



UCL

**HISTORY DEPARTMENT
UNDERGRADUATE
HANDBOOK**

2013/14

PLEASE READ AND RETAIN FOR FUTURE REFERENCE

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1. Student Agreement: What We Expect from You

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

2. About the Department

2.1 Contact Information for the History Department

Postal Address:

History Department
University College London
Gower Street
London WC1E 6BT

Street Address:

23-26 Gordon Square
Bloomsbury
London WC1H 0AG
(entrance via rear of buildings)

Academic Office Reception: Room G.04a, 24 Gordon Square

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

Telephone: 020 7679 1340

Fax: 020 7679 1575

Email: history.office@ucl.ac.uk

Undergraduate Team:

Undergraduate Administrator – Marlene Cox

Undergraduate Administrative Assistant – Emma Patten

Admissions and Programme Administrator – please see UCL website

For all queries relating to Undergraduate Programmes, please use the following contacts:

Telephone: 020 7679 1348

Email: history-ug-enquiries@ucl.ac.uk

2.2 Contacts for Undergraduate Students

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

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

Receptionists

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

Departmental Tutor

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

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

Course Tutors:

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

2.3 Finding Your Way Around

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

2.4 Staff Office Hours

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

2.5 Departmental Calendar and Term Dates

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

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

2.6 Staff-Student Consultative Committee

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

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

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

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

2.7 Student Feedback

2.7.1 Student Evaluation Questionnaires

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

2.7.2 Grievances and Complaints

If you feel that you have a grievance or complaint, you should discuss it with your Personal Tutor, Course Tutor or the Departmental Tutor in the first instance. For details of formal grievance procedures see

http://www.ucl.ac.uk/current-students/guidelines/your_rights/grievance

2.8 History Society and Ancient History Societies

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

2.9 Student Facilities

2.9.1 Undergraduate Common Room

The undergraduate common room on the ground floor of 25 Gordon Square contains pigeonholes for your mail and notice boards for general notices of events etc. There are also basic kitchen facilities and a computer for checking email.

2.9.2 Photocopiers

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

2.9.3 Computers

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

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

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

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

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

2.9.4 Portico: The UCL Student Information Service

Portico is UCL's student information service. Access to Portico is available to everyone across UCL via the web portal (www.ucl.ac.uk/portico). You will need to log on using your UCL user ID and password, which are issued to you when you enrol. These are the same as the ones used for accessing UCL restricted web pages, UCL email and the Windows Terminal Service (WTS). If you do not know them, you should contact the ISD Service Desk as soon as possible:

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

Please remember that passwords automatically expire after 150 days, unless they have been changed. Warnings are sent to your UCL email address during a 30-day period, prior to your password being reset.

On Portico, you can:

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

2.9.5 Key Skills

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

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

2.9.6 Higher Education Achievement Report (HEAR) data

Your Portico record and final transcript will also reflect your involvement in any relevant extracurricular activities which can be monitored by the History Department or the UCL Student Union. These include service as a StAR, Transition Mentor, or UCAS Open Day Ambassador, officeholding in the History or Ancient History Society, and sessional prizes. Departmental elements of your HEAR data will be automatically updated annually by the Undergraduate Administrator. Please contact him/her with any questions regarding your record.

2.9.7 Transcripts

Formal transcripts, updated at the end of each July, are available from the UCL Registry. Details on how to obtain a transcript are available online:

http://www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts

If you need provisional confirmation of your results please e-mail the Undergraduate Team: history-ug-enquiries@ucl.ac.uk

2.9.8 Hardship Funds/Access Fund

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

The Access to Learning Fund (ALF) provides discretionary financial assistance for 'home students' to help them access and remain in higher education, particularly those students who need financial help to meet costs that cannot be met from other sources of funding.

Details can be found here: http://www.ucl.ac.uk/current-students/money/bursaries/access_fund

The UCL Student Hardship Funds are available to help Home EU and International students who have made realistic provisions to fund their studies and have experienced unforeseen financial hardship. Applicants may be students in any Faculty and in any year of their programme of study. Please click on the following link for further details:

<http://www.ucl.ac.uk/current-students/money/bursaries/hardship>

2.9.9 Travel Funds

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

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

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

2.10 Health and Safety Information

From November 2013, the Health and Safety Officer is Emma Patten, who is based in the Academic Office (room G04, ext. 37124). Claire Morley is the interim Health and Safety Officer until November 2013.

2.10.1 Accident Reporting

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

2.10.2 Emergency Situations

In all emergencies, from internal telephones dial 222.

2.10.3 Fire Safety and Emergency Evacuation

If you discover a fire, from an internal telephone dial 222 and sound the fire alarm.

Evacuate the department via the signposted fire exits.

