. It is important that students read and follow the individual project guidelines.

# Tutorials and supervision

## 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.

The information about how the personal tutors are allocated in your MSc programme will be clarified in the induction week or shortly afterwards. In the MSc programme, you will obtain a research supervisor for your project by the 31st of October. He/she is subsequently going to act as your personal tutor (constructive academic and personal development guidance and support). During the month of October, your respective programme tutor is going to act as an interim personal tutor for any matters that may arise.

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. The personal tutor will provide pastoral advice on specialist support for matters that are not directly related to study. They should be able to help a tutee find and access the wide range of services offered by UCL.

######  Further information:

* Hyperlink: [Personal Tutors](https://www.ucl.ac.uk/students/academic-support/personal-tutors)

 **8.2** **How dissertation supervision operates and the expectations:**

 Students meet at regular intervals with their project supervisors to discuss progress and plan further work. Supervisors are also expected to be available on an ad hoc basis to help with difficulties as they arise. During these meetings the supervisor forms an opinion of the student’s scientific abilities which is an important element in their assessment.

 In the project outline, the student is expected to show evidence of understanding of the problem to be solved, a considered approach to the planning of the project backed up, if necessary, by preliminary calculations, and with possible areas of difficulty identified.

 The progress report at the mid-point of the project is intended to monitor how closely this initial plan has been followed, how much progress has been achieved at the half-way stage towards achieving the ultimate aim of the project, and what direction future work will take.

 Further assessment of the scientific merit of the students’ work is derived from the lab notebook they keep of their activities and the formal report. Assessment of their ability to communicate their work is derived from the formal written report and oral presentation. Note that the preparation of the thesis is time consuming and students are instructed to finish their investigative work in adequate time to complete this. The supervisor is expected to spend some time giving advice on the content and qualities of good reports.

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Advice on choosing module options and electives

## Choosing modules

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

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.

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

###### Further information:

* Hyperlink: [Selecting Modules](https://www.ucl.ac.uk/students/new-students/checklists/first-few-days/essential-activities)

## Contact details for staff who can give advice

For the MSc in Planetary Science – Dr. Ingo Waldmann (Programme Lead, ingo.waldmann.09@ucl.ac.uk) and Professor Giovanna Tinetti – (Programme Deputy, g.tinetti@ucl.ac.uk) will advise on module selections, overseeing essay, project and presentation schedules and the collation of marks.

The host departmental approval and amendment of modules are done by Professor Sougato Bose (telephone number is 0207 679 3485, and his office is room A18 Physics Building). Approvals will be done by him on a regular basis during the first couple of weeks. If the host department approval is outstanding for more than a few days, please email Professor Bose at s.bose@ucl.ac.uk. *Always include your student number in the email.*However the approval by the teaching department of a particular module, if not Physics and Astronomy, is provided by the respective teaching departments, whose administrators should be contacted instead of Prof. Bose for the relevant approvals if they remain outstanding.

# Changes to Registration Status

## Information on how to change, interrupt or withdraw from a programme

##### Changes to Registration

Students wishing to make changes to their registration status should first discuss their plans with their respective programme director and/or Prof. Bose who can explain the options available and help students to make the right decision. Students should also ensure that they read the relevant sections of the UCL Academic Manual before making any requests to change their academic record.

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

### Changing 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. If you want amendments to your already selected and submitted modules, then, in the first instance, please email Professor Bose at s.bose@ucl.ac.uk. *Always include your student number in the email.*

###### Further information:

* + [Change of Course Unit/ Module Selection](https://www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/module-selection/#4.7.6)
	+ [Changes to Registration Status](http://www.ucl.ac.uk/current-students/services_2/registration_status)

### 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:

* + [Programme Transfers](https://www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/transfers#top)
	+ [Changes to Registration Status](http://www.ucl.ac.uk/current-students/services_2/registration_status)

### 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:

* + [Interruption of Study](https://www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/interruption#top)
	+ [Changes to Registration Status](http://www.ucl.ac.uk/current-students/services_2/registration_status)

### 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:

* + [Changes to Registration Status](http://www.ucl.ac.uk/current-students/services_2/registration_status)

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

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

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

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

In the first instance, please email Professor Bose at s.bose@ucl.ac.uk. *Always include your student number in the email.*

# Progression, Award and Classification

## Information on how a student progresses through the programme – what does a student need to complete and pass to be awarded a degree; what are the criteria for condonement (if applicable), 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.

