

**DEPARTMENT OF HEBREW AND JEWISH STUDIES
GRADUATE HANDBOOK
2012/13**

<u>CONTENTS</u>	1-2
<u>Part 1: About the Department</u>	3-6
Contact Information for the Department	3
Who's Who in the Department	3
Members of Staff and their Research Interests	4
Contact between Students and the Department	4
Staff-Student Consultative Committee	4
Teaching Committee	4-5
Student Feedback	5
Complaints and Grievances	5
Student Facilities	5-7
- Library Resources for HJS Students	5-6
- Library Group Study Rooms	6
- HJS Seminar Room	6
- Student Common Rooms	6
- Graduate Cluster Area	6
- Institute of Jewish Studies	6-7
<u>Part 2: Degrees, Assessments, Deadlines and much more...</u>	7-17
Masters (Taught) Degree Programmes	7
Path through the Degree	7
'Dedicated' and 'Non-Dedicated' Courses	8
Typical Course Modules	8
Teaching and Assessment	9-10
- Essays and Other Assignments	9
- Submission of Coursework	9-10
- Language Coursework	10
- Late Submission of Coursework	10-11
- Penalties for overlength essays and dissertations	11
- Attendance	11
Marking and Final Assessment	11-12
Marking Guidelines	12
Extenuating Circumstances	13
Research Degree Programmes	13
Tutorial and Supervision System	13
Logbook	13

Upgrade from MPhil to PhD	13-14
Graduate Training Programme	14-15
- Personal Transferable Skills	14
- Graduate Training Classes	15
- Initial Training Courses	15
- Other Training Courses	15
Departmental Graduate Seminar	15
Financial Assistance	15-17
- Grants and Scholarships	15-17
Internships	17

Part 3: UCL Policies and Services **17-18**

Equal Opportunities	17
Safety	18
Data Protection	18
Computer Security	18
Useful Contact Details within UCL	18-19
- UCL Graduate School	18
- Student Disability Services	19
- Examinations Office	19
- Student Psychological Services	19
- Student Finance	19
- Student Records	19
- UCL Careers Service	19

Part 4: Important Dates **19-20**

UCL Term Dates	19
Jewish Festivals	20
Other Departmental Dates	20

This handbook contains important information on UCL, the HJS Department, and your degree programme. You must read this CAREFULLY in conjunction with the 'Departmental Style Sheet for Essays: The How To... Guide'. Both of these documents are available ONLY as downloads from the HJS departmental website (<http://www.ucl.ac.uk/hebrew-jewish/studentresources>). **DO NOT** ask for a copy from the Departmental Office.

Part 1: About the Department

Contact Information for the Department

The Departmental Office is located in room 318, third floor, Foster Court, Malet Place (off Torrington Place). It is open Monday – Thursday 9.30-12 and 2-4 and Fridays 9.30-12.

Telephone number 020 7679 7171
 Fax number 020 7679 2766
 Email address jewish.studies@ucl.ac.uk

The office will be closed on Friday afternoons from 12 o'clock and on all Jewish Festivals.

Who's Who in the Department

Head of Department	Prof. Ada Rapoport-Albert	FC321 uclhara@ucl.ac.uk
Departmental Tutor	Dr. Helen Beer	FC324 h.beer@ucl.ac.uk helen@helenbeer.eclipse.co.uk
Graduate Tutor	Prof. Neill Lochery	FC320 n.f.lochery@ucl.ac.uk
MA Personal Tutor	Prof. Michael Berkowitz	FC326 m.berkowitz@ucl.ac.uk
Chair, MA Board of Examiners	Dr. Lily Kahn	FC329 uclhlok@ucl.ac.uk
Departmental Administrator Administrative Assistant	Mrs. Lia Kahn-Zajtman Ms Belinda E. Stojanovic	FC318 uclhlkz@ucl.ac.uk b.stojanovic@ucl.ac.uk

FC = Foster Court

Prof. Neill Lochery is the **Graduate Tutor** in the department. He deals with all graduate applications for both the MA and Research degrees.

Students enrolled in the MA programmes have their own **Personal Tutor**, Prof. Michael Berkowitz. He is responsible for all aspects of the students' academic programme, as well as for non-academic, personal concerns. The MA Personal Tutor is available for consultation, either by personal appointment or during Office Hours. He must be consulted on the initial selection of individual courses within each programme, and on any subsequent change. Students should meet with him at least once in each of the two teaching terms as a group, and on an individual basis during Induction Week at the start of the academic year.

