

#### STUDENT HANDBOOK



#### University of London Institute in Paris

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# INTRODUCTION TO THE UNIVERSITY OF LONDON INSTITUTE IN PARIS



# INTRODUCTION TO THE INSTITUTE IN PARIS

#### Welcome

## Welcome to the University of London Institute in Paris!

This handbook is designed to provide essential information about the University of London Institute in Paris (ULIP). Its purpose is to act as a first port of call for students. We hope that it will prove useful. However, should you have any questions, do not hesitate to contact a member of the academic or professional services staff, as well as the ULIP Students' Union.

Please note that the University of London Institute in Paris (ULIP) is part of the University of London (UoL), while some of its academic and administrative processes are governed by Queen Mary University of London (QMUL). As a result, you may often encounter links to UoL and QMUL resources.

This handbook should be used together with information published by QMUL's Registry Services, more specifically the QMUL Academic Regulations and other Policies, which apply to ULIP

(https://www.qmul.ac.uk/governance-and-legal-services/policy/). The handbook provides information specific to ULIP while QMUL's Student webpages gives information common to all students at ULIP and Queen Mary. The Academic Regulations provide detailed information on progression, award and classification requirements.

Nothing in this handbook overrides the QMUL Academic Regulations, which always take precedence.

The information in this handbook is correct as of September 2025. In the unlikely event of substantial amendments to the material, ULIP will inform you of the changes. ULIP cannot accept responsibility for the accuracy or reliability of information given in third party publications or websites referred to in this Handbook.

#### **ULIP Building Opening Hours**

The following opening hours apply during term time. We endeavour to inform students well in advance of any changes to opening hours and closure dates (via QMPlus and your UoL email account).

Building	Student Services	Library
Monday to Friday, from 8.00 to 20.30. Saturday from 8.00 to 18.30.  Students with student cards can access the building (including the ULIP library) during these times.	Monday to Friday, from 9.15 to 13.00 and 14.00 to 17.00	Students can access the library with their access cards:  Monday to Friday, from 8.00 to 20.30 and on Saturdays, from 8.00 to 18.30.  Please note that the Librarian and IT Officer are available Monday-Friday.

#### **ULIP Building**

ULIP shares premises with the British Council. ULIP students have access to the following areas, in certain cases requiring the use of their student badge (for security reasons, we ask you to carry your badge with you at all times):

### Third Floor

- Academic offices, numbered from 301 to 307
- Where most meetings with personal tutors take place

#### First Floor

- Classrooms, numbered from 101 to 107
- Library (printer)
- Toilet

#### Ground Floor

- Student Services Office, on the ground floor, to the right as you face the main staircase
- Lecture theatre (or Conference Room), accessible through the double doors in the main entrance lobby area

#### **Basement**

- Kitchen and dining areas
- Screening Room
- Students' Union Office
- Student Common and Music Room
- Lockers and printer
- Toilet

# STUDENT / DIGITAL RESOURCES



#### STUDENT/DIGITAL RESOURCES

#### **Email accounts**

All students are provided with UoL and QMUL email accounts. As mentioned above, some provisions are administered in partnership with QMUL, such as academic regulations, virtual learning environment (VLE), enrolment, student loans, amongst others. This explains why students have two accounts. They are an essential means of communication between students and the University.

#### **UoL Account**

(Fname.Iname@london.ac.uk)

- Microsoft 365
- Hyperplanning (timetable)
- PaperCut (printing services)
- ULIP Library
- Access to public computers at ULIP's library
- Senate House Library
- ULIP Student Hub

#### **QMUL Account**

(username@amul.ac.uk)

- QMPlus Virtual Learning Environment
- Careers platform
- Mysis
- Eduroam wifi
- QMUL Library

#### **UoL Email Account**

All ULIP students are provided with a University of London (UoL) email address and access to Microsoft 365. You can use your account both on and off campus to access all M365 applications (e.g., Word, Excel, Outlook, OneDrive, etc.). Your UoL credentials will be emailed to your personal email address before induction. If you encounter any issues, please contact the ULIP Library, IT, or Facilities staff.

Please note that all ULIP-related communication will be sent to your UoL email address, not your personal email. It is essential that you



check your UoL email regularly (at least once a day during weekdays in term time).

#### **ULIP Student Hub**

The ULIP Student Hub is a centralised digital platform designed to enhance your academic experience. It offers easy access to key resources, updates on events, health and wellbeing services, and answers to common queries like Extenuating Circumstances (EC) claims. You can also access important documents, such as self-service enrolment forms, with most of the information in this handbook available on the Hub.

To connect, simply log in to your UoL Microsoft 365 account, access the SharePoint app, and search for "ULIP Student Hub." Follow the site for easy access and to stay updated during your university journey with all essential information in one place.

#### **QMUL Email Account**

ULIP students are also provided with a QMUL Microsoft 365 account and corresponding QMUL email address. The QMUL address is used for official correspondence from QM Registry and for QMPlus notifications. It is also used to access various QM services, such as QMPlus (the virtual online environment) and MySIS (to update contact details, access registry, view results, apply for extenuating circumstances).

QMUL credentials are emailed to you by QMUL and managed by QMUL IT services. You can use the QM IT chat if you encounter access issues:

#### https://qmul.bomgarcloud.com/

To avoid having to check both university email inboxes (QMUL and UoL emails), we encourage you to set up automatic forwarding from the QMUL inbox to the UoL inbox.



#### Virtual learning environment (QMPlus)

Through your QMUL credentials, you will have access to QMPlus, our virtual learning environment (VLE). Via QMPlus, you will have access to your module course pages. Each page contains important information on the module: the module structure, reading materials, activities, as well as notice boards to communicate with module convenors.

