



UCL

UCL HISTORY

Information for Incoming Study Abroad (Affiliate) Students

2019-20

Disclaimer

The information contained in this handbook is believed to be correct at the time of publication but changes may occur that require amendments to this Handbook. Students in any doubt about the information provided are advised to contact the [UCL History Study Abroad Administrator](#) in the first instance.

Last updated: 24 July 2019

Version: 3

Changes since previous versions:

- *Link to UCL Module Catalogue added to page 8;*
- *Note about new module registration process added to page 9.*
- *'List of modules and module syllabuses' information updated on page 8.*

Contents

Purpose of this booklet	3
Applying to UCL History.....	3
Anticipated study load.....	4
Programme structure: your study load	4
Credits and equivalents	4
Teaching period.....	4
Module selection.....	5
Introduction to modules and module types	5
1. Survey modules	5
2. Thematic modules	6
3. Advanced Seminars.....	7
Directed Independent Study Project (DISP) module	7
List of modules and module syllabuses.....	8
Module pre-registration process.....	8
Interdepartmental modules	9
Timetable.....	10
Arrival and orientation.....	11
International Student Orientation Programme (ISOP).....	11
Orientation/Induction Week.....	11
History Department Transition Sessions	12
Access to Moodle: for important programme and module information	12
Key contacts and useful links.....	13
UCL History Department Contact.....	13
UCL Central Services Contact.....	13
Other useful links	13
Frequently Asked Questions	14
Module selection	14
Assessment	14
Feedback.....	15
Support.....	16
Glossary.....	17

Purpose of this booklet

This booklet is intended for **incoming undergraduate study abroad students**, commonly referred to at UCL as '**affiliate**' students, whose **main department** is UCL History. The term 'affiliate' encompasses all incoming study abroad students, whether you arrive with us via the Erasmus+ programme, an exchange agreement, the Junior Year Abroad programme, or independently. This booklet is aimed at affiliate students who are hoping to apply, or have applied and are looking for the next steps. It is **not** aimed at affiliate students who have already enrolled and completed module registration with UCL; if you are currently enrolled as an affiliate student, please visit the *History Affiliate e-Handbook*, and the general *History Undergraduate e-Handbook* on Moodle to find the information you require, in the first instance.

This booklet aims to provide some pre-arrival information and explains the Department's module selection and approval process in more detail. You will be referred to other sources of information throughout this booklet, as we aim to avoid duplication of information.

If you are an incoming **affiliate student registered in another UCL department (not History)** and you are simply interested in taking some modules in the History Department while you are at UCL, please note that some sections of this Handbook will not be applicable to you, notably the 'Module pre-registration' section. It is anticipated that affiliates registered in other UCL departments will apply for a space on History modules by registering them on Portico when module registration opens, after you enrol.

If you are an incoming **postgraduate** affiliate student registered in History, this booklet will not be applicable to you. You are advised to contact the [UCL History Study Abroad Administrator](#) if you have any questions.

Applying to UCL History

All admission to UCL, including affiliate admission, is managed by the central UCL Admissions team. The team will contact you directly about your application and arrival.

Useful links for further information

- [Study Abroad at UCL: Homepage](#)
- [Study Abroad at UCL: History subject page](#)
- [Study Abroad at UCL: 'How to apply' page](#)

Anticipated study load

Remember: your home institution is likely to have requirements for your study abroad load. You should consult with your home institution to understand their academic expectations.

Programme structure: your study load

As an affiliate student in the History Department, we expect you to take a module load which is equivalent to that taken by a full-time UCL undergraduate student. **This means that if you are studying with us for a full year, we expect you to take modules that add up to 120 credits.** We would encourage you to take an even spread of credits/modules across the two terms.

If you are with us for a half year only, we would expect you to take a module load of 60 credits.

If History is your main or only subject area, you are expected to take at least **50%** of your modules within the History Department. You can choose the remainder from modules offered across UCL if you wish, though please be aware that prerequisites may apply, and spaces on certain modules may be limited. It is your responsibility to contact the other teaching department and ensure you understand the process by which you register for modules with them.

