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Welcome

Welcome to UCL Engineering and congratulations for choosing to study with us. This document aims to set out some of the key features of the programmes within engineering, some of the rules and regulations you need to know as well as some of the many opportunities you should look out for during your studies. Summaries of key regulations are given here, but you should always check the UCL Registry website for the definitive version (http://www.ucl.ac.uk/srs/academic-regulations).

Most the courses within UCL Engineering are part of what we call the Integrated Engineering Programme. What does this mean? You have enrolled at UCL to study a specific discipline, within a specific department and it is in that discipline and department where you will get most of your teaching and contact over the 3 or 4 years of your course. However, in the outside world, problems cross discipline borders, needing multidisciplinary teams to attack them. Right from the start of your first year, you will get experience of working with people from different backgrounds and with different approaches. We'll give you challenging problems to work on in your own way, exploring how what you learn can be applied and what works in different situations. These opportunities to use your disciplinary knowledge on broad, multi-disciplinary projects will continue throughout your degree.

Our programmes are designed to be flexible. You have chosen a core discipline, but as you progress through your degree you will have a variety of options that you can select as you gain a better understanding of the field and what interests you – you don’t have to make your mind up now. Our approach to learning produces well-rounded graduates with a strong grasp of the fundamentals of their discipline, accompanied by broad understanding of the complexity and context of engineering problems. We focus our teaching on problem solving through problem- and scenario-based learning, an approach pioneered at UCL. This creates a highly engaging learning environment where students have regular opportunities to put their theoretical knowledge to practical application.

You will learn in a variety of ways. Some will be lecture-based, while some will provide you with the materials and support to self-study through video and written material, problem sheets, exercise classes, workshops and tutorials. We have invested heavily in making learning material available online, including a comprehensive system to record lectures so you can study at your own pace. You will also spend time in experimental labs or computer labs learning key technical and practical skills.

This handbook gives an outline of some of the faculty-wide activities you will be taking part in as well as giving you ideas for some of the other opportunities that you should consider as part of your degree programme. It also highlights what we expect of you, as well as what you can expect from us in term of support for your studies.

Finally, your feedback is very important to us. There are a number of ways you can give feedback, from giving constructive comments on course evaluations to becoming a student representative. There are also a number of key people who are there to help you if have difficulties. You will find these in your department, in the faculty and at college level. Please come and talk to us if you have any issues or need further support.

We very much hope you enjoy your experience here and gain the most from the opportunities that are available to you.

Professor John Mitchell
Director, Integrated Engineering Programmes, Vice-Dean Education
UCL Engineering

The UCL Faculty of Engineering Sciences (often UCL Engineering for short) is one of ten faculties at UCL. It contains eleven departments who undertake research and training across a great range of disciplines. During your studies you will predominantly be based in one of the departments, but will work with students from other departments and may take courses provided by them.

Faculty Roles

Executive Dean:
Professor Anthony Finkelstein – a.finkelstein@ucl.ac.uk
http://blog.prof.so

Faculty Tutor:
Dr Simon Banks – s.t.banks@ucl.ac.uk

Director of the Integrated Engineering Programme:

Vice Dean Education:
Professor John Mitchell - j.mitchell@ucl.ac.uk

The faculty office is based on the 2nd floor of the Engineering Front Building

Computer Science

People in the Department

The Head of Department

The Head of Department is Professor John Shawe-Taylor. John is ultimately responsible for everything that goes on in the Department; undergraduate and postgraduate teaching, research and administration. You may need to talk to John if you encounter a particularly severe problem during your time here at UCL. However, your first recourse should be to your personal tutor, to the Departmental Tutor (for undergraduates) or to your Programme Director (for taught Master’s students). Of course, if you manage to cause John a particularly severe problem then he may want to see you!

Your Personal Tutor

As there are a large number of students in the department it is impossible for every member of staff to know all of you by name. However, the tutorial system will enable you to get to know one member of staff better. Every student is assigned a tutor from amongst the academic staff. That person will normally remain your tutor throughout your time at UCL. You are expected to meet your tutor at least twice a term and keep them up to date with your progress. You can always arrange to see your tutor at any time if you need someone to talk to or you are having problems. You will meet tutors at the Welcome Party, and be matched with personal tutor within the first few weeks of term.

The Departmental Teaching Committee has set out some guidelines to help you understand what you can expect from this relationship. http://www0.cs.ucl.ac.uk/teaching/CS_Tutorials.pdf
The Director of Studies / Departmental Tutor (Undergraduate)

The CS Departmental Tutor and Director of Studies is Dr. Graham Roberts (graham.roberts@ucl.ac.uk), phone 020 7679 3711, Room 1.03 on the first floor of 66-72 Gower Street. He is responsible for dealing with problems or queries about undergraduate degree programme and modules, student welfare, any problems affecting undergrad studies and for organising the undergraduate tutorial groups. If you need to talk to Graham try to make an appointment by email first.

Graham receives regular feedback about undergraduates from tutors and lecturers. If an unfavourable report is received Graham will ask to see you to find out what is going wrong. If your commitment to the course does not appear to improve Graham will notify the Faculty Tutor of the problem. The Faculty Tutor is the senior tutor to all departments in the Faculty and is responsible for reporting on your progress to your local education authority or equivalent. A poor report and lack of attendance can result in your support being suspended.

You should always inform Graham about any illness or personal problem that is preventing you from meeting the demands of the course, so that this can be taken into account when it comes to the formal assessment of your work. If you have a specific personal problem that requires professional assistance, Graham will be able to direct you to the appropriate source of help.

The Undergraduate Administrators

There are two Undergraduate Administrators – Sarah Clegg and Simone Thompson. Sarah works the first half of the week until Wednesday lunchtime, at which point Simone takes over. They can be contacted on ugadmin@ucl.ac.uk, phone 020 7679 3690 and are located in office 5.22 on the 5th floor of MPEB. Sarah and Simone play a major support role in running all our undergraduate programmes with responsibility for tasks such as arrangements for student records, registration, admissions and examinations. If you have any queries concerning any of these areas, in particular module registration, see Sarah or Simone.

The Departmental Office

The Departmental Office deals with issues to do with the day-to-day running of the department such as greeting visitors, answering general enquiries, facilities management and coursework collection. JJ Giwa is in charge of the Departmental Office, and is assisted by Patricia Fenoy. JJ and Patricia can be contacted on x37214. Faults in the building such as faulty lifts, blocked toilets etc should be reported to the Departmental Office.

The Teaching and Learning Manager

Nisha Gosai (MPEB Room 5.21, nisha.gosai@ucl.ac.uk, 020 7679 7993) is responsible for overseeing teaching administration in the department. Contact Nisha with queries about timetabling, academic policies and regulations, quality assurance and annual monitoring, student feedback-related issues, and the Departmental Staff-Student and Teaching Committees.

