**Department of
Science and Technology Studies (STS)**

UCL

Student Handbook

2024-25

Contents:

1 Welcome to UCL

1.1 Provost's Welcome

Dear students,

A warm welcome to those of you who are new and congratulations on making UCL your university of choice. To those of you returning, welcome back.

Your UCL education will take you deep into your chosen field and give you its broader context in our rich multidisciplinary academic culture. It will help you develop skills and networks to prepare you for your future.

We want you to learn how to think, not what to think, through UCL's research-based approach to education. Our students are our partners and contributors, working alongside world-leading academic staff to pursue excellence, break boundaries and make an impact on global challenges.

I warmly encourage you to shape your journey at UCL. Take our university-wide surveys and work in partnership with academics to make your programme of study even better. Each programme also has opportunities for you to volunteer as an academic representative to work closely with your department to improve the student experience.

This is an exciting time to make your voice heard, with [UCL East](), the biggest development in UCL's history, welcoming its second cohort of students and work continuing on implementing our 2022-2027 strategic plan for education. Preparations are also in train on marking UCL's bicentennial in 2026, with our student partners involved in planning an inspiring programme of events to celebrate this landmark anniversary.

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

Dr Michael Spence
UCL President and Provost

# 2 Introduction to the department and parent faculty

2.1 Introduction to the department and its history

UCL Department of Science and Technology Studies (STS) is an academic unit for research and teaching made at a 'crossroads' of different disciplinary perspectives.

As a Department, we were first established in 1921 specialising in history and philosophy of science, with social science approaches being added in more recent years. STS is now unique in the UK in combining – in one Department – teaching and research in history and philosophy of science with social studies of science including science policy, public understanding of science and science communication.

During the 2021/22 Academic Session, we celebrated our Centenary and we have collated some of the highlights from our past in the History of STS page on our website.

STS is part of UCL Faculty of Mathematical and Physical Sciences (MAPS), which is part of UCL School of the Built Environment, Engineering and Mathematical and Physical Sciences (BEAMS).
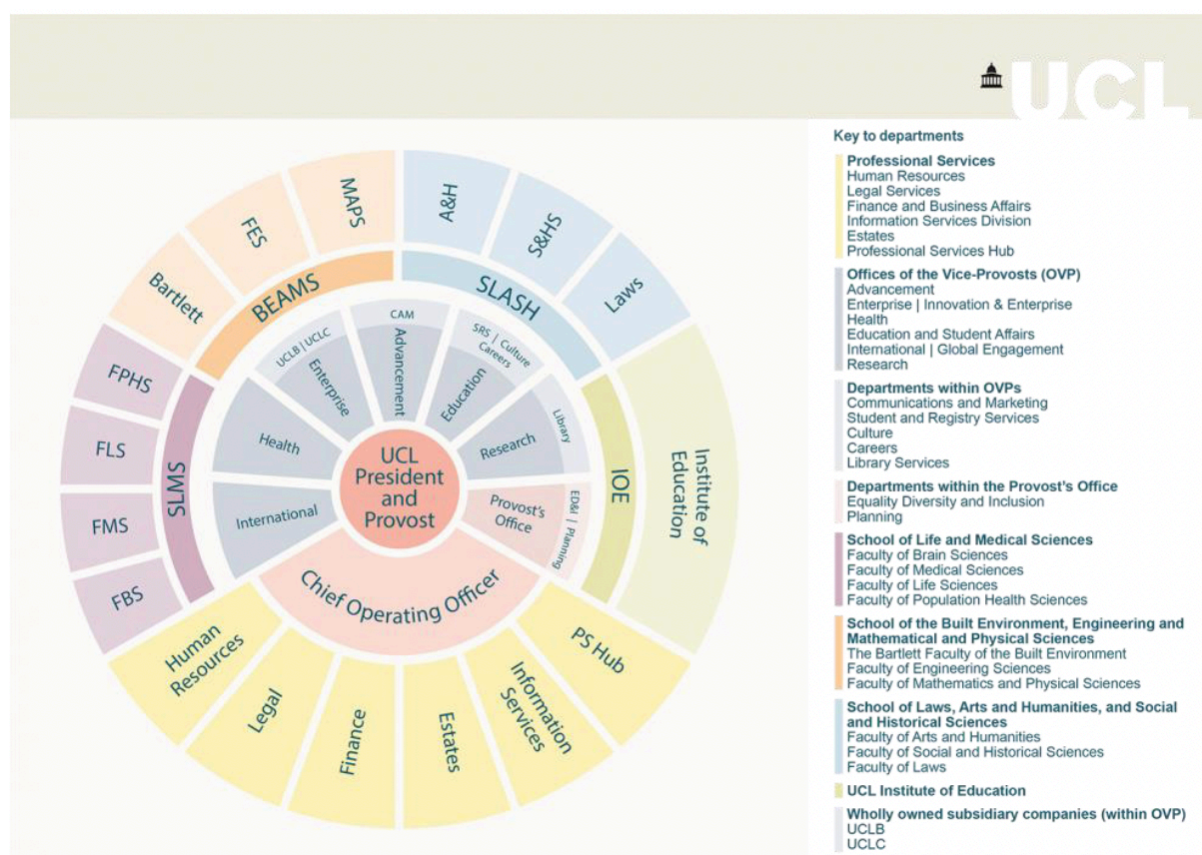
2.2 Explanation of the relationship between department and faculty

Your degree is defined by three layers of regulations. Students are expected to familiarise themselves with documents applying to their degrees. These are:

- Regulations set by UCL – general information is can be found on the Student and Registry Services web page and specific information can be found in the UCL Academic Manual.
- Regulations set by MAPS Faculty.
- Regulations set by STS "local rules. These are available in the appendices and on the STS Moodle page.

The hierarchy of these rules is simple: UCL rules in the Academic Manual override all rules and regulations set by faculties and departments. Faculty rules override rules set by departments.

2.3 Key staff members within the department and faculty

Head of Department	Dr Jean-Baptiste Gouyon	j.gouyon@ucl.ac.uk
Department Manager	Giuseppe La Rosa	sts-dm@ucl.ac.uk
Director of Education & Student Experience	Francesca Scott	francesca.scott@ucl.ac.uk
Faculty Student Experience Officer	Sophia MacBlain	s.macblain@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

Role	Person	Email
Director of Education UG Careers Officer	Professor Joe Cain	j.cain@ucl.ac.uk
Undergraduate Programme Tutor	Dr Charlotte Sleigh	c.sleigh@ucl.ac.uk
MSc History and Philosophy of Science & MSc Science, Technology and Society Programme Tutor	Dr Rory Jubber	rory.jubber@ucl.ac.uk
MSc Science Communication Programme Tutor	Professor Melanie Smallman	m.smallman@ucl.ac.uk
iBSc Programmes Tutor	Dr Erman Sözüdoğru	erman.sozudogru@ucl.ac.uk
Affiliate Student Tutor	Dr Michel Wahome	m.wahome@ucl.ac.uk
Student Success Adviser	Tekla Palladino	t.palladino@ucl.ac.uk
Teaching Administrator	Randalle Roberts	sts-aa@ucl.ac.uk

4 Key dates

4.1 Term dates, exam/assessment period, core activities

4.1.1 UCL Term Dates: 2024/25

Term	Dates
First Term	Monday 23 September 2024 to Friday 13 December 2024
Second Term	Monday 13 January 2025 to Friday 28 March 2025
Third Term	Monday 28 April 2025 to Friday 13 June 2025

For those departments that operate them, Reading Weeks are the weeks beginning Monday 4 November 2024 and Monday 17 February 2025.

UCL Closure	Dates
Christmas College Closure	Close 5.30pm Friday 20 December 2024
	Open 9.00am Thursday 02 January 2025
Easter College Closure	Close 5.30pm Wednesday 16 April 2025
	Open 9.00am Wednesday 23 April 2025
Bank Holidays	Closed - Monday 05 May 2025
	Closed - Monday 26 May 2025
	Closed - Monday 25 August 2025

Further information:

- [Term Dates 2024-25](#)

Students on full-time Taught Masters programmes study for 45 weeks of the full calendar year and students are expected to study beyond the end of the third term to prepare their dissertation in time for submission in September.

4.1.2 UCL Examination Periods 2024-25

The centrally organised examinations will take place from 29 April until 30 May 2025.

The examination timetable is published via Portico (the Student Information system), usually in late February. Students will receive an email from Student Registry Services (Exams) asking you to confirm that you have been registered for the correct modules and the correct exams. It is essential that you check your personal timetable to ensure that you are entered for the correct examinations.

STS students who require special examination arrangements, (i.e., students with conditions such as dyslexia, visual impairment, or other medical conditions) may request reasonable adjustments to complete an exam. The process for students to apply for

these arrangements is usually communicated during term 2, although students can apply for reasonable adjustments at any point after they have enrolled.

4.2 Department- and faculty-level events and key dates

Key dates for HPSC modules are posted in the module syllabus and, normally, on the module's Moodle page.

Key dates for the department are posted on the STS website and are advertised to students via UCL email address and via STS social media.

STS run a comprehensive programme of seminars and events, which are widely publicised on social media and through departmental channels. All STS students are invited to attend.

