Department of Hebrew and Jewish Studies
Graduate Handbook

2016/17
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1 Introduction to the department and parent faculty

Introduction to the department

The department aims to research and teach all areas of Jewish Studies, from antiquity to modernity. A variety of disciplinary approaches, historical, literary and linguistic, are employed towards this end.

Our degree programmes are dedicated to training future scholars of Jewish Studies as well as educating the wider community.

Our courses provide the language and methodological tools for studying the full range of Jewish Studies.

The Institute of Jewish Studies

The Institute (IJS) is attached to the Department and exists to promote research and learning in all areas of Jewish Studies. The IJS sponsors an extensive programme of public lectures and seminars. Students are urged to attend those which most closely relate to their own interests.

The IJS also sponsors annually two major academic conferences, held between terms and during the summer. Students are invited to attend all conferences, and to assist in running them. Students interested in IJS activities should contact ijs@ucl.ac.uk. The IJS office is located in FC327, third floor, Foster Court. The IJS administrator is Ms. Sara BenIsaac. Telephone number: 020 7679 3520, www.ucl.ac.uk/hebrew-jewish

Explanation of the relationship between department and faculty

The department is part of the Faculty of Arts & Humanities, one of UCL’s 11 Faculties.

The Faculty of Arts & Humanities generates world leading scholarship across a range of departments and research centres. The Faculty’s academic and administrative management is aligned with that of the Faculty of Social & Historical Sciences and the School of Slavonic and East European Studies. The close collaboration between these areas creates a vibrant interdisciplinary culture, providing students with a vast range of opportunities to enrich their academic experience at UCL.

Most issues concerning your studies will be dealt with by the department in the first instance, but some matters, particularly those affecting your registration as a student such as a change of programme or interruption of study may need to be referred to the Faculty Office for approval. The Faculty Tutor oversees all learning and teaching matters as well as student care issues for taught degree programmes in the Faculty. The Faculty Graduate Tutor oversees all research degree programmes in the Faculty.

Key staff members within the department and faculty

The Departmental Office is located in room 318, third floor, Foster Court, Malet Place (off Torrington Place). It is open to students:

Monday – Thursday 10:00 – 12:00am and 2:00 – 4:00pm
Telephone number: 020 7679 7171
Email address: jewish.studies@ucl.ac.uk
Details of key faculty staff and how to contact them

Faculty Tutor: Dr Arne Hofmann  
Deputy Faculty Tutor: Dr Helen Matthews  
Faculty Administration and Communications Officer: Sam Stockdale

Faculty Graduate Tutor (Arts and Humanities) Dr Joy Sleeman  
To contact the Faculty Office please email ah-shs-faculty@ucl.ac.uk

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2 Key dates

UCL Term Dates: 2016/17

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>First Term</td>
<td>26 September 2016 – 16 December 2016</td>
</tr>
<tr>
<td>Second Term</td>
<td>09 January 2017 – 24 March 2017</td>
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<tr>
<td>Third Term*</td>
<td>24 April 2017 – 09 June 2017</td>
</tr>
</tbody>
</table>

Reading Weeks are the weeks beginning Monday 7 November 2016 (Week 11), and Monday 13 February 2017 (Week 25). The third term is taken up by revision classes and examinations.

<table>
<thead>
<tr>
<th>Closing/Opening Dates</th>
<th>Date</th>
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<tbody>
<tr>
<td>Christmas College</td>
<td>Close 5.30pm Friday 23 December 2016</td>
</tr>
<tr>
<td>Bank Holidays</td>
<td>Closed - Monday 01 May 2017</td>
</tr>
<tr>
<td>Easter College Closure</td>
<td>Close 5.30pm Wednesday 12 April 2017</td>
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<tr>
<td></td>
<td>Open 9.00am Thursday 20 April 2017</td>
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<tr>
<td></td>
<td>Closed - Monday 29 May 2017</td>
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<tr>
<td></td>
<td>Closed - Monday 28 August 2017</td>
</tr>
</tbody>
</table>

Further information:  
- Term dates 2016-17
UCL Examination Periods 2016-17

Examination Period: 27 April 2017 – 09 June 2017

Please check Moodle or speak to your lecturer for coursework assessment deadlines.

Department- and faculty-level events and key dates:

Jewish Festivals

It is the policy of the Department not to hold any classes/activities on Jewish Festival days.

<table>
<thead>
<tr>
<th>Date</th>
<th>Festival</th>
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<tbody>
<tr>
<td>Monday/Tuesday 3rd / 4th October</td>
<td>Rosh HaShanah</td>
</tr>
<tr>
<td>Wednesday 12th October</td>
<td>Yom Kippur</td>
</tr>
<tr>
<td>Monday/Tuesday 17th/18th October</td>
<td>Sukkot</td>
</tr>
<tr>
<td>Monday/Tuesday 24th/25th October</td>
<td>Shemini Atzeret/Simchat Torah</td>
</tr>
</tbody>
</table>

Cumberland Lodge

The Department holds an induction day for the BA first year students and the MA freshers at Cumberland Lodge, a royal mansion in Great Windsor Park, October 26-27. This off-campus introduction allows students and participating faculty to meet and to discuss what lies ahead in the new academic year. Staff presentations, shared meals and walks in the splendour of Great Windsor Park offer a unique occasion to get to know one another and to reflect on the academic endeavours we’re about to engage in.

The induction day starts with tea/coffee at the Lodge at 4:30 pm October 26, and ends with lunch October 27. The Department covers the costs for the stay at Cumberland Lodge for both BA first year students and MA freshers; students are however expected to organise and fund their journey to Cumberland Lodge. The brochure of Cumberland Lodge gives further details. A group of faculty and students will depart from the Department at 1:30 pm on October 26.

Queries relating to Cumberland Lodge should be directed to the departmental Cumberland Lodge Liaison, Dr Francois Guesnet (f.guesnet@ucl.ac.uk). Please note that attendance at Cumberland Lodge is compulsory for first year undergraduate students and is an integral part of the course.

Departmental Graduate Seminar

Participation in the Departmental Graduate Seminar, which is held on Wednesdays, 4-5:00pm on a regular basis (not weekly), is required of all graduate students, whether MA or research. The Graduate Seminars are designed to train students in independent research. Some seminars consist of formal presentations of individual research projects by members of staff or academic visitors; some comprise a training element; others are presented by research students as part of their upgrade process.

Students who are unable to attend a meeting of the Departmental Graduate Seminar should inform the convenor of the seminars, Dr. Francois Guesnet (f.guesnet@ucl.ac.uk).

Other Departmental Dates and Deadlines

NOTE: This is not an exhaustive list of dates.