Equal Opportunities Liaison Officers

UCL has a very strong commitment to equal opportunities and appropriate behaviour in all aspects of the way UCL is run. See http://www.ucl.ac.uk/hr/docs/equal_opportunity.php for detailed information. Within the CS department there are two Departmental Equal Opportunities Liaison Officers (DEOLOs) who are responsible for monitoring equal opportunities and are the first point of contact if you want to raise equal opportunities issues or report bad behaviour. The two DEOLOs are:

- JJ Giwa, j.giwa@ucl.ac.uk
- Graham Roberts, g.roberts@cs.ucl.ac.uk

If you encounter discrimination, harassment, bullying or any other unacceptable behaviour, please feel free to contact any of the DEOLOs at any time. They are always ready to listen and will always respect your confidentiality.
Women in CS Co-ordinator

Within the department of Computer Science itself, Professor Zhaoping Li (x32850) is the Women in CS co-ordinator, with the remit of encouraging and supporting women staff and students. Please see Zhaoping's website at http://www.cs.ucl.ac.uk/staff/Z.Li/WomenInCS.html for more information.

In most cases your initial contact will be with members of staff within your department. In each department there are a number of key people that you should know. A list of who holds these key roles within all UCL Engineering departments is available at: http://www.engineering.ucl.ac.uk/people/ and will also be on each department’s website.

What do I call members of staff?

All members of academic staff have a professional title of either Dr. (Doctor) or Prof. (Professor). By default you should refer to Dr. X or Prof. Y. However, most staff are pretty relaxed about names and don’t mind if you use first names once they know who you are. We definitely discourage being referred to as Sir, Miss or similar. We are not at school!

How do I get to see a member of staff?

If you need to talk to a member of staff it is best to email that person and ask for an appointment (it may take a day or more to get a reply) or to approach them at the end of a lecture. Most staff offices are in secure areas of the building that you cannot access directly, so you can’t just walk up to someone’s office. Instead you should go to the CS Reception Desk and ask the person on duty to contact the staff member who will then let you into the area of the building where their office is.

Your Degree Programme

UCL operates a credit-based teaching and assessment system. Teaching is organised around courses, referred to as modules, with each module focused on a particular subject such as programming, mathematics or theory. A module has a value measured in credits, awarded when you pass the module. The number of credits you need to pass differs according to programme and year. Make sure you check the relevant information for your programme.

Undergraduates

There are links to the syllabus and curriculum for each year group from: http://www.typo3.cs.ucl.ac.uk/students/undergraduate_information/assessment/

Important information about all aspects of assessment can be found at the following link:
http://www.typo3.cs.ucl.ac.uk/students/undergraduate_information/assessment/

UCL’s Academic Regulations for taught students are an important source of information on the rules governing how you are assessed. Make sure you are aware of them: http://www.ucl.ac.uk/ras/acad_regs

Syllabus

Each Computer Science module has a syllabus page. You can check the syllabus page to see who is teaching a module, which content you can expect, how the module is examined and which resources are available for the module. We try to keep the syllabus as up-to-date as possible, but if you are ever in any doubt about the assessment or the prerequisites for a particular module, or the options available on a particular programme, you should check with the lecturer or your Programme Director.

The syllabus indexes is here: http://www.typo3.cs.ucl.ac.uk/students/syllabus/ug/ (undergraduate modules)
Term Dates

There are three terms in an academic year. The term dates for this academic year are:

- **Autumn Term (Term 1):** Monday 28 September 2015 to Friday 18 December 2015
- **Spring Term (Term 2):** Monday 11 January 2016 to Thursday 24 March 2016
- **Summer Term (Term 3):** Monday 25 April 2016 to Friday 10 June 2016

The terms are structured as follows:

- Lectures and tutorials take place during Term 1 and Term 2 only. Term 3 is the exam term when you take your end of year exams. Other than mid-session tests held in January for a few modules, all exams are in Term 3.
- Term 1 is organised as: induction week, 5 teaching weeks, reading week, 5 teaching weeks.
- Term 2 is organised as: 5 teaching weeks, reading week, 5 teaching weeks.
- Term 3 is organised as roughly 4 weeks during which exams are held, with the remainder of the term used for exam marking. Note that it must be possible to contact you after the exams to deal with any queries during the marking process.

Students are required to attend **throughout all of terms 1 and 2.** You should not arrive after the start of term or leave before the end of term. Plus you really don't want to miss any exams in term 3!

During a **reading week** Computer Science and most other departments (but not all) do not normally hold lectures or problem classes. Term 1 reading week is 9-13 November 2015, Term 2 reading week is 15-19 February 2016. A reading week provides a chance to study and catch up with coursework from the preceding 5 weeks of lectures. **It is not a holiday or half-term** and you should not arrange to go away — you need to spend the time studying otherwise you will not be able to keep up.

Note that there are a total of 20 weeks of formal timetabled teaching (lectures and classes) during the academic year. You are expected to use the rest of the time to organise your own studies and complete coursework. A lot of ground will be covered quickly and you must keep up. **It is a fundamental mistake to believe you can take it easy at the beginning** — you will fall behind and not be able to catch up.

Your Timetable

To access your personal timetable go to [www.ucl.ac.uk/timetable](http://www.ucl.ac.uk/timetable) and log in with your UCL userid and password. Your personal timetable displays all the modules for which you are registered in Portico. Students are automatically registered for modules compulsory to their programme so you will be able to view these in your timetable straight away. Each event that appears in your timetable has a listed type, ‘lecture’, ‘practical’, ‘problem based learning’. You should attend ALL lectures. Where you are automatically assigned to a smaller group such as a practical or problem class by the department, only the group you have been assigned to will appear in your personal timetable.

For some modules, there may be multiple labs and problem classes that you can attend at any of the times listed. For these modules, ALL labs and problem classes associated with each will appear in your personal timetable. You may not need to attend all of them, so please make sure you take a careful note of any arrangements for labs and problem classes that your lecturer announces at the first lecture for each module.

There should be no timetable clashes where your compulsory modules are concerned, so if you spot one, please let Nisha ([nisha.gosai@ucl.ac.uk](mailto:nisha.gosai@ucl.ac.uk)) know immediately. We try as far as possible to avoid clashes amongst optional modules too, however where a module can be taken by students from several different programmes it is not always possible to avoid conflicts. When choosing options you will need to check the online timetable and look for potential clashes. Not all combinations of option module listed on your degree programme pages will be available to you.

Details of all Computer Science timetabling can be found in the students section of the CS website: [http://www-typo3.cs.ucl.ac.uk/students/student_information/timetables/](http://www-typo3.cs.ucl.ac.uk/students/student_information/timetables/) Timetables can be subject to change at short notice – so please check yours regularly!

Contact Nisha Gosai ([nisha.gosai@ucl.ac.uk](mailto:nisha.gosai@ucl.ac.uk)) if you have any timetable queries.
How hard do I have to work?

The big question! The honest answer is that you will have to work hard, right from when teaching starts until your exams are finished. A good comparison is with a full-time job. You should be working a solid 40 hour week and expect to be doing overtime on some days. This does leave time for relaxation and socialising but you have to keep things in balance.

Always organise your time to get a good night's sleep. Yes, good old-fashioned advice, but all too many students spoil their experience at UCL by being permanently over-tired. Avoid getting into the habit of working into the early hours and not getting up until mid-morning (lectures start at 9am).