Members of staff and their research interests

Please see the UCL Hebrew and Jewish Studies Graduate Programmes 2012/13 brochure and the departmental website: <http://www.ucl.ac.uk/hebrew-jewish/staff>

Contact between Students and the Department

Each member of staff has a pigeonhole in FC317 (opposite the HJS departmental office), in which students may leave messages. Office hours are displayed on staff notice boards outside the departmental office. Contact staff directly for an appointment outside of their office hour. The departmental office does not make appointments.

A series of bulletin boards near the departmental office carries notices of interest to students. Students should check these boards whenever they are in UCL.

Student pigeonholes are located on the third floor by the North staircase (near to the HJS departmental office). Messages and mail are left in these pigeonholes. Marked essays will be returned to students via the pigeonholes. **PLEASE CHECK YOUR PIGEONHOLE AT LEAST ONCE A WEEK.**

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 can be made on PORTICO (see page 13). 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 on that email address only.

PLEASE NOTE THAT E-MAIL IS THE MAIN FORM OF COMMUNICATION BETWEEN THE OFFICE AND HJS STUDENTS.

Staff-Student Consultative Committee

The Staff-Student Consultative Committee (SSCC) meets at least once a term. At the start of the first term, each undergraduate year, as well as the graduate student body, selects two representatives to serve on the committee. Other interested students are welcome to attend committee meetings, which will be announced in advance. The Chair of the committee in 2012/13 is Prof. Michael Berkowitz. The committee exists to provide an outlet for student comments and concerns about the curriculum and all other aspects of departmental activity. Members collect and carry forward students' suggestions, requests and complaints, and they oversee the Student Course Evaluations (on which see below), receiving the Head of Department's annual report on the operation of the scheme. The committee is also responsible for social events and non-academic activities within the Department. Students who wish to serve on the SSCC should contact their Personal Tutor at the beginning of the first term. The SSCC oversees the Student Course Evaluation Scheme and receives the Head of Department's annual report on the operation of the scheme.

Teaching Committee

In line with UCL policy, an HJS student has been nominated to sit on the departmental Teaching Committee. In 2012/13 this will be Ms Noemie Duhaut, who is a research

student in the department. Should you wish Mr. Smith to bring a matter to the attention of the committee, please contact her by email (n.duhaut@ucl.ac.uk).

Student Feedback

The Departmental Student Course Evaluation scheme is supervised by the SSCC. At the penultimate meeting of every course, students are requested to complete an anonymous confidential course evaluation form. These forms are collected and held in the departmental office until after the Board of Examiners' meeting, when they are reviewed by the Head of Department. The Head identifies and acts on any problems requiring action. The Head 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 Arts and Humanities Faculty Teaching Committee. The forms are shown to each lecturer, who is invited to respond to 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.

Complaints and Grievances

Students with complaints or grievances should, in the first instance, discuss them with their Personal Tutor, then with the Departmental Tutor and finally with the Head of Department. Students who wish to pursue complaints beyond the Department should consult the Faculty Tutor, Mr. Arne Hoffman. Students who wish to make an official complaint should consult the grievance procedures as explained in the UCL Student Handbook.

Student Facilities

Library Resources for HJS Students

The UCL Library houses a remarkable wealth of Hebrew and Judaica. It features a number of special collections, now combined in the Arnold Mishcon Jewish Studies Reading Room. These include the Brodie Judaica Library - a reference collection of over 7,000 volumes, and the Mocatta Library - indisputably the best library of Anglo-Judaica in England. The library has been enriched further by the gift of the Arnold Mishcon Library (*ex libris* Chimen Abramsky) - an extremely valuable resource for the study of medieval and modern Jewish history. Also of great importance is the Hebraica and Judaica library of the late Professor Alexander Altmann, donated by his family to the Institute of Jewish Studies and housed at University College. The recent donation of the William Margulies Yiddish Library has added a major collection of Yiddish books and journals. The Jewish Studies library is located on the second floor of the main UCL Library. Contact the Jewish Studies Librarian, Ms. Vanessa Freedman on 020 7679 2598 or v.freedman@ucl.ac.uk.

In addition to the main UCL Library Hebrew and Judaica collections, the department maintains the John Klier Library - a support collection of books, journals and reference works housed in FC330 . It provides students with additional copies of books held in the main UCL collection and contains over 500 volumes as well as bibliographies and syllabi for all courses, pamphlets and booklets on specific areas of study, and a wide range of photocopied articles and essays. Some essays and dissertations by former students are also available for consultation, intended to serve as examples of essay writing skills. Books may be borrowed from the John Klier Library for a maximum period of two weeks (except for reference books, which may be consulted in the library but should not be taken

out at all). A fine of 50p per day will be imposed for overdue books in order to ensure fair access to all students. The money accrued from fines will be used to buy more books. Please note that the Department does not offer a photocopying service. Students can use the photocopying facilities in the DMS Watson Library, located opposite Foster Court. The John Klier Library opening hours correspond to the departmental office opening hours.

