

DEPARTMENT OF HEBREW AND JEWISH STUDIES UNDERGRADUATE HANDBOOK 2012-13

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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). The Departmental Office does not provide hard copies.

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. Sacha Stern	FC325
		sacha.stern@ucl.ac.uk
Departmental Tutor	Dr Helen Beer	FC324
		h.beer@ucl.ac.uk
		helen@helenbeer.eclipse.co.uk
Chair, Teaching Committee	Prof. Michael Berkowitz	FC326
Chair, Staff-Student		m.berkowitz@ucl.ac.uk
Consultative Committee		
Departmental Careers Advisor		
Cumberland Lodge Liaison	Dr François Guesnet	FC328
-	-	f.guesnet@ucl.ac.uk
Chair, BA Board of Examiners	Dr Lily Kahn	FC332
		uclhlok@ucl.ac.uk
Departmental Administrator	Ms Lia Kahn-Zajtmann	FC318 uclhlkz@ucl.ac.uk
Administrative Assistant	Ms Belinda E Stojanovic	FC318 b.stojanovic@ucl.ac.uk

FC = Foster Court

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 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

<u>course-unit to another, adding or dropping a course - must be discussed with and authorised by the Personal Tutors on the appropriate form.</u>

Personal Tutor to First Year Undergraduates and <u>all</u> Modern Languages, Modern Language Plus <u>and</u> Language & Culture students	Dr Helen Beer	FC324 h.beer@ucl.ac.uk helen@helenbeer.eclipse.co.uk
Personal Tutor to Second Year and Year Abroad students Personal Tutor to Third Year and Part-Time Students	Dr Willem Smelik	FC315 willem.smelik@ucl.ac.uk
Personal Tutor to Finalist Undergraduates (BA Jewish History, Hebrew and Jewish Studies, History (Central and East European) and Jewish Studies)	Dr François Guesnet	FC328 f.guesnet@ucl.ac.uk
Personal Tutor to Junior Year Abroad (Affiliate) students	Prof. Michael Berkowitz	FC326 m.berkowitz@ucl.ac.uk

FC = Foster Court

In addition to, but quite apart from these tutorial duties, which are distributed among designated members of staff, all members of staff offer their students some teaching hours which are referred to as **Tutorials**. Although most of the teaching in the Department is provided by way of lectures (for larger classes) and informal seminars (for smaller groups in which students are encouraged to take part in discussion), most members of staff are able to offer some individual or small-group tutorials in which essay assignments are discussed either before or after the essays have been written and marked. This provides the opportunity for individual guidance on the substance of the essay, on writing techniques, on presentation of bibliographical data and so on. **Essay Tutorials are scheduled for all first-year students as a complement to their Survey of Jewish History and Culture courses, and these are compulsory.** In subsequent years they are available by personal arrangement with each member of staff in relation to his or her courses.

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 the HJS noticeboard. Contact staff directly for an appointment outside of their office hour. Do NOT ask for appointments in the Departmental Office.

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 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 should be made by students 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 via that email address only.

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

Cumberland Lodge

One of the highlights of the student's first year is the visit to Cumberland Lodge in Windsor Great Park. This year the Department's visit will take place from Wednesday 24 to Thursday 25 October 2012. The highly subsidised fee for this visit will be £40 per student, and there are some Bursaries available for students who need financial help. If you wish to apply for one of these, please see the Departmental Administrator in confidence. You will enjoy full accommodation (mostly twin bedrooms) and board, i.e. breakfast, lunch and dinner, for the duration of your stay. A programme of activities is drawn up by the Department which includes lectures, films and discussion groups as well as time for recreation. Queries relating to Cumberland Lodge should be directed to the departmental Cumberland Lodge Liaison, Dr François 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.

Staff-Student Consultative Committee

The Staff-Student Consultative Committee (SSCC) meets at least once a term. At the start of the first term, students from each undergraduate year, as well as the graduate student body, can volunteer to serve on the committee. 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 inform their Personal Tutor at the beginning of the first term. All queries regarding the committee should be directed to Prof. Berkowitz at m.berkowitz@ucl.ac.uk.

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 Noëmie Duhaut who is a research student in the Department. Should you wish Noëmie 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 at the end of the academic year, when they 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.

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 Hofmann. 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 of the late Professor 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 UCL. The donation of the William Margulies Yiddish Library 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). The library opening hours correspond to the Departmental Office opening hours. Please note that the Department does <u>not</u> offer a photocopying service. Students can use the photocopying facilities in the DMS Watson Library, located opposite Foster Court.

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. Some departmental events will be scheduled in this space. Check the noticeboards for details.