If you have been jointly admitted to two subject areas (eg History and Mathematics, or Mathematics and History), you would be expected to take at least **50%** of your modules in your first named subject area and **25%** in the second. The remaining 25% may be chosen from across UCL if you wish.

Credits and equivalents

[More on module levels and credits](#)

There may be some variation in credit equivalences depending on your home institution. You should always consult and follow the equivalences according to your home institution.

An idea of how credits can be converted is displayed in the table below. You can see that 60 credits at UCL is equal to 16 US credits, or 30 ECTS; 120 UCL credits is therefore equal to 32 US credits, or 60 ECTS.

Credits (UCL)	ECTS	US credits
30	15	8
15	7.5	4

Teaching period

[More on UCL term dates](#)

In UCL History, teaching occurs during Terms 1 and 2. Term 3 (April-June) is generally reserved for examinations and final assessments. Individual module tutors may also schedule revision sessions during Term 3. While there is no teaching in Term 3, full-year affiliates and January-entry affiliates are expected to be present for the duration of their registration at UCL (until 12th June 2020).

Module selection

Remember: your home institution is likely to have requirements for the type and level of modules you can take. You should consult with your home institution to understand their academic expectations.

If this section does not answer all your questions about module selection, please read the [Frequently Asked Questions: Module Selection](#) at the back of this booklet, in the first instance.

Introduction to modules and module types

The History Department offers three types of module to affiliate students:

1. Survey modules

Aimed at first- and second-year UCL undergraduates (**beginner/intermediate level**), these modules provide a historical overview of a large geographical region or a long time span.

	Full-year Affiliates	Half-year Affiliates
UCL credit value	30	15
Teaching period	Terms 1 AND 2	Term 1 (September-December) OR Term 2 (January-March)
Teaching format	Typically, this will be 20 x 1-hour lectures to groups of 30-90 students, and 15-18 x 1-hour seminars taught in groups of c.15 students over Terms 1 and 2. Some modules have longer weekly lectures and fewer seminars.	Typically, this will be 10 x 1-hour lectures to groups of 30-90 students, and 7-9 x 1-hour seminars taught in groups of c.15 students over one term only (either Term 1 or Term 2). The module will have been designed so that half-year affiliates will be attending the same classes and covering the same material as full-year students, but will only be assessed on the material covered during their period of attendance. Students attending September-December take the first half of the module; students attending January-March take the second half of the module.
Assessment (weighting)	<ul style="list-style-type: none"> One coursework essay of 2500 words (25%) 3-hour written examination (75%) <p>An informally-assessed practice essay (or equivalent pieces of written or non-written work) will also be set.</p>	<p>TERM 1 affiliates:</p> <ul style="list-style-type: none"> One coursework essay of 4000 words (100%) <p>JAN-ENTRY affiliates:</p> <ul style="list-style-type: none"> Two coursework essays of 2500 words each (Essay 1: 40%; Essay 2: 60%).

Please note that full-year affiliate students are not permitted to take one-term (15-credit) versions of Survey modules.

2. Thematic modules

Aimed at second- and final-year UCL undergraduates (**intermediate/advanced level**), these modules tend to examine a particular historical theme in detail. It is recommended that you only apply to take a Thematic module if you have a keen interest in the subject matter and are willing to contribute substantially and regularly to class discussions. You will be expected to have studied History at university-level before in order to take this type of module.

	Full-year Affiliates	Half-year Affiliates
UCL credit value	30	15
Teaching period	Terms 1 AND 2	Term 1 (September-December) OR Term 2 (January-March)
Teaching format	Typically, this will be 20 x 2-hour seminars taught in groups of c.15 students. Occasionally, a Thematic module may be taught by a weekly 1-hour lecture and 1-hour seminar instead.	Typically, this will be 10 x 2-hour seminars taught in groups of c.15 students. Occasionally a Thematic module may be taught by a weekly 1-hour lecture and 1-hour seminar instead. The module will have been designed so that half-year affiliates will be attending the same classes and covering the same material as full-year students, but will only be assessed on the material covered during their period of attendance.
Assessment (weighting)	<ul style="list-style-type: none"> • Two coursework essays of 2500 words each (25% each) • 3-hour written examination (50%) 	<p>TERM 1 affiliates:</p> <ul style="list-style-type: none"> • One coursework essay of 4000 words (100%) <p>JAN-ENTRY affiliates:</p> <ul style="list-style-type: none"> • Two coursework essays of 2500 words each (Essay 1: 40%; Essay 2: 60%).