Master of Science (MSc)

Duration: 1 calendar year (full time) or 2 calendar years (part time)

Level: 7

Credits: 180

Notional learning hours: 1800

ECTS Credits: 90

Range of Levels: 6&7

Maximum credits taken at lower level: 30 at Level 6

Minimum credits taken at or above the level of qualification: 150 at Level 7 or above

Possible interim qualifications: PG Cert, PG Dip

This programme uses the Masters Progression and Award Requirements in the UCL Academic Manual:

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

## Information on Condonement

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

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

###### Further information on condonement:

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

## 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 defines the Classification Schemes for each qualification.

|  |  |  |
| --- | --- | --- |
|  | **Numeric Marking Scale** | **Letter Grade Marking Scale** |
| **Qualifies for Distinction** | A Final Weighted Mark greater than or equal to 69.50%**OR**A Final Weighted Mark greater than or equal to 68.50%**AND**Module marks of at least 70.00% in at least 50% of all credits | A Grade A in at least two thirds of the credits |
| **Qualifies for Merit** | A Final Weighted Mark greater than or equal to 59.50%**OR**A Final Weighted Mark greater than or equal to 58.50%**AND**Module marks of at least 60.00% in at least 50% of all credits | A Grade greater than or equal to B in at least two thirds of the credits |
| **Qualifies for Pass** | Meets the Award Requirements | Meets the Award Requirements   |

###### Further information:

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

# Information on assessment

## How will students be assessed?

The taught modules are typically assessed in terms of assignments and written examination. For most modules, the distribution of marks is written examination (90% of the total module mark) and problem sheets (10%).

The Research project, including a 50 page MSc thesis, is usually marked as Supervisor assessment of scientific ability 30%, Formal Report 60% and Oral presentation 10% (if these percentage weigths in the assessment of the project are redistributed, you will be informed in advance).

## What are the marking criteria and learning outcomes?

The marking criteria varies from module to module. In the written examinations, as well as the assignments, prescribed marks are set for each sub-part of a question, and the marks awarded are based on how well the student’s answers meet the correct/desired answers. For written work (e.g., Research Essay, Research Project or other assignments of similar nature) there is usually a marking sheet used by the examiners in which marks are sought under different headings. The criteria for your cohort will be informed through emails closer to the time of writing of the aforementioned works. The learning outcomes are mentioned in section 5.1.1.

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

The marks are out of 100, while the pass mark depends on the level of the course (for level 7 courses it is 50%, while for level 6 courses it is 40%).

## 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?

Feedback on the homework set in individual courses will be arranged by the various module leaders who are often the lecturers. Homework and feedback follow a specific time schedule as set by the department. An idea of the schedule (although it varies from year to year and will be different for your year) can be got from the previous year’s assessment-feedback schedule. The form of the feedback can vary from module to module, but a common form is through the feedback tab on moodle. Typically, the most common mistakes in homework assignments get highlighted and pointed out to the students through this tab. The students also get back the marked assignments. The feedback on written work (research essay, projects etc.) will be given by the supervisors, often through the medium of an email from your programme leader, as written opinions and evaluations on the project.

## UCL Standard turnaround time for feedback

##### UCL Feedback Turnaround Policy

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

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

###### Further information:

* + [UCL Feedback Turnaround Policy](https://www.ucl.ac.uk/srs/academic-manual/feedback)

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

Students must ensure that they are aware of the regulations governing written examinations detailed in the *UCL Examination Guide for Candidates* on the [Examinations and Awards website](http://www.ucl.ac.uk/current-students/exams_and_awards). Students should pay particular attention to the regulations around examination irregularities. Students who are suspected of any form of cheating or of breaching the Examination Regulations will be investigated under UCL’s Examination Irregularities and Plagiarism procedures.

#### Intercollegiate Exams

UCL students taking examinations at other colleges as part of the University of London’s Intercollegiate Scheme must abide by the regulations of the college they are attending. Similarly, students from other colleges taking examinations at UCL are subject to UCL’s regulations for examinations.

###### Further information:

* + [Examinations and Awards website](http://www.ucl.ac.uk/current-students/exams_and_awards)
	+ [Examination Regulations](https://www.ucl.ac.uk/srs/academic-manual/examinations)
	+ [Examination Irregularities and Plagiarism procedures](https://www.ucl.ac.uk/srs/academic-manual/c4/irregularities-plagiarism/principles)

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

## Typically coursework submission will be through Moodle or through a medium arranged by the lecturers, such as submission by hand directly to the lecturer. The Research Essay and the Final Report are submitted through Turnitin in Moodle with the students also providing hard copies for the supervisors. For technical support with Moodle, students should consult the MSc Administrator.

## Information about penalties for late submissions

##### Late Submission Penalties

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

If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form along with evidence (for example, a medical certificate certifying the claimed condition). *In the first instance, please send it to the postgraduate programme tutor Prof. Sougato Bose by email (**s.bose@ucl.ac.uk**).* The programme tutor forwards it to the extenuating circumstances panel. If the request is accepted by the departmental panel (or, for certain cases such as exam deferrals, involves consulting the faculty) the student may be granted an extension. As the procedure may take some time, it is desirable to send in the form and the evidence as soon as possible. If the deadline has already passed, the late submission may be condoned i.e. there will be no penalty for submitting late.