A number of neighbouring libraries with significant Hebrew and Judaica collections supplement the resources of the UCL Library. Within a short walking distance are the Library of the School of Oriental and African Studies, Dr William's Library, the Institute of Archaeology Library and, primarily for research students, the Warburg Institute Library and the British Library's Oriental Books and Manuscripts Department. The Senate House Library, accessible to all students of London University, is extremely useful as a back-up resource and for general textbooks and reference works.

Library Group Study Rooms

Group study rooms are located in the DMS Watson Science Library (opposite Foster Court). On the ground floor, there is a Learning Laboratory. This holds four pods for 4-6 people which can be booked by undergraduate and graduate students. For specific details and how to book a pod, refer to the website: http://www.ucl.ac.uk/library/rm_intro.shtml

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 Rooms

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.

UCL's Graduate Common Room is located in the South Junction basement of the Wilkins Building (opposite the Print Room Café). The room contains computers, work areas and a coffee machine. The room is open Monday to Friday from 8am until 9pm.

Graduate Cluster Area

UCL's Graduate Cluster Area is located on the ground floor of the DMS Watson Library (opposite Foster Court). This is a PC cluster area for graduates only.

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 the Director, Prof. Mark Geller (m.geller@ucl.ac.uk). In his absence, consult Prof. Michael Berkowitz (m.berkowitz@ucl.ac.uk, room 326). The IJS office is located in FC327, third floor, Foster

Court. The IJS administrators are Ms. Frances Low and Ms. Sara BenIsaac. Telephone number: 020 7679 3520; e-mail: f.low@ucl.ac.uk and ijs@ucl.ac.uk; web: <http://www.ucl.ac.uk/ijs/>

Part 2: Degrees, Assessments, Deadlines and much more...

Masters (Taught) Degree Programmes

The MA in Language, Culture and History offers a number of distinct pathways allowing students the opportunity to specialise in the subject area of their choice. The Department offers three MA degree programmes under this umbrella:

- MA in Hebrew and Jewish Studies
- MA in Holocaust Studies
- MA in Jewish History
- MA in Modern Israeli Studies

All four MA programmes are taught by the Department, in collaboration, where appropriate, with other departments of UCL and the University of London. Full-time students complete the MA programme in one year of study, while part-time students complete it in two years.

All MA programmes consist of four elements: four taught courses (30 credits each, including a required seminar for students in the MA in Holocaust Studies or in the MA in Modern Israeli Studies), and a thesis (60 credits).

Path through the Degree

MA students are assessed in four different taught areas, i.e. four year-long courses. Students may combine two one-term courses as equivalent to one year-long course. In addition, they write a thesis of up to 15,000 words, which should be based, if possible, on some original research.

Students enrolled in the MA in Holocaust Studies or in the MA in Modern Israeli Studies also take the required core seminar for this degree, which is assessed by written work to a total of 10,000 words.

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 15 September in the final year of the student's course. **Candidates should submit the Thesis Registration Form to the MA Personal Tutor by Monday 20 February, 2013.**

'Dedicated' and 'Non-Dedicated' Courses

"Dedicated" courses are those that are set aside exclusively for MA students. With the important exception of the Graduate Seminar for the MA in Holocaust Studies, most of the courses available to our four MA programmes are non-dedicated (i.e. open to advanced undergraduates as well as MA students). However, work required of MA students in non-

dedicated courses is differentiated from that required of undergraduates in a number of ways:

- a. MA students attend a minimum of three hours in total (depending on the course) of extra tutorials or seminars.
- b. Coursework for MA students is longer and more demanding than for undergraduate students.

For courses that are assessed by examination, MA students take a separate, graduate-level examination. This is set at a higher standard than that of undergraduate work, and requires a broader range of knowledge, a more sophisticated level of analysis, and a wider command of bibliography. The pass mark for MA courses is 50.

For courses that are assessed by written work, a special assignment is set for MA students, which is also of a higher standard than that of undergraduate work. The pass mark for such courses is 50.