Induction Week

Monday 26 September – Friday 30 September 2016

(HJS Induction activities will mostly take place on Monday and Tuesday of this week. Some replacement teaching is taking place on the Wednesday, Thursday and Friday – to make up for the Jewish holidays)

Beginning of Term Departmental Party and Prize Giving

Wednesday 28 September 2016 (4pm), 3rd floor Common Room
Cumberland Lodge
Wednesday 26th – Thursday 27th October 2016

End of Term/Hanukah Party
December – TBC

Deadline for submission of MA Dissertation Registration Form
8 February 2017

Final Deadline for all coursework (except MA Dissertations)
3 May 2017

MA Dissertation Deadline
12 September 2017

Inaugural Lectures
A series of free evening lectures, delivered by recently-promoted professors across the arts, humanities and social sciences, runs from November to June. View this year’s programme at www.ucl.ac.uk/ah/inaugural-lectures-2016-17

IAS Events
The Institute of Advanced Studies (IAS) harnesses UCL’s extensive expertise across the humanities and social sciences to investigate received wisdom and to address the most urgent ethical and intellectual challenges of today. It is a research-based community, comprising colleagues and doctoral students from across UCL, as well as visiting fellows and research collaborators from the UK and around the world. Based in the Wilkins Building, the IAS runs a vast and varied range of conferences, talks and seminars throughout the year. See what’s on at www.ucl.ac.uk/institute-of-advanced-studies/ias

Festival of Culture
UCL’s Festival of Culture takes place in term three. It is an exciting, week-long showcase and celebration of the quality, diversity and relevance of scholarship across UCL’s Faculties of Arts & Humanities and Social & Historical Sciences. Find out more at www.ucl.ac.uk/festival-of-culture

How UCL and the department will communicate with students

UCL will communicate with students via:
- **UCL student email** – Students should check their UCL email regularly.
- **UCL Moodle** – UCL’s online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.
- **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
- **UCL Instagram** – UCL’s official Instagram channel, featuring news, events, competitions and images from across the UCL community.
- **@ucl Twitter channel** – Sharing highlights of life at UCL from across UCL’s diverse community.

Contact between Students and the Department

Each member of staff has a pigeonhole in FC330 (John Klier Study), in which students may leave messages. Office hours are displayed on the HJS noticeboard. Contact staff directly for an appointment outside of their office hour.

A series of bulletin boards near the Departmental Office carry notices of interest to students. Students should check these boards whenever they are in UCL.
Student pigeonholes are located in FC330, the John Klier Study (blue trays). Messages and mail are left in these pigeonholes. **PLEASE CHECK YOUR PIGEONHOLE REGULARLY**

It is the responsibility of students to keep both the Departmental Office and the UCL Registry informed of any change of address, telephone number or e-mail address. Amendments should be made by students on PORTICO. Students are required to obtain a UCL e-mail address at the start of term and to check it on a regular basis. **They will receive all departmental and UCL communications via that e-mail address only.**

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3 **Programme structure**

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

**MA in Jewish Studies**

The Department offers an MA in Jewish Studies, taught by the Department. Full-time students complete the MA programme in one year of study, while part-time students complete it in two years.

The MA programme consists of four elements: four taught courses (30 credits each, including a required Core Course (30 credits), and a dissertation (60 credits).

Depending on their course module choices, students can specialise in a number of areas within Jewish Studies, e.g. Modern History, Israel Studies, Ancient Near Eastern Studies, Jewish Languages, etc.

Students may combine two 15 credit courses as the equivalent of one year-long course. In addition, they write a dissertation of 12,000 words, which should be based on original research.

Most year-long courses are assessed by written work and a final examination.

Each MA student should select a member of the HJS staff to direct his or her MA thesis. The submission date for the thesis is ordinarily in September in the final year of the student's course. Please check the departmental website (Current Students) for the forms related to the MA dissertation.

Students must select their courses in consultation with the MA Personal Tutor.

**Research Degree Programmes**

Research students may be enrolled as MPhil, MPhil/PhD or PhD students. The MPhil is a two-year research-based degree which may be taken part-time over four years. MPhil/PhD is the status given to all new research students who wish to pursue a course of research leading to the PhD degree. If they complete their probationary period (usually 1 year full-time, 2 years part-time) and fulfil all the requirements set out below, they are upgraded to full PhD student status. PhD students are those who have successfully completed the upgrade procedure.

Upgrade details can be found here: [http://www.ucl.ac.uk/current-students/research_degrees/upgrade_mphil_phd](http://www.ucl.ac.uk/current-students/research_degrees/upgrade_mphil_phd)

Information for research students can be found here:

[http://www.ucl.ac.uk/current-students/research_degrees](http://www.ucl.ac.uk/current-students/research_degrees)

Link to Doctoral School - [http://www.grad.ucl.ac.uk/](http://www.grad.ucl.ac.uk/)
4 Advice on choosing module options and electives

Choosing Modules

Modules are the individual units of study which lead to the award of credit. Many programmes offer students the opportunity to choose between different modules that they are interested in. If students need to choose modules, their department will advise them of how and when to do this, usually during departmental introductions. There may be a deadline by which students should make their choices, so students should keep an eye out for information from their department.

Affiliate students will be advised of the process for selecting modules by their home department. Modules may need to be selected before enrolment, or after the student has arrived at UCL.

Further information:
• Selecting Modules

Contact details for staff who can give advice

Your Personal Tutor will give you advice on module choices. See section 1.

Deadlines for choosing modules, and how a student will know if they have secured a place

You will meet with your Personal Tutor during induction week to discuss module choices. Please confirm with the Department office during induction week which modules you have chosen.

Affiliate students

Please see information here on how to sign up for modules: http://www.ucl.ac.uk/ah-shs-office/affiliates/affiliatedocs/Course_information_for_affiliates_Aug2016

Affiliate students should contact the Departmental office, Foster Court 318, jewish.studies@ucl.ac.uk to discuss module choices.

5 Progression and award requirements

Progression through Programme

Taught Postgraduate programmes of one year’s duration or less do not include any progression requirements. Students registered on programmes of more than one year’s duration will choose modules in liaison with the Graduate Tutor.

6 Our expectations of students

Hours of study

All the courses taught in the Department are assigned the values of either 30 credits or 15 credits. The teaching component of a 30-credit unit normally comprises a total of two weekly hours of lectures and one hour of a seminar; this entails work in class throughout the academic year (although elementary language course-units are usually taught in four weekly class hours). In addition, students will need to devote time to private reading, essay preparation and writing up. Consequently, their annual workload for each course-unit will be in the region of 300 hours. A 15 credit-unit would usually entail half the workload of a whole unit.
Teaching in the department takes place Monday to Friday 9am – 6pm except for Wednesday afternoons and Friday afternoons. Please check the timetable for further details: http://www.ucl.ac.uk/hebrew-jewish/current-students/Departmenttimetable1617

Attendance requirements and penalties for poor attendance

Attendance Requirements
UCL expects students to aim for 100% attendance, and has a minimum attendance requirement of 70% of scheduled learning, teaching and assessment activities. If a student does not meet this requirement they may be barred from summative assessment. Students should contact either their lecturer or their Personal Tutor if they encounter any problems in a course.

Further information:
- Attendance Requirements
- Barring Students from Assessment

Tier 4 students: Absence from teaching and learning activities
In line with UCL’s obligations under UK immigration laws, students who hold a Tier 4 visa must obtain authorisation for any absence from teaching or assessment activities.

Further information:
- Authorised Absence
- UCL Visa and Immigration pages

Absence from assessment
Any student who is absent from an assessment must obtain authorisation for the absence by submitting a request for Extenuating Circumstances.

