



UCL

**HISTORY DEPARTMENT
UNDERGRADUATE
HANDBOOK**

2012/13

PLEASE READ AND RETAIN FOR FUTURE REFERENCE

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Student Agreement: What We Expect from You

- Read this handbook carefully.
- Read your UCL e-mails and check your pigeon-hole at least three times each week. Student pigeon-holes are in the Undergraduate Common Room in the basement of 24 Gordon Square. Staff pigeon-holes are located in the Departmental Reception.
- Check the on-line undergraduate noticeboard regularly for important information (www.ucl.ac.uk/history/undergraduate). You can also find essential information for undergraduates, including term dates, courses running and degree requirements here.
- Departmental notices will also be posted on the main noticeboards located in the corridor outside Room G06 in 25 Gordon Square.
- You are encouraged to sign up to the Department's social media pages, including Facebook, Twitter and Pinterest.
- Keep your contact details up to date via the online student information service, Portico. This includes your current address and phone number, Key Skills and HEAR data. Contact the Undergraduate Administrator if you are unsure on how to do this.
- Set aside at least 40 hours each week for academic work. Do regular reading for each class, and come to class prepared to speak.
- Attend all classes and lectures.
- Know your essay deadlines and meet them.
- Remember to see your Personal Tutor on Tutorial Days.
- If you have a problem, speak to someone about it: your Personal Tutor, your teacher, your Course Tutor or the Departmental Tutor. We cannot promise that we can solve your problem, but we will do our best to help you.

About the Department

Contact Information for the History Department

Postal Address:

History Department
University College London
Gower Street
London WC1E 6BT

Street Address:

23-26 Gordon Square

Reception: Room G.04a, 24 Gordon Square

Opening hours:	Morning	Afternoon
Monday	10 – 1	2 – 4
Tuesday	10 – 1	2 – 4
Wednesday	10 – 1	CLOSED
Thursday	10 – 1	2 – 4
Friday	10 – 1	CLOSED

Telephone: 020 7679 1340

Fax: 020 7679 1575

Email: history.office@ucl.ac.uk

Academic Office: Room G.04, 24 Gordon Square

Opening hours: Monday to Friday, 10-1 and 2-4pm, or by appointment.

Undergraduate Administrator: Marlene Cox

Telephone: 020 7679 1348

Email: marlene.cox@ucl.ac.uk

Contacts for Undergraduate Students

A current list of members of the department is online at:

<https://www.ucl.ac.uk/history/undergraduate/ug-contact-list>

Receptionists

Contact for general enquiries, Moodle and Turn-it-in submission issues, and if you are unable to attend a class due to illness (along with your course tutor).

Departmental Tutor

Responsible for the progression of all undergraduate students in the department. Contact if you are having problems affecting your studies, would like to change your course registration after the first week of classes or are having difficulties with your degree programme, as well as any grievances or complaints you would not like to discuss with your course tutor or personal tutor.

Undergraduate Administrator

First point of contact for any current undergraduate enquiries, including forms, coursework submission, examination registration, course registration, extenuating circumstances.

<i>Chair of Board of Examiners in History</i>	Responsible for extenuating circumstances and any other exams-related procedures, including the Board of Examiners meeting at the end of the examination session.
<i>Departmental Administrator</i>	Manager of admin team and first point of contact for finance, data protection and freedom of information enquiries, as well as grant applications.
<i>Executive Assistant and Communications Officer</i>	Contact for alumni, events and social media queries
<i>Postgraduate Administrator</i>	Contact for current and prospective postgraduate students.
<i>Admissions Administrator</i>	First point of contact for prospective undergraduate students as well as Affiliate and Erasmus students studying at UCL.
<i>Head of Department</i>	Director, represents the department in UCL and beyond.

Course Tutors:

<i>BA History with a European Language</i>	Professor Axel Körner
<i>BA History with a Year Abroad</i>	Dr Sarah Snyder
<i>BA Ancient History & Egyptology</i>	Dr Mark Weeden
<i>Affiliate/Erasmus Student Tutor</i>	Dr Thomas Rath

Finding Your Way Around

The department can seem confusing at first. It may help to remember that it occupies four houses (23-26 Gordon Square). It is only possible to walk straight through from no. 23 to no. 26 on the second and third floors. The main entrance provides access to numbers 24 and 25 at ground-floor level. To access some rooms in numbers 23 and 26 you may need to enter via the basement of the house in question or go up to the second floor and then across and back down to the first floor. The student common room in the basement of 24 Gordon Square has access to both 23 and 24 Gordon Square. There is a plan of the department at the end of this handbook.

Staff Office Hours

All members of staff will have an office hour when they are available to students. Details will be posted on their office doors and on their page on the website. Staff do not usually hold office hours during vacations.

Departmental Calendar and Term Dates

An annual calendar for undergraduate students listing important dates and deadlines in on the departmental website at <http://www.ucl.ac.uk/history/undergraduate/calendar>

Term dates can be found under <http://www.ucl.ac.uk/staff/term-dates/>

Staff-Student Consultative Committee

The Staff-Student Consultative Committee meets twice a year. There is a representative for BA History (each year group), BA Ancient History, four-year degrees, Affiliate students and postgraduate students. Elections are held beginning in the first term; details of the representatives and copies of minutes will be posted on the notice board and on the departmental website at http://www.ucl.ac.uk/history/undergraduate/sscc_folder

SSCC representatives are also nominated to be UCL Union Student Academic Representatives, or StARS. Further information on the StARS scheme is online: <http://ucl.ac.uk/services/representation/student-academic-representatives-stars>

The Staff-Student Consultative Committee appoints student representatives to attend Departmental Meetings, the Consultative and Teaching Committee and the Departmental Library Committee.

If there is a matter which you wish to raise, contact your student representative before the meeting. Dates of the meetings are in the Departmental Calendar on the UCL History website at <http://www.ucl.ac.uk/history/undergraduate/calendar>.

Student Feedback

Towards the end of each course unit you will be given a questionnaire to complete anonymously. The questionnaires are returned to the Head of Department to consider and comment on. The forms and those comments are then passed on to the teacher of the course to consider. At the end of each year, and of your degree programme, you will be asked to complete a more general questionnaire about your experiences. Responses to questionnaires are taken seriously and are used to develop courses and improve students' experiences. Details of student feedback are then included in the Department's Annual Monitoring Report, which is discussed by the Staff-Student Consultative Committee and the Consultative and Teaching Committee.

Grievances and Complaints

If you feel that you have a grievance or complaint, you should discuss it with your Personal Tutor, Course Tutor or the Departmental Tutor in the first instance. For details of formal grievance procedures see http://www.ucl.ac.uk/current-students/guidelines/your_rights/grievance

History Society and Ancient History Societies

There are two student societies in the department, the History Society and the Ancient History Society. See the departmental website for details of committee members and forthcoming events. You can contact the societies via the pigeonholes in the undergraduate common room. Both societies also have groups set up on Facebook.

Student Facilities

Undergraduate Common Room

The undergraduate common room in the basement of 24 Gordon Square contains pigeonholes for your mail and notice boards for general notices of events etc. There are also basic kitchen facilities and a computer for checking email.

Photocopiers

Card operated photocopiers are available in the Library and the photocopying room off the walkway between South Junction and Lower Refectory.