Student Common Room

The Common Room, located on the third floor of Foster Court, is shared with the Departments of Spanish and Latin American Studies, Italian and Dutch. Some departmental events will be scheduled in this space. Check the noticeboards for details.

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 Prof. Geller's absence, consult Professor Michael Berkowitz (room FC326, m.berkowitz@ucl.ac.uk). The office of the IJS is located in FC327, third floor, Foster Court. The IJS administrators are Ms. Frances Low and Ms. Sara Benlsaac. Telephone number: 020 7679 3520; e-mail: f.low@ucl.ac.uk and ijs@ucl.ac.uk; web: https://www.ucl.ac.uk/hebrew-jewish/homepage

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

Degree Programmes

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

- Hebrew and Jewish Studies (Classical, Medieval, Modern Hebrew and optionally additional languages, e.g. Aramaic, Syriac, Ugaritic, Yiddish)
- Jewish History (with Hebrew)
- History (Central and East European) and Jewish Studies
- Jewish Studies

In addition, it is now 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. The Department of Hebrew and Jewish Studies is the admitting department for the degrees in 1) Hebrew and Jewish Studies; 2) Jewish History; 3) History (Central and East European) and Jewish Studies; and 4) Jewish Studies.

All the degree programmes are four years in length, except for the degree programme in Jewish Studies (three years). All students, except for some who follow combined-studies degrees or the Jewish Studies degree programme in the Department, normally spend their third year at the Hebrew University in Jerusalem.

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.

Path through the Degree

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 a 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 students are required to take a four-part survey course (HEBR1001, HEBR1002, HEBR1003 and HEBR1004) which provides an overview of Jewish history from Antiquity to the present. Combined-degree students are required to take two of the four segments (HEBR1003 and HEBR1004). 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 Jewish History must successfully complete at least three units of language courses, reaching the level of HEBR7302 Modern Hebrew – Lower Intermediate. Students pursing a BA in Hebrew and Jewish Studies must successfully complete a minimum of five units of language courses, reaching the level of HEBR7303 Modern Hebrew – Higher Intermediate. In addition, from the second year on, all students must take at least one 0.5 unit of a text-based course every year. Combined-degree students must study language units as prescribed by their degree regulations. The first year of study, therefore, is shaped entirely by required history and language units.

After the first year, students are allowed to make their own choices from among 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.

Certain courses listed in the departmental prospectus are offered only intermittently, on a rotating basis. Students are invited to request, through the SSCC, that any one of these courses be offered during their stay in the Department.

The degree course normally takes four years (except for the 3 year BA Jewish Studies), of which the third is spent at the Hebrew University of Jerusalem. 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. In order to proceed to the third year, normally spent in Jerusalem, students must have passed a minimum total of seven course-units. Courses taken in Jerusalem count directly towards the degree classification and are ascribed course-unit values. Students 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 have passed a minimum total of 10.5 course-units.

The Year Abroad

BA students in the Hebrew and Jewish Studies or Jewish History degrees normally spend the 3rd year of their course at the Hebrew University in Jerusalem, where they are enrolled in the One Year Programme of the Rothberg International School*. A Year Abroad Guide is distributed to all second-year students going on the Year Abroad. It also details procedures through which, under exceptional circumstances, students may seek exemption from the Year 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. For further details, contact Dr Willem Smelik (willem.smelik@ucl.ac.uk).

*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.

Yearly Objectives

The Department has established a number of objectives for students in each year of the degree programme.

First Year Students will acquire a good Hebrew language base, and a good general familiarity and understanding of Jewish history and culture. They will acquire study, research and writing skills. They will also acquire computer skills.

Second Year Students will continue to strengthen their language skills and begin to identify areas of special interest. They will prepare for their year abroad. They will increase their computer skills, especially the ability to use Hebrew-character software.

Third Year Students on the BA in Jewish History or Hebrew and Jewish Studies will spend the year in Jerusalem, strengthening their language skills and developing areas of interest, making use of the rich academic resources of the Hebrew University. Combined Studies students will strengthen their language skills and study more fully the regions of their main interest. In preparation for their final year, all third year students should ensure that they meet all requirements for their specific type of degree.

Fourth Year Students will fully use their language and research skills. They are encouraged to prepare a Final Year Dissertation under the supervision of a designated member of staff. They should prepare a Curriculum vitae and use the resources of the UCL Careers Service. Website: www.ucl.ac.uk/careers.

Personal Transferable Skills

Personal Transferable Skills are acquired skills that are generic rather than specific to a particular course of study. Thus, learning to speak Hebrew is a specific skill, while using the skills developed in learning Hebrew to learn another language is a Personal Transferable Skill. Likewise, any essay assignment in history provides students with a number of Personal Transferable Skills, i.e., 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 writing of assignments.

