



**DEPARTMENT OF ANTHROPOLOGY  
UNIVERSITY COLLEGE LONDON**

**[www.ucl.ac.uk/anthropology](http://www.ucl.ac.uk/anthropology)**

**UNDERGRADUATE  
STUDENT HANDBOOK**

**2018-19**

**Updated on 21/11/2018**

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# 1 Welcome to UCL

## Provost's Welcome

To those of you who are returning, welcome back. To those of you who are new, congratulations for choosing UCL as your university. Whatever your degree programme, your UCL education offers fantastic opportunities to stretch your intellect, expand your experience and develop your skills. And you are in London, which was this year recognised by QS as the best city in the world for students.

We want you to learn how to think, not what to think: through our Connected Curriculum you have the opportunity to take part in research and enquiry and to create new knowledge. Your programmes are informed by the work of UCL's world-leading researchers and are designed to develop your skills of analysis and problem-solving, preparing you for your career, wherever it takes you. At UCL, we believe the best way to solve a problem is to bring together thinking from different academic disciplines. This is reflected in the UCL Grand Challenges, our joined-up approach to the world's most pressing problems. Most of our degrees allow you to take elective modules from other disciplines within UCL and we encourage language study, to bring new perspectives to your studies.

I warmly encourage you to shape your journey at UCL. Take our university-wide surveys and make your voice heard. Become a ChangeMaker or an Academic Representative and work in partnership with academics to make your programme of study even better.

You'll also have opportunities to learn outside your degree programme. Participate in our Global Citizenship Programme, exploring ways of addressing some of the world's most pressing challenges in the two weeks of summer term following exams. Get involved with amazing volunteering opportunities (coordinated by the Volunteering Services Unit) and make a difference locally. Investigate opportunities for entrepreneurship through UCL Innovation and Enterprise.

UCL is first and foremost a community of great minds. You are a valuable member of that community. I hope you will take every opportunity to shape your time here, so that your experience is the best possible.

Professor Michael Arthur  
UCL President and Provost

## 2 Introduction to the department and parent faculty

### Introduction to the department and its history

UCL Anthropology studies humanity in all its aspects: from our evolution as a species, to our relationship with the material world, and our vast variety of social behaviours.

The department of Anthropology is one of nine teaching department constituents of the Faculty of Social & Historical Sciences. Our department is one of only a few broad based anthropology departments in the UK, comprised of four sub-sections including [Biological Anthropology](#), [Social Anthropology](#), [Material Culture](#) and [Medical Anthropology](#). Our teaching and research reflects the breadth and depth of this cross- and interdisciplinary approach.

UCL is one of the world's top universities and our department is the highest ranked broad-based department in the UK.

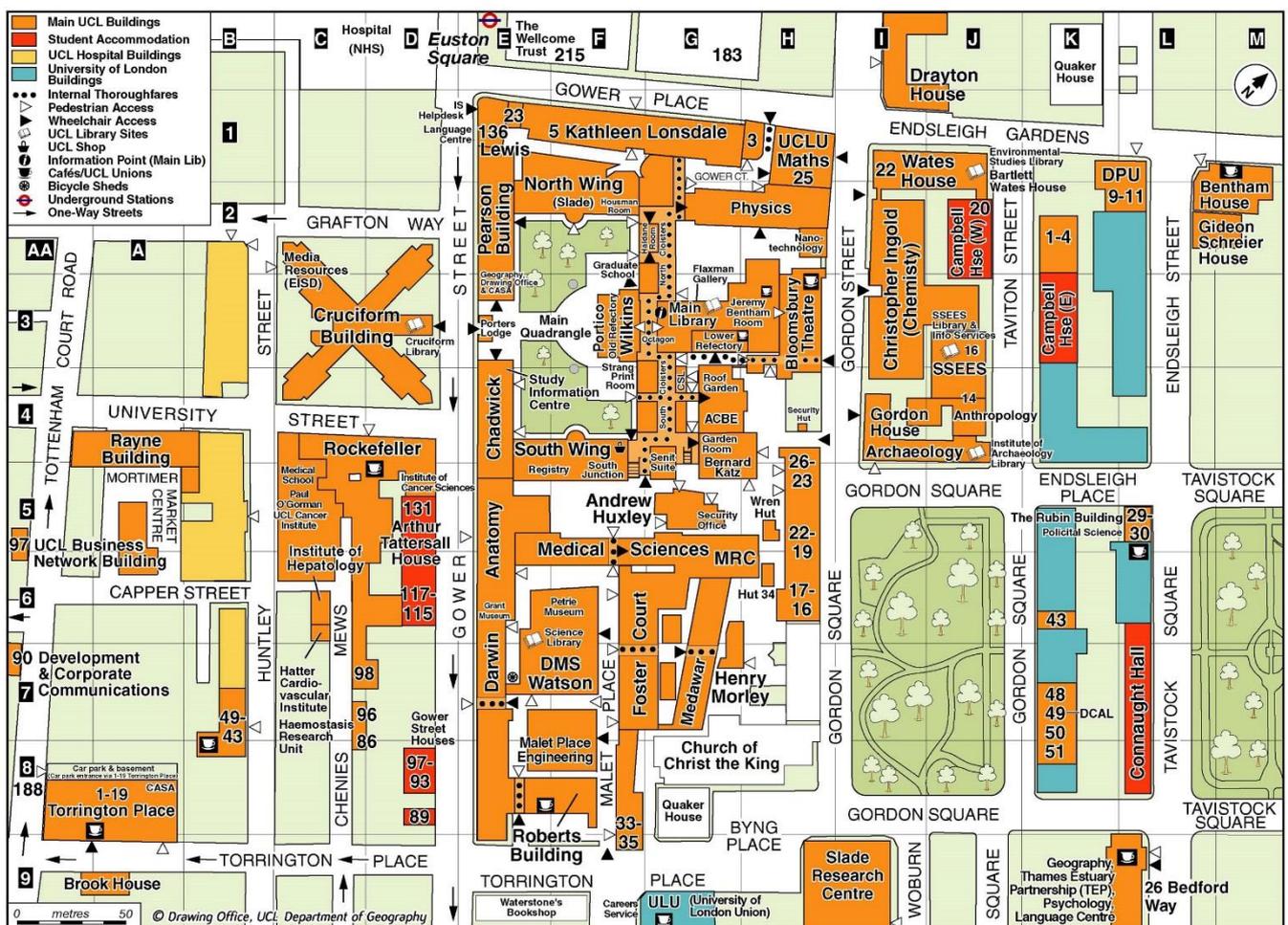
Our research expertise covers over 60 countries and the whole human story from our earliest origins to today's digital age. With over 40 [academic and teaching staff](#), 500 students and 16 different degree programmes on offer, UCL is a great place to learn the art and science of studying people.

The Faculty of Social & Historical Sciences is one of UCL's 11 Faculties and comprises a range of departments and research centres, which, like Anthropology, encompass an area of scholarship where the humanities and sciences intersect. The Faculty's academic and administrative management is aligned with that of the Faculty of Arts & Humanities and the School of Slavonic and East European Studies. The close collaboration between these areas creates a vibrant interdisciplinary culture, providing students with a vast range of opportunities to enrich their academic experience at UCL.

Most issues concerning your studies will be dealt with by the department in the first instance, but some matters, particularly those affecting your registration as a student such as a change of programme or interruption of study may need to be referred to the Faculty Office for approval. The Faculty Tutor oversees all learning and teaching matters as well as student care issues for taught programmes in the Faculty.

Further Information may also be found on the Anthropology Department website at: <http://www.ucl.ac.uk/anthropology>, and the Faculty website at: <http://www.ucl.ac.uk/shs>

The Department of Anthropology is based at 14 Tavistock Street, just north of Gordon Square.



**The Anthropology Department** is next door to the School of Slavonic and Eastern European Studies (SSEES). The Department houses all members of academic staff from Biological Anthropology, Material Culture, Medical Anthropology and Social Anthropology. No lectures are held in this building, but small group tutorials for all subjects are usually held in Rooms 128, 129, 130, 131 and 132.

The **Undergraduate Student Common Room** is on the ground floor of the Anthropology Department where there are tea and coffee making facilities, a microwave and a small fridge. Please note that smoking is strictly prohibited in accordance with College policy. This includes the outside courtyard and outside the front of the department.

The **Daryll Forde Seminar Room** may be found on the second floor and all laboratory-based classes and research seminars are held inside this room.

The **Anthropology Departmental Office** is on the ground floor. This office houses the Department's Undergraduate and Postgraduate Coordinators, the Academic Administrator, Departmental Manager and the Head of Department. The **staff pigeon-holes** may be found in the staff common room on the ground floor.

The **Material Culture Room**, in which small group tutorials may be held, is located in the basement of this building.

## Explanation of the relationship between department and faculty

The department is part of the Faculty of Social and Historical Sciences, one of UCL's 11 faculties. The Faculty of Social and Historical Sciences encompasses an area of knowledge where science meets the humanities. Many of the Faculty's departments are consistently ranked in the world's top 20, and include Archaeology, Anthropology, Geography, History, History of Art, Economics, Political Science, and the Institute of the Americas.

The Faculty's academic and administrative management is aligned with that of the Faculty of Arts and Humanities and the School of Slavonic and East European Studies. The close collaboration between these areas creates a vibrant interdisciplinary culture, providing students with a vast range of opportunities to enrich their academic experience at UCL.

Most issues concerning your studies will be dealt with by your department in the first instance, but some matters, particularly those affecting your registration as a student such as a change of programme or an interruption of study may need to be referred to the Faculty Office for approval. The Faculty Tutor oversees all learning and teaching matters as well as student care issues for taught programmes in the Faculty. The Faculty Graduate Tutor oversees research degree programmes.

## Key staff members and contacts within the department

### HEAD OF DEPARTMENT

Prof. Susanne Kuechler

[s.kuechler@ucl.ac.uk](mailto:s.kuechler@ucl.ac.uk)

### DEPUTY HEAD OF DEPARTMENT with responsibility for teaching

Dr. Jo Cook

[joanna.cook@ucl.ac.uk](mailto:joanna.cook@ucl.ac.uk)

### DEPARTMENTAL TUTOR

Dr. Ludovic Coupaye

[l.coupaye@ucl.ac.uk](mailto:l.coupaye@ucl.ac.uk)

### IBSc INTERCALATED MEDICAL ANTHROPOLOGY TUTORS

Dr. Aaron Parkhurst

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### BSc ARCHAEOLOGY AND ANTHROPOLOGY TUTOR

Prof. Haidy Geismar

[h.geismar@ucl.ac.uk](mailto:h.geismar@ucl.ac.uk)

### STUDY ABROAD

Prof. Ruth Mandel

[r.mandel@ucl.ac.uk](mailto:r.mandel@ucl.ac.uk)

### EXAMINATIONS TUTOR

Prof. Victor Buchli

[v.buchli@ucl.ac.uk](mailto:v.buchli@ucl.ac.uk)

### ADMINISTRATIVE STAFF:

**DEPARTMENTAL MANAGER**

Rikke Osterlund

[r.osterlund@ucl.ac.uk](mailto:r.osterlund@ucl.ac.uk)**EXAMINATIONS & POSTGRADUATE RESEARCH OFFICER**

Claudia Amphlett

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Samantha Webb

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Jolanta Skorecka

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Jill Reese

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Dr Arne Hoffman

**DEPUTY FACULTY TUTOR**

Ashley Dolan

**FACULTY STUDENTS OFFICER**

Claire Hartill

**FACULTY QUALITY ASSURANCE AND GOVERNANCE OFFICER**

Joe Noteboom

To contact any of the above please email [ah-shs-faculty@ucl.ac.uk](mailto:ah-shs-faculty@ucl.ac.uk).

**3 Departmental staff related to the programme**

See Section 2 above.

## 4 Key dates, events and communication

### Term dates, exam/assessment period, core activities

#### UCL Term Dates: 2018/19

First Term	Monday 24 September 2018 – Friday 14 December 2018
Second Term	Monday 07 January 2019 – Friday 22 March 2019
Third Term	Tuesday 23 April 2019 – Friday 07 June 2019

Anthropology operates reading weeks. Reading Weeks are the weeks beginning Monday 05 November 2018 & 11<sup>th</sup> December and weeks beginning Monday 11 February 2019 and 18 March 2019.

Christmas College Closure	Close 5.30pm Friday 21 December 2018 Open 9.00am Wednesday 2 January 2019
Easter College Closure	Close 5.30pm Tuesday 16 April 2019 Open 9.00am Tuesday 23 April 2019
Bank Holidays	Closed - Monday 06 May 2019 Closed - Monday 27 May 2019 Closed – Monday 26 August 2019

#### Final Verification for Student term 2 module choices

Initial module selections will need to be made by the following deadlines:

	September Starters
Students select modules for the year ahead (any changes to Term 1 modules will also need to be made by this deadline)	October (Term 1, Week 3)
Departments approve selections for the year ahead	October (Term 1, Week 5)
Students verify module selections and notify the Department if they want to make any changes to their Term 2 or 3 modules.	December (Term 1, Week 11)
Departments approve any changes to Term 2 or 3 modules.	December (Term 1, Week 12)

#### UCL Examination Periods 2018-19

Examination Period: Tuesday 23 April – Friday 7 June 2019

Late Summer Assessment Period: Monday 19 August – Friday 6 September 2019

### Department- and faculty-level events

In addition to teaching and social events organised by the Department, you are also encouraged to participate in and attend [Departmental Research Seminars](#), Faculty and UCL events, including:

- Inaugural Lectures: A series of free evening lectures, delivered by recently-promoted professors across the arts, humanities and social sciences, runs from November to June. View last year's programme at <https://www.ucl.ac.uk/arts-humanities/news-events/inaugural-lectures> The Institute of Advanced Studies (IAS) harnesses UCL's extensive expertise across the humanities and social sciences to investigate received wisdom and to address the most urgent ethical and intellectual challenges of today. It is a research-based

community, comprising colleagues and doctoral students from across UCL, as well as visiting fellows and research collaborators from the UK and around the world. Based in the Wilkins Building, the IAS runs a vast and varied range of conferences, talks and seminars throughout the year. See what's on at <http://www.ucl.ac.uk/institute-of-advanced-studies>

- Festival of Culture: UCL's Festival of Culture takes place in term three. It is an exciting, week-long showcase and celebration of the quality, diversity and relevance of scholarship across UCL's Faculties of Arts & Humanities and Social & Historical Sciences. Find out more at [www.ucl.ac.uk/festival-of-culture](http://www.ucl.ac.uk/festival-of-culture)

- Open City Docs: The Open City Documentary Festival, initiated by UCL Anthropology's Michael Stewart, creates an open space in London to nurture and champion the art of creative documentary and non-fiction filmmakers. The festival takes place over six days in venues across London and the programme offers a chance to see the best in contemporary, international documentary as well as filmmaker Q&As, industry panels, workshops, networking and parties: [www.opencitylondon.com](http://www.opencitylondon.com)

### **The Anthropology Society**

The Anthropology Society is run by students and elects its committee in The Anthropology Undergraduate Common Room during the first term. Parties are organised, outside speakers are often invited, and an occasional newsletter is produced. Members of the Staff-Student Committee may organise these elections if a separate body does not emerge. Watch the notice boards for details of events.

## **5 How UCL (and the department) will communicate with students**

UCL will communicate with students via:

- [UCL student email](#) – Students should check their UCL email regularly.
- [UCL Moodle](#) – UCL's online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.
- **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
- [UCL Instagram](#) – UCL's official Instagram channel, featuring news, events, competitions and images from across the UCL community.
- [@ucl Twitter channel](#) – Sharing highlights of life at UCL from across UCL's diverse community.

The Department is led and managed by the **Head of Department**. Overall responsibility for the progress and behaviour of all undergraduate students in the Department is shared between the **Deputy Head of Department** and **Departmental Tutor**. The Deputy Head of Department deals with overall teaching policy and practice whilst the Departmental Tutor deals with individual student issues. **Affiliate** (Study Abroad) Students should see the **Affiliate Tutor** and **Joint Degree Students the Tutor for their particular degree**.

As well as communicating via the above channels, all staff have "feedback and consultation hours" (formerly known as 'office hours') as described below. Students will also be allocated a personal tutor (see section 9) whom they are encouraged to speak to frequently and there is an active Staff Student Consultative Committee which meets at least once termly (see section 14.4) Students suffering serious academic problems, or experiencing personal problems affecting their academic performance should speak to their personal tutors or indeed any member of staff that they feel comfortable talking to in the first instance. They may ultimately be referred to the Departmental Tutor who has wide ranging powers to be able to help further.

If problems arise, students should make an appointment with their Personal Tutor or the Departmental Tutor to seek advice and help or go and see them in Student Feedback and Consultation Hours **at the earliest opportunity**.

- (i) If you are unable to attend a class because of illness or other reasons, you must give prior notice to the relevant lecturer or tutor, or leave a message with one of the administrators in the Departmental Office.

