International Masters in Economy, State and Society (IMESS)

Programme Handbook

2018-19

NOTE:
THIS MUST BE READ IN CONJUNCTION WITH THE SSEES STUDENT HANDBOOK
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Welcome to IMESS and UCL SSEES

We are very pleased to welcome you to IMESS – a unique Masters programme for the study of the economies, states and societies of Central and Eastern Europe offered by a consortium of leading European universities. We aim to offer you an interdisciplinary range of stimulating, high quality, research-led courses. IMESS graduates from previous cohorts have not only enjoyed studying with us, but also have an enviable record in securing employment in both public and private sectors or have entered leading doctoral programmes upon completion.

During the first year, you will study at UCL School of Slavonic and East European Studies (SSEES) before joining one of our partner universities in the Czech Republic, Estonia, Finland, Hungary, Poland, Russia or Serbia for the second year of the programme. UCL SSEES, founded in 1915, is one of the world’s leading specialist institutions and the largest national centre in the UK for the study of Central and Eastern Europe and the former Soviet Union. Over sixty academic staff work in the School, teaching and conducting research in economics, business, politics, history, sociology, anthropology, culture, literature and language. As part of SSEES and UCL, you will now have unrivalled access to various resources, for example the excellent UCL and SSEES libraries. We also pride ourselves for what goes on outside the classroom – be it the rich programme of high-profile international speakers, conferences, and seminars or various extracurricular opportunities for UCL students.

This document provides you with some of the most important information about your first year. Please take your time also to read the SSEES postgraduate handbook (www.ssees.ucl.ac.uk) for more details and do not hesitate to come to us if you have any questions. To get to know each other and the IMESS team at UCL better, please join us for the IMESS Reception Party on 18 October at 6 pm in the Masaryk Senior Common Room on the 4th floor of the SSEES building!

Dr Chiara Amini
IMESS Programme Coordinator
Useful Programme Contacts

The SSEES building is located at 16 Taviton Street, London WC1H0BW.

The mailing address of the Department is:

School of Slavonic and East European Studies
University College London
Gower Street
London WC1E 6BT

IMESS WEBSITE
Click here

Key Contacts at UCL
IMESS Programme Coordinator: Dr Chiara Amini
Office hours Term 1: Tuesday 14:00-16:00; Term 2: Tuesday 11:00-13:00
Room 418, 16 Taviton Street
chiara.amini@ucl.ac.uk, tel: +44 (0)20 7679 7590

7590 UCL IMESS Administrator: David Charlton
Student Administration Office – Room 341, 16 Taviton Street
d.charlton@ucl.ac.uk, tel: +44 (0)20 7679 8775

Email Communication
SSEES will often use email to contact you about various matters. It is very important that you check your email regularly. When you register with Information Systems you will be allocated a UCL email address – this is the address which will be used to contact you.

Once you email has been set up ensure that you have set up a standard signature that shows your name, student number, year of study and programme. This will speed responses to your queries up when you email the Programme Administrator or other departments at UCL.

IMPORTANT! If you encounter any academic or personal problems that may affect your studies, please contact David, Chiara or your personal tutor as soon as possible! We are here to listen and help you. Always use your UCL email to contact UCL staff and include your student number; make sure you regularly check the UCL account (including Moodle) also during the second year.
IMESS contacts in second year universities

After you complete your first year at UCL, you will be joining one of the seven partner universities, where you will study during your second year, and most importantly, will complete and defend your IMESS dissertation. Transition to second year university starts next March (you will receive transition packs, attend an induction section, receive information about visas etc.); right now please focus on your first year and practicalities in London. However, if you believe you have urgent questions about the second year, feel free to contact your second year university. Note that you will have a chance to meet and talk to the university representatives on 18 October.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>University</th>
<th>Email address</th>
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Personal Tutors

You will be assigned a Personal Tutor. The name of your Personal Tutor will be listed on your Portico record at the beginning of the first term. You should feel free to see your Personal Tutor during his/her office hours or at other times (by appointment) whenever you require help or advice in resolving a problem. Your personal tutor provides you with pastoral and academic support and guidance.
Student Administration Office

The Student Administration Office is based in Room 341 on the third floor of the SSEES building. **Contacting the Office**

The preferred and most effective form of communication with the office is via email. Please include the following information in all emails to enable a prompt response:

- **Full Name**
- **Student Number**
- **Degree Programme and Year of Study** (e.g. First year student)

If you need to visit the Student Administration Office in person, the front desk is open during the following times:

- 10:00 am – 4:00 pm – Monday to Friday

**How we contact you**

**Email Communication**

SSEES will mainly use email to contact you about various matters. When you register with Information Systems you will be allocated a UCL email address - this is the address which will be used to contact you. It is very important that you check your UCL email regularly.

Once your email has been set up, please ensure that you have set up a standard signature that shows your name, student number and programme. This will speed responses to your queries up when you email the Programme Administrator or other departments at UCL.

**Student Enquiries Officer**

The Student Enquiries Officer acts as the first point of contact for all enquiries when you visit the Student Administration Office. Additionally, the Student Enquiries Officer should be the first point of contact for any requests to extend a deadline.

