



**UNIVERSITY
OF LONDON**

**INSTITUTE
IN PARIS**



STUDENT HANDBOOK

University of London Institute in Paris

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INTRODUCTION TO ULIP



INTRODUCTION TO ULIP

Welcome

Welcome to ULIP!

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 administrative staff, as well as the ULIP Students' Union.

Please note that some of the University of London Institute in Paris academic and administrative processes are governed by Queen Mary University of London (QMUL). This is why you will often see links to QMUL resources.

This handbook should be used together with information published by QMUL's Academic Registry and Council Secretariat (ARCS), more specifically the QMUL Academic Regulations, which apply to ULIP (arcs.qmul.ac.uk/policy/) and QMUL's Student webpages (arcs.qmul.ac.uk/students). 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 2023. 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.

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 ULIP email account).

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

The 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 advisors take place

First Floor

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

Ground Floor

- Student Services Office, located 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 (printer)
- Lockers
- Toilet

STUDENT / DIGITAL RESOURCES



STUDENT/DIGITAL RESOURCES

Email accounts

All students are provided with ULIP and QMUL email accounts. As mentioned above, some of the services 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.

ULIP Account

(fname.lname@ulip.lon.ac.uk)

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

QMUL Account

(fname.lname@qmul.ac.uk)

- Microsoft Office 365 (do not use apps)
- QMPlus - Virtual Learning Environment
- Careers platform
- Mysis
- Eduroam wifi
- QMUL Library

ULIP Email

All ULIP students are provided with a ULIP email address and the Office Suite. You can access your account on and off campus through Microsoft Office 365.

Please note that for all ULIP-related communication, we will use your ULIP email and not your personal email. It is therefore essential that you regularly check your ULIP email (at least daily on weekdays during term-time).

Your ULIP credentials are emailed to your personal email address before induction. Please contact ULIP Library, IT and Facilities staff if you encounter any issues.

QMUL Email

ULIP students are also provided with an Office 365 QMUL account (that we recommend using as a secondary account only) 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://its.qmul.ac.uk/>

To avoid having to check both university email inboxes (QMUL and ULIP emails), we encourage you to set up automatic forwarding from the QMUL inbox to the ULIP inbox. Please ask for support from the Library and IT team if you are unsure about how to do this.



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 written 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, 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: <https://mysis.qmul.ac.uk/>

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**.



ULIP Microsoft 365 - Office Suite

- Your main account that you will need to check regularly
- 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

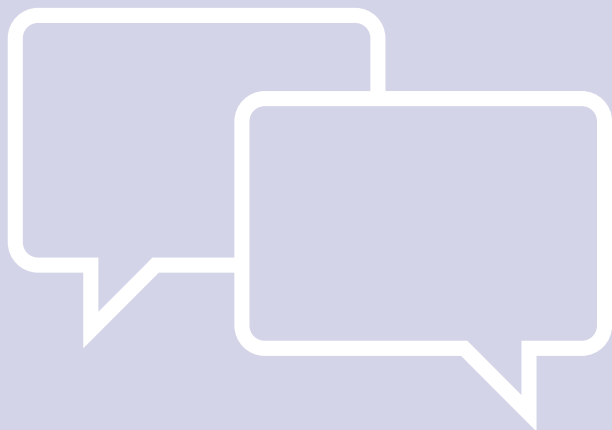
- Printing services. You will need to use your ULIP email and password to access this service.
- You can use your student card to use printing services



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 administrative 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 Advisor.

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

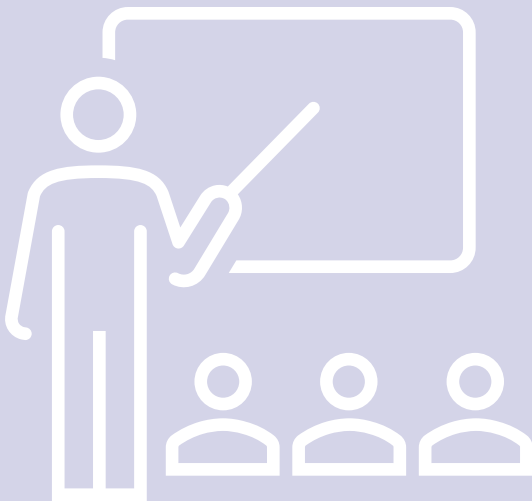
Post

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 here:

<https://paris.london.ac.uk/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 Advisor 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.