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

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

2.10.4 First Aid

The Department's First Aider is Joanna Fryer (Academic Office, ext. 37125). Please contact her if first aid is needed. Outside of office hours, you should approach University College Hospital Accident & Emergency Department, 235 Euston Road (020 3447 0083).

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

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

2.10.5 Smoking

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

2.10.6 Mobile Phones

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

2.11 Security

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

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

2.12 UCL's 'Green' Policy

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

2.12.1 Recycling

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

2.12.2 Energy Efficiency

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

2.12.3 Paper

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

Each UCL Department has designated 'Green Champions'. The History Department's Green Champion is Dr Vivienne Lo (v.lo@ucl.ac.uk). Please feel free to get in touch with her if you have any comments or queries on these issues.

2.13 Data Protection

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

Photographs/Videos

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

Contact Details

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

E-Learning

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

Academic procedures

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

References

- The Department will confirm your student status to outside agencies, such as landlords. Please e-mail the Undergraduate Team: history-ug-enquiries@ucl.ac.uk
- If you wish your tutor to provide references for a prospective employer, please ask permission before giving their name.

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

3. Your Degree

3.1 Aims and Objectives of History Degrees

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

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

3.2 Degree Syllabus

Undergraduate courses at UCL are given a weighted value from 0.5 to 2 units. Full-time students normally take 4 units each year. They must pass 3 out of 4 units to progress to year 2 and 7 out of 8 to progress to year 3. In total, to qualify for a classified BA (Hons) degree those on 3-year programmes must complete all 12 units and pass 11; those on 4-year programmes must complete all 16 units and pass 14.5. For detailed information on the courses that you are required to take for each degree programme, please see the History Department website at:

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

Please read both the Local Rules and Syllabus Information carefully.

3.3 Course Types

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

Introductory Courses

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

HIST1006: Writing History (0.5 cu), Autumn Term

HIST1007: Making History (0.5 cu), Autumn Term

HIST1008: Concepts, Categories, and the Practice of History (1.0 cu), Spring Term

HIST1006 focuses on developing essay-writing skills. Taught over the first term, its first half will be delivered via lectures and large group 'workshops', addressing general issues in historical writing. The second half comprises three small group tutorials organised around the submission and revision of an essay related to one of the Survey Courses being taken. Assessment is based on a variety of short preparatory tasks (25%) and the final revised version of the 2,500-word coursework essay (75%).

HIST1007 is a group project designed to encourage creative, lateral thinking about the past, active engagement with the rich historical resources afforded by UCL's London environment, and reflective collaborative learning. Students will work in small groups (of 5-8) to analyse a significant historical question using primary and secondary sources. Each group will populate a website/blog that documents its research activities and findings (worth 50% of the assessment), and will make a formal oral presentation of those findings (assessed by the teachers 40%, and by their peers 10%).

HIST1008 introduces students to the most significant approaches to historical scholarship, including social, economic, intellectual, cultural and comparative history. It is taught by twice-weekly two-hour lectures in term 2 (five for each period, Ancient, Medieval, Early Modern and Modern), each followed by a general discussion between the teacher and the students. It is assessed by a 3-hour examination in the summer term (100%).

HIST6xxx Survey Courses (1.0 cu)

These generally provide an overview of a large geographical region and/or a long time span and are taught over two terms, normally by weekly one-hour lectures and discussion classes (of c. 15 students). Students are usually allocated to discussion classes at the first lecture. Assessment is by two coursework essays of 2,500 words each (25%) and one three-hour examination (75%). In addition, teachers may require students to make other contributions, such as additional pieces of unassessed written work or oral presentations.

Second-year Core Courses

HIST2902 Second-Year Long Essay (until 2013-14, 1 cu) is an extended essay (7,500 words) written on a topic related to a HIST2xxx/6xxx course taken in the second year.

HIST2900 Research Seminar (from 2014-15, 0.5 cu) comprises ten 2-hr seminars (of c. 15 students) in term 1, focusing on the examination of a specific set of source materials and designed to develop students' capacity to work independently and to use primary and secondary sources in the construction of a historical argument. It is assessed by one 5,000-word essay submitted at the end of term 2.

HIST2008 Evolving History (from 2014-15, 0.5 cu) supplements and complements HIST1008, is taught by weekly 2-hour lectures in term 2, addressing key developments in the discipline of history from the ancient to the modern world. This course will provide an introduction to, and overview of, the practice of history and the evolution of the discipline from Herodotus to Thucydides to the twenty-first century.

HIST2xxx Thematic Courses (1.0 cu)

These courses, aimed at second-year students and normally taught by weekly two-hour seminars (of c. 15 students), typically examine a particular historical theme in detail. Assessment is currently as for HIST6xxx courses but from 2014/15 will change to two coursework essays of 2,500 words each (50%) and one three-hour examination (50%). As with HIST6xxx courses, teachers may require students to make other unassessed contributions. Second-year students may take a course of this type from the menu of 'Group 2' courses available from other colleges. See www.history.ac.uk/syllabus/intercollegiate-courses for details.