Please note that assignments and assignment deadlines are posted through the QMPlus platform. Most assignments are submitted via QMPlus.

QMPlus also allows you to **access online resources from the QMUL library**.

#### **Mysis** (Administration)

This is where you can see your enrolment information, registered modules, financial information, personal details (including your QMUL library barcode and PIN), provisional results amongst other things.

It is your responsibility to maintain your contact details, please make sure that your home and term-time addresses, personal email and telephone numbers are always up to date: <a href="https://mysis.qmul.ac.uk/">https://mysis.qmul.ac.uk/</a>

#### Hyperplanning – Individual timetables

You can access your individual timetable via Hyperplanning (either through the desktop browser or the Hyperplanning mobile app).

Hyperplanning is a planning management software for educational institutions to manage student, teacher and classroom schedules, as well as absences and timetable changes. Via Hyperplanning, students can access real-time information on their timetables: cancelled classes, room changes, absences requiring justification. Please also note that Hyperplanning is used by ULIP staff to record absences.

#### **UoL Microsoft 365 - Office Suite**

- Your main account that you will need to check regularly
- · Access to the ULIP Student Hub
- All ULIP-related communication
- Office App (Word, OneDrive, Teams and more)



#### Hyperplanning

- You can access your real-time information on your timetables
- Use the credentials that you are sent at the start of the year, and you'll need to personalise the password when you first log in



#### **PaperCut**

- Printing services. You will need to use your UoL email and password to access this service.
- You can use your student card to use printing services

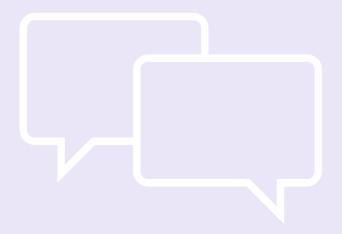


#### **QMUL Services**

- To access the services below, you will need to use your QM email or username and password:
- QMPlus To access your virtual learning environment (module description, submit assignments with Turnitin...). Do not use calendar app.
- QMUL library
- MySIS



# **COMMUNICATION**



#### COMMUNICATION

# It is important that you stay in touch with us and that we stay in touch with you.

Members of staff will regularly send you information about changes to teaching arrangements (classrooms, timetables), special preparations you may have to do for a class, as well as events or important meetings (either individual or collective).

It is important that you stay in touch with members of staff (both professional and academic). For instance, if you are unable to attend a class or if you wish to arrange a meeting with a course lecturer or your Personal Tutor.

For all ULIP-related communication, we will use your UoL email, not your personal email. So please check this account regularly.

#### Post

All post addressed to students is delivered to the Student Services Office provided you have included "c/o ULIP Student Services" as part of the address. It is your responsibility to check whether you have received any post.

#### Telephone and postal address

It is your responsibility to ensure that your telephone number and postal address (term-time and forwarding) are kept up to date on Mysis (https://mysis.qmul.ac.uk). ULIP will not disclose students' postal addresses or telephone numbers to third parties (including relatives and fellow students) without the student's authorization.

# **STUDIES**



#### **STUDIES**

#### Term and exam dates

Term dates can be accessed on the ULIP website:

https://www.london.ac.uk/institute-paris/student-life/term-dates

There are two examination periods: one in January (usually mid-January before the start of term 2) and one in May. Exact dates are communicated to students well in advance of the exam periods.

#### Attending classes and engaging with your studies

ULIP has a responsibility to ensure that all students are regularly attending classes and progressing with their studies. While it is essential that you attend all the compulsory learning activities (lectures, seminars, workshops) relating to your programme of study, ULIP recognises that emergencies may occur at any time throughout the year.

Your regular attendance in class and consistent engagement with your studies are fundamental requirements of your learning experience at ULIP. Failure to attend and/or an unjustified absence can have detrimental consequences.

Prospective employers and academic institutions (for postgraduate study) often ask ULIP lecturers to comment on candidates' attendance, time-keeping and participation and engagement, in addition to their academic performance at ULIP.

It is vital that you manage your time effectively so that any paid employment, volunteering, and/or other extracurricular activities or social commitments do not interfere with periods where you are required to attend classes.

If you face difficulties in attending classes or undertaking an assessment, it is your responsibility to notify your module tutors/lecturers and Student Services as early as possible, citing the reasons for your absence. If you are experiencing such difficulties on a regular basis, please contact your Personal Tutor and/or Student Services.

#### Your responsibilities as ULIP students

- Attending all classes necessary for the pursuit of your studies (including lectures, seminars, site visits and personal tutorials);
- Undertaking all summative and formative assessment requirements for your courses:
- Attending all meetings and other activities as required;
- Should you experience any form of difficulty in attending classes, and for whatever reason, contacting ULIP as soon as possible.

You are expected to fully engage in your classes, undertaking any reading, research or further preparation identified between sessions alongside punctual attendance. It is essential that you make suitable arrangements for travel to your classes and plan to arrive on time. You may be marked absent if you turn up late without good reason.

Please note that recording of lectures is only permitted in specific situations where students find it difficult or impossible to take lecture notes (e.g. visual or hearing impairments, dyslexia, mobility impairments, etc). In such cases, students can be given permission to record lectures provided they agree to the conditions of use of the recordings. Further

information about the process and conditions are available on the ULIP Student Hub.

#### Missing an examination

Should you be unable to attend an exam (e.g. sudden illness), it is essential that you notify Student Services as soon as possible. Wherever possible, please try to ensure you contact them by e-mail at contact@ulip.lon.ac.uk before the scheduled start of the exam.