<table>
<thead>
<tr>
<th>Student Enquiries Officer</th>
<th>ssees-student @ucl.ac.uk</th>
<th>0207 679 8770</th>
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</table>

**Programmes Administrator**

You can contact your Programme Administrator if you need to make an enquiry or leave a message or if you are unable to attend a class or lecture or need course information.

| IMESS | Research | Mr David Charlton | d.charlton@ucl.ac.uk | 0207 7679775 |
Other administrative departments you may need to contact

The academic administration of your course is managed locally at SSEES, but for most other administrative tasks you will need to contact central UCL administrative departments. Offices that it may be useful to be aware of include:

- The Student Centre: http://www.ucl.ac.uk/current-students/student-centre
- Student Fees: https://www.ucl.ac.uk/finance/fba-teams/fa/student-fees
- Student Funding: https://www.ucl.ac.uk/current-students/money/bursaries/financial-advice-and-support/StudentFundingWelfareAdviser
- Student Accommodation: http://www.ucl.ac.uk/prospective-students/accommodation/

Term Dates

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<tr>
<td>First Term</td>
<td>Monday 24 September 2018 – Friday 14 December 2018</td>
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<tr>
<td>Second Term</td>
<td>Monday 7 January 2019 – Friday 22 March 2019</td>
</tr>
<tr>
<td>Third Term</td>
<td>Tuesday 23 April 2019 – Friday 7 June 2019</td>
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College Reading Weeks are the weeks beginning Monday 5 November 2018 & Monday 11 February 2019.

Christmas
CLOSE – Friday 21 December 2018 at 5.30 pm
RE-OPEN – Tuesday 2 January 2019 at 9.00 am

Easter
CLOSE – Tuesday 16 April 2019 at 5.30 pm
RE-OPEN – Tuesday 23 April 2019 at 9.00 am

Bank Holidays
CLOSED – Monday 6 May 2019
CLOSED – Monday 27 May 2019

The UCL Calendar 2018/19

NOTE: We encourage IMESS students to undertake internships during the summer (internship information will follow once details have been finalised; for more details visit our website). However, please keep in mind that the academic year in your second year university may start earlier than at UCL.
Key Documents

There are several important documents that include key information relating to your programme, your responsibilities as a student, and the rules and regulations that govern your registration. These can all be accessed via the ‘Current Students’ page of the SSEES Website: Postgraduate Resources

Student Handbook
This contains key information relating to operation of your programme within SSEES, including details about key dates, coursework submission, penalties that may be applied to your assessment, and contact details.

This document is updated annually to reflect any changes in policy and it is important that you ensure you refer to the handbook for the appropriate academic year.

The most up to date handbook can be found here

Timetable
The SSEES timetable is available at https://timetable.ucl.ac.uk

Please ensure that you check the timetable regularly for any changes, including changes to the location of your classes.
Key Points

Coursework Submission
Assessed coursework needs to be submitted online via Moodle by the deadline set in order to avoid late penalties. All work submitted for assessment should be anonymous.

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

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

Further information:
Late Submission Penalties
Extenuating Circumstances

Attendance
Attendance is compulsory for all lectures and tutorials. The minimum attendance is 70% and under UCL Regulations, you will only be entered for examinations or assessments if you have attended the appropriate course and pursued it to a satisfactory level. Two unauthorised absences will result in a referral to the Departmental Tutor, where you will attend a compulsory interview to discuss your attendance.
Support for students

Starting a course at a new university, possibly in a new city or even country can be a daunting experience for anyone, regardless of age or background. The most important thing to remember is that there are many sources of advice and support available for every aspect of your life at UCL from the moment you arrive until you graduate and beyond.

Full details of the support available to you can be found at [www.ucl.ac.uk/new-students](http://www.ucl.ac.uk/new-students) and on the Support & Wellbeing pages [https://www.ucl.ac.uk/students/student-support-and-wellbeing](https://www.ucl.ac.uk/students/student-support-and-wellbeing)

You’ll also find some key links below. Your Personal Tutor will also be a key point of contact for you if you are experiencing any difficulties.

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

**Further Information**

- Support to Study Policy – [http://www.ucl.ac.uk/srs/academic-manual/c1/supportfitness/support](http://www.ucl.ac.uk/srs/academic-manual/c1/supportfitness/support)
- Fitness to Study Procedure – [http://www.ucl.ac.uk/srs/academic-manual/c1/supportfitness/fitness](http://www.ucl.ac.uk/srs/academic-manual/c1/supportfitness/fitness)
- Student Disability Services – [http://www.ucl.ac.uk/disability](http://www.ucl.ac.uk/disability)
- Student Psychological Services – [http://www.ucl.ac.uk/studentpsychologicalservices/indexhome](http://www.ucl.ac.uk/studentpsychologicalservices/indexhome)
- Student Support and Wellbeing – [http://www.ucl.ac.uk/srs/our-services/student-support-andwellbeing](http://www.ucl.ac.uk/srs/our-services/student-support-andwellbeing)
- Student Centre – [http://www.ucl.ac.uk/current-students/student-centre](http://www.ucl.ac.uk/current-students/student-centre)
- Cultural Consultation Service - [http://www.ucl.ac.uk/ccs](http://www.ucl.ac.uk/ccs)
- Fitness to Study Procedure - [https://www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/fitness](https://www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/fitness)
UCL SSEES Library Tours

Tours of the UCL SSEES Library are held in the first week of term as part of the Induction programme. Please sign up in advance at the Library Issue Desk (maximum 15 people per tour). You will meet library staff and receive further details of the collections and the facilities, including the layout of the library and basic features of the online catalogue. Subject-specific induction sessions also take place in other UCL libraries. Please ask a member of SSEES library staff for more information.