Typical Course Models

MA Language, Culture and History: Hebrew and Jewish Studies

1. Course* (assessed by written work – known as the Core Course)
2. Course* (assessed by final examination and written assignment)
3. Course* (assessed by final examination and written assignment)
4. Course* (assessed by final examination and written assignment)
5. MA thesis** of up to 15,000 words (due 15 September of final year)

MA Language, Culture and History: Holocaust Studies

1. Core seminar in Holocaust Studies (assessed by 10,000 word essay & oral examination)
2. Course (assessed by final exam and written assignment)
3. Course* (assessed by final exam and written assignment)
4. Course* (assessed by final exam and written assignment)
5. MA Thesis** of up to 15,000 words (due 15 September of final year)

MA Language, Culture and History: Jewish History

1. Course* (assessed by written work – known as the Core Course)
2. Course* (assessed by final examination and written assignment)
3. Course* (assessed by final examination and written assignment)
4. Course* (assessed by final exam and written assignment)
5. MA thesis** of up to 15,000 words (due 15 September of final year)

MA Language, Culture and History: Modern Israeli Studies

1. Core seminar in Modern Israeli Studies (assessed by 10,000 word essay)
2. Course (assessed by final exam and written assignment)
3. Course* (assessed by final exam and written assignment)
4. Course* (assessed by final exam and written assignment)
5. MA Thesis** of up to 15,000 words (due 15 September of final year)

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

*This may be a combination of two half-unit courses, assessed by written work.

Teaching and Assessment

Essays and other written assignments

These are the principal means of on-going assessment within the Department, and they usually constitute a significant part of the final mark for a course. Students should therefore give them careful consideration.

Students should download bibliographies/syllabi prior to the first meeting of the course. Some copies may be available at the first meeting together with a list of essay topics, as well as a list of essay submission due dates. Students should begin preparation of their coursework assignments as soon as possible, especially since the pressure on library resources may mean that the most useful books are taken out soon after the start of term. (The Department has responded to this problem by putting a number of essential reference works on restricted loan.)

<p>PLAGIARISM – THE USE OF THE IDEAS OR WORDS OF OTHERS WITHOUT ACKNOWLEDGEMENT IS CUSTOMARILY GROUNDS FOR FAILURE.</p>
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Please note that UCL has implemented a sophisticated detection system called **Turnitin®**, to scan work for evidence of plagiarism. The Department will be using this system for assessed coursework. The system gives access to billions of sources world wide, including websites and journals as well as work previously submitted to the Department, UCL, and other universities. This makes it imperative for students to preserve all documentation relating to assessed coursework. They 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, on which please refer to the **Departmental Style Sheet for Essays: The HJS How to... Guide** (available from the departmental website: (<http://www.ucl.ac.uk/hebrew-jewish/studentresources>) for guidelines on methods of citation and for a copy of the official College policy on plagiarism.

Submission of Coursework

Essays and all other written assignments must be handed in on time.

Please note that all essays must be presented in two copies 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 for Essays: The HJS How to... Guide**. Any piece of work which does not conform to these standards may be refused or marked down.

The Department has been operating anonymous marking in accordance with UCL policy. Exam scripts have always been "blind-marked", namely students would identify themselves on the scripts by their **Candidate Number** but not by their name. In order to ensure unbiased assessment throughout, ALL ESSAYS will now be marked in the same way. **Your Candidate Number will change at the beginning of each academic year, so MAKE SURE YOU FIND YOUR CURRENT CANDIDATE NUMBER by logging into PORTICO and accessing the Student Academic Details container.**

To submit essays:

1. A copy of the departmental Essay Cover Sheet must be attached to one copy of the essay. This sheet will be kept in the departmental office and NOT given to the lecturer. If you want a receipt to confirm submission of your essay, complete the second page of the Essay Cover Sheet).
2. On both copies of the essay, the student's own title page must provide the following information:
Candidate Number, Essay Title, Essay Number, Course Code and Title,
Lecturer's Name.

DO NOT ADD YOUR NAME TO THIS PAGE.

Anonymity requires that these set procedures are followed exactly.

All essays should be left in the plastic hanging envelope located next to the HJS Departmental Office (FC318) in duplicate. Do not use plastic folders.

Every essay will be first and second marked prior to being returned to the student within a two-week period. Lecturers will fully annotate one copy to account for the overall mark (indicated clearly on a separate comment sheet). The annotated copy and the comment sheet will be returned to each student via the student pigeonholes. The other copy (with a copy of the comment sheet) will then be kept in the Departmental Office. This procedure is designed to prevent essays from being lost and to ensure that the time at which they were submitted (whether on or after the deadline) is formally recorded.

All essays which are handed in on time should be returned within a fortnight, with the first marker's comments and a mark. At least one tutorial will be held for every course, where the lecturer will analyse and critique student essays, either in a group or on an individual basis.