Computers

The College provides a system of networked computer cluster rooms at various locations in College, including room 203 in the History Department, which is open Monday to Friday, 9-5. A map showing all the public cluster rooms and details of the machines provided and opening hours can also be found on the Information Systems website:

www.ucl.ac.uk/isd/students/workrooms/locations

Students are given a free printing allowance of £12 per academic year, equivalent to c.80 pages per term. See www.ucl.ac.uk/isd/students/workrooms/printing for further details.

For assistance on computing matters, please contact the ISD Service Desk at servicedesk@ucl.ac.uk or in person in the DMS Watson building, or visit the ISD website at <http://www.ucl.ac.uk/isd>

Training in various computer packages is available. See www.ucl.ac.uk/isd/students/training.

Portico: The UCL Student Information Service

Portico is UCL's student information service. Access to Portico is available to everyone across UCL via the web portal (www.ucl.ac.uk/portico). You will need to log on using your UCL user ID and password, which are issued to you when you enrol. 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 ISD Service Desk as soon as possible:

http://www.ucl.ac.uk/isd/students/connections/passwords/faq/forgotten_password

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.

On Portico, you can:

- edit your own personal data
- complete online module registration
- view data about courses/modules
- view your own examination results online
- update your Key Skills information
- monitor your HEAR data

Key Skills

On Portico, you will also have the opportunity to manage a description of your 'Key Skills', extra-curricular skills which will increase your employability at the end of your degree.

Further information on building Key Skills into your programme at UCL is available online: <http://www.ucl.ac.uk/keyskills>

HEAR data

Your Portico record and final transcript will also reflect your involvement in any relevant extracurricular activities which can be monitored by the History Department or the UCL Student Union. These include officeholder in the History or Ancient History Society, sessional prizes and UCAS Open Day Ambassador. Your HEAR data will be automatically updated annually by the Undergraduate Administrator. Please contact them with any questions regarding your record.

Transcripts

Formal transcripts are available from the Registry. Details on how to obtain a transcript are available online: http://www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts

Hardship Funds/Access Fund

The College has an allocation of money for the provision of assistance to full-time UK students experiencing financial difficulties. In addition, thanks to the generosity of the History Alumnus Association, the department has a fund for making small grants to students in cases of hardship. Details of both schemes are available from the Undergraduate Administrator or the Departmental Tutor.

Travel Funds

The department has two funds, which provide grants to students to enable them to make study trips abroad.

The Sir William Meyer Fund offers a small number of Travelling Studentships worth a minimum of £150 to undergraduates for travel in order to undertake research for long essays in topics related to European History or the History of India. Apply in writing on one side of A4 to the Head of Department by the deadline, 31 January 2013. Please note that email applications will not be accepted.

The Ancient Near East Travel Fund makes available sums of up to £400 to support programmes of study travel relating to the study of the Ancient Near East. Applications should be made in writing to the Head of Department and should include a statement of the intended programme and costs. The deadline is 31 January 2013. Successful applicants will be expected to submit a report when they return. Please note that email applications will not be accepted.

For details of the College's Expeditions and Travel Fund see www.ucl.ac.uk/expeditions.

Health and Safety Information

The Health and Safety Officer is Emma Patten, who is based in the Academic Office (room G04, ext. 37124).

Accident Reporting

Anyone suffering or observing an accident in the Department should report it to the Departmental Safety Officer and obtain an accident report form. The completed form should be returned to the Departmental Safety Officer for forwarding to the College Safety Office. Serious accidents should be reported immediately to the Safety Office (ext. 28850).

Emergency Situations

In all emergencies, phone 222.

Fire Safety and Emergency Evacuation

If you discover a fire, phone 222 and sound the fire alarm.

Evacuate the department via the fire escapes.

Assemble in the South Quadrangle (to the rear of the History department building).

If the fire alarm sounds, evacuate the department via the fire escapes and assemble in the South Quadrangle. Do not block the exits from the building.

First Aid

The Department's First Aider is Joanna Fryer (Academic Office, ext.37125). Please contact her if first aid is needed. Outside of office hours, you should approach UCH Accident and Emergency Department.

In the event of a major injury, phone 222 from any UCL phone, state your location and telephone number and give details of the accident. Obtain assistance from nearest First Aider.

First Aid boxes are situated in the Academic Office and directly outside the Academic Office (in 24 Gordon Square).

Smoking

Smoking is not permitted anywhere in the Department or on the landing outside the main entrance at any time. This includes the common rooms and Room G.09 during social functions.

Mobile Phones

The use of mobile phones is permitted in the Common Room only.

Security

Do not leave personal belongings unattended. UCL does not accept responsibility for loss of students' personal property. Enquiries regarding lost property should be made at the Customer Services Centre, on the ground floor of Foster Court.

UCL's location makes it very difficult to prevent entirely the access of unauthorized people to College premises. If you see anyone acting suspiciously, please inform either the office staff, or the Security Office (ext. 37111).

UCL's 'Green' Policy

Please try to help us meet our target of reducing our carbon emissions by 10% by the year 2013. Read UCL's Carbon Management Plan at www.ucl.ac.uk/youhavethepower/.

Recycling

As the majority of waste that we generate can be recycled, UCL recently implemented a new waste management strategy that emphasises recycling. Non-recyclable wastes such as food, waxed paper and polystyrene must be put into bins with black bin liners. This goes to landfill. Waste that can be recycled – paper, card, glass, cans and most plastic – must be put into bins that have clear bin liners.

Energy Efficiency

Energy efficient lighting has been installed in many rooms across UCL. Please don't turn lights on unless you really need to and always remember to switch them off when you have finished using a room. Please turn radiators down before opening windows and remember to close windows when you leave a room.

Paper

UCL's policy is now to use recycled paper for all UCL business, and departments being encouraged to expand this to include other stationery items. In addition, the Internet and e-mail are being used more frequently to convey information rather than hard copies of documents being provided. Please try to save paper by printing only when necessary and by printing/photocopying documents double-sided where possible.

Each UCL Department has designated 'Green Champions'. The History Department's Green Champion is Dr Sarah Snyder. Please feel free to get in touch with her if you have any comments or queries on these issues.

Data Protection

You will be given a form to complete regarding data protection during the first week of term, or you can pick one up from the Academic Office. With reference to the Data Protection Act (1998), you should note the following:

Photographs/Videos

- Your photograph will be made available via Portico to members of staff.

- We may wish to display photographs/videos of departmental activities for publicity purposes.
- The UCL Development Office may wish to use your photograph in a UCL publication, e.g. as a news item or to publicise a future event.

Contact Details

- Students' UCL email addresses are publicly available in the UCL online Directory.
- Other contact details held by the Department or in Portico are available only to members of UCL staff and will not be disclosed to anyone else without your permission.
- The Department may wish to publish student names and UCL email addresses on its website – e.g. those of the members of the Staff-Student Consultative Committee.

E-Learning

Any records generated when you access e-learning resources, such as Moodle, are subject to the Data Protection Act.

Academic procedures

- Marked written work will be returned to you in person. Essays not collected by the end of the year will be disposed of confidentially.
- Degree Results will be displayed, by student or candidate number only, on the notice board. You will receive your individual examination marks in a final transcript from the Examinations section of the Registry.