Where can I go to study?

If you need to use a computer then you can use any of the CS computer labs, provided they are not booked for a lab class. The CS building and labs are open 8:30am-7pm weekdays only. There is no overnight or weekend access. There are also the ISD computing service cluster rooms, the nearest of which is in the Science Library next door to the CS building. Some cluster rooms have extended opening hours.

The UCL libraries provide many work places, for quiet work and reading. The nearest library is the Science Library (next door on Malet Place) but also look at the main library located in the building below the UCL dome. The libraries have the advantage of being kept quiet. As you get familiar with UCL you will discover other places to sit and work, some quieter than others. For example, the cloisters have seats and tables, there are many seats and benches around the campus (inside and outside) and there are the public gardens and squares in the area around the college, as well as cafés and bars. Within the Engineering Faculty buildings there is the Engineering Foyer and Café, which you see as soon as you enter the main Engineering entrance.

Coursework

Most modules you will be taking have coursework. Typically you will be given sets of questions to answer, often requiring significant study and research to do properly. Each coursework will have a deadline and submission instructions.

If you are an undergraduate or MSc student then coursework for CS modules is either submitted on paper to the departmental office or electronically via Moodle. For coursework handed in to the departmental office the deadline is **12 noon on the day of submission**. For electronic submission, the deadline is **11.55 pm** on submission day. When work is submitted to the departmental office a coversheet (there are copies at the desk) must be printed out, filled-in, signed and attached to the work. Note that arrangements for coursework submission for modules run by other departments might be different - make sure you check in advance.

The department publishes coursework timetables on the departmental website to allow students to see when work is due and to avoid coursework hand-in clashes. When choosing options and when planning your time management, please look at the relevant coursework timetable. If your coursework does not appear on the timetable then please encourage the lecturer to get the timetable updated.

If you envisage problems completing the coursework by the deadline then speak to the lecturer, who under certain circumstances may be able to grant you an extension. Coursework that is handed in late without explanation will be subject to a penalty for late submission. Details can be found here: [http://www.typo3.cs.ucl.ac.uk/fileadmin/UCL-CS/images/students/Penalties_for_late_submission.pdf](http://www.typo3.cs.ucl.ac.uk/fileadmin/UCL-CS/images/students/Penalties_for_late_submission.pdf)

The penalties refer to a 'working day'. For coursework handed to the departmental office, a 'working day' runs from 12 noon (i.e. work handed in after 12 noon on the date of submission but before noon the next day is a day late).

You should also refer to the guidelines on plagiarism (item 23, below).

It is departmental policy that marked coursework should be returned to students within four working weeks. If coursework is significantly later than this, contact Nisha Gosai in the first instance ([nisha.gosai@ucl.ac.uk](mailto:nisha.gosai@ucl.ac.uk)).

Academic writing

The UCL Language Centre ‘Self-Access Centre’ has resources to help students improve their academic writing and study skills. Please see their site for the full range of resources: [http://www.ucl.ac.uk/language-centre/self-access-centre/](http://www.ucl.ac.uk/language-centre/self-access-centre/).
Learning and Teaching (BSc Computer Science and MEng Computer Science)

As well as lectures and laboratory classes, some of the teaching you will encounter in your degree will make use of Problem-based learning (PBL). This is known as an active learning style, in that it engages students in direct, hands-on activities, based around finding solutions to set problems as the core part of the learning process. Engineering is a mix of knowledge and the application of that knowledge to real, complex problems. Hence, the curriculum features both elements designed to help you acquire the knowledge you need, as well as opportunities to put this into practice and the additional skills needed to make this effective.

The largest PBL elements are the challenges in term 1 of the first year and the scenario activities across term 2 and the second year of your programme. However, many of your other classes may also include smaller, problem-based activities, where you are called upon to research and solve problems independently. A key feature of the majority of engineering problem-solving is that it is a collaborative activity. To support you, we have put in place a series of elements to help you develop and improve your team-working skills. Some of which are discussed in this handbook.

PBL is unique in that it fosters collaboration among students, stresses the development of problem solving skills within the context of professional practice, promotes effective reasoning and self-directed learning, and is aimed at increasing motivation for life-long learning. We want you to fully engage with this exploratory learning experience in a safe, supported and inter-disciplinary environment here at UCL Engineering. If you are new to a PBL classroom environment you may find it initially unsettling. This is because you are being asked to take responsibility for your own learning, to work on ill-structured problems where there isn’t a pre-established “right answer,” and where you are expected to structure your own approach to acquiring and using information to solve problems. Know however that there isn’t a “wrong answer” either. We want you to invest time and study into developing your best answer and then explaining your logic and reasoning behind its creation. In many respects, this environment mimics the “real-world” where there are often few standardised objective tests, lectures, or routine and well-defined assignments. Entering this new type of learning environment requires willingness on your part to accept risk and uncertainty, and to become a self-directed learner.

Most of your learning experience will occur in small groups rather than in lectures. Individually and collectively with your teammates, you have a major responsibility for your own learning. Your lecturer’s role changes from the “sage on stage” to a “guide by the side.” Rather than acting as the knowledge-holder and provider, there will be more than one person acting as facilitators and advisors. Similarly, your role, as a student, will be an active one. We ask you to engage in the role of the problem-solver, decision-maker, and meaning-maker, rather than being merely a passive listener and note-taker.

We are committed to establishing an open climate where every student should feel free to say whatever comes to mind, any ideas or comments, no matter how unsophisticated or inappropriate they might seem, without being put down or criticised. Many students have learned in their prior educational experiences not to speak up or volunteer their thoughts unless they are absolutely sure of the answer. Learning in this course can never occur unless you bring out your own ideas and thoughts, and feel ok to openly admit when you are unaware or confused or don’t understand… “I don’t know” is a powerful first step to learning. The same is true for the facilitators. They don’t have all the answers or know everything; no one person can be an authority in everything, and no one should be expected to have all the answers. We can ALL learn from these programmes. It is your responsibility, as a student, TO SPEAK UP when you are doubtful, unsure, or uncomfortable with comments or ideas made by others in your team. You also must be willing to speak up when you feel that another member of your team is making statements that you feel are incorrect.

However, in this environment it is also your responsibility to offer opinions in a friendly, respectful and constructive manner. Students must also develop the ability to openly and constructively express their opinions about the comments or ideas of others, or about the quality of other students’ performance in the group. You need to learn to both give and accept constructive criticism. The ‘Having your say’ section of this handbook describes ways you can do this for the modules and the programme in general.
Teamwork

Engineering practice and research today usually involves working in teams because the kinds of problems society now faces are complex, hard to define, lack any obvious solutions, and require multiple skill-types and perspectives. Teams are considered so important in engineering that the chartering process governed by the UK Engineering Council requires evidence of your ability to work in teams. You will start building your teamwork portfolio from day one of your UCL undergraduate experience.