HIST7xxx Advanced Seminar Courses (0.5 cu)

These are one-term seminar courses, for second- and final-year students, covering a diverse range of periods, regions and historical approaches. The vast majority of such courses are assessed by two 2,500-word coursework essays (rarely by one essay and a 1.5-hour examination).

HIST3xxx/HIST9xxx Special Subject Courses (2.0 cu)

All single honours students take a Special Subject in their final year. These examine a historical topic in detail using primary as well as secondary sources. They are taught in weekly 2-hr seminar classes over two terms. There may be a preliminary meeting during the summer term of the previous academic year and students are often expected to undertake some preparatory reading during the summer vacation.

Special Subjects are normally assessed by one 3-hour examination and one long essay of 10,000 words. Additional unassessed coursework and/or student presentations may also be required. BA Ancient History & Egyptology students may take the taught element of an ancient history Special Subject for one unit (examination only), with the compulsory HIST9902 10,000-word dissertation. Finalists may choose their Special Subject from the menu of 'Group 3' courses available from other colleges. See www.history.ac.uk/syllabus/intercollegiate-courses for details.

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

In certain circumstances, a final-year student may be allowed to write a 10,000 word free-standing essay as one course unit. This can only be done in addition to, and not instead of, a Special Subject dissertation. Students wishing to take this option should return an

application form (available from the Academic Office), with an outline of the proposed project, to the Departmental Tutor by the start of the preceding summer term.

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

3.4 Course Choices

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

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

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

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

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

Course details, including reading lists, will normally be distributed at the first lecture (or class, if there are no lectures).

3.5 Part-Time Students

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

Part-time students must obtain the approval of the Departmental Tutor for their choice of course units, which will follow the syllabus for the relevant degree programme. In their first two years, part-time students will follow the syllabus for the first year of their degree

programme; in their third and fourth years, they will follow the second- year syllabus; in their fifth and sixth years, they will follow the final-year syllabus.

3.6 Timetabling

Lectures and classes are normally scheduled in one- or two-hour blocks. Note that, in order to allow teachers and students time to move between disparate venues, teaching will not commence until 5 minutes past the hour and should end 5 minutes before the hour. No teaching is usually scheduled for Wednesday afternoons in order to enable participation in university sports. Times and locations of lectures, seminars, and classes can be found on the UCL Common Timetable at www.ucl.ac.uk/timetable.

Please note that classes/lectures may be scheduled into multiple teaching rooms and students should check their personal timetables carefully.

4. Courses, Assessment and Deadlines

4.1 Attendance and Workload

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

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

Please note that, in compliance with UCL regulations, the History Department requires that students attend all classes and seminars for their courses. The minimum level of attendance at classes and seminars is 70%. Attendance will be monitored and any absences must be justified by a valid, documented cause. Attendance is also compulsory for the lecture-based first- and second-year core courses HIST1008 and HIST2008, for which students must attend at least 85% of the lectures.

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

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

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

4.2 Departmental Deadlines

Coursework deadlines can be found in the calendar available on the History website and apply to all students taking UCL History courses:

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

IF YOU ARE UNSURE ABOUT ANY OF THE OFFICIAL DEPARTMENTAL DEADLINES, PLEASE CONTACT THE UNDERGRADUATE TEAM.

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

Students wishing to apply for an extension should complete a form (available from the Academic Office Reception in GO4a) and make an appointment to see the Departmental Tutor, normally no later than the Friday before the deadline. After this date, it usually only bereavements and serious illnesses that occurred on the day of the deadline, or in the weekend before it, that can be considered valid grounds for an extension.

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

Students who fail to submit their work before the deadline without prior approval of an extension will incur penalties outlined in section 4.4.1.

4.3 Submission Procedures for Assessed Essays and Dissertations

You must submit **an electronic copy and two hard copies** of all assessed pieces of coursework. Only one bound hard copy of Special Subject dissertations is required, in addition to an electronic copy.

4.3.1 Electronic Submission - submitting your coursework essay and Dissertation to Turnitin

It is compulsory that a full and final version of your coursework essay/dissertation is submitted to Turnitin via the course Moodle page. Failure to submit your work to Turnitin may be treated as non submission, so you must ensure you enrol on Moodle for all History courses you are taking this year. If you are asked for an enrolment key, this will normally be 'pizza' (if not, please contact course teacher). Please note that the enrolment key is case-sensitive.

You must only submit your work to Turnitin once so please ensure you are uploading your complete essay and it is identical to the hardcopy version you submit to the convenor's pigeon hole. Please note that your electronic copy may be used for marking purposes and your electronic submission to Turnitin will be used as a date stamp.