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: <https://mysis.qmul.ac.uk>

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 QMUL Academic Regulations corresponding to your intake year:

<https://arcs.qmul.ac.uk/policy/>

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 Advisors

At the start of your studies, you will be allocated a Personal Advisor. 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 Advisor'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 Advisor cannot answer your questions, they will know who can.

Personal Advisors will exercise discretion and liaise as necessary with administrative colleagues in Student Services and the Head of Department, who has responsibility for all aspects of the undergraduate curriculum and the monitoring of student progress.

Personal Advisors will post their 'office hours' on QMPlus. 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 Advisor 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 Advisor'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 here: <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:

- Learn 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. The list of available workshops is available here: <https://www.qmul.ac.uk/library/academic-skills/accessing-support/academic-skills-workshops/>

More information can be found on the QMUL Academic skills webpage: <https://www.qmul.ac.uk/library/academic-skills/accessing-support/>

CAMPUS RESOURCES



CAMPUS RESOURCES

Library

The library aims to support the curriculum, providing a wide range of university-level material.

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 6 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 DVD players on request for on-site use
- Headsets on request for on-site use
- Photocopying, scanning and printing facilities among its holdings

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 and journals are for on-site 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 email the books' barcodes to the Librarian (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 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 can purchase printing and photocopying credit from the Help Desk or 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 for study space or group discussions (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 lounge room
- Lockers: in the cafeteria space
- Food bank: maintained by students, by locker area
- Pigeonholes for BA1 students: by SU office (to be checked with SU)

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

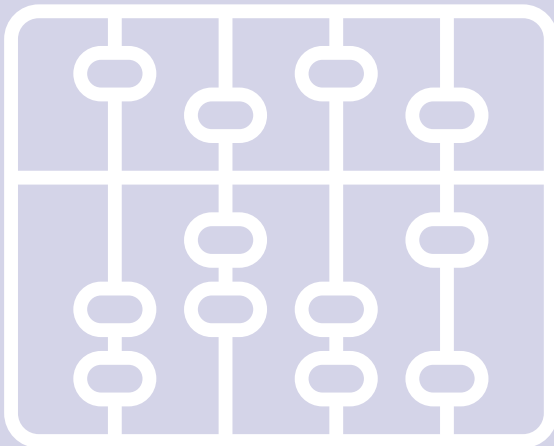
The American Library in Paris

ULIP BA and MAUHC 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) (1^e arr.); the Bibliothèque Nationale de France (13^e & 4^e arr.), the Bibliothèque Sainte Geneviève (6^e 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, examinations (online or on-site) 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.

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 here:

<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 contact@ulip.lon.ac.uk 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 "circumstances that are outside a student's control which may 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". Students should read the full guidance: <https://www.qmul.ac.uk/student-experience/student-wellbeing-hub/extenuating-circumstances-a-guide-for-students/>

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

The core principle behind the extenuating circumstances policy is the 'fit to sit' rule. By taking 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 where circumstances are beyond their control. It is a short-term measure and claims for extenuating circumstances are not automatically approved. Students need to explain the reason for the claim and usually provide appropriate documentary evidence. Unless students report their extenuating circumstances formally at the time, it is difficult for us to help in their studies: students need to tell someone about their problems as soon as possible.

If you are ill or have a serious personal problem, you may request an extension via an Extenuating Circumstances (EC) claim. EC claims can only be approved for specific reasons.

If circumstances have affected your ability to submit work by the deadline, you can submit an EC claim on MySIS, accompanied by any relevant evidence, usually **before the deadline**. An extension of between one and fourteen days may be granted by the Assessment & Exams Officer in the case of documented illness or serious personal problems. Students can self-certify up to three claims per academic year. Self-certified claims can cover a period of up to seven days, and requests for extension based on a self-certified claim will be for no more than one week.

