Section 6 Hours of study

6. Hours of study

6.1. Teaching and learning

Information on UCL’s expectations with respect to the number of hours students should spend engaged in study, requirements for attendance and engagement, and concerning authorisation of absence from assessment (Central and Local.)

Students on full-time programmes are expected to devote approximately 40 hours per week to their study during term time. This time is made up of formal learning and teaching events such as synchronous lectures, tutorials, and computer lab sessions, as well as asynchronous activities, independent study, and working on assessments.

Synchronous teaching activity is usually timetabled Monday to Friday between 08:00 and 20:00 (UK time.) If you are required to choose optional or elective modules, then you should consider carefully the workload distribution and timetable that results from those choices before finalising your selections. Not all combinations of optional and elective modules will be possible, as some synchronous activity may be timetabled in parallel. Timetables for individual modules, groups of modules, and whole programmes can be generated via the UCL Timetable.

Undergraduate study on Wednesday afternoons

There is usually no synchronous teaching activity for undergraduate modules (Levels 4, 5, and 6) on Wednesday afternoons. This does not apply for MEng modules (i.e. those with deliveries at Level 7, as they are taken by taught postgraduate students.)

Further information:

- Teaching on Wednesday Afternoons | Academic Manual

6.2. Personal study
Activities such as completing coursework, reading, research, and revision are assumed to be part of your personal study time, which is not part of your synchronous timetabled activity. You are responsible for organising and planning your personal study and for ensuring you give yourself sufficient time to meet your assessment deadlines. If you experience difficulty with workload planning or achieving your assessment deadlines, we strongly encourage you to proactively seek advice from your Personal Tutor.

6.3. Attendance and engagement

6.3.1. Attendance requirements

UCL expects students to attend all the scheduled learning events that appear on their timetable, as this gives students the best chance of academic success. This includes all events that are part of a programme or a module’s delivery, including personal tutorials. A central student attendance system is used to record attendance at teaching events; this is called RegisterUCL.

Each Faculty sets minimum attendance requirements for its programmes, which are set out in the UCL Student Attendance Policy. You should familiarise yourself with the policy and any specific attendance requirements that apply to your programme or modules. You must ensure that you engage with any requirements in place for recording your attendance to scheduled events (e.g., by using your UCL Student ID to scan into events that take place in rooms equipped with card-readers, and accessing online teaching sessions using your UCL credentials.)

Further information:

- Chapter 3, Section 3: Attendance and Absence | Academic Manual
- UCL Student Attendance Policy | UCL Academic Manual

6.3.2. Student Visa students: Absence from teaching and learning activities

In line with UCL’s obligations under UK immigration laws, UCL is required to report to UK Visas and Immigration (UKVI) when a student has not been engaging with their studies. RegisterUCL is used by departments and the central Student Immigration Compliance team to report on student attendance. This is not only to meet the UKVI requirements, but also to identify any problems as early as possible to ensure action is taken to advise or assist the student.
6.3.3. All students: absence from assessment

If you experience extenuating circumstances that prevent you from attending a scheduled assessment activity or submitting work by the relevant deadline, then should submit an application under the Extenuating Circumstances procedure.

Further information:

- Chapter 4, Section 6: Extenuating Circumstances | Academic Manual
- Extenuating Circumstances and Reasonable Adjustments