Please note that full-year affiliate students are not permitted to take one-term (15-credit) versions of Thematic modules.

3. Advanced Seminars

Aimed at second- and final-year UCL undergraduates (**advanced level**), these modules cover a diverse range of periods, regions and historical approaches. You will be expected to have studied History at university-level before in order to take this type of module.

These modules only run for one term, so the same version is taken by all affiliate students.

UCL credit value	15
Teaching period	Term 1 (September-December) OR Term 2 (January-March) Some modules are available in either term; others are only available in one term.
Teaching format	Generally, this will be 10 x 2-hour seminars over one term (10 weeks) in groups of c.15 students. If the Advanced Seminar you are taking is being taught twice in the academic year (once in Term 1 and again in Term 2), you must take care to select/register for the correct term.
Assessment (weighting)	Two coursework essays of 2500 words each (50% each)

Directed Independent Study Project (DISP) module

It may also be possible for you to take a Directed Independent Study Project (DISP) module. Half-year affiliate students would write a 5000-word essay (15 credits); full-year affiliates would choose either a 5000-word essay (15 credits) or a 10,000-word dissertation (30 credits).

Most universities in the United States will allow their students to take this module, but you must check with your home institution. Please note that students from the University of Pennsylvania, Brown or Cornell are not usually permitted by their home university to choose this option.

Students on the Erasmus programme are not permitted to take this option.

If you are interested in this option, please send a suggested topic or title to the [UCL History Study Abroad Administrator](#), who will liaise with the Affiliate Tutor to see if an appropriate supervisor can be found.

List of modules and module syllabuses

UCL has released the '[UCL Module Catalogue](#)', which details all module information from across departments.

Please be aware that not all the modules listed within the module catalogue will be open for your selection. **The exact modules you may select from will be communicated with you when we send you the Module Preference Form as part of our department's pre-registration process.**

Additionally, as we teach in small groups, this necessarily means that our class sizes are limited. As a result, we cannot guarantee there will be space on a module until we confirm your module selections via our module pre-registration process.

Module pre-registration process

Places on modules are limited as the History Department sets strict caps on class sizes. In order to coordinate student module choices and ensure the process of selecting modules is as fair as possible, the Department follows a process called 'Module Pre-registration'.

Approximate timeframe for Full-year (Sep to Jun) AND Term 1 only (Sep to Dec) affiliates	Approximate timeframe for Term 2 only (Jan to Jun) affiliates	What to expect
JULY	NOVEMBER	<p>You will receive a Module Preference Form from us, the UCL History Taught Programmes Team. This will tell you what History modules are on offer, the deadline by which you have to return the form, and the timeframe for making any module change requests before the start of term.</p> <p>If you are hoping to take a module from another department (an 'interdepartmental module'), you are advised to investigate your options and the registration procedure by contacting the teaching department directly, as far in advance as possible. While you will have to let us know the interdepartmental module you are hoping to take via the Module Preference Form, the History Department cannot guarantee acceptance onto another department's modules. Places are limited and modules often fill up very quickly.</p>
AUGUST	DECEMBER	<p>By the end of the month, you should receive an email confirming your allocated History modules.</p> <p>It is important that when the time comes for you to register your modules on the UCL student information system, Portico, you ONLY register those History modules to which you have been allocated. In some cases, you will be told to register interdepartmental modules directly on Portico without completing a pre-registration process.</p>
EARLY SEPTEMBER	DECEMBER	<p>The International Student Support Team will contact you directly by email about pre-enrolment. Pre-enrolment is the first step towards becoming a UCL student. Visit the UCL new students' website to find out more about pre-enrolment.</p> <p>Should you have any issues with pre-enrolment, you can contact the International Student Support Team directly.</p>

