Undergraduate Handbook

General Information

2019-2020

Department of Geography

University College London
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1 Welcome to UCL

1.1 Provost’s Welcome

Dear students

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

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

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

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

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

Professor Michael Arthur
UCL President and Provost
2 Introduction to the department and parent faculty

2.1 Introduction to the department and its history

The UCL Department of Geography is of historical significance for the discipline of geography, having had Captain Alexander Maconochie, Secretary to the Royal Geographical Society, appointed as its first professor in 1833. Since then the department has undergone many changes and been located in many locations across the UCL campus.

Although currently located on a split site, 26 Bedford Way and the Pearson Building, the department is a cohesive unit with academics working across fields to ensure that students obtain the best experience and education possible. The department is a vibrant, social and open-minded place and regular staff-student events, especially those organised by the UCL Geographical Society (GeogSoc), maintain an informal and fun atmosphere that encourages a culture of fun and mutual geographical discovery.

2.2 Explanation of the relationship between department and faculty

The department is part of the Faculty of Social and Historical Sciences, one of UCL’s 11 Faculties.

The Faculty of Social and Historical Sciences is a large and vibrant community of academics and students working across eight academic departments. The work of the Faculty ranges across the social sciences, humanities and sciences, and cuts across traditional disciplinary boundaries. Its academics are opening up new areas of study and they are deepening knowledge about issues that have long been on research agendas.

The Faculty’s academic and administrative management is aligned with that of the Faculty of Arts and Humanities and the School of Slavonic and East European Studies. The close collaboration between these areas creates a vibrant interdisciplinary culture, providing students with a vast range of opportunities to enrich their academic experience at UCL.

Most issues concerning your studies will be dealt with by your department in the first instance, but some matters, particularly those affecting your registration as a student such as a change of programme or an interruption of study may need to be referred to the Faculty Office for approval. The Faculty Tutor oversees all learning and teaching matters as well as student care issues for taught programmes in the Faculty. The Faculty Graduate Tutor oversees research degree programmes.

2.3 Key staff members within the department and faculty

<table>
<thead>
<tr>
<th>Head of Department</th>
<th>Professor Andrew Barry</th>
<th><a href="mailto:a.barry@ucl.ac.uk">a.barry@ucl.ac.uk</a></th>
<th>Responsible for overall governance of the department and represents the department to the faculty and college.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Head of Department</td>
<td>Dr Sam Randalls</td>
<td><a href="mailto:s.randalls@ucl.ac.uk">s.randalls@ucl.ac.uk</a></td>
<td>Responsible for planning the teaching programme in Geography and Chairing the Departmental Teaching Committee.</td>
</tr>
<tr>
<td>Departmental Tutor</td>
<td>Dr Tatiana Thieme</td>
<td><a href="mailto:t.thieme@ucl.ac.uk">t.thieme@ucl.ac.uk</a></td>
<td>Room 110, 26 Bedford Way</td>
</tr>
</tbody>
</table>
Faculty Tutor: Dr Arne Hofmann
Deputy Faculty Tutor: Ashley Doolan
Faculty Head of Student Casework: Claire Hartill
Faculty Quality Assurance and Governance Officer: TBD
Faculty Student Administrator: Celia MacDougall
To contact any of the above please email ah-shs-faculty@ucl.ac.uk.

3 Departmental staff related to the programme

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

In Geography, the Deputy Head of Department, Dr Sam Randalls, is the programme leader, he is responsible for co-ordinating the Geography programmes and a module convenor is responsible for co-ordinating each individual module and answering specific questions about the content/assessment of the module. Some modules may have more than one academic teaching on them, the module convenor is usually the first person listed under teaching
staff for a module. Please see module information page on geography webpage for the relevant person to contact if you have a query about a module: https://www.geog.ucl.ac.uk/study/undergraduate/current-students/modules

4 Key Dates, Contact and Location

4.1 Term dates, exam/assessment period, core activities

4.1.1 UCL term dates: 2019-20

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Term</td>
<td>Monday 23 September 2019 – Friday 13 December 2019</td>
</tr>
<tr>
<td>Second Term</td>
<td>Monday 13 January 2020 – Friday 27 March 2020</td>
</tr>
<tr>
<td>Third Term</td>
<td>Monday 27 April 2020 – Friday 12 June 2020</td>
</tr>
</tbody>
</table>

Reading Weeks are the weeks beginning Monday 04 November 2019 and Monday 17 February 2020.

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas College Closure</td>
<td>Close 5.30pm Friday 20 December 2019</td>
</tr>
<tr>
<td></td>
<td>Open 9.00am Thursday 02 January 2020</td>
</tr>
<tr>
<td>Easter College Closure</td>
<td>Close 5.30pm Wednesday 8 April 2020</td>
</tr>
<tr>
<td></td>
<td>Open 9.00am Wednesday 15 April 2020</td>
</tr>
<tr>
<td>Bank Holidays</td>
<td>Closed - Friday 08 May 2020</td>
</tr>
<tr>
<td></td>
<td>Closed - Monday 25 May 2020</td>
</tr>
<tr>
<td></td>
<td>Closed - Monday 31 August 2020</td>
</tr>
</tbody>
</table>

Further information:


4.1.2 UCL examination periods 2019-20

Examination Period: To be confirmed

Late Summer Assessment Period: To be confirmed

4.2 Faculty level events:

Inaugural Lectures

A series of free evening lectures, delivered by recently promoted professors across the arts, humanities and social sciences, runs from November to June.

IAS Events

The Institute of Advanced Studies (IAS) harnesses UCL’s extensive expertise across the humanities and social sciences to investigate received wisdom and to address the most urgent ethical and intellectual challenges of today. It is a research-based community, comprising colleagues and doctoral students from across UCL, as well as visiting fellows and research collaborators from the UK and around the world.

Based in the Wilkins Building, the IAS runs a vast and varied range of conferences, talks and seminars throughout the year. See what’s on at www.ucl.ac.uk/institute-of-advanced-studies.
**Festival of Culture**

UCL’s Festival of Culture takes place in term three. It is an exciting, week-long showcase and celebration of the quality, diversity and relevance of scholarship across UCL’s Faculties of Arts and Humanities and Social and Historical Sciences. Find out more at [www.ucl.ac.uk/festival-of-culture](http://www.ucl.ac.uk/festival-of-culture).

### 4.3 Departmental and UCL communications

The department and UCL will communicate with students via:

- **UCL student email** ([http://www.ucl.ac.uk/isd/services/email-calendar](http://www.ucl.ac.uk/isd/services/email-calendar)) – Students should check their UCL email regularly;
- **UCL Moodle** ([https://moodle.ucl.ac.uk/](https://moodle.ucl.ac.uk/)) – UCL's online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources;
- **myUCL** ([http://www.ucl.ac.uk/news/student/what-is-myuc](http://www.ucl.ac.uk/news/student/what-is-myuc)) – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
- **UCL Instagram** ([https://www.instagram.com/ucl/](https://www.instagram.com/ucl/)) – UCL’s official Instagram channel, featuring news, events, competitions and images from across the UCL community.
- **@ucl Twitter channel** – Sharing highlights of life at UCL from across UCL’s diverse community.
  - **@uclego** Twitter channel; **Instagram** and **UCL Geography Facebook page** – Sharing news of the department to the larger community of geography.

While contracts will vary, UCL’s core working hours are Monday to Friday, 10.00 am to 4.00 pm. You should not expect academic and administrative staff to be available, check e-mail, and/or to respond to non-emergency requests outside these hours. For out-of-hours welfare support, please see [www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support](http://www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support).

### 4.4 Academic Support and Feedback Hours (formerly Office hours) and contact with academic staff

All members of staff will have three Academic Support and Feedback hours each week during term time (excluding reading week) when you can be sure they will be available to speak to you and answer questions about courses without need for an appointment. These Academic Support and Feedback hours will be posted on staff doors and on the Geography website at: [https://www.geog.ucl.ac.uk/study/undergraduate/current-students/academic-support-and-feedback-hours](https://www.geog.ucl.ac.uk/study/undergraduate/current-students/academic-support-and-feedback-hours). In the event of unavoidable changes to these times staff will post notices either on their door, Moodle, or the website.

Talking to staff is an important part of your course and you will find members of academic staff happy to discuss your ideas, reading lists, and assignments.

The **Departmental Tutor**, Dr Tatiana Thieme, will be available to see students for three hours each week (with the exception of Reading Weeks) during term time.

- **Appointments** can be booked on: **Fridays 14:00 – 15:00**
- **Drop in session**: **Tuesdays 14:00 – 15:00**

To book an appointment with Tatiana contact [geog.office@ucl.ac.uk](mailto:geog.office@ucl.ac.uk).

The **Joint Degree Tutor**, Dr Amy Horton, will also be available to see Geography and Economics students. For confirmation of her hours contact [geog.office@ucl.ac.uk](mailto:geog.office@ucl.ac.uk) or check the Departmental website.

The Departmental office situated in G13 in the Pearson building is open 10:00-12:00 and 14:00-16:00 Monday-Friday.
4.5 Staff and department location

The location of specific Academic and Support Staff in Geography can be found on the Geography website, http://www.geog.ucl.ac.uk/ and on the following maps:
5 Hours of Study

5.1 Hours of study

Students undertaking Geography degrees are expected to attend all lectures, seminars, practicals, and tutorials offered in connection with each module they are taking. Students are expected to attend all classes on their timetable and associated field classes as a requirement of ‘satisfactory attendance’. Students are expected to spend about 40 hours per week studying (including time spent in lectures and classes, private reading and writing essays).

5.2 Personal study time

Note that attendance does not mean mere physical presence. It means doing the required reading and thinking for all the topics being considered. Students are expected to arrange their own personal study time, seeking advice from personal and course tutors where appropriate. It is important for students to realise that reading should not be restricted to topics purely linked to coursework. For each module a full reading list will be produced which should guide inquiry. Each instructor has advertised Academic Support and Feedback hours, please see the Department of Geography website for details: https://www.geog.ucl.ac.uk/study/undergraduate/current-students/academic-support-and-feedback-hours

5.3 Attendance requirements

Attendance requirements

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

Further information:

- https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence
- https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework

Absence from assessment

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

Further information:

- https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes#

Tier 4 students: Absence from teaching and learning activities

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

Further information:

- https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence
- https://www.ucl.ac.uk/students/immigration-and-visas
6 Our expectations of students

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

Further information:

- UCL Student Code of Conduct
  (https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)
- UCL Policy on Harassment and Bullying
  (https://www.ucl.ac.uk/students/policies/conduct/harassment-and-bullying-policy)
- UCL Code of Practice on Freedom of Speech
- Religion and Belief Equality Policy for Students
  (https://www.ucl.ac.uk/students/policies/equality/religion)
- UCL Disciplinary Procedure
  (https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)

7 Programme Structure

7.1 Aims and objectives of Geography degrees

The general aims of all Geography degree programmes are set out below:

- To develop each student's intellectual skills of reasoning, analysis and critical thought through the application of geographical knowledge and methods; and to advance his/her investigative skills in the analysis of complex human and physical geographical problems;
- To help each student develop the means to communicate orally, in writing, and numerically in a clear, concise and effective way;
- To help each student develop a range of transferable skills such as: time management and effective work strategies to meet deadlines, and to acquire library, fieldwork and laboratory research skills that allow the production of original pieces of work;
- To encourage appreciation of the interdisciplinary nature of geographical education by providing students with a coherent set of course choices that demonstrate an explicit sense of intellectual progression over three years, ensuring that students graduate from a degree course best suited to their interests and career aspirations as: skilled social scientists — able to move into research or management positions in private and public sector organisations; or skilled environmental scientists — with career paths directed towards environmental research, specialist positions in environmental policy, or management positions in private and public sector organisations; or well-rounded graduates in the 'liberal arts' tradition — who will leave with a comprehensive understanding of the nature of geography and its methods, and who are able to enter a wide range of employment.
7.2  **Degree structures**

All students will take 120 credits per year made up of compulsory, elective and ancillary courses. Modules are subject to change. Any changes will be displayed on the Department’s website.