Teaching and Assessment

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 work in class throughout the academic year (although elementary language course-units are usually taught in five weekly class hours). In addition, students will need to devote time to private reading, essay preparation and writing up. Consequently, their annual work load for each course-unit will be in the region of 200 hours. A half course-unit would usually entail half the workload of a whole unit.

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 <u>MUST</u> be handed in on a regular basis and <u>not</u> at the end of the year.

Students must obtain bibliographies/syllabi prior to the first class of every course. These are available from the departmental website (https://www.ucl.ac.uk/hebrew-jewish/studentresources). They will provide full details about the course, including requirements and essay deadlines.

It is departmental policy that all essays handed in on time are returned to the students within a fortnight, with a mark, together with comments from the first marker and, if possible, also from the second marker.

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.

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 their Personal Tutor. Students should consult either their lecturer or their Personal Tutor as soon as they encounter any difficulties in a course.

Coursework

Essays

Student essays 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.

During the summer period, students will be able to download from the departmental website the bibliographies, lists of essay topics, and essay submission deadlines for each one of the courses on offer in the coming year. All students must obtain this material prior to the first meeting of each course. If, for some reason, it is not available on the website, they should contact the lecturer responsible for the course.

Students should begin preparation work for their essays 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.

At least one tutorial, where the lecturer analyses and critiques student essays, either in a group or on an individual basis, will be held in every course.

Plagiarism

PLAGIARISM IS THE REPRODUCTION OF THE IDEAS OR WORDS OF OTHERS WITHOUT ACKNOWLEDGEMENT. IT CONSTITUTES GROUNDS FOR FAILURE IN AN ESSAY.

Please note that UCL has implemented a sophisticated detection system called "Turn-It-In", 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.

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.

Submission of Coursework

All coursework (other than language exercises) 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 How To... Guide** (available from the departmental website). Any piece of work which does not conform to these standards may be refused or marked down.

IMPORTANT UPDATE 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 now "blind-marked", namely, they are identified by Candidate Number only, not by name. Your Candidate Number will change at the beginning of each academic year, so MAKE SURE YOU CHECK YOUR RECORD AND FIND YOUR CURRENT CANDIDATE NUMBER by logging into PORTICO and accessing the Student Academic Details container.

To submit essays:

- A copy of the departmental Essay Cover Sheet must be attached to one copy of the essay (with a paper clip). This sheet will be kept in the Departmental Office. If you want a receipt to prove that you have submitted 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 be provided with the following information: Candidate Number, Essay Title, Essay Number (1st, 2nd, etc.), Course Code and Title, Lecturer's Name.

DO NOT ADD YOUR OWN NAME TO THIS PAGE.

Anonymity requires that the 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 as a record of the mark in the student's personal essay file 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 handed in on time are returned within a fortnight, with a mark, and with comments from the first marker and, if possible, from the second marker. At least one tutorial will be held for every course, where the lecturer analyses and critiques student essays, either in a group or on an individual basis.

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, 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.

Updated information from Faculty of Arts & Humanities

Being 'Complete' in a Module

At UCL there is an important difference between *failing* a module – even if a module has been irredeemably failed after both the first and the second attempts – and being *'incomplete'* in the assessment for a module: it is possible to fail a module permanently, while nevertheless 'completing' it. The difference can be very significant.

In order to be 'complete' in a module, students must have been academically assessed in all of the examined elements relating to the module on at least the first or the second attempt. In other words, the student must have seriously attempted all relevant assessment at least once, instead of being absent and/or failing to submit work. Merely attending an examination without making a credible attempt that can be academically assessed or submitting empty pages or negligible work that cannot be academically assessed does *not* complete the assessment.

Completing all modules, even if some modules may have been failed, is very important: In order to progress from year 2 to year 3 a student must be complete in all year 1 modules; in order to progress from year 3 to year 4 a student must be complete in all year 2 modules. If students become permanently 'incomplete' in a module, they may therefore no longer be able to progress and will have to leave UCL. Final-year students who become 'incomplete' in a module by failing to attempt a re-sit after already having failed to complete all elements of assessment on the first attempt will no longer qualify for a classified honours degree and may only qualify for an unclassified ordinary degree.

It is therefore particularly important not to miss assessment by failing to submit work or being absent from examination; and it is imperative not to do so on a second attempt if the assessment for the module has remained incomplete after the first attempt. Further details and the formal regulations can be found in paragraph 2.10.1 of UCL's *Academic Regulations for Students: Undergraduate Programmes*, Section 2: *General Regulations* at http://www.ucl.ac.uk/ras/acd_regs.