References

- The Department will confirm your student status to outside agencies, such as landlords.
- If you wish your tutor to provide references for a prospective employer, please ask permission before giving their name.

If you have any concerns about the use of your personal information by the Department or UCL, please contact the Undergraduate Administrator in the first instance.

Your Degree

Aims and Objectives of History Degrees

The general aims and objectives of all degree programmes in the department are set out below.

1. To develop students' interest in, and to promote their study of, the past.
2. To promote historical (subject specific) skills including:
 - a) the understanding of cultural, social, political, economic, intellectual and religious changes in the past, and their relation to the historical context of the period under study
 - b) the effective presentation of complex data to demonstrate an understanding of historical problems and debates
 - c) the evaluation and assessment of
 - i) source material for particular topics, and
 - ii) the use made of them in the construction of historical argument
 - d) the analysis of different views of, and approaches to, the past and the relationship between earlier historians' views and their own historical experience and outlook.
3. To promote transferable personal and intellectual skills of:
 - a) analysing evidence qualitatively and quantitatively
 - b) examining arguments critically
 - c) defining and defending an independent point of view in argument
 - d) communicating and presenting ideas orally and in writing
 - e) participating constructively in the work of a group
 - f) time-management and working to strict deadlines
4. To extend students' general intellectual development by improving:
 - a) their comprehension of their own and others' cultures
 - b) their sense of proportion about current issues and problems
 - c) their ability to recognise and question prejudice and to challenge orthodox views and socially accepted assumptions
 - d) their readiness to assume responsible roles in society and to maintain and develop their own intellectual and cultural activity

Degree Syllabus

For detailed information about the courses you are required to take for each degree programme, please see the History Department website at:

http://www.ucl.ac.uk/history/undergraduate/current-undergraduates/your_degree/academic_regs

Please read both the Local Rules and Syllabus Information carefully.

Course Types

Undergraduate courses at UCL are given a weighted value from 0.5 to 2 units. Full-time students normally take 4 units each year.

The History Department offers various types of course, differing in subject matter and method of teaching. Together they contribute to meeting the aims and objectives outlined above. For each degree programme, there are a certain number of compulsory courses.

Introductory Courses

Introductory courses are taken by first-year students. The History Department runs three introductory courses:

HIST1001: From the Ancient Near East to the Twenty-First Century

HIST1004: Ancient and Medieval History

HIST1002: Concepts, Categories and the Practice of History

HIST1001 introduces students to the chronological, geographical and thematic range of History taught in the department. It is taught by twice-weekly lectures and has four sections: Ancient, Medieval, Early Modern and Modern. Students must pass each of the four sections in order to pass the course overall.

HIST1004 is, in effect, the first half of HIST1001. Students take only the Ancient and Medieval sections and must pass both of these in order to pass the course.

HIST1002 introduces students to key concepts and issues related to the theory and practice of History. It is taught by weekly lectures and seminars and is assessed by one essay (25%) and an examination (75%).

For degrees where these courses are compulsory, students must normally pass them in order to enter the final year. There are further details about undergraduate degree requirements and syllabi on the History Department website.

Full-Year Courses

Full-year courses are available to students in all years and are worth one course unit. Some will provide an overview of a large geographical region and/or a long time span, while others cover a particular historical theme in more detail. These courses are taught over two terms by lectures and discussion classes, or by seminars. Discussion classes and seminars are normally based on groups of about 15 students, however large the lecture group may be.

Assessment for full-year courses is by two coursework essays of c.2,500 words each (25%) and one three-hour examination (75%). In addition, course teachers may require students to make other contributions, such as additional pieces of unassessed written work or oral presentations.

Students may opt to take a full-year course in another College in their second and/or final year. See www.history.ac.uk/syllabus/intercollegiate-courses for details.

HIST2902: Second-year Long Essay

This is an extended essay (7,500 words) which is written in the second year on a topic related to a full-year UCL History course taken in the same year. It is designed to develop students' capacity to work independently and to use primary and secondary sources in the construction of a historical argument. This unit is a key element of students' progression and invaluable preparation for the final year.

Special Subject Courses

All single honours students take a Special Subject in their final year. Special Subjects are worth two course units and examine a historical topic in detail using primary as well as secondary sources. They are taught in seminar classes over two terms. There may be a preliminary meeting during the summer term of the previous academic year and students are often expected to undertake some preparatory reading during the summer vacation.

Special Subjects are normally assessed by one 3-hour examination and one long essay of 10,000 words. Additional unassessed coursework and/or student presentations may also be required. Joint honours students may have the opportunity to take a Special Subject for two units or for one unit (examination only), depending on the regulations of their degree programme.

Special Subjects are also available at other Colleges. Only courses listed as 'Group 3' courses in the departmental or University of London literature count as Special Subjects for the purpose of the degree regulations.

Half-year Courses

Half-year courses are not normally available to first-year students. They are one-term seminar courses, worth half a course unit, covering a diverse range of periods, regions and historical approaches. Half-year courses are assessed either by two coursework essays or by one essay and a 1.5-hour examination.

Free-standing 10,000-word Essay (HIST9901)

In certain circumstances, a final-year student may be allowed to write a 10,000 word free-standing essay as one course unit. This can only be done in addition to, and not instead of, a Special Subject dissertation. Students wishing to take this option should return an application form (available from the Academic Office), with an outline of the proposed project, to the Departmental Tutor by the start of the preceding summer term.

Applications will only be considered from students who have a majority of marks of at least upper-second class standard on units already taken. The topic of the essay must not overlap significantly with any other course taken by the student.

Course Choices

All students' course choices are subject to tutorial approval. First-year students choose courses during Induction Week. Continuing students choose their courses for the following year at the end of February when details of courses expected to be available will be circulated. Second- and final-year students may choose courses at other colleges. An up-to-date list of approved intercollegiate courses expected to run in the next academic year will be circulated in February. Further details can be found at www.history.ac.uk/syllabus/intercollegiate-courses. Please note that it is not possible for students to take courses at LSE or Birkbeck owing to the incompatibility of their term and examination dates. Students are also advised that marks for courses in the Languages & Cultures Faculty at SOAS are often received after the end of the UCL summer term.

Each year, teachers write a report on each of the courses that they have taught. This report takes into account the feedback received from students throughout the year and in their course evaluation forms.

It is also possible for students to take up to one course unit per year in another UCL Department. Students interested in doing this should check availability and the registration procedure with the department concerned. Information on courses outside the department can be found on Portico or on individual departments' webpages. Please note that students are not permitted to take a 'First' level course (as defined on Portico) in their final year.

Students will not normally be permitted to join a course more than three weeks after it has begun.

No student will be allowed to change their courses without the permission of the Departmental Tutor. If, once you have chosen your courses, you wish to make any change, please contact the Undergraduate Administrator.

Course details, including reading lists, will normally be distributed at the first lecture (or class, if there are no lectures). Unless arrangements have been made in advance, students are usually allocated to discussion classes at the first lecture.

Part-Time Students

Part-time students may take no more than 2 units in any one year and must take and pass at least 1.5 course units per year.

Part-time students must obtain the approval of the Departmental Tutor for their choice of course units, which will follow the syllabus for the relevant degree programme. In their first two years, part-time students will follow the syllabus for the first year of their degree programme; in their third and fourth years, they will follow the second- year syllabus; in their fifth and sixth years, they will follow the final-year syllabus.