Further information:
- Extenuating Circumstances

UCL disciplinary policies and expected behaviour

Student Code of Conduct
UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background and the first to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute. Students should ensure they read and familiarise themselves with UCL’s Student Code of Conduct and be aware that any inappropriate behaviour may lead to actions under UCL’s Student Disciplinary Procedures.

Further information:
- UCL Student Code of Conduct
- Student Disciplinary Code and Procedure
7 Tutorials and supervision

What students can expect in terms of academic and personal tutoring

UCL is committed to providing all students with the academic guidance and personal support that they need to flourish as members of our active learning and research community. As part of the wider support infrastructure provided by a programme, every undergraduate or taught postgraduate student will be assigned a member of staff who can provide constructive academic and personal development guidance and support. At the start of the year, students will be provided with the name and identity of their Personal Tutor, the date of their first meeting, and where and when the personal tutor can be found in term time. Students are encouraged to be proactive in engaging with their Personal Tutor, as it is the responsibility of the student to keep in touch.

Each student in the Department is assigned a Personal Tutor. The Personal Tutors are responsible for both the academic and the general welfare of their students. Tutors are always available for consultation, either during their Office Hours or by appointment. They can be contacted through their UCL email, on such matters as course-unit selection or changes from one course-unit to another, academic difficulties, personal or financial problems - anything that may affect a student's academic progress or sense of well-being in the Department.

Students should meet with their Personal Tutor at least once in each of the two teaching terms as a group (the time and place of the meetings are to be arranged by each Tutor and his/her group of students), and on an individual basis during Induction Week at the start of the academic year. From then on, the Personal Tutor becomes the first port of call to his or her students in need of advice, help, references, and for all other matters which do not clearly fall into anyone else's area of responsibility.

It is particularly important to remember that all changes affecting course-unit registration - switching from one course-unit to another, adding or dropping a course - must be discussed with and authorised by the Personal Tutors on the appropriate form.

Research students, both MPhil and PhD, are the responsibility of the Graduate Tutor for everyday administrative concerns within the Department. Every research student will also have a Principal Supervisor and a Secondary Supervisor who provides back-up support, although in some cases of Joint supervision, the duties of Principal and Secondary Supervisors will be almost the same. Supervisors should be consulted on all academic matters associated with the research, as well as on personal matters that have an impact on academic progress. It is expected that all research students should meet with their Principal Supervisors on a regular basis (at least once a month). Any problems that a research student might encounter with his or her Principal Supervisor should be reported to the Graduate Tutor or, if the Graduate Tutor is the Principal Supervisor, to the Head of Department.

Further information:
- Personal Tutors

Dissertation supervision

Each MA student should select a member of the HJS staff to direct his or her MA dissertation. The submission date for the thesis is ordinarily in September in the final year of the student's course. Please check the departmental website (Current Students) for the forms related to the MA dissertation.
8 Information on assessment

How will students be assessed?

The majority of courses are assessed by a final written examination, which provides a substantial percentage of the student’s final mark. In addition, most courses are assessed by essays or other types of written coursework. Most language courses have an additional element of continuous assessment (class participation, oral exams, homework, etc.). A few courses are assessed entirely on the basis of essay work.

Homework for language courses **MUST** be handed in on a regular basis and **not** at the end of the year.

Students must check their course Moodle pages regularly. They will provide full details about the course, including requirements and essay deadlines.

Please note that all marks awarded in the course of the year are provisional until they have been confirmed at the Board of Examiners’ meeting, which takes place in November.

Marking scale

MA degree classes may be interpreted as follows:

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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Distinction</td>
<td>Excellent</td>
</tr>
<tr>
<td>Merit</td>
<td>Very good</td>
</tr>
<tr>
<td>Pass</td>
<td>Good</td>
</tr>
<tr>
<td>Fail</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Students must pass all modules in order to be awarded the degree. Students who have failed one module, including the MA thesis, are normally allowed to resubmit written work or resit examinations in that module. Resits are available only during the normal MA examination period in the Third Term (End of April/beginning of May – Mid-June). Students with fails, resits, or condoned passes will not be eligible for an award of Merit or Distinction regardless of their overall average. See [https://www.ucl.ac.uk/srs/academic-regulations](https://www.ucl.ac.uk/srs/academic-regulations) for further details.

Marking Guidelines

MA Students are awarded a numerical percentage mark for all examinations, essays, homework and thesis. The usual percentage marking range is 0-85%, with 50% being the pass mark, and 70% representing Distinction.

70-85%: Distinction

This is work of the highest standard. It should be factually correct, clear and concise. It should follow all the departmental guidelines on presentation. The work should be analytical. It should provide a reasoned critique rather than mere summary of scholarly opinion. It should show awareness of context, as well as the ability to make comparisons. Work of this class would always demonstrate the capacity for original thought.

60-69%: Merit

The merit range may be interpreted as follows:

Good, highly competent work, but without the flair which characterises 'distinction' standard work. It should demonstrate a good command of the material and the ability to approach it critically, making reasoned arguments based on effective use of evidence. Some originality of thought is expected. The work should generally follow departmental guidelines on presentation.
50-59%: Pass

Work which demonstrates broad general knowledge of the topic and an awareness of the major critical issues surrounding it. Such work will generally not be original and may follow departmental guidelines for presentation somewhat casually.

0-49%: Fail

Work which is of such poor quality that it cannot be awarded a degree pass mark. It will demonstrate failure to understand or to engage with the assignment, an absence of critical treatment, and poor presentation.

How will marks be combined to reach a classification?

Students must pass at least 180 credits and achieve a weighted average of at least 50%. Where a student passes at least 75% of their taught credits, and achieves a mark of 40-49% in a maximum of 25% of their taught credits, the condonable mark will be treated as a pass, and the student will not be permitted to resit.

UCL Standard turnaround time for feedback

UCL Feedback Turnaround Policy

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

If, for whatever reason, a department/division cannot ensure that the one calendar month deadline is met then they will tell students when the feedback will be provided - it is expected that the extra time needed should not exceed one week. Where feedback is not provided within the timescale, students should bring the matter to the attention of their Departmental Tutor or Head of Department.

Further information:
- UCL Feedback Turnaround Policy

Examinations

Students must ensure that they are aware of the regulations governing written examinations detailed in the UCL Examination Guide for Candidates on the Examinations and Awards website. Students should pay particular attention to the regulations around examination irregularities. Students who are suspected of any form of cheating or of breaching the Examination Regulations will be investigated under UCL’s Examination Irregularities and Plagiarism procedures.

Examination Papers

The dates of final examinations are set and communicated to students via email by the Registrar’s Division of UCL. Registration for a particular course automatically registers a student for the final examination in it. The main UCL Library maintains a website for past examination papers (http://digitool-b.lib.ucl.ac.uk:8881/R/?local_base=EXAMPAPERS).
Intercollegiate Exams

UCL students taking examinations at other colleges as part of the University of London’s Intercollegiate Scheme must abide by the regulations of the college they are attending. Similarly, students from other colleges taking examinations at UCL are subject to UCL’s regulations for examinations.