###### Further information:

* + [Late Submission Penalties](https://www.ucl.ac.uk/silva/srs/academic-manual/c4/module-assessment/#3.11)
	+ [Extenuating Circumstances](https://www.ucl.ac.uk/srs/academic-manual/extenuating-circumstances)

## Information about absence from assessment

##### Absence from Assessment

Any student who is absent from an assessment will receive a mark of zero unless they obtain authorisation for the absence and formally defer their assessment to a later date by submitting a request for [Extenuating Circumstances](https://www.ucl.ac.uk/srs/academic-manual/extenuating-circumstances) to the Programme Tutor. Absences from assessment need to meet the criteria for Extenuating Circumstances and be supported by appropriate evidence. If Extenuating Circumstances are not approved, the mark of zero will stand.

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

###### Further information:

* + [Extenuating Circumstances](https://www.ucl.ac.uk/srs/academic-manual/extenuating-circumstances)
	+ [Authorised Absence Policy](https://www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/absence#top)

## Information about word counts and penalties

##### 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:

* + [Word Counts](https://www.ucl.ac.uk/silva/srs/academic-manual/c4/module-assessment#3.12)

## Information about the consequences of failure

##### Reassessment and Deferred Assessment

The Programme Structure describes the modules which students must pass in order to achieve their degree. Where a student fails to meet these requirements the Consequences of Failure regulations in the UCL Academic Manual (Chapter to be confirmed) apply.

If a student fails one or more modules the Board of Examiners may offer them a Reassessment opportunity. Depending on the amount of failure, this may take the form of either a Resit in the Late Summer or a Repeat in the following academic session. The marks for modules successfully completed at the second attempt will be capped at the Pass Mark - 40% for modules at level 6 (which undergraduates also take); 50% for PGT modules at Masters Level/ Level 7. Students are permitted a maximum of two attempts at any given assessment.

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

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

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

Taught Postgraduate students:

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

## Absence from assessment

Any student who is absent from an assessment without prior permission will receive a mark of 0/ Grade F and will be considered to have made an attempt.

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

Plagarism is of great concern to us, especially with the large availability of information on the Internet, and we are doing all we can to stamp it out. It is considered as cheating and is not tolerated by the Department, Faculty and UCL.

The following is an extract from the [“UCL Student Handbook](https://www.ucl.ac.uk/students/exams-and-assessments/plagiarism)*”*, prepared by the Registrar’s Division.

*“Plagiarism is defined as the presentation of another person’s thoughts or words or artefacts or software as though they were a student’s own. Any quotation from the published or unpublished works of other persons must, therefore, be clearly identified as such by being placed inside quotation marks, and students should identify their sources as accurately and fully as possible. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source.”*

*“Where part of an examination consists of ‘take away’ papers, essays or other work written in a student’s own time, or a course work assessment, the work submitted must be the candidate’s own.” Plagiarism constitutes an “examination offence under the University regulations and will normally be treated as cheating or irregularities under the regulations for Proceedings in respect of Examination Irregularities. Under these Regulations students found to have committed an offence may be excluded from all further examinations of the University or of the College or of both.”*

The following is taken directly from a handout entitled “How NOT to fail your Degree” produced by N.Hayes and R. Muid from the UCL Dept of Pharmacology (2006) but is also applicable in our Department.

**What does this mean in practice for you, as a student in this Department?**

*It means you* ***CANNOT*** *do the following:*

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

*You* ***CAN*** *do the following:*

* + You can quote from sources providing you use quotation marks and cite the source (this includes websites).
	+ You can paraphrase (take information from a piece of work and rewrite it in a new form) but you must still mention the source.
	+ In the case of joint work (e.g. a group project) individuals may use the same data, but the interpretation and conclusions derived from that data must be their own.

The most common form of plagiarism consists of downloading large sections of essays from the internet without including the necessary quotation marks or specific references. When teaching staff mark work of an essay/report nature, they are encouraged to check for web-plagiarism by using a search engine such as that supplied by [www.google.com](http://www.google.com). UCL also uses the ‘Turn-It-In’ ® software system, which all Departments will be able to use to check all work using databases of past work from students and the Internet.

The Department also considers the undisclosed “borrowing” of the results of laboratory experiments from other students to write up a detailed report on an experiment that has not been fully completed by the borrowing student to be especially serious in that the whole practical course is judged by continuous assessment. If you work in a partnership with someone on an experiment or a group you may all use the same raw data obviously but it is expected that any report you produce will be in your own words, analysis and your own layout. Just changing the odd word here and there is not sufficient to avoid being very heavily penalized for plagiarism.

