Masters in Research (MRes)
MRes East European Studies
MRes The Politics and Economics of Eastern Europe

Programme Handbook

2018-19

NOTE:
THIS MUST BE READ IN CONJUNCTION WITH THE SSEES STUDENT HANDBOOK
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Welcome to the Masters of Research Programmes

This handbook is designed to provide an overview of our Masters of Research (MRes) programmes. It summarises the essential information on the two programmes.

You must read this guide in conjunction with the SSEES Postgraduate Student Handbook 2018-19, where you will find very important general information about Masters-level studies, which can be found on the website: http://www.ucl.ac.uk/ssees/current-students/postgraduate

Full details of the SSEES postgraduate modules running in 2018-19 are available on the SSEES website: http://www.ucl.ac.uk/ssees/prospective-students/graduate-taught

You should also read the UCL Academic Regulations for Taught Programmes, which can be found here:
https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes

We wish you the greatest success in your studies and look forward to meeting you during induction week.

Dr Kristin Roth-Ey
MRes Programme Coordinator and Head of Postgraduate Research)

David Charlton
MRes Programme Administrator
1. Introduction: Masters of Research at SSEES

Employers and recruiters to graduate doctoral programmes are increasingly looking for students that have undertaken rigorous and innovative research-oriented training during their Masters programmes. To meet this need, and specifically to provide a foundation for students wishing to pursue doctoral studies, UCL SSEES offers two distinctive MRes programmes. Additionally, the SSEES MRes programmes have been approved by the ESRC as valid pathways through the UCL Doctoral Training Centre as part of either a 1+3 or 2+3 (MRes + PhD) programme of study and research.

MRes in East European Studies (2 years)
This programme is our flagship postgraduate training programme in interdisciplinary area studies. The programme was originally developed through the government-funded Centre for East European Language-based Area Studies (CEELBAS) launched in 2006 and has since provided the starting point for a number of students to progress into research oriented careers.1

The two-year MRes has two internal ‘pathways’ - one in social science and one in arts and humanities. Common to both pathways is a core of beginners and intermediate language (one of our East European languages) and courses in interdisciplinary area studies. Around this core, each pathway incorporates a full suite of discipline-specific research-methods training augmented with a choice of electives from SSEES’s rich offering of content-based courses. Finally, of course, the second year of the programme is defined by the extended research-based dissertation, benefiting from dual supervision. For many students, this dissertation forms the basis of future doctoral studies.

MRes in The Politics and Economics of Eastern Europe (1 year)
This intense programme is specifically aimed at social science students with a background/interest in economics and/or politics and a commitment to developing a career (in academia or elsewhere) in empirically-oriented research work. The core of the programme consists of a suite of social science research methods training (with some flexibility included to allow for different levels of econometric interest), which may also include language training. This core, augmented with an elective course of your choice from the Economics, Business, Politics and Sociology range of courses is intended to prepare you for a genuinely innovative research based dissertation during the second half of the 12-month programme. As with the two-year MRes, the dissertation process benefits from dual supervision arrangements.

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1 CEELBAS has now become the CEELBAS Centre for Doctoral Training (CDT), a consortium comprised of UCL SSEES and the universities of Cambridge, Manchester and Oxford, with the support of external partners including the Foreign & Commonwealth Office, the British Library, Pushkin House, Calvert 22 Foundation and open Democracy Russia.

The CEELBAS CDT is currently able to offer AHRC Doctoral Studentships to candidates who have been offered a place on a relevant doctoral programme at one of its four partner universities. For more information, please visit [http://www.ceelbas-cdt.ac.uk/](http://www.ceelbas-cdt.ac.uk/).
2. Overview and structure of the MRes programmes

2.1 MRes in East European Studies
The Master of Research in East European Studies is a two-year programme of area specific, language oriented, advanced research training in the methodologies and approaches of economics, politics, history, culture and literature. Graduates of the programme will possess the attributes to complete a PhD within three years or to enter the labour market directly with advanced analytical and research skills, regional expertise and proficiency in a language of the area.

Students on the two year MRes must take 330 credits during the two years, comprising of 60 language credits, 30 credits in Interdisciplinary Area Studies Research (IAS), 75 specialist research methods training, 60 subject electives and a free-standing dissertation worth 105 credits. In addition, all MRes students are obliged to attend regular Research Centre Seminars.