Please note that this notification is not a substitute for formally notifying ULIP of Extenuating Circumstances. You must apply for Extenuating Circumstances via MySIS: <a href="https://mysis.qmul.ac.uk">https://mysis.qmul.ac.uk</a>

In the event that you do not apply for Extenuating Circumstances, ULIP will be unable to consider the reasons for your non-attendance.

#### Consequences of failing to attend classes

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, ULIP may issue you with a formal warning which can escalate to the termination of your registration.

You are strongly advised to familiarise yourself with the ULIP Attendance Policy as well as the QMUL Academic Regulations corresponding to your intake year (see Policy section).

In situations where you are experiencing documented severe difficulties, ULIP will make every effort to support you and counsel you as to the best course of action. However, there may be cases where, while your non-attendance is justified, your low level of attendance compromises educational standards and/or your ability to reach the learning outcomes. In such cases it will be necessary to implement disciplinary procedures as detailed above if an interruption of studies is not agreed.

#### Personal Tutors

At the start of your studies, you will be allocated a Personal Tutor. They will provide guidance and support during your studies and will be familiar with the kinds of challenges that students experience at university.

The Personal Tutor's role is to provide advice and support to students and to maintain an overview of their academic progress and achievements. They may give you advice about which elective modules to choose, write you a reference for job or postgraduate study applications, or give you advice on personal matters affecting your studies at ULIP. If your Personal Tutor cannot answer your questions, they will know who can.

Personal Tutors will exercise discretion and liaise as necessary with professional colleagues in Student Services, Programme Directors and the Academic Director, who has responsibility for all aspects of the undergraduate curriculum and the monitoring of student progress.

Personal Tutors will post their "office hours" on the Student Hub and ULIP noticeboards. These are the times when they are available to see students without prior appointment. Alternatively, you can make an individual appointment at a mutually convenient time. You are required to attend appointments with your Personal Tutor at the beginning of each academic year, then on one or two other occasions in the academic year. It is important that you keep these appointments.

Any matter, whether trivial or traumatic, academic, social, financial, medical, may be brought to your Personal Tutor's attention. In addition to her/his formal duties, your advisor can also offer advice on learning strategies, career development, or general difficulties you may encounter in managing your life and/or finances in Paris. They may refer you to other members of staff for specialist advice.

#### Academic skills support

ULIP students requiring academic skills support have access to a range of QMUL services, in particular, through the Teaching and Learning Support team. The QMUL Academic skills webpage provides ULIP students with a wide variety of resources on a wide range of topics:

- Writing skills
- Critical thinking
- Revision and exam
- Plagiarism and academic integrity
- Note-making
- Time management
- Resource guides by subject

The resources can be accessed on QMUL's website:

https://www.qmul.ac.uk/library/academic-skills/online-study-resources/

Throughout the year, QMUL hosts a range of online workshops (via MS Teams or Zoom) open to QMUL and ULIP students on various aspects of academic and research skills. These workshops allow ULIP students to:

- I earn new skills
- Follow up academic and research skills you are curious about
- Practice academic and research skills in an interactive environment
- Get feedback from peers and tutors

Some workshops are specifically tailored for ULIP undergraduate students (especially first years), while other workshops are open to everyone (undergraduate and postgraduate students at QMUL and ULIP).

The workshops usually need registration. More information can be found on the QMUL Academic skills webpage:

https://www.gmul.ac.uk/library/academic-skills/

# CAMPUS RESOURCES



#### CAMPUS RESOURCES

#### Library

Students have extended access to the library and its resources six days a week using their student card (Monday to Friday, from 8.00 to 20.30 and on Saturdays, from 8.00 to 18.30).

The library collection includes books, DVDs, newspapers, magazines and journals relevant to courses.

#### Available equipment

- A computer room with 4 desktop computers. Some computers have specific softwares installed on them, such as Adobe Digital Editions or CBR Comic Books Reader - check the label on the desktop
- USB-A DVD players on request for on-site use
- Headsets on request for on-site use
- Photocopying, scanning and printing facilities

#### **Borrowing books**

- Loans for UG students: max 6 items (2 weeks for books, 1 day for DVDs)
- Loans for PG students: max 6 items (4 weeks for books, 1 day for DVDs)
- Students may place holds on items that are currently checked out or in preparation, via the online catalogue. They will be notified by email when the item is ready
- Newspapers, magazines, journals and reserve books are for onsite consultation only
- All borrowed materials can be renewed once, for the same duration as the initial loan, except if another user has placed a hold on them. Renewals must be done before the due date

- Items may be returned in the absence of the Librarian: they should not be placed on the reshelving trolley, but be left on the library counter instead
- Late fees apply: €0,20 per late item per day
- Fees for lost or damaged books: standard replacement charge is €50 for a book, €100 for a DVD. For books, it is possible for the student to provide a new (or excellent condition) copy themselves, and only be charged a €10 fee instead
- All fees are payable in cash at the Help Desk

Book loans and returns are possible in the absence of the Librarian: students should fill in an online form (there is a sign with instructions on the librarian's counter).

At the beginning of their studies, students are given an induction to use the library services. The ULIP Library team is happy to provide further guidance on using resources and on all forms of information retrieval, whether within the range of electronic resources provided for ULIP students, more widely in Paris, or over the Internet.

#### **Electronic Resources**

Students have access to a range of electronic resources (journals, databases, e-books, etc.) to which they are entitled as members of the ULIP student body, via the UoL Senate House Library and the QMUL Library. Students can also consult the American Library in Paris's e-resources. Credentials to access each library's e-resources are presented during Library Induction.

ULIP students can also access selected French language academic materials free of charge through the CAIRN and Persée online platforms.