We suggest you familiarise yourself with the Library before the busy study period starts in order to be able to take full advantage of all the available facilities. You might want to start by having a look at the Library website.

UCL Careers

Whether you know what you want to go into after UCL or haven't got a clue where to start, the UCL Careers team can help you find more information and give you advice to help you explore career options you may not have thought of. They offer a service to check CVs and applications for roles you may be applying for, and have a number of events including Careers Fairs, Employer Presentations, Workshops and Panel Discussions to enable you to meet potential future employers. The UCL Talent Bank and UCL JobOnline board help current students find paid internships and work experience positions. The Careers office also has a comprehensive online library of career resources. For more information see their website at http://www.ucl.ac.uk/careers

Volunteering Service

The Volunteering Service matches student volunteers with charities and community organisations around London who need their help. Volunteering is a great way to build new skills, meet new people and discover new experiences. Both regular volunteering opportunities and one-off volunteer events are advertised. For more information see http://studentsunionucl.org/content/volunteering
Programme Structure

Year 1: 60 ECTS (150 UCL credits) at UCL

LANGUAGE: 0 OR 12 ECTS (0 or 30 UCL credits)
SEES0029 New Language: Czech
SEES0038 New Language: Estonian
SEES0030 New Language: Finnish
SEES0031 New Language: Hungarian
SEES0032 New Language: Polish
SEES0066 New Language: Russian
SEES0124 New Language: Serbian and Croatian
SEES0019 Intermediate Language: Czech
SEES0020 Intermediate Language: Finnish
SEES0021 Intermediate Language: Hungarian
SEES0022 Intermediate Language: Polish
SEES0067 Intermediate Language: Russian
SEES0024 Intermediate Language: Serbian and Croatian
SEES0068 MA Intermediate Plus: Russian
SEES0075 Advanced Language: Russian
SEES0076 Advanced Superior Language: Russian
SEES0077 IMESS: Russian

NOTES:
• New language unless Intermediate level available.
• Intermediate, Intermediate Plus, Advanced and Advanced Superior Russian available in most years.
• If no language taken in year 1, compulsory in year 2.

COMMON PROGRAMME FOR ALL THREE TRACKS
• SEES0092 Dissertation Preparation (0 ECTS)
• Interrogating Boundaries Workshop (0 ECTS)
• Optional: LCENGS01 Academic English for writing (0 ECTS)

COUNTRY-SPECIFIC COURSE REQUIREMENTS
1. Students on ‘Economics and Business’ track in HSE, St Petersburg must take TWO of the following modules in their first year at UCL:
• SEES0097 Corporate Finance and Investment in Emerging Markets
• SEES0098 Financial Development

2. Students doing their year 2 in Krakow must take ‘European Civilisation’ and three* further courses relating to the following six themes over the course of the two-year programme:
• Collective Identities
• Financial Structures
• EU Law
• EU Foreign Policy
• Foreign Policy of Central and Eastern Europe and
• Democracy.
*Two of these courses must be taken in the first year at UCL.
COMPULSORY MODULES: 12 ECTS (30 UCL credits)
Available by track (see below).

CORE and ELECTIVE MODULES: 36 ECTS (90 UCL credits) or 48 ECTS (120 UCL credits) if no language taken in Year 1
Available by track (see below).

NOTE: One elective (max 6 ECTS // 15 UCL credits) may be taken from another IMESS track

Year 2 (60 ECTS/150 UCL credits) at partner university
Charles University (Prague) Corvinus
University (Budapest) Higher School of Economics (Moscow) Higher School of Economics (St Petersburg)
Jagiellonian University (Cracow) University of Belgrade
University of Helsinki
University of Tartu

DISSERTATION: 30 ECTS (75 UCL credits)*
* 40 ECTS (100 UCL credits) in University of Helsinki

LANGUAGE: 0 OR 12 ECTS (0 or 30 UCL credits)
• Language at Intermediate or Beginners level;
• Optional if language taken in Year 1 at UCL.

COMPULSORY MODULES
• HSE (Moscow): Internship (3 ECTS/7.5 UCL credits); World Politics and International Political Economy (3 ECTS/7.5 UCL credits); Research Seminar (2 ECTS/5 UCL credits)
• HSE (St Petersburg): Internship (13 ECTS/32.5 UCL credits); Strategic Finance (5 ECTS/12.5 UCL credits)

ELECTIVES
For an indicative list of electives in year 2 visit the IMESS website. An updated list of electives will be available from partner universities for the Transition meeting to be held in March (TBC) 2019.

18 ECTS (45 UCL credits) if language taken in year 2*

30 ECTS (75 UCL credits) if no language taken in year 2**

* 8 ECTS (20 UCL credits) in University of Helsinki; 8 ECTS (20 UCL credits) in HSE (St Petersburg); 12 ECTS (30 UCL credits) in HSE (Moscow) ** 20 ECTS (50 UCL credits) in University of Helsinki, 12 ECTS (30 UCL credits) in HSE (St Petersburg); 24 ECTS (60 UCL credits) in HSE (Moscow)
Year 1 Modules by track

ECONOMICS AND BUSINESS

COMPULSORY MODULES (Non Condonable) (12 ECTS/30 UCL credits)

- SEES0083 Quantitative Methods (6 ECTS/15 UCL credits)
- AND
- SEES0095 Advanced Quantitative Methods (6 ECTS/15 UCL credits)

CORE MODULES (Non Condonable if selected as a core module) (12 ECTS/30 UCL credits)