Language Coursework

Most language courses have an additional element of continuous assessment (class participation, oral exams, homework, etc.). **Homework for language courses is to be handed in on a regular basis, i.e. not at the end of the year. A few courses are assessed entirely on the basis of course work.**

Late Submission of Coursework

The full allocated mark will be reduced by 5% for the first working day after the deadline for the submission of the coursework. The mark will be reduced by a further 10% if the coursework is submitted during the following six days. (This six day period includes weekends and UCL closures.) Providing the coursework is submitted before the end of the first week of term 3 for undergraduate courses or by a date during term 3 defined in advance by the relevant Master's Board of Examiners for postgraduate taught programmes, it will be recorded as zero but the assessment would be considered to be complete. In the case of dissertations and project reports submitted more than seven days late, the mark will be recorded as zero but the assessment would be considered to be complete.

Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.

Penalties for overlength essays

UCL's rules for penalizing written works that exceed the prescribed word count limits will be applied to all assessed coursework assignments set from the beginning of the second term of the current academic year (including dissertations).

When you submit assessed coursework, you are required to state how many words you have written. 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, including dissertations, are set out in Section 3.1.7 of the [Examinations Regulations](#). These rules may be summarized as follows:

- Assessed work should not exceed the prescribed word count.
- Assessed work that is deemed to exceed the prescribed word count by more than 10% will be awarded a mark of 0%; the assessment will, however, be considered 'complete'.
- For work that exceeds the upper word limit by less than 10% the mark will be reduced by ten percentage marks; but the penalized mark will not be reduced below the pass mark, assuming the work merited a pass. For example, if you write an essay that exceeds the proscribed word count by 8% and are initially awarded a mark of 65%, that mark will be reduced to 55%; if your initial mark is 47%, it will be reduced to 40%; if your initial mark is 38%, that will be reduced to 28%.
- Course tutors are entitled to specify whether words in tables, pictures, graphs and similar supporting materials need to be included in your word count. Consult your course tutor if in doubt.
- The word count should include the main text, including all references and quotations, but not the bibliography.

Under no circumstances will students' work (except MA theses) for the 2011/12 academic year be assessed beyond the final deadline of Tuesday 1 May 2012.

Attendance

Staff closely monitor student attendance on a termly basis. Students who fail to attend at least 75% of classes in any one course will not be permitted to sit the final examination. Students who miss two consecutive classes in any course without prior arrangement will be contacted by their lecturer, who will also inform the Tutor for their MA programme. Students should consult their lecturer immediately if they encounter difficulties in a course.

Students will be given a syllabus at the first meeting of every course. This provides full details of the course, including requirements and deadlines.

Marking and Final Assessment

Both examination papers and course work will be scrutinised by at least two markers, and occasionally also by the External Examiner.

The dates for final examinations are set by the Registrar's Division of the College, which also publicises them. Registration on PORTICO for a particular course automatically enters a student for the final examination in it. It is the responsibility of each student to

ensure that they are registered correctly for all courses and should report any errors to the Department. MA students should discuss any changes to their programme with the MA Personal Tutor.

Examination results, as well as the marks for written work and the MA thesis, are confirmed by Board of Examiners' meetings held in the autumn term. Please note any mark given during the year is **provisional** until it is agreed by a second marker and confirmed by the Board of Examiners at its final meeting. Unofficial pass/fail results are available to all students shortly after the summer meeting. The winter meeting, besides confirming marks for the MA thesis, also assigns an overall classification for the degree. MA degree classes may be interpreted as follows:

Distinction	Excellent
Merit	Very good
Pass	Good
Fail	Unsatisfactory

Students must pass all components in order to be awarded the degree. Students who have failed one component, including the MA thesis, are normally allowed to resubmit written work or resit examinations in that component. Resits are available only during the normal MA examination period in the Third Term (End of April / beginning of May – Mid-June).

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 flare 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.

Extenuating Circumstances

Any unexpected circumstances likely to affect a student's exam performance (but not circumstances arising from a chronic condition or disability, such as dyslexia, about which students should notify the Department at the start of the course, and for which other provisions are available), such as sudden illness or serious family emergency, must be reported to the departmental Chair of the MA Board of Examiners, Dr. Lily Kahn, in writing, with supporting documentation, not later than one week after the student's last exam.

All extenuating circumstances claims are considered in strict confidence and, if approved, may be taken into account when determining final marks.

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.

The full set of research degree requirements is too lengthy to be reproduced here. Research students should read carefully the booklet "MPhil and PhD Degrees: Regulations and Procedures", produced on an annual basis by the UCL Registry.