Timetabling

The UCL Common Timetable is at www.ucl.ac.uk/timetable.

Courses, Assessment and Deadlines

Attendance and Workload

Students are expected to spend about 40 hours per week studying (including time spent in lectures, seminars and classes, private reading and writing essays). You are expected to attend all classes, seminars and lectures offered in connection with each course you are taking. Note that attendance does not mean your mere physical presence. It means doing the required reading and thinking for all the topics being considered, so that you can take an active part in any discussion. Learning through interaction with one's peers is a key life skill that will remain important throughout your career.

It is important to realise that your reading should not be restricted to topics on which you are writing an essay. You should spend the equivalent of a full working day on preparing for a particular class. How many pages of reading this represents has defied quantification so the number of hours rather than the number of pages is cited as a guideline. By being prepared to contribute to any topic being addressed in class, you will also better equip yourself to deal with the range of questions in the examination.

Please note that, in compliance with UCL regulations, the History Department requires that students attend all classes and seminars for their courses. The minimum level of attendance at classes and seminars is 70%. Attendance will be monitored and any absences must be justified by a valid, documented cause. Attendance is also compulsory for the Lecture Core Course (HIST1001), where students must attend at least 85% of the lectures.

Students whose work or levels of attendance are deemed unsatisfactory on a particular course unit are liable to be deregistered from it by the History Departmental Tutor. In this case, they would not be permitted to take the examination for the course and would receive no credit for any work that might have been done.

There is not usually teaching for History Department courses during Reading Weeks, although there are occasionally exceptions to this. Reading Weeks are not vacations, but part of term, and should be used to complete essays, undertake reading and prepare for the second half of term.

If you are taking any course outside the UCL History Department, you should make sure that you meet the attendance requirements and follow the assessment procedures of the department in which the course is taught. For courses taught at other Colleges, you should also be aware of the possibility of different term dates.

Submitting Assessed Essays: Deadlines, Procedures and Penalties

The following rules apply to all students taking UCL History courses.

Departmental Deadlines

Coursework deadlines are posted on the departmental website () and on course Moodle pages.

IF YOU ARE UNSURE ABOUT ANY OF THE OFFICIAL DEPARTMENTAL DEADLINES, PLEASE ASK ONE OF THE ADMINISTRATIVE STAFF.

Please note that course teachers cannot grant extensions to the final deadlines listed above. Extensions can only be granted by the Chair of the Board of Examiners on the recommendation of the Departmental Tutor. He is only likely to do so in cases of illness, for which you must provide medical certification, or bereavement.

Students wishing to apply for an extension should complete a form (available from the Academic Office) and make an appointment to see the Departmental Tutor, normally no later than the Friday before the deadline. After this date, it usually only bereavements and serious illnesses that occurred on the day of the deadline, or in the weekend before it, that can be considered valid grounds for an extension.

You should aim to get your essays in well before the deadlines listed above, not least because of delays caused by faults with transport, computers, printers, photocopiers etc. Do not expect everything to work smoothly. You are expected to plan accordingly.

Submission Procedures

You are required to submit an electronic copy and two hard copies of all your written work in the History Department. Please see the departmental website for detailed information on how to submit your work as well as penalties:

http://www.ucl.ac.uk/history/undergraduate/submission_procedure

Students with disabilities affecting their academic performance

Dyslexia

In order for a student to be recognized as dyslexic, a diagnosis must be made by the UCL Dyslexia Centre. All students who are, or think that they may be, dyslexic should therefore to be assessed as soon as possible by emailing dyslexia@ucl.ac.uk. The clinic's assessment will include recommendations for any special arrangements to be made for examinations. See the Centre's webpages for more information:

www.ucl.ac.uk/disability/services/dyslexia-centre.

Students for whom special arrangements on the grounds of dyslexia have been made in previous years at UCL will automatically be treated in such a way in the future.

Special Examination Arrangements for Students with Disabilities

Students applying for special exam arrangements on grounds of disability or specific learning difficulties can obtain an application form from the Disability Centre or from the Examinations Section in the Registry. Students are, in any case, advised to contact the Disability Centre as early as possible in the academic year to discuss their needs. All applications must be accompanied by evidence of disability or medical condition provided by a competent authority. Such authority would usually be your consultant or GP. Applications should be submitted as early as possible and no later than six weeks before your first examination.

Examinations and Other Assessment

In January, you will be asked to check all the courses for which you are entered (including those in other departments, or for which there is no written examination). It is your responsibility to make sure your record is correct and to inform the Undergraduate Administrator immediately if there are any errors or omissions. It may be difficult to sort out problems if you only discover that you are not correctly registered when the exam timetables are issued in March.

Your teachers should provide guidance on examination techniques. Please refer also to the Study Skills section of the History Department website. You should aim to practise the skills that will be tested in the examination, such as timed essays.

When you sit an examination, please bear in mind that, according to UCL regulations, 'Examiners attach great importance to legibility, accuracy and clearness of expression' and they are required to 'take account of a candidate's ability to express his/her knowledge in a clear, concise and scholarly fashion'. Handwriting must be clear and standards of spelling and grammar high. Please note that you must not resort to note form, abbreviated words or shorthand. We expect the same standards for any work you undertake in the department.

Past examination papers are available for consultation in the library and on the web at www.ucl.ac.uk/Library/exam.shtml. (N.B. You will need to enter your UCL information systems user ID and password to access the exam papers on the web.)

Illness during the Exam Period

If you are ill during the examination period, you are advised to obtain a medical certificate and also to inform the Undergraduate Administrator or Departmental Tutor as soon as possible. If necessary, arrangements can be made for such candidates to sit an examination away from the main exam hall.

If you are ill on the day of an examination, you must contact the Undergraduate Administrator (or another member of the administrative staff) as soon as possible. You will be advised about the options available to you.

Extenuating Circumstances

If, at any point during the year, circumstances arise which you feel might affect your academic performance, you are strongly encouraged to contact the Departmental Tutor or any other member of staff with whom you feel comfortable. Please be assured that any information you disclose will be treated in the strictest possible confidence.

If you feel that illness or any other extenuating circumstances have affected your performance in an examination, documentary evidence must be submitted within 7 days of the date of that examination. Please collect a form from the Academic Office. Circumstances that have already been brought to the attention of the Board of Examiners and for which allowance has already been made (e.g. extra time because of dyslexia, extension of deadline for coursework) should not be notified in this way.

Where a first or second year student misses an examination, '*deferred*' assessment may be granted by the College Authorities. This is normally in the same format as the

assessment that was missed and is undertaken over the summer, usually in late July or early August.

What happens if I do not complete or fail a course?

Under UCL regulations, students are normally permitted no more than two attempts at the assessment of any course unit. Marks for resit/repeat attempts are not automatically capped.

Please note that you cannot choose to resit a course you have already passed in order to improve your mark.

The consequences of not completing or failing a course depend on the circumstances.

There are three different reasons why you might not obtain a pass for a course:

- Failure to complete one or more elements of assessment
- Failure to pass one or more elements of assessment.
- Deregistration

1. Failure to complete one or more elements of assessment

If your attendance at the course is satisfactory, but you do not complete one or more components of assessment (e.g. you only submit one of two required essays, or you miss the exam for no good reason), your result will be *'incomplete'*. This has serious implications for your degree as, in order to be eligible for an honours degree, you are required to 'complete' 12 units (16 for 4-year programmes with a year abroad).