#### Wi-Fi access

Use your Queen Mary University London email address and password to connect to the Eduroam Wi-Fi, both on campus and in other higher education institutions.

#### Printing, scanning and Photocopying

ULIP offers printing, photocopying and scanning services. You can find a printer in the library, as well as in the basement in the Student Common area.

Scanning is free of charge. Students are offered some printing and photocopying credit at the beginning of their studies and can top up their cards online (5, 10, 15 or 20€) on PaperCut. Charges for printing and photocopying are as follows:

Job Type	Printing
Black and white A4 Single-Sided	0,08 € per sheet
Black and white A4 Double-Sided	0,12 € per sheet
Black and white A3 Single-Sided	0,12 € per sheet
Black and white A3 Double-Sided	0,18 € per sheet
Colour A4 Single-Sided	0,20 € per sheet
Colour A4 Double-Sided	0,30 € per sheet
Colour A3 Single-Sided	0,40 € per sheet
Colour A3 Double-Sided	0,60 € per sheet

#### Other spaces

Students have the possibility to book space to study in group, hold events or take online calls (lecture theatre, classrooms, screening room, meeting rooms) when there is availability. Check availability with the Librarian or Facilities Officer.

These spaces are equipped with laptops and projectors. Laptops may be used with a Guest account.

The basement offers a multi-use social space for students;

- a cafeteria: kitchen and eating areas, with fridge, micro-wave oven, water fountain, kettle. Students are expected to use the kitchen space in a responsible, respectful manner
- a "dining room" that can be used as an eating area at lunch time and a meeting/studying area during the day

- a lounge room, with music instruments
- the lounge room and dining room can be joined into a large, multi-use space
- a screening room that can also adapt into a meeting room or classroom
- the Students' Union office

#### Equipment available:

- Printer/photocopier/scanner: in locker area
- Lockers: in the cafeteria space
- Food bank: maintained by students, by locker area
- Pigeonholes by SU office

Questions about the social space can be directed to the Students' Union Social Space Officers, the Facilities Officer or the Librarian.

#### Other libraries and study spaces in Paris

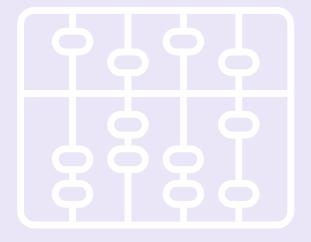
#### The American Library in Paris

ULIP undergraduate and postgraduate students can claim a membership card at the American Library in Paris from the first week of term, and benefit from borrowing privileges and electronic resources for the duration of the academic year. They are responsible for their loans, and any overdue/lost item fees there.

#### **Public libraries in Paris**

ULIP students are encouraged to use other Paris-based public libraries, where they can access quiet study spaces and consult a wide range of resources (books, archives, magazines...). Three public libraries are especially popular amongst Paris-based university students: the Bibliothèque Publique d'Information (BPI) (12ème arr.); the Bibliothèque Nationale de France (13ème, 2ème & 4ème arr.), the Bibliothèque Sainte-Geneviève (5ème arr.). Another public library can be found nearby ULIP (bibliothèque Amélie).

# **ASSESSMENT**



#### **ASSESSMENT**

Each module has its own specific assessment method. You will have to take this into account when choosing your modules and planning your study over the academic year.

Some modules are examined by written coursework, oral assignments, in-person examinations or a combination.

#### Types of assignments

SUMMATIVE assignments, or *devoirs sommatifs*, contribute to the evaluation of a module. Failure to complete summative assignments may prevent you from passing a module.

Your summative work is complemented by FORMATIVE assignments, or devoirs formatifs. These assignments do not contribute to the attribution of a module mark, but they are an integral part of the learning process and failure to engage with formative work may also lead to failing the module.

Summative and formative assignments can take different forms: essays, textual commentaries, policy briefs, film or literature reviews, translations, oral presentations. If you do not understand what is required for a particular assignment, you are advised to contact the teacher who set the assignment. You are also encouraged to have a clear sense of the assessment criteria that are relevant for your assignment. You can consult the marking criteria in the ULIP Student Hub.

The QMPlus platform is generally used to access the assignment brief, submit the work, and to receive marks and feedback.

#### Presentation

All written assessed coursework is marked anonymously. Make sure you do not include your name anywhere in the scripts or in the file name. Please use a coversheet template when submitting your coursework.



This is normally available with the corresponding assignment instructions on the module's QMPlus page.

Please use 1.5 spacing as a minimum, font size 12 and remember to include page numbers. A margin should be left on both sides of your work for comments by your marker.

For Mac users who work on Pages, you will need to convert your file to one of the following formats before submitting your paper: doc, docx, pdf, txt or rtf.

#### Referencing, footnotes and bibliography

Referencing your sources is an essential part of academic practice. Students are advised to adopt the habit of keeping full and appropriately formatted references from the very outset. Developing good practice in this aspect of your studies will save you much time and anxiety as you progress onto more complex work involving more extensive research. All written work should include a full bibliography including quoted materials and further work consulted but not quoted. This bibliography is ESSENTIAL even if your work includes footnotes.

Students are encouraged to use a reference management software from the onset of their studies. QMUL provides access to one such software, EndNote. Get access to the desktop version or enhanced online version via the QMUL's website:

https://www.qmul.ac.uk/library/academic-skills/referencing-hub/referencing-guides-and-resources/

Please refer to the section on Academic Misconduct to make sure you understand implications.

#### Illustrations

You may include illustrations within your work or as an appendix. You should reference the source of the images in a similar fashion to above.