BSc and MEng Computer Science undergraduates get the opportunity both to practice working in a team and to be a team leader through a range of projects and scenarios or challenges. We have provided the tools to help you get the most out of this and want you to record your learning journey and evidence of your achievements. These will be useful learning experiences and also invaluable when you face interview questions or work in teams in the future.

One of the key skills required for good teamwork is self knowledge, which underpins the ability to manage relationships with team members and make skilled contributions to the team simultaneously. The best way to develop self-awareness is by first knowing your strengths. We’ve chosen to use Gallup StrengthsFinder 2.0 as a tool to help you build an understanding of your natural strengths. UCL has bought you a subscription to take the Strengths Quiz to find out your top five strengths. We’ve done this to give you a vocabulary, used by many employers, to think and talk about how you approach tasks, problems and people and to help you appreciate how others operate. You will take primary responsibility for building your own self-awareness and appreciating how you affect others.

We will also give you some tools to work on developing your own leadership profile, and we will be encouraged to do this whether you have an official position of authority or not. Leadership is different from authority and you don’t need to be team leader to practice your leadership skills. When you see something that needs to be done, step forward and encourage someone who has the skills to take it on to do it or do it yourself. That way you will become a strong and useful member of the team.

How you will be using your Top Five Strengths: In all of your team-based activities you will use a Team Strengths sheet to map out where the team’s strengths (and gaps in those) might lie. This will help you to understand and appreciate how different perspectives are useful in addressing a problem, how conflict can be dealt with and might even be useful to a project, and how to build collaborative relationships with people who have different but complimentary technical skills, abilities and experience to your own.

UCL uses My Portfolio, an online space, for you to keep a record of your achievement, plans and outputs. Use this to record activities (CPD - continuing personal or professional development) you have done (plans tab), and have produced (files and notes). This is good evidence for when you start to apply for internships or professional engineering roles and it is excellent practice for becoming a Chartered Engineer.

We chose StrengthsFinder because it is positive, transferable and used by a good number of employers.

StrengthsFinder will focus you on what you are good at and help you to manage your weaker areas. You may find other strengths that chime with you beyond your top five. That's great! Just claim them for your own and read the relevant strength descriptor pages.

How you can use your top five strengths during your course:

- Read your personal strengths report, that you are given upon completing the online quiz, and prioritise the suggested actions.
- Describe your top five strengths in your own words
- Before every Challenge, Scenario or project - decide how you think you might be able to practice one of your strengths
- During every project be aware of the times when you are forced to work outside your strengths. Think about how you can manage working in your least preferred mode and develop strategies to help you. You might be able to get another team member to support you with tasks you are not naturally skilled at, or you may seek training. Make records of what you do and how it works next time. Share your plans with your Personal Tutor.

To land the best job when you graduate, you need to be technically and personally strong. Employers are looking for engineers that can communicate technical issues easily, can work with a wide variety of people and can demonstrate, through evidence, where you have experienced difficult relationships and managed them for the benefit of the project.
Who can help you? During the Challenges you will have the opportunity to talk with staff about your strengths and help you gain insights into how the team is operating. Your Personal Tutor will be interested in your strengths and how you have interpreted your action plans. The Careers Team will be giving you a series of talks and later in your UCL career you will be using the evidence of how you have used your strengths, developed your team-working skills and taken on leadership roles, among other things, to secure interviews, internships or work experience.

Take the Online Quiz and find out your Top Five Strengths

LOGIN using your UCL login and password at https:\\engs.strengths.cs.ucl.ac.uk to get your unique 16 character access code to complete the online quiz to get your Top 5 strengths. Then go back to the web app, enter your results and find out more about your strengths and the strengths of your engineer.
Expectation, Rules and Regulations

The following regulations are drawn, in part, from the UCL ‘Academic Regulations for Students’. They are the main ones we think you might need during your time here, but are only a selected set. They are correct at the time of going to print, but you should check the website for the definitive version.

http://www.ucl.ac.uk/srs/academic-regulations

What we expect of you

As a student in UCL Engineering we expect you to:

▪ carry out your studies effectively, to an adequate standard and within prescribed timetabled periods;
▪ show respect to your fellow students and staff
▪ submit your coursework work on time;
▪ bring any problems, including those of a social or medical nature, to the attention of your Personal Tutor, Undergraduate Tutor/Programme Director or Director of Studies, where a problem may be interfering with your work;
▪ consult in confidence with the Faculty Tutor or Director of Studies if you feel that there is a problem with your programme that the Undergraduate Tutor/Programme Director is unable to resolve;
▪ follow the UCL procedures for any absences, study leave or interruption of study.

What you can expect of us

As a student in UCL Engineering you can expect us to:

▪ provide support for your learning that is well organised and
▪ be sympathetic and take seriously any concerns or problems that you raise regarding your programme or your personal circumstances.
▪ provide feedback on all work submitted. We aim to do this within 4 weeks of submission.
▪ provide access to and advice on the support services offered by UCL
▪ give opportunities for feedback on all modules and programmes and demonstrate the results of this feedback.
▪ provide a personal tutor who is able to support your professional development

Plagiarism

UCL takes plagiarism, including self-plagiarism, seriously. UCL’s Policy Statement on Plagiarism may be found at: http://www.ucl.ac.uk/current-students/guidelines/plagiarism. You should read this carefully and make sure you are clear that you understand what constitutes plagiarism. You will be able to discuss this in your classes and with your personal tutor.

Extenuating circumstances

Students will experience circumstances, either medical or personal that affect their studies. Departments understand this and always try to be sympathetic to genuine cases. However, to be able to make any adjustments, students should formally notify their home department (not the department teaching the module if this is different) as soon as possible.

Students must submit an Extenuating Circumstances Claim Form, together with appropriate supporting evidence, as soon as they are able to return to UCL and no later than one week after the circumstance has taken place. Late submissions will not be considered.

The student is responsible for submitting their claim to the specified office. Claims must clearly state the modules for which the student is seeking mitigation; claims will not be considered for any modules not identified on the EC Claim Form. Claims must identify the type of mitigation being requested.

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

i. A coursework deadline extension of up to 1 week
ii. Special Assessment Arrangements
iii. Other
Claims must be supported by written evidence from an appropriate, verifiable and independent authority such as a registered medical practitioner (i.e. listed in the GMC’s List of Registered Medical Practitioners), solicitor, undertaker, coroner, registrar of births, marriages and deaths, police officer, fire service, court or tribunal. Evidence must cover the full period for which the student is claiming mitigation. Evidence must be provided in English or accompanied by a translation formally notarised by a solicitor.

Extemporaneous Circumstances procedures are intended to deal with chronic problems (long-term issues). It is the responsibility of the student, should they find themselves suffering from ongoing problems that affect their studies, to notify the department at the earliest possible opportunity to see what (if any) support mechanisms can be offered.

For undergraduate students registered in the Department of Computer Science, the form should be submitted to the undergraduate administrator in MPEB 5.22, ugadmin@cs.ucl.ac.uk

http://www.ucl.ac.uk/srs/our-services/academic-services/extenuating-circs-reg

Monitoring of Engagement and Absence

If you are absent from UCL for more than two consecutive days, you must tell the Departmental/Programme Tutor the reason for your absence immediately. If you are away for one week or more, or if you miss any assessed work including coursework and examinations, you must immediately inform the Departmental Tutor and supply a suitable medical certificate covering the period of absence. If you wish for any mitigation to be applied in respect of your absence you must also follow the extenuating circumstances procedure above.