7.2.1  **BA/BSc Geography**

**First Year Undergraduates:**

**Compulsory courses:**

- GEOG0151  Thinking Geographically I (15 credits)
- GEOG0012  Thinking Geographically II (15 credits)
- GEOG0013  Geography in the Field I (15 credits)
- GEOG0014  Geography in the Field II (15 credits)

Students can take a minimum of 45 available credits and a maximum of 60 available credits from:

- GEOG0005  Earth: an Integrated System (15 credits)
- GEOG0007  Human Ecology: Geographical Perspectives (15 credits)
- GEOG0008  Environmental Change (15 credits)
- GEOG0015  Global Events (15 credits)
- GEOG0150  Space and Society (15 credits)

**Second Year Undergraduates:**

**Compulsory courses:**

- GEOG0016  The Practice of Geography (15 credits)

Students can choose to take GEOG0018 Methods in Human Geography (15 credits) plus six 15 credit modules from second year Geography modules or five 15 credit Geography modules and one 15 credit ancillary module from outside the Department.

If a student does not take GEOG0018 they must take at least four 15 credit Physical Geography modules, plus four 15 credit Geography modules, or three 15 credit Geography modules and one 15 credit ancillary module from outside the Department. Physical Geography modules available are:

- GEOG0017  Physical Geography Field Research (15 credits)
- GEOG0019  Geomorphology (15 credits)
- GEOG0020  Ecological Patterns and Processes (15 credits)
- GEOG0021  Reconstructing Past Environments (15 credits)
- GEOG0026  Surface and Groundwater Hydrology (15 credits)
- GEOG0027  Environmental Remote Sensing (15 credits)
- GEOG0031  Statistics for Environmental Geographers (15 credits)
If a student wishes to take a 15-credit module outside of the Geography Department the module must be a Year Two (or level 5) course or a Year Three (or level 6) course. A Year One (or level 4) equivalent course would be inappropriate for a student at Year Two level. For further details on ancillary modules please see the UCL Module Catalogue: https://www.ucl.ac.uk/module-catalogue/?collection=drupal-module-catalogue&facetsort=alpha&num_ranks=20&daat=10000&sort=title

Third Year Undergraduates:

Compulsory course:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG0037</td>
<td>Dissertation</td>
<td>(45 credits)</td>
</tr>
</tbody>
</table>

Plus 75 credits from all Geography year three modules or 60 credits from all Geography third year modules and 15 credits from all Year Three modules from across UCL departments.

If a student wishes to take a 15-credit module outside Geography as an ancillary module the module must be a third year (or level 6) module. It would be inappropriate to choose a Year One or Year Two equivalent module at this stage of your studies. For further details on ancillary modules please see the UCL Module Catalogue: https://www.ucl.ac.uk/module-catalogue/?collection=drupal-module-catalogue&facetsort=alpha&num_ranks=20&daat=10000&sort=title

Students going on the Study Abroad term must register for 30 credits from Geography in term two or a 15-credit from Geography and 15-credit ancillary module from outside the Department. Study Abroad modules count for 45 credits.

7.2.2 BA/BSc Geography (International)

Students starting this programme FROM 2018/19 will complete the first two years as above. Students who fail to achieve a year one average of 60% or above in 105 credits, including Thinking Geographically I and Thinking Geographically II, will be transferred to the three year programme without a year abroad.

Students who started the 4 year programme in 2016/17 are subject to the following rules: Students taking the four year International programme must achieve an average of 60% or above in 105 credits of their first year modules including GEOG1006 and GEOG1008 in order to continue into Year Two of the degree. Failure to achieve this will result in having to transfer to the three-year degree programme without a year abroad.

During the second year students will take STA06001 in addition to their other courses in preparation for their time abroad. This is a compulsory course that does not carry any credit.

During the third year students will be undertaking their study abroad as well as completing:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG0068</td>
<td>Study Abroad Year Dissertation Report</td>
<td>(15 credits)</td>
</tr>
<tr>
<td>GEOG0069</td>
<td>BA/BSc Geography (International): Study Abroad</td>
<td>(105 credits)</td>
</tr>
</tbody>
</table>

Final Year Undergraduates:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG0037</td>
<td>Dissertation</td>
<td>(45 credits)</td>
</tr>
</tbody>
</table>

Plus 75 available credits from all Geography Year Three modules, or 60 available credits from all Geography Year Three modules and a 15-credit module from all Year Three (or level 6) modules from across UCL.

If a student wishes to take a 15-credit module outside of the Geography Department the module must be a Year Three (or level 6) course. A Year One (level 4) or Year Two (level 5) equivalent course would be inappropriate for a student in Year Four.
7.2.3 BA Geography with Quantitative Methods

First Year Undergraduates:

Compulsory courses:

- POLS0007 Principles of Social Science Research (15 credits)
- POLS0008 Introduction to Quantitative Research Methods (15 credits)
- GEOG0151 Thinking Geographically I (15 credits)
- GEOG0012 Thinking Geographically II (15 credits)
- GEOG0013 Geography in the Field I (15 credits)
- GEOG0014 Geography in the Field II (15 credits)

Students take a minimum of 15 credits and a maximum of 30 credits from:

- GEOG0007 Human Ecology: Geographical Perspectives (15 credits)
- GEOG0015 Global Events (15 credits)
- GEOG0150 Space and Society (15 credits)

Students can take a maximum of 15 credits from outside the Geography Department; consult the course convenor, Prof James Cheshire (j.cheshire@ucl.ac.uk) for details.

Second Year Undergraduates:

Compulsory courses:

- GEOG0016 The Practice of Geography (15 credits)
- GEOG0030 Geocomputation (15 credits)
- POLS0010 Data Analysis (30 credits)

Students take a minimum of 45 available credits and a maximum of 60 available credits from:

- GEOG0022 Environment and Society (15 credits)
- GEOG0023 Economic Geography (15 credits)
- GEOG0024 Development Geography (15 credits)
- GEOG0025 Political Geography and Geopolitics (15 credits)
- GEOG0028 Urban Geography (15 credits)
- GEOG0029 Cultural and Historical Geography (15 credits)

Students can take a maximum of 15 credits from approved Political Science or Population Health elective modules. Elective choices are subject to sufficient places being available and registration cannot be guaranteed. Interested students should enquire and apply early if they are interested in modules from these departments.

Third Year Undergraduates:

Compulsory course:

- GEOG0037 Dissertation (45 credits)
- POLS0012 Causal Analysis in Data Science (15 credits)
- POLS0013 Advanced Topics in Data Science (15 credits)
Students choose a minimum of 30 credits and a maximum of 45 credits from all 3rd year Geography modules available. Students can take a maximum of 15 credits from outside the Geography Department; please consult the course convenor, Prof James Cheshire (j.cheshire@ucl.ac.uk) for details and approval of your choice. Please note it must be a level 6 (year 3) module.

7.2.4 BSc Environmental Geography

Please note that this course is no longer running, and so there is no longer a first-or second year undergraduate course structure. The remaining years are still in place for students already on the course.

Second Year Undergraduates:

Third Year Undergraduates:

Compulsory course

GEOG0037 Dissertation (45 credits)

Plus take 75 available credits from all Geography year three modules.

Alternatively, students can take 60 available credits from all Geography year three modules and 15 credits from all Year three (or level 6) modules from across UCL.

If a student wishes to take a 15-credit module outside of the Geography Department the module must be a third year (or advanced) level module. It would be inappropriate to choose a year one or year two equivalent module at this stage of the programme.

Students going on the Study Abroad programme for one term must register for 30 credits from Geography in term two or 15 credits from Geography and a 15-credit ancillary module from outside the Department. Study Abroad modules count for 45 credits.

7.2.5 BSc (Econ) Economics and Geography

This combined-studies degree programme is taught in conjunction with the Department of Economics. The teaching in Geography for this degree emphasises economic, social, urban, political and applied geography. Students wanting to keep their options open with respect to graduate study in Economics should choose their options carefully and in consultation with their Economics Personal Tutor.

First Year Undergraduates:

Four units must be taken: 60 credits in Economics and 60 credits in Geography.

Economics:

Compulsory courses:

ECON0002 Economics (30 credits)
ECON0006 Introduction to Mathematics for Economics (15 credits)

Plus one from the following optional courses:

ECON0005 Statistical Methods in Economics (15 credits)
ECON0007 The World Economy (15 credits)
ECON0008 History of Economic Thought (15 credits)
ECON0009 Introduction to Economic Thinking (15 credits)

N.B. ECON 0005 should be taken in the first year if ECON0004: Applied Economics is to be taken in the second or third year.
Geography:

Compulsory courses:

GEOG0151 Thinking Geographically I (15 credits)
GEOG0012 Thinking Geographically II (15 credits)

Plus two of the following optional courses:

GEOG0013 Geography in the Field I (15 credits)
GEOG0014 Geography in the Field II (15 credits)
GEOG0005 Earth: An Integrated System (15 credits)
GEOG0007 Human Ecology: Geographical Perspectives (15 credits)
GEOG0008 Environmental Change (15 credits)
GEOG0015 Global Events (15 credits)
GEOG0150 Space and Society (15 credits)

Second Year Undergraduates:

120 credits must be taken in the second year: normally 60 in Economics and 60 in Geography. Students must ensure that they undertake a minimum of 90 Geography and 90 Economics credits across Years Two and Three.

Economics:

Compulsory courses

ECON0013 Microeconomics (30 credits)
ECON0016 Macroeconomic Theory and Policy (30 credits)

Students can choose a maximum of 15 credits from all Economics modules.

Geography:

Students take a minimum of 45 credits and a maximum of 60 credits from all Geography Year Two modules.

Normally, students will not take a dissertation in their final year but exceptions may be made if a reasonable case is put forward in writing to the Geography joint degree tutor by the end of the first week of the second year. Students wishing to write a 45-credit final-year dissertation must take GEOG0016: The Practice of Geography and GEOG0018: Methods in Human Geography in the second year, plus two other 15-credit options from the second year Geography options.

Third Year Undergraduates:

Four units must be taken, bearing in mind that students must take a minimum of 90 Geography credits and 90 Economics credits across Years Two and Three.

Economics:

At least 30 credits and not more than 90 credits can be selected from any of the second/third year modules in Economics, see the Economics website (http://www.ucl.ac.uk/economics/study/undergraduate/module-list). ECON0019: Quantitative Economics and Econometrics may also be taken if ECON0004: Applied Economics was taken in the second year.

Geography:

At least 30 credits and not more than 90 credits must be chosen from all final year Geography options.

Given that this is a combined-studies degree and students are expected to reach a certain level of competence in both Economics and Geography, it is not normally permitted to take any module outside the disciplines of
Economics and Geography, however, if students wish to take one 15 credit ancillary module they must get approval from the joint degree tutor, each case will be considered on a case by case basis. Interested students should email the details of the course, including the module code, and a brief explanation as to why this module is relevant to their degree, to geog.office@ucl.ac.uk by the end of term three in the preceding year. The module must be a third year (or level 6) module. It would be inappropriate to choose a year one or year two equivalent module at this stage of the programme.

7.3 Study abroad options

7.3.1 BA/BSc Students Study Abroad Term

Students on the three-year BA/BSc programme may apply to spend the first term of year three on an international study abroad term. To be eligible for a term abroad, students must average 60 per cent in 105 credits of their 120 credits of first year modules including GEOG1006 and GEOG1008 for students who started before 2018-19; for students starting in 2018-19 they must average 60% in 6 of their 8 modules taken. Details of the process of applying for a term abroad will be provided at the start of term 1 in the second year of study. The deadline for applying for applications is in November of the second year and students are usually informed about the allocation of exchange places at the end of January.

Application for exchange places is competitive, with selection for popular exchanges based on academic merit and the quality of the student’s exchange application. The list of exchanges varies from year to year depending on the renewal of existing exchanges and the establishment of new ones.

The modules taken during the term abroad will be treated as the equivalent of 45 final year UCL credits. Grades will be translated by UCL.