LATE SEPTEMBER	JANUARY	<p>When you arrive, you will go through the process of enrolment as part of the International Student Orientation Programme (ISOP). There is more information about enrolment on the website.</p> <p>Once your enrolment is confirmed, you will gain access to module registration on Portico**. This is the formal process by which you register for your modules and is compulsory. You should take care to select the correct module term and credit value, as there can be different versions of modules with the same name. More information about registering for your modules on Portico can also be found via the website.</p> <p>In the History Department, we do not require that you wait until the 'Meet Your Department' session to register for your modules. Once you gain access to Portico for module registration, we encourage you to complete module registration with your pre-registered History modules and any interdepartmental modules as soon as possible.</p> <p>Please be aware that it may take some time for your module selection to show as 'approved' on Portico, occasionally beyond the start of teaching. As you will have completed the pre-registration process for History modules, as long as you correctly enter the History modules you have been allocated, you can be sure that there will be a place reserved for you on that History module.</p> <p>Where you have selected an interdepartmental module on Portico, these must be approved by the department that teaches the module. It may take longer for other departments to approve your selections, as they will be allocating places to students in their own department in the first instance. You can contact the relevant teaching department to find out when you can expect your module to be approved, and whether you can attend the class in the meantime.</p> <p>If you are rejected from an interdepartmental module, the teaching department may be able to advise on an alternative module. You can also enquire with us about remaining spaces on History modules. Regardless, you should contact us as soon as possible if your Portico record requires amendment because you will be unable to do this yourself.</p>

**Please note that there are some anticipated changes to the module registration process for new UCL students. It may be that you will be able to enrol and register your modules earlier than this timeline indicates (eg at pre-enrolment). You will be contacted if you are able to register for your modules if this is the case.

Interdepartmental modules

As mentioned above, if you are hoping to take a module from another department you are advised to investigate your options and the registration procedure for that module by **contacting the relevant department directly**, as far in advance as possible. All departments function separately, and may determine their own procedures for module allocation and registration (as well as for many aspects of teaching and assessment). This means it is important to contact individual departments about the modules they run to find out what you need to do.

We will ask you to let us know the interdepartmental module(s) you are hoping to take on the Module Preference Form, but the History Department cannot guarantee acceptance onto another department's modules. Places are often limited and some modules fill up very quickly.

Useful links for further information

- [Contact details of department Affiliate Tutors and Administrators](#)
- [Document containing information for affiliate students registering for modules in other departments \(last updated 11 September 2019\)](#)

Timetable

While we will do our best to alert you to any timetable clashes from amongst your History modules, **you should check your timetable for clashes**, particularly if you plan to take interdepartmental modules.

You can look up your timetable using the [UCL Common Timetable Tool](#). The Common Timetable for the next academic year is usually published in August/early September. **Please ensure that you check the academic year you are viewing by looking at the top right-hand corner of the screen.** There may be the option to toggle between viewing academic year 2018/19 and 2019/20.

After you enrol and successfully complete module registration on Portico, you can login using your UCL credentials and access an automatically populated 'personal' timetable. Before you enrol, you can use the 'Custom' function.

Instructions for using the 'Custom' function on the Common Timetable Tool:

1. On the Online Timetable homepage, click on 'Custom'. Then select 'Click to start'.
2. Enter 'module name' in the box on the right (select 'Switch Module Info' to search by 'module code'; ensure you have the correct code). Click 'Search'.
3. This should provide a list of modules. Click on the module you want to select, taking care over the term the module is delivered under (eg if the code ends 'T1' for Term 1, 'T1/2' for Terms 1 and 2 etc). It should show again below under the 'Final module list' tab.
4. You can repeat the above steps until you have the full list of modules in the 'Final module list' tab. This enables you to view your selected modules alongside each other.
5. Click on 'create timetable'.