4.3 How UCL and the department will communicate with students

UCL will communicate with students via:
- **UCL student email** – Students should check their UCL email regularly.
  - UCL student email

- **UCL Moodle** – UCL's online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.
  - UCL Moodle

- **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
  - myUCL

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

- **X.com/ucl** - Sharing highlights of life at UCL from across UCL's diverse community.
  - X.com/ucl

The department will communicate with students via UCL student email and UCL Moodle. STS also has a social media presence @STSUCL X.com channel, STSUCL Facebook page, STS Instagram and STS YouTube channel.

5 Hours of Study

5.1 Hours of study

In general, both undergraduates and postgraduate students are expected to study 150 hours in total for each 15-credit module. This time is made up of formal learning and teaching events such as lectures, seminars and tutorials, as well as independent study. Teaching events normally take place Monday to Friday between 09.00 and 17.00, although students taking modules outside of STS may find that other departments teach after 17.00.

Reading Weeks are not intended as periods of leave from the programme of study. They are purposefully unstructured time in the academic diary, reserved for catching up, reflecting, pursuing related projects, and making substantial progress on assessed coursework. These are not intended to be holidays.

5.2 Personal study time

Studying a subject in a module involves much more than class time. Students are expected to make good use of independent reading, independent research, and self-directed study. UCL manages a spectacular range of resources towards these ends. Discuss the possibilities with your personal tutor and module tutors. Also, please explore along your own interests. Students also are expected to commit considerable time to assessed coursework and preparation for examinations.

5.3 Attendance requirements

5.3.1 Attendance Requirements

UCL expects students to attend all the scheduled learning events which appear on their timetable as this gives students the best chance of academic success. This includes all events set out in the programme handbook or those provided to students during a module, including personal tutorials.

Further information:

- Attendance at UCL

5.3.2 Student Visa students: Absence from teaching and learning activities

In line with UCL's obligations under UK immigration laws, UCL is required to report to UK Visas and Immigration (UKVI) when a student has not been engaging with their studies. RegisterUCL is used by departments and the central Student Immigration Compliance team to report on student attendance. 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:

- Student visa responsibilities

- Attendance at UCL

6 Our expectations of students

6.1 UCL Code of Conduct

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 refrain from interfering with the proper functioning or activities of UCL, or of those who work or study at UCL. 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 Code of Conduct for Students](#)

- [UCL Disciplinary Code and Procedure in Respect of Students](#)

- [UCL Prevention of Bullying, Harassment and Sexual Misconduct Policy](#)

- [UCL Code of Practice on Freedom of Speech](#)

- [Religion and Belief Equality Policy for Students](#)

7 UCL's Student Support Framework

UCL is committed to providing the support you need in order to make the most out of your studies. The Student Support Framework draws together our main academic support processes under one banner to help you understand the options open to you.

- UCL's Student Support Framework

The Framework includes the following components:

Part 1: How to Use this Framework helps you find your way around the different support options open to you. It includes:

- Where to find help and advice
- Information about when to use this framework (for example if you are an affiliate, study abroad or placement student)
- Advice on confidentiality and how UCL will look after your data
- Information on providing supporting evidence
- Links to other support options that are available to you.

Part 2: Types of Support explains how each of the following processes works:

Support process:	Use this if:	What this covers:
Delayed Assessment Scheme	You need a small amount of flexibility to help you manage your wellbeing, student life, and workload due to reasons which are not grounds for evidenced EC's.	Taught students have a maximum of 3 Delayed Assessment Permits to use during the year. Each permit grants you a set mitigation such as a 5working day extension or deferral. There are no minimum grounds, but you should think carefully before using your permit. Make sure to review the restrictions of the scheme, and note that not all assessments are eligible.
Short-term Illness and other Extenuating Circumstances	You have a short-term illness, bereavement or other unexpected emergency. Normally you must provide evidence.	'Extenuating Circumstances' (often know as 'ECs') are events which are sudden, unexpected, significantly disruptive and beyond your control and which may affect your performance at summative assessment, such as a serious illness or the death of a close relative. You can submit an Extenuating Circumstances claim to access 'mitigation' such as an extension or deferring an assessment to a later date.
Reasonable Adjustments for Disabilities and Long-term Conditions	You have a disability or long-term physical or mental health condition.	UCL can provide longer-term 'Reasonable Adjustments' to support your learning and assessment. This includes setting up a 'SoRA' (Summary of Reasonable Adjustments) with UCL's Student Support and Wellbeing team.

Support process:	Use this if:	What this covers:
Academic Adjustments	You need long-term or ongoing support with one or more of the following: • You or your partner is pregnant or planning maternity, paternity or adoption leave • You are a parent or carer • You observe religious beliefs or cultural customs • You are affected by any form of harassment or discrimination • You are affected by traumatic world events such as war or terrorism • You are a critical worker (e.g. NHS staff).	Academic Adjustments include long-term reasonable adjustments arranged by your Department if you need additional support with learning, teaching and assessment.
Exam Adjustments	You need additional support to sit an online or face-to-face exam.	Exam Adjustments are specifically for Controlled Condition Exams and Take-Home Papers, and include adjustments such as extra time, rest breaks, a more comfortable chair and specialist equipment. These are available to students with a longer-term disability or health condition, and to students who need shorter-term support e.g. if you are pregnant, or have a broken arm.
Interruption of Study	You are thinking of taking time out from your studies .	Interruption of Study is for students who wish to take a break from their studies and return at a later date. You can take time out from your studies for a wide range of reasons - you might want to take up an internship or placement, take time out to travel, be planning to have children, or be facing personal challenges which are making it hard to study.
Support to Study	You are having persistent or ongoing difficulties and UCL's other support processes are not providing the right level of help.	Support to Study aims to help you if you are having significant, persistent, longer-term difficulties and UCL's normal mechanisms (e.g. Reasonable Adjustments, Extenuating Circumstances, Interruption of Study) are not providing enough support. We will work with you to put together a Support Plan to help you get the most out of your studies.

The Student Support Framework is just one of the ways in which UCL helps you to get the most out of your time with us:

The Student Support Framework	Your Personal Tutor	Your Department
The Student Support Framework explains how you can apply for formal support with your studies such as extensions, reasonable adjustments, or taking time out from your studies.	One of your first priorities should be to meet your Personal Tutor. They will help you to get the most out of your studies, and provide support and encouragement during your time with us.	Help is also available from members of staff in your UCL department including academic staff and departmental administrators. You can find their contact details on Moodle or in your Student Handbook.
UCL Student Support and Wellbeing	**FAQs and Enquiries**	**Students' Union UCL Advice Service**
UCL's team of expert wellbeing, disability and mental health staff provide a safe, confidential and non-judgemental space in which you can discuss any issues that may be affecting your ability to study.	askUCL is our self-help centre and student enquiry system. It includes a wide range of Frequently Asked Questions. If you can't find what you're looking for, you can log an enquiry.	The Students' Union UCL provides a free, confidential and independent advice service with a trained and experienced team.

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

Role	Person	Email
Undergraduate Programme Tutor	Dr Charlotte Sleigh	c.sleigh@ucl.ac.uk
MSc History and Philosophy of Science & MSc Science, Technology and Society Programme Tutor	Dr Rory Jubber	rory.jubber@ucl.ac.uk
MSc Science Communication Programme Tutor	Professor Melanie Smallman	m.smallman@ucl.ac.uk
iBSc Programmes Tutor	Dr Erman Sözüdoğru	erman.sozudogru@ucl.ac.uk
Affiliate Student Tutor	Dr Michel Wahome	m.wahome@ucl.ac.uk
Student Success Advisor (year 1 undergraduate students)	Tekla Palladino	t.palladino@ucl.ac.uk
Teaching Administrator	Randalle Roberts	sts-aa@ucl.ac.uk

8 Programme structure

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

Students with questions about their degrees or UCL rules should consult their personal tutor in the first instance. The UCL Academic Manual is the first point of contact for the rules themselves.

STS local rules define the modules required for completion of a particular degree. Information for both undergraduate and postgraduate programmes are available on the STS website. Students are committed to the local rules in place for the year they started their programme. Later changes to the local rules do not apply. The local rules are available in the appendices and on the programme Moodle site that is applicable to your programme of study. Please ensure that you familiarise yourself with these when you make your module choices.

If a compulsory module becomes unavailable during the normal course of study, STS programme tutors will consider substitutions and are the official source for approving these substitutions. The main criterion for substitution is that the result maintains a coherent programme of study within the degree title.

8.2 Projects, placements and study abroad (

8.2.1 Information on study abroad options

Students may have the option of study abroad in Year 3 of the degree. Please note that the opportunity to apply for or secure a place on a year abroad is not guaranteed. This will depend on whether UCL can put in place appropriate arrangements for study abroad with a suitable partner institution. The list of partner institutions abroad that you may be able to apply for will be made available in the Autumn Term of your second year of study at UCL. If there is an opportunity to apply for a year abroad, the success of your application will depend on the number of study abroad places available at the relevant partner institution, your academic standing and the strength of your study abroad application, which will set out your motivations for studying abroad and your reasons for applying for your preferred universities abroad. If a year is spent abroad in your third year, then you will return to UCL for an additional fourth year of your UCL programme. In such event your three-year UCL programme would automatically become a four-year programme.

Further information:

- Go Abroad
- STS Study Abroad Tutor: Dr Simon Lock – simon.lock@ucl.ac.uk

8.2.2 Information on summer internships

STS has a summer studentship programme, which supports students working with STS academics on research projects directly related to their research programmes. These opportunities are circulated in the Spring, and STS students will be encouraged to apply.