Your name must not appear anywhere on your HIST7xxx coursework essays or coversheet: Please use your **student registration number** found on your student ID card. For dissertations, please use your **examination candidate number** which you can found by logging into your PORTICO account.

For instructions as to how to submit your work to Turnitin via Moodle, please see section 4.3.3

4.3.2 Hard Copy Submission of coursework essays

It is compulsory to submit your coursework to Turnitin via Moodle prior to the submission of the hard copies. Please read section 4.3.1 carefully.

Two hard copies of each piece of coursework should be placed directly in staff pigeon holes in the Academic Office Reception within 24 hours of the Turnitin submission deadline. A single completed departmental cover sheet must be attached to the two hardcopies. Coversheets can be obtained from Reception or the Undergraduate Common Room throughout the year.

There is a tick box on the front of the coversheet which you must complete in order to confirm the following:

- That you have read and understood the UCL History Department regulations concerning the submission of assessed work.
- That the coursework is your own work and that any references made to other authors are properly acknowledged.
- That the word count stated on the cover sheet is accurate.
- That the main text and footnotes/endnotes of the hard copy of the coursework are identical to those submitted electronically to Turnitin via Moodle.

You must state the precise word count of your essay, **including all the text in your footnotes/endnotes, even if they are just references**. You are not required to include the bibliography, the title of the essay or any headers/footers in the word count. To perform an accurate word count, you should highlight the text of the essay from the first word of the introduction to the last word of the conclusion and ensure that 'Include footnotes/endnotes' is ticked in the word count dialogue box.

Any essay found after submission to have an inaccurate word count stated on the cover sheet and to have exceeded the permitted length will be liable for the penalties for overlength work described in section 4.4.2.

4.3.3 Hard Copy Submission of Dissertation

It is compulsory to submit your dissertation to Turnitin via Moodle prior to the submission of your hardcopy. Please see read section 4.3.1 carefully.

Only **one bound copy** of your hardcopy dissertation is required and should be placed directly in the course convenor's pigeon hole in the Academic Office Reception within 24 hours of the Turnitin submission deadline. A single completed dissertation cover sheet must be attached to the dissertation. Coversheets can be obtained from Reception or the Undergraduate Common Room throughout the year. Please see section 4.3.2 for more information as to how to complete the coversheet.

4.3.4 How to submit your work to Turnitin via Moodle

Electronic submission of work via Moodle is done by uploading a file. The process works in a similar way to sending an attachment by email.

1. Firstly, please ensure your name does not appear anywhere on your coursework essay or dissertation. Reference your SRN for coursework and Exam Candidate number for dissertation.
2. You should upload your entire submission, including bibliography and footnotes onto Turnitin.
3. Log in to Moodle and open the page of the course for which you are going to submit a piece of coursework.
4. On the left-hand side, there will be a box entitled 'Activities'. Click on the 'Turnitin Assignments' link in this box.
5. A table will appear, listing all of the pieces of assessed coursework required for the module.
6. In the 'Name' column, click on the title of the piece of coursework you want to submit.
7. A description of the assignment will appear. Along the top of the screen, there will be two tabs: 'Summary' and 'My Submissions'. Click on 'My Submissions'.
8. You will be asked to enter either your student reference number (SRN) OR candidate number and course code e.g. '12345678 HIST7101A' into the 'Submission Title' box. The Undergraduate team will advise which number to enter, via email and Moodle.
9. Click the 'Browse' button alongside the 'File to Submit' box and select your file from the relevant location on the computer. When you click 'Open', the file name will appear in the empty box.
10. Read the 'Declaration of Ownership' and tick the box to confirm you have read and understood it.
11. Click the 'Add Submission' button at the bottom of the page. You will briefly see a 'Synchronising Data' message.
12. When this message disappears, you should be returned to the 'My Submissions' page. If the screen goes blank, refresh the page by clicking on the 'Summary' tab and then again on the 'My Submissions' tab.
13. On the 'My Submissions' page, in the 'Submission' column, it should say 'Status: Submission successfully uploaded to Turnitin'. **Turn-it-in submission will be considered the definitive 'date stamp' for coursework submission. Your work must be submitted on Turn-it-in by 12.00 noon BST on the day it is due. Turn-it-in will not let you submit after this deadline so do not leave submission to the last minute.** Please liaise with the Undergraduate Administrator if you have been granted an extension.
14. You will also receive an email confirmation to your UCL account. You might want to keep this for future reference.

4.3.5 Troubleshooting

Turn-it-in may experience some technical issues when high volumes of work are submitted, so it is important to submit your work well ahead of the deadline. You can check the status of Turn-it-in at:

http://submit.ac.uk/en_gb/support-services/system-status

The ISD website also has up-to-date information on Turn-it-in:

<http://www.ucl.ac.uk/isd/>

If there is a known system fault and you are unable to submit your work, please email it to history.office@ucl.ac.uk by the 12 noon deadline. Work not emailed to this address by the deadline will count as late and incur the appropriate penalties.