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, you 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, you 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 you must be *complete* in all year 1 modules; in order to progress from year 3 to year 4 (for four-year degrees), you must be complete in all year 2 modules. This means that you will need to re-sit the module during your year abroad. If you become permanently *'incomplete'* in a module, you 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

If you are '*incomplete*' then you will be required to complete the missing components of assessment at the next opportunity. You do not need to re-attend the course, or to resit/resubmit components of assessment that you have already passed. For example, if you passed the exam but did not submit your coursework essays, you would not need to resit the exam. Portico should automatically re-enter you for the components that you need to complete. In cases of re-sits the best of the two attempts will count as the final mark.

2. Failure to pass one or more elements of assessment

In order to *pass* a course, you need to obtain an overall mark of 40 or more for each component of assessment. In the History Department, the overall coursework mark and the exam mark each count as one component. A mark below 40 for one or more exam questions or for a coursework essay will not necessarily result in the failure of the component as long as the average of that component is 40 or more.

Failure to *pass* a course is not necessarily as serious as failure to *complete* it. In order to be eligible for an honours degree, students are required to pass only 11 of the 12 course units (14.5 out of 16 units for 4 year degrees involving a year abroad). However, please bear in mind that you must pass all compulsory units in order to be eligible for the named degree for which you are registered. Please refer to the regulations for your degree programme, which can be found under 'Handbooks' at www.ucl.ac.uk/history/current_students/undergraduates.

If you *fail* a course, you have the opportunity to *resit* the component(s) that you failed. You do not need to re-attend the course, or to resit/resubmit components of assessment that you have already passed. For example, if you passed the coursework component but not the exam, you would not need to resubmit the coursework. Portico should automatically re-enter you for the component(s) that you need to resit.

If your overall mark for a course is between 35 and 39 and you are a first or second year student, you will be given the opportunity to complete supplementary work over the summer in order to increase your mark for the course overall to the minimum pass mark of 40. This is known as '*referred*' assessment. Referred assessment counts as part of your first attempt at a course and, if you pass the work that is set, the result that will appear on your transcript is a pass with a mark of 40.

Referred assessment is optional. If you choose not to undertake it, or if you fail the work that is set, the normal procedures for resitting the course apply.

3. Deregistration

If your attendance or work for any course is deemed unsatisfactory by the teaching department of the course, you may be deregistered from it. The implications of this are serious as, in order to be eligible for an honours degree, you are required to *complete* 12 units (16 for 4-year programmes with a year abroad). If your attendance is unsatisfactory, you will be given a formal written warning (by letter or email) in time for you to rectify the situation.

If your attendance does not improve and you are deregistered from the course, you will need to *repeat* the course (attending regularly) in the following academic year. Provided that you need to repeat no more than one course unit, you will be normally be able to do so in addition to the four units that you would be expected to take. If the course in question is not available the following year, with the approval of the Departmental Tutor, you may be able to substitute it with another course.

You should also be aware that, if you are deregistered from a course, you might not have sufficient units to progress to the next year of study. In this case, in the following academic year, you would normally need to register as a part-time revision student to complete the necessary units.

For further details on Degree Regulations please refer to the departmental website at: http://www.ucl.ac.uk/history/undergraduate/current-undergraduates/your_degree

Glossary

<i>Complete</i>	To be considered to have completed a course, your attendance must be satisfactory, you must submit all required coursework, and you must take all parts of any examination.
<i>Incomplete</i>	You will be considered incomplete for a course if you do not submit the required coursework and/or take all parts of any examination.
<i>Fail</i>	Any mark below 40 is a fail. You fail a course if you obtain a mark below 40 for any of its components.
<i>Deferred assessment</i>	Assessment arranged for first- or second-year candidates who were unable to sit an examination at the scheduled time due to illness or another serious problem.
<i>Pass</i>	Any mark of 40 or above is a pass. In order to pass any History course, you must obtain a mark of 40 or above in all of its components.
<i>Referred assessment</i>	Supplementary assessment available to first- and second-years who have narrowly failed a course (marks of 35-39).
<i>Repeat</i>	To take a course for a second time, attending all lectures/classes/seminars
<i>Resit</i>	To make a second attempt at a component of assessment that has been failed. Attendance at lectures/classes/seminars is not required.

History Department Undergraduate Marking Criteria

Note: These guidelines are derived mainly from the History Benchmarking Statement, approved by the Quality Assurance Agency. They show the expected standard required for each mark band in terms of the following aspects of performance: structure and focus; quality of argument and expression; range of knowledge. The actual mark awarded will reflect the degree to which the qualities required for the award of a particular class are present.

First Class (70-100)	
<ul style="list-style-type: none"> • Work which meets most of the following criteria and does not fall far short in other respects will be given a mark in the range 70-74%. • Work which meets all of the following criteria will be given a mark in the range 75-79%. • Work which meets all of the following criteria and is in one or two respects truly exceptional (e.g. in offering striking personal insight and originality, showing extreme sophistication in use of evidence, or developing a compelling line of argument) will be given a mark in the range 80-84%. • Work which meets all of the following criteria and is in several respects truly exceptional, so that it is of publishable or near-publishable standard in the case of dissertations, or of equivalent quality in shorter coursework essays and exam scripts, will be given a mark of 85% or above. 	
<i>Structure and focus</i>	<ul style="list-style-type: none"> - Engages closely with the question throughout, showing a mature appreciation of its wider implications. - The structure of the argument is lucid and allows for the development of a coherent and cogent argument. - Factual evidence and descriptive material is used to support the writer's argument, and is both concise and relevant.
<i>Quality of Argument and expression</i>	<ul style="list-style-type: none"> - The writing will be fluent, coherent and accurate. - The writing will go well beyond the effective paraphrasing of the ideas of other historians. It will show that the writer has a good conceptual command of the historical and, where relevant, historiographical issues under discussion. - The work will display originality and imagination, as well as analytical skills of a high order. - The work will demonstrate that the writer can move between generalizations and detailed discussion confidently.
<i>Range of knowledge</i>	<ul style="list-style-type: none"> - The answer demonstrates in-depth reading and critical analysis of the texts, secondary literature and (where relevant) contemporary sources. - The answer demonstrates that the writer has a comprehensive knowledge of the subject and a good understanding of the historical period under discussion. - The writer will demonstrate an ability to evaluate the nature and status of the information at their disposal and identify contradictions and attempt a resolution.
Upper Second Class (60-69)	
<ul style="list-style-type: none"> • Work which meets all of the following criteria will be given a mark in the range 65-69. • Work which meets most of the following criteria and does not fall far short in other respects will be given a mark in the range 60-64. 	
<i>Structure and focus</i>	<ul style="list-style-type: none"> - Work which displays an understanding of the question, an