8.2.3 Information on internships from UCL Careers

UCL has web resources, a student toolkit and bookable appointments for students to support them with applications for internships, and guidance in sourcing opportunities.

Further information:

- [Internships](#)

9 Tutorials and supervision

9.1 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 of their personal tutor, and information about how meetings will work. Students are encouraged to be proactive in engaging with their Personal Tutor: make sure you reply to emails from your personal tutor in a timely manner and always let them know if you can't attend a meeting. It's important to build a relationship with your tutor so that you feel comfortable approaching them, should problems arise. Your personal tutor can also provide academic references for you, which is an important reason to build a professional relationship with them.

STS prides itself on our personal tutoring system. Personal tutors are members of academic staff trained to provide tailored academic advice (related to degrees and university). They know about resources available elsewhere in UCL for support. This includes physical and mental health, careers, rights and advice, and financial assistance. UCL also is well-supported with academic and welfare teams for students in need.

Make the most of this relationship by meeting with your personal tutor on a regular basis. We will invite you to termly meetings but take the initiative and ask for more if that suits your needs. Meet monthly, for instance. Keep the conversation moving. Help your personal tutor get to know you, your academic work and your aspirations. Personal tutors are most effective when kept in conversation.

Further information:

- [Personal Tutors](#)

9.2 Transition Mentors (first-year undergraduate students only)

9.2.1 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 focussing 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:

- [UCL Transition Mentors](#)

10 Advice on choosing module options and electives

10.1 Choosing modules

Modules are the individual units of study which lead to the award of credit.

10.1.1 Choosing Modules for 2024/25

New MSc students, iBSc students from other institutions and affiliate students choose their modules at the beginning of the academic year. First year undergraduate students do not need to make module selections as the first year of the programme consists of 8 compulsory modules. Returning students will have made their module selections in Term 2 of the preceding academic year.

The options for students are outlined in our module catalogue. The department suggests that a total of four modules should be taken each term. Changes to your initial selection are possible, but this must be done as soon as possible and by the relevant deadline.

STS students should discuss their module selections with their personal tutor. For new students, this discussion should be had at the end of induction week when personal tutor meetings will be scheduled.

Students wishing to register on modules not run in STS normally need to secure permission from the department delivering the module. Students are advised to confirm that the module(s) they wish to take are open to students from other departments and that they satisfy any pre-requisites. Each module entry in the UCL module catalogue should have information on this but you are advised to contact the department if this is unclear.

10.1.2 Process for Choosing Modules for 2025/26 (continuing students)

Continuing undergraduate students and postgraduate students on programmes of more than 1 year's duration will have an opportunity to make an initial selection of modules for 2025/26 at the end of the spring term, with places being confirmed in the summer.

10.1.3 UCL Module Catalogue

UCL's 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:

- [Module Catalogue](#)

10.1.4 Module Selection and Verification Deadlines

You will receive an email through the Student Records system, Portico, with details of module registration deadlines. Later on, you will also be asked to check in Portico and confirm that your module registrations are correct. It is important that you check that you are registered for the correct modules so that you are entered for the right assessments.

Further information:

- [Module Registration](#)

10.1.5 Change of Module Selection

If a student wishes to change a module selection, requests need to be submitted and approved by the department.

Exact deadlines will be published each year in the 'Module Selection Task' on Portico. On Online Programmes, exact deadlines will be set, managed and communicated by the Department.

Further information:

- [Portico Login](#)

- [Academic Manual Chapter 3, Section 2: Module Selection](#)

10.2 Contact details for staff who can give advice

Role	Person	Email
Undergraduate Programme Tutor	Dr Charlotte Sleigh	c.sleigh@ucl.ac.uk
MSc History and Philosophy of Science & MSc Science, Technology and Society Programme Tutor	Dr Rory Jubber	rory.jubber@ucl.ac.uk
MSc Science Communication Programme Tutor	Professor Melanie Smallman	m.smallman@ucl.ac.uk
iBSc Programmes Tutor	Dr Erman Sözüdoğru	erman.sozudogru@ucl.ac.uk
Affiliate Student Tutor	Dr Michel Wahome	m.wahome@ucl.ac.uk
Teaching Administrator	Randalle Roberts	sts-aa@ucl.ac.uk

11 Changes to Registration Status

11.1 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.

11.1.1 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. Students are strongly advised to discuss their plan with the departments involved before requesting a change of programme on Portico.

Further information:

- [Changing your degree programme or modules](#)

- [Academic Manual Chapter 3, Section 5 Programme Transfers](#)

11.1.2 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.

Further information:

- [Interrupting or withdrawing from your studies](#)

- [Academic Manual Chapter 3, Section 7: Withdrawing from a programme](#)

11.1.3 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.

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

Role	Person	Email
Undergraduate Programme Tutor	Dr Charlotte Sleigh	c.sleigh@ucl.ac.uk
MSc History and Philosophy of Science & MSc Science, Technology and Society Programme Tutor	Dr Rory Jubber	rory.jubber@ucl.ac.uk
MSc Science Communication Programme Tutor	Professor Melanie Smallman	m.smallman@ucl.ac.uk
iBSc Programmes Tutor	Dr Erman Sözüdoğru	erman.sozudogru@ucl.ac.uk
Affiliate Student Tutor	Dr Michel Wahome	m.wahome@ucl.ac.uk
Student Success Advisor (year 1 undergraduate students)	Tekla Palladino	t.palladino@ucl.ac.uk
Teaching Administrator	Randalle Roberts	sts-aa@ucl.ac.uk

12 Progression, Award and Classification

12.1 Information on how a student progresses through the programme – what does a student need to complete and pass to be awarded a degree, what are the 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.

STS Bachelors Degrees:
These programmes use the Honours Degree Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 6: Progression and Award.

STS Masters Degrees:
These programmes use the Masters Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 6: Progression and Award.

The regulations work slightly differently depending on the programme structure. Specific regulations for each individual programme are published in the Portico Progression and Award Rules Tool. Students will be notified when their regulations are available. To find the Tool, students should click on the 'My Programme' box on the 'My Studies' page in Portico. The 'Progression and Award Rules' link is below the programme information.

Further information:

- [Academic Manual Chapter 4, Section 6: Progression and Award](#)

- [Portico Login](#)

12.2 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 7: Classification defines the Classification Schemes for each qualification.

The regulations work slightly differently depending on the programme structure. Specific regulations for each individual programme are published in the Portico Progression and Award Rules Tool. Students will be notified when their regulations are available. To find the Tool, students should click on the 'My Programme' box on the 'My Studies' page in Portico. The 'Progression and Award Rules' link is below the programme information.

STS Bachelors Degrees:
These programmes use UCL Honours Degree Classification Scheme B in the UCL Academic Manual, Chapter 4, Section 7: Classification.

STS Masters Degrees:
These programmes use the Numeric Grade Taught Postgraduate Classification Scheme in the UCL Academic Manual, Chapter 4, Section 7: Classification.

Further information:

- [Academic Manual Chapter 4, Section 7: Classification](#)

- [Portico Login](#)

13 Information on assessment

13.1 How will students be assessed?

STS prefers a scheme of continuous assessment, with a mixture of formative and summative feedback. Assessment methods vary by module. STS modules use a variety of assessment, including essays, blog posts, presentations, group work and posters. Module tutors will describe assessment for their module at the start of term and in their module syllabus

13.2 What are the marking criteria and learning outcomes?

STS follows a clear marking procedure for assessed coursework to ensure the marks awarded to students are fair and appropriate. All work is marked in the first instance by module tutors or teaching assistants and reviewed by a second marker. These markers assess the work in accordance with the marking criteria and use their academic judgement to determine an agreed mark for the piece of work. STS assessment criteria are found in Appendices 2 and 3. It is also worth checking each STS Moodle site for the marking criteria for each module.

In addition to this process, a sample of the work is also sent to an examiner who works outside UCL. Their role is to verify the marking process as fair and consistent with UCL regulations. Marks communicated to students during the academic year remain provisional until they have been formally ratified by the STS Board of Examiners, and by other examination boards within UCL if modules are taken in other departments.

13.3 What marking scale is in use on the programme?

STS uses a numerical marking scheme. See Appendices for UGT and PGT marking schemes.

13.4 What is feedback, and how will students recognise it (questions in lectures, emails etc.)? How and when will students receive feedback on their work and what will it look like?

For written assessments, STS will provide feedback that takes the form of being online via the Moodle submission page for the module. Other feedback might include group discussion, peer review etc. Module tutors hold office hours where students can get feedback on assessments and advice on essay planning.

If you have any concerns about marks for any module, please consult the module tutor in the first instance, and your personal tutor in the second instance, who can route queries as needed.

13.5 UCL Standard turnaround time for feedback

UCL Feedback Turnaround Policy

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

If, for whatever reason, a department/division cannot ensure that the one calendar month deadline is met then they will tell students when the feedback will be provided - it is expected that the extra time needed should not exceed one week. Where feedback is not

provided within the timescale, students should bring the matter to the attention of their Departmental Tutor or Head of Department.

Further information:

- [Academic Manual Chapter 4, Section 5: Assessment Feedback](#)

13.6 For centrally organised assessments, instructions and Regulations on the Examinations and Awards website

Please check the Students' webpages for the most up-to-date information:

- [Students' webpages](#)

13.6.1 Assessment Regulations

Students must ensure that they are aware of the regulations governing assessments and examinations on the Examinations and Assessment website.

