

DEPARTMENT OF HEBREW AND JEWISH STUDIES

Preparatory Guide for Students Abroad in 2017/18

The purpose of this supplement – which **must** be read in conjunction with the information for students abroad in 2017/18 supplied by the UCL Study Abroad Office (see www.ucl.ac.uk/studyabroad) – is to provide you with practical information on how you can best prepare yourself for your stay in Israel. Much of the content is based on the first-hand experience of various students who have returned from their Year Abroad. Like the Study Abroad Office guide, the theme is largely one of common sense peppered with practical information, and you are urged to read both guides very carefully.

SECTION I - BEFORE YOU GO

1. Pre-requisites for Embarking on the Year Abroad

You are required to successfully complete **a minimum of 6.0 course units** before you can embark on your Year Abroad and these course units must include **any that are designated as compulsory** (unless exemption has been obtained by a Suspension of the Regulations) for you to be able to continue with your course.

For the BA in Hebrew and Jewish Studies with Year Abroad, BA in Modern Languages (Hebrew and German, French, etc.), BA in German and Jewish Studies, BA in Italian and Jewish Studies, and BA in History (Central and East European) and Jewish Studies, the compulsory units include a minimum of 2.0 course-units, at the appropriate level, in Modern Hebrew language.

2. Purpose of the Year Abroad

The purpose of the Year Abroad is twofold:

- to develop your spoken and written Modern Hebrew skills to a near native level of proficiency and acquire an in-depth knowledge of Israeli society and culture
- to successfully complete the minimum number of credits required (a) as a pre-requisite for continuation with the registered course of study and (b) for counting towards the award and classification of your degree.

3. Student Preparation Responsibilities

The UCL Study Abroad Team will be in touch with you during the Spring Term with details of briefing sessions and a compulsory Moodle preparation course to be taken before you leave for your Year Abroad. Details are available here: <https://www.ucl.ac.uk/studyabroad/preparation>.

4. Year Abroad Programme

The one-year programme consists of two elements both undertaken at the Hebrew University of Jerusalem: (i) The Ulpan and (ii) full-time study at the Hebrew University (including the Rothberg International School).

4.1 Ulpan

The programme begins with an 8-week long Summer Ulpan - an intensive Hebrew language course during July-September prior to the start of the academic year.

4.2 Hebrew University

The programme continues with full-time study undertaken at the Hebrew University in Jerusalem, including courses at the university's Rothberg International School. This programme requires that students take a minimum number of Hebrew language classes (which vary from level to level) but allows students a relative degree of freedom in choosing the rest of their courses from the extensive range on offer.

The academic year at the Hebrew University is divided into two semesters, each approximately 14 weeks long. Most courses on offer are semester-long, with a small number of year-long courses.

4.3 Accreditation of work undertaken while on Year Abroad

The Hebrew University teaches, monitors, examines, and offers pastoral care to its students in much the same way as UCL but there are differences in the credit value of courses and the marking range adopted by the two institutions. In order, therefore, to include work undertaken on the Year Abroad in a student's overall assessment, an AHFTC approved system of converting HUI credits course unit equivalents has been devised and has a conversion table for converting HUI marks (1-100 range) to a UCL (1-85) equivalent range.

4.3.1 Students spending full year at the Hebrew University

Students registered for **Single Subject** programme (BA Hebrew and Jewish Studies) spending the whole year in Israel will enroll for 30 Hebrew University credits, according to the regulations of the Rothberg International School. On their return to UCL, the Department will choose their **best 24 credits** (equivalent to 4 UCL course units), for their accreditation. The 24 credits **must** be made up of 75% of courses in the field of Hebrew and Jewish Studies and **must** include an appropriate language course. **They must be passed/successfully completed and will count towards a student's final assessment/degree classification for the purpose of which their value is equivalent to 4.0 course units at UCL.** [Students are asked to note that the 24 credits selected for the purposes of assessment will be largely based on the field of study criteria specified above].

4.3.2 Students spending half the year at the Hebrew University

Students registered for **Combined Studies** programmes (BA Modern Languages, BA Modern Language Plus, BA History [Central and East European] and Jewish Studies) normally spend part of the year at the Hebrew University and part of the year in another country relevant to their named discipline. In common with the assessment requirements of all other Combined Studies programmes in the Faculty of Arts and Humanities, 1.0cu (or its equivalent) of work undertaken on the year abroad is compulsory for assessment/classification purposes. This 1.0cu may comprise a Year-Abroad Project, 1.0cu equivalent value of credits obtained at the Hebrew University (for students spending either part or the whole year at the Hebrew University), or a combination of both. The Year Abroad Project is undertaken by students in consultation with the Combined Studies Tutor.