- Further details: Go Abroad https://www.ucl.ac.uk/students/go-abroad

7.3.2 BA/BSc International Study Abroad Year

All BA/BSc International students spend the third year of their degree programme on a study abroad program. Study abroad year students must complete a full-time load of modules to progress into the final degree year.

Whilst abroad, students must also complete GEOG0158 Study Abroad Year Dissertation Report. This is a report on the progress of dissertation projects and is due at the start of May during the study abroad year. The purpose of the Study Abroad Year Dissertation Report is to ensure that students make progress on their final year dissertations whilst on their study abroad year. GEOG0158 does not contribute to a student’s final degree classification.

Students on the international programme are not eligible for a study abroad term in their final year.

If a student is unable for reasons of safety or significant discrimination to go to the country they are expected to go to for the year abroad, the department will endeavour to find an alternative placement (in a different country) wherever possible. Where this does not prove possible, arrangements for transfer to an equivalent three-year programme (without a year abroad) will be made.

7.3.3 Transferring onto the BA/BSc International Programme

Students on the three-year BA/BSc programme may, with the agreement of both the Undergraduate and International Degree Tutors, transfer onto the International Program. Any application for a transfer must be lodged by the second week of term 1, year 2.
### 7.3.4 UCL and Faculty Exchanges Available to BA/BSc term abroad students*: (*current listings are provisional and subject to change)

<table>
<thead>
<tr>
<th>University</th>
<th>Country</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lund University</td>
<td>Sweden</td>
<td>English</td>
</tr>
<tr>
<td>Universitat Wien</td>
<td>Austria</td>
<td>Check with tutor</td>
</tr>
<tr>
<td>Université Paris Diderot</td>
<td>France</td>
<td>French</td>
</tr>
<tr>
<td>Freie Universität Berlin</td>
<td>Germany</td>
<td>German</td>
</tr>
<tr>
<td>Rheinische Friedrich-Wilhelms-Universität, Bonn</td>
<td>Germany</td>
<td>German</td>
</tr>
<tr>
<td>Universidad Autonoma de Madrid</td>
<td>Spain</td>
<td>Spanish</td>
</tr>
<tr>
<td>Universidad de Sevilla</td>
<td>Spain</td>
<td>Spanish</td>
</tr>
<tr>
<td>Universitat de Barcelona</td>
<td>Spain</td>
<td>Spanish</td>
</tr>
<tr>
<td>Universität Potsdam</td>
<td>Germany</td>
<td>German</td>
</tr>
<tr>
<td>Université de Paris-Sorbonne (Paris IV)</td>
<td>France</td>
<td>French</td>
</tr>
<tr>
<td>University of Amsterdam</td>
<td>The Netherlands</td>
<td>English</td>
</tr>
<tr>
<td>University of Utrecht</td>
<td>The Netherlands</td>
<td>English</td>
</tr>
<tr>
<td>National University of Singapore</td>
<td>Singapore</td>
<td>English</td>
</tr>
<tr>
<td>Université du Québec à Montréal</td>
<td>Canada</td>
<td>French</td>
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<tr>
<td>University of Adelaide</td>
<td>Australia</td>
<td>English</td>
</tr>
<tr>
<td>University of Auckland</td>
<td>New Zealand</td>
<td>English</td>
</tr>
<tr>
<td>University of Sydney</td>
<td>Australia</td>
<td>English</td>
</tr>
<tr>
<td>University of Toronto</td>
<td>Canada</td>
<td>English</td>
</tr>
<tr>
<td>University of Helsinki</td>
<td>Finland</td>
<td>English</td>
</tr>
<tr>
<td>University of Western Australia</td>
<td>Australia</td>
<td>English</td>
</tr>
<tr>
<td>Waseda University</td>
<td>Japan</td>
<td>English and Japanese</td>
</tr>
</tbody>
</table>

### 7.3.5 UCL and Faculty Exchanges Available to Geography BA/BSc International students*: (*current listings are provisional and subject to change)

<table>
<thead>
<tr>
<th>University</th>
<th>Country</th>
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<td>Lund University</td>
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</tr>
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<td>German</td>
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</tr>
<tr>
<td>Université de Toulouse le Mirail</td>
<td>France</td>
<td>French</td>
</tr>
<tr>
<td>University of Amسترumeau</td>
<td>The Netherlands</td>
<td>English</td>
</tr>
<tr>
<td>University of Utrecht</td>
<td>The Netherlands</td>
<td>English</td>
</tr>
</tbody>
</table>
8 Tutorials and supervision

8.1 What students can expect in terms of academic and personal tutoring Academic and Personal Tutoring

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

Further information:

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

8.2 Departmental Policy

Every student is assigned two Personal Tutors in the first year, one in the autumn term and one in the spring term, with the aim that each student receives the benefit of working with a physical and a human geographer, thus experiencing more depth within the discipline. A key part of their role is individually tailored discussion of students’ academic progress and performance (e.g. helping you use feedback on coursework to improve your future assessments).

First Year students will meet with their Personal Tutor as part of a small tutorial group on a weekly basis. The programme of work is aligned with Thinking Geographically I and II (GEOG0151 & GEOG0012 respectively).
In term one for Thinking Geographically I you will complete the following:

Formative assessment: 1 referencing exercise, 1 essay, and 1 essay plan. This work will be marked by your tutor and feedback given to you.

Summative Assessment: 1x 1,500-word essay on the history of Geography and 1x 1,500-word essay on a key-concept of your choice (‘Earth’, ‘Anthropocene’, ‘Space’, ‘Mapping’, ‘Landscape’)

In term two for Thinking Geographically II you will complete the following:

Formative Assessment: 1x 1,500-word essay on a key-concept of your choice to be agreed with your tutor and 1x answer in response to a mock exam question under exam-like conditions

Summative Assessment: 1x 1,500-word report on the ‘Meet the Professor’ interview and 1 x 2 hour exam, during the 2-hour exam you will be expected to answer 2 exam questions based on content from the course.

Marked essays will also be discussed in meetings with Personal Tutors. These provide an invaluable opportunity for students to be given individual feedback on the strengths and weaknesses of their written work. They are an opportunity for students to think about and be guided by tutors on how to improve essay writing skills and critical analysis. In order to benefit as much as possible from these discussions, students should:

- always keep a copy of their essay and read it through before coming to the meeting;
- make a note of any questions that they would like to ask;
- take notes of the replies to these questions and think about them afterwards.
- when it is time to write the next essay, look over these notes and think about how to apply the suggestions for improvement to their next piece of written work.

During one-to-one meetings with the tutors students will also discuss their Personal and Professional Development in Portico, which students will set up during their first weeks at UCL. In addition to the academic support and feedback gained, these meetings are also part of the formal record of attendance and engagement with the degree and so it is important that students attend all meetings and submit all required essays.

In the second year students will have regular meetings with their Personal Tutor (where possible, the same tutors from year one). There shall be five formal meetings (2 in term 1, 2 in term 2 and 1 in term 3) each with opportunity for one-to-one discussions. In these meetings the tutor will provide feedback on exams and other support and professional development guidance. Students can also discuss any coursework feedback with the Personal Tutor (as well as with members of teaching staff on individual modules). During the second year students will continue to undertake work for formative assessment in specific courses, often in small group teaching sessions associated with each module. Formative assessment in the second year may include essays, blog posts and online practicals. Students are expected to undertake the required preparation for all seminars and practicals, and ensure that all formative assessment work is completed on time.

In the final year students will also have regular meetings (2 in term 1, 2 in term 2) with their personal tutor. Those students undertaking a dissertation will also be allocated a dissertation supervisor (assigned in the final term of the second year), who will provide support and give feedback on dissertation research and the dissertation write-up. Final year dissertation meetings will be regular and the programme of work will be determined by the supervisor. Detailed arrangements for meeting with the tutor will be sent to students via email.

In any year, students are also encouraged to seek guidance from or raise any issues with their Personal Tutor. This can be in person, for example during the Personal Tutor’s weekly Academic Support and Feedback hours, or via email.

8.3 Writing Tutor
The dept is committed to providing writing support for students and we have had writing tutors for the past 2 years for students to consult with, to supplement other departmental teaching, where they have opportunities to get regular feedback on their writing. In 2019-20 the Writing Tutor will be Sarah Fischel. Sarah will run weekly two hour drop-in sessions to assist with writing skills. She will also run a weekly writing workshop entitled ‘Shut up and Write’

**Term One: Drop in Sessions:**
Mondays 1-3pm: 7th Oct, 22nd Oct, 11th Nov, 25th Nov all in Pearson building, room G02
AND
Tuesdays 11-1pm: 15th Oct, 29th Oct, 19th Nov, 3rd Dec all in Bedford Way, room LG15

**Term Two: Drop in Sessions:**
Mondays 11-1pm: 13th Jan, 27th Jan, 10th Feb, 2nd March, 16th March all in Pearson building, room G02
AND
Thursdays 1-3pm: 23rd Jan, 6th Feb, 27th Feb, 12th March 26th March all in Pearson building, room 116

“Shut Up and Write” sessions:

**Term One: "Shut Up and Write" weekly sessions every Wednesday 2-4pm:**
Wed 9th Oct – Wed 11th Dec, excluding Wed 6th Nov all in Pearson room 116

**Term Two: "Shut Up and Write" weekly sessions every Wednesday 2-4pm:**

### 8.4 Transition Mentors

**Transition Mentors**

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

**Further information:**
- [http://www.ucl.ac.uk/transition](http://www.ucl.ac.uk/transition)

### 9 Advice on choosing module options and electives

#### 9.1 Choosing Modules

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

Ancillary modules are elective modules taken from outside the Department of Geography. These can be found by searching the web pages of other departments at UCL or by consulting the UCL Module Catalogue (further details below) Ancillary modules must not exceed 15 credits for each year, and must be at the same level or at the level above a student’s current level. Thus year 1 students are able to take year 1 (level 4) and year 2 (level 5) level modules and year 2 students are able to take year 2 (level 5) and year 3 (level 6) modules. But note that students are not allowed to take a module below their level of study. All ancillary modules are subject to final approval from
the Departmental Tutor and by the home department offering that module, i.e. the department offering the course must agree that there is a place available on the course.

Geography affiliate students will be required to meet with the Geography Affiliate Tutor, Dr Johanna Waters, on johanna.waters@ucl.ac.uk, to discuss their module selection during the first week of term.

Further information:
- [http://www.ucl.ac.uk/new-students/select-modules](http://www.ucl.ac.uk/new-students/select-modules)

For further advice on your module selection please contact your Personal Tutor, the Course Convenor, or the Departmental Tutor.

9.2 UCL Module Catalogue

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

Further information:

9.3 Module Selection and Verification Deadlines

Geography students have a pre-selection exercise towards the end of term three for the following year. Students wishing to select certain modules, such as independent study and those containing fieldwork, must indicate this on their pre-selection in order to be considered.

Selection and initial arrangements for these modules takes place during the summer vacation. Students will be emailed regarding confirmation of selection.

All other modules may be amended once Portico opens for registration. Places will be confirmed on Portico at the start of the Autumn term.

After enrolment, students need to select the modules which they will be studying for the coming year. Changes must be approved and cannot be guaranteed. There need to be places available on the module and the changes need to be consistent with the student’s Programme Diet.

**Deadlines for Initial Module Selection:** Initial module selections need to be made by the following deadlines:

<table>
<thead>
<tr>
<th></th>
<th>September Starters</th>
<th>January Starters</th>
<th>Online Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student selects</strong></td>
<td>11th October 2019</td>
<td>24th January 2020</td>
<td>Students will make their initial module selections as part of the initial pre-enrolment task. For all subsequent Teaching Periods (term, quarter), students will make their module selections before the relevant Teaching Period commences.</td>
</tr>
<tr>
<td><strong>modules for the</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>year ahead</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Departments approve</strong></td>
<td>25th October 2019</td>
<td>31st January 2020</td>
<td></td>
</tr>
<tr>
<td><strong>selections for the</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>year ahead</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Change of Module Selection

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

<table>
<thead>
<tr>
<th>Changes to Term 1 modules</th>
<th>Deadline</th>
<th>September Starters</th>
<th>January Starters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student requests</td>
<td>11th October 2019</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Departmental approval</td>
<td>25th October 2019</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Changes to Term 2 modules</th>
<th>Deadline</th>
<th>September Starters</th>
<th>January Starters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student requests</td>
<td>6th December 2019</td>
<td>24th January 2020</td>
<td></td>
</tr>
<tr>
<td>Departmental approval</td>
<td>13th December 2019</td>
<td>31st January 2020</td>
<td></td>
</tr>
</tbody>
</table>

Exact deadlines will be published each year in the ‘Module Selection Task’ on Portico.