Further information:

- [Examinations and Assessments](#)

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

Unless otherwise specified, coursework is submitted through Moodle. In the event that there are issues with Moodle and it is not possible to submit, the student will be expected to e-mail their coursework to the module tutor, copied to the Teaching Administrator (sts-aa@ucl.ac.uk), prior to the advertised deadline. A screen shot of the error message (including date/time) will be required as supporting evidence. Students are responsible for ensuring that their work is submitted on time.

Students should be aware that some file types (e.g. Apple pages) cannot be viewed by many staff. Students should therefore submit coursework as Microsoft Word or PDF files. If an attachment cannot be opened by UCL's standard package of software - for example, Apple Pages - it may be deemed as not submitted. Please remember to keep a copy of all material uploaded or e-mailed.

UCL policy requires STS to mark coursework anonymously wherever possible. To facilitate this, please submit assessed coursework without your name on the item. Use only your student number/candidate number. Students who have added other identifiers will be deemed to have waived their anonymity in that instance.

13.8 Information about penalties for late submissions

13.8.1 Coursework 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.

However, to support you in being autonomous learners and balance the challenges of study, life, and your wellbeing, UCL has introduced the Delayed Assessment Scheme. The Delayed Assessment Scheme entitles all taught students to pre-determined flexibility for a small number of eligible assessments throughout the year. Our hope is that by

providing you with tools to access mitigations when you need, you can develop healthy and resilient approaches to your studies.

The Delayed Assessment Scheme provide students a maximum of 3 permits to use during each year of study. Each Delayed Assessment Permit (DAP) entitles you to a pre-determined mitigation for an assessment such as a 5 working day extension or deferral. Please note; mitigations are pre-determined and not all assessment are eligible.

If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form. 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.

Further information:

- [Academic Manual Chapter 4, Section 3: Module Assessment](#)

- [UCL's Student Support Framework](#)

13.9 Information about absence from assessment

13.9.1 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.

Further information:

- [Academic Manual Chapter 2, Section 2: Short Term Illness and Other Extenuating Circumstances](#)

13.10 Information about word counts and penalties

Word Counts

Assignment briefs will include clear instructions about word counts, the inclusion of footnotes, diagrams, images, tables, figures and bibliographies etc. Students are expected to adhere to the requirements for each assessment. Students exceeding these parameters may receive a reduction in marks.

STS will specify word counts in their assessments where appropriate. If students submit work in excess of the word count, markers are not obliged to mark beyond the maximum word count and proportionate penalties may apply but will not exceed 10 percentage points (or equivalent).

Further information:

- [Academic Manual Chapter 4, Section 3: Module Assessment](#)

13.11 Information about the 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

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:

- [Academic Manual Chapter 4, Section 6: Progression and Award](#)

Student Guides to Condonement

- [Undergraduate Student Guide to Condonement](#)

- [Taught Postgraduate Student Guide to Condonement](#)

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.

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

Further information:

- [Academic Manual Chapter 4, Section 9: Consequences of Failure](#)

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'. Students may be able to use a Delayed Assessment Permit to defer an assessment, if eligible. 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:

- [UCL's Student Support Framework](#)

- [Academic Manual Chapter 4, Section 8: Deferred Assessment](#)

13.12 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 controlled condition examinations should also familiarise themselves with the requirements set out in the Academic Manual, Chapter 6, Section 9.2 (weblink provided below). 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 exclusion from UCL (see Academic Manual, Chapter 6, Section 9.3, web-link provided below). 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:

- [Academic Integrity](#)

- [Library Guide to References, Citations and Avoiding Plagiarism](#)

- [Academic Manual Chapter 6, Section 9: Student Academic Misconduct Procedure](#)

- [Examinations and Assessments](#)

13.13 Information about academic integrity and accepted referencing methods in the discipline

For preferred referencing style, please consult your module tutor as it may vary depending on which module or department you are studying in.

13.14 Information about academic integrity (plagiarism) in the discipline

Plagiarism is defined as the presentation of another person's thoughts or words or artefacts or software as though they were a student's own. All UCL students are required to read UCL guidance on plagiarism including what it is and tips on how to avoid plagiarism www.ucl.ac.uk/current-students/guidelines/plagiarism.

Plagiarism constitutes an examination offence under UCL regulations, and it important that students understand what constitutes plagiarism and how to avoid it. UCL regulations governing plagiarism apply to all student work, including examinations, assessed coursework and non-assessed coursework.

Self-plagiarism is an examination offense, too. This occurs when a student attempts to obtain credit for the same work twice, and it can apply to work submitted to multiple modules, degrees, or institutions.

All assessed coursework is submitted to plagiarism detection software, which uses a mixture of online and print sources for comparison. Other techniques may also be used.

13.15 Information about research ethics, approvals process, code of conduct, etc. on the programme

Students involved in research with humans need to complete the ethics proforma available on the STS website. Ethics approval must be received by the Director of Research before research with participants can be undertaken. You will be able to receive confirmation that you have been granted Ethics approval.

13.16 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 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.

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

External Examining at UCL

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

Each External Examiner submits an on-line annual report. Faculties and departments are required to reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Student Partnership 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 either through 'Module Assessment' or 'Summary of Results and Awards' or by contacting their Departmental

Administrator in the first instance. On the same "My Studies" Portico page, students can also access UCL wide External Examiners reports for the last three years. For central queries relating to External Examining, please contact Student and Registry Services at examiners@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 Library Services provides support to students online and in person via our libraries. UCL has 14 libraries covering a wide range of specialist subjects with expert staff that students can ask for help. UCL Library Services provides access to a huge range of digital and print resources. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support. Subject guides provide targeted information on resources and support available, and online reading lists, which are also linked to Moodle modules, will provide students with access to core readings for their modules.

Further information:

- [Discover Library Services](#)

- [Library Subject Guides](#)

- [ReadingLists@UCL](#)

14.1.2 UCL Information Services Division (ISD)

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers guidance on all of ISD's key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks on their web pages. 'How to' guides and individual help and support is available from IT Services.

- [Help and support](#)

There are also opportunities for Digital Skills Development through face-to-face training in areas such as data analysis, programming, multimedia and graphics packages and more.

- [Digital Skills Development](#)

UCL also has a licence for LinkedIn Learning which provides thousands of high quality video-based courses from programming to presentation skills:

- [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:

- [Learning on Screen ("bob")](#)
- [Kanopy](#)

New students are encouraged to complete the 'Digital Education at UCL' course which is available on Moodle, UCL's virtual learning environment, to familiarise themselves with the tools and technology available to support their digital learning experience.

- [Digital Education at UCL](#)

ISD provides desktop computers and laptops for loan in a number of learning spaces. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students. Students also have access to a range of free and discounted software.

Departments may wish to highlight any subject specific software that is available to their students.

Visit the **IT Essential for new students** page for details of all IT services available:

- [ISD IT Essentials for new students](#)

All students are encouraged to download the UCL Go app, available for iOS and Android devices and on the web. The app gives access to the timetable, Moodle, email, Portico, and library loans. It has maps to locate lecture theatres, water fountains, computers and study spaces on campus. It has checklists of things students need to do and sends important alerts, as well as having opt-in notifications on topics of interest. You can also see lists of events hosted by Students' Union UCL and UCL departments.

- [UCL Go](#)

14.1.3 UCL Centre for Languages & International Education (CLIE)

The UCL Centre for Languages & International Education (CLIE) provides modern foreign language, British Sign Language and English for Academic Purposes (EAP) modules for UCL students. CLIE also heads the UCL Academic Communication Centre (ACC). The ACC offers discipline-specific academic communication support to both native and non-native English speakers currently studying an undergraduate or postgraduate degree at UCL. Evening courses are offered in nine foreign languages across a range of levels to support UCL students, staff and London's wider academic and professional community. Students can access language-learning resources online through the CLIE Self-Access Centre, including films and documentaries and books for self-study.

Further information:
- [CLIE website](#)

- [CLIE Self-Access Centre](#)

- [Academic Communication Centre (ACC)](#)

14.1.4 Sustainable UCL

UCL launched its Sustainability Strategy in 2019 – one of the most ambitious across the UK higher education sector. It includes many headline commitments – to be a net zero carbon institution by 2030; to be single use plastic free; and that every student has the opportunity to engage with sustainability during their time at UCL. The Sustainable UCL

team offers students many different opportunities to learn about sustainability as part of their studies or extracurricular activities.

In particular, students can engage with sustainability in their free-time by joining one of UCL's green clubs and societies or taking part in UCL's Student Sustainability Council to help direct UCL's sustainability vision and represent the students' voice on sustainability.

Further information:

- [Sustainable UCL Website](#)

- [Sustainability Student Opportunity Website](#)

- [Student Sustainability Council](#)

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

STS provides its students with a common room. This is located on the third floor of 22 Gordon Square. It is open on Monday-Friday from 9.00am to 5pm. The room has computers for student use.

Students are also permitted to use the kitchen facilities situated adjacent to the common room. It is essential that all students maintain these facilities and students are expected to clean up after themselves. Failure to look after this space will result in the facility being closed to students.