- (ii) If you have straightforward academic problems with a single course, you should contact the lecturer in charge of the course.
- (iii) If you have personal or medical problems, you should contact your Personal Tutor in the first instance, or, if s/he is not available, your Departmental Tutor.
- (iv) If you have a query about your course or examination registration, you should contact the **Undergraduate Coordinator** in the Departmental Office. If s/he cannot answer your query s/he can put you in touch with the **Departmental Tutor**.
- (v) If you wish to change a course unit, you should see the **Undergraduate Coordinator**. Such changes however can only take place within strict deadlines and must continue to fulfil the degree course requirements.
- (vi) If you wish to change your degree programme, you should first discuss this with your **Personal Tutor**, who in turn will refer you to the **Departmental Tutor**.
- (vii) If you need a **reference**, you should ask your Personal Tutor or where appropriate, another member of the academic staff.
- (viii) If you feel that you have a **grievance** or **complaint** you should initially contact your Personal Tutor. If your Personal Tutor is away, you should contact your Departmental Tutor. Please see the UCL Student and Registry Services (SRS) [website](#) for details of grievance/complaints procedures and for **all student wellbeing matters** see the UCL Current Students [website](#).

#### **Contacting staff: Student Feedback and Consultation Hours:**

Individual lecturers may be contacted by **email**, by telephone during usual working hours or in person during their **official Student Feedback and Consultation Hours**. Email addresses and Office Hours are posted outside staff offices, on Department notice boards and are also available on the Anthropology Department web site at <http://www.ucl.ac.uk/anthropology>

All staff hold 2-4 hours of Student Feedback and Consultation Hours per week (excluding vacations and reading weeks). They guarantee to be in their offices at this time and available to students. Staff will put up sign-up sheets on their office doors each week and students can sign up for a particular slot – or students can just turn up for a drop in session. If students find that staff are not available during these hours and there is no explanation for why not – please let the Head of Teaching and/or Departmental Tutor know.

Students should NOT email staff about making appointments to see them unless the student is totally unable to come to Student Feedback and Consultation Hours because of their timetable.

Student Feedback and Consultation Hours should be used for:

- (a) Talking to a lecturer about particular difficulties / problems they are having with a course
- (b) Getting more detailed feedback / clarifications on a piece of returned work
- (c) Dissertation supervision
- (d) Personal tutor discussions outside personal tutor meetings
- (e) Specific careers advice or advice on postgraduate training
- (f) Any other issues which require one-to-one discussion

**Student Feedback and Consultation Hours will not apply during vacation periods or Reading Weeks. During these periods it is best to contact staff via their email addresses. In Student Feedback and Consultation Hours you may drop in on any member of staff either as a personal tutee or to discuss issues/problems with taught courses.**

## Sources of Information

- The main sources of information regarding courses of study in Anthropology come from the following sources and it is the STUDENT'S RESPONSIBILITY to keep up to date and informed of all of these:
- This **Handbook for Undergraduate Students** taking Anthropology
- **UCL webpages for Current Students** available at <http://www.ucl.ac.uk/current-students/services> (containing information regarding degree requirements, interruption of study, failure of courses, etc.)
- The **Departmental Timetable** available at <http://www.ucl.ac.uk/timetable/>
- The **Optional Courses** information for second and third year students available from the Departmental Office and Anthropology Departmental [website](#). Also available is information on courses for first year students.
- **Information on Examinations** (distributed by The College Registry to students before the May examination period).
- **UCL Email**. Please note you should check your UCL email on a daily basis.

### **STUDENTS SHOULD CHECK THEIR UCL EMAIL ON A DAILY BASIS!**

- **Notice boards** in the Undergraduate common Room and in the entrance foyer of the Anthropology Department.

## 6 Programme structure

### The structure of the programme, duration, credits, qualifications

**HARMONISED SCHEMES OF AWARD FOR UNDERGRADUATE COURSE UNIT DEGREES. FACULTY OF SOCIAL & HISTORICAL SCIENCES, UCL: *For students first enrolled in 2017/18 or earlier. Please see below for the schemes of award for new students.***

In order to obtain an Honours degree, a student must complete **360** course credits, if registered for the BSc Anthropology, or **480** course credits, if registered for the BSc Anthropology with Year Abroad. **Students take 120 credits in each of the first, second and third years.**

#### SCHEME A. THREE-YEAR DEGREE PROGRAMMES (BSc degree in Anthropology)

##### 1. PROGRAMME REQUIREMENTS

Students registered for the degree are required to undertake a programme of study comprising courses to the value of 120 course credits in each year; the courses taken will be subject to local departmental rules and guidelines, as appropriate.

In order to proceed to the second year of the programme, all students must have passed a minimum of 90 course credits. In order to proceed to the third and final year of the programme, students must have completed all 120 credits from Year 1 and passed a minimum of 210 course credits. In each year, students must have passed any courses deemed compulsory for progression, *subject to local rules*.

The pass mark for each course unit is 40%.

##### 2. AWARD OF DEGREE

To be awarded an honours degree, a student must have completed courses to the value of 360 course credits, including 45 credits at advanced level, and satisfied the examiners in courses to a minimum value of 330 course credits, fulfilling all attendance and coursework requirements, submitting all written work prescribed for assessment purposes and taking all parts of any examination in those courses.

To be awarded a degree with honours in the field of study for which the student is registered, the student must have taken and passed any course credits deemed compulsory for such an award, *according to local rules*.

Students who fail to satisfy the examiners in 330 or more course credits, but who have nevertheless completed at least 330 course credits and passed a minimum of 300 course credits, including at least 30 at advanced level and two in their final year, together with any deemed compulsory according to local rules, may be awarded an Ordinary Degree in their registered field of study. Students who are eligible for the award of an Ordinary Degree under these requirements, but who have not satisfied the examiners in one or more courses deemed compulsory, will be awarded an Ordinary Degree in a different field of study, to be determined by the Board of Examiners.

##### 3. CLASSIFICATION OF HONOURS

The class of honours degree shall be determined by the relevant Board of Examiners on the basis of the results obtained in 270 course credits, to be selected as follows:

- EITHER the result from the best 30 course credits from Year 1, *subject to local rules* OR the result from a 30-credit course nominated in advance (or alternatively the two best 15 course credits or two 15 course credits nominated in advance);
- The 120 course credits taken in Year 2, *subject to local rules*;
- The 120 course credits taken in Year 3.

Classification will be based in the first instance on a consideration of the median of the marks from the 270 credits of assessment. The units are to be weighted 1 : 3 : 5, as follows:

- d) Year 1: 1
- e) Year 2: 3
- f) Year 3: 5

Marks for retaken or substitute course units will be included in the calculation for the mark of the year in which that course credit was first attempted, rather than in the year it was actually taken, if that is different.

#### 4. APPLICATION OF CLASSIFICATION SCHEME

In exceptional cases, the Board of Examiners may exercise discretion in the application of this Faculty Scheme. The general Regulations of the College and of the University are assumed to apply in conjunction with the above Scheme, as are the local rules and guidelines produced by the relevant Department(s).

### SCHEME B. FOUR-YEAR DEGREE PROGRAMMES (BSc degree in Anthropology with Year Abroad)

#### 1. PROGRAMME REQUIREMENTS

Students registered for the degree are required to undertake a programme of study comprising courses to the value of 120 course credits in each year and successfully complete assessments during the third year abroad. The courses taken will be subject to local departmental rules and guidelines, as appropriate.

In order to proceed to the second year of the programme, all students must have passed a minimum of 90 course credits. In order to proceed to the third year of the programme, students must have completed all 120 credits from Year 1 and passed a minimum of 210 course credits. In order to proceed to the fourth and final year, students must be complete in 360 course credits, have passed a minimum of 330 course credits and satisfied the requirements of the year abroad assessments. In each year, students must have passed any courses deemed compulsory for progression, subject to local rules.

The pass mark for each course unit is 40%.

#### 2. AWARD OF DEGREE

To be awarded an honours degree, a student must have completed courses to the value of 480 course credits, including 45 at advanced level, satisfied the requirements of the year abroad assessments and satisfied the examiners in courses to a minimum value of 435 course credits, fulfilling all attendance and coursework requirements, submitting all written work prescribed for assessment purposes and taking all parts of any examination in those courses.

To be awarded a degree with honours in the field of study for which the student is registered, the student must have taken and passed any course credits deemed compulsory for such an award, according to local rules.

Students who fail to satisfy the examiners in 435 or more course credits, but who have nevertheless completed at least 435 course credits and passed a minimum of 390 course credits, including at least 45 at advanced level and 30 in their final year, together with any deemed compulsory according to local rules, may be awarded an Ordinary Degree in their registered field of study. Students who are eligible for the award of an Ordinary Degree under these requirements, but who have not satisfied the examiners in one or more courses deemed compulsory, will be awarded an Ordinary Degree in a different field of study, to be determined by the Board of Examiners.

#### 3 CLASSIFICATION OF HONOURS

The class of honours degree shall be determined by the relevant Board of Examiners on the basis of the results obtained in 270 course credits, to be selected as follows:

- a) EITHER the result from the best 30 course credits from Year 1, *subject to local rules* OR the result from a 30-credits course nominated in advance (or alternatively the two best 15 course credits or two 15 course credits nominated in advance);
- b) The 120 course credits taken in Year 2, *subject to local rules*;
- c) The 120 course credits taken in Year 4.

Classification will be based in the first instance on a consideration of the median of the marks from the 270 credits of assessment. The units are to be weighted 1 : 3 : 5, as follows:

- d) Year 1: 1
- e) Year 2: 3
- f) Year 3: 0
- g) Year 4: 5

Marks for retaken or substitute course credits will be included in the calculation for the mark of the year in which that course credit was first attempted, rather than in the year it was actually taken, if that is different.

#### 4. APPLICATION OF CLASSIFICATION SCHEME

In exceptional cases, the Board of Examiners may exercise discretion in the application of this Faculty Scheme. The general Regulations of the College and of the University are assumed to apply in conjunction with the above Scheme, as are the local rules and guidelines produced by the relevant Department(s).

The majority of new students in 2018-19 will fall under **CLASSIFICATION SCHEME A**:

SCHEME A	Year 1	Year 2	Year 3	Year 4
<b>BSc Anthropology</b>	Best 90 credits Weighted at 1	Best 90 credits Weighted at 3	All 120 credits Weighted at 5	N/A
<b>BSc Anthropology with a Year Abroad</b>	Best 90 credits Weighted at 1	Best 90 credits Weighted at 3		All 120 credits Weighted at 5

Honours will be awarded on the basis of the following scheme:

First	70% and above
Upper Second	60%-69%
Lower Second	50%-59%
Third	40%-49%
Fail	39% and below

## Advice on choosing module options

### Choosing modules

Modules are the individual units of study which lead to the award of credit. Many programmes offer students the opportunity to choose between different modules that they are interested in. However some new students will find they do not need to make selections as all their modules are compulsory. If students need to choose modules, their department will advise them of how and when to do this, usually during departmental introductions. There may be a deadline by which students should make their term 1 choices, so students should keep an eye out for information from their department. The deadline for term 2 module choices is outlined in Key Dates section.

Affiliate students will be advised of the process for selecting modules by their home department. Modules may need to be selected before enrolment, or after the student has arrived at UCL.

### Criteria to pass a module

In order to pass a module at Levels 4, 5 or 6 a student must achieve:

- a) A weighted mean of at least 40.00%, plus at least 40.00% in any Non-condonable Components, OR
- b) A preponderance of at least Grade D, plus at least Grade D in any Non-condonable Components.

Further details and the formal regulations can be found in the [UCL Academic Manual](#).

The module mark is normally determined from just the weighted mean of all components. This means that a student *could* receive a mark of 0% in one component and still pass the module *if* they do well in the other components.

However, if a component is essential to professional accreditation or essential to achieving a degree in a particular field of study, it may be designated as 'Non-Condonable' for a particular programme i.e. it must be passed. It is only possible to have a Non-Condonable Component within a Non-Condonable Module. **This system replaces the former 'Completion' requirements.**

## Contact details for staff who can give advice

For academic advice about module selection, please contact your Personal Tutor or the relevant module tutor(s). For administrative advice on the process of module selection, please contact the [Undergraduate Coordinator](#). For permission to take modules outside the Department of Anthropology, please contact the Deputy Head of Department (Head of Teaching).

## Deadlines for choosing modules, and how a student will know if they have secured a place

The module selection function in Portico goes live every year around August, with the exact date determined by Portico Services. As soon as available, students may select their options. Technically, selections can still be amended up until the end of the second week of Term 1, that is, by Friday 12 October 2018. The final verification of Term 2 module choices needs to be made by Friday 7 December 2018. Students are advised, however, that it is a bad idea to change modules after they have started and that some modules can no longer be joined if the first lecture has been missed.

See Section 12 of this handbook for details of how to register your module choices in Portico.

## The above information in relation to Affiliate students

The above information about course selection, registration and assessment applies equally to affiliate students, with the exception of the regulations pertaining to degree classification.

## 7 Progression and award requirements

**Information on how a student progresses through the programme – what does a student need to complete and pass to be awarded a degree; what are the criteria for condonement (if applicable), what are the consequences of unsatisfactory progress.**

### Undergraduate Programme Progression for 360 and 480 Course Credit Degree Programmes

1. The following are the minimum progression requirements set by UCL. See below for the specific requirements of the BSc Anthropology and BSc Anthropology with Year Abroad.
2. Progression can only take place when a full set of results is available including any referred or deferred assessment results and marks provided by other institutions.

### Three-Year Degree Programmes

1. In order to progress from one year to the next, or to be awarded a Bachelors with Honours, a student should Pass 120 credits in each year of study.

2. A student who does not Pass 120 credits in a year of study must nonetheless be considered to have met the Progression and Award Requirements if they meet all of the following Condonement Criteria in that year of study:
  - a) Pass all Non-Condonable Modules, AND
  - b) Pass at least 90 credits, AND
  - c) Attain marks in the [Condonable Range](#) in no more than 30 credits, AND
  - d) Have attained marks in the [Condonable Range](#) in no more than 60 credits up to and including the current year of study, AND
  - e) Achieve a credit-weighted mean of at least 40.00% across 120 credits.

### Study Abroad Year

3. A student must meet the Progression Requirements before commencing a Study Abroad or Placement Year.
4. Upon returning from a Study Abroad or Placement Year, a student should meet the Progression Requirements before commencing the next year of study.
  - a) In exceptional circumstances, such as when marks from a placement provider or host institution are not yet available, the Programme Board of Examiners may permit a student to Provisionally Progress to the next year of study until such a time as the marks become available and formal Progression can be determined. See [Section 9.4: Provisional Progression](#).

### Modern Foreign Language Requirement

5. In order to be awarded a qualification, a student must also meet UCL's Modern Foreign Language Requirements (see [Section 9.7: Honours Degree Modern Foreign Language Requirements](#)).
6. All progression decisions at the end of year 3 are provisional. Progression from Year 3 will not be confirmed until all marks are available and have been ratified by a Board of Examiners. Progression may therefore be confirmed at the start of Year 4.

### The BSc Degree in Anthropology (UCAS Code L602) and The BSc Degree in Anthropology with year abroad (UCAS Code L603):

1. In the **FIRST YEAR**, students take 120 credits of compulsory courses from the three main branches of anthropology: **biological anthropology**, **material culture**, and **social anthropology**. A student who does not Pass 120 credits in a year of study must nonetheless be considered to have met the Progression and Award Requirements if they meet all of the following Condonement Criteria in that year of study:
  - a) Pass all Non-Condonable Modules, AND
  - b) Pass at least 90 credits, AND
  - c) Attain marks in the [Condonable Range](#) in no more than 30 credits, AND
  - d) Have attained marks in the [Condonable Range](#) in no more than 60 credits up to and including the current year of study, AND
  - e) Achieve a credit-weighted mean of at least 40.00% across 120 credits.

There are no no-condonable modules in the first year.