All MRes students are also encouraged to attend the MA/MRes Dissertation Preparation Programme. This programme is not compulsory for MRes students, but it will help to review and update your library and information management skills (essential for undertaking good research) and provide you with a detailed, subject-specific dissertation briefing. Although attendance is not compulsory, all MRes students will be automatically registered on the Programme in order to give access to Moodle resources and timetable information for particular sessions.
### First Year:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Social Sciences: year one (150)</th>
<th>Arts and Humanities: year one (150)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Language (compulsory)</td>
<td>Beginners – various (full year)</td>
<td>Beginners – various (full year)</td>
</tr>
<tr>
<td>75 Methods (compulsory)</td>
<td>SEES0116 Political Analysis (15 credits, term 1)</td>
<td>SEES0116 Political Analysis (15 credits, term 1)</td>
</tr>
<tr>
<td></td>
<td>SEES0117 Political Sociology (15 credits, term 1)</td>
<td>SEES0117 Political Sociology (15 credits, term 1)</td>
</tr>
<tr>
<td></td>
<td>SEES0083 Quantitative Methods (15 credits, term 1)</td>
<td>SEES0047 Literary and Cultural Theory (30 credits, term 1)</td>
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<tr>
<td></td>
<td>SEES0095 Advanced Quantitative Methods (15 credits, term 2)</td>
<td>SEES0052 Historical Methods and Approaches (30 credits, term 2)</td>
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<tr>
<td></td>
<td>NB: Advanced Quantitative Methods may only be taken if Quantitative Methods taken in term 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SEES0103 Comparative Analysis in Social and Political Research (15 credits, term 2)</td>
<td>SEES0103 Comparative Analysis in Social and Political Research (15 credits, term 2)</td>
</tr>
<tr>
<td></td>
<td>SEES0128 Qualitative Methods (15 credits, term 2)</td>
<td>SEES0128 Qualitative Methods (15 credits, term 2)</td>
</tr>
<tr>
<td></td>
<td>SEES0107 Understanding and Analysing Data (15 credits, term 2)</td>
<td>SEES0107 Understanding and Analysing Data (15 credits, term 2)</td>
</tr>
<tr>
<td>45 Electives*</td>
<td>Various from SSEES Social Sciences programmes</td>
<td>Various from SSEES Arts &amp; Humanities programmes</td>
</tr>
</tbody>
</table>

### Summary

- **30 Language 1-75 Methods 1-45 Electives**

- **30 Language 1-75 Methods 1-45 Electives**
Second Year:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Social Sciences: year two (180)</th>
<th>Arts and Humanities: year two (180)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Language** (compulsory)</td>
<td>Intermediate – various (full year)</td>
<td>Intermediate – various (full year)</td>
</tr>
<tr>
<td>15 SEES0096 IAS (Non Condonable)</td>
<td>SEES0096 IAS: Interdisciplinary Area Studies (term 2)</td>
<td>SEES0096 IAS II: Interdisciplinary Area Studies II (term 2)</td>
</tr>
<tr>
<td>105 Dissertation (Non – Condonable)</td>
<td>20,000 words</td>
<td>20,000 words</td>
</tr>
<tr>
<td>30 Electives*</td>
<td>Various from SSEES Social Sciences programmes</td>
<td>Various from SSEES Arts &amp; Humanities programmes</td>
</tr>
</tbody>
</table>

Summary: 30 Language + 15 IAS + 105 Dissertation + 30 Electives

* On approval of the MRes Programme Coordinator one MA-level module (up to 30 credits) may be selected from another SSEES course or other UCL Departments.

** This should be the same language as in year one.

UCL SSEES is committed to providing our students with stimulating, high quality, research-led courses, however please be aware that we are not always able to guarantee that all courses will be available every year.

If you have queries about the programme or its courses please contact the MRes Programme Administrator, David Charlton (ssees-research@ucl.ac.uk), for further information.
2.2 MRes in The Politics and Economics of Eastern Europe

The MRes in the Politics and Economics of Eastern Europe is a one-year research training degree in methods and approaches for studying politics, economics and society in post-communist Europe (including Russia and other post-Soviet states). It is intended primarily for applicants planning to do a PhD or MPhil or make a professional career in research, who already have a good knowledge of one or more of the languages of the region as well as some background in the social sciences.

Students on the one year MRes must take 180 credits during the year, comprising 60 methods and/or language credits, 15 specialist electives and a free-standing dissertation worth 105 credits. In addition, all MRes students are obliged to attend regular Research Centre Seminars.

