NOTES FOR AFFILIATE STUDENTS – JANUARY 2014

Please read these notes carefully, as they constitute the academic framework for undergraduate Affiliate students (Study Abroad / JYA and Erasmus students). You will need to refer to them again, so please keep them for future reference.

The Examinations Section of Student Administration (Student & Registry Services) is responsible for ensuring that you register correctly for modules, and for producing your transcript after your studies have ended. We appreciate your co-operation in keeping us informed of your programme of study in accordance with all stated deadlines.

❖ HOW TO REGISTER FOR MODULES

1. Go to your main admitting department (or your first-named department, if jointly admitted to two) to meet with the Affiliate Tutor (or nominated deputy).

2. Discuss the modules you wish to take in that department, which must constitute at least 50% of your workload (some departments may want you to take all your modules there). Use the section at the end of this document to note down the modules which your Affiliate Tutor has agreed you may take.

3. If you have been jointly admitted to a second department, go to see the Affiliate Tutor there next to discuss which modules you wish to take – this should constitute at least 25% of your workload (although some departments may want you to take 50% of your modules there). Again use the section at the end of the document to note down the modules which it has been agreed you may take.

4. If you wish to take a module offered by a department you have not been directly admitted to, you must contact the Affiliate Tutor in that department to discuss your interest. Providing you have the appropriate academic background and there are spaces available, such modules are usually available. The main exception to this is the Department of English which only teaches students they themselves have admitted. There is a similar restriction with level 2 & 3 courses in the Department of Economics. Once again use the section at the end of this document to note down the modules which it has been agreed you may take.

5. Having completed this process, you must now finalise the registration procedure by entering your module selection on-line through Portico (see attached Module Registration – Student User Guide).

Access to Portico is available via the web portal www.ucl.ac.uk/portico. You will need to login using your UCL userid and password, which are issued to you as a part of the enrolment process.

The deadline for completing the on-line module registration process is 22 January 2014.

PLEASE NOTE that once you have clicked the 'confirm selections' button you cannot go back and make any changes on-line. If you do find you need to make changes after confirming your selection, you must contact the Affiliate Tutor in your main admitting department as soon as possible. NO changes will be allowed after the 27 JANUARY 2014. All of your selections are subject to the approval of the teaching department for the module and your main admitting department. You will receive an automatic email to your UCL email address if any of your selections are rejected and you must ensure that you respond to this by contacting the Affiliate Tutor in your main admitting department.

Confirmed selections are time-stamped. Please be aware that some departments may use this facility to approve selections on a first-come first-served basis for popular modules.

❖ EXAMINATIONS/ASSESSMENTS

6. **All students are required to sit all examinations which form an integral part of the module(s) for which they are registered.** If you complete all the coursework, but fail to sit the final examination, a grade of INCOMPLETE will be recorded on your transcript, which counts as a fail; similarly if you fail to hand in all the required pieces of assessed work, a grade of INCOMPLETE will be recorded on your transcript. Make sure that you find out what is expected of you for each of your modules!

7. All course work must be completed and submitted in person <u>by the end of your registration and before you leave the UK</u>. Failure to comply with this requirement is likely to result in INCOMPLETE grades and serious delays with your transcript. (Please keep copies of all your essays.)

8. ***All affiliates commencing in January*** are expected to take exactly the same method of assessment as regular UCL students - including the formal UCL examinations in April/May. Once approved, you will be able to view on-line your confirmed module selection (i.e. those modules which have been approved by your main admitting department). These records will be used to enter you for the relevant end of year examinations. Please check that the information is correct. You should contact your main admitting department immediately if there are any problems with your confirmed modules. NO CHANGES ARE POSSIBLE TO THESE RECORDS AFTER 27 JANUARY 2014. Your examination timetable will be available on-line before the end of the second term. The examination period runs for most of the third term, but exactly when your examinations will take place, depends on the modules you are taking. As such it is not advisable to book flights home until these dates are known.

- **NOTES**

During your studies at UCL, please ensure that you are following the equivalent of a full course load:

Autumn term (Sept-Dec) 2.0 UCL course units (equivalent to 14-16 US credits / 30 ECTS)
Full academic year (Sept-June) 4.0 UCL course units (equivalent to 30-32 US credits / 60 ECTS)

Grade translation: Please note that, on the UCL transcript, it will show the title, code, credit value and final UCL percentage mark of each course that you take at UCL. The Examinations Section provides general advice about the interpretation of UCL grades on an information sheet which is included with each transcript, although your home university may choose to interpret the information in its own way

Degree Class	**UCL Mark (%)**	**Recommended US Grade**	**Recommended ECTS Grade**
First	70 – 100	A	A
Upper Second	65 - 69	A-	B
	60 - 64	B+	B
Lower Second	55 - 59	B	C
	50 - 54	B-	C
Third	46 - 49	C+	D
	43 - 45	C	D
	40 - 42	C-	D
Fail	0 - 39	F	F**COURSE / MODULE**

- **SELECTIONS**

Main Admitting Department	Module Code	Module Name
1.		
2.		
3.		
4.		

Other Departments	Department	Module Code	Module Name
1.			
2.			
3.			
4.			