#### Word count and penalties

A word count should be included in all coursework. In addition to the text, the word count includes quotations and footnotes. The cover sheet, student number, title, course title, date, teacher, bibliography and appendices are excluded from the word count.

Work which exceeds the upper word limit by at least 10% and by less than 20% will be penalised by a mark reduction of ten percentage marks, subject to a minimum mark of pass (40%).

Work which exceeds the upper word limit by 20% or more, will receive a mark of zero.

There is no penalty for going under the word limit, but significantly shorter pieces of work may not be fully addressing the question.

#### Submission of written work

All summative assignments must be submitted via QMPlus by the published deadline. Submitting an assignment on QMPlus involves a two-step process. You must first upload your attachment then finalise your submission by confirming it, otherwise it remains a draft and cannot be marked.

To check whether you have finalised your submission, please make sure that you see "submitted for grading" under the submission status section and not "draft".

The time of the deadline is normally **13.00 French time**. Time shown on QMPlus is normally UK time unless you have updated your time zone.

Submitting your work even only a few minutes after the deadline will be considered as a late submission. It is therefore essential to allow yourself enough time to submit your work, especially if you have not submitted work via QMPlus before. If you encounter any technical difficulties when submitting, email a copy of your assignment to <a href="mailto:contact@ulip.lon.ac.uk">contact@ulip.lon.ac.uk</a> before 13.00 to ensure the assignment is not recorded as late.

#### **Turnitin**

All summative work is run through the Turnitin plagiarism-detection software.

Turnitin is a web-based plagiarism prevention system used by most universities in the UK which will analyse the submitted work to identify text matches with other sources and will compare the work against:

- the current and archived web:
- · previously submitted work;
- · books and journals.

For each piece of submitted work Turnitin provides two things:

- A similarity index, which indicates the percentage of the submitted paper that Turnitin has identified as matching other sources.
- An originality report, which shows each of these matches in more detail, including the source(s) that Turnitin has found.

#### Penalties for late submission of work

Work submitted up to 24 hours late will have its mark reduced by 5 marks. A further deduction of 5 marks will be made for each additional 24-hour period (or part thereof), including weekends and bank holidays.

For work submitted more than 7 days late, the mark will be zero unless you have an approved EC claim (see section below).

# Extenuating circumstances and extensions to deadlines

Extenuating Circumstances (EC) are "significant and unforeseen circumstances that are outside a student's control which have a negative impact on a student's ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of the student's achievement".

Unforeseen means students could not predict what would happen, and had no prior knowledge or indication that the circumstance would occur.

Significant means not minor or trivial in nature. Circumstances such as the normal pressures of academic stress, employment, relationship issues and financial difficulties are unlikely to be accepted.

Extenuating circumstances may include medical and personal circumstances such as bereavement, but do not include events such as holidays, mixing up deadlines, workload, computer problems, or not being aware of rules, regulations or procedures.

A "fit to sit" principle is in place for all students. By taking or submitting an assessment, a student declares themselves fit to take it; any claim for extenuating circumstances relating to that assessment shall not normally be considered.

The Extenuating Circumstances policy is to help students who are not "fit to sit" for reasons beyond their control. It is a short-term measure and claims for extenuating circumstances are not automatically approved.

Students need to explain the obstacle(s) to completion of or participation in an assessment and usually provide appropriate documentary evidence. Unless students report these extenuating circumstances formally at the time, we cannot take account of them in supporting students through their studies.

It is the student's responsibility to tell someone about the circumstances as they arise and as soon as possible. Students are also encouraged to keep their personal tutor informed at all times of any longer-term problems that may flare up and affect their ability to meet their assessment obligations.

EC claims are submitted on MySIS, accompanied by any relevant evidence, before the deadline, or no later than 7 days after the deadline or submission of the work. An extension of between 1 and 7 days may be granted by the EC Assessor, or exceptionally up to 14 days where evidence demonstrates a longer extension is justified.

Students can self-certify up to 2 claims per academic year for short-term situations where evidence is not available. If students need to submit more than two self-certified claims in any academic year, they must attend a compulsory meeting with their Personal Tutor.

All coursework-related ECs are reviewed by the EC Assessor who would process all claims in no more than 5 working days. Students requesting an extension should always continue working on their assessment while they wait for the outcome of the claim. Outcomes for exam-related ECs are published after the final Subject Examination Board at the end of the academic session. Students should make no assumption about the outcome without full understanding of their responsibility to demonstrate that they met the requirements of the EC policy.

Students should read the full guidance on QMUL's website:

https://www.qmul.ac.uk/studentexperience/student-wellbeing-hub/extenuating-circumstances-aguide-for-students/

#### Return of written coursework

Provisional marks and feedback for assessed work (other than formal examinations) is normally returned within 15 working days of the submission deadline via QMPlus, (excluding work submitted later than the original deadline). In the event that the intended deadline cannot be met, the course convenor will communicate the revised return date to students as soon as possible.

Students should note that all marks are provisional until ratified by the Examination Board.

#### Assessment offences

Academic misconduct includes, but is not limited to, the following:

- Plagiarism (see next section);
- Unauthorised or unacknowledged text manipulation (see Artificial Intelligence below);
- Examination offences:
- The use, or attempted use, of ghost-writing services for any part of assessment;
- The submission of work, or sections of work, for assessment in more than one module or assignment (including work previously submitted for assessment at another institution);
- The fraudulent reporting of source material, experimental results, research, or other investigative work;
- Collusion in the preparation or production of submitted work.