Portico Login  https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn

- Academic Manual Chapter 3, Section 2: Module Selection
- https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-2-module-selection

9.4 Affiliate students

Affiliate students must complete a module selection form, in discussion with the Affiliate Tutor, Dr Johanna Waters. Once this has been agreed and returned to the Geography office, places will be confirmed via Portico.

10 Changes to Registration Status

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

Changes to Registration

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

10.1.1 Changing modules

If a student wishes to make changes to their individual modules they will need to do so by the deadlines in section 9. Students should contact their Department Office as soon as possible as all changes will need to be approved.

Further information:

- https://www.ucl.ac.uk/students/status/change-your-studies/change-your-degree-programme-or-modules
10.1.2 Changing programme

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

Further information:
- [https://www.ucl.ac.uk/students/status/change-your-studies/change-your-degree-programme-or-modules](https://www.ucl.ac.uk/students/status/change-your-studies/change-your-degree-programme-or-modules)
- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-6-programme-transfers](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-6-programme-transfers)

10.1.3 Interruption of studies

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

Further information:
- [https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies](https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies)
- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study)

10.1.4 Withdrawing from a programme

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

Further information:
- [https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies](https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies)
- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-8-withdrawing-programme](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-8-withdrawing-programme)

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

If a student makes a change to their programme or registration status during the course of the academic year, it is important that the Student Loans Company (SLC) is notified. The SLC can then re-assess and update its records. Changes could include a student withdrawing from their academic programme, an interruption in studies or transferring to a new programme. The SLC must also be notified when there is a change in mode of study or when a student has returned from an interruption.
To inform the SLC of a change in your student status, a Change of Circumstance (CoC) form must be completed online by your Faculty. See the Key Contacts section for details of who to contact in the Faculty if you require a CoC form to be submitted on your behalf or if you have any related queries.

10.2 Key contacts in the Department and Faculty for assistance with any of the above

Contact the Department Office for further guidance.

Email: geog.office@ucl.ac.uk
Telephone: 020 7679 0500
Office hours: Monday-Friday 10:00-12:00 and 14:00-16:00

If you need to go directly to Faculty, please contact:

Email: ah-shs-faculty@ucl.ac.uk
Telephone: 020 7679 5168

11 Progression, Award and Classification

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

UCL’s Progression and Award Requirements define how many credits and modules students need to pass to progress from one year of study to the next and to be awarded a UCL qualification. Geography programmes use the Honours Degree Progression and Award Requirements in the UCL Academic Manual: https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-progression-award.

More detailed information on the schemes of progression and award for new and continuing students will be provided later in the term.

11.2 Modern foreign language requirements

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

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

11.3 How will marks be combined to reach a classification?

Students who have successfully completed the Progression and Award Requirements will be awarded a Classification. The UCL Academic Manual (Chapter 4, Section 10: Classification) defines the Classification Schemes for each qualification.
This programme uses UCL Honours Degree Classification Scheme A in the UCL Academic Manual: 
https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-10-classification

Returning year 3 and 4 students are subject to the following Classification Scheme:
https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-15-classification-undergraduate#15.11

12 Information on assessment

12.1 How will students be assessed?

Modules are assessed using a variety of formative and summative methods, which may include, but are not limited to laboratory-based assessments, blogs, poster presentations, oral presentations and written examinations. Methods of assessment for each module are outlined on the module description with further details on the relevant Moodle page.

12.2 What are the marking criteria?

The Department has developed a standard list of marking criteria for assessment. An example, for coursework, is shown overleaf along with indicative grades. Students should be aware of these criteria when completing assessments. These are used across the Department to standardize assessment and to help students understand feedback.
### Marking Criteria for Coursework

<table>
<thead>
<tr>
<th>Inadequate</th>
<th>Adequate</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
<th>Outstanding</th>
<th>Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-19: 5 inadequate 1-5</td>
<td>40-49: Majority of 1-5 Adequate or higher</td>
<td>50-59: Majority 1-5 Fair or higher</td>
<td>60-69: Majority 1-5 Good or higher</td>
<td>70-79: Majority 1-5 Excellent or higher</td>
<td>80-89: Majority 1-5 Outstanding or higher</td>
<td>90+: Majority 1-5 Exceptional</td>
</tr>
</tbody>
</table>

1. **Response to the task set: Argument, structure & conclusions**
   - Either no argument or argument presented is inappropriate & irrelevant. Conclusions absent or irrelevant.
   - An indirect response to the task set, with a gesture towards a relevant argument & conclusions.
   - A reasonable response with a limited sense of argument & partial conclusions.
   - A sound response with a reasonable argument & partial conclusions.
   - A distinctive response that develops a clear argument & sensible conclusions, with evidence of nuance.
   - Impressive response with relevant & nuanced argument, presenting significant nuanced & insightful conclusions.
   - Exceptional response with a convincing, sophisticated argument with precise & subtle conclusions.

2. **Grasp of relevant issues**
   - Misunderstanding of the issues under discussion.
   - Rudimentary, intermittent grasp of issues with confusions.
   - Reasonable grasp of the issues & their broader implications.
   - Sound understanding of issues, with insights into broader implications.
   - Thorough grasp of issues; some sophisticated insights.
   - Striking grasp of complexities & significance of issues.
   - Exceptional grasp of complexities & significance of issues.

3. **Engagement with literature**
   - Very limited or irrelevant reading.
   - Significant omissions in reading with weak understanding of literature consulted.
   - Evidence of relevant reading & some understanding of literature consulted.
   - Evidence of plentiful relevant reading & sound understanding of literature consulted.
   - Extensive reading & thorough understanding of literature consulted.
   - Ambitious reading & impressive understanding of relevant literatures.
   - Expert-level review & innovative synthesis suitable for a journal.

4. **Analysis: reflection, thought, & conceptual framework**
   - Errorneous analysis. Misunderstanding of the basic core of the taught materials. No conceptual material.
   - Analysis relying on the partial reproduction of ideas from taught materials. Some concepts absent or wrongly used.
   - Reasonable reproduction of ideas from taught materials. Rudimentary definition & use of concepts.
   - Evidence of student’s own analysis. Concepts defined & used systematically & effectively.
   - Evidence of innovative analysis. Concepts deftly defined & used with some sense of theoretical context.
   - Impressive thought, insights & analysis. Concepts deftly defined & accurately used with a strong sense of context.
   - Exceptional thought & awareness of cutting edge. Sophisticated sense of conceptual framework in context.

5. **Empirical knowledge & use of examples**
   - Empirics absent or irrelevant/inaccurate. No evidence to support claims made.
   - Empirical material identified is limited in quality & quantity. Claims rarely evidenced.
   - Some empirical material but limited in quality & not always effectively used to support claims.
   - Significant amount of quality empirical material used to support most claims.
   - Impressive, highly relevant & detailed empirical material used to evidence most claims.
   - Claims supported by impressive, detailed, distinctive empirics. Some reflection on data.
   - Comprehensive, precise, empirical treatment matched by critical reflection on data.

6. **Writing & communication**
   - Style & word choice seriously interfere with comprehension. (-3)
   - Style & word choice seriously detract from conveying ideas. (-2)
   - Style & word choice sometimes detract from conveying ideas. (-1)
   - Style & word choice rarely detract from conveying ideas. (0)
   - Style & word choice show fluency with ideas & flashes of verve. (1)
   - Style & word choice greatly enhances ideas & shows verve. (2)
   - Reads as if professionally copy edited. (3)

7. **Visual aspects & references**
   - Poorly formatted or inappropriate visuals; very limited references. (-3)
   - Formatting, visuals & referencing seriously distract from argument. (-2)
   - Formatting, visuals & referencing sometimes distract from argument. (-1)
   - Formatting, visuals & referencing rarely distract from argument. (0)
   - Formatting, visuals & referencing are impeccable. (1)
   - Formatting, visuals & referencing actively contribute to argument. (2)
   - Exceptional presentation impeccable format & references. (3)

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1 Visual aspects may vary but may include formatting (font consistency, headings, page numbers, bibliography), tables (clarity, labeling), and figures (quality, appropriateness).
Additional marking criteria for oral presentations, examinations, posters, blogs and dissertations can be found on the GEOGRAPHY UNDERGRADUATE e- NOTICEBOARD Moodle page under Assessment and Examinations.

12.3 Marking scale
All assessed work is marked out of 100. Where work is one element of overall assessment for a module, its relative weighting will be announced by the course tutor on the module Moodle page.

12.4 How will marks be combined to reach a classification?
The rules by which a student’s final degree results are classified are provided in Section 11, Progression, Award and Classification.

12.5 Feedback for students
We abide by UCL Policy by providing feedback on coursework through Moodle once the assessment marks have been released. Students are encouraged to ask for additional feedback from their instructors during Academic Support and Feedback hours.

Examination feedback is available during Autumn term for returning second and third year students with your Personal Tutor but the Department retains all exam scripts.

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

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

Further information:
- https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-8-assessment-feedback

12.6 Examinations
Students must ensure that they are aware of the regulations governing written examinations detailed in the UCL Examination Guide for Candidates on the Examinations and Assessment website https://www.ucl.ac.uk/students/exams-and-assessments

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

Further information:
- https://www.ucl.ac.uk/academic-manual/chapters/chapter-8-academic-partnerships-framework
12.7 Coursework submissions

Coursework should normally only be submitted via the Turnitin link (there is normally no need for a hard copy except for dissertations, lab books and field notebooks). All coursework must be submitted anonymously. The submission title should be the student’s Candidate Exam ID, NOT the student’s name, student number or essay title. Students should always use their Candidate Exam ID even when submitting initial drafts to Turnitin. The first page of the coursework should comprise the completed Coursework Coversheet which can be downloaded from the website. Students should also indicate which essay title they have selected if appropriate. The submission title format should therefore be "Candidate Exam ID - Question X", as in "ABC01 - Question 3". Please ensure you add the wordcount on the coversheet. Marks may be delayed for those students who do not follow these instructions. All coursework should be submitted by 12.00 noon on the stated deadline. Work will not be accepted by email. Deadlines for Geography modules are available from the Moodle pages for each module.

You will need to submit as a single file, on Moodle, in one of the following formats: Microsoft Word (.DOC) or Acrobat (.PDF) and check that the file has uploaded and displays correctly.

If you are granted an extension for any piece of coursework, you should still be able to upload your document to Turnitin via Moodle and it must be submitted by 12.00 noon on the new deadline.

By submitting the coursework you are agreeing that you are aware of the over length and late penalties (details are given later in this handbook) and confirm that this is your own work which has not been previously submitted for assessment.

The following is a set of detailed instructions for coursework submission via Turnitin and Moodle, intended for students:

12.7.1 How to submit work to Turnitin via Moodle

Step 1: Access your Moodle course and find the correct assignment (You will see instructions and the date that the coursework is due). Click on the turnitin assignment. You will go to the My Submission tab

Step 2: Click on the bottom right of the My Submission tab

Step 3: Enter your Candidate Exam ID as the submission title for your assignment (this is on Portico – please note that the Candidate Exam ID changes every academic year) and click Choose file to Browse to find the file on your computer. Please note: when submitting work (anonymously), unless otherwise instructed, you must put your exam candidate ID in the "submission title" field, not your essay title. Finally click Add Submission to upload your work.

Once your submission has been accepted, you will receive a digital receipt of your submission by email (this may take up to 30 minutes to arrive). Make sure you keep this as you may need it as proof of submission. If you do not receive the email the work has not uploaded correctly so please check again on Moodle.

