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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

2 Key dates

UCL Term Dates: 2016/17

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<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>
</tr>
<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>Holiday Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas College Closure</td>
<td>Close 5.30pm Friday 23 December 2016</td>
</tr>
<tr>
<td></td>
<td>Open 9.00am Tuesday 3 January 2017</td>
</tr>
<tr>
<td>Easter College Closure</td>
<td>Close 5.30pm Wednesday 12 April 2017</td>
</tr>
<tr>
<td></td>
<td>Open 9.00am Thursday 20 April 2017</td>
</tr>
<tr>
<td>Bank Holidays</td>
<td>Closed - Monday 01 May 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>Event</th>
</tr>
</thead>
<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.

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

Final Deadline for all coursework
3 May 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 email address only.
3 Programme structure

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

Undergraduate study in the Department leads to a BA Honours degree in the following subjects:

- Hebrew and Jewish Studies
- Hebrew and Jewish Studies with Year abroad
- Ancient Languages
- Ancient Languages with Year Abroad
- History (Central and East European) and Jewish Studies

It is possible to choose either Hebrew or Yiddish as one of the languages to be studied – at a variety of levels, from Beginners to Advanced – within the Languages and Culture BA programme (UCAS Number R991). Other degrees involving elements of Hebrew/Yiddish or Jewish Studies are Modern Languages (UCAS Number R000) and Modern Language Plus (UCAS Number RY00) respectively.

All degree programmes are taught by the Department, in collaboration with other departments of UCL and the University of London where appropriate.

Hebrew and Jewish Studies and Ancient Languages are three year or four years in length (depending if you have a year abroad). History (Central and East European) and Jewish Studies is four years in length.

All students of HJS are required to take some courses in Hebrew or other relevant languages and/or text-based courses in which literary or historical documents are read in their original language. The specific requirements for each degree programme will be explained below.

All the degree programmes taught in the Department are structured in such a way as to ensure that students acquire a firm grasp of the Hebrew language (or, in the case of the combined degrees, another relevant language) as well as grounding in the broad contours of Jewish history and culture. At the same time, there is opportunity for in-depth study of specific topics chosen from a large number of options covering the extraordinarily broad field of Jewish Studies.

All first-year non-combined degree students who do not have prior knowledge of Hebrew are required to take two language components: Modern Hebrew and Biblical Hebrew or Yiddish. They are also offered a number of choices of Introductory modules that can be taken either in the first or second year of study (HEBR5771, HEBRS5772, HEBR5773, HEBR5775, HEBR5326, etc.). The Survey of Jewish History 1-3 modules provide an overview of Jewish history from Antiquity to the present. Over the first two years of their degree, students pursuing a BA in Hebrew and Jewish Studies must complete two out of the three Survey of Jewish History modules. Because language skills, and the ability to analyse original literary or historical documents, are an essential tool for Jewish Studies, all students are required to take some language and text-based courses. Students pursuing a BA in Hebrew and Jewish Studies must successfully complete a minimum of three units (four units if four year degree) of language courses, reaching the level of HEBR7302 Modern Hebrew – Lower Intermediate (HEBR7303 Modern Hebrew – Higher Intermediate if four year degree). Combined-degree students must study language units as prescribed by their degree regulations.

After the first year, students can choose from the many courses offered by the Department. Some of these have pre-requisites (usually language skills) but otherwise the choice is open, although students must consult their Personal Tutor on selecting their options. This is to ensure that they conform to the requirements of their particular degree track, and that their individual course choices amount together to a coherent degree programme.
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](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

In each year, students must enrol in four course units (or an equivalent combination of half and full course units). In order to proceed from the first to the second year, students must have passed at least three course-units and be registered to complete in Year 2 any course units not yet complete. In order to progress from Year 2 to the final year of a three year programme or the third year of a programme with a Year Abroad students must be complete in the 4.0 course units from Year 1, and have passed at least 7.0 course units, and be registered to complete in their final year any course units not yet complete. Students on their Year Abroad, normally spent in Jerusalem, are required to take the UCL equivalent of four course-units and to have passed a minimum of 3.5 course-units. In order to proceed to the fourth and final year, students must be complete in 12.0 course units, have passed at least 11.0 course units, and have met all Year 2 progression requirements.

Modern Foreign Language Requirements

UCL is committed to Modern Foreign Language education and requires all UK Honours Degree students to enter UCL with, or have developed by graduation, a basic level of language competence. Students who fail to satisfy the requirement by the end of their programme will not be eligible for the award of an Honours Degree. Students should speak to their personal tutor or programme leader in the first instance if they have any questions about the requirement.
6 Our expectations of students

Hours of study

BA degrees within the Department are taught and examined on the Course-Unit system, and students take a total of 4 course-units (CUs) per year.