- SEES0082 Political Economy of International Business (12 ECTS/30 UCL credits)
- OR
- SEES0114 International Macroeconomic Policy (12 ECTS/30 UCL credits)

ELECTIVE MODULES (24(36) ECTS/60(90) UCL credits)

- SEES0078 Corporate Governance (6 ECTS/15 UCL credits)
- SEES0081 Causes, Consequences and Control: Corruption and Governance (12 ECTS/30 UCL credits)
- SEES0082 Political Economy of International Business (12 ECTS/30 UCL credits)
- SEES0083 Trade and FDI Policy with Reference to Eastern Europe (6 ECTS/15 UCL credits)
- SEES0091 Informal Practices in Post-Communist Societies (6 ECTS/15 UCL credits)
- SEES0097 Corporate Finance and Investment in Emerging Markets (6 ECTS/15 UCL credits)
- SEES0098 Financial Development (6 ECTS/15 UCL credits)
- SEES0109 Public Choice - Private Interest (6 ECTS/15 UCL credits)
- SEES0113 The Economics of Property Rights (6 ECTS/15 UCL credits)
- SEES0114 International Macroeconomic Policy (12 ECTS/30 UCL credits)
- SEES0115 Economic Development and Policies (6 ECTS/15 UCL credits)

NOTE: One elective (max 6 ECTS/15 UCL credits) may be taken from another IMESS track
POLITICS AND THE INTERNATIONAL ECONOMY

COMPULSORY MODULES (Non Condonable if chosen as a compulsory module) (12 ECTS/30 UCL credits)

- SEES0083 Quantitative Methods* (6 ECTS/15 UCL credits) OR SEES0107 Understanding and Analysing Data (6 ECTS/15 UCL credits) OR SEES0128 Qualitative Methods (6 ECTS/15 UCL credits) AND
- SEES0116 Political Analysis (6 ECTS/15 UCL credits) OR SEES0115 Economic Development and Policies (6 ECTS/15 UCL credits)

* NOTE: Quantitative Methods must be taken by students who are also taking the following Economics modules: Financial Development, Public Choice - Private Interest, Trade and Foreign Direct Investment.

ELECTIVE MODULES (36/48 ECTS/90/120 UCL credits)
At least one module from Section A and at least one from Section B

Section A: Economics

- SEES0078 Corporate Governance (6 ECTS/15 UCL credits)
- SEES0082 Political Economy of International Business (12 ECTS/30 UCL credits)
- SEES0086 Trade and FDI Policy with Reference to Eastern Europe (6 ECTS/15 UCL credits)
- SEES0095 Advanced Quantitative Methods (6 ECTS/5 UCL credits) Prerequisite: Quantitative Methods, must be taken in Term I
- SEES0097 Corporate Finance and Investment in Emerging Markets (6 ECTS/15 UCL credits)
- SEES0098 Financial Development (6 ECTS/15 UCL credits)
- SEES0109 Public Choice - Private Interest (6 ECTS/15 UCL credits)
- SEES0113 The Economics of Property Rights (6 ECTS/15 UCL credits)
- SEES0114 International Macroeconomic Policy (12 ECTS/30 UCL credits)
- SEES0115 Economic Development and Policies (6 ECTS/15 UCL credits)

Section B: Politics

- SEES0080 The Making of Modern Ukraine (12 ECTS/30 UCL credits)
- SEES0081 Causes, Consequences and Control: Corruption and Governance (12 ECTS/30 UCL credits)
- SEES0084 Russian Foreign Policy (12 ECTS/30 UCL credits)
- SEES0085 Russian Politics (12 ECTS/30 UCL credits)
- SEES0087 Security, Identity, Polarity: The Contemporary Debates (12 ECTS/30 UCL credits)
- SEES0089 Nations, Identity and Power (6 ECTS/15 UCL credits)
- SEES0128 Qualitative Methods (6 ECTS/15 UCL credits)
- SEES0091 Informal Practices in Post-Communist Societies (6 ECTS/15 UCL credits)
- SEES0099 Baltic Politics and Society (6 ECTS/15 UCL credits)
- SEES0101 Governance and Democracy in Central and Eastern Europe (6 ECTS/15 UCL credits)
- SEES0102 Migration in the European Union (6 ECTS/15 UCL credits)
- SEES0103 Comparative Analysis in Social and Political Research (6 ECTS/15 UCL credits)
- SEES0106 Introduction to Discourse Analysis (6 ECTS/15 UCL credits)
- SEES0108 Post-Soviet Politics (12 ECTS/30 UCL credits)
- SEES0111 Sexuality and Society in Russia and Eastern Europe (6 ECTS/15 UCL credits)
- SEES0117 Political Sociology (6 ECTS/15 UCL credits)

*NOTE: One elective (max 6 ECTS/15 UCL credits) may be taken from another IMESS track
POLITICS AND SECURITY

COMPULSORY MODULES (Non Condonable if chosen as a compulsory module) (12 ECTS/30 UCL credits)

- SEES0116 Political Analysis (6 ECTS/15 UCL credits) **AND**
- SEES0107 Understanding and Analysing Data (6 ECTS/15 UCL credits) **OR** SEES0128 Qualitative Methods (6 ECTS/15 UCL credits) **OR** SEES0106 Introduction to Discourse Analysis (6 ECTS/15 UCL credits)

ELECTIVE MODULES (36 OR 48 ECTS/90/120 UCL credits)