Step 4: After submission the Similarity score will just show as 'Pending' until the report is completed. It normally only takes a minute or so, so click on 'Refresh submissions' to check if it is available.

The number in the similarity score shows how much of your work Turnitin has matched against other sources — but a number above 0% doesn’t automatically mean that it is plagiarism, so don’t worry too much about your score at this stage. Click on your similarity score to view your full Turnitin report via the feedback studio.

You are able to resubmit your coursework, if required, up until the deadline although the similarity score will not reveal till after a 24 hour period. If you have been granted an extension you will only be able to submit your work once after the initial deadline.

12.7.2 Interpreting the unoriginality score and report

There is a very useful guide on academic writing and checking your work with Turnitin. Some themes are highlighted below but we recommend you follow the guidance available through the Moodle course 'Plagiarism and Academic Writing.' To access this course just search for the title in Moodle and then self enrol.

There are a number of things to be aware of when interpreting your unoriginality score and report.
The score that you receive and any matches found in the report do not automatically indicate that you have committed an offence of plagiarism. For example, if you have included quotes in your document, these may show up as matching the original sources and count towards your unoriginality score. However, provided they are correctly referenced they are perfectly legitimate in academic writing and are not an example of plagiarism.

If your document includes references, it is very common for them to show as matches and count towards your unoriginality score, simply because another source has used the same reference as you. Again, simply having references that are the same as those used by other sources does not indicate plagiarism.

There is no particular score to aim for — a high score does not necessarily indicate plagiarism and a low score does not necessarily indicate original work. Do not try to aim for the lowest score possible; instead aim to make sure that you are using your sources correctly, using quotation marks where needed and referencing the work you discuss.

Some common phrases may show as matches just because they are in common usage. Unless they are particularly relevant phrases in your subject or have a particular relevance to your work that you wish to emphasise, they do not need to be referenced.

12.7.3 If you do find matches in your document

Where you have copied text from a source word-for-word, ensure you are using quotation marks around the copied text and that the source is correctly referenced.

Where you are paraphrasing from a source, ensure that you have NOT copied the text word-for-word and that the source is correctly referenced. Poor or inadequate paraphrasing is still plagiarism see section 10.15.

In advance of the deadline you should be allowed to amend your work based on your Turnitin report, and then re-submit the assignment. You will need to wait 24 hours after the first draft submission before you can see your new originality report. Therefore, you must make sure that you submit your draft to Moodle at least 24 hours before the coursework deadline if you wish to see an unoriginality report before you submit your final version. Please note that the Exam Candidate ID must be added in the Submission Title for all submissions (including drafts).

12.8 Late submission penalties

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

<table>
<thead>
<tr>
<th>Modules at levels 4, 5 &amp; 6</th>
<th>Component Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.00-100.00%</td>
<td>0.00-39.99%</td>
</tr>
<tr>
<td>Up to 2 working days late</td>
<td>Deduction of 10 percentage points but no lower than 40%</td>
</tr>
<tr>
<td>2-5 working days late</td>
<td>Mark capped at 40%</td>
</tr>
<tr>
<td>More than 5 working days late</td>
<td>Mark of 1.00%</td>
</tr>
</tbody>
</table>

Undergraduate students who submit before the second week of the third term will receive a mark of 1.00% but will be considered Complete.

If a student experiences circumstances which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form to the Department of Geography. If the request is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned (i.e. there will be no penalty for submitting late under these circumstances). Students are strongly advised to notify the department in advance if extenuating circumstances are likely to prevent them from meeting a coursework submission deadline. A quick e-mail or visit to Departmental Tutor Tatiana Thieme, is often a good thing to do in such a situation, to get advice and re-assurance.
Students wishing to apply for Extenuating Circumstances must complete the EC form found under the Extenuating Circumstances tab on the GEOGRAPHY UNDERGRADUATE e-NOTICEBOARD ([https://moodle-1819.ucl.ac.uk/course/view.php?id=10220](https://moodle-1819.ucl.ac.uk/course/view.php?id=10220)) and email it to geog.office@ucl.ac.uk with appropriate supporting evidence (e.g. letter from your doctor or medical practitioner). Please note, however, that we don’t have the expectation that a student can produce evidence immediately; this can often take a little bit of time to come through. It is, nonetheless, imperative that students submit the EC form no later than one week after the extenuating circumstances have taken place (it can be stated that evidence will follow). Please note that Geography has a great reputation for looking after its students health and welfare needs, so if things are not going well do get in touch with your personal tutor or with the Departmental Tutor.

All Extenuating Circumstances applications will be considered by the Departmental Extenuating Circumstances Panel and students will be advised of the outcome within one week. For further information see also Extenuating Circumstances and Reasonable Adjustments (section 11).

**Further information:**
- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment#3.12](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment#3.12)
- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances)

### 12.9 Absence from assessment

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

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

**Further information:**
- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence](https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-3-attendance-and-absence)
- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances)

### 12.10 Word counts and penalties

For all submitted coursework students should state the number of words in the text (excluding tables and figures, footnotes, the bibliography and appendices but including quotations and references in the text) on their cover sheet.

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

1. The length of coursework will be specified in terms of a word count or number of pages;
2. Assessed work should not exceed the prescribed length;
3. For work that exceeds a specified maximum length by less than 10% 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;
4. 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;
5. In the case of coursework that is submitted over length and is also late, the greater of the two penalties will still apply.
In addition to these regulations, the Department of Geography specifies the following rules:

**Abstracts, appendices and text boxes**

- If an abstract is included in the assignment, it must be included in the word count unless the instructions for the specific assignment state explicitly otherwise.
- If appendices form part of the assignment, they must be included in the word count unless the instructions for the specific assignment state explicitly otherwise (e.g. dissertations — refer to the dissertation handbook for specific guidance).
- Unless instructions for the assignment explicitly state otherwise (such as in the dissertation), blocks of prose placed in boxes, whether labelled as textboxes, figures or tables, must be included in the word count.

The following **will not** be included in the word count:

- Assignment title
- Author name/examination code
- Page numbers
- Reference lists
- Footnotes, but only when used to reference primary source material
- Figures captions and table titles. A figure caption or table title should be restricted to a succinct description of the figure or table to which it refers. Figures and tables themselves are not counted as part of the assignment length (although see note above about text boxes). All other material not covered in the above lists will be included in the word count unless the instructions for the specific assignment state explicitly otherwise.

Students are expected to adhere to the requirements for each assessment. Students exceeding these parameters may receive a reduction in marks. If you have any doubts about this, please check with the course convenor.

For further information about word length penalties please see the following: [https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment#3.13](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment#3.13)

### 12.11 Consequences of failure

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

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

#### 12.11.1 Condonement

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

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

Further information:

- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-progression-award](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-9-progression-award)
12.11.2 Reassessment

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

Further information:

- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances)

12.11.3 Deferred Assessment

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

Further information:

- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-11-consequences-failure](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-11-consequences-failure)

12.11.4 Failure of a year abroad

Where a student fails a Year Abroad, either owing to interruption, non-engagement or failure to achieve the pass mark, there is no opportunity for reassessment of the Year Abroad and the student must transfer to an equivalent degree where there is no Year Abroad requirement.

12.11.5 Year abroad students

Students who are on a Year Abroad at the time of the next scheduled occasion will be re-examined during the late assessment period in the summer following their Year Abroad.

12.11.6 Resit marks

Students will receive the higher of the marks achieved at the first or second attempt, whether for the original module or a substitute module. Marks will be included in the classification calculation for the year in which the module was originally taken.

12.11.7 Format of reassessment

Students will normally only be reassessed in those module components which they have failed.

12.11.8 Substitution of failed module(s)

Subject to faculty approval, modules up to the value of 30 credits across the whole programme may be substituted for modules that have been failed. Students will be required to attend all teaching and undertake all assessment for the new module, but the assessment for the new module will be treated as a second attempt. All applications for the substitution of new modules must be made by the faculty to UCL Assessment and Student Records.

Further information:

- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-11-consequences-failure](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-11-consequences-failure)
12.12 Academic Integrity

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

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

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

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

Further information:
- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework](https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)
- [http://www.ucl.ac.uk/library/training/guides/webguides/refscitesplag](http://www.ucl.ac.uk/library/training/guides/webguides/refscitesplag)
- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations](https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations)
- [https://www.ucl.ac.uk/students/sites/students/files/ucl-examinations-candidate-guide.pdf](https://www.ucl.ac.uk/students/sites/students/files/ucl-examinations-candidate-guide.pdf)

12.13 Plagiarism

12.13.1 What is plagiarism?

In UCL policy, plagiarism is defined as the presentation of another person's thoughts, words, artefacts or software as though they were a student's own. Any quotation from the published or unpublished work of other persons must, therefore, be clearly identified as such by being placed inside quotation marks, and students should identify their sources as accurately and fully as possible. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if a student summarises another person's ideas, judgements, figures, software or diagrams, a reference to that person must be made in the text and the work referred to must be included in the bibliography.

The use of services such as 'ghost-writing' agencies (for example in the preparation of essays or reports) or outside word-processing agencies that offer correction/improvement of English is strictly forbidden, and students who make use of the services of such agencies render themselves liable for an academic penalty.

Use of unacknowledged information downloaded from the Internet also constitutes plagiarism. Where part of an examination consists of 'take away' papers, essays or other work written in a student’s own time, or a coursework assessment, the work submitted must be the candidate's own.

It is also illicit to reproduce material that a student has used in other work/assessment for the course or programmes concerned. Students should be aware of this 'self-plagiarism'. If in doubt, students should consult their Personal Tutor or another member of academic staff. Failure to observe any of the provisions of this policy or of approved departmental guidelines constitutes an examination offence under UCL and University Regulations. Examination offences will normally be treated as cheating or irregularities under the Regulations in respect of Examination Irregularities. Under these Regulations students found to have committed an offence may be excluded
from all further examinations at UCL or the University or both. The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- Submitting someone else's work as your own;
- Copying words or ideas from someone else without giving credit;
- Failing to put a quotation in quotation marks;
- Giving incorrect information about the source of a quotation;
- Changing words but copying the sentence structure of a source without giving credit;
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not;
- Reproducing material that you yourself have produced in other work/assessment for your degree (self-plagiarism).

What are the penalties for plagiarism?

The penalties for plagiarism can be surprisingly severe, ranging from failure of modules to expulsion from academic institutions.

If examiners suspect that submitted work may not be the candidate's own, the candidate will normally be required to attend a formal Departmental Examination Irregularities Panel. If the copying is extensive, the Department is required to report the matter to the College for investigation.

In every case where a candidate's work is clearly not entirely his or her own, marks will be deducted for over-dependence on sources. Candidates found guilty of plagiarism may receive a mark of zero for the piece of work in question and could be disqualified from receiving a degree.

12.13.2 Why do students plagiarise?

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

On the whole unintentional:

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

On the whole intentional:

- Leaving the work to the last minute and taking the easy option;
- Needing to succeed;
- Sheer panic;
- Thinking that it is easy to get away with it;
- Having problems with the workload;
- Copying others is easier than original work;
- Sensing that the teacher will not mind.

It doesn’t matter if students intend to plagiarise or not. In the eyes of the law, and most publishers and academic institutions, any form of plagiarism is an offence that demands punitive action. Ignorance is never an excuse.
12.13.3 So what can students do?

Most cases of plagiarism can be avoided by citing sources (including websites) and using quotation marks around verbatim quotation.

Students can paraphrase (take information from a piece of work and rewrite it in a new form) but must still mention the source.

In the case of joint practical or project work (or some group projects) individuals may use the same data, but the interpretation and conclusions derived from that data, i.e. the 'write-up', must be their own.

The rules are therefore not meant to stop students referring to other people's work or ideas. They are meant to ensure students acknowledge your sources fully and, if they use the same form of words, that they make it clear that they are quoting somebody else and that the words are not their own. The following guidelines should always be respected.

All direct quotations should be in quotation marks, with a reference to the source (including the page number) in the text.