Of course, it is educationally very healthy if students discuss their courses together but the mere copying of homework without contributing to the dialogue serves little purpose in either understanding the subject matter or preparing a student for examinations. Again, the writing-up of homework solutions must be done independently in your own fashion. (The feeling of *deja-vu,* especially when ‘errors’ and the same ‘odd’ steps in a solution are copied blindly, can be very strong for a marker looking at lots of work.)

Cases of suspected cheating are first investigated by a Departmental Disciplinary Panel. In accordance with the Examination Regulations, all serious cases must then be passed on to the UCL Registry, which will decide whether the case should be dealt with at UCL or Departmental level. Penalties that can be imposed by the College can be very serious - students do get expelled and do not complete their degrees - as outlined by the Registrar’s Division at the start of this section.

Students should be aware that a future employer requiring references about a student, normally seeks information from a Tutor regarding a student’s “honesty and integrity”. We find it impossible to give a good reference for a student who has been caught resorting to plagiarism of any kind.

###### Further information:

* + [Plagiarism](https://www.ucl.ac.uk/students/exams-and-assessments/plagiarism)

## Information about UCL’s examination irregularities and plagiarism procedures

##### 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:

* + [UCL Examination Guide for Candidates](http://www.ucl.ac.uk/current-students/exams_and_awards)
	+ [Library Guide to References, Citations and Avoiding Plagiarism](http://www.ucl.ac.uk/library/docs/guides/references-plagiarism)
	+ [Examination Irregularities and Plagiarism procedures](https://www.ucl.ac.uk/srs/academic-manual/c4/irregularities-plagiarism/principles)
	+ Students can also seek advice from the  [Students’ Union Rights & Advice Centre](http://uclu.org/services/advice-welfare)

Any questions concerning these procedures should be directed towards the Programme Tutor.

## Information about Marking, Second-Marking and Moderation

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

All work that is submitted for summative assessment is marked by a UCL Internal Examiner or Assistant Internal Examiner. All UCL programmes also include 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.

###### Further information:

* + [Marking and Moderation](http://www.ucl.ac.uk/srs/academic-manual/c4/marking)
	+ [Boards of Examiners](http://www.ucl.ac.uk/srs/academic-manual/c4/boe)

## Information about the External Examiner process and how to access reports via Portico

##### 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 their Portico account or by contacting their Departmental Administrator in the first instance or Student and Registry Services directly at examiners@ucl.ac.uk.

# Extenuating Circumstances and Reasonable Adjustments

## Information about Reasonable Adjustments

##### Reasonable Adjustments

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

###### Further information:

* + [Reasonable Adjustments](https://www.ucl.ac.uk/srs/academic-manual/reasonable-adjustments)
	+ [Student Disability Services](http://www.ucl.ac.uk/disability)

## Information about Special Examination Arrangements

##### Special Examination Arrangements

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

###### Further information:

* + [Special Examination Arrangements](http://www.ucl.ac.uk/disability/special-examination-arrangements) – guidance and forms
	+ [Special Examination Arrangements](https://www.ucl.ac.uk/srs/academic-manual/special-examination-arrangements) –regulations
	+ [Student Disability Services](http://www.ucl.ac.uk/disability)
	+ [Reasonable Adjustments regulations](https://www.ucl.ac.uk/srs/academic-manual/c4/reasonable-adjustments)

## Information about when, where and how to submit a claim for Extenuating Circumstances

##### Illness and other Extenuating Circumstances

UCL recognises that some students can experience serious difficulties and personal problems which affect their ability to complete an assessment such as a sudden, serious illness or the death of a close relative. Students need to make sure that they notify UCL of any circumstances which are **unexpected, significantly disruptive and beyond their control**, and which might have a significant impact on their performance at assessment. UCL can then put in place alternative arrangements, such as an extension or a deferral of assessment to a later date. The Extenuating Circumstances Panel will determine the nature and timing of the deferral, which may be offered with or without tuition/ attendance. *In the first instance, please contact your respective programme leader and the postgraduate programme tutor Prof. Sougato Bose by email (s.bose@ucl.ac.uk).*

##### 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 or a disability. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they are aware of, and take advantage of, all the other support mechanisms provided by UCL such as:

* [Reasonable Adjustments](https://www.ucl.ac.uk/srs/academic-manual/reasonable-adjustments)
* [Special Examination Arrangements](https://www.ucl.ac.uk/srs/academic-manual/special-examination-arrangements)
	+ [Student Disability Services](http://www.ucl.ac.uk/disability)
	+ [Student Psychological Services](http://www.ucl.ac.uk/student-psychological-services/index_home)
	+ [Student Support and Wellbeing](http://www.ucl.ac.uk/srs/our-services/student-support-and-wellbeing)
	+ [Support to Study Policy](http://www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/support)
	+ [UCL Student Mental Health Policy](http://www.ucl.ac.uk/current-students/guidelines/student-mental-health%22%20%5Ct%20%22_self)