Further information:
- Examinations and Awards website
- Examination Regulations
- Examination Irregularities and Plagiarism procedures

Coursework submissions

All coursework (other than language exercises) must be presented as one electronic copy (as a PDF document via Turnitin on the course page in Moodle) and one hard copy (printed double-sided), submitted to the departmental office (room 318). All coursework must be in typescript, double spaced and accompanied by end/foot notes and a bibliography. These must conform to the presentation guidelines set out in the Departmental Style Sheet. Any piece of work which does not conform to these standards may be refused or marked down. Please note that both the electronic and hard copy submissions must be submitted by the deadline.

To conform with UCL policy, the Department operates a system of anonymous marking designed to ensure unbiased assessment not only of exam scripts but also of essays. ALL ESSAYS are “blind-marked”, namely, they are identified by Student Number only, not by name. Your Student Number is the long number of the front of your UCL ID.

To submit essays (Turnitin on Moodle):

Individual student number

Before you submit your work, you will need to have available your student number which you write on all coursework you submit as we mark anonymously. You must not write your name shown on the essay. The student number is available from your ID card (bottom left corner on the side with your picture, not on the back).

Essay title page

The title page should include:
- Student number
- Module code and title (e.g. HEBG006 History of the Jews in Poland)
- Course lecturer’s name (with their correct title and name spelling!)
- Title of the essay or question number
- Actual number of words

Submission of coursework

Login to Moodle using your UCL username and password
Enter the page of the course you are taking (e.g. HEBR7750)
- You will see an icon for an essay submission with the usual Turnitin icon.

For detailed instructions on how to submit your work via Turnitin, click on this link: https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Turnitin-Howtosubmitworkandcollectmarksandfeedback
All hard copies (stapled) of your essays should be left in the plastic hanging envelope located next to the HJS Departmental Office (FC318). The deadline for both electronic and hard copies is the same day.

Every essay will be first and second marked prior to being returned to the student within a four-week period.

**Late Submission Penalties**

Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, UCL expects students to submit all coursework by the published deadline date and time, after which penalties will be applied.

If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form. If the request is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned i.e. there will be no penalty for submitting late.

The penalties for late submission are in the link below but may be summarized as follows:

The marks for coursework received up to two working days after the published date and time will incur a 10 percentage point deduction in marks (but no lower than the pass mark).

The marks for coursework received more than two working days and up to five working days after the published date and time will receive no more than the pass mark (40% for UG modules, 50% for PGT modules).

Work submitted more than five working days after the published date and time but before the second week of the third term will receive a mark of zero but will be considered complete.

EC forms should be handed in to Dr Helen Beer, Departmental Tutor or the Departmental office.

**Further information:**
- Late Submission Penalties
- Extenuating Circumstances

**Absence from Assessment**

Any student who is absent from an assessment will receive a mark of zero unless they obtain authorisation for the absence and formally defer their assessment to a later date by submitting a request for Extenuating Circumstances. Absences from assessment need to meet the criteria for Extenuating Circumstances and be supported by appropriate evidence. If Extenuating Circumstances are not approved, the mark of zero will stand.

In line with UCL’s obligations for students studying under a visa, Tier 4 students must also obtain authorisation for any absence from teaching or assessment activities under the Authorised Absence procedures.

**Further information:**
- Extenuating Circumstances
- Authorised Absence Policy
**Word Counts**

When you submit assessed coursework, you are required to state how many words you have written. The word count should include the main text, including all references and quotations, but not the bibliography. You must keep within the word limit prescribed for specific courses. If you do not, you will be penalized. The rules for penalizing overlength assessed course work are in the link below but may be summarized as follows:

For work that exceeds a specified maximum length by less than 10% the mark will be reduced by five percentage marks, but the penalised mark will not be reduced below the pass mark, assuming the work merits a Pass.

For work that exceeds a specified maximum length by 10% or more the mark will be reduced by ten percentage marks, but the penalised mark will not be reduced below the pass mark, assuming the work merits a Pass.

**Further information:**
- [Word Counts](#)

**Information about the consequences of failure**

**Reassessment**

The Programme Scheme of Award describes the modules which students must complete and pass in order to achieve their degree. Where a student fails to meet these requirements at the first attempt, and there are no [Extenuating Circumstances](#) material to that failure, they may be reassessed on one more occasion only, unless they have been awarded a degree, are eligible for the award of a degree, or have been excluded from UCL on the grounds of academic insufficiency or as a result of misconduct. Students who have passed a module are not permitted to resit or repeat that module.

**Timing of Reassessment**

Reassessment must be made at the next scheduled occasion, which will usually be in the next academic session.

**Masters/ MRes Dissertation/ Research Project (PGT only)**

The Programme Board of Examiners will determine whether the student should either:

a) Resubmit the dissertation in the same academic session, or

b) Interrupt and re-register in the following academic session in order to resubmit at the end of the first term and be considered for the award of a degree in January, or

c) Interrupt and re-register in the following academic session in order to resubmit at the next scheduled occasion and be considered for the award of a degree at the end of that academic session.

Where a student must be reassessed in a significant proportion of the taught modules, and this might affect performance in the dissertation or research project, the Programme Board of Examiners may recommend that the student undertakes the reassessment for the taught modules in the current academic session, and re-registers in the following academic session in order to resubmit their dissertation.
Resit Marks

Students will receive the higher of the marks achieved at the first or second attempt, whether for the original module or a substitute module. Marks will be included in the classification calculation for the year in which the module was originally taken.

If the mark obtained at reassessment is in the referral band, students may be offered referred assessment provided they satisfy all other requirements.

Format of Reassessment

Students will normally only be reassessed in those module components which they have failed.

Substitution of Failed Module(s)

Subject to faculty approval, modules up to the value of 30 credits (one course unit) across the whole programme may be substituted for modules that have been failed. Students will be required to attend all teaching and undertake all assessment for the new module, but the assessment for the new module will be treated as a second attempt. All applications for the substitution of new modules must be made by the faculty to UCL Assessment & Student Records.

Further information:
- Reassessment

Information about accepted referencing methods on the programme

Please see information in our Style Sheet guide: [http://www.ucl.ac.uk/hebrew-jewish/docs/essays/HJS-Style-Sheet-1516](http://www.ucl.ac.uk/hebrew-jewish/docs/essays/HJS-Style-Sheet-1516)

Examination Irregularities and Plagiarism

UCL students are expected to be aware of and adhere to UCL’s referencing and examination requirements as a condition of their enrolment:
- **For examinations**, the *UCL Examination Guide for Candidates* is published annually on the Examinations and Awards website. All candidates for written examinations must ensure they are familiar with the requirements for conduct in examinations set out in this guide.
- **For coursework submissions**, students must ensure that they are familiar with the UCL Library Guide to References, Citations and Avoiding Plagiarism which provides detailed guidance about UCL’s referencing and citation requirements. Students should also ensure that they are familiar with the specific referencing requirements of their discipline.

UCL will use plagiarism detection software to scan coursework for evidence of plagiarism against billions of sources worldwide (websites, journals etc. as well as work previously submitted to UCL and other universities). Most departments will require students to submit work electronically via these systems and ask students to declare that submissions are the work of the student alone.