#### 2. In the **SECOND YEAR** students are:

- a. Required to take:

ANTH0013: Introduction to Theoretical Perspectives in Social Anthropology and Material Culture (15 credits)

b. Required to take:

ANTH0015: Being Human (15 credits)\*

ANTH0013 is intended to provide an introduction to the key theories, theorists and conceptual frameworks in anthropology from a broadly historical perspective. It constitutes a general background to all subsequent courses in social anthropology and material culture taught in the department as well as being relevant to dissertations written in the final year of study. It is thus regarded as foundational. This is why it is always taught in the first term of the second year of study in the Department. It is not taught in the first year of study because a basic prerequisite for the success of this course that has been highly praised by students on a consistent basis over the years as making sense of their studies and how they are linked together is some background knowledge of the kinds of research anthropologists do and how they undertake it and basic ideas put forward by anthropologists in various research contexts. Students of anthropology usually have little or no background with regard to the discipline prior to undertaking studies at university since the subject is not taught at school or college. ANTH0013 is largely concerned with fairly abstract philosophical perspectives and theoretical models and aims to explain these as concisely and clearly as possible and show how they relate to examples of actual anthropological research. Thus if taught in the first year it would unfortunately appear to be quite irrelevant to most students given their lack of knowledge of anthropology. It would in fact be fairly impossible to teach without building on first year courses and appears to be successful and illuminating to students precisely because they have already taken these courses in their first year. A degree in anthropology in this department, given the exceptionally broad scope of what we teach from the biological to the social to the material aspects of humanity, is necessarily a progression from the first to the third or fourth year of study and ANTH0013 is taught in the 2nd year to both reflect this and maximise the understanding of students through introducing difficult ideas and complex theoretical frameworks when they are ready to understand and appreciate them. In our judgement this has to be at the beginning of the 2nd year of study rather than in the first year of study when such a course could never achieve its aims and objectives.

ANTH0015 investigates different research and sub-disciplinary approaches to the overarching anthropological questions of what is the basis of humanity and what makes humans human. Each student will spend two weeks with 4 different members of staff from the different subsections in the department. Each staff member will develop two questions which contribute to the way their research approaches the fundamental anthropological question of what it means to be human – and these questions will be accompanied by three readings which the students must read before the session and discuss during the tutorial. Students will also identify one reading themselves for each tutorial topic. By the end of the course all students will have had two sessions with staff from each subsection of the department: biological anthropology, social anthropology, medical anthropology and material culture. The course will help to develop the research skills necessary for your dissertation in the final year

(ii) In addition, second year students are required to choose:

- (a) 15 credits of Biological Anthropology,
- (b) 15 credits of Social Anthropology,
- (c) 15 credits of Material Culture and
- (d) 15 credits of Medical Anthropology.

\*Second year students wishing to take part in the Turkana Institute Field School in Kenya are not required to take ANTH0015 and will need to speak with the Undergraduate Coordinator before registering their modules on Portico.

**Please note that some *Third/Fourth Year only* course options require specific courses to be taken as prerequisites in the second year. Please check!**

**2. In the FINAL YEAR students are**

**a. Required to take and pass:**

ANTH0036 Individual Studies (45 credits) – non-condonable module.

In order to progress from one year to the next, or to be awarded a Bachelors with Honours OR an Integrated Masters with Honours, a student should Pass 120 credits in each year of study.

A student who does not Pass 120 credits in a year of study must nonetheless be considered to have met the Progression and Award Requirements if they meet all of the following Condonement Criteria in that year of study:

- a) Pass all Non-Condonable Modules, AND
- b) Pass at least 90 credits, AND
- c) Attain marks in the [Condonable Range](#) in no more than 30 credits, AND
- d) Have attained marks in the [Condonable Range](#) in no more than 60 credits up to and including the current year of study, AND
- e) Achieve a credit-weighted mean of at least 40.00% across 120 credits.

### **Local Rules for BSc in Anthropology L602 - For students first enrolled in 2017/18 or earlier.**

#### **Courses that must be passed for progression to the second year:**

All 120 course credits in Year 1 (ANTH0008, ANTH0001, ANTH0003, ANTH0007 and ANTH0006) are compulsory, must normally be passed to progress to Year 2 of the BSc in Anthropology.

#### **Additional Programme Requirements:**

In addition to the compulsory courses listed above, students in their 2nd year must take an additional 15 course credits in each of the subject areas of Biological Anthropology, Social Anthropology, Material Culture, and Medical Anthropology. They may still be considered for the BSc in Anthropology if they fail a required course.

#### **Classification of Honours:**

The best 30 credits course from the first year (ANTH0001, ANTH0003 or ANTH0008).

All 120 credits from Year 2 and all 120 credits from Year 3.

### **Local Rules for BSc in Anthropology with Year Abroad L603 - For students first enrolled in 2017/18 or earlier.**

#### **1. Courses that must be passed for progression to the second year:**

All 120 course credits in Year 1 (ANTH0008, ANTH0001, ANTH0003, ANTH0007 and ANTH0006) are compulsory, must normally be passed to progress to Year 2 of the BSc in Anthropology.

#### **2. Courses that must be passed for progression to the fourth year:**

All assessments for the year abroad (recorded as ANTH0054, ANTH0199, ANTH0200 and ANTH0201).

#### **Additional Programme Requirements:**

In addition to the compulsory courses listed above, students in their 2<sup>nd</sup> year must take an additional 15 course credits in each of the subject areas of Biological Anthropology, Social Anthropology, Material Culture, and Medical Anthropology.

They may still be considered for the BSc in Anthropology with Year Abroad if they fail a required course.

#### **Classification of Honours:**

The best 30-credit course from the first year (ANTH0001, ANTH0003 or ANTH0008).

All 120 credits from Year 2 and all 120 credits from Year 4.

### **Criteria to Transfer between Anthropology degrees**

Transfers may normally be made (**subject to space on the programme**):

#### **(a) BSc Anthropology to BSc Anthropology with a year abroad**

- h) Within first 10 days of first year commencement (before college deadline)

- i) After the first year exams and before the college deadline for transfers at the beginning of the second year under the following conditions
  - a. Student has weighted average of at least 60%
  - And b. Student has passed every module
  - And c. In their first year, student has not had attendance or disciplinary problems and has not been subject to a learning agreement.

**(b) BA Archaeology and Anthropology to BSc Anthropology / BSc Anthropology with a year abroad**

- (i) Within first 10 days of first year commencement (before college deadline) provided student meets Anthropology entrance criteria
- (ii) After the first year exams and before the college deadline for transfers at the beginning of the second year under the following conditions
  - a. Student has weighted average of at least 60%
  - And b. Student has passed every module
  - And c. In their first year, student has not had attendance or disciplinary problems and has not been subject to a learning agreement
  - And d. Student has achieved at least 60% in each Anthropology module.

**(c) BSc Anthropology with a year abroad to BSc Anthropology**

Transfers may be made at any time up until and including after the second year exams.

- (d) **BSc Anthropology to BA Archaeology and Anthropology** – subject to decisions / criteria of Archaeology.

**Annual Prizes**

The Department of Anthropology offers the following prizes each year:

**RE Bradbury Memorial Prize**  
**£100**

**Best First Year BSc Anthropology student**

**Rosa Morison Prize**  
**£150**

**Best Second Year BSc Anthropology student**

**Daryll Forde Award**  
**£500**

**Best Third Year BSc Anthropology student**

**Murray Last Prize**  
**£100**

**Best IBSc Medical Anthropology student**

The Faculty of Social and Historical Sciences awards a prestigious **Faculty Medal** to the final year student judged to have performed best within the Faculty.

The Faculty also cites its best finishing students each year in **The Dean's List**. This is for students who have performed with distinction and, whilst this citation involves no monetary reward, it appears on a student's curriculum vitae and will be mentioned in references.

**Modern Foreign Language Requirements**

UCL is committed to Modern Foreign Language education and requires all UK Honours Degree students to enter UCL with, or have developed by graduation, a basic level of language competence. Students who fail to satisfy the requirement by the end of their programme will not be eligible for the award of an Honours Degree. Students should

speak to their personal tutor or programme leader in the first instance if they have any questions about the requirement.

Further information: [Academic Manual Chapter 4, Section 9: Progression and Award](#)

## 8 Exam Registration

**Students should check their exam registrations on Portico carefully** and inform the Undergraduate Coordinator immediately if there are any errors or omissions. It may be difficult to sort out problems if you only discover that you have not been properly registered when the exam timetables are issued in March/April.

Revision classes are held as appropriate at the beginning of the Summer Term. You should aim to practise the skills that will be tested in the examination, such as writing timed essays, during the revision period.

**In taking the examination it is essential that you attempt the full number of questions specified as being required.**

**Past examination papers** are stored in the **DMS Watson Library** and are available on the UCL website at [http://digitool-b.lib.ucl.ac.uk:8881/R&?local\\_base=EXAMPAPERS](http://digitool-b.lib.ucl.ac.uk:8881/R&?local_base=EXAMPAPERS)

Students should note however, that where a course changes its content or tutor, past examination papers may offer little help in preparing for the current year's exams. Course lecturers should be consulted on this matter.

## 9 Academic and personal tutoring and mentoring

### What students can expect in terms of academic and personal tutoring

#### Academic and Personal Tutoring

UCL is committed to providing all students with the academic guidance and personal support that they need to flourish as members of our active learning and research community. As part of the wider support infrastructure provided by a programme, every undergraduate or taught postgraduate student will be assigned a member of staff who can provide constructive academic and personal development guidance and support. At the start of the year, students will be provided with the name and identity of their personal tutor, the date of their first meeting, and where and when the personal tutor can be found in term time. Students are encouraged to be proactive in engaging with their Personal Tutor, as it is the responsibility of the student to keep in touch.

#### Departmental pastoral tutoring

In each of terms 1 and 2, you must meet with your Personal Tutor. First year students are **required** to meet with their Personal Tutor at least five times throughout the academic year. Second and third year students are **required** to meet at least three times. Students will be reminded well in advance to book an appointment to discuss their academic progress. If a student is experiencing any personal, financial or other problems, which may affect academic performance, s/he should raise these with his/her Personal Tutor.

UCL is committed to providing all students with the academic guidance and personal support that they need to flourish as members of our active learning and research community. As part of the wider support infrastructure provided by the Department and UCL, every student is assigned a Personal Tutor. At the start of each year, students will be contacted by their personal tutor to arrange their first meeting. Lists of each member of staff's personal tutees are displayed on the Department website. For students registered for joint degrees, the positions of Personal Tutor and the Joint Degree Tutor are usually held by the same person. Similarly, the Affiliate and Socrates/Erasmus

Tutors act as Personal Tutors for the Affiliate and Socrates/Erasmus students and the Intercalated Medical Anthropology Tutor for IBSc Medical Anthropology students.

The role of the Personal Tutor is to provide constructive academic and personal development guidance and support and general pastoral oversight of a student's personal and academic wellbeing. Specific advice may relate to, for example, **(i)** course choices; **(ii)** academic performance; and **(iii)** future careers. **First year students should see their Personal Tutor at least five times through their first year. Second and Third year students should see their Personal Tutor at least three times through the year.**

Students are encouraged to be proactive in engaging with their Personal Tutor. It is the responsibility of the student to keep in touch and to make the best of the opportunities provided by the personal tutoring system.

**Illness and/or problematic personal circumstances** likely to affect attendance and academic progress should be reported to, and discussed with, [Personal Tutors](#) at the earliest opportunity.

Further information about the role of Personal Tutors is available here:

[https://www.ucl.ac.uk/ppd/personal\\_tutors](https://www.ucl.ac.uk/ppd/personal_tutors)

### WRITTEN REFERENCES

Both during and after a student's stay in the Anthropology Department, Personal Tutors may be asked to write **academic** and **personal references** on behalf of their personal tutees. Good, positive references can only be written if students ensure that they see their Personal Tutors on a regular basis. Additionally, 3rd year students will be required to supply their tutor with:

- A curriculum vitae (CV), detailing personal details, academic background, employment history and special interests
- Copies of transcripts or records of marks achieved so far in their time at UCL
- Details of the particular job or course for which they are applying plus suggestions as to how they may be suitable
- If possible, an autobiographical profile of university career to date, pointing out and explaining, strong and weak performances. This information will be kept on file by the Department.

In addition to Personal Tutors, the department also has a **Departmental Tutor**, one **Joint Degree Tutor** who provides oversight for the Archaeology and Anthropology joint degree and an **IBSc Medical Anthropology Tutor**. These tutors will be able to provide advice on programmes of study. They may also ask to see students whose attendance or work is causing concern. Finally, the Departmental Tutor is responsible for monitoring the academic progress of all students in the Department.

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

For information on dissertation supervision, expectations and all other questions relating to the dissertation, please consult the dissertation handbook and other information available through the dissertation course's Moodle page (ANTH0036- Individual Studies).

## Transition Mentors

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

programme. First-year students meet their Transition Mentor during the first week of term at their department's 'Meet your Mentor' session.

**Further information:** [UCL Transition website](#)

## 10 Projects, placements and study abroad

### Information on study abroad options

Students apply for three ranked study abroad placements. Detailed information is provided as part of the application process. In the majority of cases students are placed in one of their three choices

### Information about regulations concerning the year abroad

While abroad, students follow the same programme of study as the local students. UCL students are required to pass all courses, to submit quarterly reports to the study abroad tutor, and complete an evaluation at the end of the academic year. It is strongly recommended that they use the time abroad to begin research on their individual studies project.

For Study Abroad Years see the UCL Academic Manual, Chapter 4, Section 9 [Progression and Award Requirements](#); and Section 10 [Classification](#).

## 11 Learning resources and key facilities

### Information on university-wide learning resources and key contacts for support

#### UCL Library Services

UCL has 19 libraries and a mixture of quiet study spaces, bookable study rooms and group work areas. Each library has staff that students can ask for help. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support.

**Further information:** [Library information for students](#)

#### UCL Information Services Division (ISD)

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers IT learning opportunities for students and staff in the form of 'How to' guides which provide step-by-step guidance to all of ISD's key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks. There are also opportunities for [digital skills development](#) through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk. UCL also has a licence for [Lynda.com](#) which provides thousands of high quality video-based courses from programming to presentation skills. [Learning on Screen](#) provides students with access to an archive of 65 free-to-air channel programming for educational usage. In addition, [Kanopy](#) is available to UCL students, and offers a wide range of movies.

[E-learning services](#) available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom.

ISD provides desktop computers and laptops for loan in a number of [learning spaces](#). A [map of computer workrooms](#) is available on the ISD website. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students. It is also possible to access a large range of applications remotely, from any computer, using the [Desktop@UCL Anywhere](#) service. Students also have access to a range of free and discounted software via [ISD Software for Students](#).

All students are encouraged to download the UCL-Go app, available for iOS and Android devices. The app gives access to Moodle and timetabling and shows where desktop computers are available on campus.

## UCL Centre for Languages & International Education (CLIE)

The UCL Centre for Languages & International Education (CLIE) offers courses in over 17 foreign languages (including English), along with teacher training courses, across a range of academic levels to support UCL students and staff and London's wider academic and professional community. CLIE provides degree preparation courses for international students, courses satisfying UCL's Modern Foreign Language requirements and a range of UCL summer school courses. Students can also access a database of language-learning resources online through the CLIE Self-Access Centre, including film and documentary recommendations and books for self-study.

Further information:

[CLIE website](#)  
[CLIE Self-Access](#) Centre

## Information on department/faculty library spaces/resources, IT provision/support, social spaces etc.

The main **Anthropology Teaching Collection** is housed on the second floor of the **DMS Watson Science Library** that is situated directly opposite the entrance to Foster Court on Malet Place. The Issue Desk is on the ground floor. The Anthropology Departmental Teaching Collection is located by the Issue Desk. Lecturers are permitted to lodge on reserve for students 5 copies of any given chapter or articles, and no more than one chapter/article per book or 10% of that book in the teaching collection. Beyond that limit, we breach copyright regulations and are vulnerable to legal action taken out against us by publishers. ***Students should note that further photocopying of these offprints is illegal.*** Many readings have now been digitised and can be accessed via course Moodle\* pages or digitised reading lists (\* **Make sure you sign up for the Undergraduate Moodle site not Postgraduate**).

The Department has a **Library Committee** comprised of the DMS Watson Anthropology Librarian, student representatives and Dr Victor Buchli (Chair). Students should pass on their comments and ideas regarding library matters directly to the **Staff Library Representative** or to their **Staff-Student Representatives**

Card operated photocopiers are available in the Library and the photocopying room in the South Junction. There are also photocopying facilities available for students in the Department on the first floor.

## How to access Moodle and support contacts

Moodle is UCL's online learning space. It includes a wide range of tools which can be used to support learning and teaching. Moodle is used to supplement taught modules, in some cases just by providing essential information and materials, but it can also be integrated more fully, becoming an essential component of a module. Some modules may use Moodle to provide access to readings, videos, activities, collaboration tools and assessments.

Further information:

## Portico – what it is, why it is important and who to contact for support

- Updating personal data such as addresses or contact numbers
- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results
- Pre-enrolment and re-enrolment
- Applying for graduation ceremonies

Further information:

- [Portico login](#)
- [Portico Helpdesk](#)

Access to PORTICO is available to everyone across UCL – both staff and students alike – via the web portal [www.ucl.ac.uk/portico](http://www.ucl.ac.uk/portico). You will need to log on 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 Myriad. If you do not know them, you should contact the IS Helpdesk as soon as possible ([www.ucl.ac.uk/is/helpdesk](http://www.ucl.ac.uk/is/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 read your UCL email on the web at <https://www.ucl.ac.uk/isd/it-essentials-for-new-students>
- You can change your password on the web, at any time, at <http://www.ucl.ac.uk/isd/>

Passwords cannot be issued over the phone unless you are registered for the User Authentication Service, see <https://myaccount.ucl.ac.uk/uas-register/>. We strongly advise that you register for this service. If you have not registered for the User Authentication Service you will need to visit the IS Helpdesk in person or ask them to post a new password to your registered home or term-time address.