The timetable is interactive. You can click on each 'block' to view more information. For example, some classes will have multiple rooms throughout term. Click on each individual block to view which weeks the class has been scheduled in that particular room. Where a block reads 'TUT' or 'SEM' followed by a number, this indicates different seminar/tutorial groups for that module. If there are multiple seminar/tutorial groups, as is the case for many History Survey modules, you will be assigned to one seminar/tutorial group per module. Please note that you cannot choose.

What do I do if I find a timetable clash? See [page 14](#).

Arrival and orientation

The UCL Admissions team will be in touch closer to the time of your arrival with more information. You can expect to be contacted about pre-enrolment, in-person enrolment and the International Student Orientation Programme (ISOP).

International Student Orientation Programme (ISOP)

- **When?** The week before the start of term.

For full-year or Term 1 only affiliates, term begins on Monday 23 September, so ISOP will be in the week commencing Monday 16 September. For Term 2 only affiliates, term begins on Monday 13 January, so ISOP will be in the week commencing 6 January.

As part of ISOP, there is usually a 'Meet Your Department' (MYD) session. The UCL History MYD session is usually split into two parts. The first hour will typically be an introductory talk, which is both an opportunity for us to explain how the department operates, and a chance for you to meet us in person and ask questions. This is usually followed by a tour of the History buildings and UCL campus, led by one of the UCL History Student Ambassadors, an undergraduate whom you can ask any questions you have about studying here.

For affiliates jointly registered in two departments, please note that you will typically only be expected to attend the MYD session for your main department.

Please see the [ISOP webpages](#) for more information.

Orientation/Induction Week

- **When?** The first week of term.

Orientation Week, otherwise known as Induction Week (or Freshers' Week, as it is often called by students in the UK), is the first week of the academic year. Academic years in the UK begin in the autumn. This means that the whole week beginning Monday 23 September is Induction Week. **There is no teaching during Induction Week.**

The purpose of Induction Week is to give new students some time to familiarise themselves with studying at UCL. You can expect there to be a number of activities and events you can attend to help you settle in. These may be organised by the History Department or by the wider university. In the past, Induction Week events have included the History student welcome party, information sessions with IT services and the library, as well as the UCL Students' Union Freshers' Fair, where you can find out more about the wide range of student-led societies and clubs at UCL.

We will be in touch with you closer to the time of your arrival to confirm the exact details of your Induction Week schedule.

For Term 2 only affiliates, please note that there is no university-wide Induction Week and teaching will begin on the first day of term (13 January 2020).

History Department Transition Sessions

- **When?** The first few weeks of term time.

There will be a lot of information to process immediately after you arrive. We aim to organise a couple of sessions during the first few weeks of term, so you have some time to digest the information and adjust to your new surroundings.

These sessions are likely to include:

- **Drop-in Transition Sessions with Affiliate Tutors**
This is an opportunity for you to meet with your respective Affiliate Tutor to revisit information from induction, as well as to discuss any lingering questions or concerns. You can read more about the Affiliate Tutors on page 13, under [‘Key Contacts and Useful Links’](#).
- **History Department Writing and Learning Mentor Session**
This will be to help you adjust to the academic writing style used at UCL and within the UCL History Department.

Access to Moodle: for important programme and module information

Once you are enrolled and fully registered for your modules on Portico, you will be able to access our online learning platform, Moodle.

Each module will have a Moodle page, but Moodle is also home to the *History Affiliate e-Handbook*, and the general *History Undergraduate e-Handbook*. You should familiarise yourself with both handbooks as they contain crucial information for your study with us. Topics covered include:

- Assessment and submission procedures
- Feedback and mark criteria
- Reasonable Adjustments
- Extenuating Circumstances
- Academic resources and support
- Student representation

Key contacts and useful links

UCL History Department Contact

For any questions you have before you arrive with UCL History, please contact the [UCL History Study Abroad Administrator, Kitty Ho](#), in the first instance.

