Dear students,

To those of you who are returning, welcome back. To those of you who are new, congratulations for choosing UCL as your university. Whatever your degree programme, your UCL education offers fantastic opportunities to stretch your intellect, expand your experience and develop your skills. And you are in London, which was this year recognised by QS as the best city in the world for students.

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

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

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

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

Professor Michael Arthur
UCL President and Provost
Welcome to University College London in Qatar!

To all our new students, congratulations on achieving your place to study with us. To all our returning students, welcome back. UCL Qatar, in partnership with Qatar Foundation and Qatar Museums, brings together academics undertaking world-leading cross-disciplinary research, and teaching which impacts upon the understanding of cultural heritage in the Arab and Islamic World.

The UCL Qatar Graduate Handbook will provide you with all of the general information that you will need in order to successfully complete your studies with us. If you are arriving as a new student, the handbook is designed to ease you into your new life as a graduate student. In it you will find relevant information on a wide range of topics; from course structure, academic regulations and assessments - to student welfare and how to access support networks.

If you are a returning student, it will refresh your understanding of UCL Qatar's student policies, and advise you of any changes to them. Please take the time to read it thoroughly and to use it as a reference point as you progress through the academic year. You should also refer to the Degree Handbook for your respective programme, which contains more detailed information on degree structures, course modules and teaching schedules.

UCL is firmly committed to ensuring equality and diversity in the workplace, which is enshrined in the principles on which the University was founded, and which are provided below. It believes that every member of its community (student and employee alike) has a right to work and study in an environment which encourages harmonious relationships. As a community founded on academic excellence we strive to bring to life UCL's core behaviours, which we hope will enrich your learning experience with us.

Our overall aim is to make your experience with us as rewarding as possible. You'll be joining a friendly and diverse community, and we're looking forward to meeting you and supporting you throughout your time with us.

With very best wishes,

Dr Samuel P Evans CBE
Director, UCL Qatar
Introduction

About UCL Qatar

A brief introduction to UCL Qatar and its history is available on our website; http://www.ucl.ac.uk/qatar/discover

Key Departmental Contacts

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<tr>
<th>General Enquiries</th>
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<th>MA LIS Degree Coordinator</th>
<th>Dr Fred Nesta</th>
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<tr>
<th>MA MGP Degree Coordinator</th>
<th>Dr Alexandra Bounia</th>
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<th>Graduate Tutor</th>
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Profiles and contact details of members of the academic and administrative staff are provided on the UCL website at www.ucl.ac.uk/qatar/people/academic-staff.

Induction Week Schedule

The Induction Week is designed to welcome you to the UCL community, Education City and Doha, Qatar. Our aim is to ensure that you settle in and are fully supported during this transition period. During Induction Week we will guide you through enrolment and provide details of support available to new UCL students adapting to university life and living in Qatar.

Key tasks will include:

- Enrolment - you will need to enroll in person when you arrive so that we can check your personal ID and complete your registration.
- ID Card Collection – this will give you access to buildings, the library and other important services.
- Complete training on UCL IT systems - Portico and Moodle
- Tuition Fee Payment
- Meeting fellow students and UCL staff

We look forward to welcoming you to the department and hope that you will have an enjoyable and fulfilling time at UCL.
MyUCL

Students enrolled at UCL Qatar should visit the following webpage to find links to key resources including the academic calendar, timetable, and degree handbooks: http://www.ucl.ac.uk/qatar/current-students

UCL Qatar Student & Academic Services Support Page

Once formally enrolled, students will be given access to a Moodle page which offers a more comprehensive guide to the resources available on the website: https://moodle-1819.ucl.ac.uk/course/view.php?id=9429

The Role of Module and Degree Coordinators

The Module Coordinator is responsible for the management and organisation of a module. This includes designing the teaching and learning approaches, identifying resource and staffing requirements and revising and updating the content and assessment of the module.

The Degree Coordinator is responsible for ensuring that the entire degree programme runs successfully. Duties include recruitment, induction of students, timetabling, providing advice and support, monitoring student progress, arranging assessments and feedback, and dealing with disciplinary matters.

Staff Office Hours

Most staff members have set office hours during term time where you will be able to drop in to see them without an appointment, on a first-come, first-served basis. These office hours are listed on the UCL Qatar Student & Academic Services Moodle page. For appointments outside of these hours, students should email the individual that they wish to see in advance, to arrange this.

Quick Guide to UCL Programmes

Please read the Degree Handbooks for information on the course structure and modules available for your programme of study. These handbooks include background reading lists which you can review before you start your programme, but please be aware that the lists contain general texts only and you will be given a reading list for each module once lectures begin.
Key Dates

Academic Calendar

The academic calendar is available on the UCL Qatar website and Moodle page and provides an overview of the academic year, term dates and closure periods.

- Students on full-time Taught Master’s programmes study for one full calendar year and are expected to submit their dissertation in July.
- Part-time students study for two years and submit their dissertation in July of their second year.
- Research students are required to be in continuous attendance.

Timetables

Teaching timetables are distributed at the beginning of the academic year, via your Degree Coordinator. It is important that you select modules which do not clash in terms of scheduling.

Module Registration

When you start at UCL, one of the first things you need to do is register your module choices. Modules are the individual units of study which lead to the award of credit. Our programmes offer you the opportunity to choose between different modules according to your interests.

The Degree Handbook indicates which modules are compulsory and also gives details of optional modules. Full details of the syllabus for each module are given in the individual Module Handbooks, which are available from the Degree Coordinators.

The course choices that you make on this form will be checked by the Degree Coordinator, and once approved, your selections will be added to your student record (Portico).

Every effort will be made to accommodate optional course choices. However, due to timetabling clashes, high or low student demand, or changes in course availability, we cannot guarantee to meet all of the requests received. Modules with less than four students enrolled will not run.

Changes to module selections will only be permitted in exceptional cases and you must submit a Change Request Form, which is available from Student Services Moodle page.

Once your module selections have been registered onto Portico you will automatically be enrolled onto the relevant Moodle pages.

Once the registration period is over, you will need to 'view confirmed module registration' on Portico to see which modules you have registered for. If at any time what you see on your PORTICO record is not what you expected to see, please contact studentservices.qatar@ucl.ac.uk immediately.

Students will be asked to complete a Module Choice Form, listing all of the compulsory and optional modules that they wish to select for the academic year. Students should return this form to the Student & Academic Services Office by Sunday 23 September 2018.
Data Protection & How We Use Student Information

UCL uses student information for a range of purposes connected with their studies, health and safety. UCL takes the protection of student information very seriously and complies with the Data Protection Act 2018 (DPA 2018) and the General Data Protection Regulation (GDPR). Information about students will only be shared within UCL when necessary. UCL may also be required by law to share information with some external agencies for a variety of purposes, such as UCLU, the Higher Education Statistics Agency, the Office for Students and UK Visas and Immigration. 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.

Who will UCL Qatar share my personal information with?

Your personal data may be disclosed to a range of external organisations, including the following:

- Qatar Foundation, Hamad Bin Khalifa University, Qatari government agencies, present or potential employers, or any other agency as required by law.
- Providers of anti-plagiarism software.
- As a College of the University of London, UCL provides student personal data to the University for administration of examinations and for the award of degrees.
- If you undertake a placement or complete a period of study with a third party organisation or institution in the UK or in another country personal data relating to you may be shared with the partner organisation/institution for the purposes of administering the placement.
- Georgetown University, for the purpose of producing student ID cards and library accounts.

Further information:
- UCL General Student Privacy Notice
- UCL Confidential Information Statement
- UCL Information Security Policies

Students may send queries on data protection matters to the following University Data Protection Officer: data-protection@ucl.ac.uk
Orientation of Georgetown Building
UCL is on the second floor of the Georgetown Building and this is where most of the UCL facilities are located. UCL administrative and academic offices are grouped together. Teaching rooms and laboratories are in a separate section of the second floor, along with the IT Services and Facilities Office and IT Cluster Room.

The ground floor of the Georgetown Building is where UCL students will find key communal facilities that are for the use of all Georgetown University Qatar and UCL students. These include the atrium, cafeteria, coffee shop, book store and vending machines. The Auditorium is located on the ground floor, adjacent to the main entrance. In addition, the library can only be accessed via the ground floor (UCL’s collections are located across the entire second floor of the library).

Teaching Rooms
UCL’s main Lecture Room (1A11) and Seminar Room (1A08) are located on the first floor. All other seminar rooms are located on the second floor (2A26, 2A31, 2A39 and 2A40). In addition, Meeting Room 2D47 is occasionally used for seminars. Conservation and Materials Science laboratories are also located on the second floor of the Georgetown Building.