###### Further information:

* + [Extenuating Circumstances Regulations](https://www.ucl.ac.uk/srs/academic-manual/extenuating-circumstances)
	+ [Grounds for Extenuating Circumstances](https://www.ucl.ac.uk/srs/academic-manual/c4/annexes)
	+ [Extenuating Circumstances Form](https://www.ucl.ac.uk/srs/academic-manual/c4/annexes)

## Information on fitness to study

##### 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:

* + [Support to Study Policy](http://www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/support)
	+ [Fitness to Study Procedure](http://www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/fitness)
	+ [Student Disability Services](http://www.ucl.ac.uk/disability)
	+ [Student Psychological Services](http://www.ucl.ac.uk/student-psychological-services/index_home)
	+ [Student Support and Wellbeing](http://www.ucl.ac.uk/srs/our-services/student-support-and-wellbeing)
	+ [Learning Agreements, Barring, Suspensions and Terminations of Study](http://www.ucl.ac.uk/srs/academic-manual/c1/agreements%22%20%5Ct%20%22_self)
	+ [Student Disciplinary Code and Procedures](http://www.ucl.ac.uk/srs/academic-manual/c1/disciplinary-code%22%20%5Ct%20%22_self)
	+ [UCL Student Mental Health Policy](http://www.ucl.ac.uk/current-students/guidelines/student-mental-health)

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

*In the first instance, please contact your respective programme leader and the postgraduate programme tutor Prof. Sougato Bose by email (s.bose@ucl.ac.uk).*

# Learning resources and key facilities

## Information on university-wide learning resources and key contacts for support

##### UCL Library and Learning Resources

### UCL Library Services

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

###### Further information:

* + [Library information for students](http://www.ucl.ac.uk/library/students)

### 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](http://www.ucl.ac.uk/isd/services/learning-teaching/it-training) through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk [Digital Skills Development](http://www.ucl.ac.uk/isd/services/learning-teaching/it-training). UCL also has a licence for [Lynda.com](https://www.ucl.ac.uk/lynda) which provides thousands of high quality video-based courses from programming to presentation skills. [Learning on Screen](https://learningonscreen.ac.uk/ondemand/) (“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](https://www.kanopystreaming.com) is available to UCL students, and offers a wide range of movies.

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

ISD provides desktop computers and laptops for loan in a number of [learning spaces](http://www.ucl.ac.uk/isd/services/learning-teaching/spaces). A [map of computer workrooms](http://www.ucl.ac.uk/isd/services/learning-teaching/spaces/locations) is available on the ISD website. Computers at UCL run a Desktop@UCL sevice which provides access to hundreds of software applications to support students. It is also possible to access a large range of applications remotely, from any computer, using the [Desktop@UCL Anywhere](https://www.ucl.ac.uk/isd/services/computers/remote-access/desktop) service. Students also have access to a range of free and discounted software via [ISD Software for Students](http://www.ucl.ac.uk/isd/services/software-hardware/student-software).

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

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

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

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

Please check the Department of Physics and Astronomy website for information. The department has an astronomical observatory at Mill Hill <http://www.ulo.ucl.ac.uk> . Students also often undertake projects at the Mullard Space Sciences Laboratory (MSSL). With the permission of the supervisor, if needed for a project, a student can get access to the asteroid computing cluster.

## How to access Moodle and support contacts

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](http://www.ucl.ac.uk/moodle)
	+ [Frequently Asked Questions](https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle%2BFAQs)
	+ [Quick Start Guide](https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle%2BQuick%2BStart%2BGuide%2Bfor%2BStudents)

## Portico – what it is, why it is important and who to contact for support

##### 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 graduation ceremonies

###### Further information:

* + [Portico login](http://www.ucl.ac.uk/portico/)
	+ [Portico Helpdesk](https://www.ucl.ac.uk/srs/portico/helpdesk)

# Student support and wellbeing

As well as a student’s Personal Tutor and the Programme Tutor, there are many central services that offer help and support.

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

##### 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 [Current Students Support](http://www.ucl.ac.uk/current-students/support) website provides more information. Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services.

### The Student Centre

The Student Centre provides front-line administrative services to UCL students and is an excellent source of information about the services provided by Student Support and Wellbeing. They can also provide advice about a range of Student Records enquiries and fulfil requests for proof of student status.