	<p>appreciation of some of its wider implications and tries seriously to engage with the question.</p> <ul style="list-style-type: none"> - The structure of the answer will facilitate the clear development of the writer's argument. But towards the lower end of this mark band the candidate will not be able to sustain a consistently analytical approach. - The writer will deploy relevant evidence to support the argument. But towards the lower end of this mark band, the writer may not explain the full implications of the evidence cited.
<i>Quality of Argument and expression</i>	<ul style="list-style-type: none"> - The answer will be clear and generally accurate, and will demonstrate an appreciation of the technical vocabulary used by historians. - The answer will deploy the ideas of other historians and try to move beyond them. It will also show some appreciation of the extent to which historical explanations are contested. - The answer may not demonstrate real originality or imagination, but the writer will present ideas with some degree of intellectual independence, and show an ability to reflect on the past and its interpretations.
<i>Range of knowledge</i>	<ul style="list-style-type: none"> - The answer will display an extensive, but sometimes uneven, range of knowledge. It will demonstrate evidence of considerable reading. - The answer will demonstrate a sense of the nature of historical development. - The writer will demonstrate an ability to move between generalizations and detailed discussions, although there may be a tendency towards either over-generalized or an over-particularised response to the question. - The writer will reflect on the nature of the evidence and sources available to them, and attempt to use it critically. - The answer will demonstrate a secure understanding of the historical period under discussion.
Lower Second Class (50-59)	
<ul style="list-style-type: none"> • Work which meets all of the following criteria will be given a mark in the range 55-59. • Work which meets most of the following criteria and does not fall far short in other respects will be given a mark in the range 50-54. 	
<i>Structure and focus</i>	<ul style="list-style-type: none"> - The work will display some understanding of the question, but it may lack a sustained focus and only a limited understanding of the question's wider implications. - The structure of the work may be determined largely by the material available to the writer, rather than by the demands of the question. Ideas may be stated, rather than fully developed. - The writing may include descriptive and factual material, but without the kind of critical reflection characteristic of answers in higher mark bands.
<i>Quality of Argument and expression</i>	<ul style="list-style-type: none"> - The writing will be sufficiently accurate to convey the writer's meaning, but it may lack fluency and command of the scholarly idioms used by historians. It may be clumsy in places. - The writing will show some understanding of historians'

	<p>ideas. But it may not reflect critically upon them. The problematic nature of historical explanations may not be fully understood.</p> <ul style="list-style-type: none"> - The answer is unlikely to show any intentional originality, and may tend towards the assertion of essentially derivative ideas.
<i>Range of knowledge</i>	<ul style="list-style-type: none"> - The answer will show significant knowledge, but it may be limited or patchy. It will be sound, but may contain some inaccuracies. The range of reading will be limited. - The answer will show only limited awareness of historical development. - The writer may show a proneness to present too much narrative or descriptive material, and may present information without reference to the precise requirements of the question. - Information may be presented uncritically and there will be little attempt to evaluate its status or significance. - The answer will demonstrate some appreciation of the nature of the historical period under discussion.
Third Class (40-49)	
<ul style="list-style-type: none"> • Work which meets all of the following criteria will be given a mark in the range 45-49. • Work which meets most of the following criteria and does not fall far short in other respects will be given a mark in the range 40-44. 	
<i>Structure and focus</i>	<ul style="list-style-type: none"> - Work that displays little understanding of the question and the writer may tend to write indiscriminately around it. - The answer will have a structure, but it may be underdeveloped, and the argument may be incomplete and developed in a haphazard and undisciplined manner. - Some descriptive material will be deployed, but without any critical reflection on its significance or relevance.
<i>Quality of Argument and expression</i>	<ul style="list-style-type: none"> - The writing may not always be grammatical, and it may lack the sophisticated vocabulary or construction needed to sustain a complex historical argument. In places it may lack clarity and felicity of expression. - There will be little appreciation of the contested and problematic nature of historical explanations. - The answer will show no intentional originality of approach.
<i>Range of knowledge</i>	<ul style="list-style-type: none"> - There will be sufficient knowledge to frame a basic answer, but it will be patchy and limited. There are likely to be some inaccuracies. - There will be some understanding of historical development, but it will be underdeveloped, and the ideas of historians and others may be muddled or misunderstood. - There will be an argument, but the writer may be prone to excessive narrative, and the argument may be signposted by bald assertions rather than informed generalizations. - Information will be employed uncritically as if it was always self-explanatory. - The answer will demonstrate only a rudimentary appreciation of the historical period under discussion.

Referral (35-39)	
<i>Structure and focus</i>	<ul style="list-style-type: none"> - Work that displays very limited understanding of the question and in many places displays a tendency to write indiscriminately around it - The answer will have a weak structure, that is poorly developed. There is only a limited and somewhat incoherent argument. - Only a limited amount of descriptive material will be deployed, usually without any critical reflection on its significance or relevance.
<i>Quality of Argument and expression</i>	<ul style="list-style-type: none"> - The writing will frequently be ungrammatical, and will not be such as is required to sustain a complex historical argument. It will often lack clarity and felicity of expression. - There will be almost no appreciation of the contested and problematic nature of historical explanations. - The answer will show no intentional originality of approach.
<i>Range of knowledge</i>	<ul style="list-style-type: none"> - There will only be sufficient knowledge to frame a very basic answer. It will contain many inaccuracies. There will be only a limited understanding of historical development. - There will be only very limited evidence of an argument. - Information will be employed uncritically and as if it was always self-explanatory. - The answer will demonstrate only a very rudimentary and extremely limited appreciation of the historical period under discussion.
Fail (0-34)	
<i>Structure and focus</i>	<ul style="list-style-type: none"> - Work that displays little or no real understanding of the question. - The answer will have a weak structure, that is poorly developed. There is no coherent argument. - Only a very limited amount of descriptive material will be deployed, without any critical reflection on its significance or relevance. Some of it will be irrelevant.
<i>Quality of Argument and expression</i>	<ul style="list-style-type: none"> - The writing will be ungrammatical. Ideas will sometimes be presented in note form. - There will be no appreciation of the contested and problematic nature of historical explanations. - The answer will show no intentional originality of approach.
<i>Range of knowledge</i>	<ul style="list-style-type: none"> - There will not be sufficient knowledge to frame even a basic answer. - There will be no real understanding of historical development. - There will be little if any evidence of an argument. - It will contain little relevant information. - The answer will demonstrate no real appreciation of the historical period under discussion.

The Role of Examiners

The mark that you receive when your teacher returns a piece of coursework to you is provisional as it will be subject to internal and external moderation and, where applicable, penalties for late submission or excessive length.

All work which counts towards final assessment is moderated by a second member of staff (known as an 'internal' examiner). In addition, there are 'external' examiners from other institutions, whose role involves approving examination papers and scrutinising a selection of examination scripts and assessed coursework. Their purpose is to ensure that the internal examiners mark to a consistent standard and that the standards of degree awarded are comparable with those of other UK universities. They also provide feedback to UCL on the conduct of the examination and assessment process. The internal and external examiners together constitute the Board of Examiners, which meets at the end of each year to decide on students' progression and final degree classifications.

Support

Academic Support

Tutorial Arrangements

Every student is assigned to a Personal Tutor, who will provide support, encouragement and advice on both academic and personal matters. A key part of their role is an individual discussion about your academic progress and performance on Tutorial Days (e.g., reviewing feedback on coursework from your course tutors). You are expected to see your Personal Tutor on these days. Detailed arrangements for Tutorial Day will be sent to you directly via email by Personal Tutors or posted on the notice boards. You are also welcome to see your Personal Tutor during their weekly office hours.