Tutorial and Supervision System

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.

Logbook

While the Graduate Tutor oversees general aspects of the programme of research students, their closest ties are with their Primary Supervisors [see above], with whom they should meet on a regular basis. As part of this process, research students will be expected

to maintain the Graduate School Logbook. The logbook is used for self-assessment and to mark progress towards the degree. The logbook programme is **obligatory** for all new research students. There will be a meeting at the beginning of the academic year to explain the operation of the logbook programme more fully. The log book is available only in virtual format: <https://researchlog.grad.ucl.ac.uk/>.

Upgrade from MPhil to PhD

Full time students must spend at least one academic year as MPhil/PhD candidates. Part-time students must spend an equivalent period (two academic years) before being considered for an upgrade. This is referred to as their probationary period.

The Upgrade

In order to upgrade from probationary to full PhD candidate status, the students must successfully undertake all of the following:

1. They must produce a 10,000 words piece of written work. This work may take various forms: a draft thesis chapter, a progress report on a specific piece of research, etc. The precise details must be agreed with the supervisor(s).
2. They must make an effective formal presentation to the Departmental Graduate Seminar of at least forty minutes on some aspect of their thesis.
3. If the student is funded by a government sponsored research council such as the AHRC they must have completed at least twenty points worth of research training during their first year. This training must be reflected in the relevant section of the on-line Graduate Logbook.
4. They must maintain all relevant sections of the on-line Graduate Logbook.
5. The student must pass a viva, attended by the second supervisor and another expert. The 10,000 words piece of written work will form the basis of this exam and must be submitted in good time for the examiners to read before the viva.

In addition, the first supervisor will produce a detailed report recommending the upgrade to PhD. If all of these components have been successfully fulfilled, the supervisors, in consultation with the Graduate Tutor, will approve the upgrade to PhD.

Graduate Training Programme

Personal Transferable Skills

Personal Transferable Skills are acquired skills that are generic rather than being specific to a particular course of study. Thus, learning Hebrew entails a specific skill, while the application of skills developed through learning Hebrew in order to learn another language is a Personal Transferable Skill. Likewise, an essay assignment in history provides students with a number of Personal Transferable Skills, e.g., the ability to organize reading and research, to write a report, etc. The Department integrates Personal Transferable Skills into all aspects of the curriculum, not least by means of the skills developed through

adherence to the **Departmental Style Sheet for Essays: The HJS How to... Guide** in the planning and presentation of assignments.

Graduate Training Classes

The need for graduate training, to ensure that students derive maximum benefit from their course, be it a taught MA or a research-based MPhil and PhD, is now widely recognized in higher education. Indeed, funding agencies are demanding that all graduate programmes include a training component, and some are making such training a pre-requisite for the award of financial aid. Training within the Department of Hebrew and Jewish Studies is designed to give students some skills which are specific to their course, as well as others which have a more general application.

For research students, formal training is essential, and it enables them to demonstrate their preparedness to undertake an advanced research project. Training courses, therefore, constitute part of the system whereby students registered for the MPhil/PhD may advance to the PhD track.

All graduate students entering the Department for the 2012/13 academic year are required to take a certain number of training courses (TC). Some of them are mandatory and some are optional. Approximately ten TCs will be offered through the Department during the academic year. All graduate students will be obliged to take at least five, including those that are designated mandatory. The Graduate Tutor will keep the records of graduate student participation in training courses.

Initial Training Courses

Database sources

Bibliography

Use of archives

Notes

Organisation of thesis (for MA students)

Organisation of Thesis (for MPhil and PhD students)

Other Training Courses

Sessions offered by the Institute of Historical Research

Specialised courses offered by the Graduate School

Specialised courses approved by the Graduate Tutor

The Graduate School Skills Development Programme is open to all research students at UCL and all courses are free! All MPhil/PhD students should discuss with their supervisors which courses they should attend. Website: <http://courses.grad.ucl.ac.uk/>

Departmental Graduate Seminar

Participation in the Departmental Graduate Seminar, which is held on Wednesdays, 1.15-2.15, on a bi-weekly basis, 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, Prof. Neill Lochery (n.f.lochery@ucl.ac.uk).

Financial Assistance

The College and the Department offer some financial aid to graduate students, both those who are applying and those who are enrolled. There are numerous other agencies that provide financial assistance for specialised courses of study, or to students with specific qualifications. Part of a graduate student's training in research techniques is to identify and locate such specialised forms of assistance.