If you have suffered illness or some other problem that has interfered with your revision for examinations, you must inform your Departmental/Programme Tutor at the time or immediately afterwards. If you have special reasons for wishing to be absent from UCL during term-time, you must first obtain the permission of your Faculty Tutor.

https://www.ucl.ac.uk/current-students/services/studyinformation/absence

For students on Tier 4 visas issued for study in the UK to maintain your visa rights in the UK you must meet the terms and conditions your visa was issued under. If you do not meet your attendance requirements and/or do not provide UCL with adequate reasons why you have missed attendance we are may be required to report this to UKVI and withdraw our sponsorship of you. This will result in the curtailment (shortening) of your visa and you will be expected to leave the UK.

https://www.ucl.ac.uk/iss/immigration-visa/tier-4-Responsibilities

Interruption and Withdrawal

For various reasons of a personal nature it is sometimes necessary for study to be interrupted for a period, for example medical reasons or maternity/paternity. Such interruption must have the approval of UCL and you should consult the undergraduate tutor / programme director about the procedures for making an application, in advance of your interruption of study, to the Student Centre, UCL Student and Registry Services. Information is available at: www.ucl.ac.uk/current-students/services_2/registration_status

This is for students who intend to leave their degree programme prior to completing their final examinations. Once withdrawn, you cannot return to the programme at a later date. In order to withdraw from your studies you must complete a withdrawal of study form.

https://www.ucl.ac.uk/current-students/services_2/withdrawalofstudy

Late Submission of Coursework:

This is a summary of the full regulation in the Academic Regulations for Taught Programmes: Undergraduate Students - Section 3 – http://www.ucl.ac.uk/srs/academic-regulations/undergraduate/ug-sec-3 (see section 3.1.6.)

Where coursework is not submitted by a published deadline, the following penalties will apply:

- A penalty of 5 percentage marks should be applied to coursework submitted the calendar day after the deadline (calendar day 1).
- A penalty of 15 percentage marks should be applied to coursework submitted on calendar day 2 after the deadline through to calendar day 7.
• A mark of zero should be recorded for coursework submitted on calendar day 8 after the deadline through to the end of the second week of third term. Nevertheless, the assessment will be considered to be complete provided the coursework contains material than can be assessed.
• Coursework submitted after the end of the second week of third term will not be marked and the assessment will be incomplete.
• Coursework submitted after solutions have been released will receive a mark of zero, and may not be formally marked, even when the coursework was submitted within seven calendar days of the deadline.

In certain circumstances departments may have local rules for specific modules/pieces of work/types of assessment and these local rules supersede the UCL regulations.

Penalties for Over-length Coursework

This is a summary of the full regulation in the Academic Regulations for Taught Programmes: Undergraduate Students - Section 3 – bit.ly/UCLRegulations3 (see section 3.1.7). For submitted coursework, where a maximum length (word count or number of pages) has been specified, the following procedure will apply:

• Assessed work should not exceed the prescribed length.
• For work that exceeds the specified maximum length by less than 10% 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.
• For work that exceeds the specified maximum length by 10% or more, a mark of zero will be recorded.
• Department will provide specific guidance on if references, tables, pictures and graphs, are recorded as part of the maximum length.
• In the case of coursework that is submitted late and is also over length, the lateness penalty will have precedence.

Harassment and Bullying

UCL, as part of its commitment to equality and diversity, believes that every student has a right to work and study in an environment which encourages harmonious relationships. UCL is committed to preventing harassment and bullying and its commitment to equal opportunity is enshrined in the principles on which it was founded.

Every student is also personally liable under the Equality Act 2010 and the Protection from Harassment Act 1997. Allegations of harassment and bullying will be treated very seriously by UCL and could result in disciplinary action being taken against the perpetrator. UCL will ensure that any student raising a genuine concern under this policy is not victimised as a result. As allegations of harassment and bullying are very serious, UCL will also treat very seriously any such allegations proven to be malicious and these are also likely to be the subject of disciplinary action.

http://www.ucl.ac.uk/academic-manual/part-5/harassment-bullying

Appeals and Grievances

UCL has formal appeal and grievance procedures for use in cases which cannot be resolved by informal discussion conducted via the undergraduate tutor / programme director in the department, the Faculty Tutor and/or the Dean of Students (Academic). Appeals and grievances should be implemented when a problem arises and not at the end of registration. Information on the procedures and grounds of appeal may be found at: www.ucl.ac.uk/academic-manual/part-5/student-grievance-procedure

Progression and Pass Mark

To progress from one year to the next you need to be complete in a certain number of modules (i.e. have submitted coursework, attended the exam etc.) and have passed a certain number of modules.

• In order to progress from Year 1 to Year 2, students must have passed at least 3.5 cu (105 Credits)
• In order to progress from Year 2, students must be complete in the 4.0 cu from Year 1 and have passed at least 7.0 cu. Local regulations may prescribe a threshold average mark for continuation on
MEng programmes. A threshold may also have to be passed to allow entry to study abroad programmes.

- **In order to progress from Year 3**, students must be complete in the 4.0 cu from Year 1 and the 4.0 course units from Year 2, and have passed at least 11.0 cu.

The pass mark for undergraduate course units is 40% for all undergraduate students except for MSci/ MEng students when enrolled on Masters level (Level 7) course units (typically in the 4th Year) for which the pass mark is 50%.

[https://www.ucl.ac.uk/srs/academic-regulations/appendices/APPENDIX_4_Engineering_Science_Variations_Main_Regulations.pdf](https://www.ucl.ac.uk/srs/academic-regulations/appendices/APPENDIX_4_Engineering_Science_Variations_Main_Regulations.pdf)

**Transfer between programmes**

If you are in any doubt as to the suitability of the programme of study you are following, you should discuss the matter with the Departmental Tutor (undergraduates). Transfer to a different programme can’t be guaranteed, but if it is agreed a degree course change form will need to be completed. [http://www.ucl.ac.uk/current-students/services/studyinformation/changecourse](http://www.ucl.ac.uk/current-students/services/studyinformation/changecourse)

The criteria for transfer between degree programmes, both within the faculty and between faculties can be found in the Academic Regulations for Students’ Undergraduate Programmes, Section 2: General Regulations [http://www.ucl.ac.uk/srs/academic-regulations/undergraduate/ug-sec-2](http://www.ucl.ac.uk/srs/academic-regulations/undergraduate/ug-sec-2) Section 2.4. The deadline to transfer to MSci/ MEng programmes is the last day of term two, in the third year of a BEng/BSc programme. Please note that transfers are not automatically accepted and multiple requests may not be permitted.