UCL Qatar Library
All students have access to library books, online sources, reading lists, and journals. Please visit the UCL Qatar Library website for more details: www.ucl.ac.uk/qatar/library

Transport and Directions
UCL can be reached through one of the several entry gates into Education City. Qatar Foundation and Education City are undergoing construction for a new tram system and routes are continuously changing. Please pay attention to directional signage and follow the instructions of security and administrative staff regarding directions and parking.

A Vehicle Access Tag (VAT) is required in order to enter the Education City (between 6pm and 6am). This can be obtained from the Student Services Office. Without the VAT, an identification card may be required to be deposited at the gates. There is no student
parking at the Georgetown Building during the day. Only drop-offs are permitted. Students may only park in the employee underground lot from 5pm to 6am on weekdays and all day on Fridays and Saturdays, unless otherwise indicated. During holiday periods, for example in the summer, students will be notified if they are allowed to temporarily park at the Georgetown Building.

Parking facilities are available on campus in the car parks at Ceremonial Court, Ceremonial Gate and Green Spine within Education City. Legitimate visitors will need to go through visitor procedures in depositing a valid ID in exchange of a QF Visitor Tag.

Please note that due to construction work, locations of entry gates to Education City are subject to change. For up-to-date transport information, please contact facilities.qatar@ucl.ac.uk.

**Shuttle Buses**

Education City has dedicated free shuttle buses to transport students from their accommodation to all other university and recreational buildings within the campus.

**Security**

You must carry the UCL identity card, which you were issued with at registration, with you at all times. As you enter Education City buildings you will be asked to show the security representative your ID card and they will verify it before allowing you entry. It will also be needed when you use the library. This applies to students, faculty, staff and visitors.

**Humanitarium Security: +974 4457 8458**

**Police, Fire, Ambulance: dial 999**

**Lost Property**

UCL Qatar accepts no responsibility for damage to or loss of jewellery or other
personal property brought by students. Students should report all lost, found and stolen property to the Security Room in the basement of the Georgetown Building.

**Fire Regulations and Procedures**
In the event of a fire it is important you know what to do, wherever you are on campus. You can never know for certain if the alarms are rung for a drill or a real fire, so act as if it is a real emergency each time but do not panic. Please read the fire evacuation instructions attached to the walls near fire exits. UCL’s Health and Safety Officer is the Head of IT and Facilities: p.burkett@ucl.ac.uk

If the fire alarm goes off, you should leave the Georgetown Building as quickly as possible and go to the nearest assembly point (these are outside of the main entrance on the Ground Floor and outside of the front of the Georgetown Building, accessed via the basement). Please also note that, in line with the law, there is a no-smoking policy inside the Georgetown Building. Designated smoking areas can be found in the outdoor area of the basement and on the first floor balcony.

**Post**
Letters from overseas can be sent to our main campus mailroom in London. This is an easy and fast way to receive your mail, as the post from London is then delivered to UCL Qatar by courier once per week. Letters can be sent to:

(Student name)
(Name of Degree Programme)
UCL Qatar
c/o UCL Mailroom
Gower Street
London WC1E 6BT

The London mail service should only be used for letters. Parcels and larger items must be sent directly to UCL Qatar. You may also choose for letters to be sent directly to UCL Qatar. The following mailing address is recommended:

Qatar Foundation
c/o UCL Qatar ( Attn: XXXX )
Second Floor, Georgetown Building
Education City
PO Box 25256
Doha, Qatar

All mail is delivered to the Student Services Office where it can be collected in person during office hours. The Student Services Office will notify you via email when you receive a delivery.
Welcome to UCL Qatar Library
IT Facilities and Printing

There are 2 computer cluster rooms in UCL Qatar, one is located in room 2C12 and the other is located in room 2B08 in the Library. There are also computers located in the quiet study area of the UCL Qatar Library. Computer cluster room 2C12 is accessible at all hours, apart from designated times when the building is closed. The computers in computer cluster room 2B08 and the quiet study area of the library are accessible during library opening times. There are multiple UCL printers situated around the Georgetown building and your print jobs can be released using your UCL Qatar student ID card. You must register your student ID card on the printers before you can start using it to release your print jobs on the printers. Print jobs not released within 24 hours are automatically deleted.

UCL Username and Password

When you enrol as a UCL student, you will automatically be allocated a user account and be given the user ID and password to access it. With these credentials you will have access to the UCL computer services. Please note that passwords automatically expire after the number of day specified by the system when you last changed your password. Warnings are sent to your UCL email address during a 30 day period prior to your password being reset.

The UCL password requires that you register your mobile phone number with the ISD Service Desk. This is required in order for you change your password with the self-service system mentioned above.

Your UCL username and password gives you access to:
- the UCL e-learning environment (Moodle)
- the database which holds your student records (Portico)
- your UCL email
- Online Library e-Resources

Please note, the UCL Qatar computer login is independent of main campus system and uses a different password authentication system which is NOT linked to the UCL main campus system. The local UCL Qatar password is normally provided to you at enrolment and the computer login password can be reset by the UCL Qatar IT Services team only.

UCL Email

Your UCL email will be used as the main method of contact. Students MUST check their UCL email account on a regular basis as this is the primary means used by academic and administrative staff to communicate with students. Failure to check your email account on a daily basis will result in you missing key information, such as general social activities, notification of staff absence, changes of venue or rescheduling of classes.

For information on how to set up a direct link to forward mail from your UCL email account to your personal email account, please see: www.ucl.ac.uk/isd/students/mail/live/guide/owa/forwarding
Portico - The UCL Student Information Portal

Portico is the UCL Student Information Service and you will be regularly asked to use this service throughout your time at UCL; it is therefore essential you familiarise yourself with it and what it is used for. Portico can be used by all current students for the following tasks:

- Updating personal data such as addresses and contact numbers (we ask that you register your Qatar mobile/ cell number here)
- Completing online module registration
- Viewing data about courses/modules - i.e. information on courses/modules
- Viewing your coursework or examination marks online
- Re-enrolling each year
- Planning and recording your skills development

It is important that you regularly log in to Portico to check that your record is accurate and up to date, particularly with regard to your current contact address, which will be used by UCL for all correspondence, and your term time address which will be printed on your statement of student status. Please also keep your Qatar mobile/ cell number up to date on Portico as this number will be used to contact you in an emergency.

How do I enrol on the Moodle courses?
Once you have chosen and confirmed your module selection in Portico you will automatically be enrolled onto the relevant Moodle course. Part-time and full-time students will find that all the relevant Moodle courses will be displayed on their Moodle homepage once their module selections have been confirmed by the department. This may take several days.

How often should I access Moodle?
At least daily. This is the main point of contact for your taught courses. If there are late changes in the timetable then we will use this facility to inform you of them so we advise you to check Moodle the day before your lectures.

How interactive is it? What if I want to ask a question about the module?
There is a news forum on each Moodle module page which all students enrolled on that module have access to. We encourage you to interact with your fellow students. You can start a discussion group about a topic or let people know about events related to the module topic (such as seminars or journals) that you think they may be interested in. We only have two rules when posting topics:

- Make sure the topic heading is clear. “Help needed with perceptions of cultural heritage” is better than just “Help!”
- Please ensure that you treat everyone with respect. We do not tolerate behavior that harasses or intimidates another user.

Moodle

Moodle is the e-learning environment used by UCL. Each module you take has its own Moodle page and it will contain preparatory work, course materials, lecture handouts, reading materials, messages and links and other information about your course.

What is on Moodle?
- Contact details for the Module Coordinator
- Module timetable and venue
- Lecture notes and handouts
- Module reading list (plus links to e-journals if available)
- Assessment details
- Access to the Moodle submission points used to upload electronic copies of your assignments

Access UCL Portico from any PC with internet access using your UCL user ID and password:
www.ucl.ac.uk/portico

Access Moodle: moodle.ucl.ac.uk
Read Moodle help guides:
https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle
Use of Social Media

Please be reminded that it is a breach of computing regulations to use social networking internet sites such as Facebook to harass others, including staff and students of UCL. UCL will take disciplinary action against students who use sites such as Facebook to harass or abuse staff or other students.

You are therefore urged to pay careful attention to the UCL regulations and remember that what you may consider amusing may cause serious offence to others. It is also worth noting that by posting or reposting/sharing certain items you may be breaking the law so please think before you post.