- SEES0080 The Making of Modern Ukraine (12 ECTS/30 UCL credits)
- SEES0081 Causes, Consequences and Control: Corruption and Governance (12 ECTS/30 UCL credits)
- SEES0084 Russian Foreign Policy (12 ECTS/30 UCL credits)
- SEES0085 Russian Politics (12 ECTS/30 UCL credits)
- SEES0087 Security, Identity, Polarity: The Contemporary Debates (12 ECTS/30 UCL credits)
- SEES0089 Nations, Identity and Power (6 ECTS/15 UCL credits)
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- SEES0102 Migration in the European Union (6 ECTS/15 UCL credits)
- SEES0103 Comparative Analysis in Social and Political Research (6 ECTS/15 UCL credits)
- SEES0106 Introduction to Discourse Analysis (6 ECTS/15 UCL credits)
- SEES0108 Post-Soviet Politics (12 ECTS/30 UCL credits)
- SEES0111 Sexuality and Society in Russia and Eastern Europe (6 ECTS/15 UCL credits)
- SEES0117 Political Sociology (6 ECTS/15 UCL credits)
- SEES0119 Understanding 'Transitional Justice': Crime, Punishment and Process (6 ECTS/15 UCL credits)

**NOTE:** One elective (max 6 ECTS/15 UCL credits) may be taken from another IMESS track
HISTORY AND SOCIETY

COMPULSORY MODULES (Non Condonable if chosen as a compulsory module) (12 ECTS/30 UCL credits)
- SEES0052 Historical Methods and Approaches (12 ECTS (30 UCL credits)) OR
- SEES0117 Political Sociology (6 ECTS/15 UCL credits)
- AND ONE OF THE METHODS MODULES: SEES0128 Qualitative Methods (6 ECTS/15 UCL credits) OR SEES0106 Introduction to Discourse Analysis (6 ECTS/15 UCL credits) OR SEES0107 Understanding and Analysing Data (6 ECTS/15 UCL credits)

ELECTIVE MODULES (36/48 ECTS/90/120 UCL credits)
- SEES0042 Languages in Contact along the Danube: Intercultural Frictions and Flows (6 ECTS/15 UCL credits)
- SEES0047 Literary and Cultural Theory (12 ECTS/30 UCL credits)
- SEES0052 Historical Methods and Approaches (12 ECTS/30 UCL credits)
- SEES0053 Metropolis: History of Berlin 1871-1990 (6 ECTS/15 UCL credits)
- SEES0058 The Crisis Zone: Central Europe 1900-1990 (6 ECTS/15 UCL credits)
- SEES0060 Russian Monarchy: Court Ritual and Political Ideas, 1498-1917 (6 ECTS/15 UCL credits)
- SEES0069 Contemporary Cultural Studies (12 ECTS/30 UCL credits)
- SEES0080 The Making of Modern Ukraine (12 ECTS/30 UCL credits)
- SEES0089 Nations, Identity and Power (6 ECTS/15 UCL credits)
- SEES0128 Qualitative Methods (6 ECTS/15 UCL credits)
- SEES0099 Baltic Politics and Society (6 ECTS/15 UCL credits)
- SEES0102 Migration in the European Union (6 ECTS/15 UCL credits)
- SEES0103 Comparative Analysis in Social and Political Research (6 ECTS/15 UCL credits)
- SEES0106 Introduction to Discourse Analysis (6 ECTS/15 UCL credits)
- SEES0107 Understanding and Analysing Data (6 ECTS/15 UCL credits)
- SEES0117 Political Sociology (6 ECTS/15 UCL credits)

NOTE: One elective (max 6 ECTS/15 UCL credits) may be taken from another IMESS track
Module Registration

You are required to register your courses on Portico by 5.00 pm on Thursday 27 September 2018

What is PORTICO?
PORTICO is the central UCL student-records database. It holds the records that the university needs to help ensure your smooth academic progress from year to year, including your contact details, your course choices, and your future examination results.

Your first experience of Portico is likely to be when you register the modules (courses) that you want to take in Year 1, and this brief guide is intended to help you with this process.

IT inductions
The IS Induction Sessions are available from the ISD (Information Services Division) will provide a good introduction to the PORTICO system if you would like more help. Please visit http://www.ucl.ac.uk/isd/students

Choosing modules on Portico
You will be given more information about module choices during induction.

As soon as you are advised to do so, you can use your UCL userid and password to access Portico and make your module selections. For more information and instructions on how to register for modules on Portico please refer to the online user guide.

Before you select your modules we recommend you check the Online Timetable (www.ucl.ac.uk/timetable) to find out when they are being taught and when you have a free space in your timetable. You can choose the 'custom timetable' option to look at the timetables for modules you are considering. Your mandatory modules will automatically be added to your personal timetable and the modules you select will be added overnight.

If you want to find out more about the content of individual modules you can do so by going to the department website or by clicking on the programme code while on Portico or in Moodle which will bring up a summary of the module. You can also ask for information during the welcome meetings hosted by departments.

You will be able to view your module selection throughout the year on Portico. Please alert your department/division immediately if the module information displayed is incorrect.

Enter your chosen courses on the PORTICO system by 17.00 Thursday 27 September 2018 – http://www.ucl.ac.uk/portico. Your timetable will be updated overnight after you confirm your course choices on Portico. Please note that many courses are on a first-come first-served basis.