**Award of a degree**

To be able to graduate you must complete 12 courses units (cu) (360 Credits) for a BEng/BSc Degree and 16 course units (480 Credits) for a MEng/MSci Degree. Most courses are worth 0.5cu or 15 credits (although some, typically projects, are worth 1 or 1½ cu which is 30 or 45 credits respectively). For an honours degree, a minimum of 11 cu (30 credits) should be passed on a three-year programme while on a four-year MSci or MEng degree, a minimum 14.5 cu (435 credits) should be passed with a minimum of 90 credits (3cu) at advanced level and a minimum of 120 credits (4cu) at Masters level (Level 7). Level 7 modules are denoted by a course code with an M as the 5th digit, i.e. ENGSM001

1 FHEQ credit = 0.5 ECTS credits = 10 notional learning hours

The class of honours degree shall be determined by the relevant Board of Examiners on the basis of the results obtained in all 12 (BEng/BSc) or 16 (MEng/MSci) course units. Three year programmes with 12 course units are weighted 1: 3: 5 (first; second; third year). Four year, 16 course unit programmes without a year abroad are weighted as follows: 1: 3: 5: 5 (first; second; third; fourth year). The year abroad will be taken in either year 3 or year 4, depending on local rules, and will have a value of 4.0 course units with a weighting of 5. Marks for retaken or substitute course units will be included in the calculation for the mark of the year in which that course unit was first attempted, rather than in the year it was actually taken, if different.

**Re-entry to Examinations or Other Method of Summative Assessment**

Students who fail or do not complete summative assessment at a first attempt are expected to re-enter the examination at the next normal occasion, unless they have graduated, been interrupted or have been suspended or withdrawn. Students who are on a Study Abroad year at the time of the next normal occasion will, where possible, be re-examined during the late assessment period in the summer following their period of study abroad.

Students who have passed a course unit assessment cannot re-register for that course unit nor repeat the assessment.

Students will only resit the failed assessment components unless the regulations for their programme require that students must re-take all assessed components of a course unit.

Students who re-enter for any part of summative assessment shall be subject to the programme regulations and syllabus in place at their first attempt except where students had already been informed that they would be examined on the current syllabus.
Release of examination results

Your official examination results will be made available for you to view via Portico.

Please note that any information you receive from your department about your results will be strictly provisional. Results are not confirmed until they have been ratified by the UCL authorities.

Security and Privacy

UCL's information security policy sets out to ensure that our computing systems, and all the information held on them, are adequately protected against loss and misuse, and that protection is provided in a cost-effective way. The policy applies to staff and students alike, and to anyone else who has been authorised to use our facilities. It has been endorsed by UCL's Information Strategy Committee.

http://www.ucl.ac.uk/informationsecurity/policy

Having your say

Staff-Student Consultative Committee

All Departments have a Staff–Student Consultative Committee, usually chaired by the Director of Studies, undergraduate tutor or a student, which meets at least twice per session. You will be given an opportunity to vote for your representatives once term has started and you have had a chance to get to know one another.

The committee’s constitution can be found at http://www.cs.ucl.ac.uk/teaching/ug/sscc/ssc.htm

The committee minutes are at http://www.cs.ucl.ac.uk/teaching/ug/sscc/index.htm

Please see the SSCC FAQ http://www.cs.ucl.ac.uk/teaching/ug/sscc/faq.htm

There is also a Faculty Staff–Student Consultative Committee which draws together representative of all departments in UCL Engineering and is chaired by the Executive Dean. This meets termly and has a representative of each department on it.

Programme Management

For every Department there is a Department Teaching Committee who looks after the running and quality of degree programmes within the Department. This committee will include a student representative. These report to a Faculty Teaching Committee that oversees the operation of all programmes and a Faculty Board of Examiners, which report to the UCL Academic Committee, and UCL Board of Examiners respectively. You can see full details of the way programmes are managed within the faculty at:

http://www.engineering.ucl.ac.uk/intranet/governance/ (UCL login needed).

NSS

The NSS provides an excellent opportunity for final year students to share opinions on the quality of your course and institution. The results will inform future students in choosing what and where they would like to study and the NSS data and student comments are given to UCL faculties and departments (or equivalent).

If you are eligible, you will be contacted by email and invited to fill in the NSS online. More details are available at http://www.thestudentsurvey.com

UCL Student Barometer

The twice-yearly survey, called the Student Barometer, gives students the opportunity to help shape what UCL does. In particular, the survey looks to discover what students think about the teaching they receive, the feedback they get on assessments and the support they get for pursuing future careers. It also looks to find out whether students would recommend studying at UCL to other people.

The survey results help to identify areas of success and areas that need improvement, and allows UCL to compare its performance with more than 100 British and foreign universities.

The Student Barometer should take roughly ten minutes to complete. Take part by clicking the link on the Student Barometer email you received.
Learning Resources

UCL has invested heavily over recent years to provide excellent learning resources to its students. Here are a few that will be used in your courses and that you should familiarise yourself with.

Moodle

We make extensive use of UCL Moodle as our virtual learning environment. The majority of the course material (lecture notes, handouts etc.) will be posted there as well other material such as pre-reading or video material for lectures, quizzes tutorials and additional reading. When possible, we aim to allow electronic submission of coursework using Moodle and turn-it-in. All Moodle courses also contain a discussion forum, this is a place where you can ask questions of the course leaders as well as discuss topics with your colleagues.

moodle.ucl.ac.uk

MyPortfolio

MyPortfolio is an e-portfolio, blogging tool, CV builder and social networking system, connecting UCL students and staff and creating online communities. MyPortfolio provides you with the tools to set up a personal learning and development environment. We use MyPortfolio to as an example of how you might build up a portfolio of your activities at UCL for professional development. We have provided some tutorials to get you started with MyPortfolio which are available at: http://bit.ly/UCLMyPortfolio

myportfolio.ucl.ac.uk

Knodium

Knodium is a network of communities within your university allowing you to collaborate on group projects, engage with people on your courses or even to have discussions around common interests. You don’t need to register and can sign in using your UCL account. Anyone can go and start or join a community and it's a great way to have discussions, share documents and resources and connect with people in your university. You can even include equations, chemical formulae and snippets from documents

www.knodium.com

Lecturecast

A number of staff within UCL Engineering make use of the UCL Lecturecast service. This is available in most lecture theatres and enables staff to record the lecture (usually audio, slides and video). It enables students to look back at the lectures after and revisit the material that was presented. It is not a substitute for attending lectures as it is a very different experience and in some venues things like the whiteboard do not record that well. The best use of this technology is to go back and look at specific sections of material that you found difficult to understand at the time, or to make more detailed notes than you were able to do ‘live’ in class. To help you do this Lecturecast has a ‘scenes’ function, lets you jump to different points in the lecture based on the slides. Links to Lecturecast material are usually advertised via the appropriate Moodle course. If you are not sure if your class is going to be recorded or not, please ask the lecturer.

MATLAB

MATLAB by Mathworks is a powerful numerical computation tool and programming language allowing users to process and plot data as well as create user interfaces to both code and hardware. MATLAB will be used in a large number of courses and you are well advised to become familiar with it. UCL has a full licence for the software which allows students to use on UCL machines, through the desktop@UCL anywhere service or for students to download a personal copy to their own machines. A set of tutorial material, including details of how to download it are available on the open-access Moodle course, Basic MATLAB for Engineers.