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:

- [Moodle](#)

- [Moodle Resource Centre](#)

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

14.4.1 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 module results
- Pre-enrolment and re-enrolment
- Applying for programme transfer
- Plan and record skills development
- Applying for graduation ceremonies

Further information:

- [Portico Login](#)

- [What is Portico](#)

- [Portico Support](#)

15　Student support and wellbeing

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

15.1.1 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:

- [Student Support and Wellbeing](#)

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.

15.1.2 The Student Enquiries Centre

Walk-in Service
The Student Enquiries Centre have a physical space that students can visit for walk-in questions and enquiries on the 1st floor of the Student Centre. We can assist you with questions or concerns you may have around your student record and give guidance and information on a range of areas such as, Student Support and Wellbeing, Fees, Study Abroad or any matters regarding your studies at UCL.

Our term-time hours are:

10am to 6pm on Monday-Wednesday & Friday
10am to 4pm on & Thursday

Telephone Service

You can also contact us via our telephone service:

Student Enquiries Centre Telephone Service: +44 (0)20 3108 8836.

Telephone service hours:

9am to 12pm & 2pm to 5pm on Monday-Wednesday & Friday
9am to 12pm & 2pm- 4pm on Thursday.

askUCL

Log an enquiry via [askUCL](#), our online student enquiries system, to ask a question or directions to a particular service. We are currently responding to enquiries between the hours of **9am - 6pm (Monday – Friday)** and will aim to provide you with a response within 5 working days.

Accessing our self-service options

Self-service remains the quickest and most efficient way for students to complete certain processes and obtain key documentation. We recommend that students use the following self-service opportunities:

- Launch askUCL to access the comprehensive and extensive database of Frequently Asked Questions (FAQs)
- The letter self-service options on Portico where students can print off a statement of student status (current students) or statement of award (alumni)
- The personal details & address containers on Portico where students can update their preferred name, title, trusted contact details and addresses.

Further information:

- askUCL

- Student Enquiries Centre

15.1.3 Student Advisers for First Year Undergraduates (first-year UG only)

UCL Student Advisers are a key contact for first-year undergraduates for any wellbeing, support and student experience matters. They can help students navigate any aspects of student life that may appear challenging, including policies, assessments and finding the right kind of support. All UCL departments have dedicated Student Advisers who make contact with students before the start of the academic year to introduce their role and offer individual appointments.

- Student Advisers

15.1.4 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:

- Support for Disabled Students

- Mental health and wellbeing support

15.1.5 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.

Students wishing to access counselling through SPCS need to first complete an online registration form that can be found through the link below.

Further information:

- [Student Psychological and Counselling Services](#)

15.1.6 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:

- [International Student Orientation Programme (ISOP)](#)

15.1.7 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, including Study Abroad Tutors, 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 Turing Scheme, Global Experience (Summer Schools, volunteering abroad, short-term mobility).

Further information:

- [Go Abroad](#)

15.1.8 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:

- [Wardens and Student Residence Advisers at UCL Residences](#)

15.1.9 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:

- [UCL Financial Support](#)

- [Manage your Money](#)

15.1.10   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:

- [Student of Concern](#)

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.

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:

- [Register with a doctor](#)

- [Ridgmount Practice](#)

15.2.2 Counselling, support and information helpline

As part of a partnership with an organisation external to UCL, we provide an information and counselling 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:

- [UCL 24/7 Student Support Line](#)

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)
  - [University College Hospital](#)

- 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
  - [Samaritans](#)

- Nightline are available overnight and can help students across London, call them on +44 (0) 207 631 0101
  - [Nightline](#)

Further information:

- [Urgent and out of hours support](#)

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

15.3.1 Equality, Diversity and Inclusion

The Equality, Diversity and Inclusion Team aims to acknowledge, understand, and tackle structural inequities and unjust social power imbalances that affect our communities across the institution. This means recognising how we got here and what needs to be done to ensure equity, inclusion and belonging for those who are not systemically privileged by our society. 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 Equality, Diversity and Inclusion website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, gender identity, and disability amongst other equalities initiatives at UCL.

Further information:

- [Equality, Diversity and Inclusion](#)

15.3.2 Inclusion Leads

Inclusion Leads provide support and assistance for students and staff on issues relating to equalities and diversity.

Simon Lock is currently the STS Inclusion Lead and can be contacted via email: simon.lock@ucl.ac.uk.

Further information:

- [Inclusion Leads](#)

- [Inclusion Leads Contact List](#)

15.3.3 Useful Links

- [Support for Pregnant Students](#)

- [Support for Student Parents](#)

- [Faith and belief](#)

- [LGBTQ+ Students](#)

15.4 Information about UCL's approach to preventing and responding to harmful behaviours

15.4.1 Bullying, harassment, sexual misconduct and/or domestic abuse

Every student and member of staff has a right to work and study without experiencing harm. Bullying, harassment, sexual misconduct and/or domestic abuse of one member of our community by another or others is never ok. UCL is working to eradicate these issues and seeks to promotes an environment in which they 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 **Report and Support**, an on-line reporting tool where students can report any issues anonymously or with contact details request to speak to an advisor in order to make an informed decision about their options.

Unacceptable behaviour includes:

- Intimidating, hostile, degrading, humiliating or offensive behaviour which has the purpose or effect of violating a person's dignity or creating an intimidating environment.
- Unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity. The unwanted conduct can be physical, verbal, or non-verbal.
- Unacceptable behaviour of a sexual nature such as sexual harassment, invitations, comments, coercion and promised advancement in exchange for sexual access.

If you experience any of these behaviours, you can report it and/or access support. You can request to be contacted by an advisor or you can report anonymously. With either

option you can give as much or as little detail as you wish. The reports are strictly confidential and only shared on a need to know basis.

Students can request to speak to all the following advisors:

- Dignity Advisor
- Crime Prevention and Personal Safety Advisor
- Human Resources Business Manager (if it's about a member of staff)
- Student Casework Team
- Independent Sexual Violence Advisors
- Student Support and Wellbeing

Further information:

- [Report and Support](#)

- [UCL Policies on Conduct and Harassment and Bullying](#)

- [Dignity at UCL](#)

- [Students' Union UCL Advice Service](#)

- [Active Bystander Programme](#)

15.4.2 Support for students who have been affected by sexual violence and/or domestic abuse

UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence and/or domestic abuse. 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:

- [Sexual Misconduct and Violence](#)

- [Support for Students affected by Gendered Violence](#)

16 Employability and Careers

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

The STS Careers Lead is [Erman Sözüdoǧru](#) who coordinates departmental careers activities for the department and can be contacted with careers enquiries. STS also has careers officers for specific disciplines:

[Jenny Bulstrode](#) – HPS/STS
[Simon Lock](#) – Science Communication
[Melanie Smallman](#) – Science Policy

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. UCL Careers 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 three years after course completion).

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

UCL students are helped with applications and sourcing opportunities with web resources and advice. They can book appointments and search for internship and graduate job vacancies via myUCLCareers.

Further information:

- [UCL Careers](#)

- [myUCLCareers](#)

- [Sourcing and making the most of internships](#)

16.3 Internships that are not part of the programme

Many internships are available for STS students. Some are offered by STS; others, UCL; still others by external agencies. Students should discuss internship options with their personal tutor in the first instance. Every year, STS aims to provide a range of summer studentships to allow STS students to develop their skills and CVs in related fields.

16.4 Entrepreneurship at UCL

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

Further information:

- [UCL Innovation and Enterprise](#)

17   Student representation

17.1 Information on Students' Union UCL, how to run for election and how to find a representative

Students' Union UCL

Students' Union UCL 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.

The Students' Union 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 of study are automatically members of the Students' Union (but can opt out), and student leaders are elected annually by and from all current students. The elected student leaders who work full time for you are called Sabbatical Officers and they represent students on various UCL committees and influence decisions that matter to students. Alongside the Sabbatical Officers there are more than 2000 other student representatives, who cover every part of UCL life, from your programme, research studies, department, and faculty.

Further information:

- [Students' Union UCL website](#)

- [Make a Change](#)

17.2 Student Clubs and Societies

Student Clubs and Societies

At Students' Union UCL, there are over 400 different student-led clubs and societies for you to get involved in. Maybe you are interested in sports with our TeamUCL clubs or low commitment exercise with our Project Active scheme? Perhaps you are keen to perform on-stage in the Bloomsbury Theatre or you want to learn about and celebrate different cultures? With such a diverse offering available there is bound to be something that sparks your interest! Clubs and societies are a great way to develop your skills and find a community at UCL. The Welcome Fair in early October is the perfect chance to meet them all in one place and learn more about what they have on offer!

Further information:

- [Students' Union UCL Clubs and Societies](#)

- [Club and Society Events](#)

17.3 Information on Academic Representatives

Academic Representatives

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

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

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

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

Further information:

- [Academic Representatives](#)

- [Find your representative](#)

17.4 Role of the Student Partnership Committee

Student Partnership Committee

Every department at UCL has a Student Partnership Committee (SPC) that meets at least three times a year. Student Partnership Committees are meetings where Academic Reps and staff work together to develop solutions to students' concerns, and prioritise areas for improvement. SPCs are co-chaired by your Lead Department Representative. Some departments have a single SPC, while others split this into different levels of study. Most commonly, departments operate both an undergraduate and postgraduate SPC.

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

We encourage all our students to contribute constructive suggestions that would make the life of the department even better than it already is. Students can speak to programme tutors, the teaching administrator or department manager or anyone related to their programme.