Any student suspected of examination misconduct, plagiarism, self-plagiarism, collusion, falsification or any other form of academic misconduct which is likely to give an unfair advantage to the candidate and/or affect the security of assessment and/or compromise the academic integrity of UCL will be investigated under the Examination Irregularities and Plagiarism procedures. If misconduct is found, students are likely to be failed for that assignment and/or module. Serious or repeated offences may lead to failure of the whole year, suspension or even expulsion. A breach of copyright or intellectual property laws may also lead to legal action.
Students are required to keep their own research notes as a precaution against charges of plagiarism. All summaries, paraphrases, or direct citations from someone else’s work should be noted. Please refer to the Departmental Style Sheet for Essays – The How To... Guide for directions on methods of citation, and for a copy of the official UCL policy on plagiarism. [http://www.ucl.ac.uk/hebrew-jewish/docs/essays/departmental-style-sheet.pdf](http://www.ucl.ac.uk/hebrew-jewish/docs/essays/departmental-style-sheet.pdf)

Further information:
- UCL Examination Guide for Candidates
- Library Guide to References, Citations and Avoiding Plagiarism
- Examination Irregularities and Plagiarism procedures
- Students can also seek advice from the UCLU Rights & Advice Centre

Marking, Second-Marking and Moderation

All work that is submitted for summative assessment is marked by a UCL Internal Examiner. All UCL programmes also include rigorous second-marking and internal moderation processes to ensure that marking is consistent and fair. Second-marking can take a number of different forms depending on the type of assessment, but the overall aim is to ensure that marking is as accurate as possible. Internal moderation also helps UCL to ensure that marking is equitable across different modules, pathways, options and electives.

External Examining at UCL

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

Each External Examiner submits an annual report. Faculties and departments are required to reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Staff-Student Consultative Committee, and are scrutinised by faculty, department and institution-level committees. Students can access their External Examiner’s report and departmental response via their Portico account or by contacting their Departmental Administrator in the first instance or Student and Registry Services directly at examiners@ucl.ac.uk.

9 Extenuating Circumstances and Reasonable Adjustments

Reasonable Adjustments

UCL will make Reasonable Adjustments to learning, teaching and assessment to ensure that students with a disability are not put at a disadvantage. UCL also provides Reasonable Adjustments for students who might not consider themselves to have a ‘disability’ but who nevertheless would benefit from additional support due to an ongoing medical or mental health condition. It is the responsibility of the student to request Reasonable Adjustments, and students are encouraged to make a request as early as possible.

Further information:
- Reasonable Adjustments
- Student Disability Services
Special Examination Arrangements

Special Examination Arrangements (SEAs) are adjustments to central or departmental written examinations which can be made as a Reasonable Adjustment for students with a disability or longer-term condition or as a form of mitigation for students with shorter-term medical Extenuating Circumstances. This may include, but is not limited to extra time, a separate room, rest breaks and specialist equipment. Students must make an application to use the special examination facilities.

Further information:
- Special Examination Arrangements – guidance and forms
- Special Examination Arrangements – regulations
- Student Disability Services
- Reasonable Adjustments regulations

Illness and other Extenuating Circumstances

UCL recognises that some students can experience serious difficulties and personal problems which affect their ability to complete an assessment such as a sudden, serious illness or the death of a close relative. Students need to make sure that they notify UCL of any circumstances which are unexpected, significantly disruptive and beyond their control, and which might have a significant impact on their performance at assessment. UCL can then put in place alternative arrangements, such as an extension or a deferral of assessment to a later date.

Longer-term conditions

The Extenuating Circumstances regulations are designed to cover unexpected emergencies; they are not always the best way to help students who might have a longer-term medical or mental health condition or a disability. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they are aware of, and take advantage of, all the other support mechanisms provided by UCL such as:

- Reasonable Adjustments
- Special Examination Arrangements
- Student Disability Services
- Student Psychological Services
- Student Support and Wellbeing
- Support to Study Policy
- UCL Student Mental Health Policy

Further information:
- Extenuating Circumstances Regulations
- Grounds for Extenuating Circumstances
- Extenuating Circumstances Form

Support to Study Policy and Fitness to Study Procedure

Students with physical or mental health concerns are encouraged to make contact with the available support services as early as possible so that UCL can put in place reasonable adjustments to support them throughout their studies. However there may be occasions when a student’s physical or mental health, wellbeing or behaviour is having a detrimental effect on their ability to meet the requirements of their programme, or is impacting on the wellbeing, rights, safety and security of other students and staff. In such cases UCL may need to take action under the Fitness to Study Procedure.

Further Information:
- Support to Study Policy
- Fitness to Study Procedure
10 Changes to Registration Status

Changes to Registration

Students wishing to make changes to their registration status should first discuss their plans with their Personal Tutor or Supervisor who can explain the options available and help students to make the right decision. Students should also ensure that they read the relevant sections of the UCL Academic Manual before making any requests to change their academic record.

Applications must be made in advance of the effective date of change.

Changing modules

If a student wishes to make changes to their individual modules, an application must be made by the Departmental Tutor to the Examinations Office, via the Faculty Office. The deadline for changes to modules during the session is 27 January each year. Any student wishing to make a change after this date must be referred to the relevant Faculty Tutor.

Further information:
- Change of Course Unit/ Module Selection
- Changes to Registration Status

Changing programme

If a student wishes to transfer from one UCL degree programme to another, they must make a formal application. The deadline for change of degree programme during the academic session is 31 October each year. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu. Students are strongly advised to discuss their plan with the departments involved before requesting a change of programme on Portico.

Further information:
- Programme Transfers
- Changes to Registration Status

Interruption of studies

If a student requires a temporary break from their studies and plans to resume their programme at a future date, they must apply for a formal Interruption of Study.

Further information:
- Interruption of Study
- Changes to Registration Status
**Withdrawing from a programme**

If a student wishes to leave their degree programme prior to completing their final examinations they must apply for a formal withdrawal from their studies. Once withdrawn, the student cannot return to the programme at a later date. Applications must be made in advance of the effective date of change. Students should log in to their Portico account and complete the online application under the ‘C2RS Home’ menu.

**Further information:**
- [Changes to Registration Status](#)

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

If you need assistance with any of the policies in this section, please contact the Graduate Tutor, Dr Francois Guesnet, [f.guesnet@ucl.ac.uk](mailto:f.guesnet@ucl.ac.uk) or the Departmental Manager, Vanessa Clarke, [vanessa.clarke@ucl.ac.uk](mailto:vanessa.clarke@ucl.ac.uk)

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**11 Student support and wellbeing**

**UCL Student Support and Wellbeing**

UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for students - the [Current Students Support](#) website provides more information. Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services.

**The Student Centre**

The Student Centre provides front-line administrative services to UCL students and is an excellent source of information about the services provided by Student Support and Wellbeing. They can also provide advice about a range of Student Records enquiries and fulfil requests for proof of student status.