4.3.3 Accreditation Conversion Mechanism

All Hebrew University courses, which are formally assessed and marked, will qualify for conversion into UCL course-units whereby 6 Hebrew University credits equate with 1.0cu.

Please note that HU courses with 2 credits equate with 0.25cu in UCL terms, which means that you should take another course with 2 HU credits to achieve 0.5cu at UCL.

The conversion table on the next page is used to convert marks obtained at the Hebrew University into UCL marks:

HU	UCL	HU	UCL	HU	UCL	HU	UCL	HU	UCL
0	0	21	15	42	32	62	50	82	62
1	1	22	15	43	33	63	51	83	63
2	1	23	16	44	34	64	51	84	64
3	2	24	17	45	35	65	52	85	65
4	3	25	18	46	36	66	52	86	66
6	4	27	19	47	37	67	53	87	67
7	5	28	20	48	38	68	53	88	68
8	6	29	20	49	39	69	54	89	69
9	6	30	21	50	40	70	54	90	72
10	7	31	22	51	41	71	55	91	74
11	6	32	22	52	42	72	55	92	75
12	8	33	23	53	43	73	56	93	76
13	9	34	24	54	44	74	56	94	78
14	10	35	25	55	45	75	57	95	80
15	11	36	26	56	46	76	57	96	81
16	11	37	27	57	47	77	58	97	82
17	12	28	28	58	47	78	58	98	83
18	13	39	29	59	48	79	59	99	84
19	13	40	30	60	48	80	60	100	85
20	14	41	31	61	50	81	61		

4.5 Part-Time Students

Due to their mode of study part-time students do not usually enrol on the BA Hebrew and Jewish Studies with Year Abroad. They may, however, go to Jerusalem if they convert to full-time status for the part-time equivalent of the third year of the degree course. If they do this and complete the Hebrew University's One Year Programme they are given full course-unit credit for their Year Abroad, like all other full-time Year Abroad students.

In addition, part-time students who wish to spend the equivalent of their third year in part-time study abroad are allowed to enrol in the One Semester Option of the Hebrew University's One Year Programme. They are given course-unit credit to the value of 1.5-2.0cus for this semester (which may be either the first or the second semester) of study in Jerusalem. They may not take any courses at UCL during that year, either before or after their semester in Jerusalem, and they resume their part-time study at UCL in the following academic year.

5. Applying to the Hebrew University

Once you have confirmed to your Year Abroad Tutor that you intend to spend your Year Abroad in Jerusalem, s/he will inform the Hebrew University and UCL Study Abroad Office. The Hebrew University representative in charge of student exchange will contact you early in 2017 with details of the application/enrolment procedure.

6. Tuition Fees and Other Expenses

6.1 UCL tuition fees

Status	UCL Tuition Fee 2017-2018 ¹	Year-Abroad Students pay:
UK (excluding Channel Islands and Isle of Man) and EU students	£9,000	15% of full-time fee (around £1,350)
Overseas Students	£16,610	50% of full-time fee
Overseas Sponsored students	£16,610	Sponsor pays fee

¹ UCL tuition fees as known at the time this guide was prepared. These numbers are guidelines only.
Hebrew & Jewish Studies, UCL, Year Abroad Guide 2017/2018.doc

6.2 Hebrew University fees

Fees payable to the Hebrew University of Jerusalem in 2017/18 are as follows (per December 2016):

Ulpan tuition fees	\$2,415
Accommodation	\$5,430 (university year); \$1,600 (summer Ulpan)
Health insurance	\$TBC
University application fee	\$80

See <https://overseas.huji.ac.il/Uploads/dbsAttachedFiles/financialGuide16-17.pdf> for a detailed financial guide for interantional students at the Hebrew University.

6.3 Other costs

Estimated personal costs while on the Year Abroad are as follows:

\$50-\$75 for Ulpan books and \$150-\$200 for books and supplies per semester
\$450 - \$650 per month for food, transportation, phone, and other expenses

See <https://www.ucl.ac.uk/studyabroad/preparation/planning-departure/finance> for a downloadable budget sheet to help you work out your expenses for the Year Abroad.

7. Funding the Year Abroad

7.1 Student Finance

Student Finance England will pay your UCL tuition fees for the Year Abroad as well as your maintenance loan. Contact Student Finance for details as the maintenance loan might vary slightly from what you receive in London. Students domiciled in Scotland should apply to the Scottish Students Award Agency (SSA) or the Northern Ireland Education and Library Board (ELBs) if domiciled in Northern Ireland.

The Student Finance company will pay the tuition fees directly to UCL. UCL will invoice the student direct for any private component or contribution.