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.

The last possible deadline for coursework submission in the Department is Friday 3 May 2013. Under no circumstances will students' coursework be accepted for assessment beyond that date!

Penalties for overlength essays and dissertations

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,

<u>including dissertations</u>, are set out in Section 3.1.7 of the <u>Examinations Regulations</u>. 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.

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).

Final Year Dissertation

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 their Personal Tutor, Dr Lily Kahn, that they wish to enrol in the Final Year Dissertation course unit. Dr Kahn, in consultation with each student, will suggest one or two members of staff who might be able to supervise the FYD. By 15 November 2012, 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 Friday 3 May 2013. 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.

Marking Scheme and Final Assessment

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

70% and above	Excellent
60-69%	Very good
50-59%	Good
40-49%	Adequate
39% and under	Fail

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 on a list posted outside the Departmental Office. Students wishing to receive their results by post are invited to provide the office with a Stamped Addressed Envelope (SAE) and a letter clearly stating the courses they have taken.

Degree classes may be interpreted as follows:

First	Excellent
Upper Second (Iii)	Very good
Lower Second (IIii)	Good
Third (III)	Adequate

Marking Guidelines

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', Ili or 2:1), Lower Second (Ilii 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. Included also are general guidelines as to what characterises work within each degree class mark.

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

Extenuating Circumstances

Any unexpected circumstances likely to affect a student's exam performance, such as sudden illness or serious family emergency (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), must be reported to the departmental Chair of the 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 will be considered in strict confidence and, if approved, will be taken into account when determining final marks.

Part 3: UCL Policies and Services

PORTICO: The UCL Student Information Service

UCL operates the electronic tool known as **PORTICO – The UCL Student Information Service**. Access to PORTICO is available to everyone across UCL – staff and students alike – via the web portal https://www.ucl.ac.uk/portico. You will need to logon using your UCL userid and password, which are issued to you once you have enrolled. These are the same as the ones used for accessing UCL restricted web pages, UCL email and the Windows Terminal Service (WTS). If you do not know them, you should contact the IS Helpdesk as soon as possible (http://www.ucl.ac.uk/isd/common/helpdesk). Please remember that passwords automatically expire after 150 days, unless they have been changed. Warnings are sent to your UCL email address during a 30 day period prior to your password being reset. You can change your password on the web at any time, at https://myaccount.ucl.ac.uk/.

All students can take ownership of their personal data by logging on to PORTICO. In PORTICO you can:

- edit your personal data, e.g. update your home and term addresses, contact numbers and other elements of your personal details;
- complete online module registration i.e. select the modules you would like to study, in accordance with the rules for your programme of study (subject to formal approval & sign off by the relevant teaching department and your parent department);
- view data about courses/modules i.e. information on courses/modules available either in your home department or elsewhere - to help you choose your optional modules / electives.
- view your own examination results online.

Online Student Support Group

The objective of the online group is for students to offer peer support to other students. There are a discussion board and information pages containing helpful advice about common student problems. You may come across students who find it helpful to discuss such problems with their peers. Once you have registered for the group you can log on and anonymously discuss any issues that may be troubling you. There are also advice pages with practical suggestions on how to address issues that are often of concern to students. Areas covered include anxiety, loneliness, issues around sexuality, coping with exams, procrastination, and many others. There is also a 'sources of support' web page with details of where you can find further help if you feel you need it. There is now a specific information page and discussion board for lesbian, gay and bisexual students or those questioning their sexuality.

Website address: http://www.ucl.ac.uk/support-pages/

UCL Transition Programme

UCL has established and developed a Transition Programme for the first term of each academic year, to help new students settle in to university life. The programme involves talks about essential aspects of living in London and being at UCL, as well as assigning a 'Transition Mentor' to each new student. 'Transition Mentors' meet the students once a week and are available for queries, as well as leading a Peer Assisted Learning group in the second half of the term. For 2012/13, the HJS 'Transition Mentors' are Jemima Loveys and tbc. First Year Students will be introduced to the 'Transition Mentors' during Induction Week. Further information on the UCL Transition Programme can be found at http://www.ucl.ac.uk/transition/

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 I.kahn-zajtmann@ucl.ac.uk

Useful website addresses:

- Student harassment website: http://www.uclunion.org/get-advice/anti-harassment.php
- 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.

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 Coordinator, 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/disability; Website: http://www.ucl.ac.uk/disability; Website: http://www.ucl.ac.uk/disability; 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

^{*}The DSO is Ms. Kahn-Zajtmann.

^{**}The FEM is Ms Lia Kahn-Zajtmann

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.)

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 Eighth Day of Assembly) Monday 8 October 2012

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

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.