###### Further information:

* + [Student Centre website](http://www.ucl.ac.uk/current-students/student-centre)

### Student Disability Services

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

###### Further information:

* + [Student Disability Services](http://www.ucl.ac.uk/disability/)

### Student Psychological Services

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

###### Further information:

* + [Student Psychological Services](http://www.ucl.ac.uk/student-psychological-services/index_home)

### International Student Support and Welfare

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

###### Further information:

* + [International Student Support and Welfare](https://www.ucl.ac.uk/students/international-students)

### 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 to advise and guide students from application through to their return to studies at UCL.

###### Further information:

* + [Study Abroad website](http://www.ucl.ac.uk/studyabroad)

### Accommodation

UCL Residences provides a range of accommodation options including three Halls of Residence, self-catered student houses and intercollegiate halls shared with other colleges of the University of London. Each Hall has a Warden and Vice-Warden to support students and foster a positive environment within the accommodation.

###### Further information:

* + [Wardens and Vice Wardens at UCL Residences](https://www.ucl.ac.uk/current-students/support/wellbeing/wardens-and-vice-wardens)

### Financial support

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

###### Further information:

* + [UCL Financial Support](http://www.ucl.ac.uk/current-students/money/bursaries/financial-support)

### Student of Concern

There are many sources of support for students who are having difficulties, but sometimes it is hard to know how to help a student who appears to be struggling, particularly if they seem unwilling or unable to seek the help they need. Anyone concerned about the behaviour of a student, who believes the problem may be related to health and wellbeing issues, is encouraged to complete the online [UCL Student of Concern Form](http://www.ucl.ac.uk/registry-admin/support/open.php). Depending on the concerns raised, Student and Registry Service may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe.

###### Further information:

* + [Student of Concern](https://www.ucl.ac.uk/current-students/support/wellbeing/student_of_concern)

## Information about registering with a doctor and out-of-hours support services

### Registering with a Doctor

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

The[Ridgmount Practice](http://www.gowerplacepractice.nhs.uk/%22%20%5Ct%20%22_blank) is a National Health Service (NHS) practice providing healthcare and dental services for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice.

###### Further information:

* + [Register with a Doctor](https://www.campusdoctor.org.uk/ucl/reg.html)
	+ [Ridgmount Practice website](http://www.gowerplacepractice.nhs.uk/new-patients.aspx%22%20%5Ct%20%22_blank)

### 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](http://www.ucl.ac.uk/current-students/support/wellbeing/care-first)

### Crisis support - immediate help

If a student is in crisis there are a range of UCL and external sources of help such as Nightline, Ridgmount Medical Practice, Hall Wardens, Student Psychological Services and the Samaritans.

###### Further information:

* + [Crisis Support – immediate help](https://www.ucl.ac.uk/students/support-and-wellbeing/crisis-support)

## Information on how students can access support/information related to Equality and Diversity

The Departmental Equal Opportunities Liaison Officer is the Departmental Manager, Julie Smith (julie.smith@ucl.ac.uk, Room E14, telephone: extension 37155) whose function is the promotion of equal opportunities for women, ethnic minorities and those with socio-economic disadvantages. The Chair of our Equalities and Diversity Committee is Louise Dash (louise.dash@ucl.ac.uk).

If you feel that you have been discriminated against on racial or sexual grounds or have been harassed in any way, you should inform the Departmental Manager, or your Personal Tutor, or the Programme Tutor directly. Immediate confidential help in dealing with the problem is assured.

UCL's Department of Physics & Astronomy operates on principles of good practice that promote transparency and fairness. This enables us to address the under-representation of women in university physics and encourage better working conditions for both, women and men. We are proud to have a higher than average representation of females among our students and academic staff. The Institute of Physics (IoP) has recognised our achievements with a [Juno Champion](http://www.iop.org/policy/diversity/initiatives/juno/index.html) award.

Professor Philip Jones is the Departmental Student Disabilities Coordinator – his email is philip.jones@ucl.ac.uk and you should contact him if you have any concerns.

##### 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

Departmental Equal Opportunity Liaison Officers (DEOLOs) provide support and assistance for students and staff about issues relating to equalities and diversity.