More information can be found at <http://www.ucl.ac.uk/isd/>

### Online Module Registration

This facility enables you to choose your modules in accordance with the rules for your programme of study.

Before you select your modules we recommend you check the Online Timetable at <https://cmis.adcom.ucl.ac.uk:4443/timetabling/homePage.do> to find out when they are being taught and when you have a free space in your timetable. Your mandatory modules will automatically be added to your personal timetable and the modules you select will be added overnight.

**Please note that Portico does not include timetabling information, so you should check with the [online timetable](#) or the teaching department concerned to ensure that your choice of any optional or elective modules does not clash with other classes.** Many departments have specific procedures for approving module selections/signing students up so you should ensure that you familiarise yourself with these.

If you want to find out more about the content of individual modules you can do so by going to the department website or by clicking on the programme code while on Portico or in Moodle which will bring up a summary of the module.

You can access the Module Selection screen in Portico via the option 'Select your modules/course components' in the Student Academic Details container.

The top of the screen shows any compulsory modules which you have to take. To complete the module registration process you should select any optional/elective modules as listed at the bottom of the screen. Clicking on the 'Select' button next to the appropriate rule, which will open the optional/elective selection screen.

### Selection Screen – optional modules

Click in the 'Select' box next to the appropriate module to choose the module(s) you wish to take. To view further details about the module, click on the module name. The rule in the header above the list of modules states how many modules/credits you should choose. You must enter the correct number and then click on the 'Submit Selections' button to return to the main screen.

To return to the main screen without submitting any selections, click on the 'Cancel Selection' button.

### Selection Screen – elective modules

If the rule specifies choosing 'any undergraduate' or 'any postgraduate module' (an elective module, subject to approval), clicking on the 'Select' button next to the appropriate rule on the main screen will take you to a new screen.

As with the optional module selection screen, the rule in the header will state how many modules/credits you should choose. You should input the appropriate module code(s) in the module box and insert an 'A' in the 'Occ' (Occurrence) field. Alternatively, you can use the 'Search' button to find a module. Use the 'Submit Selections' button to enter the modules, or the 'Cancel selections' button to return to the main screen without submitting anything.

### Validation/Confirmation of selections

Once you have completed all of your selections, ensure that they comply with any 'Overarching rule' indicated in the 'Overarching' column on the main screen and then click on the 'Submit Selections' button on the main screen.

Once you have submitted your selections, you will be presented with a final screen, where you can either undo your last change or you can confirm your selections by clicking on the 'Confirm Selections' button.

**Note that once you have clicked on this button you cannot go back – you will then need to contact the Undergraduate Coordinator in the departmental office in your parent department to make any amendments to your selections.** Following your confirmation, you will be presented with a screen that confirms you have completed the module registration process, listing the modules you have selected.

All of your selections are subject to the approval of the teaching department for the module and your parent 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 Undergraduate Coordinator the departmental office in your parent department**, whom you should also contact if you wish to amend a selection at any time. You can check on the approval status for each of your modules by clicking on the 'View Module Selection status' option in your Student Academic Details container.

### **Enrolling for Courses**

Because they contain compulsory units and other important degree requirements, all students' course choices are subject to their tutor's approval. **First year students take a programme of compulsory courses.**

Information about all options is updated on the Departmental website, Portico and a Course Options booklet which is available on the Anthropology website. Requirements for each course are listed in terms of **(i)** prerequisites, **(ii)** mode of assessment (i.e. examinations and/or term essays and/or other assignments). Restrictions on numbers are sometimes imposed.

Only in exceptional circumstances will students be permitted to join a course more than three weeks after it has begun. Students will not be allowed to discontinue a course after three weeks without the permission of the Departmental Tutor and the Faculty Tutor who has the final decision on late course changes.

- (i) All changes must be reported to the Undergraduate Coordinator in the Departmental Office.
- (ii) Individual course details, including Reading Lists, will normally be distributed in the first lecture. Dates of first lectures will be posted or pre-circulated. Where there is no notice of a first lecture date, students should assume that the course commences in the first term as early as possible in the week following registration week. In the second term courses begin in the first week of term unless otherwise stated.

## Information about courses

As well as the course reading list, each course has a moodle page which provides further details about the course. On every course moodle page there is a Module Information Sheet. This contains all the key information about the course including a) the aims of the course; (b) a list of course requirements; (c) deadlines for course work; (d) where relevant, essay questions with relevant bibliography; (e) how and where course work should be dated and handed in; (f) the skills (including transferable skills) that you are expected to derive from the course; (g) contact details for the tutor and their preferred mode of communication. If any of these pieces of information are absent or unclear, students should point this out to the lecturer.

## 12 Your Online Timetable

(Login with your standard UCL username and password)

### Brief description of the Online Timetable

The UCL Online Timetable ([www.ucl.ac.uk/timetable](http://www.ucl.ac.uk/timetable)) displays your personal timetable week by week, and lets you find out what is being taught, when, where and by whom across UCL. Use it to select course units which will fit in your timetable. Your personal timetable will display all the course units you are registered to attend including lectures, seminars, tutorials, labs, film screenings, computer training and more. Check it regularly for changes to dates, times or locations.

### Four Types of Timetable

- **Personal** timetables for students and teaching staff with a UCL username and password.
- **Department** or Subject Area timetables by year of study.
- **Degree programme** timetables by year of study.
- **Custom** timetable lets you choose modules to create a timetable.

### Features

- display a week, term or year
- click back and forth through weeks or select a week
- 3 sizes of event display to choose from
- click on an event to open pop-up box and see all details
- link to UCL maps route finder by clicking on the room
- students can display all groups timetabled for their modules, by default only groups they are assigned to are displayed
- students and lecturers see all their teaching for all departments in one view

## Personal timetables for students

Your personal timetable displays the modules you are registered to attend in Portico. Students are automatically registered for compulsory modules so they immediately appear in your timetable. Use the Department, Degree Programme or Custom timetables to find options that fit in your timetable. *An important feature of this timetabling software is that it automatically checks for and alerts you to any clashes.* Once you select your options in Portico, they will appear in your timetable the next day. If a module selection is rejected or deleted in Portico, it will be removed from your timetable the following day.

Groups such as tutorials, labs and seminars are added to your timetable when you are assigned to a group by the teaching department. You can choose to display all groups for your modules.

**N.B. Timetables are subject to change.** Any change to the timetable from any department at UCL is reflected immediately in the Online Timetable and your personal timetable will be updated automatically. Remember to check it regularly.

## 13 Student representation

### Information on UCLU, how to run for election and how to find a representative

#### University College London Union (UCLU)

UCLU is the students' union at UCL. As the student representative body, it is run by students for students. UCLU is independent of UCL and a registered charity, providing a range of services to support UCL students and help them develop skills and interests while at UCL. UCL students are automatically members of UCLU (but can opt out), and the Union is run by seven full-time student sabbatical officers who are elected by cross-campus ballot each year and take a year out of their studies in order to work for the Union. These officers represent students on various UCL committees and campaign on the issues that matter to students.

#### Further information:

- [UCLU website](#)
- [Membership information \(including how to opt out\)](#)
- [Elections information \(including how to run for office\)](#)

#### Student Societies

UCL students currently run over 250 different clubs and societies through UCLU, providing a wide range of extra-curricular activities for students to get involved with during their time at UCL.

#### Further information:

- [UCLU Clubs & Societies](#)

Please see part 4.2 for a description of our Department's AnthSoc.

#### Course Representatives

The principal function of UCLU is to represent the needs and interests of all UCL students at the university, regional and national level. Central to this mission are elected Course Representatives

Course Representatives are elected to represent students' views and interests. They sit on various departmental, faculty and University level committees and act as the voice of students, ensuring that UCL takes the needs of

students into account in its decision-making. Course Representatives also liaise with UCLU and UCL staff to resolve issues.

Being a Course Representative is an opportunity not to be missed. Participants can gain a Course Representative certificate and, if applicable, Higher Education Achievement Report (HEAR) accreditation in recognition of their contribution to students and UCL. Course Representatives receive training for their role and additional skill building sessions such as public speaking, assertiveness and negotiation. They work on real issues and make changes to teaching, assessment and local facilities.

**Further information:**

- [Course Representatives](#)
- [Find Your Representative](#)
- [Become a Course Representative](#)

## **Role of the Staff-Student Consultative Committee**

**Every department at UCL has a Staff-Student Consultative Committee (SSCC) that meets at least twice a year. The SSCC provides a forum for discussion between staff and student representatives (Course Representatives). This is an important opportunity for students to give feedback on their learning experience and is central to maintaining and improving the quality of education at UCL.**

There is a representative for each year group of the BSc Anthropology, BSc Anthropology with year abroad and the joint degrees and for affiliate students. Elections will be held at the start of term and details of the representatives and copies of minutes will be posted via email.

If students have matters that they wish to raise, student representatives should be contacted and informed of the issues well in advance of the meeting in order for the meeting agenda to be up-dated. Dates of meetings will be published and displayed around the Department and committee representatives will be informed individually by email.

## **Other ways (specific to the department/programme) that students can give feedback, including local processes and key contacts.**

As well as the formal SSCC, students should always fill in course appraisals which are circulated at the end of every course taken. These are thoroughly looked at and discussed within the departmental teaching committee and are the primary means by which we can hold staff to account and to improve, where necessary, the delivery of our programme. Aside from this, students should feel free to discuss any problems that arise with respect to teaching with the lecturer(s) taking the course, with your personal tutor, the departmental tutor or the Head of Teaching. All are there to help make sure that your path through the degree is a smooth and enjoyable one. See, also, section 10.

## **UCLU Rights & Advice Centre**

The UCLU Rights & Advice Centre is a service available to UCL students to help with any difficulties that might occur while at UCL. The Rights & Advice Centre's trained and experienced caseworkers can give advice about:

- **Immigration** – including applying for a Tier 4 visa
- **Academic issues** – including examination irregularities and student complaints

- **Housing** - including contract checking and housemate disputes
- **Employment** - including unpaid wages and part time employment contracts
- Many other legal and university matters

Students can make an appointment or attend a drop-in session for free, confidential and independent advice and support.

**Further information:**

- [UCLU Rights & Advice Centre](#)

## Student Complaints

UCL aims to ensure that every student is satisfied with their experience of UCL. However we recognise that from time to time problems do arise and students may wish to express concern or dissatisfaction with aspects of UCL or the quality of services provided.

### Informal resolution

Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Students can speak to their Personal Tutor, Programme Leader, Departmental or Faculty Tutor, or Student Academic Representative (StAR) if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the UCLU Rights and Advice Service. UCL strongly encourages this kind of resolution and does expect students to have attempted some form of informal resolution before making a formal complaint.

### Formal complaints

If an issue cannot be resolved at a local level, students may feel they need to submit a formal complaint using UCL's Student Complaints Procedure. UCL aims to ensure that all complaints are treated fairly, impartially, effectively and in a timely manner, without fear of victimisation. The Complaints Procedure applies across all Schools, Faculties, Academic Departments and Professional Service Divisions.

**Further information:**

- [Student Complaints Procedure](#)
- [UCL Student Mediator](#)
- [UCLU Rights & Advice Centre](#)

## 14 Student support and wellbeing

### Information regarding central wellbeing and support services, including what services are offered, locations and contact information

#### UCL Student Support and Wellbeing

UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for student - the [Current Students Support](#) website provides more information. Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services.

#### The Student Centre

The Student Centre provides front-line administrative services to UCL students and is an excellent source of information about the services provided by Student Support and Wellbeing. They can also provide advice about a b

#### **Further information:**

- [Student Centre website](#)

#### **Student Disability Services**

Student Disability Services provide a comprehensive range of support services for students who have a disability which impacts upon their studies at UCL. They support students with physical and sensory impairments, specific learning difficulties, autistic spectrum disorders, mental health difficulties, and long-term health conditions. As well as arranging for adjustments to learning environments, the team loan out specialist equipment and provide one-to-one tutoring and support for students with specific learning difficulties.

**Further information:** [Student Disability Services](#)

#### **Student Psychological Services**

Student Psychological Services is dedicated to helping UCL students with personal, emotional and psychological concerns. The Student Psychological Services Team is diverse and consists of a variety of highly trained and experienced professionals, who offer short-term CBT and psychodynamic support. There are currently two psychiatrists and ten therapists on staff with varying kinds of psychological training and expertise.

- **Further information:** [Student Psychological Services](#)

#### **International Student Support and Welfare**

The International Student Support and Welfare Team provide specialist support and advice for all non-UK students at UCL. As well as immigration information, they help to support students through the transition to university in the UK by organising the International Student Orientation Programme (ISOP) at the start of each term, and arranging regular workshops for international students which tackle particular issues.

- **Further information:** [International Student Support and Welfare](#)

#### **Study Abroad Support**

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

- Further information: [Study Abroad Website](#)

#### **Accommodation**

UCL Residences provides a range of accommodation options including three Halls of Residence, self-catered student houses and intercollegiate halls shared with other colleges of the University of London. Each Hall has a Warden and Vice-Warden to support students and foster a positive environment within the accommodation.

- Further information: [Wardens and Vice Wardens at UCL Residences](#)

#### **Financial support**

At UCL we understand students can face a range of financial issues. We aim to help and advise students as much as possible, so that they have more control over their own financial situation. The Student Funding Team offer online information and one-to-one support through appointments as well as a drop-in service. Students with a more complex or sensitive circumstances can make an appointment with the Student Funding Welfare Adviser.

- **Further information:** [UCL Financial Support](#)

### **Expedition Travel and Research Fund**

Current second year students may apply to the **Expedition Travel Committee** (ETC) and to other sources of funding such as the Royal Geographical Society for financial assistance to fund fieldwork in preparation for the final year Individual Studies Project. Students should regularly check notice boards for the information on the process and deadline for applications for the ETC fund (usually in February). Please note that the College ETC does not fund academic projects per se but it does fund the travel associated with such projects if a student makes a good case for the likely general value of the experience. Further information can be found on the Expeditions and Travel website at <http://www.ucl.ac.uk/expeditions/> where application forms and advice regarding risk assessments may also be downloaded.

### **Student of Concern**

There are many sources of support for students who are having difficulties, but sometimes it is hard to know how to help a student who appears to be struggling, particularly if they seem unwilling or unable to seek the help they need. Anyone concerned about the behaviour of a student, who believes the problem may be related to health and wellbeing issues, is encouraged to complete the online [UCL Student of Concern Form](#). Depending on the concerns raised, Student and Registry Service may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe.

- **Further information:** [Student of Concern](#)

### **Registering with a Doctor**

#### **Information about registering with a doctor and out-of-hours support services**

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare as quickly as possible if they become ill or injured. When attending a university in the UK students are also advised to be vaccinated against Meningitis C.

The Ridgmount Practice is a National Health Service (NHS) practice providing healthcare and dental services for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice.

- Further information: [Register with a Doctor](#)
- [Ridgmount Practice website](#)

### **Out-of-hours support and information helpline**

UCL works in partnership with Care First to provide an out-of-hours support and information helpline. The helpline is free of charge and includes access to information specialists who are trained by Citizens Advice and to professionally-qualified and BACP-accredited counsellors who can help students with a range of emotional and psychological difficulties.

- **Further information:** [Care First](#)

### **Crisis support - immediate help**

If a student is in crisis there are a range of UCL and external sources of help such as Nightline, Ridgmount Medical Practice, Hall Wardens, Student Psychological Services and the Samaritans.

- **Further information:** [Crisis support – immediate help](#)

## **Equality and Diversity**

### **Information on how students can access support/information related to Equality and Diversity**

UCL fosters a positive cultural climate where all staff and students can flourish, where no-one will feel compelled to conceal or play down elements of their identity for fear of stigma. UCL is a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution. The Equalities and Diversity website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, and disability amongst other equalities initiatives at UCL.

### **Departmental Equal Opportunity Liaison Officers**

Departmental Equal Opportunity Liaison Officers (DEOLOs) provide support and assistance for students and staff about issues relating to equalities and diversity.

UCL Anthropology DEOLO is Ms. Rikke Osterlund, Departmental Manager, Room G21, 14 Taviton Street. Email: [r.osterlund@ucl.ac.uk](mailto:r.osterlund@ucl.ac.uk)

- [Equalities and Diversity](#)
- [Support for Pregnant Students](#)
- [Support for Students who are Parents](#)
- [Religion and Belief Equality Policy for Students](#)
- [UCL LGBT Student Support Pages](#)
- [UCL Chaplain and Inter-Faith Adviser](#)
- [DEOLOs \(Departmental Equal Opportunity Liaison Officers\)](#)

## **Information about UCL's Zero Tolerance policy on harassment and bullying**

### **Harassment and bullying**

Every student and member of staff has a right to work and study in a harmonious environment. UCL will not tolerate harassment or bullying of one member of its community by another or others and promotes an environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to raise concerns in the knowledge that they will be dealt with appropriately and fairly.