All indirect/paraphrased quotations and borrowed ideas should be acknowledged by means of a reference in the text. Second-hand quotations (i.e. where one work refers to another which has not been located) should be given in the form (Author X, date, cited in Author Y, date), and only the work of Author Y should be cited in the list of references.

No paper should be submitted without references in the text and a list of references at the end.

All references in the text should be accompanied by a full entry in the list of references. There should be no entries in the list of references that have not been cited in the text.

The sources of all tables, maps, figures etc. should be acknowledged by the inclusion of a reference prefaced by the word ‘Source’, to be placed immediately below the table/map, etc. Material from the web must be referenced with the same degree of rigour as material from books or journals. Where material is only available on the Internet, the entry in the list of references should include the URL of the site from which you obtained the material, the date on which you accessed the material in question, and the abbreviation (WWW) after the title of the item in question.

In the case of joint practical or project work (or some group projects) individuals may use the same data, but the interpretation and conclusions derived from that data, i.e. the 'write-up', must be their own.

One other point: even an immaculately-referenced piece of coursework is very unlikely to attract good marks if it is based almost entirely on just two or three sources, or if the amount of material quoted directly from sources is especially extensive. Students should have consulted an adequate range of literature before writing, ensure that the paper represents their own synthesis and evaluation of this work, and is expressed in their own words (except for limited amounts of direct quotation).

If students have any doubts about what is acceptable, they should consult their Personal Tutor and/or course lecturer.

12.14 Information about 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.
12.15 Information about the External Examiner process and how to access reports via Portico

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

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

13 Extenuating Circumstances and Reasonable Adjustments

13.1 Information about Reasonable Adjustments

Students with Disabilities and Long-term Conditions

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

Further information:

- https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-5-reasonable-adjustments
- https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support
- https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing

Pregnancy and Maternity, Paternity, Parental and Adoption Leave

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

- https://www.ucl.ac.uk/students/support-and-wellbeing/pregnant-students
- https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/student-parents

Religious Observance

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

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

Students should contact the Disability, Mental Health and Wellbeing team who can help them to complete an application and advise them on gathering the required documentary evidence. Applications need to be received by the Disability, Mental Health and Wellbeing team three weeks before the examination period in question.

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

Further information:
- https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support/exam-arrangements
- https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-4-examinations
- https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support
- https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing

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

13.3.1 Illness and other Extenuating Circumstances

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

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

Students should not wait for supporting evidence to become available before submitting their EC claim. If a student is unable to obtain the necessary evidence within the deadlines they should still submit their form on time and indicate that their evidence is to follow.

Applying for Extenuating Circumstances

Read the Extenuating Circumstances procedures

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

- https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-6-extenuating-circumstances

Check whether the circumstances are covered:

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

https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-5-reasonable-adjustments
Complete an Extenuating Circumstances Form

https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes#annexes

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

Get supporting evidence

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

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

Extenuating Circumstances Evidence

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

We may not be able to help if a claim is late. Students need to submit their form to their home department or faculty office. The office will forward the form and evidence, confidentially, to the appropriate person.

What happens next

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

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

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

13.3.2 Longer-term conditions

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

Reasonable Adjustments:

- https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-5-reasonable-adjustments

Examination Adjustments:

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

Interruption of Study:

- https://www.ucl.ac.uk/academic-manual/chapters/chapter-3-registration-framework-taught-programmes/section-5-interruption-study
Disability Support:
- [https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support](https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support)

Mental Health and Wellbeing Support:
- [https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing](https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing)

13.4 Information on fitness to study

**Support to Study Policy and Fitness to Study Procedure**

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

**Further Information:**
- [https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework](https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)
- [https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support](https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support)
- [https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing](https://www.ucl.ac.uk/students/support-and-wellbeing/wellbeing)

13.5 Information on local fitness to study or practise policies

The Department of Geography aims to take care of its students and has an excellent reputation in this respect. Where a student is experiencing genuine difficulties of a sudden and unexpected nature that are affecting their ability to meet coursework deadlines, take examinations or attend classes, the department will look to make reasonable adjustments. These can take the form of a coursework extension, a deferral of assessment to a later date or special assessment arrangements (see section below) such as extra time in an examination. If students are experiencing difficulties, they should alert the department as soon as possible, ideally before a deadline is reached. They will be expected to fill in an Extenuating Circumstances (EC) form ([https://moodle.ucl.ac.uk/course/view.php?id=34439&section=8](https://moodle.ucl.ac.uk/course/view.php?id=34439&section=8)) and submit this, along with appropriate supportive evidence (e.g. a note from a doctor or counsellor, a crime report), to the Department of Geography office e-mail at geog.office@ucl.ac.uk. It is imperative that the EC form is submitted within ONE week of the extenuating circumstances taking place.

Extenuating circumstances applications must be submitted on the EC application form within one week. Meeting this deadline is important: UCL will only consider late applications if it can be shown that ongoing circumstances meant that the student was ‘unable’ to file a timely application as it was ‘impossible’ to do so. UCL enforces these conditions and rejects late applications that do not meet these criteria. Unless it is genuinely impossible to do so, it is therefore imperative to submit the EC form on time. Students should not wait for the supporting evidence to become available before submitting their EC claim. UCL’s extenuating circumstances policy clarifies that ‘If a student is unable to obtain the necessary evidence within the deadlines ... they should still submit their form on time and indicate that their evidence is to follow’.

If students have any concerns regarding any of the above and need some advice they should contact their Personal Tutor or Departmental Tutor, Tatiana Thieme, who will be able to provide help, support and reassurance. On receipt of an EC form, the Departmental Extenuating Circumstances Panel (DECP) will meet and decide on the best course of action. A student will be informed on the result of this meeting within at least ONE week of the decision being made, although usually the response is much quicker (we aim to respond ASAP). If a student is unable to quickly gather the evidence needed to back up a claim, the EC form must be submitted anyway, with a note indicating that it will follow shortly (note that we understand that supporting evidence often takes a little bit of time to come through). This is very important as retrospective extension requests may not be approved. Departmental
Tutor, Tatiana Thieme has an excellent knowledge of wider support systems that are available to students and will be able to provide advice on UCL and other help for students affected by ECs. Students who are concerned about sensitive circumstances may submit their request directly to the Faculty EC Panel.

The following situations would typically be considered acceptable ground for an EC claim:

- Serious personal injury or medical condition preventing attendance at, or completion of, assessment or submission of work;
- Serious worsening or acute episode of an ongoing medical condition (including pregnancy and maternity) or disability;
- Death of, or serious injury to, a child, sibling, parent (including step-parent or legal guardian) spouse or common law partner;
- Victim of serious crime (e.g. assault, mugging);
- Theft of work required for assessment;
- Direct experience of terrorist incident or natural disaster;
- Major fire in residence;
- Jury Service or attendance at court.

The EC panel may reject a claim if it does not, in the panel’s academic judgement, constitute appropriate grounds for a claim or if the evidence provided is considered insufficient. A key underlying principle in all cases is that of fairness.

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

Contact the department office, geog.office@ucl.ac.uk, to make an appointment to see Departmental Tutor, Tatiana Thieme during her office hours, (tbc) or attend a drop in session (tbc). If a student is unable to make one of these sessions, they can e-mail Tatiana directly and a meeting time will quickly be found (t.thieme@ucl.ac.uk).

14 Learning resources and key facilities

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

14.1.1 UCL Library Services

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

Further information:

- [http://www.ucl.ac.uk/library/students](http://www.ucl.ac.uk/library/students)

14.1.2 UCL Information Services Division (ISD)

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

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

- [http://www.ucl.ac.uk/isd/services/learning-teaching/it-training](http://www.ucl.ac.uk/isd/services/learning-teaching/it-training)
UCL also has a licence for Lynda.com (now migrated to Linkedin Learning) which provides thousands of high quality video-based courses from programming to presentation skills:

- https://www.ucl.ac.uk/isd/linkedin-learning

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

- https://learningonscreen.ac.uk/ondemand/
- https://www.kanopy.com/

E-learning services available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom:

- https://www.ucl.ac.uk/isd/services/learning-teaching/e-learning-services-for-students

ISD provides desktop computers and laptops for loan in a number of learning spaces:

- http://www.ucl.ac.uk/library/laptop-loans

Information on Learning and Teaching spaces as well as a map of computer workrooms is available on the ISD website. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students:

- http://www.ucl.ac.uk/isd/services/learning-teaching/spaces
- https://www.ucl.ac.uk/isd/services/learning-teaching/spaces/student-computer-workroom-information

It is also possible to access a large range of applications remotely, from any computer, using the Desktop@UCL Anywhere service.

Students also have access to a range of free and discounted software via ISD Software for Students:

- http://www.ucl.ac.uk/isd/services/software-hardware/student-software

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

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

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

**Further information:**

- http://www.ucl.ac.uk/clie
- https://resources.clie.ucl.ac.uk/home/sac
14.2 Department map library and reading room

The Departmental Map Library (Oxenham Room, LG13, 26 Bedford Way) and the Reading Room (LG16) are available for use by students from 9.00am-5.00pm Monday to Friday and 9.00am-3.30pm Wednesdays during term time.

The Department has developed the Oxenham Room to provide access to online teaching and learning Resources via Moodle. Geography students can use the 23 dedicated PCs to access these online resources and supporting course material (e.g. reading lists, course practicals, hand outs, etc.). The room also has printing, scanning and photocopying facilities for students to use.

Nick Mann, the Teaching and Learning Resources Coordinator, maintains the collection of maps that cover most parts of the world, with detailed coverage of the UK. In the Oxenham Room you can also get support with Digimap, an online service that delivers Ordnance Survey Map Data to UK Higher Education institutes. Mapping data is available for download to use with appropriate software such as GIS or CAD. Nick is located in the Map Room in 26 Bedford Way and can be contacted via email (n.mann@ucl.ac.uk) or telephone (020 7679 5537, internal 25537).

The Reading Room is a quiet study area for Geography students and holds a range of core geography texts for many of the courses. The book catalogue is accessed online through the Geography website via the link for Resources — Map Library. When requesting books from Nick Mann, you will need to quote the catalogue number.

The Reading Room is reference only - all books, atlases, maps and course materials are for reference only and may not be taken out on loan. This means that popular references may be available in the Reading Room when they are out on loan from the main library.

14.3 How to access Moodle and support contacts

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

Further information:

- [https://moodle.ucl.ac.uk/](https://moodle.ucl.ac.uk/)
- [https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+FAQs](https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+FAQs)
- [https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+Quick+Start+Guide+for+Students](https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Moodle+Quick+Start+Guide+for+Students)

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

Portico

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

- Updating personal data such as addresses or contact numbers
- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results
- Pre-enrolment and re-enrolment
- Applying for programme transfer
- Plan and record skills development
- Applying for graduation ceremonies
Further information:
- https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn
- https://www.ucl.ac.uk/srs/portico/what-portico
- https://www.ucl.ac.uk/srs/portico/helpdesk

15 Student support and wellbeing

15.1 Information regarding central wellbeing and support services, including what services are offered, locations and contact information (UCL Student Support and Wellbeing)

UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for student – the Students website provides more information. The health and wellbeing virtual tour shows you where the different points of help can be found in UCL:

- https://www.ucl.ac.uk/students/student-support-and-wellbeing
- https://www.ucl.ac.uk/students/support-and-wellbeing/health-care/health-and-wellbeing-tour

Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services.

15.1.1 The Student Enquiries Centre

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

- https://www.ucl.ac.uk/students/life-ucl/student-enquiries-centre

Further information:
- https://www.ucl.ac.uk/students/life-ucl/about-student-centre

15.1.2 Disability, Mental Health and Wellbeing team

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

Further information:
- https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support
15.1.3 Student Psychological and Counselling Services

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

Further information:
- https://www.ucl.ac.uk/students/support-and-wellbeing/student-psychological-and-counselling-services

15.1.4 International Student Support

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

Further information:
- https://www.ucl.ac.uk/students/international-students

15.1.5 Study Abroad support

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

Further information:
- https://www.ucl.ac.uk/students/go-abroad

15.1.6 Accommodation

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

Further information:
- https://www.ucl.ac.uk/students/life/accommodation/wardens

15.1.7 Financial support

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

Further information:
- https://www.ucl.ac.uk/students/funding/financial-support
15.1.8 Student of Concern

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

- https://www.ucl.ac.uk/registry-admin/support/open.php

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

Further information:
- https://www.ucl.ac.uk/students/support-and-wellbeing/report-student-youre-concerned-about

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

15.2.1 Registering with a Doctor

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare quickly if they become ill or injured. When attending a university in the UK students under the age of 25 are also advised to be vaccinated against Meningitis (ACWY). The Ridgmount Practice is a National Health Service (NHS) practice providing healthcare for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice.