UCL Qatar on Social Media
Facebook: /UCLQatar
Instagram: @ucl_qatar
LinkedIn: UCL_Qatar
Twitter: @ucl_qatar

Qatar Foundation on Social Media
Facebook: /QatarFoundation
Instagram: @QatarFoundation
Twitter: @QF
Attendance & Hours of Study

Learning Hours

UCL Master’s degrees comprise 1800 learning hours. For full-time students studying over one calendar year this equates to 37.5 hours per week.

Each 15 credit module comprises 150 learning hours. This time is made up of formal learning and teaching events such as lectures, seminars and independent study, as this indicative chart illustrates;

Students whose attendance falls below the attendance requirements are ineligible for summative assessment.

Taught Postgraduate students must meet UCL’s minimum attendance requirements during term-time (designated teaching and examination weeks). During the summer, students are expected to be studying for their placements and dissertation and to be based at UCL or, if not, to apply for Study Away from UCL.

Further guidance:
- UCL-Student Relationship Guidelines further defines the requirements of students whilst studying at UCL
- Authorised Absence describes the procedures in place for students who are unable to attend lectures, seminars, tutorials and other teaching and learning events due to short-term illness or other extenuating circumstances.
- Study Away from UCL sets out how to apply for Study Away from UCL.
- Interruption of Study describes the procedures in place for students who are unable to attend for an extended period of time.
- Learning Agreements, Barring, Suspensions and Terminations of Study describes the procedures in place for students who fail to meet the minimum attendance requirements or who are absent without authorisation.

UCL Academic Manual: https://www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/absence

Personal Study Time

UCL Qatar’s degree programmes are academically rigorous. Students are expected to take a high degree of responsibility for their learning and studying by completing background reading in advance of lectures and seminar discussions.

Attendance Policy

A record of attendance will be kept by each of the module coordinators and you should inform them if you are going to be absent from a class. UCL expects students to aim for 100% attendance, and has a minimum attendance requirement of 70% of scheduled learning, teaching and assessment activities.
UCL Qatar’s 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.

- **Student Casework Framework** is UCL’s regulatory framework for student complaints, student conduct and related procedures.
- **Harassment and Bullying Policy** sets out UCL’s firm commitment to equality and diversity. We will not tolerate the harassment or bullying of one member of its community by another or others.
- **Freedom of Speech Code of Practice** establishes how UCL will uphold academic freedom of enquiry in its teaching and research, and ensure that free and open discussion can take place in an atmosphere of tolerance.
- **Religion and Belief Equality Policy** provides guidance on how your needs with respect to religion and belief are to be met by UCL and the staff that work with you.

Your Rights and Responsibilities

A university is an adult learning community in which students are expected to show a considerable degree of independence - to take responsibility for their studies and conduct of their own affairs. However, UCL is also committed to the wellbeing and safety of our students and we try to give assistance wherever we can to ensure your university experience at UCL is a fulfilling, healthy and enjoyable experience.

**UCL’s guidance on students’ rights and responsibilities can be found here:** [www.ucl.ac.uk/current-students/guidelines](http://www.ucl.ac.uk/current-students/guidelines)

**We recommend that all students ensure that they are familiar with the postgraduate regulations published here:** [https://www.ucl.ac.uk/srs/academic-manual/overview](https://www.ucl.ac.uk/srs/academic-manual/overview)

**Misconduct**

A full list of what constitutes misconduct can be found in the Disciplinary Code but please bear in mind that it includes the following:

- violent, indecent, disorderly, threatening or offensive behaviour or language on UCL premises or whilst engaged in a UCL activity
- fraud, deceit, deception or dishonesty in relation to UCL or its staff or students
- harassment of any student, member of staff or other employee of UCL
- damage to or defacement, caused intentionally or recklessly, or misappropriation of UCL property
- computer misuse
- behaviour which brings UCL into disrepute.

**The full disciplinary code can be found here:** [http://www.ucl.ac.uk/srs/academic-manual/c1/disciplinary-code](http://www.ucl.ac.uk/srs/academic-manual/c1/disciplinary-code)
Changes to Registration Status

Changes to Registration
Students wishing to make changes to their registration status should first discuss their plans with their Personal Tutor 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.

Transferring Between Degree Programmes

Students will not normally be permitted to transfer between degree programmes. Exceptional grounds will need to exist in order for a transfer of degree programme to be considered and these circumstances will need to be thoroughly explained and supported. Matters of transfers should be discussed with your Personal Tutor in the first instance. If your Personal Tutor feels it is appropriate, he or she will refer you to the Student Services Office who will guide you through degree transfer application process. More information can be found here: https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes

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.

Withdrawing from a programme

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

Further information: https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies

Access the C2RS menu on UCL Portico; https://www.ucl.ac.uk/portico/
Information on Assessment

Methods of Assessment

At UCL we use a mixture of formative and summative assessment methods to test different skills and allow students to achieve the intended learning outcomes. Postgraduate students at UCL Qatar will generally be examined by the following:

- Individual or Group Coursework
- Individual or Group Oral Presentation
- Placement
- Dissertation
- Coursework

The purpose, weighting and format of coursework will be specified in individual Module Handbooks.

Students are required to submit all work for each module. If a student does not submit all of the assessed work for a module then it will be deemed to be incomplete.

If a candidate is incomplete or fails in one or more elements, then they may re-enter for those element(s). The norm is for students to complete missing elements or failed attempts at the next assessment opportunity, once it has been confirmed that they have failed to achieve their award.

Only one re-entry per failed/incomplete element is permitted.

Description of Marks

A - 70 upwards
Clear analytical argument
Evidence of originality
Independent thinking and critical appraisal
Very well constructed and written
Full, consistent and accurate bibliography

B - 60–69
Covers the field well

Thorough understanding of field
Demonstrates good awareness of context
Wide range of relevant sources
Some evidence of analytical thinking
Coherent piece of work
Competently structured and written
Acceptable level of literacy and bibliographic citation

C - 50–59
Reasonable content, with relevant material but tending to be descriptive
Overlooks significant aspects
May be rather thin or unimaginative
Little evidence of independent thought
Basic structure, but may lack clarity or ordered development
May not be clearly expressed

D - 40–49 (this is a fail in all the modules)
Covers some of the themes/issues
Poor grasp of material
May be factually incorrect
Lacking in interpretation or analysis
Muddled or lacking cohesion
In all cases grammar and presentation are taken into account in assigning the grade.

Marks for assessed work are decided against the UCL Qatar mark scheme. Marks will be assigned at coursework, module and degree award level. The mark range pertaining to the final score from across the entire programme is what determines the degree classification for each student.

Degree Award:
Degrees results will be classified as a Distinction, Merit, Pass, or Fail
The requirements for each classification are listed within each Degree Handbook.

Modules:
The standard grading system for module level is Distinction (70% or above), Pass (50%–69%), or Fail (49% and under). The grade of Merit is not used at modular level.
**Coursework:**
Coursework is assigned marks (either raw or percentage) that indicate the quality of the submission. Grades of Distinction, Merit, Pass, or Fail are not indicated on individual pieces of coursework.

It is the responsibility of students to check their coursework deadlines well in advance and ensure that they submit their work on time.

**Coursework deadlines**

Coursework deadlines are published on the Student & Academic Services Moodle site; [https://moodle-1819.ucl.ac.uk/course/view.php?id=9429](https://moodle-1819.ucl.ac.uk/course/view.php?id=9429)

**Coursework Marking Scheme**

It is useful for students to know the general UCL marking criteria for individual coursework submissions. Please bear in mind that while a mark of 70%-100% is listed as “within the distinction range” the formal mark for individual coursework is solely the assigned mark.
### UCL Qatar Coursework Feedback Grid 2018/19

