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GRADUATE  
TAUGHT  
DEGREES

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CODE OF  
PRACTICE  
2011/12

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# INTRODUCTION

## WELCOME TO UCL AND THE UCL GRADUATE SCHOOL

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The Graduate School exists, amongst other things, to promote and facilitate graduate education and training via both taught graduate and research degree programmes. It is for this reason that the Graduate School issues this Code of Practice, which is designed to help taught graduate students during their time at UCL and which complements the formal regulations governing such programmes (see over). The Code contains guidelines for good practice, in contrast to the regulations which give the framework and requirements for completion of a degree, diploma or certificate.

UCL offers a very rich and diverse range of graduate taught programmes leading to MA, MSc, MRes, MArch, MClInDent, MFA and LLM degrees or to Diplomas or Certificates, and it is recognised that, for academic and organisational reasons, these programmes differ greatly in internal structure and management. The structures and terminology used here, e.g. Programme Director, Department, Division, are generic and individual Departments or Divisions may have slightly different structures and terms internally.

Most taught graduate programmes are completed in a year, which makes great demands upon students. This is especially true for students from overseas and those unfamiliar with living in a very large city. This Code describes the structures designed to help you during your life at UCL, and these include the Graduate School itself.

My best wishes for your time at UCL.

*Professor David Bogle*  
Head of the Graduate School

# SOURCES AND RESOURCES

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For all aspects of the Graduate School's activities including funding visit the website:  
**[www.ucl.ac.uk/gradschool](http://www.ucl.ac.uk/gradschool)**

UCL 'Academic Regulations for Students':  
**[www.ucl.ac.uk/registry/acd\\_regs](http://www.ucl.ac.uk/registry/acd_regs)**

UCL 'Academic Manual': **[www.ucl.ac.uk/academic-manual](http://www.ucl.ac.uk/academic-manual)**

Quality Assurance Agency for Higher Education 'Code of Practice for the Assurance of Academic Quality and Standards in Higher Education.'

## *Notes:*

- individual Research Councils and UCL Departments may also issue guidelines.
- there are two grounds upon which students may have their registration terminated – a serious disciplinary offence or academic insufficiency.

# ADMISSIONS AND SELECTION PROCEDURES

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Where practicable, applicants are interviewed prior to offer of a place at UCL and this should be done by two members of Academic Staff. Before the programme begins you should have received full details including a timetable, printed details of courses, and registration procedures. If optional courses are offered they should be explained, as should access to libraries, laboratories and IT facilities.

It is not always possible to be certain beforehand what options will be available, and the wider the choice of optional courses the less likely it is that all will be run in any one session. As far as possible before enrolment, you should be advised of the range of options available, and how they can be combined to make up a coherent programme, so as to allow you to make an informed choice.

# DEPARTMENTAL/DIVISIONAL STRUCTURES

## PROGRAMME DIRECTOR

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Each taught graduate programme usually has a member of Academic Staff responsible for overall management and pastoral care – the Programme Director or Co-ordinator.

This is the person to whom you should speak if you have academic or personal problems.

The Programme Director will certainly be one of your teachers and may also supervise project work. They should encourage you to join in the social and intellectual life of your Department and UCL, help with careers advice, provide letters of reference, and assist with any other aspect of the programme including appointment of appropriate Project Supervisors as necessary (and Personal Tutors if used).

If you are on a joint degree programme involving an institution other than UCL, special arrangements apply and further information will be provided by your Department or Division. If you are following a programme in more than one UCL Department, then the Department in which you are registered has primary responsibility for implementing this Code. If your dissertation is to be supervised by person(s) who are not members of UCL staff, the Programme Director will ensure that the terms and conditions specified in the Academic Manual are met (see Section G2: Academic and Pastoral Advice to Students and Student Discipline).

## PROJECT SUPERVISOR

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If your programme includes project work, and in some cases this can represent 40–60% of the total programme, then you may have a personal Project Supervisor appointed.

The Supervisor will discuss the project with you, advise on the methodology to be followed and facilities required for successful completion of the work; they may also read a draft version of your report.

## PERSONAL TUTOR

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In some cases you may also have a named Personal Tutor, one of your teachers appointed to be available to help with personal or academic problems, especially if the Programme Director is away. In small courses the Programme Director may also be your Personal Tutor.

## DEPARTMENTAL GRADUATE TUTOR

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The Departmental Graduate Tutor, on behalf of the Head of Department, is responsible for all aspects of graduate education and training in your Department. Thus in a formal sense they oversee admission, induction, supervision and examination of students, and ensure that the Graduate School Codes of Practice are implemented and their use monitored. The Departmental Graduate Tutor is a source of information about regulations and resources for both students and staff. They should ensure that supervisory arrangements are made in cases of Academic Staff absence. If you have problems concerning your programme which cannot be resolved by the Programme Director, then you should seek the advice of the Departmental Graduate Tutor. The Departmental Graduate Tutor should promote student welfare by informing teachers and/or students about:

- Special needs of international students, and the function of the UCL International Office;
- Special needs of Part-time students;
- UCL Student Counselling Service or other appropriate psychological support structures;
- UCL Disability Service;
- UCL Equal Opportunity Policy;
- Resources for students in financial hardship;
- Resources for careers information, skills training and advice;
- Facilities offered by the UCL Union Postgraduate Association;
- Resources available through the UCL Union and the University of London Union;
- UCL Graduate School.

## DEPARTMENTAL GRADUATE COMMITTEE

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Most Departments have a Departmental Graduate Committee; this body complements and assists the role of the Departmental Graduate Tutor and, on behalf of the Head of Department, reviews the quality of graduate taught programme provision.