**Further information:**
- [Student Centre website](#)

**Student Disability Services**

Student Disability Services provide a comprehensive range of support services for students who have a disability which impacts upon their studies at UCL. They support students with physical and sensory impairments, specific learning difficulties, autistic spectrum disorders, mental health difficulties, and long-term health conditions. As well as arranging for adjustments to learning environments, the team loan out specialist equipment and provide one-to-one tutoring and support for students with specific learning difficulties.

**Further information:**
- [Student Disability Services](#)

**Student Psychological Services**

Student Psychological Services is dedicated to helping UCL students with personal, emotional and psychological concerns. The Student Psychological Services Team is diverse and consists of a variety of highly trained and experienced professionals, who offer short-term CBT and psychodynamic support. There are currently two psychiatrists and ten therapists on staff with varying kinds of psychological training and expertise.
Further information:
- Student Psychological Services

International Student Support and Welfare

The International Student Support and Welfare Team provide specialist support and advice for all non-UK students at UCL. As well as immigration information, they help to support students through the transition to university in the UK by organising the International Student Orientation Programme (ISOP) at the start of each term, and arranging regular workshops for international students which tackle particular issues.

Further information:
- International Student Support and Welfare

Accommodation

UCL Residences provides a range of accommodation options including three Halls of Residence, self-catered student houses and intercollegiate halls shared with other colleges of the University of London. Each Hall has a Warden and Vice-Warden to support students and foster a positive environment within the accommodation.

Further information:
- Wardens and Vice Wardens at UCL Residences

Financial support

At UCL we understand students can face a range of financial issues. We aim to help and advise students as much as possible, so that they have more control over their own financial situation. The Student Funding Team offer online information and one-to-one support through appointments as well as a drop-in service. Students with a more complex or sensitive circumstances can make an appointment with the Student Funding Welfare Adviser.

Further information:
- UCL Financial Support

Student of Concern

There are many sources of support for students who are having difficulties, but sometimes it is hard to know how to help a student who appears to be struggling, particularly if they seem unwilling or unable to seek the help they need. Anyone concerned about the behaviour of a student, who believes the problem may be related to health and wellbeing issues, is encouraged to complete the online UCL Student of Concern Form. Depending on the concerns raised, Student and Registry Service may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe.

Further information:
- Student of Concern

Registering with a Doctor

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare as quickly as possible if they become ill or injured. When attending a university in the UK students are also advised to be vaccinated against Meningitis C.

The Ridgmount Practice is a National Health Service (NHS) practice providing healthcare and dental services for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice.
Further information:
- Register with a Doctor
- Ridgmount Practice website

Out-of-hours support and information helpline

UCL works in partnership with Care First to provide an out-of-hours support and information helpline. The helpline is free of charge and includes access to information specialists who are trained by Citizens Advice and to professionally-qualified and BACP-accredited counsellors who can help students with a range of emotional and psychological difficulties.

Further information:
- Care First

Crisis support - immediate help

If a student is in crisis there are a range of UCL and external sources of help such as Nightline, Ridgmount Medical Practice, Hall Wardens, Student Psychological Services and the Samaritans.

Further information:
- Crisis Support – immediate help

Equality and Diversity

UCL fostering a positive cultural climate where all staff and students can flourish, where no-one will feel compelled to conceal or play down elements of their identity for fear of stigma. UCL is a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution. The Equalities and Diversity website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, and disability amongst other equalities initiatives at UCL.

Departmental Equal Opportunity Liaison Officers

Departmental Equal Opportunity Liaison Officers (DEOLOs) provide support and assistance for students and staff about issues relating to equalities and diversity.

Please contact the Departmental Manager, Vanessa Clarke, vanessa.clarke@ucl.ac.uk if you have any concerns regarding Equality and Diversity.

Further information:
- Equalities and Diversity
- Support for Pregnant Students
- Support for Students who are Parents
- Religion and Belief Equality Policy for Students
- UCL LGBT Student Support Pages
- UCL Chaplain and Inter-Faith Adviser
- DEOLOs (Departmental Equal Opportunity Liaison Officers)

UCL’s Zero Tolerance policy

Harassment and bullying

Every student and member of staff has a right to work and study in a harmonious environment. UCL will not tolerate harassment or bullying of one member of its community by another or others and promotes an environment in which harassment and bullying are known to be unacceptable and where individuals...
have the confidence to raise concerns in the knowledge that they will be dealt with appropriately and fairly.

Further information:
- UCL Policy on Harassment and Bullying
- UCLU Rights & Advice Centre

Sexual harassment

It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with UCLU to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust, their Hall Warden, a UCLU student officer, the trained staff in the UCLU Rights & Advice Centre, or the UCL Student Mediator.

Further information:
- UCLU Zero Tolerance to Sexual Harassment

Support for students who have been affected by sexual violence

UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence. If a student would like to talk to somebody at UCL, the Student Support and Wellbeing Team can offer advice on the support available both internally and externally.

Further information:
- Support for Students Who Have Been Affected by Sexual Violence

12 Learning resources and key facilities

UCL Library and Learning Resources

UCL Library Services

UCL has 19 libraries and a mixture of quiet study spaces, bookable study rooms and group work areas. Each library has staff that students can ask for help. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support.

Further information:
- Library information for students

UCL Information Services Division (ISD)

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers IT learning opportunities for students and staff in the form of ‘How to’ guides which provide step-by-step guidance to all of ISD’s key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks. There are also opportunities for digital skills development through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk. UCL also has a licence for Lynda.com which provides thousands of high quality video-based courses from programming to presentation skills.

E-learning services available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom.
ISD provides desktop computers and laptops for loan in a number of learning spaces. A map of computer workrooms is available on the ISD website. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students. It is also possible to access a large range of applications remotely, from any computer, using the Desktop@UCL Anywhere service.

All students are encouraged to download the UCL-Go app, available for iOS and Android devices. The app gives access to Moodle and timetabling and shows where desktop computers are available on campus.

**UCL Centre for Languages & International Education (CLIE)**

The UCL Centre for Languages & International Education (CLIE) offers courses in over 17 foreign languages (including English), along with teacher training courses, across a range of academic levels to support UCL students and staff and London’s wider academic and professional community. CLIE provides degree preparation courses for international students, courses satisfying UCL’s Modern Foreign Language requirements and a range of UCL summer school courses. Students can also access a database of language-learning resources online through the CLIE Self-Access Centre, including film and documentary recommendations and books for self-study.

**Further information:**
- CLIE website
- CLIE Self-Access Centre

**Department/faculty library spaces/resources, IT provision/support, social spaces etc.**

**Library Resources for HJS Students**

UCL Library houses one of the most important Hebrew & Jewish Studies collections in the UK, covering all aspects of Jewish history, languages, literature and culture. The Hebrew & Jewish Studies collection is on the 2nd floor of the Main Library and you can also access electronic books, journals and databases through the library website. For more information see [http://www.ucl.ac.uk/library/subject-support/guides/hebrew](http://www.ucl.ac.uk/library/subject-support/guides/hebrew). For general information about using the library see [http://www.ucl.ac.uk/library/getting-started](http://www.ucl.ac.uk/library/getting-started).