All MRes students are also encouraged to attend the MA/MRes Dissertation Preparation Programme. This programme is not compulsory for MRes students, but it will help to review and update your library and information management skills (essential for undertaking good research) and provide you with a detailed, subject-specific dissertation briefing. Although attendance is not compulsory, all MRes students will be automatically registered on the Programme in order to give access to Moodle resources and timetable information for particular sessions.

<table>
<thead>
<tr>
<th>105 Dissertation (Non Condonable)</th>
<th>20,000 words</th>
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<tbody>
<tr>
<td><strong>60 Methods and/or Language (compulsory)</strong></td>
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<tr>
<td>SSEES Language</td>
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<tr>
<td>(30 credits, terms 1 &amp; 2)</td>
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<tr>
<td>SEES0116 Political Analysis</td>
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<tr>
<td>(15 credits, term 1)</td>
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<tr>
<td>SEES0117 Political Sociology</td>
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<td>(15 credits, term 1)</td>
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<tr>
<td>SEES0083 Quantitative Methods</td>
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<td>(15 credits, term 1)</td>
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<td>SEES0095 Advanced Quantitative Methods</td>
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<td>(15 credits, term 2)</td>
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<td>NB: Advanced Quantitative Methods may only be taken if Quantitative Methods taken in term 1</td>
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<tr>
<td>(15 credits, term 2)</td>
<td></td>
</tr>
<tr>
<td><strong>15 Electives</strong></td>
<td></td>
</tr>
<tr>
<td>Various from SSEES Social Sciences programmes (Economics or Politics)</td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

105 Dissertation 1-60 Methods and/or Language 1-15 Electives

* On approval of the MRes Programme Coordinator **one** MA-level module (up to 15 credits) may be selected from another SSEES course or other UCL Departments.

UCL SSEES is committed to providing our students with stimulating, high quality, research-led courses,
however please be aware that we are not always able to guarantee that all courses will be available every year.

If you have queries about the programme or its courses please contact the MRes Programme Administrator, Felicity Ward (ssees-research@ucl.ac.uk), for further information.
3. Supervision and the final dissertation

Dissertation Timeline (Exact dates tbc)

Dissertation Introductory Session: 1st week of Dec 2018

Dissertation Proposal Deadline: Mid-Dec 2018 for PEEE students
Feb 2019 for 1st year EES students
(Moodle submission)

Dissertation Workshop: Early June 2019 (after examinations, end of term 3)

Please note, the Dissertation Workshop in early June is compulsory for MRes PEEE students and second-year MRes EES students. You will be required to prepare short presentations (10 minutes, 5 slides) covering your research question(s), expected outcomes, methodology etc. The sessions will be arranged according to topic and attended by your supervisors.

Aims and objectives of the dissertation

The aims of the Dissertation are:

- To provide an opportunity to pursue independent research on a subject of your choice
- To provide experience in identifying a clearly focused research question and developing a thesis around it, over an extended period.
- To enable students to test their skills in producing a substantial piece of written work of potentially publishable quality (high level of analysis, judgment and clarity of expression);
- To develop and showcase your academic development achieved during the MRes programme;
- To prepare you for MPhil, PhD or any other research project you might do in your future career.

The objectives of the Dissertation are:

- To choose an original topic for your research and to identify a relevant and appropriate research question within that topic;
- To search for and understand existing literature on the subject (including classic works, up-to-date publications, periodical and internet sources);
- To demonstrate knowledge of secondary sources on the chosen subject as well as your ability to assess critically other authors’ views and to structure your own argument;
- To take into account, as appropriate, relevant historical background and theoretical frameworks;
- To develop your organizational, analytical and stylistic skills;
- To work towards making an independent contribution on a particular subject.
Supervision

It is essential for you to begin planning for the dissertation in the first term, in order to locate appropriate literature, data and other documentary materials and to hold an informed discussion of your proposed topic with the MRes Programme Coordinator and any members of staff you approach regarding supervision.

You will be taught by some of the staff working in your area in the first term, but you might not necessarily come into contact with all of them immediately. So you should consult the staff research profiles on the SSEES website (http://www.ucl.ac.uk/ssees/people) in order to identify any members of academic staff whom you might wish to consult in their office hours for additional advice. More details on SSEES academic environment, research centres and seminars can be found in the SSEES Postgraduate Student Handbook.