###### Further information:

* + [Equalities and Diversity](http://www.ucl.ac.uk/hr/equalities/index.php)
	+ [Support for Pregnant Students](http://www.ucl.ac.uk/current-students/support/wellbeing/pregnancy)
	+ [Support for Students who are Parents](http://www.ucl.ac.uk/current-students/support/mature-students-and-parents/student-parents)
	+ [Religion and Belief Equality Policy for Students](http://www.ucl.ac.uk/current-students/guidelines/religious-equality)
	+ [UCL LGBT Student Support Pages](https://www.ucl.ac.uk/students/support-and-wellbeing/specialist-information-and-support/lgbt-students)
	+ [UCL Chaplain and Inter-Faith Adviser](http://www.ucl.ac.uk/srs/chaplain/chaplain)
	+ [DEOLOs (Departmental Equal Opportunity Liaison Officers)](http://www.ucl.ac.uk/hr/equalities/depts/equality_advisors.php)

## Information about UCL’s Zero Tolerance policy on harassment and bullying

### 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 and 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.

###### Further information:

* + [UCL Policy on Harassment and Bullying](http://www.ucl.ac.uk/current-students/guidelines/harassment-bullying)
	+ [Students’ Union Rights & Advice Centre](http://uclu.org/services/advice-welfare)

### Sexual harassment

It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with UCLU to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust, their Hall Warden, a UCLU student officer, the trained staff in the  [Students’ Union Rights & Advice Centre](http://uclu.org/services/advice-welfare), or the [UCL Student Mediator](http://www.ucl.ac.uk/student-mediator).

###### Further information:

* + [Zero Tolerance to Sexual Harassment](http://uclu.org/sexualharassment)

### Support for students who have been affected by sexual violence

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

###### Further information:

* + [Support for Students Who Have Been Affected by Sexual Violence](https://www.ucl.ac.uk/current-students/support/wellbeing/svs)

# Employability and Careers

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

The Departmental Careers Tutor is Dr Elinor Bailey, with whom appointments can be made either by telephoning extension 51341 or by email on elinor.bailey*@*ucl.ac.uk. She can also be found in Room B10, which is on the third floor of the Physics Building.

 Several students from the MSc cohort go on to PhD positions. A briefing on applying for such positions will be given early during the academic year.

## Information on UCL Careers

##### 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 and placements](http://www.ucl.ac.uk/careers/opportunities/jobs/internships-and-placements)

## Entrepreneurship at UCL

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

###### Further information:

* + [UCL Innovation and Enterprise](http://www.ucl.ac.uk/enterprise)

# Student representation

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

##### Students’ Union UCL

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

Students’ Union UCL is the representative body of all UCL students. It’s run by students for students and is a registered charity, independent of UCL. All UCL students at every level are automatically members of the Union (but can opt out), and the Union’s leaders are elected annually by and from all current students. The elected leaders are called Sabbatical Officers and they represent students on various UCL committees and campaign on the issues that matter to students. Alongside the Sabbatical Officers are more than 1000 voluntary representatives, elected or appointed to cover every part of UCL life.

###### Further information:

* + [Students' Union website](http://studentsunionucl.org/)
	+ [Membership information](http://studentsunionucl.org/membership) (including how to opt out)
	+ [Elections information](https://studentsunionucl.org/make-change/make-your-voice-heard/represent-you-union/what-you-can-do) (including how to run for office)

## Student Societies

##### Student Societies

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

###### Further information:

* + [Students' Union Clubs & Societies](http://studentsunionucl.org/clubs-societies)
	+ [UCL Physics Society](https://www.facebook.com/uclphysicssociety/)

## Information on Academic Representatives

##### 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 Representation website](http://studentsunionucl.org/academic-reps)
	+ [Find your Representative](http://studentsunionucl.org/make-change/representing-you/who-can-help-me/education/academic-representatives/find-your-rep)
	+ [Become an Academic Representative](https://studentsunionucl.org/forms/interested-in-leadership-role)

## Role of the Staff-Student Consultative Committee

##### Staff-Student Consultative Committee

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

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

Students should always feel free to give feedback directly to their lecturers. They can also use their Personal Tutors as a conduit of feedback, as well as the Programme Tutor. There are also the student evaluation questionnaires, their SSCC reps and national and local surveys. The message will get through!

## Students’ Union Advice Service

##### The Advice Service

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

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

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

###### Further information:

* + [Students' Union Advice Service](http://studentsunionucl.org/services/advice-welfare) website

## Informal and Formal Student Complaints

##### 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.

###### Further information:

* + [Student Complaints Procedure](https://www.ucl.ac.uk/srs/academic-manual/c1/complaints)
	+ [UCL Student Mediator](https://www.ucl.ac.uk/student-mediator)
	+ [Students’ Union Advice Centre](http://uclu.org/services/advice-welfare%22%20%5Ct%20%22_self)

# Student feedback

## 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.

## 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:

* + [UCL Student Surveys](https://www.ucl.ac.uk/teaching-learning/student-engagement/student-surveys-results)

## Student Evaluation Questionnaires (SEQ) – when they occur and why they are important

##### 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.

Every lecture and practical module is assessed by students at some point during the latter half of each term. Some modules are evaluated electronically, others use a paper form. Volunteers are sought from those present to collect all paper forms and produce an overall summary sheet which should then be handed in to the Teaching Administrator in Room E2. Written comments about aspects of the course can also be submitted directly to the Teaching Administrator on a blank sheet of paper (or left in the pigeon hole). The Department greatly values the feedback from students which in the past has resulted in many positive changes; complete confidentiality is assured. Modifications to courses and their delivery can be made very quickly by action of the Director of Teaching.