Further information:
- https://www.ucl.ac.uk/students/support-and-wellbeing/register-doctor

15.2.2 Out-of-hours support and information helpline

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

Further information:
- https://www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support

15.2.3 Crisis support - immediate and urgent help

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

- Attending an Accident & Emergency (A&E) department of a local hospital. University College Hospital is the nearest A&E department to UCL’s main campus (this A&E department has a dedicated mental health unit) https://www.uclh.nhs.uk/PandV/emergency/Pages/Home.aspx
- Calling 999 to request an ambulance if you are unable to reach the hospital yourself
If a student is feeling distressed, urgent medical support can be obtained by:

- Contacting the student’s GP surgery to request an emergency appointment
- If the GP surgery isn't open, the free NHS out-of-hours medical line on 111 can help students access the right services.
- Calling the Samaritans on 116 123 to talk to someone at any time, day or night
  
  Print UCL: https://www.samaritans.org/

- Nightline are available overnight and can help students across London, call them on +44 (0) 207 631 0101
  
  Print UCL: http://nightline.org.uk/

Further information:

- https://www.ucl.ac.uk/students/support-and-wellbeing/crisis-support

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

Equality and Diversity

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

Departmental Equal Opportunity Liaison Officers –DEOLOs

DEOLOs provide support and assistance for students and staff about issues relating to equalities and diversity. In Geography the DEOLO officers are Prof Anson Mackay (a.mackay@ucl.ac.uk) and Dr Helene Burningham (h.burningham@ucl.ac.uk)

Further information:

- https://www.ucl.ac.uk/human-resources/equality-diversity-inclusion
- https://www.ucl.ac.uk/students/support-and-wellbeing/pregnant-students
- https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/student-parents
- https://www.ucl.ac.uk/students/support-and-wellbeing/specialist-information-and-support/religion-and-faith
- https://www.ucl.ac.uk/students/support-and-wellbeing/information-specific-groups/lgbt-students

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

15.4.1 Harassment and bullying

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

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

Further information:
- [https://www.ucl.ac.uk/students/policies/conduct/harassment-and-bullying-policy](https://www.ucl.ac.uk/students/policies/conduct/harassment-and-bullying-policy)
- [https://report-support.ucl.ac.uk](https://report-support.ucl.ac.uk)
- [https://www.ucl.ac.uk/student-mediator](https://www.ucl.ac.uk/student-mediator)

### 15.4.2 Sexual misconduct

It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with the Students Union to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust, their Hall Warden, or a Students’ Union student officer. Support is also available from the trained staff in the Students’ Union Advice Service or the UCL Student Mediator:

- [https://www.ucl.ac.uk/student-mediator/](https://www.ucl.ac.uk/student-mediator/)

Further information:
- [https://studentsunionucl.org/zerotolerance](https://studentsunionucl.org/zerotolerance)

### 15.4.3 Support for students who have been affected by sexual violation

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

Further information:
- [https://www.ucl.ac.uk/students/support-and-wellbeing/specialist-information-and-support](https://www.ucl.ac.uk/students/support-and-wellbeing/specialist-information-and-support)

### 16 Employability and Careers

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

The Department of Geography has a Careers and Academic Support Tutor (currently Prof Julian Thompson) who has a seat on the Departmental Management Committee and our Staff-Student Consultative Committee, and therefore embeds a concern for Careers and Academic Support in the formulation of day-to-day Departmental policy. The Careers and Academic Support Tutor serves as the link between Geography students and UCL Careers. The Department holds a number of careers (including further graduate study) related events during the academic year.
16.2 Information on UCL Careers

UCL Careers

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates, and assists them through the entire job hunting process, including exploring options, searching for vacancies, preparing CVs and applications, practicing for interviews, aptitude tests or assessment centres, and providing access to recruitment fairs and other employment-related events. They can also advise on exploring options for further study and funding. Services and events are available to all taught students, researchers (PhD students and postdocs) and graduates (for up to 2 years after course completion).

UCL Careers also supports employability activities within departments such as work-related learning, including internships and placements.

UCL students are helped with applications and sourcing opportunities with web resources and advice. They can book appointments via myUCLCareers and can source opportunities via myUCLCareers, UCL Talent Bank - a shortlisting service connecting students to small and medium sized organisations, and apply for opportunities within our summer internships and global internships schemes.

Further information:

- http://www.ucl.ac.uk/careers
- https://uclcareers.targetconnect.net/home.html
- https://www.ucl.ac.uk/careers/internships

16.3 Entrepreneurship at UCL

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

Further information:

- https://www.ucl.ac.uk/enterprise

17 Student Representation

17.1 Students’ Union UCL

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

Students’ Union UCL is the representative body of all UCL students. It’s run by students for students and is a registered charity, independent of UCL. All UCL students at every level are automatically members of the Union (but can opt out), and the Union’s leaders are elected annually by and from all current students. The elected student leaders are called Sabbatical Officers and they represent students on various UCL committees and campaign on the issues that matter to students. Alongside the Sabbatical Officers there are more than 1500 other student representatives, who cover every part of UCL life, from your programme, research students or the UCL accommodation you live in.
Further information:

- http://uclu.org/
- http://uclu.org/membership (including how to opt out)
- http://uclu.org/representation/elections (including how to run for office)

### 17.2 Student societies

UCL students currently run over 250 different clubs and societies through the Students’ Union, providing a wide range of extra-curricular activities for students to get involved with during their time at UCL. The Welcome Fair will be your opportunity to meet all of the clubs and societies in one place and will take place on 28 and 29 September.

Further information:

- http://studentsunionucl.org
- https://studentsunionucl.org/rep/what-you-can-do

#### 17.2.1 Volunteering Service

Volunteering is a huge part of student life here at UCL - last year, over 2200 UCL students got involved with our projects!

Whether you want to boost your CV, help your local community, create friendships, or just have fun, we can help you find the volunteering that works for you. We can even match you up with volunteering that connects with your academic study.

We have a [directory of opportunities](http://studentsunionucl.org/volunteering) across London, six [Volunteering Fairs](http://studentsunionucl.org/volunteering) running in October and January, and lots of [one-off events](http://studentsunionucl.org/volunteering) that you can just sign up and turn up to. We can even help you set up and run your own [community project](http://studentsunionucl.org/volunteering).

We also support an active [Volunteering Society](http://studentsunionucl.org/volunteering) on campus, run a regular [student forum](http://studentsunionucl.org/volunteering) so you can directly influence the way we work and have a [weekly newsletter to sign up to](http://studentsunionucl.org/volunteering) that features new opportunities from across the capital.

Further info: [http://studentsunionucl.org/volunteering](http://studentsunionucl.org/volunteering)

#### 17.2.2 Geographical Society

The Geographical Society (GeogSoc) is run by a committee of students from the Department and is responsible for arranging academic and social events during the year. The president, normally a second year student, will be arranging elections for first year representatives early during the first term.

The Society's activities include guest lectures, staff-student quizzes, departmental teas and the annual GeogSoc Ball. Future events are advertised on the GeogSoc notice board on the lower ground floor of 26 Bedford Way or the GeogSoc Facebook page. If students would like to help or comment, for example suggesting possible guest speakers, then they should contact the Committee via the GeogSoc pigeon hole (located 26 Bedford Way) and/or by e-mail at geogsoc@gmail.com.

Each term GeogSoc and the Departmental Tutor usually arrange a staff-student social event.

#### 17.2.3 UCL Conservation Group

In 2016 UCL Geography students and staff initiated a new UCL Conservation Society (UCS), an informal, student-led society, with membership open to all students at UCL. Since this time the UCS has gone from strength to strength and provides students with a chance to expand their knowledge and involvement with key nature conservation and environmental issues.
The UCS gets involved in all sorts of practical conservation activities including conservation volunteering, campaigning (e.g. #PlasticFreeUCL), bioblitz events, fund-raising, mini-conferences, field trips and nature guiding. Talks and debates are also planned during each term with recent speakers including George Monbiot, Nick Baker, Chris Packham and Geoge McGavin. Importantly the group is totally informal and fun as well as being educational.

Closely linked to the UCL Green Initiative (https://www.ucl.ac.uk/greenucl), the UCS is taking a leading role in a survey of wildlife found on campus (especially birds) and encourages anyone at UCL to join in and learn about urban species and how they survive in the green spaces and parks that surround UCL.

To join the UCS go to: http://studentsunionucl.org/clubs-societies/conservation-society

Do follow the group on Twitter @conservationucl and Facebook https://www.facebook.com/uclconservationsociety/

17.2.4 Geography Running Club [UCL Geoggers]

The UCL Geography Running Club was set up to bring together students and staff who like running. We welcome everyone who would like to run, whether you are trying it out for the first time, or you have many races already under your belt. We meet on Monday (17:05) in the foyer of the Pearson Building and mainly run through (or round) Regent’s Park and then up Primrose Hill. The run is between 6 - 9 km long, and takes about 50-60 minutes, depending on your ability. We also take part in other races across London, some for charity, some for fun, and have at least one social every term. Non-geographers are also very welcome to come along. If you want more information, please contact either Anson Mackay or Alan Latham, and sign up to our Facebook page: https://www.facebook.com/groups/1506176589699621/

17.2.5 LGBTQ+

UCL Department of Geography supports staff and students who identify as LGBTQ+ and we are keen on providing a welcoming community where everyone can thrive. Our Geography LGBTQ+ group will be organising at least one social event each term to support all those involved in the LGBTQ+ community here, and we will also have coffee and cake afternoons pre- and post- reading week. We are also in the process of setting up a mentoring scheme for LGBTQ+ students, and will provide more details at the start of the session. For further information in general, please contact either Anson Mackay or Helene Burningham, or sign up to our closed Facebook page: https://www.facebook.com/groups/1414122958700468/

17.2.6 Ethnic minorities

At UCL Geography we are striving to make the department as inclusive as possible, across our diverse student body. We have many students from different ethnic minorities studying with us, both from the UK and from around the world. A new ethnic minority network was set up last year to connect students together, to provide a sense of increased belonging in the department. Last year, the network worked closely with GeogSoc, and several social and career events were held. For further information, please contact Tariq Jazeel and Caroline Bressey in the first instance to be added to the network.

Further information:

- http://uclu.org/clubs-societies
17.3 Information on Academic Representatives

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

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

These Academic Representatives are appointed during early October – if you’d like to take up the role, staff in your department can tell you how. If you take up a representative role, the Students’ Union will work closely with you to provide training, support, and advice, and you’ll be able to change the experience of everyone on your course or in your department for the better.

Even if you don’t fancy taking up a role yourself, keep an eye out for your chance to vote for which students you feel will do the best job.

Further information:
- [http://studentsunionucl.org/reps](http://studentsunionucl.org/reps)
- [https://studentsunionucl.org/user/academic-representatives](https://studentsunionucl.org/user/academic-representatives)

17.4 Staff-Student Consultative Committee

Every department at UCL has a Staff-Student Consultative Committee (SSCC). Staff Student Consultative Committees are meetings where Academic Reps and staff work together to develop solutions to students’ concerns, and prioritise areas for improvement. The Geography SSCC meets twice in each of terms 1 and 2 and once in term 3. The SSCC provides a forum for discussion between staff and course representatives. It affords 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. The Geography department undergraduate SSCC is usually chaired by a year 3 student and is attended by representatives from each degree programme in each year of study. At least three to four Geography staff members attend the SSCC, including the Departmental Tutor who feeds SSCC comments to the Departmental Teaching Committee (DTC), which is scheduled to follow the SSCC. For urgent matters the Department will look to make a very quick response to the SSCC. For less urgent issues, a written response will be provided to the SSCC chair within two weeks. SCC minutes and departmental responses are also lodged on the GEOGRAPHY UNDERGRADUATE e- NOTICEBOARD Moodle page.