After arrival, you may also wish to contact the Affiliate Tutor, who is the personal tutor for affiliate students. All students in the History Department are assigned a personal tutor. This person is responsible for providing support, encouragement and advice on both academic and personal matters. Personal tutors for new students are usually confirmed over the summer period every academic year, so you will find out whom this will be after you arrive.

Tutors are available during weekly office hours and by appointment throughout the year. You can find contact details for all members of staff, along with their office hours, on their staff page (follow the relevant link from the staff list on the [History People webpages](#)).

UCL Central Services Contact

Centralised departments tend to deal with specific questions, such as those relating to transcripts, IT systems and accommodation, so you should approach the relevant team directly. If you have difficulty in finding the right team to contact, then contact [Kitty Ho, the UCL History Study Abroad Administrator](#).

- [Contact Affiliate Admissions for admissions-related queries](#)
- [Contact International Student Support for Questions about pre-enrolment and the International Student Orientation Programme \(ISOP\)](#)

Other useful links

- [UCL term dates and closures](#)
- [International Students homepage](#)
- [New students homepage](#)
- [UCL Life homepage](#)
- [Immigration and visas homepage](#)
- [UCL Students' Union's Rights and Advice homepage](#)

Frequently Asked Questions

Module selection

- **I need to get my module selection approved by my home institution before I arrive/enrol. Where can I find module syllabuses?**

Please see page 8, '[List of modules and module syllabuses](#)' for more information.

- **I have found a timetable clash, what do I do?**

A timetable clash may mean that you will have to select a different module. Some History modules (for example, Survey modules) have multiple seminar/tutorial groups, and it may be the case that moving to a different seminar/tutorial group could resolve the clash. Please be aware that moving seminar/tutorial group would be subject to space in the group.

Please [let us know](#) if you think you have identified a timetable clash. Please also let us know which module(s) or group you would like to switch to, so we can help you resolve the clash as soon as possible.

- **Will I be able to change my modules after arrival?**

Yes. There will usually be a short period of time after you arrive where you can change your modules. No change to modules will usually be permitted after the end of the second week of teaching due to teaching material missed.

Assessment

- **Are there exams and when can I expect to take them?**

Full-year affiliates taking History Survey or Thematic modules will be required to sit examinations. Exchange students, including Erasmus+ students, are expected to take the same exams as other UCL students on the module, and will be marked on the same criteria. If you are unsure whether the module you are taking has an examination, please check online on our public website, or [ask](#).

The exam period is during Term 3 and examinations can fall at any time during that period. Exams at UCL are centrally scheduled and students are usually given access to their examination timetable via Portico at the end of February.

More information about UCL exam practice and the previous year's guide to exams and venues can be found via the [UCL Exams and Assessments website](#).

- **I have never taken an exam (in an English speaking country). What should I be thinking about?**

Module tutors should be able to provide guidance on examination techniques and answer any questions you have about specific modules. Once you are fully registered and have access to Moodle, you will also have access to past examination papers from the Library.

In general, you should aim to practise the skills that will be tested in the examination, such as timed essays. When you sit an examination, handwriting must be clear, and standards of spelling and grammar are 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 History Department.

- **Is there anything I should keep in mind about assessment in general that might be different to what I'm used to?**

The UCL system may be less flexible than that at your home institution and there are lots of regulations. For example, if you do not submit work by the set deadline, you will incur a late submission penalty, which can significantly affect your overall mark. Deadlines are set at the beginning of the year and will be displayed in module documentation and on the *History Undergraduate e-Handbook*, which you will be able to access on Moodle after enrolling. You must also submit work following the correct submission procedures—again, these procedures will be available to you in advance and it is your responsibility to follow them. If you are planning to take modules in different departments, bear in mind that different local assessment rules and procedures may apply. If you are in doubt about what is expected of you, just ask.

- **Something has happened/I have fallen ill at the time of my exam/deadline. Is there anything I can do?**

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.