ResponseWare

This year we are piloting an app based voting software called ResponseWare. This enables staff to run in class polls with the results automatically collected and instantly available to the class. You can use this in a number of ways for example you can download the App which is available for Android OS 1.6 and Apple OS 3.0 or higher or you can use it through the web on laptop or tablet: Visit http://www.rwpoll.com

UCL Engineering

Change the world
If you do not own or do not wish to bring a smart phone, laptop or tablet to college, we have a number of dedicated ‘clicker’ devices that will enable you take part in polls. Contact the Faculty Learning Technologist Matthew Lever (m.lever@ucl.ac.uk) for details. In the class that uses the system you will be given a session ID to use.

**Common Timetable**

UCL runs a common timetable system that contains all information about your degree timetable. There are a number of different views possible. The most useful is the personal view, which should show all the sessions that are in your timetable. This should be checked regularly as room changes do occur.

[www.ucl.ac.uk/timetable/](http://www.ucl.ac.uk/timetable/)

**UCL Go!**

You can also access your personal timetable as well as library information and campus maps through the UCLGo! Mobile app, which is available for Apple, Android and Blackberry ([http://www.ucl.ac.uk/isd/services/websites-apps/apps/ucl-go](http://www.ucl.ac.uk/isd/services/websites-apps/apps/ucl-go))

**Engineering Inspiration (ENGins)**

ENGins is a curated news service that provides a quick and easy way for you to keep up with technical developments across the physical sciences and engineering. The site is a collection of articles from the popular science and technical trade press (magazines such as Wired, IEEE Spectrum, Chemistry World, The Engineer, and dozens more) that is carefully selected daily. Unlike the technical literature, these articles are easily accessible and therefore a good starting point for seeing what’s going on in a new field. Readers can customise their browsing so that the content is filtered to just the topics that interest them, and these preferences can also be used to get personal RSS feeds and e-mail alerts. Students will be expected to use the site for some of their assignments.

[engins.org](http://engins.org)
Student Support and Services

UCL offers a wealth of advice and support for students. These are just some of the key services that are available and points of contact that you might find useful. You can find more through UCL’s current student pages. http://www.ucl.ac.uk/current-students/support

Personal Tutor

At UCL, every student is provided with a Personal Tutor, who takes an interest in them as an individual and who offers guidance on their overall academic progress and personal and professional development. You will be assigned a personal tutor, who will be an academic member of staff who you’ll meet with regularly in timetabled session over the course of the two teaching terms. If and when needed, the Personal Tutor provides support to the students’ physical, mental and emotional welfare; acting as a point of referral to avert crisis. However, the normal tutoring role provides facilitation and guidance on a more everyday basis, so that you can independently integrate the academic and extracurricular elements of your learning and development.

UCL Student Centre

The Student Centre brings together staff from a number of areas in Student and Registry Services in order to offer a more integrated approach to the delivery of services to all students enrolled on programmes of study at UCL. The Student Centre is located on the ground floor of the Chadwick Building on the Gower Street Campus. As you enter the main gate from Gower Street the Chadwick Building is the large building on your right. Just past the Front Lodge Reception on your right you will see a large glass door which leads into the Chadwick Building. You can reach the door via steps or a ramp. The Student Centre is through this door and is the first room on your right.

http://www.ucl.ac.uk/current-students/student-centre

UCL Library

UCL has a number of library sites across campus. The main site for engineering collections is the UCL Science Library in the DMS Watson building. The library website has access to electronic collections, e-journal access and past exam papers. You can also find details of the many study spaces that are available across campus.

http://www.ucl.ac.uk/library

UCL International Office

The International Office is a centre of expertise and advice for students from overseas, and provides information on matters such as sources of funding, English language requirements, tuition and fees

http://www.ucl.ac.uk/prospective-students/international/

UCL Student Psychological Services

The Student Psychological Service provides you with an accessible and effective professional resource for students who are facing emotional and psychological problems.

http://www.ucl.ac.uk/student-psychological-services/

UCL Disability Services

UCL is committed to supporting students with physical and sensory impairments, specific learning difficulties, autistic spectrum disorders, mental health difficulties, and long-term health conditions. In line with the Equality Act 2010, UCL makes reasonable adjustments to support disabled students in higher education. Our particular aim is to support students, as far as possible, to study independently during their time at UCL. Student Disability Services are here to support and advise you if you are facing (or potentially facing) disabling barriers to your studies.

http://www.ucl.ac.uk/disability
UCL Union Rights and Advice
The UCLU Rights & Advice Centre is a support service for UCL students and a central point to obtain information and advice on issues such as: Immigration (for example Tier 4 Visa advice), Academic, Housing, Consumer, Employment and Finance.

http://uclu.org/services/advice-welfare

Careers
You can maximise your chances of a great future after your degree by using UCL’s career services early on. UCL Engineering employs three dedicated members of staff to help you with this. They organise careers events, build relationships with employers, find opportunities and offer careers advice specifically tailored for students in engineering and technology subjects. Each department also has a designated Careers Liaison Tutor who will be looking out for discipline-specific opportunities for their students. When you enrol, register with the Engineering Careers and Events page on Moodle to see all opportunities as they come up.

There are a range of services especially for you in UCL Engineering:

- Moodle: Engineering Careers and Events page
- Engineering jobs, internships, placement and work experience
- Engineering events on and off campus
- One-to-one Consultations
- 15min appointments with your careers consultant (book online on “My Careers Service Account”)
- Longer sessions for mock interviews will need a form to be sent that can be found in the ‘My Careers Services Account’.
- Workshops
- Timetabled career workshops – tailored for your course and year, held in the autumn term
- Evening career workshops – advertised on Moodle, mostly held in the spring term
- Employer-led Events: Opportunities to meet employers face-to-face and find out more about sectors, organisations and graduate programmes (details will be advertised on Moodle). A wide range of employability skills, sector insight, and practical events run by employers, designed to increase your chances of finding your dream role
- Destination Data: Information on different career pathways previous students have taken can be found on your department’s career page: http://www.ucl.ac.uk/careers/students/department

Web: http://www.ucl.ac.uk/careers | Twitter: @UCLCareers | Facebook: UCLCareers

International Student Support team
The UCL International Student Support team is here to offer support in the form of pre-arrival and immigration information, orientation programme, as well as assistance with all welfare-related topics.

http://www.ucl.ac.uk/iss/welfare/office

Religious Support
Religious Support is provided by a team of Chaplains appointed to UCL and UCLU’s faith societies.

http://www.ucl.ac.uk/iss/welfare/religious-support

London Life
London is one of the most exciting cities in the world, you can find information on what is there to explore and how to do it safely on the London life pages.