The QMUL Academic Integrity & Misconduct Policy (see Policy section) sets out types of assessment offences in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read the document and to speak with their Personal Tutors should they have any queries about what constitutes an assessment offence. The university treats academic misconduct very seriously and misunderstanding about what constitutes an assessment offence will not be accepted as an excuse. Similarly extenuating circumstances cannot excuse an assessment offence.

#### **Plagiarism**

#### Definition of plagiarism

Queen Mary defines "plagiarism" as presenting someone else's work as one's own, irrespective of intention. Close paraphrasing; copying from the work of another person, including another student; using the ideas of another person without proper acknowledgement; and repeating work that you have previously submitted – at Queen Mary or at another institution – without properly referencing yourself (known as "self-plagiarism") also constitute plagiarism.

Plagiarism is a serious offence and all students suspected of plagiarism will be subject to an investigation. If found guilty, penalties can include failure of the module to suspension or permanent withdrawal from ULIP in the case of repeat offences.

It is your responsibility to ensure that you understand plagiarism and how to avoid it. The recommendations below can help you in avoiding plagiarism:

- Be sure to record your sources when taking notes, and to cite
  these if you use ideas or, especially, quotations from the original
  source. Be particularly careful if you are cutting and pasting
  information between two documents, and ensure that
  references are not lost in the process. A reference management
  software will help you save and manage your sources efficiently.
- Be sensible in referencing ideas commonly held views that are generally accepted do not always require acknowledgment to particular sources. However, it is best to be safe to avoid plagiarism.
- Be particularly careful with quotations and paraphrasing.
- Be aware that technology, such as Turnitin, can automatically detect plagiarism.
- Ensure that all works used are referenced appropriately in the text of your work and fully credited in your bibliography.

#### **Artificial intelligence (Text Manipulation)**

Unauthorised or unacknowledged text manipulation that undermines the integrity of an assessment, including the use of paraphrasing software, generative artificial intelligence or machine translation is considered academic misconduct. This is because it undermines the validity of the work, and provides an undue or unfair advantage over another student who has completed the assessment in line with the requirements. Please review the Academic Integrity and Misconduct Policy.

#### Progression and award requirements

The Academic Regulations governing progression and award requirements can be found in Section 4 of the QMUL Academic Regulations document.

Students should ensure they understand credit requirements for progression and awards, and familiarize themselves with their programme specifications so that they are aware of any core modules needed to be passed in order to be eligible for progression or award.

#### Results

You will receive an email in your QMUL inbox when provisional and official results are available, you will be able to view them in your MySIS record by clicking on the link in your intray or by viewing them on your "My Details" page.

Your **graduate transcript** will be available through Gradintelligence. Your Gradintelligence user account **must** be activated by you to enable access to your official university HEAR (digital transcript):

https://www.qmul.ac.uk/registry-services/student-information/my-studies-/my-documents/gradintelligence

# STUDENT WELLBEING



# STUDENT WELLBEING

# Students in need of support (including disabled students)

As well as your Personal Tutor, your main point of reference for advice within ULIP is Student Services. Problems may arise that the Student Services team is not qualified to deal with. Should this be the case, they will refer you to appropriate sources of support.

If you have a disability (including a short-term disability), specific learning difference or ongoing health condition (physical and mental health), the QMUL Disability and Dyslexia Service (DDS) can advise on appropriate sources of support to help you manage your studies effectively. It is important that you bring any disability or health condition to our attention as soon as possible so that it has the least possible negative impact on your studies. Further information is available on the DDS webpages: <a href="https://www.qmul.ac.uk/disability-and-dyslexia-service/">https://www.qmul.ac.uk/disability-and-dyslexia-service/</a>

The role of DDS is to agree appropriate arrangements with the student. This is part of QMUL's legal responsibility to offer its disabled students "reasonable adjustments", as outlined in the Equality Act (2010).

#### **Examination access arrangements**

Students with disabilities, specific learning differences like dyslexia and short-term conditions (e.g. broken limbs, pregnancy) can apply to the Disability and Dyslexia Service for Examination Access Arrangements (EAA).

All applications for examination access arrangements must be accompanied by medical evidence in the case of a disability or a diagnostic report in the case of a student with a specific learning difference such as dyslexia.

This evidence must be in English and should be dated no more than two years prior to the date on the student's application for examination

access arrangements in the case of medical evidence or after the student's sixteenth birthday in the case of students with specific learning differences.

To apply for exam access arrangements students should complete the application form (available via MySIS) by the relevant deadline. This is the latest date by which DDS can guarantee that exam access arrangements can be implemented for the end of Teaching Period/year examinations.

Applications can be made after this date, but it is possible that they will not be in place until the following academic year. Further information on the application process can be found here:

https://www.qmul.ac.uk/disability-and-dyslexiaservice/guidance/exams/

#### Mental health

Mental health includes the worries we all experience as part of everyday life as well as serious long-term conditions. Most people who experience mental health conditions can manage them and learn to live with them, especially if they get help early on.

It can be challenging moving to a new city, away from home, but there are things you can do to look after your mental health and lots of places to get support.

If you have a mental health condition, it is important that you register with a doctor so you can access the necessary support and medicine you may need.

ULIP students have access to the following services:

### **International Counseling Service (ICS)**

ULIP students have access to International Counseling Service (ICS), a Paris-based professional association, composed of mental health practitioners, including clinical and counseling psychologists, social



workers and psychotherapists, offering services to the international and English-speaking community in Paris.

Members of ICS are specialists in expatriate issues and in global living challenges. ICS's goal is to facilitate access for English speakers to appropriate and high-quality mental health and counselling services in the Paris region.

ICS members are all fully qualified and licensed mental health professionals, with up-to-date professional qualifications and extensive experience in their respective fields of expertise. All are native English speakers, and most are bilingual.