- **Further information:** [UCL Policy on Harassment and Bullying](#)
- [UCLU Rights & Advice Centre](#)

### **Sexual harassment**

It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with UCLU to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student

experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust, their Hall Warden, a UCLU student officer, the trained staff in the [UCLU Rights & Advice Centre](#), or [the UCL Student Mediator](#).

- Further information: [UCLU Zero Tolerance to Sexual Harassment](#)

### **Support for students who have been affected by sexual violence**

UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence. If a student would like to talk to somebody at UCL, the Student Support and Wellbeing Team can offer advice on the support available both internally and externally.

- Further information: [Support for Students Who Have Been Affected by Sexual Violence](#)

## **15 Student feedback**

### **The importance of feedback and how UCL uses the results**

UCL's goal is to put students' feedback, insights and contributions at the heart of our decision-making. We value students' feedback and work with students as partners in the process of shaping education at UCL. In recent years, as a direct result of student feedback, we extended library opening hours, opened new study spaces and scrapped graduation ticket fees for students.

### **Student surveys and how UCL uses the results, including information about the NSS, PTES**

#### **Student Surveys**

One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey and the Postgraduate Taught Experience Survey. Whether it's about teaching, accommodation, or facilities, surveys are a chance for students to have their say about what works and what needs improving, to help us make sure that UCL is as good as it can be for current and future students. Each survey takes just a few minutes to complete, all responses anonymous, and some include a generous prize draw. Every piece of feedback is read and the results of each survey are shared with staff across UCL – including President & Provost Michael Arthur.

- Further information: [UCL Student Surveys](#)

### **Student Evaluation Questionnaires Student Evaluation Questionnaires – when they occur and why they are important**

Departments also run Student Evaluation Questionnaires on individual modules throughout the year. This gives students the opportunity to feedback about the teaching on their specific modules, helping departments to continuously improve learning, teaching and assessment. Feedback from SEQs feeds into the Annual Student Experience Review process.

#### **OPINIO**

Towards the end of each course option students are asked to complete a course evaluation. This may take two forms: an anonymous, online course appraisal questionnaire (Opinio) or an anonymous questionnaire distributed in the last lecture of term. These questionnaires are designed to prompt and channel feedback in the direction of course organisers. This is a valuable mechanism for formally recording both satisfaction and problems with courses and is the best way of generating change and improvements.

The procedure for administering and returning appraisal questionnaires is as follows:

- (i) Students will be asked to complete an online appraisal questionnaire (Opinio) or a hard copy questionnaire before submitting their final coursework.
- (ii) Student appraisals and staff responses are handed into the Departmental Teaching Committee to be discussed.
- (iii) Problems arising and key improvements to be undertaken are reported to The Staff-Student Committee and the Staff Meeting
  - Students are informed of the outcome of appraisals by Staff-Student Representatives
  - The Opinio reports are posted on the Anthropology website.

### **PROGRAMME REVIEW QUESTIONNAIRE (OPINIO)**

At the end of the degree programme, students will be asked to complete an online questionnaire on the programme as a whole. Responses to questionnaires are taken seriously and are used to develop and improve courses and the overall programme. Constructive advice offered to lecturers and tutorial assistants at any time is always welcome.

## **The ASER process and how student representatives are involved**

### **The Annual Student Experience Review (ASER)**

UCL's Annual Student Experience Review (ASER) process requires all departments to undertake an annual self-evaluation and produce a development plan for how they plan to improve in the coming year. The self-evaluation involves looking at student feedback from surveys and student evaluation questionnaires as well as other data about student performance and academic standards, such as the feedback provided by the External Examiner, which helps departments to understand what is working well and what might need improving. Student Academic Representatives (StARs) are active participants in the evaluation process and creation of the development plan through discussions at departmental and faculty committees, giving students an important role in identifying and planning improvements within their department. Students can view the completed reports and action plans on the faculty/departmental intranet.

- Further information: [Annual Student Experience Review](#)

## **16 Change Makers**

### **About the project, who they are and how a student can find out more or become involved**

#### **UCL ChangeMakers**

UCL ChangeMakers encourages students and staff to work in partnership with each other on educational enhancement projects to improve the experiences of students across UCL. **UCL ChangeMakers Projects** supports students and staff in running projects to improve the learning experience at UCL. Anyone with an idea, or who wants get involved, can submit a proposal for funding and support. **UCL ChangeMakers ASER facilitators** are students who work with Student Academic Representatives and staff in selected departments to formulate the departmental educational enhancement action plan.

- Further information: [UCL ChangeMakers](#)

## **17 Employability and Careers**

## Opportunities available, where and how to get advice, career planning tips

The UCL Anthropology Careers Tutor is currently Dr Adam Drazin, Room 156, 14 Taviton Street.

Email: [a.drazin@ucl.ac.uk](mailto:a.drazin@ucl.ac.uk)

### UCL Careers

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates, and assists them through the entire job hunting process, including exploring options, searching for vacancies, preparing CVs and applications, practicing for interviews, aptitude tests or assessment centres, and providing access to recruitment fairs and other employment-related events. They can also advise on exploring options for further study and funding. These specialised services and events are available to graduates, international students and Master's students for up to two years following course completion. 17

UCL Careers also supports work-related learning, including internships and placements. UCL students who are required to complete a placement or internship as part of certain courses are supported in their search, application, and work by UCL Careers. Students can also sign up for UCL Talent Bank, a shortlisting service connecting students to small and medium sized organisations.

- Further information: [UCL Careers](#)

### Entrepreneurship at UCL

UCL has a long and successful track record of supporting spin-outs and start-ups developed by its academic and student communities. Many of the student and staff entrepreneurs have won external awards and achieved substantial investment allowing their enterprises to grow and reach their full potential. UCL offers a wide range of support to students ranging from training programmes, advice on whether an idea has commercial potential, one-to-one sessions with business advisers, funding, competitions and incubator space to help them start or grow their business.

- Further information: [UCL Enterprise](#)

## 18 Global Citizenship

**What it is, who a student can contact or where they can go to find out more, or become involved**

### UCL Global Citizenship Programme

The UCL Global Citizenship Programme is a two-week programme for UCL undergraduates and taught postgraduates offering the chance to put their studies in a global context, learn new skills and see the world differently. The Programme runs for two weeks after summer exams have finished, providing a range of opportunities to help students boost their studies, enhance their future and make an impact on the world. Participation is free and open to all UCL undergraduate and taught postgraduate students on a first come, first served basis.

- Further information: [UCL Global Citizenship Programme](#)

## 19 Information on assessment

### How will students be assessed?

Many, but not all, courses taken in the Anthropology Department are assessed fully or partly by examination.

Exams are normally **unseen**. This means that they are held in Examination Halls, located outside of the Department and are professionally invigilated. All unseen examinations in Anthropology are held during the Summer Term, normally in May. The exact format of the unseen examination will vary from course to course. Some examinations will be divided into sections and students will be required to answer questions from each section. The course lecturer will discuss the form that the examination will take with the students on the course. No books, dictionaries, papers or computers may be taken into unseen exams. **Illegible or semi-legible handwriting will be penalised.**

**The exam timetable is centrally organised and will be released in March 2019.**

**Students who feel that they need special arrangements for taking their exams (e.g. sitting the exams in the Health Centre) should also see the Undergraduate Coordinator as soon as possible in the Spring Term (Term 2) to discuss their needs.**

Students must ensure that they are aware of the regulations governing written examinations detailed in the UCL Examination Guide for Candidates on the [Examinations and Awards website](#). Students should pay particular attention to the regulations around examination irregularities. Students who are suspected of any form of cheating or of breaching the [Examination Regulations](#) will be investigated under UCL's [Examination Irregularities and Plagiarism procedures](#).

#### Intercollegiate Exams (If applicable)

UCL students taking examinations at other colleges as part of the University of London's Intercollegiate Scheme must abide by the regulations of the college they are attending. Similarly, students from other colleges taking examinations at UCL are subject to UCL's regulations for examinations.

#### **Further information:**

[Examinations and Awards website](#)

[Examination Regulations](#)

[Examination Irregularities and Plagiarism procedures](#)

### What marking scale is in use on the programme?

In general, tutors apply the following guidelines to help them determine the marks of essays or examinations. These guidelines provide a general framework for the assessment of work submitted and cannot be mechanically applied in any particular case: In some cases tutors have different criteria for assessment of work. Criteria being used are indicated on the individual course Moodle pages.

Marks	1-19	20-39	40-49	50-59	60-69	70-79	80-100
	Fail (F)	Fail (E)	Pass: 3 <sup>rd</sup> (D)	Pass:2:2 (c)	Pass: 2:1 (B)	Pass :1st(A)	1 <sup>st</sup> (A)
Knowledge and Understanding	Major gaps in Knowledge and Understanding of material at this level. Significant inaccuracies.	Gaps in knowledge And only superficial. Understanding of the well-established principles of area(s) of study. Some inaccuracies.	Some knowledge and understanding of material, of well-established principles of area(s) of study, and of the way in which those principles have been developed.	Broad knowledge and understanding of material, of well-established principles of area(s) of study, and of the way in which those principles have been developed.	Good knowledge and understanding of material, of well-established principles of area(s) of study, and of the way in which those principles have been developed.	Very good, detailed understanding of material , main concepts/theories at this level.	As for 70-79but exceptional in some or all of these aspects.
Intellectual skills <i>e.g. analysis and synthesis; deploying logical argument supported by evidence; focus on topic; drawing</i>	Unsubstantial generalizations made without use of any credible evidence.Lack of logic, leading to unsupported conclusions. Lack of analysis and relevance.	Views/findings largely irrelevant, illogical or contradictory. Generalisations/statements made with scant evidence. Conclusions lack relevance and/or validity.	Awareness of most of the issues but some gaps. Some weaknesses in the structure of argument. Some evidence provided to support findings, but not always consistent. Some relevant conclusions.	Awareness of main issues. Structure of argument effective but with some gaps or weaknesses. Some evidence provided to support findings, but not always consistent. Some relevant conclusions.	Issues identified and critically analysed within given areas. An awareness of different stances and ability to use evidence to support argument. Ability to apply concepts and principles outside study context. Generally sound conclusions.	Very good level of analysis and synthesis. An awareness of different stances and ability to use evidence convincingly to support argument. Ability to apply concepts and principles effectively outside study context. Strong well supported conclusions.	As for 70-79 but exceptional in some or all of these aspects.
Research and Enquiry <i>e.g. grasping, framing and/or creating questions; methods for gathering evidence; ethics and</i>	Little or no evidence of the required skills in any of the areas identified for assessment at this level. Communication style inappropriate.	Limited evidence of skills in the range identified for assessment at this level. Significant weaknesses evident in key areas including style of communication.	Some evidence of ability to collect/ collate and interpret information appropriately but with weaknesses in some key areas including the	Skills in the ability to collect/collate and interpret information are evident, but not complete. Communication style largely appropriate with some weaknesses.	Strong ability to collect/collate and interpret information that is also well communicated. Some evidence of research	Excellent ability to collect/collate and interpret information. Student	As for 70-79 but exceptional in some or all of these aspects.

<i>integrity; analysis of evidence; communicating findings in a style appropriate for A given context and audience (specialist/non--- specialist)</i>			communication of findings.		autonomy (e.g. drawing on a wide range of sources.	draws on a range of sources demonstrating a significant degree of research autonomy. Findings are very well communicated.	
Scholarly Practices e.g. referencing and citation, appropriate use of academic English and clarity of text, good spelling and grammar	Academic conventions largely ignored and also weak in other areas of scholarly practice.	Academic conventions used weakly and significant issues in other aspects of scholarly practice.	Academic conventions evident and largely consistent, but weaknesses in other areas of scholarly practice.	Academic conventions and other scholarly practices generally sound.	Academic conventions and other scholarly practices generally very good.	Academic conventions and other scholarly practices excellent.	Academic conventions and other scholarly practices excellent.

### No Attempt or Minimal Attempt at Assessment

Marks of 0% are reserved for No Attempt or Minimal Attempt at an assessment. Students cannot be Condoned if they have a mark of 0.00% for a module.

1. A student must be awarded a mark of 0% or Grade F for a component and must be deemed to have made an attempt where they:
  - a) Are absent from an examination, presentation or other assessment event, OR
  - b) Do not attempt a paper or task, OR
  - c) Attempt so little of a paper or task that it cannot be assessed, OR
  - d) Do not submit coursework.
2. A student who is absent or makes an un-assessable attempt due to illness or other Extenuating Circumstances must notify their Department as soon as possible following the procedures in [Section 6: Extenuating Circumstances](#).

### Submitting coursework

All course work should be word-processed, unless otherwise specified.

Your work should be adequately **spaced**. Too little space is often left for the marker's comments and giving good feedback requires much space. Use wide margins: at least 2cm (or 1 inch) margin on each side and use 1.5 or double space in between lines of text.

Students should proof-read word-processed work carefully, and not rely entirely on spell-checkers - they can introduce mistakes.

In examinations 'You are warned that the Examiners attach great importance to legibility, accuracy and clarity of expression'. College regulations also require examiners to take account of 'a candidate's ability to express his/her knowledge in a clear, concise and scholarly fashion'. Handwriting must therefore 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.

Please also refer to section on **dyslexia** (section 21) if you feel that this may affect you.

### **Handing in essays: electronic coursework submission (Moodle)**

Once you are enrolled on a course within the Department of Anthropology, you will be asked to enrol on its virtual version on Moodle, which can be accessed via the internet on campus or from home. The course code and name are the same as the ones on top of your reading list. The enrolment key is the course code (e.g. ANTH7005) **Make sure you sign up for the Undergraduate Moodle site and not the Postgraduate equivalent.**

Go to <http://moodle.ucl.ac.uk> and use your UCL user-id and password to access the course (note that this address contains no 'www'). On the course page simply follow the link for electronic submission to submit your work.

Submitting your work on Moodle

- \* Make sure you sign up for the **Undergraduate** Moodle site not Postgraduate.
- \* All essays must be submitted electronically to Moodle.
- \* EXCEPT IN THE CASE OF DISSERTATIONS, the electronic copy must not exceed 10 MB (all diagrams/ images/videos should be deleted)
- \* Work should be submitted in .doc or .docx or .pdf form (no zip files, WORKS files or other formats)
- \* It must be submitted with the file named under the following system:

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE SUBMITTING YOUR ESSAY. FAILING TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN A DELAY IN YOUR ESSAY BEING MARKED.**

- The main text of your essay should be formatted in **12 point, Times New Roman** typeface with **double line spacing** and a **1 inch** page border so the examiner can read it easily.
- You must **upload your essay with the correct module code** on Moodle.
  - *You can find the module code you are registered on for this course in [Portico](#) by clicking on 'View confirmed module registrations'.*
- On the first line of your essay you must include the **module code, candidate number** and (if applicable) the name of your **Tutorial Assistant**. Do not include your name anywhere on your essay.
  - *Your candidate number is a unique code used to identify you. It consists of four letters plus a check digit (e.g. ABCD1). You can find your candidate number for **this academic year** in [Portico](#) by clicking on 'View Candidate Number(s)'.*

**IMPORTANT:** On the following page, you will be asked to enter your 'Submission Title'. **It is very important that you enter your candidate number, followed by an underscore (i.e. '\_'), followed by your essay title.** For example:

<b>Submission Title</b> ?	ABCD1_How do landscapes make people?
<b>Submission Part</b> ?	Part 1
<b>File to Submit</b> ?	<input type="button" value="Choose File"/> No file chosen

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## How will marks be combined to reach a classification?

Students who have successfully completed the Progression and Award Requirements will be awarded a Classification. The UCL Academic Manual (Chapter 4, Section 10: Classification) defines the Classification Schemes for each qualification.

## What is feedback, and how will students recognise it (questions in lectures, emails etc.)? How and when will students receive feedback on their work and what will it look like?

Regular feedback is an essential part of every student's learning. It is UCL policy that all students receive feedback on summative assessments within one calendar month of the submission deadline. This feedback may take the form of written feedback, individual discussions, group discussions, marker's answers, model answers or other solutions (although students should note that UCL is generally unable to return examination scripts or comments on the same). Students writing dissertations or research projects should also expect to receive feedback on a draft on at least one occasion. The type of feedback that you will for each course is explained in the module information sheets (on moodle)

Written feedback should be received within 4 weeks of the deadline for handing in the work( excluding periods of college closure). The cut-off dates for receiving feedback for all written work for every course will be put on the notice boards and circulated to all students and staff before the end of term 1. If, for whatever reason, a staff member is unable to meet the deadline then they will tell students when the feedback will be provided - it is expected that the extra time needed should not exceed one week. Where feedback is not provided within the timescale, students should bring the matter to the attention of the Head of Teaching, Caroline Garaway straight away

### Further information:

- [UCL Feedback Turnaround Policy](#)

### Minimum standards for feedback on assessed work

Non-electronic assessment is being phased out and new courses/new staff will adopt the electronic marking system, Turnitin. Other staff are still able to use paper marking but the following standards will apply to them also.