Students are strongly advised not to sit an examination if they feel unwell but, if they decide to do so, UCL will still consider Extenuating Circumstances Requests if the student feels that their performance in the assessment has been seriously impaired. Mitigation would normally be limited to a deferral of the assessment to the next normal occasion without penalty. Find out more about [UCL's policy on Extenuating Circumstances \(EC\)](#).

Feedback

- **What kind of feedback will I get on my work during my time with UCL History?**

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). You will also receive feedback on formative assessments.

In addition to written feedback, UCL History offers a 15-minute individual tutorial with the person who marked your work. We strongly encourage you to take advantage of these tutorials, as they provide an invaluable opportunity for you to be given individual feedback on the strengths and weaknesses of your written work.

Please note that you do not have to wait for formal opportunities for feedback. When preparing for your essays, for example, you are encouraged to discuss your ideas with the module tutor.

➤ **When will I get my final marks back?**

For summative assessments, the mark that you receive when your tutor returns an essay to you is **provisional**. Your provisional mark will be subject to internal and external moderation and, where applicable, penalties for late submission or excessive length.

Once the History Board of Examiners Meeting has taken place, all results must then be verified by the UCL Board of Examiners. UCL Examinations usually release all marks via Portico by the following deadlines.

- Term 1 only affiliates: March
- Term 2 only and full year affiliates: August

Transcripts will be sent out around this time by the Examinations team. These will be sent directly to your home institution unless you are an independent affiliate, in which case your transcript will be sent to your address as recorded on Portico. Please anticipate that it may take 8-10 weeks for the transcripts to arrive with you.

Support

➤ **Will I get a personal tutor?**

Yes. See [page 13](#) for more information.

➤ **I have a disability/long-term medical illness. What support will I get from UCL?**

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.

Where Reasonable Adjustments are agreed, Student Disability Services (SDS) draw up a Summary of Reasonable Adjustments (SoRA) document, detailing the support to be provided to the student. With the student's permission, the SoRA is shared with departmental staff involved in teaching and supporting the student.

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

Glossary

Advanced Seminars	Please see page 7, ‘Introduction to modules and module types’ for more information.
Affiliate Tutor	A member of academic staff who will act as your personal tutor during your time with UCL History. Please see page 13, ‘Key Contacts and Useful Links’ , for more information.
Essay	The assessment you are most likely to encounter at UCL History is the traditional essay. These tend to vary in length between 2000-5000 words, and the exact word length will be specified by your module tutor. Essays are almost always asking you to demonstrate a particular skill set, which is the ability to offer a direct and substantive answer to the specific question. You should construct and defend a logical and consistent line of argument, grounded in historical evidence, situated within the historiography and engaging with relevant theories and concepts. Please look carefully at the UCL History undergraduate marking criteria for an elaboration of this. You will find the marking criteria within the <i>History Undergraduate e-Handbook</i> , which you will be able to access after you enrol.
Formative assessment	According to UCL’s Student guide to assessment and feedback : “Formative assessment: <ul style="list-style-type: none"> • an assignment or exam that doesn’t count towards your final mark • you get constructive feedback which helps you to work out your progress <p>Take formative assessment seriously. It’s your chance to practice assessments, so you can find out where your knowledge and understanding is solid, where you need to do more work, and what you need to do to improve your results. Try out new approaches, take some risks, push the boundaries. The feedback on formative assessment is really valuable, so examine it carefully and if there’s anything that’s not clear, ask questions – of your peers, tutors and lecturers.”</p>
Induction Week (September-entry only)	Otherwise known as 'Orientation', this is one week dedicated entirely to helping new students settle in to UCL at the start of the academic year. Induction Week happens during the first week of the autumn term and no teaching will take place during this week . Your classes will begin the week after Induction Week. Please see page 10, ‘Orientation/Induction Week’ , for further information.
Lecture	Some modules are lecture-based. Typically, lectures are classes where there will be between 30-75 students attending together. They usually last for one ‘teaching hour’. In the History Department, for modules that run with a weekly lecture, it is generally the case that students will then also be split into groups of 15 for a ‘tutorial’, which will be held in addition to lectures most weeks for one teaching hour.
Modules or Courses	Please note that the terms 'course' and 'module' are often used interchangeably in UCL History.