17.5 Students’ Union Advice Service

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

- Academic issues - including extenuating circumstances, plagiarism and complaints
- Housing - including contract checks and housemate disputes
- Employment - including unpaid wages and part time employment contracts
- Many other legal and university matters

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

Further information:
17.6 Informal and formal student complaints

Student complaints

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

Informal resolution

Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Students can speak to their Personal Tutor, Programme Leader, Departmental or Faculty Tutor, or Student Academic Representative (StAR) if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the Student Union’s 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. Students’ attention should be drawn to the timescales set out in the Procedure.

Further information:
- https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework
- https://www.ucl.ac.uk/student-mediator

18 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 the library’s opening hours, opened new study spaces and scrapped graduation ticket fees for students.

18.1 Student surveys

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

Further information:
- https://www.ucl.ac.uk/you-shape-ucl/
18.2 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.

Students are requested to complete the module evaluation questionnaire, found on the relevant Moodle page, at the end of each Module. Feedback is anonymous and is crucial to improving the student experience.

18.3 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. Course representatives are active participants in the evaluation process and creation of the development plan through discussions at departmental and faculty committees, giving students an important role in identifying and planning improvements within their department. Students can view the completed reports and action plans on the faculty/departmental intranet.

Further information: https://www.ucl.ac.uk/academic-manual/chapters/chapter-9-quality-review-framework

19 ChangeMakers

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

Further information:
- http://www.ucl.ac.uk/changemakers/

20 Student Quality Reviewers (SQR)

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

Further information:
- http://www.ucl.ac.uk/global-citizenship/programme

21 UCL Global Citizenship Programme

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

Further information:
- http://www.ucl.ac.uk/global-citizenship/programme

22 Data Protection

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

Further information:
- https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice
- https://www.ucl.ac.uk/informationsecurity/policy
- https://www.ucl.ac.uk/students/policies/intellectual-property-rights

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

Geography Student Local Privacy Notice:

UCL DEPARTMENT OF GEOGRAPHY

LOCAL PRIVACY NOTICE

1. Introduction

UCL DEPARTMENT OF GEOGRAPHY (“we” “us”, or “our”) respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties and supplements the following wider UCL privacy notice(s):

- General privacy notice when you visit UCL’s website
- Student privacy notice
- Staff privacy notice

We keep this Privacy Notice under regular review. It was last updated on 20 September 2018.

2. About us

UCL DEPARTMENT OF GEOGRAPHY is part of the Faculty of Social and Historical Sciences at University College London (UCL).

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your personal data is processed. This means that UCL is the ‘controller’ of your personal data for the purposes of data protection law.

This privacy notice also covers the following website under Geography control.
3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you. This may include:

- Your name and contact details;
- 'Special category’ data about you (this may include details and information about your health etc. required to ensure suitability of activities);
- The names and other details about third parties who are involved in the issues we are helping you with;
- A photograph of you, as on the Portico system, displayed within the local Geography Map Room;
- Your name and/or photograph on the Geography web pages for publicity purposes.

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To register you as a student and to manage our relationship with you; including on lists of students registered for modules, seminar groups etc
- To help you with your enquiry. Depending on the circumstances, this may include special category personal data. Here, the processing of your information is carried out on the basis of your explicit consent
- To process a job application submitted by you to us

Where the processing is based on your consent, you have the right to withdraw your consent at any time by contacting us using the details set out below in section ten. Please note that this will not affect the lawfulness of processing based on consent before its withdrawal.

We may also use anonymised data, meaning data from which you cannot be identified, for the purposes of:

- Service evaluation;
- Education and research; or
- Fundraising and promotional purposes.

5. Who we share your personal data with

Your personal data will be collected and processed primarily by our staff and UCL (Access to your personal information is limited to staff who have a legitimate need to see it for the purpose of carrying out their job at UCL.). We may have to share your personal data with the parties set out below for the purposes outlined in section 4:

- Job applications – all staff on the shortlisting and interview panel;

If you respond to one of our institutional student surveys, such as Postgraduate Taught Experience Survey (PTES) or Student Experience Survey (SES), your data will be used to better understand and improve the experiences of students like you at UCL.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third party service providers to use your personal data for their own purposes – we only permit them to process your personal data for specified purposes and in accordance with our instructions.

6. International transfers

We do not transfer your personal data outside the European Economic Area (EEA).

7. Information security
We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep your personal data according to the Records Retention Schedule.

9. Your rights

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact the Data Protection Officer.

Contacting us

You can contact UCL by telephoning +44 (0)20 7679 2000 or by writing to: University College London, Gower Street, London WC1E 6BT.

Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer at data-protection@ucl.ac.uk

You can contact the Geography Department by mailing geog.office@ucl.ac.uk

10. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the Data Protection Officer so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.

23 Health, Safety and Security

23.1 UCL Health, Safety and Security information

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

Further information:

- [https://www.ucl.ac.uk/safety-services/](https://www.ucl.ac.uk/safety-services/)
- [https://www.ucl.ac.uk/safety-services/a-z](https://www.ucl.ac.uk/safety-services/a-z)
23.2 Departmental Health and Safety information

23.2.1 General Policy

The Departmental Safety Officer is still to be confirmed for 2019-20. They will be assisted in 26 Bedford Way by Nick Mann and Miles Irving (deputy DSO) in PB.

In accordance with UCL policy the Department takes all reasonably practicable steps to promote the safety, health and welfare of all staff, students and members of the public on College premises.

The Head of Department is responsible for safety in connection with work done in the Department and in its name. The Departmental Safety Officers, are appointed to advise the Head of Department of the standards of safety in the Department and to indicate areas where action needs to be taken. The Department has a detailed policy statement, http://www.geog.ucl.ac.uk/study/undergraduate/current-students/health-and-safety-1 that describes safety procedures for different parts of the building (e.g. laboratories) and lists the responsibilities of staff with respect to specific hazards (e.g. fires, accidents in the Department and on fieldwork).

All work within the Department and in the field must have a risk assessment associated with it. Members of the Department, including students, will be asked to read and sign these for certain aspects of work. In signing a risk assessment form you are agreeing to abide by the control measures set out within the document. Make sure you have read and fully understood the document before signing.

23.2.2 Fire Precautions

In the interest of safety all staff and students the Department of Geography are asked to follow this procedure.

When the fire alarm bells sound:

1. Close all windows and doors.
2. If it does not interfere with experiments in progress:
   a. Stop all machinery;
   b. Switch off electrical supplies to equipment; and
   c. Turn off gas supplies and gas cylinders.
3. DO NOT use the lifts
4. Leave the premises by the nearest fire exit or staircase that is free from smoke.
5. On leaving the premises follow the instructions from the Fire Wardens to the correct meeting place, ensuring that you Do not obstruct driveways, roads, paths, doorways or stand too close to buildings.
   - **Bedford Way**, assemble in WOBURN SQUARE
   - **Pearson Building**, assemble in THE FRONT QUAD.

On each floor Fire Wardens have been appointed, their main duties are:

a. To ensure as far as possible, taking due regard of their own safety, that all personnel under their control leave the building speedily and safely;

b. To report to the Lead Fire Evacuation Marshal at the assembly point when they leave the building.

Do not attempt to re-enter the buildings until you are instructed to do so.
Staff and students should, in their own interest, make themselves familiar with all fire exits, and should not rely on Fire Wardens being present.

**YOUR SAFETY DEPENDS ON YOUR CO-OPERATION**

At the beginning of each lecture course or when a lecture is held in a new area or room, staff should give the following information to students:

- Details of the Fire Action Notices, including important information such as assembly point;
- The importance of fire doors and other basic fire-prevention measures; i.e. that fire doors should not be wedged open and not to tamper with fire extinguishers, e.g. whilst waiting to go into lectures;
- The importance of reporting to the assembly area;
- Not to use lifts when the alarm is sounding;
- The available exit routes and the operation of exit devices.

A list of current Fire Wardens in the Geography Department is available online on the Geography website.

**23.2.3 First Aid**

The Departmental Safety Officer takes care of the First Aid facilities in the Department. These include:

1. **First Aid Boxes.** The Department boxes are kept in LG13 (Oxenham Room) and GO1 (Attendant’s Office in the Foyer) of 26 Bedford Way and in the Basement lab area and the reception foyer (with the attendant) of the Pearson Building.

2. **Field Work First Aid Boxes.** It is the duty of the Field Work course leaders to request First Aid kits from Ian Patmore and to ensure that kits are fully stocked whilst on fieldwork.

Many staff hold a first aid certificate. In the event of an accident, contact Janet Hope on ext. 30551 or Nick Mann on ext. 25537.

Accident reports must be filled in online using the RiskNet system. All accidents must be reported to the Departmental Safety Officer. In the event of an emergency, phone 222 (UCL emergency number).

**23.2.4 Fieldwork Safety**

All members of the Department whether working alone or in groups, in the countryside or in urban areas, must follow the fieldwork regulations as listed here. Staff leading field classes are required to bring these regulations to the attention of students at the beginning of each field class, or before individual field assignments. It is especially important that academic staff ensure that students observe the provisions regarding personal safety. Before undertaking fieldwork you will be required to complete a risk assessment.

Staff are instructed by the Department to refuse to allow badly equipped students on all or parts of their field courses as appropriate.

Whether in town or country:

- All students and staff should ensure that routes, dates, times and activities to be carried out are notified in advance either to the member of staff in charge or to an appropriate Departmental officer or colleague;
- Do not remain out after dark;
- Always carry your UCL identity card with you;
- Be aware of the location of the nearest point of help in case of emergency. Ensure that at least one member of the group has a fully charged mobile phone;
• Make sure you know where to rendezvous at the end of each assignment and do not be late;
• If you experience a problem in the field, report it immediately to a member of staff to ensure that other students are not put at risk;
• You must ensure that you are dressed appropriately for the type of fieldwork and the weather conditions.

A comprehensive assessment of the risks must be carried out before leaving for fieldwork and all staff and students taking part will be asked to read and sign the forms. Full information on assessing and minimising risk in fieldwork is contained on the departmental safety web pages.

23.2.5 Smoking
Smoking is not permitted anywhere in UCL buildings or immediately next to entrances to these buildings.

24 After Study

24.1 Information on degree certificates and transcripts

Degree Certificates
A degree certificate will be sent to each successful student awarded a UCL degree within three months of conferral of the award.
Further information:
• https://www.ucl.ac.uk/students/exams-and-assessments/certificates-results/degree-certificates

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

Affiliate students
Transcripts for affiliate students are issued automatically upon the students’ completion of their study at UCL and are dispatched as follows:
JYA, Exchange and Erasmus Students – transcripts are issued to the students’ home universities.
Independent affiliate students – transcripts are posted to the students’ contact addresses.

UCL Student Records can produce additional transcripts for students on taught programmes as well as for affiliate students via the UCL Transcript Shop.
Further information:
• https://www.ucl.ac.uk/students/exams-and-assessments/results/transcripts

24.2 Information about the HEAR

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

Further information:
• [http://www.ucl.ac.uk/hear](http://www.ucl.ac.uk/hear)

24.3 Graduation Ceremonies

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

Further information:
• [http://www.ucl.ac.uk/graduation](http://www.ucl.ac.uk/graduation)

24.4 Information on UCL Alumni activities and key contacts

UCL Alumni Community

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

Further information:
• [https://aoc.ucl.ac.uk/alumni/alumni-community](https://aoc.ucl.ac.uk/alumni/alumni-community)

25 Disclaimer

The information contained in this handbook is correct at time of publication. In the event of a conflict with the UCL Academic Regulations [https://www.ucl.ac.uk/academic-manual/](https://www.ucl.ac.uk/academic-manual/), the latter take precedence.