- The following standards relate only to written work and are only a minimum/default. Staff may develop their own standards above what is presented here.
- Each piece of written assessed work should include the following types of feedback. Students should make sure that they are familiar with how to look at the different types of feedback on Turnitin and look at them all:
  - i) Rubric: The Anthropology rubric will be attached to all feedback, and will be filled in.

- ii) In-text comments: There must be some in-text comments, which should amount to more than just the odd tick or spelling correction. Instead they should actively comment when good/unsupported points are made etc.
- iii) General comments: There should be at least a paragraph of general comments at the end of the work. These
  - should explicitly relate to the marking criteria & rubric
  - should contain some positives
  - should contain comments on how the essay could be improved.

If you feel these minimum standards have not been met then please bring this to the attention of the course tutor concerned and, if necessary, the Head of Teaching (Deputy Head of Department).

## UCL Feedback Turnaround Policy

Regular feedback is an essential part of every student's learning. It is UCL policy that all students receive feedback on summative assessments within one calendar month of the submission deadline. This feedback may take the form of written feedback, individual discussions, group discussions, marker's answers, model answers or other solutions (although students should note that UCL is generally unable to return examination scripts or comments on the same). Students writing dissertations or research projects should also expect to receive feedback on a draft on at least one occasion.

If, for whatever reason, a department/division cannot ensure that the one calendar month deadline is met then they will tell students when the feedback will be provided - it is expected that the extra time needed should not exceed one week. Where feedback is not provided within the timescale, students should bring the matter to the attention of their Departmental Tutor or Head of Department.

- Further information: [UCL Feedback Turnaround Policy](#)

## Feedback for written examinations

**In the autumn term following the summer exams, students will have the possibility to get feedback on their exams. Lecturers are asked to set aside one week's office hours for exam feedback for each course they examined. Staff will let the relevant students know which week this is. In that week you can go and discuss your feedback. However, it should be remembered that unlike coursework comments which are written with the student in mind, comments on exams rarely amount to more than a sentence or two and therefore we recommend that you only seek this feedback if your mark was significantly worse (or better) than you expected.**

## Information about penalties for late submissions

### Late Submission Penalties

Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, UCL expects students to submit all coursework by the published deadline date and time, after which penalties will be applied.

If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form. If the request is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned i.e. there will be no penalty for submitting late.

**Extenuating circumstances applications must be submitted on the [EC application form](#) within one week. Meeting this deadline is important:** UCL will only consider late applications if it can be shown that ongoing circumstances meant that the student was 'unable' to file a timely application as it was 'impossible' to do so. UCL enforces these conditions and rejects late applications that do not meet these criteria. Unless it is genuinely impossible to do so, it is therefore imperative to submit the EC form on time. **Students should not wait for the supporting evidence to become available before submitting their EC claim.** UCL's extenuating circumstances policy clarifies that 'If a student is unable to obtain the necessary evidence within the deadlines ... they should still submit their form on time and indicate that their evidence is to follow.'

Students should aim to get their essays in well before the deadlines, not least because of delays caused by faults with computers, printers, photocopiers and the like. Do not expect everything to work smoothly. **Note that no extensions are given for computer problems or for reasons connected to the demands of paid employment.**

The following points should be noted:

- ALL essays and other specified assessments, formative or summative, MUST be submitted electronically before the specified deadline (usually, but not always, at the close of Office Hours on a given date).
- ALL essays and other assessments must meet the course deadline or suffer lateness penalties: one second late and a penalty will be applied.
- The Turnitin submission system becomes slow when there is a lot of traffic so DO NOT LEAVE SUBMISSION TO THE LAST MINUTE.
- It is strongly recommended that students submit AT LEAST one hour before the deadline.
- **You must keep your essay submission receipt in case you have submitted to the wrong course and as evidence if something goes wrong.**
- A penalty of 10 marks will be applied to coursework, including dissertations and project reports, submitted up to 2 working days after the deadline (but the penalised mark will not be reduced below the pass mark, assuming the work merits a Pass).
- Coursework, including dissertations and project reports, submitted more than 2, but less than 5, working days after the deadline will be capped at a pass mark (40%).
- Coursework, including dissertations and project reports, submitted more than 5 working days after the deadline, but before the 2<sup>nd</sup> week of Term 3, will receive a mark of 1%, but will be considered to be complete provided the coursework contains material that can be assessed.
- Coursework with deadlines prior to the start of Term 3 submitted after the end of the first week of the third term will not be marked and the assessment will be incomplete.
- Coursework submitted after solutions (for lab work) have been released will receive a mark of zero, and may not be formally marked, even when the coursework was submitted within five working days of the deadline. Nevertheless, the assessment will be considered to be complete provided the coursework contains material that can be assessed.

- Where there are extenuating circumstances that have been recognised by the Departmental and/or Faculty Extenuating Circumstances Committee, these penalties will not apply until the agreed extension period has been exceeded.
- In the case of coursework that is submitted both late and over-length, the greater of the two penalties shall apply.

Please see the [UCL Academic Manual](#) for details

Extensions up to specific dates may be obtained only with the presentation of a medical note or a note outlining serious personal circumstances (e.g. bereavement). **Extensions should be requested from the Undergraduate Coordinator or, if unavailable, the Exams Officer** following UCL's [Extenuating Circumstances Policy](#) and using the [official EC form](#). All medical and other relevant notes should be copied, and one copy delivered to the Undergraduate Coordinator. Always keep a copy of such notes.

**Extenuating circumstances applications must be submitted on the [EC application form](#) *within one week*. Meeting this deadline is important:** UCL will only consider late applications if it can be shown that ongoing circumstances meant that the student was 'unable' to file a timely application as it was 'impossible' to do so. UCL enforces these conditions and rejects late applications that do not meet these criteria. Unless it is genuinely impossible to do so, it is therefore imperative to submit the EC form on time. **Students should not wait for the supporting evidence to become available before submitting their EC claim.** UCL's extenuating circumstances policy clarifies that 'If a student is unable to obtain the necessary evidence within the deadlines ... they should still submit their form on time and indicate that their evidence is to follow.'

**NB: Course tutors, teaching assistants and personal tutors CANNOT give extensions.**

After submitting coursework for which an extension has been granted, **please email Keiko Homewood and the Undergraduate Coordinator informing them that you have submitted the coursework.**

Further information: [Late Submission Penalties](#)  
[Extenuating Circumstances](#)

## Absence from Assessment

Any student who is absent from an assessment will receive a mark of zero unless they obtain authorisation for the absence and formally defer their assessment to a later date by submitting a request for [Extenuating Circumstances](#). Absences from assessment need to meet the criteria for Extenuating Circumstances and be supported by appropriate evidence. If Extenuating Circumstances are not approved, the mark of zero will stand.

**Extenuating circumstances applications must be submitted on the [EC application form](#) *within one week*. Meeting this deadline is important:** UCL will only consider late applications if it can be shown that ongoing circumstances meant that the student was 'unable' to file a timely application as it was 'impossible' to do so. UCL enforces these conditions and rejects late applications that do not meet these criteria. Unless it is genuinely impossible to do so, it is therefore imperative to submit the EC form on time. **Students should not wait for the supporting evidence to become available before submitting their EC claim.** UCL's extenuating circumstances policy clarifies that 'If a student is unable to obtain the necessary evidence within the deadlines ... they should still submit their form on time and indicate that their evidence is to follow.'

In line with UCL's obligations for students studying under a visa, Tier 4 students must also obtain authorisation for any absence from teaching or assessment activities under the Authorised Absence procedures.

- Further information: [Extenuating Circumstances](#)

- [Authorised Absence Policy](#)

## Information about word counts and penalties

### Word Counts

## Information about word counts and penalties

### Word Counts

Assignment briefs will include clear instructions about word counts, the inclusion of footnotes, diagrams, images, tables, figures and bibliographies etc. Students are expected to adhere to the requirements for each assessment. Students exceeding these parameters may receive a reduction in marks.

In Anthropology, tables, figures, pictures and graphs, figure legends, table headings, footnotes, appendices and the bibliography are not included in the word count; quotes used in the main text of the work **are** included. If you want to include an appendix, you need to first seek the supervisor's/course tutor's approval. Unless otherwise specified, there are no minimum word limits. Beware that other Departments may have other criteria. If you are taking a module outside Anthropology, check their local rules.

Penalties for Over-length Coursework, including Research Projects, Dissertations and Final Reports

For submitted coursework, where a maximum word count has been specified, the following procedure will apply:

1. For work that exceeds the specified maximum length by less than 10% the mark will be reduced by five percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merits a pass.
2. For work that exceeds the specified maximum length by 10% or more, the mark will be reduced by ten percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merits a pass.
3. In the case of coursework that is submitted both late and over-length, the greater of the two penalties shall apply.

- Further information: [Word Counts](#)

## Information about the consequences of failure

### Reassessment

The Programme Scheme of Award describes the modules which students must pass in order to achieve their degree. Where a student fails to meet these requirements at the first attempt, and there are no [Extenuating Circumstances](#) material to that failure, they may be reassessed on one more occasion only, unless they have been awarded a degree, are eligible for the award of a degree, or have been excluded from UCL on the grounds of academic insufficiency or as a result of misconduct. Students who have passed a module are not permitted to resit or repeat that module.

Resits will be capped at a Pass. Information on the rule can be found in the [UCL Academic Manual](#).

Students who fail in up to 60 taught credits will be required to resit in the Late Summer Assessment Period. Students failing 60 or more credits will be required to repeat the module(s), with tuition, in the following academic year.

There are separate provisions for students who fail due to [Extenuating Circumstances - the Extenuating Circumstances Panel will determine the nature and timing of the Deferral, which may be offered with or without tuition/ attendance.](#)

**Further information:**

- [Consequences of Failure](#)

## Essay writing advice and accepted referencing methods on the programme

Anthropological writing seeks to be both descriptive and analytical.

It must:

- (a) Answer questions with an argument; and
- (b) Marshal facts in support of an argument

All written work should be constructed around a **theory** or **argument**, which should be clearly and cogently presented; the reader should not have to hunt for the thesis or argument. Like a theorem, a thesis is a proposition which first has to be formulated, then demonstrated, all the while being illustrated. **Formulation, demonstration, and illustration: these are the three processes that guide valid and convincing anthropological writing.**

All essays must contain **(a) an introduction, (b) a development, (c) a conclusion**. The **introductory paragraph** is the single most important piece of any written work. It should say what you think the question implies, and then summarise the thesis which will be presented as an answer. The introduction must capture and hold the reader's attention.

Good expository writing **develops** the thesis at the heart of any essay or dissertation. The development must periodically refer to the basic thesis, showing how factual material and conclusions drawn from them, relate to the thesis and help clarify and confirm it. Tangents should be avoided OR their content be placed in footnotes.

**New paragraphs** should either begin on a new line or be indented. Thoughts should not be set out in a profusion of tiny, one-sentence paragraphs!

The development of an answer/thesis may be subdivided into titled **sections**: in which case, the logical relationship between successive sections should be clearly stated. In the development of the essay, use should be made of a balanced and wide group of sources.

**A conclusion** is an essential component of a good piece of writing. It should restate the thesis, summarise the argument, unravel the implications of the argument, and possibly raise new questions which further research might answer. A student's own critical thought must be evident in the essay.

### Style

Good expository prose of any kind should be both clear and interesting. It should be grammatically competent and built on a good economy of words. The following suggestions may be helpful:

- Be direct - answer the question. Do not embark upon a general survey of the subject whose point is not absolutely obvious. Ask yourself after every sentence: 'How am I advancing my argument?' 'Is this relevant?'
- Keep prose free of **jargon** (i.e. undefined technical words that blind the reader with 'science'). Make certain that

conceptual terms (e.g. 'ideology', 'culture') are adequately defined or contextually clarified.

- Avoid over-using passive sentence construction; use the active voice where possible, as this is more direct. ("The resolution was passed by the committee" is passive. "The committee passed the resolution" is active and preferable).
- Do not be afraid to state your opinions from a first person point of view, especially when this makes it clear which are your own ideas or criticisms.
- Your own critical thought should be evident in the essay. Why are certain ideas and solutions preferable to others? Explain.
- Avoid using colloquialisms, contractions and other forms of slang.
- Do NOT simply pile one example on top of another. Develop an argument!
- Never simply propose an abstract argument. Always include adequate case studies of appropriate length! In other words, summarize just enough of a case to make your point. Do not go on and on summarizing facts without relating them to your argument and using them to extend your argument.
- Always situate your arguments and illustrations in the context of prevailing anthropological debates (i.e. how does your focus and argument connect with existing work in the literature?).

Consult a manual of style if you are uncertain about points of grammar and style. A good text is: William Strunk and E. B. White, *The Elements of Style*. The 2005 edition even has illustrations!

### **Technical terms**

Technical terms have to be defined before they are used. This includes all theoretical concepts and notions, which have to be defined when they are first introduced into the essay. Technical terms often mean different things to different authors/theoreticians. Not defining technical terms runs the risk of being misunderstood or, even worse, of not being understood at all!

### **Case studies**

Case studies should be used in virtually all essays.

- (i) They act as evidence for what you argue
- (ii) They illustrate your abstract and conceptual points and arguments
- (iii) They enliven your essay.

Ensure that you outline comparative, ethnographic case examples in sufficient detail when these are the focus of an analysis or contrast. At other times you may just refer to ethnographic data more briefly to illustrate a point. Do not use up excessive space describing ethnographic data that are not fully utilized in your analysis.

Make sure that the geographical and historical context of your case studies is adequately signposted. Don't just talk about 'the English' or 'the Trobrianders', for example. By way of introduction, say WHERE 'the English' live, globally speaking, and say WHEN your description is valid for 'the Trobrianders' you have described (e.g. 1920 or the 1920's). Where appropriate, introduce indigenous terms. These should be underlined or written in *italics*.

### **Quotations**

Quotations should be used but not excessively. Students should always quote when it is important to convey the words of an author exactly, especially in an author's definition of technical terms. On all other occasions, it is better to paraphrase. Note that: as long as a direct quotation is less than three typed lines there is no need to separate it from the rest of the text. Use triple-dot ellipses (...) to indicate when you have edited the quoted text by cutting out some of it in order to save space. To use an imaginary example: "the working class upsurge of the 1960's ... owed little, if anything to the organised labour movement" (Bloggs 1998:23). **(See also section on plagiarism).**

## REFERENCES AND BIBLIOGRAPHY

Anthropological writing **MUST** be properly referenced. **Marks are deducted for this fault.** Marks will be taken off for lack of referencing, lack of bibliography or poor cases of both. **Note that inadequate referencing can be very close to plagiarism that is an illegal offence!** (see next section on In-text references).

Wherever writing depends upon the use of published literary sources, students **MUST** cite their sources. And, to make any sense to the reader, these references **MUST** refer to a standard format BIBLIOGRAPHY, placed at the end of the essay.

### In-text references

These consist of a parenthesis containing:

- (i) the name of the author
- 1. the date of the work
- (iii) the relevant page number of the work to which the essay refers.

A standard reference should look like **(Sahlins 1976:123)** or **(Clifford 1997:35)**.

Alternatively, the reference may be footnoted and footnote-numbered in the text. The page number of all quotations or specific citations must be included at the end of the quote. **DO NOT INCLUDE IN THE TEXT OF THE ESSAY THE TITLE OF ARTICLES AND CHAPTERS** unless you are writing a precise history of the works that contain them or the authors who produced them!

### Audiovisual citations

Guidelines for citing audiovisual material can be accessed at  
<http://bufvc.ac.uk/wp-content/media/2013/03/BUFVC-AV-Citation-ONLINE.pdf>

### Standard bibliography

Bibliographies can vary in format. Authors must be listed in alphabetical order, and entries should include the following elements:

- (i) the author's surname and initials
- (ii) the date of the publication
- (iii) the title of the work
- (iv) the journal or book in which the work can be found
- (v) the page numbers of the work in the book or journal
- (vi) the publisher
- (vii) the place of publication

For most essays students can borrow the referencing system used in the professional journal *JRAI (Journal of the Royal Anthropological Society)*, which is available online.

It is important to be consistent in your reference format, for example:

Ward, R.G., (1961). "Internal migration in Fiji" *Journal of the Polynesian Society*, 70 (3), 257-71

Watters, R.F., (1969). *Koro: Economic Development and Social Change in Fiji*, Clarendon Press, Oxford

In the case of referring to a reading, listed in an edited collection the bibliographic entry should contain the title and the authors of both the article and the book that contains it.