Module Convenor or Module Tutor	The terms 'Module Convenor' and 'Module Tutor' are often used interchangeably in UCL History. This refers to the member of academic staff who teaches the module.
Moodle	UCL's virtual teaching and learning environment where you can interact with your module online. This is where you will find reading lists and other resources, submit your coursework and can exchange messages with your Module Convenor and your tutorial group. You will be able to access Moodle once you receive your UCL login and password. You should be able to access your module Moodle page after your modules have been confirmed on Portico.
Portico	Portico is the name of UCL's student information system. Find a more in-depth explanation of Portico online .
Professor	Many universities operate a three-tiered system of lecturer, senior lecturer and professor, which roughly correlates to assistant professor, associate professor and professor in the United States and elsewhere. Some universities, including UCL, have now adopted the title associate professor in place of senior lecturer, but retained lecturer for the more junior appointments. Normally the title professor is reserved for full professors at the top of the structure. If you are unsure about your tutor's title, a fairly safe bet is to address your teacher as Dr, eg Dr Doolittle or Dr Strange. Some teachers may suggest you call them by their first name. Perhaps the only thing that does sound strange is to be referred to as Mr or Ms, as is the case in some European systems other than the UK. Try to avoid this where possible.
Reading Week	In both Term 1 and Term 2, after the fifth teaching week there is a week of no teaching referred to as 'Reading Week'. During this time, there are no lectures, tutorials or seminars. This is an opportunity for students to consolidate what they have already studied and discussed, and to prepare the reading for the following five weeks. Reading Week dates can be found on the term dates webpages .
Seminars	In the History Department, 'seminars' are similar to 'tutorials' in that they are usually taught in small groups of 15 students. The difference between 'tutorials' and 'seminars' is that 'seminars' are usually the primary form of teaching on a module while 'tutorials' are linked to 'lectures'. Seminars also run over two teaching hours as opposed to one. Seminars offer the chance to polish your discussion and presentation skills and to learn from your peers.
Summative assessment	According to UCL's Student guide to assessment and feedback : "Summative assessment: <ul style="list-style-type: none"> • an assignment or exam that counts towards your final module mark • the mark and comments you get are important pieces of feedback – they tell you a lot about your progress and helps you to focus your efforts in future assessments."
Survey (modules)	A type of module with a specific teaching and assessment structure. Depending on how long you are with us, you will either take the 15-credit OR 30-credit version of this module. For more information, including about the assessment for this module type, please see page 5, 'Introduction to modules and module types' .

Thematic	A type of module with a specific teaching and assessment structure. Depending on how long you are with us, you will either take the 15-credit OR 30-credit version of this module. For more information, including about the assessment for this module type, please see page 5, 'Introduction to modules and module types' .
Teaching hour	Although modules are scheduled by the hour, in order to facilitate the movement of students from class to class, the UCL 'teaching hour' actually runs from 5 minutes past the hour to 5 minutes to the hour (50 minutes long).
Term	This is often referred to as 'Semester' in the US. The UCL academic year runs in three terms. Term 1 runs from late September to mid-December, Term 2 from January to the end of March, and Term 3 from late April to June following the Easter Holiday. Term 3 (April-June) is generally reserved for examinations and final assessments, though individual module tutors may also schedule revision sessions during Term 3. You can find UCL's term dates online.
Turnitin	<p>Turnitin is software that is used to scan assessed coursework for evidence of plagiarism. 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. It is important to note that Turnitin is used in combination with academic judgement to determine where plagiarism may have occurred.</p> <p>Turnitin is also the platform on which you should submit soft copies of your essays. It can be accessed via the Moodle page for your module.</p>
Tutorial	In the History Department, 'tutorials' are similar to 'seminars' in that they are usually taught in groups of 15 students. The difference between 'tutorials' and 'seminars' is that 'tutorials' are typically linked to weekly lectures (while 'seminars' are usually the primary form of teaching on a module). Tutorials also tend to run over one teaching hour as opposed to two.