Note that if you are normally in receipt of a UCL bursary, you will continue to receive this while on your Year Abroad.

Student Finance also offer a travel grant to some students (depending on their household income). Contact Student Finance directly to check your eligibility and ask for an application form. They may cover up to 3 return flights (or 6 single flights) over the course of the year, as well as transport to and from airports if necessary.

In addition, they may cover the costs of your Israeli student visa (see section 9).

You can apply for this travel grant all in one go at the end of the year or several times throughout the year. Make sure to get receipts/invoices with your name on them from the airlines/train company when you book your transport, and from the Israeli Embassy for the visa fee. You will also have to include confirmation from your HJS Year Abroad Tutor that the Year Abroad is a compulsory component of your degree.

7.2 Erasmus+ grants

All Hebrew and Jewish Studies students planning to spend their Year Abroad in Jerusalem in 2017/18 will automatically be put forward for an Erasmus+ grant to assist with accommodation and flights. Students will be contacted by the UCL Study Abroad team in late spring/summer 2017 with details of the grant. In the meantime, please contact studyabroad@ucl.ac.uk for further information.

7.3 Departmental hardship grants

Hardship grants of up to a maximum of £1,500 to assist with Year Abroad costs will hopefully be available to apply for from the Department of Hebrew and Jewish Studies in early 2017.

7.4 British Friends of the Hebrew University of Jerusalem

Financial assistance towards the summer Ulpan from the British Friends of the Hebrew University in London (www.bfhu.org) will hopefully be available for students to apply for in early 2017.

All applicants are means tested. It should be noted that although the Friends of the Hebrew University have made substantial contributions to funding of students in the past, this source of funding is not guaranteed.

7.5 Work in the UK prior to departure

Obtaining paid employment prior to departure is an obvious source of income and any work experience obtained can be added to your CV. If you have not already done so, consult the UCL Careers Service (www.ucl.ac.uk/careers) at the earliest opportunity. The Careers Service not only have a range of information on vacation employment and temporary work but also have a wealth of information on matters about which you should concern yourself i.e., preparing/updating a CV; how to make the most of your existing skills, develop these and acquire new skills; career opportunities/bulletins; etc.

8. Paperwork, Forms and Deadlines

Note that you will be required to complete and return numerous application forms by specified deadlines. However bureaucratic these forms may appear, do take time to enter every bit of information requested. Careless completion, and missing the deadline for return – or non-return – of such forms are likely to cause delays. Remember to read all forms, and communications received in response to application forms, very carefully.

**THINGS DO GO ASTRAY IN THE POST,
SO TAKE PHOTOCOPIES OF EVERYTHING FOR YOUR OWN PERSONAL FILE.**

**YOU MAY ALSO WISH TO MAINTAIN A SECOND FILE FOR RETENTION BY
PARENTS/PARTNERS AFTER YOU HAVE DEPARTED.**

If you have recently changed your address, **DO make sure that all necessary parties have your current address and telephone number.** Stating the obvious perhaps but can cause protracted delays.

The table overleaf lists the various forms you may need to complete. Insert the missing information in the space provided **as and when this information is made available to you.**

		(Hebrew University)	so be honest! - take/retain photocopy of answer sheet		
CV	student to provide	n/a	ADVICE: Call in to see the UCL Careers Service for help preparing or updating your CV.	Hebrew University	
References	student to obtain	see 'advice' column	ADVICE: You must submit 2 references	Hebrew University	
Photographs	student to obtain	N/A	ADVICE: - obtain minimum of 10 passport-size photos [for use with forms, ID, activities in Israel] - write your name on back of each photograph	Hebrew University	
Ulpan Dorm Reservation	early in Spring term	Hebrew University Student Exchange staff	ADVICE: - apply regardless of intention to stay in dorms or not be sure to obtain confirmation of Ulpan dorm reservations from the Hebrew University	Hebrew University	
UCL Transcripts	Early in spring term	UCL Transcript Shop (see 'advice' column)	They charge £10 for the transcript and it sometimes takes them several weeks to produce them. See http://www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts and http://onlinestore.ucl.ac.uk/browse/extra_info.asp?compid=1&modid=1&deptid=143&catid=94&prodid=455	Hebrew University	

9. Visa Application

You must apply for a one-year student visa from the Israeli Embassy in London (or in your home country, if that is more convenient) **before** your departure for Israel. For this you will need the following:

- a return ticket (see 11 below)
- 1 photograph (5x5cm)
- acceptance letter from the Hebrew University
- address of either dorm or residence in Israel
- passport

For further information, check the website of the Israeli Embassy in London: <http://embassies.gov.il/london/ConsularServices/Pages/Visa-Information.aspx>

10. Passport

At the earliest opportunity make sure you have a valid passport and that this will cover you for the duration of your stay. **Remember** you will need a valid passport in order to apply for your visa and passports take much longer to process - particularly if it is left until the start of the summer.