For example:

Robineau, C., (1973). "Urbanisation as a process of rural change. The Polynesian case: Tahiti and Mooera" in R. Harre (ed.) *Living in Town*, South Pacific Social Science Association, University of the South Pacific, Suva

Occasionally, you will need to cite material distributed in class or information derived from lectures for which no publication information exists. Simply be as precise and accurate as possible.

For example:

Robert Bruce, "The Powder Keg", photocopy distributed in class, 49.  
Melvyn Stokes, "Politics in the New Nation", lecture, 15 October 1997.

## Oral Presentations

Oral presentations in tutorials and seminars are a regular and important part of your work. Such presentations have at least two functions. They enable you to educate other students by exchanging ideas and information, and they give you the chance to learn communication skills that will be of great benefit to you after graduation. Most employers are looking for graduates who are literate and articulate. There are a few very basic rules you should try to follow when you are asked to give a presentation:

- (i) Prepare carefully what you want to say and practise giving your presentation the night before you are due to deliver it. **Ensure that it is the right length** – i.e. if your tutor has asked you to speak for ten minutes, do not prepare a presentation which lasts for five or twenty minutes.
- (ii) Speak from notes. **Do not simply read out a prepared piece of prose.**
- (iii) Ensure that your argument is logical and that you understand it. If you do not understand what you are trying to say, there is no hope that your audience will.
- (iv) Begin your presentation by giving the audience a brief summary of the main points of your argument.
- (v) Speak steadily and clearly. Do not speak too quickly, because other students will be trying to take notes. Vary the pitch of your voice and the speed of your delivery. If you do not, you will sound monotonous and boring.
- (vi) Try to maintain some eye contact with your audience. It is the only way for you to judge whether or not you are having an impact on your listeners.
- (vii) Bring your talk to an end by coming to a definite conclusion that refers back to the question and answers it.

## Writing Tutor

The departmental Writing Tutor is available to help UCL Anthropology students, both Undergraduate and Postgraduate, improve their writing skills. This includes everything from basic issues of essay organisation, citation and how to avoid plagiarism as well as the more complicated aspects such as argumentation and style.

Whether the student simply has not been taught the skill set required for academic writing; is looking to improve upon what skills they already have; or has changed disciplines and is unfamiliar with the writing styles and conventions normative to the social sciences - the Writing Tutor can help in that process.

For further information, students should check out the Writing Tutor's Moodle site (The Anthropology Writer's Block) at: <http://moodle.ucl.ac.uk/course/view.php?id=15972>

### **Other Resources**

UCL has a number of resources available to help students improve their academic skills set. The following are a few of these that may be worth taking a look at.

The [UCL Language Centre](#) offers full and part-time English for Academic Purposes and foundation courses for international students as well as foreign language courses.

The [Study Skills](#) website links to a number of useful resources specifically geared toward new or returning students looking to learn how to take responsibility for their own study.

The Graduate School is host to UCL's [Royal Literary Fund Fellows](#), professional authors who offer one-to-one tutorials in effective academic writing, free of charge, to all students at UCL.

## Understanding plagiarism

Plagiarism is unacceptable. UCL has signed up to use a detection system (Turn-It-In) to scan work for evidence of plagiarism and the Department uses this for assessed and formative coursework. This system gives access to billions of sources worldwide, including websites and journals, as well as work previously submitted to the Department, UCL and other universities. **In the Anthropology department this software is used on all submitted work.**

Essays must be entirely your own work, though of course they will be based on what you have read, heard and discussed. It is very important that you avoid plagiarism that is the presentation of another person's thoughts or words as though they were your own. To cite the UCL Student Handbook 2000-2001, p. 45 ...“Any quotations from the published or unpublished works of other persons must, therefore, be clearly identified as such by being placed inside quotation marks, and students should identify their sources as accurately and fully as possible. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if a student summarises another person's ideas, judgements, figures, software or diagrams, a reference to that person in the text must be made and the work referred to must be included in the bibliography...”

**Plagiarism is a serious offence akin to cheating and will be severely dealt with.** Students suspected of plagiarising other sources of work will be summoned to explain their work before a Departmental Committee, and, if the case is serious enough, to the Faculty Tutor. Where plagiarism is extensive and repeated, students may be compelled to withdraw from their courses.

Please note that we recognise no distinction between ‘intentional’ and ‘unintentional’ plagiarism. To avoid plagiarism in essays your notes must carefully record who said or wrote what (see reference and bibliography section of this booklet). Both in notes and essays always make clear what is your work and what is the work of others.

Note that plagiarism can be:

- (i) the unacknowledged lifting of large continuous chunks of another author's work
- (ii) the unacknowledged stringing together of disconnected sentences and phrases of another author's work
- (iii) the close paraphrasing of another author's work without referencing and acknowledgement (see section below on referencing)

### **SELF-PLAGIARISM**

Besides ensuring that all essays you submit are your own work, you must also avoid self-plagiarism. This means that you must not submit the same piece of work (with or without merely stylistic variation) in order to gain credit more than once. This rule also relates to the dissertation, which must not reproduce, even with stylistic variation, ideas/data discussed in ANY PIECE OF assessed coursework or examination ANSWER paper (and vice versa). The same criteria apply to self-plagiarism as to other forms of plagiarism, and it is liable to incur a serious penalty - which may be a mark of zero for the work in question, and consequently a severe reduction in the overall course work mark.

HOWEVER, students may draw, in a limited way, on elements/aspects of an assessed coursework essay to answer A DIFFERENT QUESTION in the exam.

THEY MAY ALSO, IN A LIMITED WAY and **WITH PERMISSION FROM THE DISSERTATION SUPERVISOR**, DRAW UPON SOME PARTS OF COURSEWORK OR EXAMINATIONS IN THEIR DISSERTATION. Students may use any material used in an unexamined laboratory-based course in any subsequent examination.

In the case of courses that set summative essays during the term, clear instructions are given on the examination papers reminding students not to reproduce similar essays.

## Examination Irregularities and Plagiarism

Students must ensure that they are aware of the regulations governing written examinations detailed in the *UCL Examination Guide for Candidates* on the Examinations and Assessment website:

- Hyperlink: [Examinations Guide for Candidates](#)

Students should pay particular attention to the regulations around examination irregularities. Students who are suspected of any form of cheating or of breaching the Examination Regulations will be investigated under UCL's Examination Irregularities and Plagiarism procedures.

### Intercollegiate Exams (If applicable)

UCL students taking examinations at other colleges as part of the University of London's Intercollegiate Scheme must abide by the regulations of the college they are attending. Similarly, students from other colleges taking examinations at UCL are subject to UCL's regulations for examinations.

### Further information:

- Hyperlink: [Examinations and Assessments](#)
- Hyperlink: [Academic Manual Chapter 4, Section 4: Examinations](#)

Any student suspected of examination misconduct, plagiarism, self-plagiarism, collusion, falsification or any other form of academic misconduct which is likely to give an unfair advantage to the candidate and/or affect the security of assessment and/ or compromise the academic integrity of UCL will be investigated under the Examination Irregularities and Plagiarism procedures. If misconduct is found, students are likely to be failed for that assignment and/ or module. Serious or repeated offences may lead to failure of the whole year, suspension or even expulsion. A breach of copyright or intellectual property laws may also lead to legal action.

- [UCL Examination Guide for Candidates](#)
- [Library Guide to References, Citations and Avoiding Plagiarism](#)
- [Examination Irregularities and Plagiarism procedures](#)
- Students can also seek advice from the [UCLU Rights & Advice Centre](#)

## Information about research ethics, approvals process, code of conduct, etc. on the programme

A link to UCL Anthropology's Ethics Protocol can be found [here](#).

## Marking, Second-Marking and Moderation

All work that is submitted for summative assessment is marked by a UCL Internal Examiner or Assistant Internal Examiner. All UCL programmes also include rigorous second-marking and internal moderation processes to ensure that marking is consistent and fair. Second-marking can take a number of different forms depending on the type of assessment, but the overall aim is to ensure that marking is as accurate as possible. Internal moderation also helps UCL to ensure that marking is equitable across different modules, pathways, options and electives.

## External Examining at UCL

External Examiners are senior academics or practitioners from other universities who help UCL to monitor the quality of the education we provide to our students. In particular, External Examiners scrutinise the assessment processes on each programme, helping UCL to ensure that all students have been treated fairly, that academic standards have been upheld and that the qualifications awarded are comparable with similar degrees at other UK universities.

Each External Examiner submits an annual report. Faculties and departments are required to reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Staff-Student Consultative Committee, and are scrutinised by faculty, department and institution-level committees. Students can access their External Examiner's report and departmental response via their Portico account or by contacting their Departmental Manager in the first instance or Student and Registry Services directly at [examiners@ucl.ac.uk](mailto:examiners@ucl.ac.uk).

## 20 Extenuating Circumstances and Reasonable Adjustments

### Information about Reasonable Adjustments

UCL has an [Extenuating Circumstances](#) policy which is intended to ensure that students are not unfairly disadvantaged by unexpected circumstances beyond their control which may affect performance in assessment.

**Note:** The Extenuating Circumstances Policy applies only to **short-term, unexpected circumstances**. Long-term, chronic conditions and disabilities are covered by [UCL's Support to Study Policy](#) and [Fitness to Study Procedure](#). If you have a disability or medical, including mental health, condition that you feel might impact on your ability to perform in exams you can apply for special examination arrangements. See the [Student Disability website](#) for further information. The application form is available from Student Disability Services or from the UCL Examinations Office in Registry and Academic Services.

As a student, you are responsible for making known any circumstances that may affect your performance at assessment in good time for them to be considered by the appropriate body. If not, you will be considered as declaring yourself fit to sit the assessment concerned.

**You must notify your own department, no matter which department teaches the module(s) concerned. Extenuating circumstances applications must be submitted on the [EC application form](#) within one week. Meeting this deadline is important:** UCL will only consider late applications if it can be shown that ongoing circumstances meant that the student was 'unable' to file a timely application as it was 'impossible' to do so. UCL enforces these conditions and rejects late applications that do not meet these criteria. Unless it is genuinely impossible to do so, it is therefore imperative to submit the EC form on time. **Students should not wait for the supporting evidence to become available before submitting their EC claim.** UCL's extenuating circumstances policy clarifies that 'If a student is unable to obtain the necessary evidence within the deadlines ... they should still submit their form on time and indicate that their evidence is to follow.'

**NB: Course tutors, teaching assistants and personal tutors CANNOT give extensions.**

After submitting coursework for which an extension has been granted, **please email the Undergraduate Coordinator informing them that you have submitted the coursework.**

All EC forms for Anthropology students should be submitted either in hard copy or electronically to:

Undergraduate Coordinator  
Anthropology Department  
Departmental Office, G19  
Email: [uganthro@ucl.ac.uk](mailto:uganthro@ucl.ac.uk)

## Reasonable Adjustments

UCL will make Reasonable Adjustments to learning, teaching and assessment to ensure that students with a disability are not put at a disadvantage. UCL also provides Reasonable Adjustments for students who might not consider themselves to have a 'disability' but who nevertheless would benefit from additional support due to an ongoing medical or mental health condition. It is the responsibility of the student to request Reasonable Adjustments, and students are encouraged to make a request as early as possible.

- **Further information:** [Reasonable Adjustments](#)
- [Student Disability Services](#)

## Special Examination Arrangements

Special Examination Arrangements (SEAs) are adjustments to central or departmental written examinations which can be made as a Reasonable Adjustment for students with a disability or longer-term condition or as a form of mitigation for students with shorter-term medical Extenuating Circumstances. This may include, but is not limited to extra time, a separate room, rest breaks and specialist equipment. Students must make an application to use the special examination facilities.

- **Further information:** [Special Examination Arrangements](#) – guidance and forms
- [Special Examination Arrangements](#)
- [Student Disability Services](#)
- [Reasonable Adjustments Regulations](#)

## Illness and other Extenuating Circumstances

UCL recognises that some students can experience serious difficulties and personal problems which affect their ability to complete an assessment such as a sudden, serious illness or the death of a close relative. Students need to make sure that they notify UCL of any circumstances which are **unexpected, significantly disruptive and beyond their control**, and which might have a significant impact on their performance at assessment. UCL can then put in place alternative arrangements, such as an extension or a deferral of assessment to a later date. The Extenuating Circumstances Panel will determine the nature and timing of the deferral, which may be offered with or without tuition/ attendance.

Where students fall ill, and where this illness interferes, or threatens to interfere with their academic work, they should visit a doctor who may give them a medical note, describing their malaise. Students should copy these notes, keeping one for themselves, to the **Undergraduate Coordinator** who will inform the Departmental Tutor. Students should also write or email the Undergraduate Coordinator explaining which courses are affected by the illness and in what manner. **Copies of all medical notes and correspondence regarding student absences should be forwarded to the Undergraduate Coordinator in the Departmental Office.**

**All extensions of deadlines requests must be submitted to the Undergraduate Coordinator Extenuating circumstances applications must be submitted on the [EC application form](#) within one week. Meeting this deadline is important:** UCL will only consider late applications if it can be shown that ongoing circumstances meant that the student was 'unable' to file a timely application as it was 'impossible' to do so. UCL enforces these conditions and rejects late applications that do not meet these criteria. Unless it is genuinely impossible to do so, it is therefore imperative to submit the EC form on time. **Students should not wait for the supporting evidence to become available before submitting their EC claim.** UCL's extenuating circumstances policy clarifies that 'If a student is unable to obtain the necessary evidence within the deadlines ... they should still submit their form on time and indicate that their evidence is to follow.' You should attach appropriate supporting evidence, in accordance with UCL's [Extenuating](#)

[Circumstances](#) policy. All EC forms for Anthropology students should be submitted either in hard copy or electronically to:

Undergraduate Coordinator  
Anthropology Department  
Departmental Office, G19  
Email: [uganthro@ucl.ac.uk](mailto:uganthro@ucl.ac.uk)

Serious personal circumstances should also be reported in writing to your Personal Tutor and/or Departmental Tutor if these circumstances are likely to interfere with academic work.

## Longer-term conditions

The Extenuating Circumstances regulations are designed to cover unexpected emergencies; they are not always the best way to help students who might have a longer-term medical or mental health condition or a disability. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they are aware of, and take advantage of, all the other support mechanisms provided by UCL such as:

- [Reasonable Adjustments](#)
- [Special Examination Arrangements](#)
  - [Student Disability Services](#)
  - [Student Psychological Services](#)
  - [Student Support and Wellbeing](#)
  - [Support to Study Policy](#)
- [UCL Student Mental Health Policy](#)

### Further information:

- [Extenuating Circumstances Regulations](#)
- [Grounds for Extenuating Circumstances](#)
- [Extenuating Circumstances Form](#)

## Support to Study Policy and Fitness to Study Procedure

Students with physical or mental health concerns are encouraged to make contact with the available support services as early as possible so that UCL can put in place reasonable adjustments to support them throughout their studies. However there may be occasions when a student's physical or mental health, wellbeing or behaviour is having a detrimental effect on their ability to meet the requirements of their programme, or is impacting on the wellbeing, rights, safety and security of other students and staff. In such cases UCL may need to take action under the Fitness to Study Procedure.

### Further Information:

- [Support to Study Policy](#)
- [Fitness to Study Procedure](#)
- [Student Disability Services](#)
- [Student Psychological Services](#)
- [Student Support and Wellbeing](#)
- [Learning Agreements, Barring, Suspensions and Terminations of Study](#)
- [Student Disciplinary Code and Procedures](#)
- [UCL Student Mental Health Policy](#)

## Dyslexic Students

The [Student Disability Services](#) is currently based in: Level 4, UCL Institute of Education London, WC1H 0AL, Email: [disability@ucl.ac.uk](mailto:disability@ucl.ac.uk)

Students with dyslexia (or other SpLD) should register with Student Disability Services. Make an appointment to come and meet with a Disability Adviser – or come to one of the daily drop-in sessions.

You will need to bring evidence of your diagnosis. This will need to be a full diagnostic assessment carried out after you were 16 years old by a psychologist with a practising certificate or a specialist teacher holding an assessment practising certificate. If you have an assessment carried out before you were 16, you will be advised to have a top-up assessment.

The Student Disability Services also have a dyslexia and dyspraxia screening and assessment service for students who have not been assessed before, and provide ‘top-up’ assessments for students whose previous assessments are out of date. They also do short assessments to establish examination arrangements.

## Key contacts in the department for assistance with any of the above

For any questions or advice regarding Extenuating Circumstances, Reasonable Adjustments, Support to Study or Fitness to Study procedures, please contact the Undergraduate Coordinator, your Personal Tutor or the Departmental Tutor.