## **Emergencies: International SOS**

ULIP has an agreement with International SOS, a health and security service firm, which provides all students with a specialized emergency response service for any medical, security, or mental health issue any time of day or night. Students are encouraged to download the International SOS app: https://www.internationalsos.com/

The app allows you to directly contact our closest assistance centre where our experts will be able to give you advice or assist you in case of emergency. Here's how:

- 1. Download the app by visiting the website above
- 2. Register using your membership number (15AGDA975719IT) and UoL email address.

#### **Useful Information**

- Paris Assistance Centre phone number: +33 (1) 55 63 31 55, (save this number into your contacts, so you can ring them up whenever you need assistance).
- Membership No<sup>o</sup>: 15AGDA975719IT

# HEALTH AND SAFETY INFORMATION



# HEALTH AND SAFETY INFORMATION

## Security in the ULIP building

ULIP shares premises with the British Council and all users of the building must be vigilant about security issues.

When entering the building staff and students must show their staff/student card when requested to do so and present their open bags to security staff.

Building users should familiarise themselves with safety procedures and evacuation plans posted on each floor.

#### **Protests and Public Demonstrations**

Public demonstrations are a common and constitutionally protected part of life in France, and it is not unusual for protests to take place in the streets surrounding the Institute, including on our doorstep.

These events are typically peaceful, though they may involve loud noises such as chanting or fireworks. We understand that this may feel unfamiliar or unsettling to students who are new to France, but we encourage everyone to see this as part of adapting to the local context.

We are in regular contact with our building's security team and take the safety of our community very seriously. If any specific concerns arise—such as needing to use a different entrance—we will communicate this to you via email/QMPlus announcements. Unless otherwise stated, teaching continues in person and on campus as usual.

Protests and other events can sometimes affect metro services at short notice, and we're not always informed in advance. We recommend checking transport apps like Citymapper regularly — especially as the Invalides metro station may sometimes be closed.

#### Fire safety

Within the building, it is essential to keep all emergency exits, and the corridors leading to them, clear of obstruction at all times. Restricting access to these exits could cost lives.

To trigger a fire alarm, press the button on the red box in the hallway.

When you hear the alarm, evacuate immediately. Please exit the building following the instructions displayed and wait at the assembly point on the Esplanade des Invalides diagonally opposite the Institute building.

#### Intruder alert

The intruder alert is triggered by a recorded voice message. Depending on where you are in the building, you should exit the building if it is safe to do so and find a place of safety.

If it is not possible to exit the building safely, you should find a room or hiding space, close the door, turn off lights, put your phone in silent mode, hide and remain silent until told that it is safe for you to leave.

In all emergency situations, please remain calm and listen to instructions from security staff or the emergency services.

#### Emergency numbers to know.

Emergency phone numbers allow free 24-hour access to help.

112	a single call number in all EU Member States free of charge	
15	SAMU - medical emergency	
17	Police	
18	Firefighters	
114	SMS service to declare an emergency	

# **POLICIES**



# **POLICIES**

#### **QMUL**

- Academic Regulations
- Student Discipline Policy
- Academic Integrity and Misconduct
- Student Complaints Policy
- Appeal Policies

#### **University of London**

- Attendance Policy
- Equal Opportunities Statement
- ICT IT Acceptable Use Policy
- Computing code of conduct
- Library code of conduct
- Building code of conduct

# **Academic Regulations**

Academic Regulations regulate the mechanisms for management of academic standards at Queen Mary University of London.

The processes of enrolment and registration confirm a student's acceptance of regulations, policies and codes of practice.

The Academic Regulations applying to a student's cohort correspond to the year of entry (e.g. Academic Regulations 2025/26 will apply to students registering for the first year of a programme in September 2025 for the duration of their registration with the university). If a student is admitted with accredited prior learning (i.e. direct entry into year 2), the regulations of the cohort they are joining will apply.

Academic Regulations for the current and previous years are available here under "Teaching, learning and assessment":

https://www.qmul.ac.uk/governance-and-legalservices/policy/policies-by-category/



# **Student Discipline Policy**

Student discipline is governed by the QMUL Student Discipline Policy (available here under "Student experience, wellbeing and support": <a href="https://www.qmul.ac.uk/governance-and-legal-services/policy/policies-by-category/">https://www.qmul.ac.uk/governance-and-legal-services/policy/policies-by-category/</a>)

All staff and students should familiarise themselves with the Policy.

Misconduct, including violent, indecent, intimidating or offensive behaviour or language; words or actions focusing on sex, sexuality, race, religion, disability or age which could constitute harassment; sexual misconduct; or actions likely to cause injury or likely to impair health and safety, will be investigated according to the procedures outlined in this Code.

If you or someone else has experienced bullying and harassment, hate incidents or gender-based violence, please raise this with a staff member.

# **Academic Integrity and Misconduct Policy**

The QMUL Academic Integrity and Misconduct Policy sets out types of assessment offences, the procedures for investigation into allegations of such offences and associated penalties. Students should familiarise themselves with the policy (available here under "Teaching, learning and assessment": <a href="https://www.qmul.ac.uk/governance-and-legal-services/policy/policies-by-category/">https://www.qmul.ac.uk/governance-and-legal-services/policy/policies-by-category/</a>) and speak with their Personal Tutors should they have any queries about what constitutes an assessment offence.

# Complaints and appeals

If you have a concern relating to any aspect of ULIP or its staff or to any academic matter, you should first discuss it informally with your Personal Tutor or with another member of staff in ULIP. We would hope that the majority of issues of this kind can be resolved by informal discussion.



There are, however, procedures that can be invoked in serious cases.