If you want to consult your Personal Tutor at any other time, please make an appointment via phone or email. Personal Tutors have other responsibilities, ranging from teaching and administration to research and publishing, so they will not always be available at short notice.

For BA Ancient History & Egyptology, BA History with a Year Abroad and BA History with a European Language students, your Personal Tutor will also be the Course Tutor for your degree programme. There is also a Course Tutor for BA Ancient History, who will be assigned as Personal Tutor to some students on this degree. Course Tutors can provide advice on the degree programme for which they are responsible and may also ask to see students whose attendance or work is causing concern.

The Departmental Tutor is responsible for the progress of all students in the Department and for registration on course units. You are encouraged to contact him if your Personal or Course Tutor is unavailable.

Essay Returns

Marked essays are discussed in individual meetings with your teachers. It is very important that you attend these meetings, as they provide an invaluable opportunity for you to be given individual feedback on the strengths and weaknesses of your written work.

They will be an opportunity for you to think about and be guided by your teacher on how to improve your essay-writing skills and your historical analysis.

In order to benefit as much as possible from these discussions, you should do the following:

- always keep a copy of your essay and read it through before coming to the meeting
- make a note of any questions that you would like to ask, e.g. 'I didn't understand what Colley was arguing in the conclusion to her book' or 'I wasn't sure if this point went in the conclusion or the introduction' or 'I really just didn't know what else to write about once I had covered aspects X and Y of this topic'
- take notes of the replies to these questions and think about them afterwards
- when you come to write your next essay, look over these notes and think about how to apply the suggestions for improvement to your next piece of written work.

Writing and Learning Mentors

The Department's Writing and Learning Mentors are available to help undergraduates of all abilities improve their essay writing and research skills. They will hold workshops throughout the academic year on topics such as planning and drafting essays, improving essay structure, and overcoming writer's block.

Careers Support

References

If you need a reference, you may ask your Personal Tutor, Course Tutor, or one of your course teachers.

Advice

The History Department's Careers Tutor is Dr Sarah Snyder. The UCL Careers Service (4th Floor, ULU Building, Malet Street) works with individuals at any stage in their academic career, whether or not they know 'what they want to do'.

The Careers Service offers a comprehensive careers information and advice/guidance service plus a varied events programme. It offers a number of core services such as:

- one-to-one career advice including CV and application checking
- a comprehensive careers information library with some take-away resources
- an online job vacancies site
- career planning workshops
- career fairs
- employer presentations

It also offers a range of bespoke activities which run throughout the academic year aimed at specific departments or groups of students such as first-years or international students.

To receive emails about graduate jobs, internships, serious work experience and forthcoming events that match your preferences, sign up to UCLAlert at www.ucl.ac.uk/careers/alert. A fuller picture of the Service can be gained by visiting its website at www.ucl.ac.uk/careers.

Further Study

The department runs six taught MA programmes: MA History, MA Ancient History, MA European History, MA Dutch Golden Age, MA Medieval and Renaissance Studies and MA Late Antique and Byzantine Studies, and is involved in the intercollegiate MA in the History of Political Thought and Intellectual History, which is currently administered by Queen Mary, University of London. More information can be found on the History Department website under 'Postgraduate Students'.

In the second term, there will be an opportunity for final-year students interested in applying for one of these programmes to sit in on one or more classes and get a flavour of work at MA level. Further details will be sent via email and/or posted on the notice boards.

You are advised to apply as early as possible for any MA programme and, if you wish to be considered for funding (for example, from the AHRC or UCL Graduate School), you should apply by the beginning of January. The final deadline for applications to MA programmes will be confirmed in autumn 2012.

If you have any queries about applying for one of our MA programmes, please do not hesitate to contact the Postgraduate Administrator, Joanna Fryer, in the Academic Office.

Difficulties

If you have other problems which are affecting your work, you should contact your Personal Tutor in the first instance, or, if she/he is not available, your Course Tutor or the Departmental Tutor. Other useful contacts are:

Disability Centre, Room G16, South Wing (Mon-Thurs, 10-4; Fri and vacations by appointment)
 www.ucl.ac.uk/disability  020 7679 0100  disability@ucl.ac.uk

Dyslexia Assessment and Support Centre
 www.ucl.ac.uk/disability/services/dyslexia-centre
 020 7679 4223 or for appointments 020 7679 4247  dyslexia@ucl.ac.uk

Rights and Advice Centre, 1st Floor, Bloomsbury Building 15 Gordon Street (Mon-Fri, 10-4)
 www.uclunion.org/get-advice/
 020 7679 2998  uclu-rights.advice@ucl.ac.uk

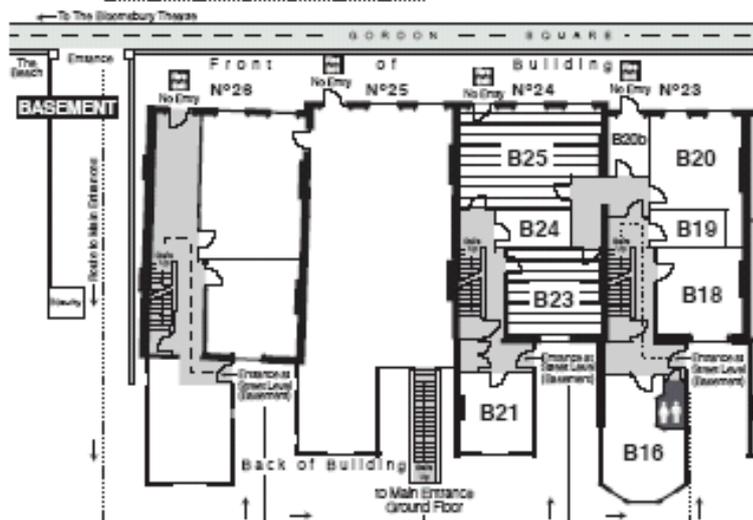
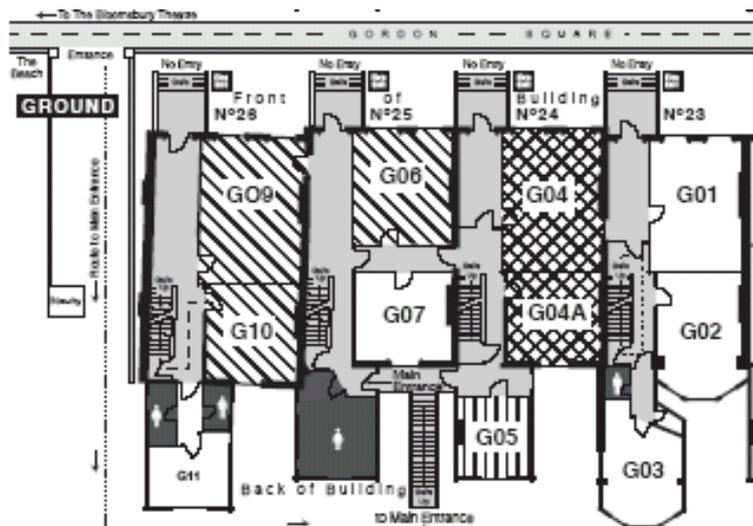
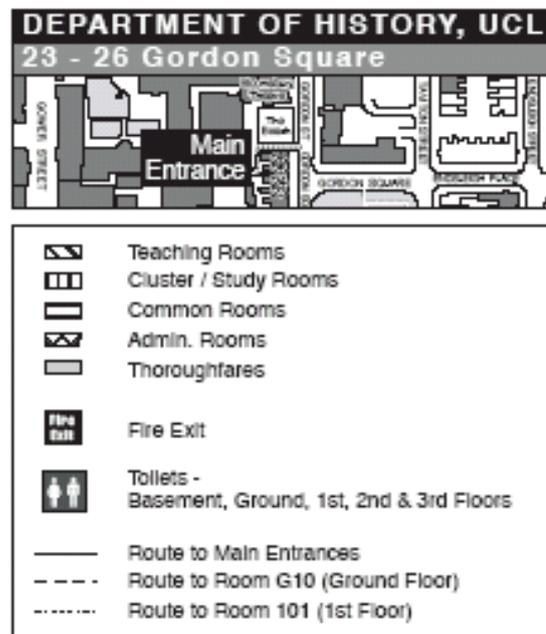
Nightline
 www.nightline.ac.uk  020 7631 0101 (6pm-8am, every night during term-time)
 listening@nightline.org.uk (non-urgent queries)