11. Travel Arrangements and Insurance

Shop around for best buys on flights (e.g. on comparison sites such as www.ebookers.co.uk, www.expedia.co.uk). EasyJet usually offers the cheapest fares to Israel.

You are advised to consider:

- getting an open ticket
- arriving before the registration date so that you will have time to settle in
- emailing the Hebrew U to inform them of your early arrival: Hebrew U in turn will advise on the procedure to follow including early accommodation

UCL provides a travel insurance policy which covers medical emergencies and theft or loss of personal belongings. See <https://www.ucl.ac.uk/studyabroad/preparation/planning-departure/insurance> for details.

You must also apply for an additional healthcare policy from the Hebrew University to cover routine (non-emergency) medical treatment while in Israel. See <https://overseas.huji.ac.il/health> for details and registration instructions.

12. Personal Financial Arrangements

Before you go give careful thought to plan the best way to access your personal finances. Apart from an amount of cash you will need to take with you and the form in which this cash should be taken, think about how you may need to access cash on a regular basis. You should bear in mind that in Israel

- banking is not free - every financial transaction undertaken through a bank carries a fee
- student accounts are not available to foreign students

It is recommended to maintain a student account in the UK.

Note: if you take all your money with you, keep it in a high interest account and arrange for so much to be transferred to an ordinary account each month. The money you lose in ordinary account charges will be made up in interest from the high interest account.

Note: in Israel banks are often shut in the afternoon, so check opening times

12.1 Cash/prepaid foreign currency card

If you have a UK student account, there is no charge for currency exchange.

Taking dollars and shekels is recommended.

Official "Changepoint" (Bureau de Change equivalent) offers no commission exchanges

12.2 Credit cards

A credit card is essential if you do not have a bank account in Israel or if you are travelling abroad e.g., Egypt and Jordan.

It is possible to withdraw cash with a credit card from cash machines, but it is not advisable as the rates are disadvantageous and there is a fee

13. Climate/Clothing

While summers in Israel are very hot, winters can be very cold so take warm clothing with you (which you can bring back to London if you return mid-year).

SECTION II - ON ARRIVAL/WHILE IN ISRAEL

14. UCL Representatives on Campus

At the moment, we have no UCL representative at the campus.

15. Emergency contacts while in Israel

In an emergency your first points of contact should be Dr Lily Kahn (tel: 020 7679 7171, email: l.kahn@ucl.ac.uk) and the *madrichim* (student assistance staff) employed by the Rothberg School's Office of Student Life (<https://overseas.huji.ac.il/osa>). A *madrich* is available for any case of emergency during weekends and vacations at 0548820217 (from within Israel). See section 18 for further information about *madrichim*.

16. Airport to University

Try to arrive as a group and be met at the airport by a *madrich* (arrange this in advance with the Rothberg School)

Otherwise, at the airport, take a Sherut/"Nesher" taxi (approximately 65 shekels) direct to the Har HaTsofim (Mount Scopus) campus of the Hebrew University. (Note that the Hebrew University has two campuses; make sure that you do **not** go to the Giv'at Ram campus.)

Buses from airport to central bus station take up to 1 hour and luggage is a hassle, as it is necessary to change at the central bus station to go to the Hebrew University

17. Accommodation

Accommodation is based in the Student Village at the Rothberg International School. You will have your own room and a shared kitchen and washrooms in a flat designed for 4-5 students. You can register for accommodation (both for the summer Ulpan and the winter and spring semesters) as part of your application to the Hebrew University.

When moving into the dorms you will need to buy a pillow and duvet, sheets and towels. Furniture is provided, but pots and pans and plates might need to be bought unless you move into a flat where the other residents have already bought these.

Wifi is available in the accommodation as well as on campus.

If you want to be in the centre of town, you should look for accommodation outside the dorms. It's not difficult to find someone to share with but it will be much more expensive. Note that private accommodation is usually without furniture and there are high expenses, e.g. taxes.

18. *Madrachim*, books, phones, Student Union

Madrachim (student assistance staff) reside in the dormitories and assist international students in adjusting to campus life at the Hebrew University and make sure that they receive the full benefit of their stay in Israel. The *madrachim* are a good source of information on general matters, too. Feel free to call or visit them in the dorms or in the office (Boyar Building, Room 401-404). The *madrachim* are extremely helpful in terms of social life, arranging tours, and giving advice to international students.