4.4 Penalties for coursework essays and dissertations

4.4.1 Penalties for late submission of coursework and dissertation

Unless you have been granted an extension, any essay submitted after the relevant deadline listed above will be penalised as follows:

- Up to 24 hours late: 5 mark deduction
- Between 24 hours and one week late: 15 mark deduction
- Work submitted more than one week late will receive a mark of 0.

Students are advised to submit essays even if they will receive a late-submission penalty. Failure to submit all the required assessed coursework will result in a final result for the course of 'incomplete'. UCL regulations require that a student completes the assessment for all course units taken during their degree programme in order to graduate.

4.4.2 Penalties for over-length coursework essays and dissertations

Assessed work must not exceed the required word count.

Any essay found after submission to have exceeded the word limit will be penalized as follows:

- Up to 10%: 10 mark deduction
- More than 10%: A mark of 0

Please note that penalties are not applied by the teacher marking the essay, but by the Chair of the Board of Examiners, and are included in the calculation of the final overall mark for the course. You will be notified of this mark in June.

If you are in any doubt of the regulations regarding penalties for late coursework/ dissertation submission or penalties relating to excessive word length, please do not hesitate to contact the Administrator Team or the Departmental Tutor for clarification.

4.5 Plagiarism – What it is and how to avoid it

You should note that Turnitin is a plagiarism software which the Department uses 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.

Essays, while based upon what you have read, heard and discussed, **must be entirely your own work**. It is very important that you avoid plagiarism, i.e. the presentation of another person's thoughts or words as though they were your own. Plagiarism is a form of cheating, and is regarded by the College as a serious offence, which can lead to a student failing a course or courses, or even expulsion from College.

Any quotation from the published or unpublished works of other persons must be clearly identified as such by being placed inside quotation marks and students should identify their sources as accurately and fully as possible.

You should 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. The same criteria apply to self-plagiarism as to other forms of plagiarism, and it is liable to incur the same penalty.

Please see the History Department Study Skills booklet for further guidance on avoiding plagiarism and referencing. (Students not registered in the History Department may obtain a copy from the Departmental Reception or download one from the History Department webpages.) If you have any doubt about what constitutes plagiarism, please ask one of your teachers or the Departmental Tutor for advice.

Recourse to the services of 'ghost-writing' agencies or of outside word-processing agencies which offer correction/improvement of English is strictly forbidden and students who make use of the services of such agencies render themselves liable for an academic penalty.

For more information, please see the UCL guidance on plagiarism at:

<http://www.ucl.ac.uk/current-students/guidelines/plagiarism>

You may also find it helpful to enrol in the Moodle guide to plagiarism and academic writing at: <http://moodle.ucl.ac.uk/course/view.php?id=12731> . Note that this Moodle page is not managed by UCL History.

4.6 *Students with disabilities affecting their academic performance*

4.6.1 *Dyslexia*

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

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

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

4.6.2 *Special Examination Arrangements for Students with Disabilities*

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

4.7 Examinations and Other Assessment

4.7.1 Examination entry

In January, you will be asked by UCL Examinations to check all the courses for which you are entered (including those in other departments, or for which there is no written examination). It is your responsibility to make sure your record is correct and to inform the Undergraduate Team immediately if there are any errors or omissions. Failure to check and confirm your selections will result in you not being entered into the correct examinations and a space will not be allocated to you in the examination hall.

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

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

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

UCL Examinations are responsible for preparing the timetable for all UCL programmes and usually release dates at the end of term 2. Until this time, you should ensure you are available to sit your examinations at any time throughout the examination period (term 3).

4.7.2 Illness during the Exam Period

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

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

4.7.3 Extenuating Circumstances

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

If you feel that illness or any other extenuating circumstances have affected your performance in an examination, documentary evidence must be submitted within 7 days of the date of that examination. Please collect a form from the Academic

Office. Circumstances that have already been brought to the attention of the Board of Examiners and for which allowance has already been made (e.g. extra time because of dyslexia, extension of deadline for coursework) should not be notified in this way.

Where a first or second year student misses an examination, 'deferred' assessment may be granted by the College Authorities. This is normally in the same format as the assessment that was missed and is undertaken over the summer, usually in late July or early August.

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

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

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

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

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

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

4.7.5 Failure to complete one or more elements of assessment

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

At UCL there is an important difference between failing a module – even if a module has been irredeemably failed after both the first and the second attempts – and being 'incomplete' in the assessment for a module: it is possible to fail a module permanently, while nevertheless 'completing' it. The difference can be very significant.