The Assessment and Exams Officer will consider claims and can decide to approve or decline them, whether they are supported or self-certified.

Return of written coursework

Marks and feedback for assessed work (other than formal examinations) is normally returned within 4 weeks of the submission deadline via QMPlus (excluding ULIP closure periods). 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);
- The use, or attempted use, of AI software such as ChatGPT (see 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 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 Advisors 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.

Students with extenuating circumstances which affect their ability to submit work should contact Student Services about the possibility of an extension or other support.

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

The use of unauthorised text manipulation (including the use of paraphrasing software, generative artificial intelligence or machine translation) undermines the integrity of an assessment. Any work suspected of not wholly being the student's own will be investigated for academic misconduct.

When evidence such as detection software cannot be used to determine whether an academic offence has occurred, students suspected of having using AI may be asked to attend an oral examination.

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, as 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 in tray 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://arcs.qmul.ac.uk/students/sec/gradintelligence-account-/hear-transcript/>

STUDENT WELLBEING



STUDENT WELLBEING

Students in need of support (including disabled students)

As well as your Personal Advisor, 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: <https://dds.qmul.ac.uk/>

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://dds.qmul.ac.uk/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 ULIP 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°:** 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.

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 meeting 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, 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 agents 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
- Code of Student Discipline (Misconduct)
- Academic Misconduct Policy
- Student Complaints Policy
- Appeal Policy

ULIP/University of London

- Equal Opportunities Statement
- ICT - IT Acceptable Use Policy available
- 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 2023/24 will apply to students registering for the first year of a programme in September 2023 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:

<https://arcs.qmul.ac.uk/policy/>

Code of Student Discipline

Student discipline is governed by the QMUL Code of Student Discipline (available here: <https://arcs.qmul.ac.uk/policy/>)

All staff and students should familiarise themselves with the Code.

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 Misconduct Policy

The QMUL Academic 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 (<https://arcs.qmul.ac.uk/policy/>) and speak with their Personal Advisors 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 Advisor 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 here: <https://arcs.qmul.ac.uk/students/student-appeals/complaints/>)

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 (<https://arcs.qmul.ac.uk/students/student-appeals/>)

Equal opportunities statement

ULIP is committed to ensure 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: <https://london.ac.uk/about-us/equality-diversity-and-inclusion>

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: <https://london.ac.uk/sites/default/files/uploads/ISP-002-acceptable-use-policy.pdf>

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 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. Guidelines on Copyright are available here: <https://london.ac.uk/senate-house-library/using-the-library/help/library-guides/copyright#fair-dealing-for-criticism-review-or-reporting-current-events-16240>

Computing Code of conduct

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

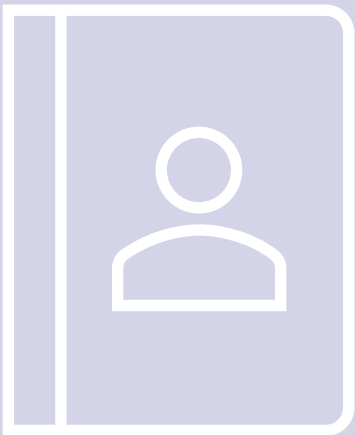
- Use or attempt to use another user's account
- Allow your account to be used by anyone else
- Undertake deliberate activities that are offensive to other users or waste staff effort or networked resources
- Attempt to change the computer configuration
- Download or install any software
- Introduce 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 19: <https://london.ac.uk/about-us/how-university-run/university-governance/statutes-ordinances-and-regulations#students-ordinances-14-19-2277>
- 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.
- 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 Chief Executive Officer.
- 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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**UNIVERSITY
OF LONDON**
INSTITUTE
IN PARIS

September 2023 Handbook

The information in this handbook is correct as of September 2023. In the unlikely event of substantial amendments to the material, ULIP will inform you of the changes.