All the courses taught in the Department are assigned the values of either one whole or a half course-unit. The teaching component of a whole course-unit normally comprises a total of two weekly hours of lectures and a 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 half course-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.

Further information:
- Personal Tutors

How dissertation supervision operates and the expectations of both the supervisor and student

Finalists have the option of writing a Final Year Dissertation (FYD) under the supervision of a designated member of staff. The FYD is an independent research project which is worth 1 course-unit towards the BA
degree. The FYD should be between 7,500 and 10,000 words in length. It permits students to pursue a particular question or interest in greater depth. It should provide an opportunity for demonstrating skills acquired during the degree programme. During registration, finalists should advise the Personal Tutor to Finalists (Dr Francois Guesnet) that they wish to enrol in the Final Year Dissertation course unit. Dr Guesnet will suggest one or two members of staff who might be able to supervise the FYD. By 5 November 2016, students should secure the agreement of one member of staff to supervise their FYD, and complete the FYD enrolment form (obtainable from the departmental website) which should be submitted to the Departmental Office. Students must meet with their FYD supervisor at least once a term to discuss their progress. The Final Year Dissertation should be handed in to the HJS Administrators in three typed copies by Thursday 3 May 2017. Students will receive a marked copy of their FYD after the meeting of the Board of Examiners. One copy will be retained in the Departmental Library. For further information on FYDs, FAQs are available to download from the departmental website and designated area in the HJS BA Coursework Submissions Moodle page. https://moodle.ucl.ac.uk/course/view.php?id=26695

Transition Mentors

The UCL Transition Programme supports new first-year students at UCL, helping them to settle in quickly and achieve their potential. Each first-year student is assigned a Transition Mentor for their first term. Transition mentors are later-year students within each department who work with small groups of students on a weekly basis to help them settle in to UCL and London as well as focussing on academic issues and topics specific to their degree programme. First-year students meet their Transition Mentor during the first week of term at their department’s ‘Meet your Mentor’ session.

The department’s Transition Mentors for 2016/17 are: Viktoria Makai (2nd year student) and Anca Rujan (finalist).

Further information:
- UCL Transition website

8 Projects, placements and study abroad

Information about regulations concerning the year abroad

BA students on a four year programme in the Hebrew and Jewish Studies degrees will spend the 3rd year of their course at the Hebrew University in Jerusalem. A Year Abroad Guide is distributed to all second-year students going on the Year Abroad.

For students starting in 2016/17 and beyond, the Year Abroad will be excluded from the degree classification calculation. Students will still need to complete 4 course units (and pass 3.5) to ensure that they fully engage with their time abroad.

Students in any of the Department’s combined studies programmes spend their third year abroad partly at the Hebrew University and partly in another country, depending on their programme of study. The Year Abroad Guide provides details on individual programmes.

*On security grounds, so long as the political and military situation in the Middle East remains unstable, students are allowed to choose whether or not they wish to spend their third year in Jerusalem.

9 Information on assessment

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 at the end of the academic year, in early June.

Marking scale

The marks awarded to examination and course work can be interpreted broadly as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% and above</td>
<td>Excellent</td>
</tr>
<tr>
<td>60-69%</td>
<td>Very good</td>
</tr>
<tr>
<td>50-59%</td>
<td>Good</td>
</tr>
<tr>
<td>40-49%</td>
<td>Adequate</td>
</tr>
<tr>
<td>39% and under</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Course-unit assessment results, as well as final degree classification, are determined by the Board of Examiners at a meeting held in early June. Unofficial pass/fail results are available to all students shortly after this meeting.

Students are awarded a numerical percentage mark for each examination, essay and homework. The usual marking range is 0-85%, with 40% being the pass mark.

At the end of the student’s final year, s/he is awarded a degree ‘class’ which is determined on the basis of the student’s overall performance in the course. Degree ‘classes’ are divided into First, Upper Second (often referred to as a ‘Two One’, III or 2:1), Lower Second (IIIii or 2:2), Third (III). A ‘First’ and a ‘Third’, which represent the top and bottom of the scale, are comparatively rare; most students fall into the category of ‘Upper Second’ or ‘Lower Second’. Numerical percentage marks are collated and used to determine the class of degree at the very end of the course. Students may use the following chart to establish in what class range any particular mark will fall. Also included are general guidelines as to what characterises work within each degree class mark.

<table>
<thead>
<tr>
<th>Degree Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Excellent</td>
</tr>
<tr>
<td>Upper Second (III)</td>
<td>Very good</td>
</tr>
<tr>
<td>Lower Second (IIIi)</td>
<td>Good</td>
</tr>
<tr>
<td>Third (III)</td>
<td>Adequate</td>
</tr>
</tbody>
</table>

70-85% ‘First’

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% ‘Upper Second’

Good, highly competent work, but without the flare which characterises First-class work. It should demonstrate a good command of the material and the ability to approach it critically, making reasoned arguments based on the effective use of evidence. Some originality of thought is expected. The work should generally follow departmental guidelines on presentation.
50-59% ‘Lower Second’

Work that demonstrates broad general knowledge of the topic, and an awareness of the major critical issues that surround it. Such work will generally be less original and may follow departmental guidelines for presentation somewhat casually.