http://uclu.org/living-in-london

Student Hardship
The UCL student hardship funding is available to students that find themselves in unforeseen financial
Students may face financial, personal or emotional difficulties during the course of their studies. While, often, the Personal Tutor might be the best person to approach, some women students might prefer to speak to a woman member of staff outside their own Department. The UCL Adviser to Women Students is especially concerned with the welfare and social needs of women at UCL. The Adviser is pleased to see any woman student to discuss any problem, be it academic, social or personal; and is available at any time for individual consultations. The adviser to women students

Miss Denise Long (Director, Student Support and Wellbeing)  
Student Support and Wellbeing Office, 4 Taviton Street  
Internal 30255 External +44 20 7679 2055  
denise.long@ucl.ac.uk

UCL also have a Women in Engineering society - http://www.ucl.ac.uk/women-in-engineering as well as the UCL Student Society of Women Engineers - www.engineering.ucl.ac.uk/women-engineers

UCL Student Union

UCL student union operates an advice and welfare service, offering free, confidential and independent advice and support service for all UCL students. UCL students currently run over 200 different clubs and societies through UCLU, providing a wide range of extra-curricular activities for you to get involved with during your time at UCL.

http://www.uclu.org
Student Opportunities

Year Abroad

UCL recognises that spending a period of time studying abroad as part of a degree programme is an intrinsically valuable experience. It provides a framework in which students can develop by being exposed to a different culture and academic environment and in so doing improve their CVs and enhance their career prospects. All four-year programmes in the faculty have the option to study aboard, replacing the 3rd (or 4th in Biochemical Engineering and Chemical Engineering) year of study.

Year in Industry

Most programmes also allow students to take an extramural year in industry, adding an extra year to the length of the programme. UCL has relationships with a number of companies and there are also organisations such as Engineering Development Trust (etrust.org.uk) which can support applications.

Volunteering

The Volunteering Services Unit (VSU) is a joint project of UCL and UCL Union. It is one of the largest volunteering departments in UK Higher Education and, as such, students wishing to get involved in community activities have a great deal of support and advice on offer. Volunteering is a good way to pick up valuable work experience and to learn new skills, whatever career you’re considering. It shows employers that you’re flexible, adaptable and can make creative use of your time.

http://www.ucl.org/services/volunteering-at-ucl

Engineers without Boarders

Engineers Without Borders UK is an organisation that creates massive small change by empowering thousands of new engineers to remove barriers to human development. It provides placement for engineering students to put their skills into practice in countries around the world. UCL has its own chapter (ewbucl.org).

http://www.ewb-uk.org

UCL Global Citizenship Programme

The UCL Global Citizenship Programme is a new feature of the undergraduate year; for two weeks after summer exams have finished, there will be a range of opportunities for those students who do not already have departmental activities scheduled. In each year of the Programme, students will follow different journeys – academic courses in the first year, and practical, real-world projects in enterprise, volunteering and employability in the final years. Each part of the UCL Global Citizenship Programme complements students’ formal education, and helps prepare them for the world beyond graduation.

http://www.ucl.ac.uk/global-citizenship/programme
First-year Computer Science Undergraduates

The first year courses focus on the UCL Grand Challenges – enabling students to tackle the same key global questions as UCL’s world-leading researchers. The courses are specially designed to be multidisciplinary, accessible and enjoyable. These courses are challenging, interactive and distinctive – and deliberately different from your degree programme. For instance, you may be studying the problems water creates – as a barrier between cultures, as a carrier for deadly diseases – and coming up with sustainable solutions as part of multidisciplinary project teams, or looking at the complex relationship between different groups in one city and negotiating a response between them. Each course has been created specifically for first-year undergraduates from across UCL. There’s no specialist knowledge required, and no work to be completed beforehand, leaving you free to concentrate on your exams before the courses start.

Second Year Students - How to Change the World

How to Change the World is a two-week programme that brings engineering students together from all disciplines to address some of the toughest of global problems. It is a specialist element of UCL’s Global Citizenship Programme designed to prepare you to work on real challenges that require you to apply your technical knowledge differently and to collaborate with people from other disciplines. It is distinctive to UCL, involves a number of partners from public, third and private sectors and is part of our drive to develop an ‘education for global citizenship’ that will lay the groundwork for you to develop engineering and team-working skills to address current world problems. The programme runs in the last two weeks of the 3rd term (June) and is a required element for all 2nd year students in UCL Engineering.

http://www.ucl.ac.uk/steapp/htctw

Third and Fourth year undergraduates

In each year you will choose one of three strands – Employability, Volunteering and Enterprise run by UCL Careers Service, Volunteering Services Unit and UCL Advances respectively. These options are more practical than the first year courses - preparing you for the world of work, whether that's in the voluntary sector, your own start-up business or with a traditional graduate recruiter. The focus is still on working in small groups to tackle real-world problems.

UCL Advances

The centre for entrepreneurship and business interaction at UCL, UCL Advances, offers training, funding and business services for staff, students and external entrepreneurs to encourage them to learn about, start or grow enterprises. Unique in the UK Higher Education sector, its primary role is to promote a culture of entrepreneurship on campus and engagement with entrepreneurs and small businesses beyond UCL’s boundaries, and currently delivers over 30 activity programmes.

http://www.ucl.ac.uk/advances

UCL Advances is affiliated with UCL Enterprise (www.ucl.ac.uk/enterprise), which provides UCL’s structures for engaging with business for commercial and societal benefit.

- **Enterprise Bootcamp**: 3 day bootcamp open to all students, particularly useful to those about to join the potential workforce, to develop the skills needed to get a job and succeed in a career long-term.
- **Entrepreneurship Guest Lectures**: Be inspired and make new contacts at our series of guest lectures from leading entrepreneurs and investors.
- **Student Consultancy Projects**: Use your unique knowledge from your academic discipline to contribute to a team of volunteer students paired with businesses to deliver short-term consultancy projects. You could make a real difference to small businesses in London while getting impressive experience for your CV.
- **Summer Internship Programme**: Hands-on work experience within micro, small or medium-sized enterprises. We have some great 8–12 week assignments over the summer for students to carry out a range of activities intended to help host businesses grow. Receive an allowance for worthwhile work experience (£250 per week tax free) which will aid professional development, enhance your CV and could possibly lead on to a permanent job.
- **UCL Advances Summer Programme**: Enhance your entrepreneurial knowledge and skills at a series of masterclasses and workshops. Teams develop their ideas and work closely with their
mentors, ending with a Dragon’s Den style pitch to a panel of venture capitalists and angel investors.

• **Citrus Saturday Summer Programme:** Providing great opportunities for UCL students to mentor young people in starting a micro-business from scratch in just 3 weeks, and great fun for the start of the summer! UCL students work in pairs to mentor 12–15 year-olds during workshops and while running their lemonade business, all done over 3 consecutive Saturdays in June and July. No teaching experience needed, just a keen interest in inspiring young people!

• **UCL Entrepreneurship Societies:** Do you want to be part of a society that supports the development of entrepreneurship across UCL? There are a number of societies you can join, including:
  o UCL Enterprise - www.uclenterprise.org
  o UCL Entrepreneurs - www.ucl.e.co
  o Enactus - www.enactusucl.org
  o CleanTech Challenge - www.cleantechnologychallenge.com