<table>
<thead>
<tr>
<th></th>
<th>Excellent (70+)</th>
<th>Good (60-69)</th>
<th>Satisfactory (53-59)</th>
<th>Minimal (50-52)</th>
<th>Poor (0-49)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Integration of Theory, Methods and Data</strong>&lt;br&gt;(ability to relate argument to core concepts in subject’s method and theory, to build a sustained argument; clear understanding of research question; reasoning from problem to methods to data; selection of appropriate methods and data for the problem; justification of methods chosen)</td>
<td>Provides a logical interpretation of the results and clearly solves the research question, offering alternative solutions. Displays notable depth and breadth of understanding and perception relating to relevant ideas. Applies the chosen methods rigorously and consistently.</td>
<td>Coursework provides an adequate interpretation of the results. Chooses appropriate methods of analysis. Employs good, relevant reasoning but fails to provide alternatives.</td>
<td>An attempted interpretation of the results. Generally shows how the project relates to current knowledge in the area to be investigated.</td>
<td>Draws some appropriate conclusions from the results. Some limitations in the methods. A sense of disproportion in evaluating evidence and the opinions of others.</td>
<td>Coursework displays no theoretical reasoning of relevant literature, concepts or ideas.</td>
</tr>
<tr>
<td><strong>Originality and Independent Thinking</strong>&lt;br&gt;(Critical reflection; ability to recognize and state own assumptions; independent thinking in evaluation of evidence interpretation; original insight; (for example in the application of knowledge); indicates avenues for developing future research; awareness of unresolved issues in the discipline as a whole)</td>
<td>Deep and detailed knowledge and understanding, with sophisticated use of concepts. Shows wide-ranging awareness of context, and independent critical thought. Makes original and insightful connections.</td>
<td>Good knowledge and understanding with accurate interpretation and presentation of existing information. Shows awareness of the implications of issues raised. Shows some independent judgment.</td>
<td>Shows general knowledge and understanding. Relevant issues are discussed and concepts/ideas are used, but not always appropriately.</td>
<td>Coursework is working in the right area, but the candidate has not identified the key issues and/or has handled material inaccurately.</td>
<td>Coursework misses the point of the research question. Concepts/ideas have been mishandled and the material misunderstood.</td>
</tr>
<tr>
<td>Answering the Question and Structure of the Argument</td>
<td>Unfolds an argument lucidly. Presents a coherent research project with clearly defined aims. Conclusion expresses student's own judgment in a mature way.</td>
<td>Well-argued. Different arguments presented clearly. Introduction sets out problem(s) and method of approach. Concludes with a synthesis that is not just a summary.</td>
<td>An attempted argument, even if it does not always flow smoothly, with a conclusion summarising the position argued. Not always clearly structured.</td>
<td>A discussion of relevant points in some order. Does not always answer the question directly.</td>
<td>An assortment of points without apparent structure. Fails to present results clearly or appropriately.</td>
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</tr>
<tr>
<td>Use of Evidence</td>
<td>Excellent range and depth of reference to sources. Clearly defined and appropriate methods to gather &quot;data&quot;. Argument based directly in sources, and engages precisely with secondary interpretations.</td>
<td>Critical use of sources, showing ability to make comparisons between different secondary interpretations, to quote aptly, and to reference accurately.</td>
<td>Use of reference to several data sources, though summarizing rather than analysing. Based largely on secondary sources and lecture notes.</td>
<td>Limited use of sources, with inconsistent referencing.</td>
<td>Lacking in appropriate use of data for addressing the questions posed by the project. Use of lecture notes and own opinion, without evidence of adequate reading.</td>
</tr>
<tr>
<td>Writing Quality</td>
<td>Excellent standard of work. Coherently and lucidly written. Standard of written English is free from unintended ambiguity. Carefully presented with concise use of academic conventions.</td>
<td>Good standard of written English. Generally well presented, with very few errors of form or style. Footnotes and bibliography follow the UCL conventions.</td>
<td>Moderately good standard, though room for improvement in expression and/or grammar and punctuation. References and bibliography are generally presented appropriately.</td>
<td>Needs to be improved in most respects. Writing is insufficiently developed. Inaccurate use of language and/or referencing.</td>
<td>Lacking in expression and presentation. Limited or no use of footnotes or bibliography.</td>
</tr>
</tbody>
</table>

*Use of Evidence*: Use of an appropriate range of relevant sources; reading beyond the reading list. Selection of evidence bearing on the research question, judgment in weighing and assessing different lines of evidence; selection of appropriate case studies or examples.

*Writing Quality*: Spelling, grammar, punctuation, paragraphing and general fluency; use of appropriate vocabulary; detail, accuracy and completeness of citations. Presentation quality, effectiveness in highlighting points and making an argument; synthesis of data in original format.
<table>
<thead>
<tr>
<th><strong>Use of Tables, Charts, Maps and Illustrations</strong> (if appropriate)</th>
<th>Excellent illustrations, potentially including some created by the student</th>
<th>Good use of illustrations, maps tables and charts, relevant, of good quality</th>
<th>Appropriate use of illustrations, maps tables and charts, of reasonable quality</th>
<th>Some use of illustrations etc., but irrelevant, or some relevant ones missing or of low quality</th>
<th>No use of illustrations when they are needed, or all are of unacceptable quality, or all irrelevant</th>
</tr>
</thead>
</table>
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. All marks are provisional until confirmed by the Board of Examiners.

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 or comments on the same). 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 the Graduate Tutor or Head of Department.

Further information:
UCL Feedback Turnaround Policy

Submitting Coursework

Electronic copies of work should be submitted via Moodle by 10:59am on the deadline date. Moodle will be used as the time stamp for your submission.

On occasion you will also be required to submit physical/hardcopy work in person. Physical work should always be submitted to the Student Services Office by the same deadline date as your electronic copy, but by 11:59am.

Coursework should always have the coversheet on the first page of the assignment. Coursework without a coversheet will not be accepted during the submission processing.

You can find the coversheet on the Student & Academic Services Moodle site; https://moodle-1819.ucl.ac.uk/course/view.php?id=9429

You must state the precise word count of your written work. To perform an accurate word count, you should highlight the text of the work from the first word of the introduction to the last word of the conclusion and ensure that ‘Include footnotes/endnotes’ is selected in the word count dialogue box.

After submission, any assignment found to have an inaccurate word count stated on the coversheet and to have exceeded the permitted length by more than 15 words, will be liable for the penalty of ‘over-length work’.

Coursework Formatting

The specific requirements for coursework vary between different modules, and you should seek advice from Module Coordinators. Most Module Coordinators expect students to discuss with them proposed topics for individual study, the methods of approach, and the sources or literature available; you can see Module Coordinators for this purpose during their office hours; however they will not read drafts of coursework.
Module lecturers will advise you of the word limits and format to be followed in their individual modules, but the normal format for presentation is as follows:

- Page size should be A4.
- Line spacing should be double or 1.5 times.
- Font size should be 12 point.
- Illustrations should be included within the text, to fit within the A4 format. All illustrations must be discussed in the text. They should be identified as ‘Table 2’ or ‘Figure 1’ etc., and all must have a short descriptive title. The source should always be stated below the table/figure.
- Scans or electronic copies of maps, tables, etc., are often acceptable, but the source must be noted.
- Appendices of statistical data, etc., may be used, but tables or figures should normally be placed within the text. Appendices should be kept to a minimum and should not be used to get round the word limit.
- References in the text should be in the author/date format. A list of references cited should be provided at the end of the paper.

Electronic Copies of Work

- The file name of your electronic copy should be your candidate number followed by the module code.
- Please ensure that your candidate number is written correctly. For example if your candidate number is ABCD7, and the module is UCLQQ444 then the file name should be: ABCD7_UCLQQ444_Assignment 1
- Do not use special characters such as &, -, @ etc. in the file name
- Please ensure you are uploading your complete assignment and all parts
- Your name must not appear anywhere on your coursework or coversheet: only use your candidate code found in your Portico account.

Student Moodle User Information for Coursework Submission

- Turnitin submission points sit within the Moodle site of each individual module and allow you to submit your work.
- The maximum file limit for a Turnitin assignment is 40MB.
- Moodle only submission points, when included in the Moodle site of a module, allow you to submit work too. The maximum file limit for a Moodle assignment is 160MB.
- For coursework you will be instructed to either submit through a Turnitin submission point, Moodle submission point, or both if your text needs to be uploaded separately from your images, charts or tables.
- Beware of your file size being too large, especially for multi-part portfolio submissions. Students are responsible for ensuring that their file sizes comply with the Turnitin and Moodle limits.

Penalties for Late Submissions

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.

Students who submit work late, even by one minute, will be penalised. The regulations are as follows:

- If your work is submitted up to two working days late after the deadline, then a penalty of 10 percentage marks (but no lower than the Pass mark of 50%) will be applied.
• If your work is submitted more than two but less than five working days after the deadline, your work will be capped at the Pass mark of 50%.
• If your work is submitted more than five working days late but before the second week of the third term, i.e. by Friday 26 April 2019, you will be awarded a mark of 0 but will be deemed complete for the assignment.
• Where there are extenuating circumstances that have been recognised by the Board of Examiners, these penalties will not apply until the agreed extension period has been exceeded.
• If coursework is submitted late and is also over length, then the greater of the two penalties will apply.
• Please note; We DO NOT accept computer failure as a valid reason for late submission so please ensure that you submit well in advance of the deadline.