Because of the enhanced role that the dissertation plays in the MRes programme, MRes students benefit from dual supervision and have the opportunity to approach potential supervisors directly. During the first term, all MRes students should start writing a draft dissertation proposal and approaching members of staff to discuss the possibility of supervision. Students only need to find a principal supervisor – an appropriate secondary supervisor will be chosen by the principal supervisor and the MRes Coordinator. All MRes students need to complete the MRes Dissertation Provisional Proposal Form (available on the Moodle page for SEES0092 MA/MRes Dissertation Preparation Programme, on which you will automatically be enrolled) and get this signed by their principal supervisor to confirm the supervision arrangement. The completed form must be submitted via Moodle by the published deadline. If a supervisor has not been found by the stated deadlines, the student must contact the MRes Programme Coordinator immediately.

Since the dissertation has to be the result of independent effort, supervision is available for guidance only. Advice will consist of consultation in respect of research questions, design, research methods, the plan, structure and focus, and bibliography. Supervision will consist of a maximum of 5 meetings for students on the 1-year MRes programme and 7 meetings (3 in the first year, 4 in the second year) for students on the 2-year MRes programme, so please ensure that you are well prepared for the meetings and use this time wisely. It is your responsibility to email your supervisor and arrange these meetings, which should take place during term-time over the second and third terms.

Supervisors will give advice on the outline of the dissertation and, as far as they are able, on bibliographic and other resources. They will also comment on the initial drafts of chapters. Please be aware, however, that supervisors may be away for parts of the summer vacation and that arrangements should be made accordingly. Staff availability at that time will depend on their commitments to research activity. All students are therefore strongly encouraged to provide a detailed research plan BEFORE the end of the third term.

All MRes students will be registered for the MA/MRes Dissertation Preparation Programme SEES0092 (http://www.ucl.ac.uk/ssees/current-students/postgraduate). This programme is not compulsory, but all MRes students are strongly encouraged to attend.

Finally, make sure you familiarise yourself in good time – before you start writing – with the relevant guidance on style, referencing and presentation as described in the MA Dissertation Style Guidelines, available on the Moodle page for SEES0092.

Length of the Dissertation

The length of the dissertation is 20,000 words for MRes dissertations (including all notes and appendices, but excluding the bibliography).

Any word count within these ranges is permissible. All text in the dissertation, including captions, footnotes and appendices, is considered part of the word count.
EXCEPTION: Students writing dissertations on Economics or Business who wish to include tables with descriptive statistics etc. may include these in appendices which will not count towards the word count.

For information on the format of the dissertation, submission (including penalties for late submission) and extenuating circumstances, please refer to the MA/MRes Dissertation Preparation Programme booklet.
4. Scheme of Award

Taught Masters Programmes: MRes 1 Year & 2 Year
In order to be considered for an award from UCL, students must satisfy the Board of Examiners that they have met the academic requirements set out in the UCL Academic Regulations for Taught Programmes: Postgraduate Students (Masters and MRes Programmes), together with any other requirements associated with the programme as set out in the programme literature. Academic Regulations are available at: [https://www.ucl.ac.uk/academic-manual/](https://www.ucl.ac.uk/academic-manual/) and in the event of a discrepancy, remain the official point of reference.

The Scheme of Award provides for Fail, Pass, Merit or Distinction. The class of degree awarded will be based on the performance in each of the required component elements of assessment. The final classification will be arrived at by taking the mean of the component marks, accounting for the relative credit weighting of each component.

The mean defines the classification (e.g. a mean mark of 57 indicates that the degree awarded is classified as a pass).

Criteria for the Award of a Masters Degree (4.9.12 – Academic Regulations for Students: (Masters Level)
I. For the award of a Master’s degree students must have completed* 180 UCL (1 Year MRes) or 330 credits (2 Year MRes) credits or the equivalent 1800 learning hours and obtained an overall average mark of 50% or greater which must include a mark of 50% or greater for the dissertation.
II. A maximum of 30 taught credits (i.e. excluding the dissertation and non-condonable modules) may be condoned if falling in the range 40.00-49.99%.

Classification of Masters Degrees (4.9.12) Academic Regulations for Students: (Masters Level)
Students are eligible for the following, if they have satisfied ALL of the relevant criteria for the classification (Rounding should be applied to obtain the integer marks given below: for example, 64.4 is rounded to 64% but 64.5 is rounded to 65%).