17.6 Students' Union Advice Service

The Students' Union Advice Service is available to all current UCL students, as well as those who have interrupted their studies or recently completed their programme. 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 Advice** - including extenuating circumstances, academic misconduct and the support to study framework
- **UCL Complaints and Disciplinaries**
- **Housing Issues** - including tenancy contract checks and housemate disputes
- **Employment** Rights - including unpaid wages and part time employment contracts
- **Financial Support and Budgeting –** including income maximisation, money management and hardship funds

The service is free, independent, impartial and confidential. No information shared with the service is shared with your department or any other university staff unless you request it or give your permission. Students can complete the online contact form for advice and support.

Further information:

- [Students' Union UCL Advice Service](#)

- [Advice Service Contact Form](#)

17.7 Informal and Formal Student Complaints

17.7.1 Student Complaints

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

17.7.2 Informal resolution

Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Students can speak to their Personal Tutor, Programme Leader, Departmental or Faculty Tutor, Course Representative, or Research Student Representative if they have any concerns about their programme. They can also speak to the Students' Union's Advice Service. UCL strongly encourages this kind of resolution and does expect students to have attempted some form of informal resolution before making a formal complaint.

17.7.3 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:

- [Academic Manual Chapter 6, Section 8: UCL Student Complaints Procedure](#)

- [Academic Manual Chapter 6, Section 7: UCL Academic Appeals Procedure](#)

- [Students' Union UCL Advice Service](#)

18 Student feedback and working in partnership with staff through You Shape UCL

18.1 The importance of feedback and how UCL uses the results (Student Feedback

Our goal is to put students' feedback, insights and contributions at the heart of 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 have opened the Library over the Christmas closure period and increased study space – including 1000 in the 24 hour new Student Centre, we've focussed more on environmental sustainability and given clearer information about exams and assessments.

18.2 Student surveys and how UCL uses the results, including information about the NSS,) Annual Programme Evaluations and New to UCL survey

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, annual programme evaluations 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 delivering an excellent education for current and future students. 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 Dr Michael Spence.

Further information:

- [You Shape UCL](#)

18.3 Module Dialogue – what is it and why it's important

Throughout all modules students will be asked to answer short pulse survey questions, on a regular basis. These pulse surveys are important because it helps teaching staff 'check-in' with students, making sure that they can understand and access key aspects such as the content of the module, assessment information and learning resources. This provides an opportunity for students to reflect on their learning and also give constructive feedback by engaging in a dialogue with staff about the results. Helpful comments and ideas from students mean that changes and improvements can be made to the module before it ends, as well as shaping the module for future students.

18.4 UCL ChangeMakers

UCL ChangeMakers helps students and staff work in partnership to make education better at UCL:

- Students and staff can apply for funding to collaborate on a project focused on enhancing education and students' experience at UCL.
- Projects address issues that are important to students, often uncovered through student survey data, discussed at Student Partnership Committees, raised through Unitu or as the result of ideas from students and/or staff.

- Students are recognised for their contribution to enhancing education at UCL through the payment of a stipend.
- There are two application deadlines a year, in terms 1 and 2.

Projects are open to all students: undergraduate, postgraduate taught and postgraduate research (MRes).

Further information:

- [UCL ChangeMakers](#)

18.5 Student Quality Reviewers

Student Quality Reviewers, where UCL students take an in-depth look at different areas of education and provide detailed feedback and analysis from a student perspective.

Through the Student Quality Reviewer scheme, students can:

- Act as a member of an Internal Quality Review panel;
- Take on a role to review new programmes or support enhancements to assessments through the Programme or Assessment Design Student Partner roles;
- Work with staff to reflect on their teaching through the ChangeMakers Teaching Dialogue scheme;
- Provide a student view on how teaching can include more diverse perspectives as a Student Curriculum Partner;
- Students are paid a stipend of £300 for around 25 hours work.

Further information:

- [Student Quality Reviewers](#)

19 Sport and Physical Activity

19.1.1 TeamUCL

With 75 Sports Clubs and our very own TeamUCL Sports Leagues, we operate one of the largest university sport programmes in the UK. There are opportunities to learn sports as a beginner, compete for TeamUCL at a national level in British Universities and Colleges Sport (BUCS), or join a department or society team to play against other UCL students in the TeamUCL leagues:

- [Welcome to TeamUCL](#)

UCL has a commitment to support dual-career athletes throughout their studies. If you are a national or international level athlete, find out more about the TeamUCL Elite Athlete Support Programme:

- [TeamUCL Elite Athlete Support Programme](#)

- [Academic Manual Chapter 2, Section 8: Academic Flexibility for Elite Athletes](#)

19.1.2 Project Active

Project Active offers low cost, beginner friendly physical activity for all UCL staff and students including weekly classes, social sport and one off events:

- [Project Active](#)

19.1.3 Bloomsbury Fitness

Bloomsbury Fitness is a gym that gives back. As part of your Students' Union, we offer a quality service while keeping prices low and channelling profits back into student activities. Our campus gym is located at 15 Gordon Street, WC1H 0AH:

- [Bloomsbury Fitness](#)

20 Volunteering Services

20.1 About Volunteering Services, who they are and how a student can find out more or become involved

20.1.1 Volunteering Services

The Volunteering Service at Students' Union UCL exists to connect UCL students with London's Voluntary and Community Sector, primarily through volunteering. It's one of the largest volunteering teams in UK Higher Education, meaning that UCL students have access to opportunities that their peers in other universities often do not.

The Service runs three main programmes:
Partnerships - linking students with volunteering opportunities within their network of around 350 community partners.
Student-led Projects - supporting students to set up and run their own community projects.
Community Research Initiative - connecting master's students with community organisations for collaborative research and Knowledge Exchange projects that form their dissertations.

Through community volunteering, students develop new skills and learn how to enact change in the wider world. UCL Student volunteers also report positive benefits on their academic study and well-being.

The Volunteering Service's opportunities can be found on its [online directory,](#) where students can search for roles related to their academic studies, by skills developed or by cause. There are plenty of one-off and flexible vacancies that students can fit around their studies and other commitments.

Further Information

- [Volunteering Services](#)

21 Data Protection and Intellectual Property

21.1 How UCL uses student information, for what purposes, and the steps taken to safeguard this information; Where to find information security, intellectual property and email policies; Information on how to enquire or make a related complaint

How UCL uses student information

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

Further information:

- UCL General Student Privacy Notice

- UCL Information Security Policies

- UCL Electronic (email) policy

- Data Protection

- Understanding your Intellectual Property (IP) Rights

- Report a Breach of Personal Data

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

22 Health, Safety and Security

22.1 UCL Health, Safety and Security information

Health, Safety and Security at UCL

UCL's overall objective is to provide and maintain a safe and healthy environment for staff, students, people who work with UCL and those who visit. Health and safety is an integral part of the way in which UCL's activities are managed and conducted.

There are three departments that work together to provide a comprehensive system to provide the safe and healthy environment:

1) UCL Security, who cover everything from ID cards and access to our buildings to lost property and keeping people safe who work out of hours;
2) UCL Safety Services, who manage the safety management system including providing advice for risk assessments to training people to work with radioactive samples;
3) UCL Estates who ensure the buildings and sites are safe, including managing contractors, building works and access to equipment such as defibrillators.

In an emergency:
Please call **020 7679 2222** or **UCL extension 222** from any UCL phone, before ringing 999. This allows the security team to direct the emergency services to the correct location.

If you are off the Bloomsbury campus, call **999** and request the appropriate service (police, ambulance or fire brigade).

Safezone App:
SafeZone is an app available to all UCL students and staff to make it easier for you to contact UCL Security directly from your mobile device. Landlines at UCL can still contact security by dialling '222'.

Further information:

- [Accidents and Emergencies](#)

- [Emergency Contacts](#)

- [Staying Safe](#)

- [Safety Services](#)

- [Fire Safety at UCL](#)

- [Security at UCL](#)

- [Safety on and off Campus](#)

- [SafeZone App](#)

23 After study

23.1 Information on degree certificates and transcripts

23.1.1 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:

- [Degree Certificates](#)

23.1.2 Transcripts

A copy 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:

- Junior Year Abroad (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:

- [Transcripts](#)

23.2 Information about the HEAR – Undergraduate Students

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:

- [Higher Education Achievement Report](#)

23.3 Graduation Ceremonies

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

Further information:

- [Graduation Ceremonies](#)

23.4 Information on UCL Alumni activities and key contacts

UCL Alumni Community

As UCL alumni, you join a global community of over 350,000 former students. All UCL alumni can take advantage of a huge range of exclusive benefits and support, including access to thousands of e-journals, use of the library, a UCL-branded email for life and UCL Careers services for up to three years. Stay connected through reunions, international networks, and interest-based groups. UCL students and alumni can also take advantage of UCL's lifelong learning opportunities through UCL Connect, our professional development programme of panel events, workshops, and resources such as blogs, case studies and podcasts.