**Library Group Study Rooms**

There are a number of group study rooms in around campus that can be booked through the library website. There are also informal group work areas in various locations. For more information, see [http://www.ucl.ac.uk/library/sites](http://www.ucl.ac.uk/library/sites).

In addition to the main UCL Library Hebrew and Judaica collections, the department maintains the John Klier Study – a study space and a collection of books, journals and reference works housed in FC330. It provides students with copies of books not held in the main UCL collection and contains many volumes on specific areas of study, and a wide range of reference books. Some essays and dissertations by former students are also available for consultation, intended to serve as examples of essay writing skills.

Books may not be borrowed from the John Klier Study, but are intended for use in that space. Thank you for not removing any books from the JKS.

**HJS Seminar Room**

The HJS Seminar Room (FC331) is located on the third floor of Foster Court. Departmental events will be scheduled in this space. Check the noticeboards for details.

**Student Common Room**

The departmental Common Room, located on the third floor of Foster Court, is shared with the Departments of Spanish and Latin American Studies, Italian and Dutch.
Conference attendance

The HJS Department is able to offer financial assistance if you wish to participate (as a speaker or in a passive role) in an academic conference pertaining to your PhD research. Applications should be directed to Vanessa Clarke, explaining why your attending a specific conference is important to your research. You can request up to £500.

These applications should be sent to Vanessa before end of February 2017.

How to access Moodle and support contacts

Moodle is UCL’s online learning space. It includes a wide range of tools which can be used to support learning and teaching. Moodle is used to supplement taught modules, in some cases just by providing essential information and materials, but it can also be integrated more fully, becoming an essential component of a module. Some modules may use Moodle to provide access to readings, videos, activities, collaboration tools and assessments.

Further information:
- Moodle
- Frequently Asked Questions
- Quick Start Guide

Portico

Portico is the main UCL student information system which is used by all students for:
- Updating personal data such as addresses or contact numbers
- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results
- Pre-enrolment and re-enrolment
- Applying for graduation ceremonies

Further information:
- Portico login
- Portico Helpdesk

Research Student Log

To fulfil UCL’s commitment to the quality of its research programmes, the Doctoral School provides the Research Student Log for the use of all research students at UCL. The Log is a mandatory component of all UCL research degree programmes and has been prepared to assist students throughout their degree programme at UCL. It provides a framework for recording details related to the student’s graduate research programme, scheduled supervisory meetings and activities concerning the development of academic and key skills. The Log will also help students to assess their progress and to plan and chart evidence of the development of academic and discipline-specific skills and key skills.

Further information:
- Research Student Log
13 Student representation

University College London Union (UCLU)

UCLU is the students’ union at UCL. As the student representative body, it is run by students for students. UCLU is independent of UCL and a registered charity, providing a range of services to support UCL students and help them develop skills and interests while at UCL. UCL students are automatically members of UCLU (but can opt out), and the Union is run by seven full-time student sabbatical officers who are elected by cross-campus ballot each year and take a year out of their studies in order to work for the Union. These officers represent students on various UCL committees and campaign on the issues that matter to students.

Further information:
- UCLU website
- Membership information (including how to opt out)
- Elections information (including how to run for office)

Student societies

UCL students currently run over 250 different clubs and societies through UCLU, providing a wide range of extra-curricular activities for students to get involved with during their time at UCL.

UCL Jewish Society

The UCLU Jewish Society is one of the largest Jewish societies in the UK and is open to all those interested in learning more about Judaism.

Further information:
- http://uclu.org/clubs-societies/jewish-society

The UCL Jewish Society is affiliated with the UK-wide Union of Jewish Students.

Further information:
- https://www.ujs.org.uk

Student Academic Representatives (StARs)

The principal function of UCLU is to represent the needs and interests of all UCL students at the university, regional and national level. Central to this mission are elected Student Academic Representatives (StARs).

StARs are elected to represent students’ views and interests. They sit on various departmental, faculty and University level committees and act as the voice of students, ensuring that UCL takes the needs of students into account in its decision-making. StARs also liaise with UCLU and UCL staff to resolve issues.
Being a StAR is an opportunity not to be missed. Participants can gain a StARS certificate and, if applicable, Higher Education Achievement Report (HEAR) accreditation in recognition of their contribution to students and UCL. StARS receive training for their role and additional skill building sessions such as public speaking, assertiveness and negotiation. They work on real issues and make changes to teaching, assessment and local facilities.

Further information:
- StARS website
- Find your StAR
- Become a StAR

Staff-Student Consultative Committee

Every department at UCL has a Staff-Student Consultative Committee (SSCC) that meets at least twice a year. The SSCC provides a forum for discussion between staff and student representatives (StARS). This is an important opportunity for students to give feedback on their learning experience and is central to maintaining and improving the quality of education at UCL.

Other ways to give feedback

If you do not wish to feedback through the SSCC, please contact the Departmental Tutor, Dr Helen Beer, h.beer@ucl.ac.uk or the Departmental Manager, Vanessa Clarke, vanessa.clarke@ucl.ac.uk

UCLU Rights & Advice Centre

The UCLU Rights & Advice Centre is a service available to UCL students to help with any difficulties that might occur while at UCL. The Rights & Advice Centre’s trained and experienced caseworkers can give advice about:
- Immigration - including applying for a Tier 4 visa
- Academic issues - including examination irregularities and student complaints
- Housing - including contract checking and housemate disputes
- Employment - including unpaid wages and part time employment contracts
- Many other legal and university matters

Students can make an appointment or attend a drop-in session for free, confidential and independent advice and support.

Further information:
- UCLU Rights & Advice Centre

Informal and Formal Student Complaints

Student Complaints

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

Informal resolution

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

If an issue cannot be resolved at a local level, students may feel they need to submit a formal complaint using UCL's Student Complaints Procedure. UCL aims to ensure that all complaints are treated fairly, impartially, effectively and in a timely manner, without fear of victimisation. The Complaints Procedure applies across all Schools, Faculties, Academic Departments and Professional Service Divisions.

Further information:
- Student Complaints Procedure
- UCL Student Mediator
- UCLU Rights & Advice Centre

14 Student feedback

Student Feedback

UCL’s goal is to put students’ feedback, insights and contributions at the heart of our decision-making. We value students’ feedback and work with students as partners in the process of shaping education at UCL. In recent years, as a direct result of student feedback, we extended library opening hours, opened new study spaces and scrapped graduation ticket fees for students.

Student Surveys

One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey, The Postgraduate Taught Experience Survey and the Student Barometer. Whether it’s about teaching, accommodation, or facilities, surveys are a chance for students to have their say about what works and what needs improving, to help us make sure that UCL is as good as it can be for current and future students. Each survey usually takes just a few minutes to complete, all responses are anonymous and some include a generous prize draw. Every piece of feedback is read and the results of each survey are then shared with staff right across UCL – including President & Provost Michael Arthur.

Further information:
- UCL Student Surveys

Student Evaluation Questionnaires

Departments also run Student Evaluation Questionnaires on individual modules throughout the year. This gives students the opportunity to feedback about the teaching on their specific modules, helping departments to continuously improve learning, teaching and assessment. Feedback from SEQs feeds into the Annual Student Experience Review process.