Student Counselling Service, Room 101, 3 Taviton St (by appointment)
 www.ucl.ac.uk/studentcounselling/
 020 7679 1487  j.etienne@ucl.ac.uk (Jacyntha Etienne, Secretary)

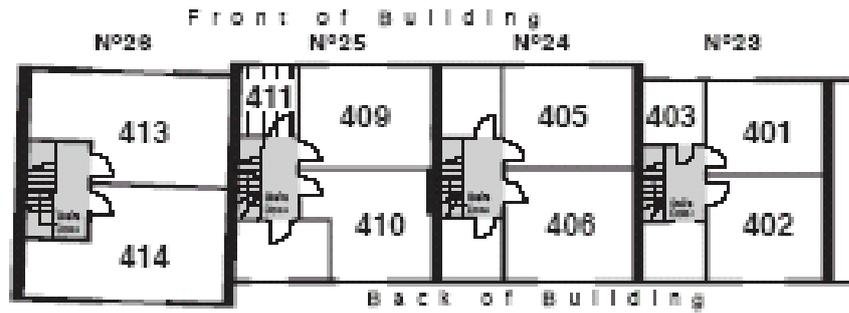
Student Financial Support and Welfare, Room G19, South Wing (Monday-Friday, 10-4)
 www.ucl.ac.uk/current-students/money  020 7679 7021

UCL Health Centre, 3 Gower Place (Monday-Friday, 9-5.30. 'Drop-in' service is available on weekdays from 9.30-10.30 and 2.30-3.30.)
 www.gowerplacepractice.nhs.uk/  (24 hours): 020 7387 6306

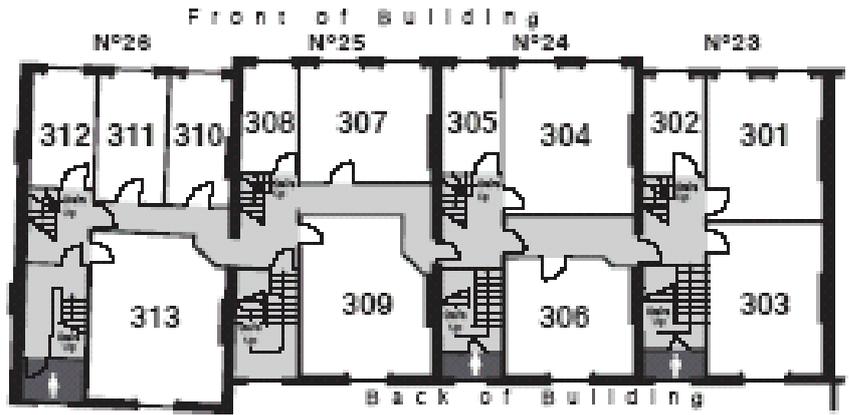
Map of the Department



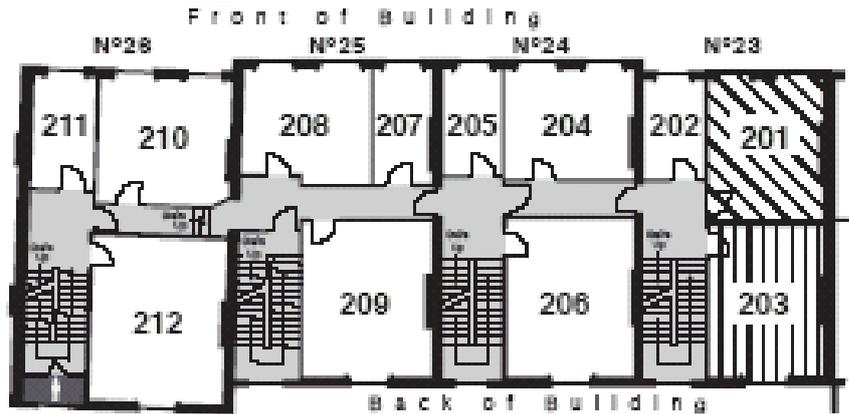
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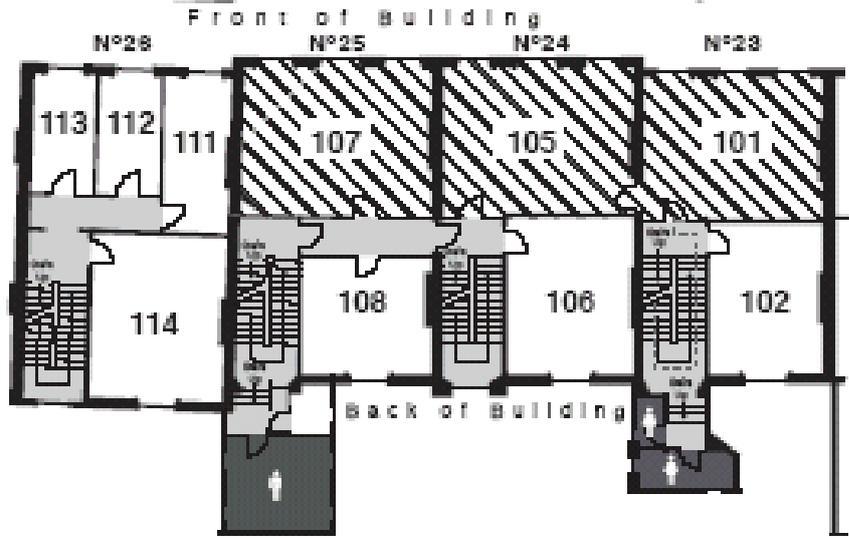
THIRD



SECOND



FIRST



Disclaimer

The information contained in this handbook is believed to be correct at the time of going to press but no guarantee can be given that it will not be amended before the commencement of, or during the course of, the degree programmes to which it refers.

Students in any doubt about the requirements for their degree programme should consult their Personal Tutor, the Departmental Tutor or the Undergraduate Administrator.

Please read this handbook in conjunction with the information for current students at

<http://www.ucl.ac.uk/history/undergraduate>

and at

www.ucl.ac.uk/current-students