If you have any questions about module selection please see your Programme Administrator in room 341 immediately or email d.charlton@ucl.ac.uk

If you have any technical queries regarding PORTICO please contact the PORTICO Services Office at: portico-services@ucl.ac.uk or phone 020 7679 0637 (internal extension 30637).
NOTE: Students are advised to balance their workload evenly over term 1 and term 2 – if you wish to take up more courses in one term, you must contact your Programme Administrator and ask for an approval.

In case of clashes, please see your Programme Administrator immediately.
Frequently Asked Questions

Can I choose courses from other (non-SSEES) departments in UCL?
You may only choose from the courses listed by the department. Even if a tutor is willing to accept you, it will not be possible to take the course. You can, however, audit a course, if a tutor allows for it.

Can I choose more/less than 60 ECTS in one year?
No. Please make sure that you have exactly 60 ECTS. Portico will not let you proceed with your module registration if you chose more/fewer courses.

How do I decide which courses to take?
You can read about courses on the SSEES website [http://www.ucl.ac.uk/ssees/prospective-students/postgraduate-taught](http://www.ucl.ac.uk/ssees/prospective-students/postgraduate-taught), ask your Programme Administrator or visit your Personal Tutor for more advice.

Can I change courses once lectures have begun?
You are encouraged to find out as much as possible about the courses on offer. Course changes will be allowed only in exceptional circumstances. If you must change a course, please contact the IMESS Programme Administrator immediately.

How many classes should I attend?
On the timetable you will notice that there is more than one tutorial group for each course. You only need to attend one group (in addition to the lecture). Tutorials can take place every week or every fortnight, please check carefully! You will be allocated to a group, please check your online timetable [www.ucl.ac.uk/timetable](http://www.ucl.ac.uk/timetable) for information. You must ask your tutor and inform the administrator if you need to switch groups. Switching of groups is not usually permitted and would be only allowed in exceptional circumstances. **Attendance at classes is monitored!**

Please speak to your course tutor or administrator if you experience any problems with your courses. On Thursday (27th Sep, 10.00) there will be IMESS Module Registration Surgeries held in room 345 for students who are experiencing problems with their module registration on Portico or would like to register for a module outside of their own IMESS track.
The IMESS Dissertation

The dissertation forms an essential part of your overall degree and much of the research training you undertake facilitates the writing of a substantive research-based dissertation of 20-25,000 words. The dissertation is worth 30 ECTS of your second-year work (40 ECTS in Helsinki).

DISSERTATION TIMELINE

Year 1

Start thinking about your topic, methods and sources: NOW
Dissertation Introductory Workshop: 14th November 2018, 14:00-15:00
Dissertation Proposal Deadline: 20 February 2019 (to be submitted on Moodle)
Consortium Partners Consider Dissertation Proposals: March-April 2019
Students contact their UCL advisor: End of April/Beginning of May 2019
Students Receive Feedback from Partners and UCL Advisor: May 2019
Dissertation Workshop: Early June 2019 (after examinations, end of term 3)
Submit Presentations to Partners: Mid-June 2019

Year 2 (indicative submission deadlines, TBC for 2018-19)

AIMS
The aims of the dissertation are:

• to provide you with an opportunity to pursue independent research on a subject of your choice;
• to enable you to test your analytical skills in producing a substantial piece of written work with a high level of analysis, judgement and clarity of expression;
• to allow you to undertake some original research or to investigate an original hypothesis;
• to allow you to illustrate your achievements during the IMESS programme, including your knowledge of appropriate research methods and, if appropriate, language;
• to contribute at least 25% of the assessment for the IMESS degree;
• to prepare you for an MPhil/PhD or any research project that might follow in your future careers; and
• to provide you with experience of designing, managing and delivering a large year-long project

OBJECTIVES
You are expected:

• to choose an original research topic;
• to make an independent contribution on your chosen subject;
• to search for existing literature and/or data on the subject, including classic works, up-to-date publications, periodical and internet sources;
• to demonstrate knowledge of secondary sources on the subject and your ability to assess critically other authors’ views and to structure your own argument;
• to take into account historical background and theoretical frameworks, where appropriate;
• to identify, as appropriate, empirically testable hypotheses, research methods strategies, and analytical arguments;
• to demonstrate skills of critical thinking; and
• to develop your organisational, analytical and stylistic skills;

TOPIC, PROPOSAL, SUPERVISOR
The dissertation preparation process will be discussed at an introductory session at the end of the first term. You must choose your dissertation topic while at UCL (see below). The dissertation title should be formulated to delimit the topic clearly but without making it inflexible through excessive detail. You are required to submit a preliminary proposal and on the chosen methodology by the middle of the second term of year one. When choosing a topic, you should bear in mind that your primary supervisor will be from one of the Central and East European partner universities. Students will also be assigned an advisor at UCL SSEES who you should contact in early May to arrange one meeting. The aim of this session is to fine-tune the proposal, identify key research questions and discuss preliminary readings. In term three you submit a more detailed, revised proposal and present it to other students in one of the dissertation workshops. The revised proposals and presentations will be sent to the partner universities. All students should expect to be assigned a supervisor at the partner university before the start of the second year.

It is very important that you start to gather materials for your dissertation in year one and during the summer before the second year. The range of available resources varies across the second year partner universities so you are encouraged to gather materials from the UCL library while in London. Ideally, you might also use the summer to begin work on the literature review or background analysis. This will enable you to make the most of the research opportunities in the second year as you will be able to devote more time to the empirical material, where appropriate. However, you will continue to have access to UCL’s e-library throughout the second year.