## HEAD OF DEPARTMENT

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The Head of Department has overall responsibility for the welfare and academic progress of graduate students in the Department, including provision of necessary equipment and facilities, safety, etc. Where students are registered or work in more than one Department or institution, or are Part-time, then the Head of Department should ensure that adequate provision is made for supervision, facilities and monitoring progress, and that the student is integrated as far as reasonably possible into the life of his/her Department.

## STAFF-STUDENT CONSULTATIVE COMMITTEE

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All Departments have a Staff-Student Consultative Committee, usually chaired by the Head of Department or a student, which meets at least twice per session. You are represented by one or more elected Graduate Student Representatives and the Department is responsible for informing you of the selection process. Minutes of meetings are published in the Department, often on the internet.

# UCL STRUCTURES

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Above Departmental/Divisional level there are UCL structures concerned with graduate students, especially those on taught programmes. For every Department/Division there is at Faculty level a Faculty Graduate Tutor, a Teaching Committee concerned with graduate issues and a Faculty Board of Examiners, which report to the UCL Research Degrees Committee, Academic Committee and UCL Board of Examiners. The Dean of Students (Welfare) is concerned with all student welfare matters. The Dean of Students (Academic) is concerned with all student academic matters. The UCL Union has a Postgraduate Association and all its services and facilities are available to graduate students.

## THE STUDENT

### PROGRAMME OF STUDY AND RESPONSIBILITIES

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Taught graduate students are registered as Full-time or Part-time, and may spend some or most of their time at Approved Institutions. Most Full-time programmes are one calendar year in duration, Part-time programmes two years, while modular Master's courses may be taken over five years.

Your responsibilities as a graduate student are:

1. To carry out your research effectively, to an adequate standard and within prescribed timetabled periods;
2. To submit your written work on time;
3. To bring any problems, including those of a social or medical nature, to the attention of your Programme Director or Personal Tutor, or Departmental Graduate Tutor, where a problem may be interfering with your work;
4. To consult in confidence with the Departmental Graduate Tutor if you feel that there is a problem with your programme that the Programme Director is unable to resolve;
5. To follow the procedures set out below for study leave or interruption of study.

### STUDY LEAVE AND INTERRUPTION OF STUDY

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#### Study Leave

In some cases it is necessary to carry out project or other work away from UCL. If the absence is for more than four weeks, an Application for Study Leave must be made to the Student Centre, UCL Registry. The application must be made on the recommendation of your Programme Director and must be approved by the Academic Registrar before you leave UCL on study leave. UCL's procedures relating to Risk Assessment, Health & Safety and Ethics must be followed.

## Interruption of Study

For various reasons of a personal nature it is sometimes necessary for study to be interrupted for a period. Such interruption must have the approval of UCL and you should consult your Programme Director about the procedures for making an application, in advance of your interruption of study, to the Student Centre, UCL Registry. Information is available at:

**[www.ucl.ac.uk/current-students/services/studyinformation/interruption](http://www.ucl.ac.uk/current-students/services/studyinformation/interruption)**

## Travel

The Study Abroad Office provides a number of services for students considering or preparing for study abroad. This should be consulted before a journey is made.

Information is available at: **[www.ucl.ac.uk/studyabroad](http://www.ucl.ac.uk/studyabroad)**

## RESEARCH GOVERNANCE

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To realise its research strategy and ensure that all research conducted by members of staff, honorary staff, students and individuals who collaborate in research with UCL staff and students conform to good practice and ethical expectations, UCL has adopted a set of research governance policies and procedures. This framework is enshrined in the documents listed in the document 'UCL Research Governance', which may be found at:

**[www.ucl.ac.uk/academic-services/resgov](http://www.ucl.ac.uk/academic-services/resgov)**

## ETHICS

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All research proposals involving living human participants and the collection and/or study of data derived from living human participants undertaken by UCL staff or students on UCL premises and/or by UCL staff or students elsewhere requires ethical approval. This is to ensure that the research conforms with general ethical principles and standards.

Information is available at: **[www.ucl.ac.uk/gradschool/ethics](http://www.ucl.ac.uk/gradschool/ethics)**

## PLAGIARISM

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UCL takes plagiarism, including self-plagiarism, seriously. UCL's Policy Statement on Plagiarism may be found at: **[www.ucl.ac.uk/current-students/guidelines/policies/plagiarism](http://www.ucl.ac.uk/current-students/guidelines/policies/plagiarism)**

## APPEALS AND GRIEVANCES

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UCL has formal appeal and grievance procedures for use in cases which cannot be resolved by informal discussion conducted via the Faculty Graduate Tutor or the Dean of Students (Academic). A student may appeal against a perceived deficiency in supervision received and against the result of a taught degree examination. Appeals and grievances should be implemented when a problem arises and not at the end of registration.

Information may be found at: **[www.ucl.ac.uk/current-students/guidelines/your\\_rights/complaints](http://www.ucl.ac.uk/current-students/guidelines/your_rights/complaints)** and **[www.ucl.ac.uk/current-students/guidelines/your\\_rights/grievance](http://www.ucl.ac.uk/current-students/guidelines/your_rights/grievance)**

## OPEN DOOR POLICY

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The Graduate School operates an open door policy for information and advice. You are welcome to visit us in our office, which is situated in the North Cloisters of the Wilkins Building (close to the main UCL Library).

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UCL Graduate School Website: [www.ucl.ac.uk/gradschool](http://www.ucl.ac.uk/gradschool)

Tel: +44 (0)20 7679 7840 | Fax: + 44 (0)20 7679 7043 | Email: [gradschool@ucl.ac.uk](mailto:gradschool@ucl.ac.uk)