In order to be 'complete' in a module, you must have been academically assessed in all of the examined elements relating to the module on at least the first or the second attempt. In other words, you must have seriously attempted all relevant assessment at least once, instead of being absent and/or failing to submit work. Merely attending an examination without making a credible attempt that can be academically assessed or submitting empty pages or negligible work that cannot be academically assessed does not complete the assessment.

Completing all modules, even if some modules may have been failed, is very important: in order to progress from year 2 to year 3 you must be *complete* in all year 1 modules; in order to progress from year 3 to year 4 (for four-year degrees), you must be complete in all year 2 modules. This means that you will need to re-sit the module during your year abroad. If you become permanently 'incomplete' in a module, you may therefore no longer be able to progress and will have to leave UCL. Final-year

students who become 'incomplete' in a module by failing to attempt a re-sit after already having failed to complete all elements of assessment on the first attempt will no longer qualify for a classified honours degree and may only qualify for an unclassified ordinary degree.

It is therefore particularly important not to miss assessment by failing to submit work or being absent from examination; and it is imperative not to do so on a second attempt if the assessment for the module has remained incomplete after the first attempt.

Further details and the formal regulations can be found in paragraph 2.10.1 of UCL's Academic Regulations for Students: Undergraduate Programmes, Section 2: General Regulations at http://www.ucl.ac.uk/ras/acd_regs

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

4.7.6 Failure to pass one or more elements of assessment

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

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

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

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

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

4.8 Deregistration

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

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

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

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

4.9 Glossary

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

Resit

To make a second attempt at a component of assessment that has been failed. Attendance at lectures/classes/seminars is not required.

4.10 History Department Undergraduate Marking Criteria

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

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

<ul style="list-style-type: none"> • Work which meets all of the following criteria will be given a mark in the range 65-69. • Work which meets most of the following criteria and does not fall far short in other respects will be given a mark in the range 60-64. 	
<i>Structure and focus</i>	<ul style="list-style-type: none"> - Work which displays an understanding of the question, an appreciation of some of its wider implications and tries seriously to engage with the question. - The structure of the answer will facilitate the clear development of the writer's argument. But towards the lower end of this mark band the candidate will not be able to sustain a consistently analytical approach. - The writer will deploy relevant evidence to support the argument. But towards the lower end of this mark band, the writer may not explain the full implications of the evidence cited.
<i>Quality of Argument and expression</i>	<ul style="list-style-type: none"> - The answer will be clear and generally accurate, and will demonstrate an appreciation of the technical vocabulary used by historians. - The answer will deploy the ideas of other historians and try to move beyond them. It will also show some appreciation of the extent to which historical explanations are contested. - The answer may not demonstrate real originality or imagination, but the writer will present ideas with some degree of intellectual independence, and show an ability to reflect on the past and its interpretations.
<i>Range of knowledge</i>	<ul style="list-style-type: none"> - The answer will display an extensive, but sometimes uneven, range of knowledge. It will demonstrate evidence of considerable reading. - The answer will demonstrate a sense of the nature of historical development. - The writer will demonstrate an ability to move between generalizations and detailed discussions, although there may be a tendency towards either over-generalized or an over-particularised response to the question. - The writer will reflect on the nature of the evidence and sources available to them, and attempt to use it critically. - The answer will demonstrate a secure understanding of the historical period under discussion.
Lower Second Class (50-59)	
<ul style="list-style-type: none"> • Work which meets all of the following criteria will be given a mark in the range 55-59. • Work which meets most of the following criteria and does not fall far short in other respects will be given a mark in the range 50-54. 	
<i>Structure and focus</i>	<ul style="list-style-type: none"> - The work will display some understanding of the question, but it may lack a sustained focus and only a limited understanding of the question's wider implications. - The structure of the work may be determined largely by the material available to the writer, rather than by the demands of the question. Ideas may be stated, rather than fully developed. - The writing may include descriptive and factual material, but without the kind of critical reflection characteristic of answers in higher mark bands.
<i>Quality of Argument and expression</i>	<ul style="list-style-type: none"> - The writing will be sufficiently accurate to convey the

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

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

4.11 *The Role of Examiners*

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

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

5. Support

5.1 Academic Support

5.1.1 Tutorial Arrangements

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

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

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

The Departmental Tutor acts as degree course tutor to BA History students but is also responsible for the progress of all students in the Department and for registration on course units. You are encouraged to contact her/him if your Personal or Course Tutor is unavailable.

5.1.2 Essay Returns

Marked essays are discussed in individual meetings with your teachers. It is very important that you attend these meetings, as they provide an invaluable opportunity for you to be given individual feedback on the strengths and weaknesses of your written work. They will be an opportunity for you to think about and be guided by your teacher on how to improve your essay-writing skills and your historical analysis.

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

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

- when you come to write your next essay, look over these notes and think about how to apply the suggestions for improvement to your next piece of written work.