Penalties for Exceeding the Word Count

Writing coherently to length is part of the learning process. UCL has a strict policy on over-length coursework. Students should adhere to the prescribed word counts published by the Department for the module of study. Students are reminded that the given word count is a maximum and anything over this should be avoided.

The following should not be included in the word-count: title page, contents pages, lists of figures and tables, abstract, preface, acknowledgements, bibliography, captions and contents of tables and figures and appendices.

For submitted coursework, where a maximum word count has been specified, the following penalties will apply:

• For work that exceeds a specified maximum length by less than 10%, but more than 15 words, the mark will be reduced by five percentage marks, but the penalised mark will not be reduced below the pass mark, assuming the work merited a Pass.
• For work that exceeds a specified maximum length by 10% or more the mark will be reduced by ten percentage marks, but the penalised mark will not be reduced below the pass mark, assuming the work merited a Pass.

There will be no word count penalty for work that exceeds the specified maximum length by 15 words or less.

Participation and Group Work

Many of the classes are interactive and we encourage students to participate in discussions as this enriches the learning experience for all. A number of the modules require that the students work on group projects outside the scheduled classes. Working effectively in groups and recognising ones strengths and weaknesses in this context is an essential skill.

Oral Presentations

Oral Presentations can be used as part of the formal assessment methods for a module. In the interests of students, UCL expects that oral examinations or presentations will be conducted in a professional and open manner.

the event of a problem being identified by the examiners you may be invited to attend a formal viva voce examination with the External Examiner for that degree also in attendance.

Student Placements

All students have the opportunity to undertake placements. Placements are a type of
supervised fieldwork that act as an integral component of the work for Master’s Degrees. They can act as key research tools and develop many skills for extensive professional applications. Assessments for placements focus on evaluating your competence in a broad range of techniques involved in fieldwork practice. Placements involve a varying amount of learning hours depending on the degree and may be organised as activities at UCL or at another institution.

Placements may be arranged within the period November to January and/or April to June depending on the degree programmes. The nature of the placement is worked out between the student and their Degree Coordinator. Dissertation topics will often (though they are not required to) relate to the focus of the placement. Procedures for selection of placements are outlined in the Degree and Placement Handbooks. It is possible for students to complete placements within their place of work as long as the output of work satisfies the requirements of the placement, and both the employer and UCL are in agreement.

Dissertation

All students are required to complete a dissertation as part of their studies. Students should refer to UCL Qatar Dissertation Handbook and their specific Degree Handbooks for further details.

Dissertation proposal
Following discussion of their area of interest with their Degree Coordinator, a member of staff will be appointed as the student's Dissertation Supervisor. This person will help the student to define the dissertation topic and provide guidance through the main stages of the work. The deadline for this piece of work can be found on the Student & Academic Services Moodle site.

Research Procedures
Students are required to ensure that all research procedures and protocols are in place before conducting any research as part of their course at UCL. Compliance with ethics procedures forms part of the criteria on which work will be assessed and you will be penalised if you fail to follow the correct procedures.

Information about these procedures can be found on the Student Services Moodle Page. Please speak to your Degree Coordinator or Dissertation Supervisor if you are unsure about any of these procedures.

Completing the Dissertation Abroad During the Summer
Students are normally expected to remain in Doha while completing their dissertations during the summer. In exceptional circumstances, however, they may seek permission from the Degree Coordinator to Study Away from UCL. The student should be aware that in such cases, it is their responsibility to ensure that they have adequate access to any research resources and facilities that they will need to complete their work. The student must also be aware and accept that if they choose to leave UCL, they can no longer expect to receive the level of supervision and advice that would be available if they were to stay, and they must ensure that they obtain the supervision they need before they depart.

Dissertation Deadline

Dissertations will be due on Monday 15th July 2019 at 11:59am.

Dissertations must be physically handed in to the Student Services Office, and submitted to Moodle by the same date and time. Please refer to the specific dissertation submission procedures on the relevant Moodle course page.
Consequences of Failure

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. 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.

Reassessment

The Programme Scheme of Award describes the modules which students must complete and pass in order to achieve their degree. Where a student fails to meet these requirements at the first attempt, and there are no Extenuating Circumstances material to that failure, they may be reassessed on one more occasion only, unless they have been awarded a degree, are eligible for the award of a degree, or have been excluded from UCL on the grounds of academic insufficiency or as a result of misconduct. Students who have passed a module are not permitted to resit or repeat that module. If you are eligible for a resit, you will be automatically registered for it on Portico and will be expected to sit any failed exams and submit any failed coursework.

Students who fail in up to 60 taught credits will be required to Resit during the year, and no later than by the end of the Late Summer Assessment Period. Students failing 60 or more credits will be required to Repeat the module(s), with tuition, in the following academic year.

Late Summer Assessment Period: Ends Thursday 5 September 2019.

There are separate provisions for students who fail due to Extenuating Circumstances - the Extenuating Circumstances Panel will determine the nature and timing of the Deferral, which may be offered with or without tuition/ attendance.

Consequences of Failing Your Dissertation

Students who fail a Masters dissertation/research project will normally resit by 31 January. 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.

Capping of Reassessment Marks

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

Studying for Reassessments

Students needing to resit will be assessed on the module content that they were originally taught and assessed in the same format.

Students should discuss resit deadlines with the module coordinator and asked to be enrolled on the Moodle page to access the course resources.

Suspensions of Studies on Grounds of Academic Insufficiency

Faculty Tutors can suspend the studies of students on grounds of academic insufficiency.
as per paragraphs 14.1 and 14.2 of UCL’s Regulations for Management.

Academic insufficiency occurs when a student’s overall attendance and performance, rather than that in a particular module, is deemed to be unsatisfactory, so that it is not viable for the student to continue with their studies for the remainder of the session.

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 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.

Self-Plagiarism

If you have previously written an essay and you use part of that essay for another piece of assessment, you must still cite yourself as the author of the source, and acknowledge where the text has come from.

If an assessment enables you to address your choice of topic or to write your own essay question, then it is against departmental regulations for you to edit a previous assessment and submit that. This is because you cannot be awarded credit for the same assignment assessed more than once.

Use of TurnItIn

UCL uses a sophisticated detection system - TurnItIn - to scan work for evidence of plagiarism in all assessed written work (i.e. those examinable pieces forming part of the final course assessment). This system gives access to billions of sources worldwide, including websites and journals, as well as work previously submitted to the Department, UCL and other universities.

Electronic submission of work to Turnitin via Moodle is done by uploading a file.

Further information:
https://www.ucl.ac.uk/srs/academic-manual/c1/agreements/academic-suspensions

Further information:
http://www.ucl.ac.uk/current-students/guidelines/plagiarism

Further information:
Turnitin submissions will be considered as the definitive ‘date stamp’ for coursework submissions. Your work must be submitted on Turnitin by the specific deadline time so please do not leave your submission to the last minute.

Further information:
- UCL Examination Guide for Candidates
- Library Guide to References, Citations and Avoiding Plagiarism
- Examination Irregularities and Plagiarism procedures
- Students can also seek advice from the UCLU Rights & Advice Centre
Extenuating Circumstances & Reasonable Adjustments

Illness and other Extenuating Circumstances
UCL has an Extenuating Circumstances Policy [https://www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances/principles](https://www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances/principles) which is intended to ensure that students are not unfairly disadvantaged by unexpected circumstances beyond their control which may affect performance in assessment.

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.

Claims must identify the type of mitigation being requested. The student’s request will determine how the claim is considered and processed by UCL but in no way determines the outcome of the EC claim. Students may submit an application for:

- A coursework deadline extension of up to 1 week
- Special Assessment Arrangements
- Other

As a student, you are responsible for making known any circumstances which may affect your performance at assessment in good time for them to be considered by the appropriate body. If not, you will be considered as declaring yourself fit to sit the assessment concerned.

You must notify your own department, using the Extenuating Circumstances (EC) Form found on the UCL Qatar website. You should attach appropriate supporting evidence. All EC forms for UCL Qatar students should be submitted to: studentservices.qatar@ucl.ac.uk

The same form should be used to apply for all forms of mitigation for short-term unexpected circumstances, including short extensions to coursework deadlines of up to one week, special assessment arrangements such as extra time in examinations, or other forms of mitigation, including longer extensions, or deferral of an examination to a later date.

Further Information:
- Extenuating Circumstances Regulations
- Grounds for Extenuating Circumstances
- Extenuating Circumstances Form

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:

Further information:
- Reasonable Adjustments
- Special Examination Arrangements
- Student Disability Services
- Student Psychological Services
- Student Support and Wellbeing
- Support to Study Policy
- UCL Student Mental Health Policy
**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.