Further information:

- [UCL Alumni](#)

24 Appendix 1: STS Local Rules

BSc History and Philosophy of Science (V550)
Year 1 **Compulsory modules** HPSC0003 History of Science: Antiquity to Enlightenment HPSC0004 Philosophy of Science 1 HPSC0006 Science Policy HPSC0007 Investigating Sociology and Politics of Science HPSC0008 Science Communication and Public Engagement HPSC0009 Introduction to History, Philosophy & Social Studies of Science HPSC0010 History of Modern Science HPSC0011 STS Perspectives on Big Problems
Year 2 **Compulsory modules** HPSC0014 Philosophy of Science 2 HPSC0139 History of Science 2 **In addition, student also take:** *at level 5/level 6* 15 credits from available HPS modules 45 credits from available HPS and SPS modules Another 30 credits selected from the STS module catalogue or any other intermediate level module(s) from UCL undergraduate programmes with agreement from your personal tutor.
Year 3 **Compulsory modules** HPSC0041 Dissertation **In addition, student also take:** *at level 5/level 6* 45 credits from available HPS modules 30 credits from available HPS and SPS modules Another 15 credits selected from the STS module catalogue or any other advanced level module from UCL undergraduate programmes with agreement from your personal tutor.

BSc Sociology and Politics of Science (L391)
Year 1 **Compulsory modules** HPSC0003 History of Science: Antiquity to Enlightenment HPSC0004 Philosophy of Science 1 HPSC0006 Science Policy HPSC0007 Investigating Sociology and Politics of Science HPSC0008 Science Communication and Public Engagement HPSC0009 Introduction to History, Philosophy & Social Studies of Science HPSC0010 History of Modern Science HPSC0011 STS Perspectives on Big Problems
Year 2 **Compulsory modules** HPSC0105 Sociology and Politics of Science HPSC0140 Research Methods in Science and Technology Studies **In addition, student also take:** *at level 5/level 6* 15 credits from available SPS modules 45 credits from available HPS SPS modules Another 30 credits selected from the STS module catalogue or any other intermediate level module(s) from UCL undergraduate programmes with agreement from your personal tutor.
Year 3 **Compulsory modules** HPSC0041 Dissertation **In addition, student also take:** *at level 5/level 6* 45 credits from available SPS modules 30 credits from available HPS and SPS modules Another 15 credits selected from the STS module catalogue or any other advanced level module from UCL undergraduate programmes with agreement from your personal tutor.

iBSc History and Philosophy of Science and Medicine
Compulsory modules HPSC0002 Disease in History HPSC0109 Philosophy of Medicine HPSC0110 Medicine History and Society HPSC0053 Research Project **In addition, student also take 45 credits from available STS level 6 modules.**

iBSc Sociology of Politics and Medicine
Compulsory modules HPSC0017 Science and Ethics HPSC0061 Governing Emerging Technologies HPSC0107 Science Journalism HPSC0053 Research Project **In addition, student also take 45 credits from available STS level 6 modules.**

MSc History and Philosophy of Science
Students must complete 180 credits made of up the following:

Compulsory modules (total of 75 credits)
HPSC0073 Introduction to Science and Technology Studies (15 credits)
HPSC0097 Dissertation (60 credits)
Optional History and Philosophy of Science Modules (total of 60 credits)
Students select four options identified as History and Philosophy of Science modules from our STS catalogue.
HPSC0059 Science, Art, and Philosophy
HPSC0080 Early Modern Science
HPSC0081 Science in the Nineteenth Century
HPSC0082 Science in Antiquity
HSPC0084 Causality and Evidence in Science
HPSC0162 Social Epistemology of Science
Optional Science, Technology and Society Module (15 credits)
Students select one module from our Science, Technology and Society module from our STS catalogue.
Elective modules (total of 30 credits)
Up to 30 credits can be taken from modules from other departments. Students should confirm with the teaching department that external students are allowed on the module and that there are no prerequisites.

PG Diploma in History and Philosophy of Science
Students must complete 120 credits made up of the following:

Compulsory modules (total of 15 credits)
HPSC0073   Introduction to Science and Technology Studies
Optional History and Philosophy of Science Modules (total of 60 credits)
Students select four options identified as History and Philosophy of Science modules from our STS catalogue.
HPSC0059 Science, Art, and Philosophy
HPSC0080 Early Modern Science
HPSC0081 Science in the Nineteenth Century
HPSC0082 Science in Antiquity
HSPC0084 Causality and Evidence in Science
HPSC0162 Social Epistemology of Science
Optional Science, Technology and Society Module (15 credits)
Students select one module from our Science, Technology and Society module from our STS catalogue.
Elective modules (total of 30 credits)
Up to 30 credits can be taken from modules from other departments. Students should confirm with the teaching department that external students are allowed on the module and that there are no prerequisites.

PG Certificate in History and Philosophy of Science
Students must complete 60 credits made up of the following:

Core module (15 credits)
HPSC0073 Introduction to Science and Technology Studies
Optional History and Philosophy of Science (45 credits)
Students choose options from the STS module catalogue identified as History and Philosophy of Science modules.

MSc Science, Technology and Society
Students must complete 180 credits made of up the following:

Compulsory modules (75 credits)
HPSC0073 Introduction to Science and Technology Studies (15 credits)
HPSC0097 Dissertation (60 credits)
Optional modules (total of 60 credits)
Students select four options identified as Science, Technology and Society modules from our STS catalogue:
HPSC0089 Curating Science and Technology
HPSC0091 Science, Technology and Identity
HPSC0092 Responsible Science and Innovation
HPSC0093 Science Policy in an Era of Risk and Uncertainty
HPSC0094 Political Economy of Science
HPSC0095 Special Topics in Science, Technology and Society
HPSC0121 Sociology of Science and Technology
HPSC0122 Science Journalism
HPSC0126 Research Methods and Data Analysis in Science Studies
HPSC0127 Public Engagement for Social Justice
HPSC0157 Science, Technology and International Development
HPSC0163 Warnings for Hazards and Threats
HPSC0164 Global Governance and Emerging Technologies
HPSC0165 The Sociology and Politics of the Digital Age
One History and Philosophy of Science Module (15 credits)
Students select one option identified as History and Philosophy of Science from our STS catalogue.
Elective modules (total of 30 credits)
Up to 30 credits can be taken from modules from other departments. Students should confirm with the teaching department that external students are allowed on the module and that there are no prerequisites.

PG Diploma in Science, Technology and Society
Students must complete 120 credits made up of the following:

Compulsory modules (total of 15 credits)
HPSC0073 Introduction to Science and Technology Studies
Optional modules (total of 60 credits)
Students select four options identified as Science, Technology and Society modules from our STS catalogue:
HPSC0089 Curating Science and Technology
HPSC0091 Science, Technology and Identity
HPSC0092 Responsible Science and Innovation
HPSC0093 Science Policy in an Era of Risk and Uncertainty
HPSC0094 Political Economy of Science
HPSC0095 Special Topics in Science, Technology and Society
HPSC0121 Sociology of Science and Technology
HPSC0122 Science Journalism
HPSC0126 Research Methods and Data Analysis in Science Studies
HPSC0127 Public Engagement for Social Justice
HPSC0157 Science, Technology and International Development
HPSC0163 Warnings for Hazards and Threats
HPSC0164 Global Governance and Emerging Technologies
HPSC0165 The Sociology and Politics of the Digital Age
One History and Philosophy of Science Module (15 credits)
Students select one option identified as History and Philosophy of Science from our STS catalogue.
Elective modules (total of 30 credits)
Up to 30 credits can be taken from modules from other departments. Students should confirm with the teaching department that external students are allowed on the module and that there are no prerequisites.

PG Certificate in Science, Technology and Society
Students must complete 60 credits made up of the following:

Core module (15 credits)
HPSC0073 Introduction to Science and Technology Studies
Optional modules (45 credits)
Students choose options from the STS module catalogue identified as Science, Technology and Society modules.

MSc Science Communication
Students must complete 180 credits made of up the following:

Compulsory modules (150 credits)
HPSC0127 Public Engagement for Social Justice (15 credits)
HPSC0147 Digital Media Skills for Science Communication (15 credits)
HPSC0149 Practical Science Broadcasting (15 credits)
HPSC0151 Practical Science Writing (15 credits)
HPSC0152 Science Communication and Engagement in Practice (15 credits)
HPSC0153 Forms of Science Communication (15 credits)
HPSC0155 Science Communication Final Project (60 credits)
Specialist module (total of 15 credits):
HPSC0044 Science and the Publishing Industry
HPSC0089 Curating Science and Technology
HPSC0122 Science Journalism
One optional module chosen from the STS postgraduate module catalogue (15 credits)
HPSC0059 Science, Art and Philosophy
HPSC0081 Science in the Nineteenth Century
HPSC0084 Causality and Evidence in Science
HPSC0091 Science, Technology and Identity
HPSC0093 Science Policy in an Era of Risk and Uncertainty
HPSC0157 Science, Technology and International Development
HPSC0164 Global Governance and Emerging Technologies
HPSC0165 Social Epistemology of Science

PG Diploma in Science Communication
Students must complete 120 credits made up of the following:

Compulsory modules (total of 90 credits)
HPSC0127 Public Engagement for Social Justice (15 credits)
HPSC0147 Digital Media Skills for Science Communication (15 credits)
HPSC0149 Practical Science Broadcasting (15 credits)
HPSC0151 Practical Science Writing (15 credits)
HPSC0152 Science Communication and Engagement in Practice (15 credits)
HPSC0153 Forms of Science Communication (15 credits)
Specialist module (total of 15 credits)
HPSC0044 Science and the Publishing Industry
HPSC0089 Curating Science and Technology
HPSC0122 Science Journalism
One optional module chosen from the STS postgraduate module catalogue (15 credits)
HPSC0059 Science, Art and Philosophy
HPSC0081 Science in the Nineteenth Century
HPSC0084 Causality and Evidence in Science
HPSC0091 Science, Technology and Identity
HPSC0093 Science Policy in an Era of Risk and Uncertainty
HPSC0157 Science, Technology and International Development
HPSC0164 Global Governance and Emerging Technologies
HPSC0165 Social Epistemology of Science