CHOOSING A DISSERTATION TOPIC
There are few restrictions on the topic of the dissertation. To large extent the choice of your research subject should be guided by your underlying academic interests. The only strict constraints are that it should be relevant to both the Central and East European region and to your study track. Ideally, your dissertation might be focused on economic, political or historical aspects of your year two country but this is not a requirement. Dissertations that draw on local materials include those that: undertake surveys or in-depth interviews; that exploit the materials in local archives; that rely on local media; that use local/regional statistics and so on. In addition, the specialisms of the IMESS partners vary and evolve over time, so you should check the latest information on the IMESS website as you formulate your topic.

In choosing your topic it may help to bear the following in mind:
• The title should be reasonably broad initially – there is plenty of time to make the specific question clearer as year 2 approaches.

• The dissertation should address a problem or question, and the problem you address should be related to your study track and to the CEE region.

• Most interesting research tends to start from problems or from theory. Data gathering and analysis, choice of methodological approach etc. tend to come later. Unless you start from problems or theory, there is a risk that your dissertation will evolve as rambling, descriptive and potentially pointless.

• As your ideas develop, write down, in one or two sentences, what the problem or question is that you are trying to address. That is, write down what the point of your dissertation is.

• Read first: in formulating the proposal, you should do some general reading around the topic. This will enable you to start to identify more specific research aims or hypotheses. It is important that you have some understanding of the existing literature before you plan your own study in too much depth.

• Keep in mind that ultimately you should be working towards using the available sources (primary or secondary) in a novel way, to address a question that has not been directly addressed before. You therefore need to identify gaps in the literature or new ways of analysing/comparing the existing literature. For example, there may be lots of material on the politics of climate change in Estonia but a gap may exist for drawing together equivalent material on the Baltic region more generally.

• Identify a project that is feasible within the time and language constraints that you face. In particular, if your project will involve fieldwork, you will need to be very organised, and realistic about what you can achieve.
The IMESS Scheme of Award

The Scheme of Award for the two-year IMESS programme provides for:

1) an overall IMESS ECTS grade as explained in the table below (A, B, C, D, E, F) and
2) four UCL-specific classifications – Fail, Pass, Merit or Distinction.

The classification awarded will be based on the performance in each of the required component elements of assessment in both years of the degree. The **overall classification** will be arrived at by taking the median of the component marks, accounting for the relative credit weighting of each component\(^1\). The median defines the EU/IMESS ECTS grade achieved (e.g. a median UCL mark of 57 indicates that an IMESS grade D has been achieved and the UCL degree is classified as pass)\(^2\). The mean mark will also be calculated and considered after the median in the event the IMESS Examination Board has discretion (e.g. in borderline cases or in considering the nomination of students for prizes).

To obtain a **Pass**, a student must achieve a mark of at least 50 (E) in all component elements of assessment, i.e. successfully complete 120 ECTS\(^3\). To obtain a UCL **Merit**, a student must pass all component elements and achieve a median mark of 60 (C) or above, including 65 (B) or over in the dissertation. In addition, there must be no marks below 50 (E), no condoned marks\(^4\), no re-sits, and all marks must be based on first attempts. To obtain a UCL **Distinction**, a student must pass all component elements and achieve a median mark of 70 (A) or above, including 70 (A) or over in the dissertation. In addition, there must be no marks below 50 (E), no condoned marks, no re-sits and all marks must be based on first attempts. Students who obtain a median mark of 70 (A) or above but do not obtain a 70 (A) or above in the dissertation will receive a UCL **Pass (A)** or UCL **Merit (A)** as appropriate.

If students fail any element, they are required to retake the assessment in accordance with approved institutional procedures.

### Harmonisation of credits conversion between UCL and partner universities

<table>
<thead>
<tr>
<th>Course Name</th>
<th>UCL Credits</th>
<th>EU/IMESS ECTS Credits</th>
<th>UCL/UK ECTS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Language: Serbian and Croatian</td>
<td>30</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Security, Identity, Polarity: The Contemporary Debates</td>
<td>30</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Theories of Social and Political Research</td>
<td>30</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Politics of Transition and Integration in Central and Eastern Europe</td>
<td>15</td>
<td>6</td>
<td>7.5</td>
</tr>
<tr>
<td>Comparative Analysis in Social and Political Research</td>
<td>15</td>
<td>6</td>
<td>7.5</td>
</tr>
<tr>
<td>Politics of South-Eastern Europe since 1990</td>
<td>15</td>
<td>6</td>
<td>7.5</td>
</tr>
</tbody>
</table>

\(^1\) The overall degree classification is arrived at by taking the UCL median of the component marks, accounting for the relative credit weighting of each component using the EU/IMESS ECTS credit conversion rate of 2.5UCL credits=1ECTS.

\(^2\) If any of the second year modules is assessed on the pass/fail basis, the weighted median will be based on all other modules. On the UCL diploma supplement, the pass for the module will be replaced by the weighted median.

\(^3\) The total of 120 ECTS reflect the EU/IMESS credit system underlined by the 2.5UCL credits=1ECTS conversation rate, and are equivalent to 150 ECTS, following UCL transition to the UK ECTS credit system based on 2UCL credits=1 ECTS since 2015-16. The 0.8 coefficient is used for backward conversion of partner ECTS credits into UCL credits, as exemplified in the table above. The EU/IMESS credit system should be used for any reference to ECTS credits in this document.