5.2 Careers Support

5.2.1 References

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

5.2.2 Advice

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

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

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

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

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

5.2.3 Further Study

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

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

Final year BA students are advised to apply as early as possible for any MA programme and, if you wish to be considered for funding (for example, from the AHRC or UCL Graduate School), you should apply by the end of January. The final deadline for applications to MA programmes starting in September is normally the end of July.

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

5.3 Difficulties

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

Disability Centre, Room G16, South Wing (Mon-Thurs, 10-4; Fri and vacations by appointment)

 www.ucl.ac.uk/disability

 020 7679 0100

 disability@ucl.ac.uk

Dyslexia Assessment and Support Centre

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

 020 7679 4223 or for appointments 020 7679 4247

 dyslexia@ucl.ac.uk

Rights and Advice Centre, 1st Floor, Bloomsbury Building 15 Gordon Street (Mon-Fri, 10-4)

 www.uclunion.org/get-advice/

 020 7679 2998

 uclu-rights.advice@ucl.ac.uk

Nightline

 www.nightline.ac.uk

 020 7631 0101 (6pm-8am, every night during term-time)

 listening@nightline.org.uk (non-urgent queries)

Student Counselling Service, Room 101, 3 Taviton St (by appointment)

 www.ucl.ac.uk/studentcounselling/

 020 7679 1487

 j.etienne@ucl.ac.uk (Jacyntha Etienne, Secretary)

Student Financial Support and Welfare, Room G19, South Wing (Monday-Friday, 10-4)

 www.ucl.ac.uk/current-students/money

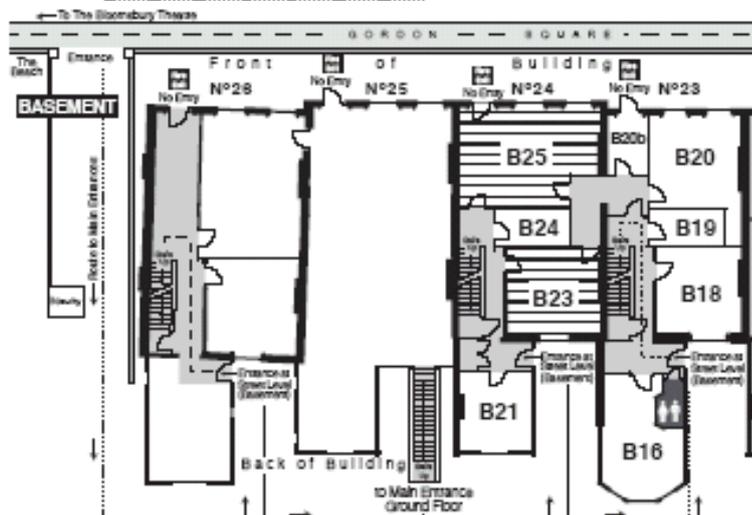
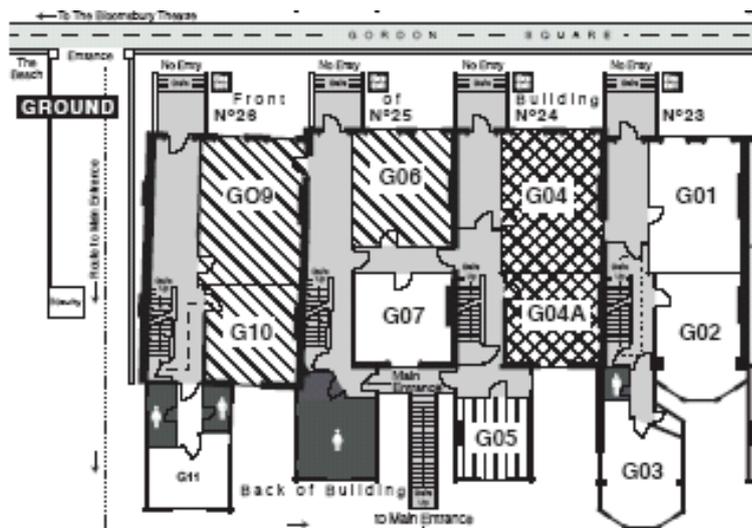
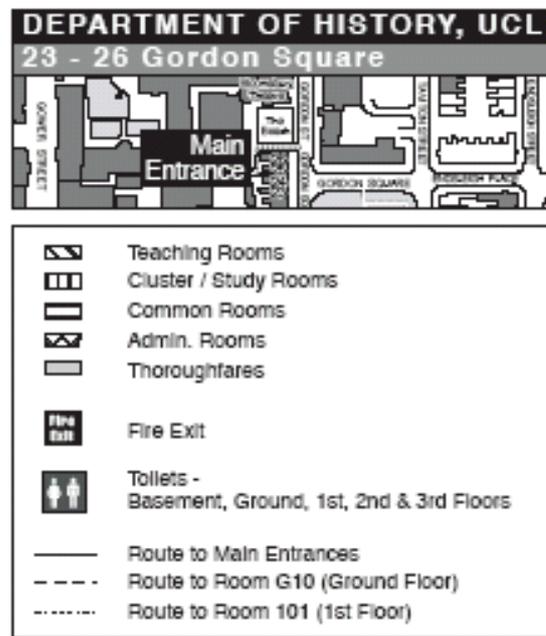
 020 7679 7021