These are set out in the Student Complaints Policy (available on QMUL's website: <a href="https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/complaints/">https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/complaints/</a>)

If you wish to appeal a decision made by the University, note that formal appeals must be received within 14 days of formal notification of the decision being appealed against.

The appeals process including grounds for a formal appeal can be found in the Appeal Policy (<a href="https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/appeals/">https://www.qmul.ac.uk/governance-and-legal-services/student-appeals/appeals/</a>)

# **Attendance Policy**

ULIP has a responsibility to ensure that all students are regularly attending classes and progressing with their studies. Regular attendance in class and consistent engagement are fundamental requirements of students' learning experience at ULIP.

Attendance will be recorded during each learning activity and will be monitored regularly. If attendance drops below 50% overall over a 14-day period, students will be contacted to review the reasons for absence.

Depending on the circumstances, low or non-attendance will trigger a sequence of follow-up contacts with the student to check whether any support or further advice is required.

Students who progress to Stage 4 are at risk of deregistration if they do not satisfactorily improve their engagement.

Students should familiarise themselves with the Policy which is available on the ULIP Student Hub.

# Equal opportunities statement

ULIP is committed to ensuring that:

- all staff, students, applicants for employment or study, visitors and other persons in contact with ULIP are treated fairly and have equality of opportunity, without regard to race, nationality, ethnic origin, gender, age, marital or parental status, dependents, disability, sexual orientation, religion, political belief or social origins.
- both existing staff and students, as well as applicants for employment or admission, are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities, qualifications, aptitude and potential.
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity.
- it creates a positive, inclusive atmosphere, based on respect for diversity within ULIP conforming to all provisions as laid out in legislation promoting equality of opportunity.

View the latest University of London policies on equality, diversity and inclusion: <a href="https://www.london.ac.uk/about/equality-diversity-inclusion">https://www.london.ac.uk/about/equality-diversity-inclusion</a>

# Study Areas and Access to Networked and Online Resources

By accessing or using the ICT (Information and Communications Technology) facilities, you agree to be bound by the IT Acceptable Use Policy available here: <a href="https://www.london.ac.uk/about/policies/core-policies/information-security-acceptable-use">https://www.london.ac.uk/about/policies/core-policies/information-security-acceptable-use</a>

#### **Library Code of conduct**

- You are expected to show consideration for others and should refrain from behaviours that disturb the legitimate activities of other library users or staff. Hostile or rude behaviour, whether verbal or physical, and other inappropriate public behaviour, including smoking and vaping is not permitted in the library, and library stairs platform.
- Potentially harmful or inappropriate use of resources such as books, periodicals, seating space, or computers is prohibited. Inappropriate use of computing resources includes: tampering with equipment, excessive recreational use (e.g. games) or viewing websites or images which violate the IT Acceptable Use Policy.
- All mobiles must be set to silent mode and not used within the library apart from discreet texting. You may not consume food and drink in the library. The exception to this is bottled water. Please keep the top on your bottle when not drinking, to prevent spillage.
- You may only copy material in accordance with the provisions of the Copyright legislation currently in force and the preservation policy of the library. Users are responsible for the consequence of any breach of copyright. UK guidelines on

Copyright are available on the University of London website:

https://www.london.ac.uk/about/services/senate-house-library/using-library/services-help/copying-printing-scanning

French guidelines can be found at:

https://v1.cfcopies.com/copie-pedagogique/etablissementsuperieur/universite

#### **Computing Code of conduct**

It is a condition of use of the student network and e-mail accounts that you do not:

- Use or attempt to use another user's account
- Allow your account to be used by anyone else
- Undertake deliberate activities that are offensive to other users or waste staff effort or networked resources
- Attempt to change the computer configuration
- Download or install any software
- Introduce any form of computer virus into the ULIP network
- Access, store or distribute copyrighted information in a way that violates the copyright
- Engage in any commercial use of the computer and e-mail facilities
- Access, store or distribute pornographic, violent or abusive online material
- Access local or online games, gambling or amusement activities

Failure to respect these conditions may result in the removal of your access to these services.

#### Building regulations and code of conduct

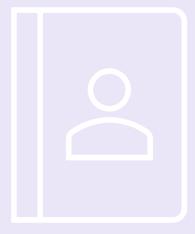
- Students are expected to abide by the University of London ordinances 14 through 18:
  - https://www.london.ac.uk/about/governance/statutes-ordinances
- Students are required to vacate the building at designated closing times, upon hearing alarm bells or at other times when requested by security or University staff.
- Students must carry their card at all times when in the building and must produce the card at the reasonable request of a university or building official.
- Smoking and vaping are forbidden in the building. Please keep the pavement in front of the building free of litter.



#### ■POLICIES

- Consumption of food or drink is only permitted in designated areas of the building and students are asked to take personal rubbish with them or use the bins provided.
- Students may not consume alcoholic beverages in the building without the permission of the Director.
- Students are forbidden to deface, damage or interfere with any building material, equipment, furniture or fixtures.
- Any personal property brought into the building is done so at the owner's risk and may be inspected by the security or University staff at any time.

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## **Quick Links**

ULIP Student Hub		
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QMUL Academic Skills	UoL Policies	
QMUL Disability	QMUL Registry (MySIS)	

Email address: contact@ulip.lon.ac.uk Tel: +33 (0)1 44 11 73 76/83/94 Address: 9-11 rue de Constantine 75340 Paris Cedex 07, France

Website: london.ac.uk/institute-paris



September 2025 Handbook

The information in this handbook is correct as of September 2025. In the unlikely event of substantial amendments to the material, the University of London Institute in Paris will inform you of the changes.