40-49% ‘Third’

Work that is of undistinguished quality, demonstrating an imperfect command of the material, and, in consequence, the inability to treat it critically. Such work will generally consist of mere summaries, with very little analysis. It will usually be poorly written, often suggesting last-minute preparation and inadequate attention to departmental guidelines for presentation.

39% and below Fail

Work that is deficient in every respect. Work of this standard generally reflects lack of preparation and effort.

How will marks be combined to reach a classification?

3 Year Degrees

Degree classification will be based on a mean of weighted year means, calculated as follows and rounded to the nearest integer:

First year: the mean of the best 3 course units is given a weighting of 1
Second year: the mean of the best 3.5 course units is given a weighting of 3
Final year: the mean of all four course units is given a weighting of 5.
Marks for retaken or substitute modules will be included in the calculation for the year of study in which the module was first attempted.

4 Year Programmes with a Year Abroad

Note: This will apply to all students starting in 2016/17

Degree classification will be based on a mean of weighted year means, calculated as follows and rounded to the nearest integer:

First year: the mean of the best 3 course units is given a weighting of 1
Second year: the mean of the best 3.5 course units is given weighting of 3
Final year: the mean of all four course units is given a weighting of 5.

The year abroad does not contribute to the classification calculation, but must be passed. See 9.10 below for consequences of failure of the year abroad.

Marks for retaken or substitute modules will be included in the calculation for the year of study in which the module was first attempted.

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. HEBR7740 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#Turnitin-Howtosubmitworkandcollectmarksandfeedback](https://wiki.ucl.ac.uk/display/ELearningStudentSupport/Turnitin#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.

**Failure of a Year Abroad**
Where a student fails a Year Abroad, either owing to interruption, non-engagement or failure to achieve the pass mark, there is no opportunity for reassessment of the Year Abroad and the student must transfer to an equivalent degree where there is no Year Abroad requirement.

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

**Year Abroad Students**
Students who are on a Year Abroad at the time of the next scheduled occasion will be re-examined during the late assessment period in the summer following their Year Abroad.

**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.

**Further information:**
- Reassessment

*Referred Assessment*
On a limited number of undergraduate modules, students who achieve a mark of 35 to 39 (or 30 to 39 in the Faculty of Mathematical and Physical Sciences) may be eligible for Referred Assessment. Eligible students will be asked to undertake an additional assessment in the summer and, if they are successful, the mark for that module will be capped at 40 and the student will be permitted to progress to the next year of the programme. Students in their final year are not eligible for referred assessment.

*Note: Referred assessment does not apply to any modules taught in the Faculties of Arts and Humanities or Social and Historical Sciences, but may apply if you take a module taught in another Faculty.

**Further information:**
- Undergraduate Referrals

**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](http://www.ucl.ac.uk/hebrew-jewish/docs/essays/departmental-style-sheet.pdf)

• [Library Guide to References, Citations and Avoiding Plagiarism](http://www.ucl.ac.uk/hebrew-jewish/docs/essays/departmental-style-sheet.pdf)

• [Examination Irregularities and Plagiarism procedures](http://www.ucl.ac.uk/hebrew-jewish/docs/essays/departmental-style-sheet.pdf)

• Students can also seek advice from the [UCLU Rights & Advice Centre](http://www.ucl.ac.uk/hebrew-jewish/docs/essays/departmental-style-sheet.pdf)

**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.

10 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
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
- Student Disability Services
- Student Psychological Services
- Student Support and Wellbeing
- Learning Agreements, Barring, Suspensions and Terminations of Study
- Student Disciplinary Code and Procedures
- UCL Student Mental Health Policy

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 Departmental Tutor, Dr Helen Beer, h.beer@ucl.ac.uk or the Departmental Manager, Vanessa Clarke, vanessa.clarke@ucl.ac.uk

11 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 Departmental Tutor, Dr Helen Beer, h.beer@ucl.ac.uk or the Departmental Manager, Vanessa Clarke, vanessa.clarke@ucl.ac.uk

12 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 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

Study Abroad Support

The Study Abroad Team provide administrative and welfare support to all undergraduate students undertaking a period abroad as part of their studies, working with colleagues across academic departments in order to advise and guide students from application through to their return to studies at UCL.

Further information:
- Study Abroad website

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 fosters 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
13 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. For general information about using the library see 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

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.

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
14 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

Further information:
- UCLU Clubs & Societies

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

15 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

16 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

17 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/

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

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

18 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

19 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

20 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.

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21 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](#)