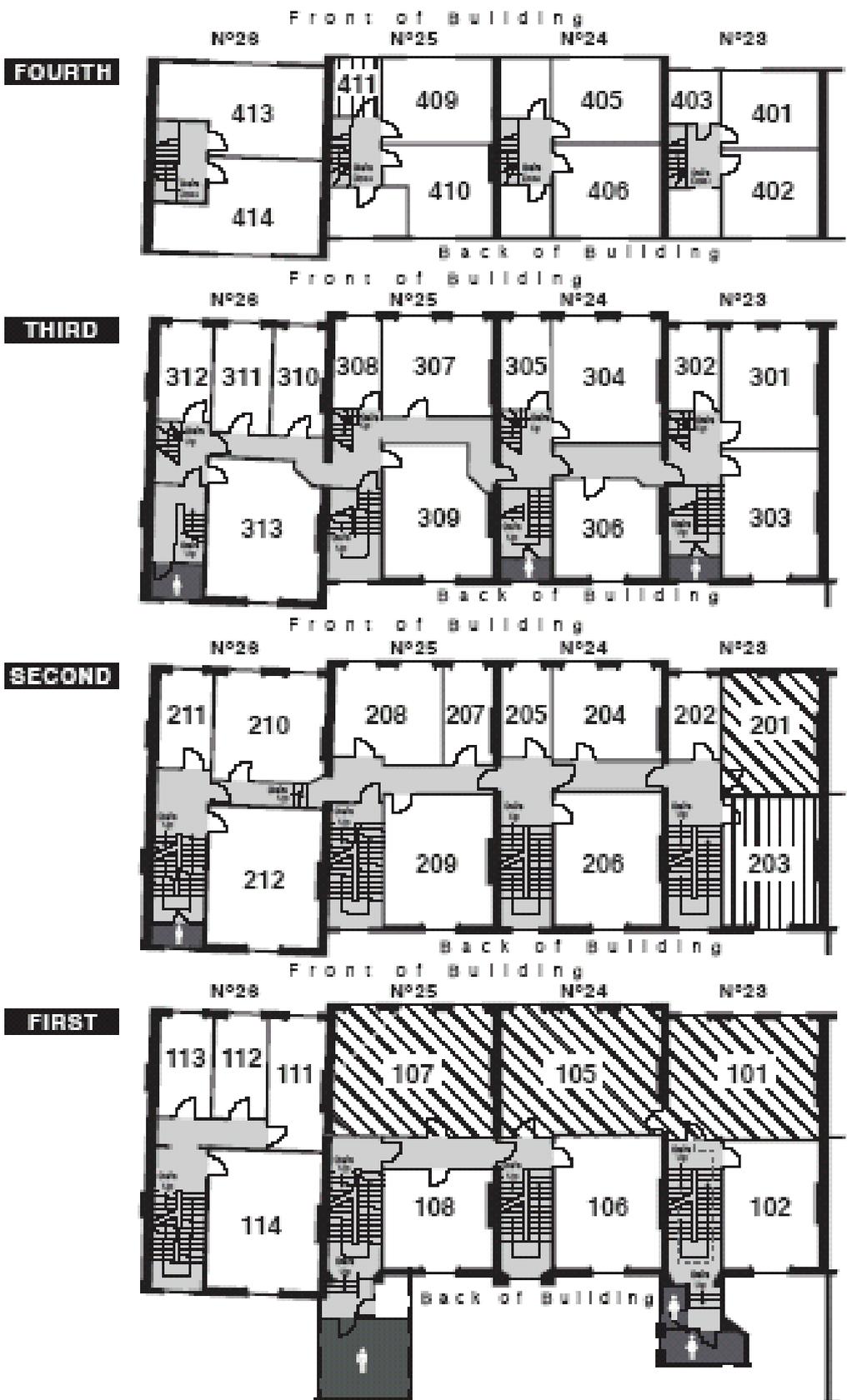
UCL Health Centre, 3 Gower Place (Monday-Friday, 9-5.30. 'Drop-in' service is available on weekdays from 9.30-10.30 and 2.30-3.30.)

 www.gowerplacepractice.nhs.uk/

 (24 hours): 020 7387 6306

6. Map of the Department





Disclaimer

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

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

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

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

and at

www.ucl.ac.uk/current-students