###### Further information:

* + [UCL Student Surveys](https://www.ucl.ac.uk/teaching-learning/student-engagement/student-surveys-results)
	+ [Quality Review Framework: Annexes](http://www.ucl.ac.uk/srs/academic-manual/c6/annexes)

## The ASER process and how student representatives are involved

##### 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:

* + [Annual Student Experience Review](https://www.ucl.ac.uk/srs/academic-manual/c6/aser/purpose)
	+ Departmental Annual Student Experience Review

# ChangeMakers

## About the project, who they are and how a student can find out more or become involved

##### UCL ChangeMakers

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

###### Further information:

* + [UCL ChangeMakers](http://www.ucl.ac.uk/changemakers/)

# Global Citizenship

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

##### UCL Global Citizenship Programme

The UCL Global Citizenship Programme is aimed at UCL undergraduates and taught postgraduates offering them the chance to put their studies in a global context, connect with students across UCL and see the world differently. The Programme runs for two weeks after summer exams have finished, providing a range of opportunities to help students boost their studies, develop hands-on skills and make an impact on the world.  Participation is free and is not assessed. Places are awarded on a first come, first served basis.

###### Further information:

* + [UCL Global Citizenship Programme](http://www.ucl.ac.uk/global-citizenship/programme)

# Data Protection

## 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

##### 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. Information about students will only be shared within UCL when necessary or appropriate. UCL may be required by law to share student information with some external agencies for a variety of purposes, such as the Higher Education Statistics Agency and the Office for Students. After students leave UCL, certain information is retained in accordance with UCL’s Data Retention Schedule. You can see how UCL uses student information in the UCL privacy statement.

###### Further information:

###### Further information:

* + [UCL General Student Privacy Notice](https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice)
	+ [UCL Data Retention Schedule](https://www.ucl.ac.uk/library/docs/retention-schedule.pdf)
	+ [UCL Information Security Policies](https://www.ucl.ac.uk/informationsecurity/policy)

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

# Health, Safety and Security

## UCL Health, Safety and Security information

##### 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:

* + [UCL Health and Safety Policy](http://www.ucl.ac.uk/estates/safetynet/policy/index.htm)
	+ [UCL A-Z Safety Guidance](http://www.ucl.ac.uk/estates/safetynet/guidance/index.htm)
	+ [General Fire Safety for UCL Students](http://www.ucl.ac.uk/fire/documents/UCLFire_TN_088.pdf)
	+ [UCL Security Services](http://www.ucl.ac.uk/estates/security/)
	+ [Staying Safe at UCL](http://www.ucl.ac.uk/estates/security/crime-prevention/staying-safe/)

## Health and Safety information concerning the department

The Department places great importance on safety, with special emphasis on safety in the Laboratories, both at the University College London Observatory ([UCLO](http://www.ulo.ucl.ac.uk/)) and Gower Street. You are expected to behave in a sensible manner, especially when dealing with any of the Laboratory equipment. The Departmental Safety Officer will give guidance to all students at the beginning of the Session on how to conduct themselves whilst working with equipment to ensure both their own safety and that of those working around them. Further detailed information is given in the laboratory handbooks for the Physics Laboratories and the Observatory.

Fire drills are held during the terms at unannounced times, so you should familiarise yourself with the instructions displayed on notice boards in hallways and on lab notice-boards as to the procedure you should follow and where assembly points are. There are Fire Evacuation Marshals (FEMs) appointed from the staff and technicians who will take charge of you during these times. The emergency plan for the Physics Building can be found [here](https://www.ucl.ac.uk/estates/maintenance/fire/documents/fire-manuals/006-EP.pdf).

# After study

## Information on transcripts and how to access replacements

##### Transcripts

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

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

* Hyperlink: [UCL Transcript Shop](https://onlinestore.ucl.ac.uk/product-catalogue/student-registry-services-c19/assessment-student-records-j13/j13-transcripts)

Affiliate students

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

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

###### Further information:

* Hyperlink: [Transcripts](https://www.ucl.ac.uk/students/exams-and-assessments/results/transcripts-and-certificates)

## Graduation Ceremonies

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

###### Further information:

* Hyperlink: [Graduation Ceremonies](http://www.ucl.ac.uk/graduation)

## Information on UCL Alumni activities and key contacts

##### 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)
* [Department of Physics and Astronomy Alumni Information](https://www.ucl.ac.uk/physics-astronomy/alumni)