\(^4\) The IMESS Examination Board may decide to condone one failed course worth 12 ECTS or two failed courses of 6 ECTS in order to allow a student to pass the degree as a whole, provided that: (a) the course in question is not a compulsory course and (b) the mark of the overall module is at least 40%.
IMESS Postgraduate Diploma/Certificate Award
IMESS students who completed all assessments for the IMESS double degree but did not successfully passed 120 ECTS, and the mark achieved in the failed course(s) did not fall within the condonable range, are entitled to receive Postgraduate Diploma/Certificate Award, subject to the following criteria:

1. Students should have attempted the full 120 ECTS. In exceptional circumstances (e.g. serious medical, financial problems) a Postgraduate Diploma/Certificate may be awarded after completion of 60 ECTS in year one.
3. Students who have completed Year 2 of study could be subject to a separate partner university award in line with their national regulations

Progression to year 2
In order to progress to the second year of the degree students must normally have passed modules worth 60 ECTS. Students failing modules that do not total more than 12 ECTS may be allowed to progress into Year 2. Students will then be required to resit the modules in the following session. Provision may be made for the administering of resit examinations at the relevant partner institution. Students failing more than 12 ECTS by the end of the session will not normally be able to progress into Year 2. In exceptional cases, however, and with the agreement of the year 2 institution, students who have failed more than 12 ECTS but who have failed only by a narrow margin and have otherwise attained a satisfactory median grade (D) overall may be permitted, on the recommendation of the IMESS Progression Board, to progress to Year 2. All failed modules must ultimately be successfully passed in order to complete the IMESS double degree.

Examination arrangements
In both years of the degree, the normal, quality assured examination processes will apply. The examination processes will be those of UCL in the first year and those of the other Consortium University attended in the second year. Each university is responsible for recording the results of assessment, for making the marks available to the relevant partner institution at the appropriate time, and for collating marks for both years of study. For all coursework and examinations, other than the dissertation, each partner will be responsible for appointing markers in accordance with normal (local) institutional QA practice.

Dissertations will be examined following standard institutional practices and will be jointly marked by an assessor from the second-year university and by an assessor from UCL. The final dissertation mark will be agreed by the first marker (or institutional representative where appropriate) and the UCL examiner, mediated by the relevant IMESS External Examiner if necessary.
The IMESS Examination Board can recommend outstanding dissertations for consortium or institution specific prizes or awards, if available.

Examination Boards
There will be an IMESS Progression Board in June of each year. The Progression Board will be chaired by the IMESS Programme Director and will collate and review provisional UCL marks, make progression decisions and approve the marks to submit provisionally to each Consortium partner. These marks will then be formally confirmed by the next occurring UCL SSEES Examination Board. In October of each year, the final IMESS Examination Board will review the marks from both years of study. Responsibility for the overall degree classification lies with the IMESS Examination Board, which includes representatives from all the Consortium Universities and two IMESS External Examiners appointed by the IMESS Management Board, on recommendation of the IMESS Programme Committee. The final agreed award will be consistent with the classification scheme summarised in the table below.

Assessment criteria
The equivalence scale and criteria for assessment across the consortium is as follows:

<table>
<thead>
<tr>
<th></th>
<th>ECTS</th>
<th>UCL</th>
<th>Belgrade</th>
<th>Charles</th>
<th>Corvinus</th>
<th>Helsinki</th>
<th>HSE</th>
<th>Jagiellonian</th>
<th>Tartu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>70+</td>
<td>10</td>
<td>Výborně [1]</td>
<td>5</td>
<td>5 (L, E)</td>
<td>8-10</td>
<td>5.0</td>
<td>91-100 (A)</td>
</tr>
<tr>
<td>Very Good</td>
<td>B</td>
<td>65-69</td>
<td>9</td>
<td>Velmi dobře [2]</td>
<td>5</td>
<td>4 (M)</td>
<td>7</td>
<td>4.5</td>
<td>81-90 (B)</td>
</tr>
<tr>
<td>Good</td>
<td>C</td>
<td>60-64</td>
<td>8</td>
<td>2.5</td>
<td>4</td>
<td>3 (C)</td>
<td>6</td>
<td>4.0</td>
<td>71-80 (C)</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>D</td>
<td>55-59</td>
<td>7</td>
<td>Dobře [3]</td>
<td>3</td>
<td>2 (N)</td>
<td>5</td>
<td>3.5</td>
<td>61-70 (D)</td>
</tr>
<tr>
<td>Sufficient</td>
<td>E</td>
<td>50-54</td>
<td>6</td>
<td>3.5</td>
<td>2</td>
<td>1 (B) (A)</td>
<td>4</td>
<td>3.0</td>
<td>51-60 (E)</td>
</tr>
<tr>
<td>Fail</td>
<td>F</td>
<td>0-49</td>
<td>5</td>
<td>Neprospěl [4]</td>
<td>1</td>
<td>0</td>
<td>1-3</td>
<td>2.0</td>
<td>0-50 (F)</td>
</tr>
</tbody>
</table>

Excellent: ‘Outstanding performance with only minor errors’;
Very good: ‘Above the average standard but with some errors’;
Good: ‘Generally sound work but with a number of notable errors’;
Satisfactory: ‘Fair but with significant shortcomings’;
Sufficient: ‘Performance meets the minimum criteria’;
Fail: ‘Some/considerable more work required before the credit can be awarded’.

Note: Condoned passes granted by UCL will translate to ‘sufficient’ on other transcripts.