**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 – guidance and forms
Special Examination Arrangements – regulations

**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.
Progression, Award and Classification

The UCL Qatar Board of Examiners normally meets within 1-2 months following the conclusion of the degree. At that time students who have completed and passed all elements may be recommended for the award of a Master’s Degree. Results are provisional until they are approved by the UCL Education Committee. For this reason the results you will receive at the end of each module will be provisional. A full transcript with marks achieved will be available via Portico at the end of each year once they are ratified by the UCL Qatar Board of Examiners and approved by the UCL Education Committee.

Information on Condonement

At taught postgraduate level, marks of 40-49% in up to 25% of a student’s taught credits may be condoned. Taught Postgraduate students who meet the Condonement Criteria will meet the Progression and Award Requirements and will not be permitted a further attempt.

Condoned passes are granted at the discretion of Board of Examiners and are not guaranteed.

How will my marks be combined to reach a classification?

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

Exit Awards

Students who have not achieved the required number of credits to be awarded a Master’s degree, but have successfully achieved 60 credits for a PG Certificate, or 120 Credits for a PG Diploma, may be awarded accordingly subject to UCL approval. 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. This programme uses the Masters Progression and Award Requirements in the UCL Academic Manual.

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. External Examiners scrutinise the assessment processes on each programme, helping UCL to ensure that all students have been treated fairly, that academic standards have been upheld and that the qualifications awarded are comparable with similar degrees at other UK universities. Each External Examiner submits an annual report. Faculties and departments are required to reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Staff-Student Consultative Committee, and are scrutinised by faculty, department and institution-level committees. Students can access their External Examiner’s report and departmental response via their Portico account or by contacting Student Services in the first instance or Student and Registry Services directly at examiners@ucl.ac.uk.

Further Information:
Assessment, Progression & Award Regulations
Classification Regulations
Quality Review Regulations
Student Life

Student Immigration

All non-Qatari students attending UCL require sponsorship to live in Qatar. New non-resident international students must work with Student Services to acquire sponsorship from Qatar Foundation. Once a Residency Permit (visa) has been obtained students must abide by Qatar’s immigration rules and polices. When students’ complete their studies their Residency Permit (visa) must be cancelled. UCL cannot allow students to stay on a student visa once their studies are complete. Examples of immigration services you will need:

- Obtaining a Residence Permit
- Renewing a Residence Permit
- Cancelling a Residence Permit
- Obtaining a Letter of No Objection to transfer sponsor
- Acquiring a visa for another country
- Obtaining a driver’s license
- Confirmation of current sponsor

Exit Permit Process

In order to exit Qatar, all students sponsored by Qatar Foundation must:

- Fill out an Exit Permit Request Form seven days prior to each trip. The form is available on the Student Services Moodle page under the Immigration tab: https://moodle-1819.ucl.ac.uk/course/view.php?id=9429
- Exit Permits can only be used for one travel event and is valid for seven days from the time it is processed. If you have not exited the country within seven days then you will need to request a new Exit Permit.
- Make sure your passport is still valid when you re-enter Qatar after you have exited.
- If your Qatar ID expires whilst you are out of the country, your student visa will be cancelled. You will need to enter Qatar on tourist visa (permitted countries only) and then proceed through the entire immigration process again.

Travelling for Leisure or Placements

Students at UCL Qatar tend to travel frequently across the world. This leads to many trips to embassies and ministries for approvals and visas. Students are responsible for investigating the various immigration requirements for other countries they wish to travel to, in relation to their own passports, and acquiring the necessary documents for their travels. The Student & Academic Services Office can assist with Qatar immigration rules. Requests should always be directed to the Student & Academics Services Office for immigration related documents: studentservices.qatar@ucl.ac.uk

Student Academic Representatives

Each year UCL Qatar recruits Academic Representatives who represent your views to UCL.

Academic Representatives:
- Sit on various committees at a programme, faculty and University level
• Act as the voice of students
• Ensure that UCL takes into account the needs of students in its decision making processes. Academic Representatives achieve this through liaising with UCL staff to resolve issues.

Students are normally invited to apply for this role at the start of the academic year and are elected by their fellow students. Elected Academic Representatives will primarily attend the Staff-Student Consultative Committee (SSCC) and Learning and Teaching Committee (LTC) throughout the academic year.

This is an excellent opportunity for students that offers:
• Demonstrable leadership experience
• Communication and negotiation skills
• Professional development opportunities.

More information about UCL student representatives can be found here: http://uclu.org/representation/education/student-academic-representatives-stars

UCL Committees

The Staff-Student Consultative Committee (SSCC) meets once a term to discuss the postgraduate programmes and academic life in the Department. The SSCC provides an opportunity for the Director and teaching staff to discuss potential changes with student representatives and for students to propose changes that can be forwarded to the next Learning and Teaching Committee meetings. This is an important opportunity for students to give feedback on their learning experience and is central to maintaining and improving the quality of education at UCL. It is a very pro-active forum and we take the comments made seriously. There will, of course, be issues that the department has no control over, but we do implement suggestions wherever possible.

The Learning and Teaching Committee meets once a term (or as and when required) to discuss teaching matters and policy in relation to all programmes.

If you have any questions or comments you would like your representative to raise, please let them know in advance of the meetings.

UCL Students Union (London)

Outside of Qatar, as a student you are automatically considered to be a member of the University College London Union (UCLU) which is the Students' Union. UCLU is the students' union at UCL. As the student representative body, it is run by students for students. UCLU is independent of UCL and a registered charity, providing a range of services to support UCL students and help them develop skills and interests while at UCL. UCL students are automatically members of UCLU (but can opt out), and the Union is run by seven full-time student sabbatical officers who are elected by cross-campus ballot each year and take a year out of their studies in order to work for the Union. These officers represent students on various UCL committees and campaign on the issues that matter to students.

For further information on the work of the Students’ Union and the support they can offer, please go to:
UCLU website
Membership information (including how to opt out)
Elections information

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

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 Student Barometer. 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. Each survey usually 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 then shared with staff right across UCL – including President & Provost Michael Arthur.

**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.

**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 Academic Representatives (StARs) 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.

**UCL ChangeMakers**

UCL ChangeMakers encourages students and staff to work in partnership with each other on educational enhancement projects to improve the experiences of students across UCL. UCL ChangeMakers Projects supports students and staff in running projects to improve the learning experience at UCL. Anyone with an idea, or who wants get involved, 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.

**Student Opportunities**

UCL are particularly keen to encourage opportunities for students to interact with one another and expand their extra-curricular experiences. To this end, UCL Qatar runs a Public Lecture Series throughout the year, for which students are encouraged to attend and network. Various other social activities are organised throughout the year, and students are encouraged to provide feedback and suggestions to help improve the student experience.

As a partner of Hamad bin Khalifa University (HBKU) and the numerous universities based at Education City, UCL students are able to participate in campus-wide activities, including sports competitions. For more information about Education City sporting and student activities contact studentservices.qatar@ucl.ac.uk. You may also check the Qatar Foundation Community website to keep track of activities: www.qf.org.qa/community.

**Sports**

There are a number of clubs and sporting teams across Education City that provide students with a sense of belonging, friendship and the opportunity to be active. Although UCL students must dedicate substantial
periods to their academic learning, we hope that students can also make time for the plenty of leisure opportunities available. Whether you like to professionally compete or simply enjoy sporting activities with friends, there are a variety of ways to stay fit and active on campus. Students can try out for sports teams, which compete in a variety of tournaments in Education City organised leagues. Contact the Student Services Office to assist you in finding a sports club: studentservices.qatar@ucl.ac.uk

**Student Events and Activities**

UCL encourages students to get involved in extracurricular activities so that they can interact outside of lectures and develop a sense of community. UCL students within Qatar should take the opportunity to explore interests, learn new skills and network amongst professionals in the same field.

The student body is active and enthusiastic about their life outside the classroom. As such, the Student Services Office acts as the central hub to disseminate information about ongoing events, upcoming trips, seminars and workshops. Students should expect to receive email notifications about these. Upon request students can also receive assistance with organising events and trips for others.

**HBKU Student Centre**

The HBKU Student Centre is situated in the Education City campus. It serves as the hub for both formal and informal interaction amongst students, academics and staff. The building hosts a wide variety of educational, cultural and social activities. Its mission is focused on connecting, engaging, and creating a community within the heart of Education City.