Dr Ludovic Coupaye, Departmental Tutor, Room 141, 14 Taviton Street. Email: [l.coupaye@ucl.ac.uk](mailto:l.coupaye@ucl.ac.uk)

Undergraduate Administrator, Departmental Office, G19, 14 Taviton Street. Email: [uganthro@ucl.ac.uk](mailto:uganthro@ucl.ac.uk)

## 21 Changes to Registration Status

### Changes to Registration

Students wishing to make changes to their registration status should first discuss their plans with their Personal Tutor or Supervisor who can explain the options available and help students to make the right decision. Students should also ensure that they read the relevant sections of the UCL Academic Manual before making any requests to change their academic record.

**Applications must be made in advance of the effective date of change.**

### Changing modules

If a student wishes to make changes to their individual modules, an application must be made by the Departmental Tutor to the Examinations Office, via the Faculty Office. The deadline for changes to modules during the session is **27 January** each year. Any student wishing to make a change after this date must be referred to the relevant Faculty Tutor.

**Further information:**

- [Change of Course Unit/ Module Selection](#)
- [Changes to Registration Status](#)

## Changing programme

If a student wishes to transfer from one UCL degree programme to another, they must make a formal application. The deadline for change of degree programme during the academic session is **31 October** each year. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu. Students are strongly advised to discuss their plan with the departments involved before requesting a change of programme on Portico.

### Further information:

- [Programme Transfers](#)
- [Changes to Registration Status](#)

## Interruption of studies

If a student requires a temporary break from their studies and plans to resume their programme at a future date, they must apply for a formal Interruption of Study.

In cases involving a possible interruption or termination of studies, students may be referred by the **Departmental Tutor** to the **Faculty Tutor**. Ideally, though, (and usually), problems are sorted out by students and their Personal Tutors at Departmental level. The chain of referral for problems is:

**Student ---> Personal Tutor ---> Departmental Tutor ---> Faculty Tutor**

Students should ensure that they are immediately contactable by members of staff so that important messages can be passed onto them. UCL email and mobile telephone are the preferred mode of contact. Consequently, at registration, all students are required to submit their email addresses, their telephone numbers and their term-time addresses. This applies to subsidiary students as well as degree students in the Anthropology Department.

**If you change your address, you must update the UCL Student Information Service (PORTICO) (see subsequent section). Please also inform the Undergraduate Coordinator in the Departmental Office.**

In addition, **UCL Moodle (<https://moodle.ucl.ac.uk>)** – UCL's online learning space – is used to provide essential information, including module- and programme-specific information, in addition to learning resources.

### Further information:

- [Interruption of Study](#)
- [Changes to Registration Status](#)

## Withdrawing from a programme

If a student wishes to leave their degree programme prior to completing their final examinations they must apply for a formal withdrawal from their studies. Once withdrawn, the student cannot return to the programme at a later date. Applications must be made in advance of the effective date of change. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu.

### Further information:

- [Changes to Registration Status](#)
- [Interrupting or withdrawing from your studies](#)

## Informing the Student Loans Company of changes to your student status

If a student makes a change to their programme or registration status during the course of the academic year, it is important that the Student Loans Company (SLC) is notified. The SLC can then re-assess and update its records. Changes could include a student withdrawing from their academic programme, an interruption in studies or transferring to a new programme. The SLC must also be notified when there is a change in mode of study or when a student has returned from an interruption.

To inform the SLC of a change in your student status, a Change of Circumstance (CoC) form must be completed online by your Faculty. See the Key Contacts section for details of who to contact in the Faculty if you require a CoC form to be submitted on your behalf or if you have any related queries.

## Key contacts in the department for assistance with any of the above

For questions about changing modules or registration status, please contact your Personal Tutor or the Undergraduate Coordinator in the first instance.

## 22 Our expectations of students

### Hours of study, and personal study time

Normally, 30-credit courses in the Anthropology Department run for the two terms of the teaching year and consist of a total of about 45 hours of lectures and small-group tutorials. 15-credit courses normally run for one term only and consist of about 24 hours of lectures and tutorials. In addition to teaching hours however, much of the work of any given course consists of extensive reading and preparation of coursework.

Most Anthropology courses expect students to attend two hours of lectures per week. In some cases there will only be a single lecture and, occasionally, for seminar based courses, none. Attendance at lectures is compulsory. Examination and essay questions may test a student's understanding of lecture content as well as readings. Lectures are 50 minutes long; students should not be late for lectures, especially when moving from one lecture hall to another.

### Course Tutorials

In the Anthropology Department there are two kinds of tutorials. There are pastoral meetings with Personal Tutors which tutors and students arrange themselves. And there are Course Tutorials that are an integral teaching component of many courses.

Students are allocated to Course Tutorial Groups at the beginning of each course that runs them. These groups meet at the same time and place on a regular basis except during Reading Weeks. Students will be in different Course Tutorial groups for different courses.

Students are expected to prepare intensively for Course Tutorials. This will involve reading set texts, preparing questions and points for discussion and completing any tasks set by the tutor. **TUTORS AND TEACHING ASSISTANTS ARE NOT EXPECTED TO DELIVER MINI-LECTURES IN TUTORIALS** though they can be expected to ask other students in the class to help clarify points in the lecture or the readings. The emphasis in course tutorials is on student participation. Discussion will only emerge if EVERY student prepares in advance points to contribute and/or questions to ask. Students should NOT leave looking for readings until the last minute. The last minute is always the busiest!

**PLEASE NOTE THAT PERSISTENT ABSENCES FROM COURSE TUTORIALS ARE REPORTED TO STUDENTS' PERSONAL TUTORS AND STUDENTS WHO FAIL TO ATTEND TUTORIALS RISK BEING FAILED FOR THE COURSE.**

### **LABORATORY BASED COURSES**

These are practical (lab) courses in Biological Anthropology, Social Anthropology. The practical element of Material Culture is integrated into ANTH1001. Where students are registered for lab-based courses then attendance is compulsory and failure to attend for two consecutive weeks will be reported to personal tutors. Students must keep an up-to-date lab-book that is handed in regularly for marking. Failure of lab-based courses may lead to a student having to repeat the course in the following year. Incomplete lab-books will HAVE to be completed during the summer break.

### **THE FINAL YEAR INDIVIDUAL STUDIES PROJECT**

All students **MUST** undertake a course of individual studies in their third year that is assessed by dissertation. Students may conduct fieldwork at the end of their second year to provide data for this final year project, often in the context of a small expedition. However, fieldwork is not compulsory and most students carry out library-based projects.

This course is designed to provide advanced students with the knowledge and skills to identify, design, and carry out a small research project of their own. **A 45-credit ANTH3048 Individual Studies project has an 11,000 word limit, excluding bibliography and appendices but including notes.**

### **Taking Courses outside the Department**

**Please note that normally no more than one 15-credit course of optional courses may be taken each year outside of the Department (note that no courses may be taken outside of the Department in the first year of the Anthropology BSc as it consists of a compulsory four units).**

Anthropology with year abroad students may take a 30 credits of language in their second year if it is relevant for their proposed destination.

Students should note that elective courses must have anthropological relevance.

For courses from other departments students will have to provide an anthropological justification to the Head of Teaching (Deputy Head of Department).

There are restrictions on the choice of elective courses as follows:

- g) Students may not register for a **level 4 course**
- h) Level 4 courses are *occasionally* acceptable in the **second year** WITH PERMISSION if a student can demonstrate that the introductory course is a prerequisite for a more advanced 3<sup>rd</sup> year course that they want to take.
- i) Level 4 courses are NEVER permissible in the **third year**
- j) No Fine Art courses

Third / fourth year: no Beginner's language courses: third / fourth years may take intermediate / advanced language courses which develop language skills developed earlier.

### **Modules from outside of UCL**

Students should only select modules offered by UCL. Exceptionally, the Faculty Tutor may permit a student to register on a module at another Higher Education institution. For more information please refer to the Academic Manual, Chapter 3, [Section 2.3](#).

## Attendance Requirements

UCL expects students to aim for 100% attendance, and has a minimum attendance requirement of 70% of scheduled learning, teaching and assessment activities. If a student does not meet this requirement they may be barred from summative assessment.

Students are expected to attend all lectures, seminars, classes and labs for the courses they are taking. The only grounds for non-attendance are illness, certified by a doctor's note, bereavement or other serious personal circumstances (for which a written explanatory note is also required). If students cannot attend classes, they should provide lecturers with prior notice directly or through the Departmental Office and then provide a covering (medical) note to the Undergraduate Coordinator.

**It is most important that students attend the first lecture/seminar of any course since this is when all the important information about course organisation, tutorial management etc. will be distributed. Lecturers may exclude students from a course where they have failed to attend the first lecture.**

Class registers are taken in tutorials, seminars and lab classes and any absences noted. After a student has been absent, unless a valid prior explanation has been provided by the student, tutors will report this absence to the Undergraduate Coordinator who will contact the student's Personal Tutor and/or the Departmental Tutor to arrange to meet with the student to discuss the problem.

**Further information:**

- [Attendance Requirements](#)
- [Barring Students from Assessment](#)

## Tier 4 students: Absence from teaching and learning activities

In line with UCL's obligations under UK immigration laws, students who hold a Tier 4 visa must obtain authorisation for any absence from teaching or assessment activities. UCL is required to report to UK Visas and Immigration (UKVI) and engagement monitoring is undertaken by departments at regular points during a student's registration. This is not only to meet the UKVI requirements, but also to identify any problems as early as possible to ensure action is taken to advise or assist the student.

**Further information:** [Authorised Absence](#); [UCL Visa and Immigration pages](#)

## Absence from assessment

Any student who is absent from an assessment must obtain authorisation for the absence by submitting a request for Extenuating Circumstances. **Extenuating circumstances applications must be submitted on the [EC application form](#) within one week. Meeting this deadline is important:** UCL will only consider late applications if it can be shown that ongoing circumstances meant that the student was 'unable' to file a timely application as it was 'impossible' to do so. UCL enforces these conditions and rejects late applications that do not meet these criteria. Unless it is genuinely impossible to do so, it is therefore imperative to submit the EC form on time. **Students should not wait for the supporting evidence to become available before submitting their EC claim.** UCL's extenuating circumstances policy clarifies that 'If a student is unable to obtain the necessary evidence within the deadlines ... they should still submit their form on time and indicate that their evidence is to follow.'

**Further information:** [Extenuating Circumstances](#)

## Reading Weeks

The Anthropology Department holds two **Reading Weeks** per term, one in the middle of each term, and one at the end of each term. Courses are not usually taught during reading weeks. Exceptional classes held during Reading Week will be publicised. **Reading Weeks are not vacations**, they are an integral part of terms and should be used to complete essays, undertake reading, and prepare for forthcoming courses. **You are expected to be available in College for Reading Weeks.**

## **Student Code of Conduct**

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background and the first to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute. Students should ensure they read and familiarise themselves with UCL's Student Code of Conduct and be aware that any inappropriate behaviour may lead to actions under UCL's Student Disciplinary Procedures.

### **Further information:**

- [UCL Student Code of Conduct](#)
- [Student Disciplinary Code and Procedure](#)

## **23 Data Protection**

**How UCL uses student information, for what purposes, and the steps taken to safeguard this information; Where to find information security, intellectual property and email policies; Information on how to enquire or make a related complaint**

### **How UCL uses student data**

UCL uses student information for a range of purposes, including the provision of teaching and learning, managing accommodation and ensuring health and safety. Information about students will only be shared within UCL when necessary or appropriate. UCL may be required by law to share student information with some external agencies for a variety of purposes, such as the Higher Education Statistics Agency and the Office for Students. After students leave UCL, certain information is retained in accordance with UCL's Data Retention Schedule. You can see how UCL uses student information in the UCL privacy statement.

### **Further information:**

- [UCL General Student Privacy Notice](#)
- [UCL Confidential Information Statement](#)
- [UCL Information Security Policies](#)
- [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk)

## **24 Health, Safety and Security**

UCL's overall objective is to provide and maintain a safe and healthy environment for staff, students, people who work with UCL and those who visit. Health and safety is an integral part of the way in which UCL's activities are managed and conducted. The UCL Safety Services webpage includes further information about health and safety policies and useful guidance and tools for risk assessment. The UCL Security Services webpage includes information regarding security operations, emergency contacts and tips for staying safe at UCL.

## Further information:

- [UCL Health and Safety Policy](#)
- [UCL A-Z Safety Guidance](#)
- [General Fire Safety for UCL Students](#)
- [UCL Security Services](#)
- [Staying Safe at UCL](#)

## Health and Safety information concerning the department

The **Departmental Safety Officer** is **Rikke Osterlund**, Departmental Office, Room G21, Anthropology Department, 14 Taviton Street, ext. 28654. Anyone suffering or observing an accident in the Department should obtain an **accident report form** from the Departmental Safety Officer. 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. 46944.

**Emergency situations** in all emergencies phone **222**

**Fire safety and emergency evacuation** If you discover a fire, phone **222** and sound the fire alarm.

### **Anthropology Department, 14 Taviton Street**

Evacuate the building, closing doors and windows if possible, and meet on the corner of Taviton Street outside the Institute of Archaeology. Do not block the exits from the building and assemble away from the buildings.

**All employees, students and visitors MUST leave the building immediately the fire alarm sounds. They must proceed to the designated 'Fire Assembly Point', obeying any instructions given to them by authorised UCL Fire Evacuation Marshals or others in authority, in the course of their duties.**

### **First Aid**

***The Departmental First Aider is Keiko Homewood.***

If first aid is needed, please contact the Departmental First Aider on **020 7679 8633**.

After hours, approach UCH Accident and Emergency Department (internal dial **820** or external dial **020 3447 0011**).

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

## **SAFETY MANAGEMENT STRUCTURE**

The following staff have responsibility for Health and Safety arrangements in the Department:

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>Telephone</u></b>
Head of Department	Prof. Susanne Kuechler	020 7679 8839
<b><u>Specialist Officers</u></b>		
Departmental Safety Officer	Rikke Osterlund,	020 7679 8654
Departmental First Aider	Keiko Homewood	020 7879 8633

The following **UCL Safety Office Representative** is the Primary Area Safety Officer (ASO) assigned to the Department.

**UCL Area Safety Officer (ASO)**

Rhona Brown

020 7679 8593

### **SAFETY IN THE FIELD: FIELDWORK AND HEALTH AND SAFETY**

If as part of your final year individual studies project you intend to undertake fieldwork you must ensure that you have:

- Made sure that you have adequate **insurance** cover for your journey and activities
- Completed a **Risk Assessment** form, available from the Departmental Office and/or the Department website: <http://www.ucl.ac.uk/anthropology/current-students>
- Have visited your doctor/ health centre to receive the necessary **inoculations**
- Acquired and read a copy of the College booklet entitled '**Fieldwork. Approved Code of Practice**' available from <http://www.ucl.ac.uk/anthropology/current-students>
- Completed **Ethics** and **Data Protection** forms, instructions on which are available on the Department website: <http://www.ucl.ac.uk/anthropology/current-students>

In addition to these five tasks being a requirement for the safe and effective completion of fieldwork through the Department at UCL, they should also be used in any future research or work you may undertake.

**Risk assessment forms must be filled in for all fieldwork even where it is undertaken in London and other parts of the UK.**

### **SMOKING**

Smoking is **not** permitted anywhere in the Department, including the Common Rooms and the outside courtyard area. This is in accordance with College Policy. Please note that there are smoke alarms in the Undergraduate Common Room that will be set off if students smoke in the room.

## 25 After Study

### Information on transcripts and how to access replacements

#### Transcripts

An official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their contact addresses as held on PORTICO approximately 8-10 weeks after the awards have been ratified by the UCL authorities.

UCL Student Records can produce additional transcripts for students on taught programmes as well as for affiliate students via the [UCL Transcript Shop](#).

Transcripts for affiliate students are issued automatically upon the students' completion of their study at UCL and are dispatched as follows:

- YA, Exchange and Erasmus Students – transcripts are issued to the students' home universities.
- Independent affiliate students – transcripts are posted to the students' contact addresses.

#### Further information:

- [Transcripts](#)

#### Higher Education Achievement Report (HEAR)

The Higher Education Achievement Report (HEAR) is an electronic transcript of a student's verified academic results and approved non-academic achievements whilst at UCL. Students who commenced their studies in or after September 2011 will have a HEAR made available to them online, via our HEAR provider, Gradintel, each summer - new students will be invited to register for this facility during their first year of study and throughout their students. Students can share their HEAR, free of charge, as a secure electronic token with third parties via their registered Gradintel account.

#### Further information:

- [Higher Education Achievement Report](#)

#### UCL Alumni Community

The UCL Alumni Online Community is a global network of more than 200,000 former students of UCL. Alumni can take advantage of a wide range of benefits, services and discounts – on campus, across the UK and globally – including the Alumni Card, access to thousands of e-journals and library services and a free UCL-branded email service. The UCL Alumni Online Community also posts information about events and reunions happening around the world and other ways to get involved, including the UCL Connect professional development series.

#### Further information:

- [UCL Alumni](#)