At the penultimate meeting of every course, students are requested to complete an anonymous, confidential course evaluation form. These forms are reviewed by the Head of Department. The Head identifies and acts on any problems requiring action. He then prepares a report on the scheme (rates of return, good practice or any problems observed) which is submitted to the SSCC for discussion, as well as to the Dean of the Faculty of Arts and Humanities. The forms for each course are shown to the lecturer who taught it, and he or she is invited to respond to the students’ comments in writing. This process is designed to treat student evaluations (both positive and negative) seriously. The Department acts to identify and rectify problems raised by student course evaluations.
The Annual Student Experience Review (ASER)

UCL’s Annual Student Experience Review (ASER) process requires all departments to undertake an annual self-evaluation and produce a development plan for how they plan to improve in the coming year. The self-evaluation involves looking at student feedback from surveys and student evaluation questionnaires as well as other data about student performance and academic standards, such as the feedback provided by the External Examiner, which helps departments to understand what is working well and what might need improving. Student Academic Representatives (STARS) are active participants in the evaluation process and creation of the development plan through discussions at departmental and faculty committees, giving students an important role in identifying and planning improvements within their department. Students can view the completed reports and action plans on the faculty/departmental intranet.

Further information:
- Annual Student Experience Review

15 ChangeMakers

UCL ChangeMakers encourages students and staff to work in partnership with each other on educational enhancement projects to improve the experiences of students across UCL. **UCL ChangeMakers Projects** supports students and staff in running projects to improve the learning experience at UCL. Anyone with an idea, or who wants to get involved, can submit a proposal for funding and support. **UCL ChangeMakers ASER facilitators** are students who work with Student Academic Representatives and staff in selected departments to formulate the departmental educational enhancement action plan.

Further information:
- UCL ChangeMakers

16 Employability and Careers

**UCL Careers**

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates, and assists them through the entire job hunting process, including exploring options, searching for vacancies, preparing CVs and applications, practicing for interviews, aptitude tests or assessment centres, and providing access to recruitment fairs and other employment-related events. They can also advise on exploring options for further study and funding. These specialised services and events are available to graduates, international students and Master’s students for up to two years following course completion.

UCL Careers also supports work-related learning, including internships and placements. UCL students who are required to complete a placement or internship as part of certain courses are supported in their search, application, and work by UCL Careers. Students can also sign up for UCL Talent Bank, a shortlisting service connecting students to small and medium sized organisations.

UCL Careers is located on the 4th Floor, ULU Building, Malet Street. This office is open Monday to Thursday between 9.30am and 5.00pm and Friday between 11.00am and 5.00pm. Email: careers@ucl.ac.uk; Website: [http://www.ucl.ac.uk/careers/](http://www.ucl.ac.uk/careers/)

The HJS Career contact is: Anne Levy, 4th Floor, ULU Building, Malet Street, London WC1E 7HY, telephone 020 3549 5952, internal 65952, email: a.levy@ucl.ac.uk

Further information:
- UCL Careers
Teaching Opportunities

Vacancies for Postgraduate Teaching Assistants in the Faculties of Arts & Humanities and Social & Historical Sciences can be found here: ucl.ac.uk/ah-shs-office/joint-faculty-pgta-vacancies

Entrepreneurship at UCL

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

Further information:
• UCL Enterprise

17 Global Citizenship

UCL Global Citizenship Programme

The UCL Global Citizenship Programme is a two-week programme for UCL undergraduates and taught postgraduates offering the chance to put their studies in a global context, learn new skills and see the world differently. The Programme runs for two weeks after summer exams have finished, providing a range of opportunities to help students boost their studies, enhance their future and make an impact on the world. Participation is free and open to all UCL undergraduate and taught postgraduate students on a first come, first served basis.

Further information:
• UCL Global Citizenship Programme

18 Data Protection

How UCL uses student data

UCL uses student information for a range of purposes connected with their studies, health and safety. UCL takes the protection of student information very seriously and complies with the Data Protection Act (DPA) 1988. Information about students will only be shared within UCL when necessary. UCL may also be required by law to share information with some external agencies for a variety of purposes, such as UCLU, the Higher Education Statistics Agency and UK Visas and Immigration. After students leave UCL their data is retained in the permanent archives.

Further information:
• UCL General Student Privacy Notice
• UCL Confidential Information Statement
• UCL Information Security Policies
• data-protection@ucl.ac.uk
19 Health, Safety and Security

Health, Safety and Security at UCL

UCL’s overall objective is to provide and maintain a safe and healthy environment for staff, students, people who work with UCL and those who visit. Health and safety is an integral part of the way in which UCL’s activities are managed and conducted. The UCL Safety Services webpage includes further information about health and safety policies and useful guidance and tools for risk assessment. The UCL Security Services webpage includes information regarding security operations, emergency contacts and tips for staying safe at UCL.

Further information:
- UCL Health and Safety Policy
- UCL A-Z Safety Guidance
- General Fire Safety for UCL Students
- UCL Security Services
- Staying Safe at UCL

Health and Safety information concerning the department

During the year, you will be informed of any safety issues by the Departmental Safety Officer (DSO). There are a few points of which you should be aware:

Smoking is not allowed anywhere in Foster Court (and, in fact, anywhere at UCL).

Foster Court: When a fire alarm sounds, you must leave the building immediately via the nearest staircase and make your way to the Fire Assembly Point which is located opposite the Andrew Huxley Building (directions: turn right on leaving Foster Court and through the archway). Do not use the lift during a fire alarm. **DO NOT CONGREGATE OUTSIDE FOSTER COURT. MOVE TO THE FIRE ASSEMBLY POINT QUICKLY BUT SAFELY.** Remain there until a Fire Evacuation Marshall (FEM) permits you to return to the building.

There is a First Aid kit in the Departmental Office.

20 After study

Transcripts

All graduating students will receive an official transcript, detailing examinations taken and results achieved. Transcripts are issued automatically and sent to the contact address held on Portico. Additional transcripts are available via the UCL Transcript Shop.

Transcripts for affiliate students are issued automatically upon the students’ completion of their study at UCL and are issued to the student’s home university or posted to the student’s contact address.

Further information:
- Transcripts
Higher Education Achievement Report (HEAR)

The Higher Education Achievement Report (HEAR) is an electronic transcript of a student’s verified academic results and approved non-academic achievements whilst at UCL. Students who commenced their studies in or after September 2011 will have a HEAR made available to them online, via our HEAR provider, Gradintel, each summer - new students will be invited to register for this facility during their first year of study and throughout their students. Students can share their HEAR, free of charge, as a secure electronic token with third parties via their registered Gradintel account.

Further information:
- [Higher Education Achievement Report](#)

UCL Alumni Community

The UCL Alumni Online Community is a global network of more than 200,000 former students of UCL. Alumni can take advantage of a wide range of benefits, services and discounts – on campus, across the UK and globally – including the Alumni Card, access to thousands of e-journals and library services and a free UCL-branded email service. The UCL Alumni Online Community also posts information about events and reunions happening around the world and other ways to get involved, including the UCL Connect professional development series.

Further information:
- [UCL Alumni](#)