HBKU is striving to deepen the student learning experience and develop a dynamic campus community across traditional institutional boundaries. They provide opportunities for all university students at Education City to reach beyond their university studies and get involved in student clubs, leadership and development, as well as sports and recreation.
Student Support and Advice

UCL is committed to the wellbeing and safety of our students, providing suitable support and guidance to them in times of need. There are many sources of support for students who are having difficulties whether they are academic, emotional, financial or physical.

Students arriving at UCL Qatar need to adapt to significant changes, such as moving to a new country and adjusting to a different culture, separating from family and friends, living alone, establishing a new social network, managing a tight budget, combining academic study with family commitments, and coping with a new environment. For many, these changes are exciting and challenging, however, they can also give rise to anxiety and stress.

We here at UCL Qatar strive to provide a supportive environment to student physical and mental well-being, and create a healthy and caring community. The UCL website has a page dedicated to student well-being: www.ucl.ac.uk/current-students/support. For further information about the local support available to you in Qatar please contact Student Services studentservices.qatar@ucl.ac.uk.

Departmental Graduate Tutor

Each department has a Departmental Graduate Tutor who manages the general academic and pastoral oversight of graduate students in the department. The Graduate Tutor can advise students who are experiencing any difficulties (personal, financial, medical or academic) affecting their studies.

Contact: Professor Robert Carter
Further Details: Academic Manual

Student Progress

Throughout your programme your progress will be monitored and assessed by those responsible for your academic and pastoral
Students will be integrated into the community of cultural heritage researchers at UCL by participation in projects and extracurricular events. The department will also strive to give career advice to prepare students for employment and doctoral research.

**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 taught postgraduate student will be assigned a member of staff who can provide constructive academic and personal development guidance and support. At the start of the year, students will be provided with the name and identity of their personal tutor, the date of their first meeting, and where and when the personal tutor can be found in term time. Students are encouraged to be proactive in engaging with their Personal Tutor, as it is the responsibility of the student to keep in touch. If you wish at any time to see your Personal Tutor, you may contact them via email in the first instance to make an appointment.

Each student in the department is allocated a Personal Tutor and you can view the details of your Personal Tutor in Portico [www.ucl.ac.uk/portico](http://www.ucl.ac.uk/portico). Areas covered may include:

- Academic/attendance
- Accommodation
- Finance/Paid work
- Placement
- Dissertation plans
- Skills profile
- Career development plans (including external activities, volunteering, etc.)
- Any personal issues

You will be asked to complete a progress form during each meeting and this should be returned to Student & Academic Services within seven calendar days.

**Wellbeing and Support Service**

Most personal problems experienced at university can be resolved quickly by talking to a family member, friend or by seeking help from your Personal Tutor or Degree Coordinator. A number of students may experience emotional or psychological difficulties that, without appropriate professional support, are more persistent and inhibit their ability to participate fully in higher education.

If you have an identified or unidentified mental health or/and learning disability or a long term medical condition that may have an impact on your studies at UCL Qatar, please arrange an appointment with our Wellbeing and Support Service.

UCL Qatar employs a qualified and accredited Counsellor, Psychotherapist and Clinical Supervisor, who is responsible for managing the Wellbeing and Support Service. This person has over 20 years’ clinical experience in psychotherapeutic environments, working in both managerial and professional clinical capacities. They have a number of professional qualifications, which are complemented by a Master’s degree in Psychotherapy.

This service is confidential and available to you free of charge. If something is bothering you, reach out immediately; when a problem is addressed in time, it becomes easier to move beyond.

**Mary Allen**  
Email: supervisionma@yahoo.com  
Telephone: 3364865

**Adviser to Women Students**

The UCL Adviser to Women Students is especially concerned with the welfare and social needs of women at UCL. The Adviser is pleased to see any woman student to discuss any problem, be it academic, social or personal; and is available at any time for individual consultations.

The Adviser to Women Students is:
Miss Denise Long (Director, Student Support and Wellbeing), denise.long@ucl.ac.uk.

**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. Please contact: hr.qatar@ucl.ac.uk

**Medical Care and Health Insurance**

All international students should have a supplementary private health insurance coverage, in addition to their Qatar National Health (Hamad) Card. The Student Services Office can provide further information about health insurance coverage upon request.

Below is a list of some of the health services you may need during your time at UCL, along with links to further information:

**Doha Health Resources**

Hamad Medical Corporation  
Off Al Rayyan Road, Opposite Lulu Center, Doha, PO Box 3050  
Tel: +974 4394 4444; Emergency: 999

Al Khor General Hospital  
Al Khor Area, Towards Al Thakira, Doha, PO Box 3050  
Tel: +974 4474 5555

Children's Emergency Center (Al Sadd)

Next to Al Sadd traffic signals, Doha  
Tel: +974 4439 2948, +974 4439 6036;  
Hotline: +974 4439 6061

Al Amal Oncology Hospital  
Rumaillah Hospital Complex, off Al Rayyan Road  
Tel: +974 4474 5555, +974 4439 2049

Rumaillah Hospital  
Al Rumaillah, Off Al Istiolal Street (next to Olympic Village), Doha, PO Box 3050  
Tel: +974 4439 3333

Women's Hospital  
Hamad Medical Corporation, Doha, PO Box 3050  
Tel: +974 4439 6666

Al Ahli Hospital  
Ahmed Bin Ali Street, Doha, PO Box 6401  
Tel: +974 4489 8888 Fax: +974 4489 8989  
Email: info@ahlhospital.com

Al Emadi Hospital  
D Ring Road, opposite Regency Hall, near The Mall, Doha, PO Box 5804  
Tel: +974 4466 6009 Fax: +974 4467 8340  
Email: info@alemadihospital.com.qa

Doha Clinic Hospital  
New Al-Mirqab Street, Fariq Al-Nasr, Doha, PO Box 9958  
Tel: +974 4432 7300; Emergency: +974 4432 7303  
Email: dohaclnk@qatar.net.qa

American Hospital  
Al Muntazah, C-Ring Road, next to Labour Department, Doha, PO Box 22314  
Tel: +974 4442 1999  
Email: ahdoha@qatar.net.ag

**Education City Health Resources**

- Education City Security: In case of a fire, personal safety or security emergency inside Education City dial +974 4454 0999.
- If unable to reach Education Security Control, dial 999
- Georgetown Building Security: Tel: +974 4457 8458

QF Primary Health Center (walk-in);
Regular Hours: Sunday to Thursday: 7:30am - 20:30pm
Friday: Closed
Saturday: 12:00pm - 20:00pm
QF Primary Health Center: +974 4454 1244 and +974 4454 1240

QF Dental Clinic (by appointment);
Regular Hours: Saturday-Thursday 7:30am - 20:30pm
Friday: Closed
Saturday: 12:00pm - 20:00pm
QF Dental Clinic: +974 4454-1244 & +974 4454-1240

Kulud Pharmacy located in the HBKU Student Center
Saturday-Thursday 7:30am – 21:00pm
Friday: Closed
Saturday: 10:00am - 21:00pm
Kulud Pharmacy in Student Center: +974 4037 8029 and +974 4454 6926

QF Nutrition Clinic
Email: nutritionclinic@qf.org.qa
For private consultations regarding your nutritional needs.

Travel Insurance for UCL Purposes

UCL has a travel insurance policy that covers UCL students for off-site UCL business, to cover all eventualities. For example this could be any fieldwork activity, overseas study or academic-related travel. The insurance also covers legal liability for any damage to a third party or their property caused by the student whilst conducting interviews.

More detail about the actual insurance coverage can be found here:

Students are able to arrange their own UCL insurance via an online system:

1. Use the AJG Online Travel Insurance application form: https://travelcert.ajg.com/#/activation

2. To start, enter “University College London” which will appear in the organisation pick list on both the webpages and the app, just start typing “university” or “London” and the name will become visible, the activation code: 850773

3. An app can be downloaded from both the Apple store and Google Play – search for TravelCert.

4. Thereafter all travelers should try to register on the UCL insurers Travel Guard website: https://travelguard.secure.force.com/TravelAssistance/TGPreLoginHomePage?PL=AIG%20UK

Further Information:
Academic and Personal Tutoring
Student Mental Health
Adviser to Women Students
Equality and Diversity
UCL Travel Insurance
UCL Disability Services

UCL 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.

Students with mental health difficulties of a more than temporary nature may benefit from the non-therapeutic support that can be arranged by Student Disability Services. Staff in Student Disability Services can also advise on, and liaise with other staff in the implementation of, appropriate reasonable adjustments to teaching and learning in individual cases.

In line with the Equality Act 2010, UCL makes reasonable adjustments to support disabled students in higher education. Our particular aim is to support students, as far as possible, to study independently during their time at UCL.