Books for the summer Ulpan and university courses can be purchased at the "Academon" store on campus.

It is probably most convenient to buy an Israeli SIM card for your mobile phone. Do tell the Year Abroad Tutor and Administrators at which numbers you can be reached, whether mobile phone or the phone locally at the accommodation you share.

See <https://overseas.huji.ac.il/?CategoryID=348> for information on the Hebrew University Student Union.

19. Summer Ulpan

The summer Ulpan has a very heavy daily workload, except Shabbat and some Fridays. Afternoons are free but prepare to study for next day's work. The Ulpan includes out of class activities such as singing, computer work, conversation, language labs etc.

20. What to expect from the Rothberg International School

Details of courses offered at the Rothberg International School are available here: <https://overseas.huji.ac.il/undergraduatecourses>.

You may also take courses at the main Hebrew University, most of which are taught in Hebrew. Details of courses offered at the Hebrew University are available here: <http://shnaton.huji.ac.il/>.

Your workload and assessments will depend on the courses taken, but most courses are exam based. Exams take place at mid and end of each semester. **Remember** it is a UCL requirement that 75% of your courses must be related to Hebrew and Jewish Studies. These courses may include e.g. Arabic, other Semitic languages, Near Eastern Studies, Archaeology of the region but **may not include** Creative Writing, English Literature etc. If in any doubt at all about course selection contact your Year Abroad Tutor **before registering**. Likewise, if you have queries on personal study requirements, do sort these out before you leave for Israel.

Internships, which can be fun and highly instructive, are accepted by UCL, with some conditions. If you want the internship to count for your credits, you need a letter grade at the end of the internship. The Hebrew University has stated the following: "Those students can opt to submit a 10-page research paper centered on a topic related to their internship experience, in order to earn a letter grade for the course." If you don't want to submit such an essay, you can still take the internship as an additional course without credit, as long as you have enough credits beforehand.

You'll need to budget for books, dictionaries, stationery, and office supplies. All of this is cheaper at the Academon if you have a student union card.

21. Transport

Get a 'Rav Kav' (electronic travel card, like an Oyster card but valid for buses and trains throughout Israel); can be loaded with a 'Chofshi/Chodshi' monthly ticket. Intercity travel is cheaper with a student card

Don't buy single travel tickets!

Taxis are good if with a group but more expensive late at night and if you cannot haggle, ask for a metered drive (usually cheaper than a fixed price unless you haggle)

22. Food

Excellent and inexpensive food can be found in the Hebrew University/Rothberg School cafeterias.

Street markets are cheap with a large variety of foods – the shuk/market on Jaffa Street is the cheapest for fruit and veg.

Falafel bars are excellent and cheap.

23. Entertainment and Leisure

Wifi: wifi is available on campus.

Trips: a good way of seeing best part of the country is taking a few trips organised by the Office for Student Life at the Rothberg School. See <https://overseas.huji.ac.il/osa> for details.

Cinema: it is worthwhile buying a one-year (from date of purchase) Cinemateque ticket. There are special rates for students at the start of term and the ticket gives free entry to regular cinema.

24. Personal Security

See <https://www.ucl.ac.uk/studyabroad/while-abroad/support>.

25. Study Abroad Questionnaire

You must complete an online Study Abroad questionnaire in the summer following your Year Abroad. The questionnaire will be emailed to you by the UCL Study Abroad team.

SECTION III - ON RETURN TO UCL

26. Support for Returning Finalists

See <https://www.ucl.ac.uk/studyabroad/returning-to-ucl> for details of support for returning finalists (accommodation, careers advice, re-enrolling, and module selection).

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

December 2016

27. Student Statement



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Year Abroad Programme 2017/18

Student Statement

I attended the meetings with the Year Abroad Tutor and I was fully informed at these meeting of the conditions of my Year Abroad Programme at the Hebrew University, Jerusalem, during the academic year 2017/18.

I agree to abide by the following:

1. I will return to the UK immediately if the Foreign Office requires British subjects in Israel to do so.
2. I agree to abide by all local security advice and regulations in Israel, as detailed in the document attached to this statement.
3. I understand that if I have to return to the UK before the end of the Year Abroad, UCL does not guarantee to pay any extra air fare or air fare surcharges.
4. I understand that UCL and the Rothberg International School advise me to live in the campus dormitories throughout my Year Abroad stay in Israel.
5. I shall report regularly to the Year Abroad Tutor at UCL and shall follow his/her advice.

I, the undersigned, have read and understood this statement and its implications, and I undertake to abide by it.

NAME _____

DATE _____

SIGNED _____