PG Certificate in Science Communication
Students must complete 60 credits made up of the following:

Four modules selected from the core module (60 credits)
HPSC0127 Public Engagement for Social Justice (15 credits)
HPSC0147 Digital Media Skills for Science Communication (15 credits)
HPSC0149 Practical Science Broadcasting (15 credits)
HPSC0151 Practical Science Writing (15 credits)
HPSC0152 Science Communication and Engagement in Practice (15 credits)
HPSC0153 Forms of Science Communication (15 credits)

25 Appendix 2: STS Undergraduate Criteria for Assessment

This page contains departmental marking guidelines for individual items of assessment. There may be additional criteria specified by module tutors; students should check criteria for assessment in the module syllabus.
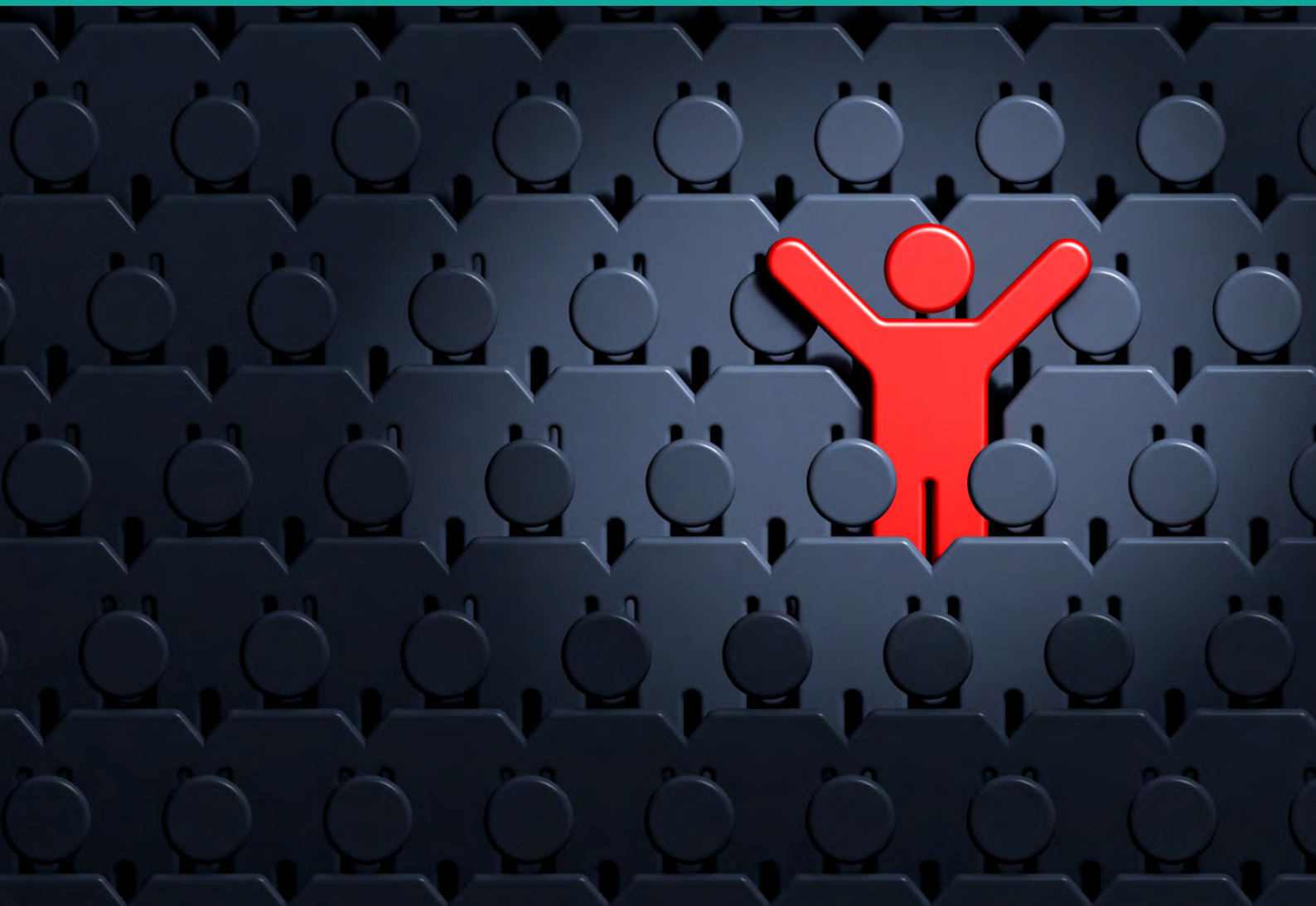
Mark	Grade	Description
>70	A (1st)	Distinction. Because this covers a range of thirty points, the following breakdown has been introduced as a guideline: A++ (85-100): Marks awarded to truly exceptional pieces of work. Marks of 90 and above are reserved for research deemed to represent full mastery of the subject, likely publishable in high-quality journal. A+ (80-84): Satisfies all of the requirements for an 'A' grade (see below), with additional originality, sophistication, or skill going beyond what is expected. A (75-79): Satisfies all of the requirements for an 'A-' grade (see below), but also demonstrates originality, impressive original research, higher critical ability, and a high degree of analytic/synthetic skills. Goes significantly beyond lecture materials and course readings. A-(70-74): Performs the assigned task to an excellent standard, with accuracy and sufficient detail, without significant errors, no major shortcomings. In an essay, a work in this range should use a good number of appropriate sources, go beyond the material covered in lectures, and demonstrate critical ability, analytic/synthetic skills, and impressive research skills.
60-69	B (2i)	Good. Some critical thinking or reflection demonstrated. Many relevant points made, clearly argued, accurate and coherent. Includes major points in the course material and shows appreciation of their importance.
50-59	C (2ii)	Satisfactory. A solid piece of work but with gaps, errors or minor misconceptions.
40-49	D (3rd)	Poor. Inadequately argued and poorly documented. Provides some relevant information but omits many important points and contains a substantial number of errors or misconceptions. Little tie to relevant sources. 40 – This is the minimum passing mark. Barely sufficient evidence to avoid failure, with only a rudimentary knowledge of the subject; contains irrelevant material or significant errors and misconceptions.
0-39	F* (fail)	Failure. Inadequate in conception, substance or argument. F+ (35-39): A failing item, but one which could be brought to pass standard if either more information was provided, or better use was made of the information. When applied to whole courses, the student may be eligible for referred (supplemental) assessment. F (20-34): Contains some correct items of information not centrally relevant to the topic. F- (0-19): Completely inadequate in conception, substance and argument. No understanding of the course material demonstrated.

26 Appendix 3: STS Postgraduate Criteria for Assessment

This page contains departmental marking guidelines for individual items of assessment. There may be additional criteria specified by module tutors; students should check criteria for assessment in the module syllabus.

Mark	Grade	Description
>70	A	Distinction. Because this covers a range of thirty points, the following breakdown has been introduced as a guideline: A++ (91-100): Marks awarded to truly exceptional pieces of work. A+ (84-90): Satisfies all of the requirements for an 'A' grade, with additional originality, sophistication, or skill going beyond what is expected. A (77-83): Satisfies all of the requirements for an 'A-' grade, but also demonstrates originality, substantial or subtle critical accomplishment, and substantial analytic, synthetic, and technical skills. A- (70-76): Performs the assigned task to a high standard with accuracy and sufficient detail, without significant errors or major shortcomings. Demonstrates a comprehensive level of knowledge and ability to synthesise an exceptionally wide range of materials. Distinctively sophisticated and focused analysis, critical use of sources and insightful interpretation. Outstanding ability to formulate a convincing and coherent argument independently Excellent presentation and comprehensive documentation.
60-69	B	Merit. Performs the assigned task to a very good standard. Most but not all of the criteria satisfied for an A grade. Less evidence of originality, critical thought and individuality.
50-59	C	Fair grasp of basic issues. Some, limited critical thinking or reflection demonstrated. Many relevant points made, clearly argued, accurate and coherent. Includes major points in the course material and shows appreciation of their importance but fails to progress beyond routine points. Marks may have been deducted for: limited range and depth of reading; tendency to summarise the work of others rather than to synthesise the fruits of research into a discernible thesis; failure to maintain a consistent narrative and/or argument throughout essay; generalisations beyond the evidence offered; inadequate or inaccurate referencing; poor grammar, punctuation and/or spelling. 50: minimum passing mark.
49-0	F (fail)	Failure. Inadequate in conception, substance or argument. Shows a poor familiarity with relevant information and an inability to synthesise material from a range of sources. Demonstrates failure to use sources and an inadequate ability to engage in systematic inquiry. Failure to present a sustained, coherent and effective argument. Inadequate grasp of appropriate principles of documentation and presentation.

stand out in the crowd

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Cover photograph: Street graffiti on scaffolding in central London. Photo by Joe Cain.