Further Information:
UCL Disability Services
UCL Student Disability Policy
Student Grievances, Bullying & 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 Tutor or Student Academic Representative if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the UCLU Rights and 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.

UCL Student Mediator
The UCL Student Mediator is responsible for advising and assisting UCL students with the resolution of complaints, involving staff or other students or services of UCL which the student has been unable to resolve through informal means.

The Student Mediator will seek to achieve a resolution between the parties in dispute. The Student Mediator will not direct decision making but will enable both parties to put forward their views and facilitate a mutually agreed solution. For more information please refer to: www.ucl.ac.uk/student-mediator

Policy on Harassment and Bullying

UCL has a firm commitment to equality and diversity and will not tolerate the harassment or bullying of one member of its community by another or others. The policy outlines procedures to be followed if a student feels they are being harassed or bullied during their period of study at UCL.

https://www.ucl.ac.uk/current-students/guidelines/harassment-bullying

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 Dorm Hall Warden (Community Development Advisors), the trained staff in the UCLU Rights & Advice Centre, or the UCL Student Mediator.

Information can also be found on the Zero Tolerance to Sexual Harassment page on the UCL website.

This is guidance sets out how the UCL Complaints Procedure works, and what you can do if you think you have a complaint against UCL; http://uclu.org/guide-to-student-complaints-procedure
Mastering Your Master’s

Support with Academic Writing

UCL Qatar students can receive support with academic writing from our dedicated tutor. Mr Jonathan Weldon is available for appointments on Tuesdays (4-7pm) and Wednesdays (4-6pm) in Room 2B07. Students wishing to book an appointment should email studentservices.qatar@ucl.ac.uk to confirm their slot.

Careers Support

Your Degree Coordinators will be able to provide careers advice, which is supplemented by remote support from the UCL Careers Service in London.

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

MyPortfolio

MyPortfolio is personal learning platform that includes a blogging tool, CV builder and social networking system. This facilitates UCL students and staff in creating online communities via groups.

Workload/Time Management

Students need to be able to prioritise tasks and commitments to achieve optimum results in a designated timeframe:

Further support:

Transition Programme Study Skills
UCL produces helpsheets to aid students in managing their time effectively.

- Time Management (29KB)
- Time Wasters (27KB)
- Timetable (107KB)

Palgrave's Skills4Study Campus: Time Management
This module looks at how to plan and prioritise your time and also introduces you to some good time management techniques. Please click ‘login’ in the top right-hand corner and then select ‘Institutional Login’ to access this module with your UCL credentials.

Time Management Advice
This interactive website, produced by the University of Leeds library, offers advice, practical systems for managing time and tools for organising your workload. Well worth a visit.

How to Request a Reference

It is UCL policy to provide references, where practicable, in respect of its current or past students. Please take the following steps to request a reference:

- Email your Degree Coordinator/Module Tutor/Personal Tutor to request permission for his/her name to be given as a referee.
- Supply them with supporting information about yourself, if required.
- Give them your full name and Student ID number.
- Be sure to tell them the deadline and the (email or physical) address to which the reference must be sent.
- Give them time to write the letter (5 working days)

Further Information:
UCL Careers
MyPortfolio
Finance

Tuition Fees

UCL's tuition fees are set annually and cover registration, tuition and supervision for each academic year, or part of the academic year that you are enrolled. Invoices for tuition fees are provided to students within the first week of each term in which students are enrolled. All students are expected to submit the financial undertaking form during induction week. The financial undertaking form is a declaration by the student on assuming full responsibility for tuition fees and states the method of fee settlement - either self-funding, scholarship or organisational sponsorship.

Tuition Fee Payment

Students on full-time one-year programmes may choose between the following payment options:

• Full tuition fees paid at the beginning of the academic year (deadline Thursday 27th September 2018).

• 50% of tuition fees paid at the beginning of the academic year (deadline 27th September 2018) and 50% payable at the start of the second term (Thursday 10th January 2019).

Students on part-time two-year programmes may choose one of the above options. Alternatively, tuition fee payments may be split between four equal instalments, the first two being due on Thursday 27th September 2018 and Thursday 10th January 2019. The two remaining payments will be due at the start of the first and second terms in the 2019-20 academic year (dates TBC).

How To Pay

Students can pay by either bank transfer or cheque, payable to 'University College London'. All payments must be made in Qatari Riyals. Bank transfer information can be obtained from UCL Qatar Student Finance: finance.qatar@ucl.ac.uk. UCL Qatar is unable to accept payment by credit card.

Sponsored Students (e.g. Qatar Museums, Qatar National Library)

Students sponsored by employers such as Qatar Museums and Qatar National Library, or government ministries, are expected to provide a financial guarantee letter from their sponsor on or before Thursday 27 September 2018 in the year they are enrolling. The letter should state that your employer intends to fund the full tuition fee for the duration of your programme of study at UCL. If a student does not provide this letter they will be personally responsible for tuition payments until the sponsorship letter can be produced.

Late Payment

Students enrolling at the start of an academic year, who fail to pay either the full tuition fees or first instalment by the end of the first week of the first term (Thursday 27th September 2018) will be Time Limited Enrolled until Thursday 11th October 2018. If the fees are not paid within this period all appropriate sanctions will be applied to the student. If a student defaults on any instalment deadline, the student is provided a one week grace period to settle the payment.

Students are required to settle their fee account promptly. If a student is unable to pay they must consult the Student Services Team at the earliest opportunity. Extensions or revised payment plans may be granted in exceptional circumstances. If a student fails to pay without having been granted an extension, the student is liable to have sanctions applied to deny access to specific services and facilities. Continued non-payment may result in the suspension of their UCL registration resulting in exclusion from attending classes and using all UCL facilities. Student visas may also be liable to cancellation. Reinstatement after suspension is not normally permitted during the session in which a student is suspended.

Please contact UCL Qatar Student Finance for further information on these payment plans: finance.qatar@ucl.ac.uk.
**Fee Withdrawal Policy**

Students will have a one week grace period from the payment due date within which, if they are to withdraw from their studies at UCL, they would not incur a fee. Any student with an official withdrawal or interruption date after 30th September 2018 within the first term will be charged 25% of the full course fee due. Students withdrawing or interrupting after the start of the second term, Sunday 6th January 2019, will be charged 50% of the full course tuition fee. Students withdrawing or interrupting after Sunday 31st March 2019 will be charged 100% of the course fees. Financial penalties for withdrawing do not apply to students who are in receipt of full-scholarships from UCL Qatar.

Students withdrawing who are under sponsorship and visa status of Qatar Foundation will lose their student status and their residency permit will be cancelled with immediate effect. Confirmation of a student’s withdrawal will also warrant immediate vacation from student accommodation.

**UCL Funding Sources**

If you are in need of advice on financial support, please contact the Student Services Office. Student Hardship Funds and bursaries are available to help students who have made realistic provisions to fund their studies but have experienced unforeseen financial hardship.

Placement funds are also available to help students go on worthwhile fieldwork opportunities across the world. If you wish to apply for such funds please contact the Student & Academic Services Office.

Additionally, as a UCL Qatar student you may create opportunities, such as field-trips, gatherings, shows, exhibitions and events, which allow you and others to further enhance, showcase or apply knowledge and skills learned during the academic year. UCL Qatar may, on a limited basis, be able to offer financial assistance to students who can organise and lead events that will contribute to individual development.
Graduation Proceedings

Everyone who receives a degree from UCL is eligible to attend a graduation ceremony. Your graduation ceremony will be a celebration of your achievement. It is a time to get together with family, friends and colleagues to acknowledge your success before moving on to the next phase of your career. UCL Qatar conducts a graduation ceremony in May of the following year.

Degree certificates and an official transcript detailing examinations taken and results achieved are likely to be available around the same time as your graduation ceremony. You do not need to attend a ceremony to receive your certificate. Prior to receiving your official documents, UCL Qatar can provide you with a provisional transcript for activities such as future course and job applications.

Education City Convocation

As part of the graduation events, students will be invited to attend the Education City Convocation Ceremony alongside graduate students from all of Education City’s university departments. Invited dignitaries, staff and academics, deans of the partner universities, friends and families are all in attendance.

UCL Alumni Community

The UCL Alumni Online Community is a global network of more than 200,000 former students of UCL. Alumni can take advantage of a wide range of benefits, services and discounts – 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 service. The UCL Alumni Online Community also posts information about events and reunions happening around the world and other ways to get involved, including the UCL Connect professional development series.

Further Information:
UCL Alumni