Grants and Scholarships

The UCL Graduate School offers a number of full and partial scholarships to applicants for research degrees. These are very competitive. Applicants should access the Graduate School website for more information and application forms. The website may be found at: www.grad.ucl.ac.uk/ Students who wish to apply for any Graduate School scholarship should contact the departmental Graduate Tutor, Prof. Neill Lochery, after they have applied for admission to UCL but before 1 March.

The British Chevening Scholarships, which are funded by the Foreign and Commonwealth Office, provide overseas students with financial assistance enabling them to study in the United Kingdom. For further information, access the website: www.chevening.com/

The Arts and Humanities Research Council (AHRC) offers studentships to applicants intending to take taught MA programmes (Research Preparation Master's Scheme) or research degrees (Doctoral Awards Scheme). For UK applicants, AHRC studentships pay tuition fees plus a maintenance grant. For applicants from elsewhere in the European Union (EU), AHRC studentships cover tuition fees only. An exception to this restriction are non-UK applicants who have resided continuously in the UK, without at any point being in full-time education for more than three years before submitting an application to the AHRC. Applicants from non-EU countries are not eligible for AHRC funding.

Recently the AHRC instituted the Block Grant scheme, which means that universities have administrative control over AHRC-funded studentships. Applications for the AHRC awards are now made to the universities rather than directly to the AHRC. Please refer to the Graduate School website for more-up-to-date information:

<http://www.grad.ucl.ac.uk/funds/ahrc.html>

Students who are applying for a research degree and who have, or are completing, an MA will normally be expected to have achieved a 'distinction' in it in order to be awarded AHRC funding. For further information, access the AHRC website at:

<http://www.grad.ucl.ac.uk/funds/ahrc.html>

The Rothschild Foundation Europe awards Doctoral Fellowships (between £3,000 and £12,000) under their Academic Jewish Studies in Europe Grant Programme, intended for students preparing themselves for, or undertaking, doctoral dissertation research at an academic institution in Europe. Applicants must demonstrate that their application has the support of their proposed supervisor. These fellowships are available for one year only and are conditional on the applicant being accepted for admission by the institution where the fellowship is to be held. Each year the Foundation may award one or more doctoral

fellowships on behalf of the Cecil and Irene Roth Memorial Trust in memory of Cecil and Irene Roth. The Rothschild Foundation Europe also offers Small Grants for Research Purposes. For further information, including deadline details, access the Rothschild Foundation Europe website at: <http://www.rothschildfoundation.eu/>.

Scholarships and fellowships are available from the Memorial Foundation for Jewish Culture in New York City. These are competitive, and there is a very early deadline. Further details can be obtained by writing to: 50 Broadway, 34th Floor, New York, NY 10004, USA or from their website: www.mfjc.org

The Department has a number of small scholarships for students on both MA and MPhil/PhD degrees. Every year HJS awards four Ian Karten Scholarships in the amount of £1,000 each. Prospective students who wish to be considered for a departmental scholarship should indicate this on page 4 of their application form, and also advise the Graduate Tutor in writing by 13 June. Announcements of departmental scholarships will be made no later than 1 August.

University Funds for Research and Travel

The University of London provides funding through the Central Research Fund. Grants are awarded on a competitive basis to support research students (MPhil and PhD). These grants are available for travel to pursue research and to secure research materials (microfilm, etc.) There are two application rounds. For further information, access the CRF site at: www.lon.ac.uk/academic/crf/

The UCL Graduate School also provides funding for research and conference travel, and to secure research materials. HJS students have been very successful in securing funding for all these purposes. For more information, and for application forms, see the Graduate School website: <http://www.grad.ucl.ac.uk/funds/>.

The Institute of Jewish Studies occasionally provides small grants to graduate students to pursue research or to travel to conferences (often in the form of 'top-up' grants for other awards). Students should apply in writing to Prof. Mark Geller, Director of the IJS (m.geller@ucl.ac.uk).

Internships

A number of institutions have agreed to take UCL graduate students as Interns. Such placements, which are unpaid, will give students experience and training in their field of expertise. Among the institutions that have agreed to accept Interns from UCL are the Imperial War Museum, the Leo Baeck Institute, and Beth Shalom Holocaust Centre. Students who are interested in organising an intern placement should consult the Graduate Tutor.

Part 3: UCL Policies and Services

Equal Opportunities at UCL

Every department at UCL has a Departmental Equal Opportunity Liaison Officer (DEOLO). Lia Kahn-Zajtmann is the DEOLO for this Department. The DEOLO is:

1. responsible for distributing/drawing attention to information relating to equal opportunity issues within the Department.
2. the first point of contact for personal issues relating to equal opportunity (such as harassment and discrimination)

If you would like to speak to the DEOLO confidentially, contact her on l.kahn-zajtmann@ucl.ac.uk

Useful website addresses:

1. Student harassment website: <http://www.uclunion.org/get-advice/anti-harassment.php>
2. UCL policies on Equal Opportunity, Disability, Race, Sexual Orientation, and Religious Beliefs: http://www.ucl.ac.uk/hr/equalities/UCL_policies.php

Safety in Foster Court

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:

1. It is forbidden to smoke anywhere in Foster Court (and, in fact, anywhere at UCL).
2. 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 the Fire Evacuation Marshall (FEM)** permits you to return to the building.
3. If you suffer an accident, there is a First Aid kit in the Departmental Office.

*The DSO is Ms. Kahn-Zajtmann.

**The FEM is Ms Lia Kahn-Zajtmann

Data Protection

Ms. Kahn-Zajtmann is the departmental Data Protection Coordinator. If you have any queries regarding Data Protection, contact them.

UCL's Data Protection Policy can be found at:

<http://www.ucl.ac.uk/efd/recordsoffice/policy/data-protection/>

Computer Security

The UCL Information Security Policy can be downloaded at

<http://www.ucl.ac.uk/cert/swg/policy.html>

Useful Contact Details within UCL

The **Student Disability Services** is staffed by Marion Hingston Lamb, Disability Co-ordinator, Verity Toby, Disability Adviser, Danny Marfany, Disability Adviser (Mental Health) and Claire Jamieson, Dyslexia Co-ordinator. The Student Disability Services is open for information, advice and support to all UCL students, Monday – Thursday 10.00 am – 4.00pm during term time, and by appointment on Fridays and during the holiday period. The SDS is located in Room G16 South Wing, Registrar's Division. SDS can be

contacted by: Telephone: 0207 679 0100; E-mail: disability@ucl.ac.uk; Website: <http://www.ucl.ac.uk/disability>; Website: <http://www.ucl.ac.uk/disability/services/dyslexia-centre>

The Examinations Office are located in Room G6, South Wing, Wilkins Building. The Examinations Office is open Monday to Friday, 10.00am – 4.00pm.
Email: examinations@ucl.ac.uk

Student Psychological Services are located on the First Floor, Room 101, 3 Taviton Street. Counselling appointments are available between 9.30am and 5.30pm. Contact Jacyntha Etienne on 020 7679 1487 or by email: j.etienne@ucl.ac.uk.
Website: http://www.ucl.ac.uk/studentcounselling/index_home

Student Finance are located in Room G19, South Wing, Wilkins Building. Student Finance are open Monday to Friday between 10.00am and 4.00pm. Email: fees@ucl.ac.uk

Student Records are located in room G9, South Wing, Wilkins Building. Student Records are open Monday to Friday between 10.00am and 4.00pm.

The UCL Careers Service 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 Service contact will be announced shortly.

Part 4: Important Dates for Your Diary

UCL Term Dates

NOTE: These UCL dates are also available online (<http://www.ucl.ac.uk/current-students/term-dates/2012-13/>).

First Term

Monday 24 September 2012 – Friday 14 December 2012

Reading Week* begins: Monday 5 November 2012

Second Term

Monday 7 January 2013 – Friday 22 March 2013

Reading week* begins: Monday 11 February 2013

Third Term**

Monday 22 April 2013 - Friday 7 June 2013

***Reading Weeks** are provided to allow students a period of uninterrupted independent study and preparation of written assignments. (See Note below under Jewish Festivals.)

****The Third Term** is taken up by revision classes and examinations.

Jewish Festivals

*It is the policy of the Department not to hold any classes/activities on Jewish Festival days.
NOTE: The Reading Weeks WILL be used for make-up classes where necessary.*

Sukkot (Tabernacles)
Monday 1 and Tuesday 2 October 2012

Shemini Atzeret (The Eight Day of Assembly)
Monday 8 October 2012

Simhat Torah (Rejoicing of the Law)
Tuesday 9 October 2012

Shavuot (Feast of Weeks)
15 and 16 May 2013

Other Departmental Dates and Deadlines

NOTE: This is not an exhaustive list of dates. Please check your UCL email and the HJS noticeboard for further important dates.

Induction Week
Monday 24 September – Friday 28 September 2012

Beginning of Term Departmental Party
Tuesday 27 September 2012 (4pm)

Cumberland Lodge
Wednesday 25 – Thursday 26 October 2012

Final Deadline for all coursework (except MA theses)
Friday 3 May 2013

MA Dissertation Deadline
Monday 16 September 2013