To obtain a PASS:
I. students must pass and achieve a mark of at least 50% in all component elements (modules) of assessment

Condoned Modules (Academic Regulations 9.3.2)
I. A maximum of 25% of the programme’s taught element (i.e. excluding the dissertation and non-condonable modules) may be condoned if falling in the range 40-49.99%.
II. The course in question is NOT a Non Condonable course or the dissertation
III. The mark of the overall module is at least 40%

To obtain a MERIT:
I. the overall mean, based on 180 credits/330 credits, is 60% or greater
II. the mark for the dissertation is 60% or greater
To obtain a DISTINCTION:
I. the overall mean, based on 180 credits/330 credits, is 70% or greater
II. the mark for the dissertation is 70% or greater

Borderline Criteria for Classification (Academic Regulations for Students: (Masters Level)
(4.10.7)

If the overall mark is 59.50%, an award of merit will be made when all of the following criteria are met:
I. A Final Weighted Mark greater than or equal to 59.50%
   AND
II. A mark greater than or equal to 60% in the Dissertation

If the overall mark is 58.50%, an award of merit will be made when all of the following criteria are met:
I. A Final Weighted Mark greater than or equal to 58.50%
   AND
II. Module marks of at least 60.00% in at least 50% of the taught credits
   AND
III. Mark greater than or equal to 60.00% in the Dissertation

If the overall mark is 69.50% an award of Distinction will be made when all of the following criteria are met:
I. A final weighted mark greater than or equal to 69.50%
   AND
II. A mark greater than or equal to 70% in the Dissertation

If the overall mark is 68.5% a candidate is in the borderline zone, an award of a Distinction can be made
I. A Final Weighted Mark greater than or equal to 68.50%
   AND
II. Module marks of at least 70.00% in at least 50% of the taught credits
   AND
III. A mark greater than or equal to 70.00% in the Dissertation
No failure marks can be condoned.

Re-sit and Substitute Modules (4.11.4 Academic Regulations for Students: Masters Level)
Failure in any course, which is not condoned, will require a successful re-sit at the next available opportunity before the MA degree can be awarded.

Only ONE re-sit attempt is permitted for each course.

Progression (for the 2-year MRes only)
In order to progress to the second year of the degree students must normally have passed modules worth 120 credits.

If you started prior to the 2017/2018 academic year please refer to the correlating academic manual for guidance on classification and borderline cases.
5. Useful Programme Contacts

The SSEES building is located at 16 Taviton Street, London WC1H 0BW. The mailing address of the Department is:

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

MRes Resources
https://www.ucl.ac.uk/ssees/node/1707

Key Contacts at UCL

MPhil/PhD Programme Coordinator and Head of Postgraduate Research: Dr Kristin Roth-Ey
Room 424, 16 Taviton Street
k.roth-ey@ucl.ac.uk, tel: 020 7679 8823

UCL MRes 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, Kristin 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.
6. 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.

7. 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 on Monday-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><a href="mailto:ssees-student@ucl.ac.uk">ssees-student@ucl.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0207 679 8770</td>
</tr>
</tbody>
</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.

<table>
<thead>
<tr>
<th>IMESS</th>
<th>Research</th>
<th>Mr. David Charlton</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEELBAS</td>
<td></td>
<td><a href="mailto:ssees-research@ucl.ac.uk">ssees-research@ucl.ac.uk</a></td>
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<tr>
<td></td>
<td></td>
<td>0207 679 8775</td>
</tr>
</tbody>
</table>
8. 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](http://www.ucl.ac.uk/current-students/student-centre)
- Student Fees and Funding: [https://www.ucl.ac.uk/students/fees-and-funding](https://www.ucl.ac.uk/students/fees-and-funding)
- Student Accommodation: [https://www.ucl.ac.uk/students/new-students/countdown-ucl/accommodation](https://www.ucl.ac.uk/students/new-students/countdown-ucl/accommodation)

9. Term Dates

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATE</th>
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<tbody>
<tr>
<td>First Term</td>
<td>Monday 24 September 2018 – Friday 14 December 2018</td>
</tr>
<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>
</tr>
</tbody>
</table>

**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**
10. 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](https://timetable.ucl.ac.uk)

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

11. 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:
**Chapter 3.12. LateSubmission 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.
12. 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 and on the Support & Wellbeing pages http://www.ucl.ac.uk/srs/our-services/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/support-fitness/support
- Fitness to Study Procedure – http://www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/fitness
- Student Disability Services – http://www.ucl.ac.uk/disability
- Student Psychological Services – http://www.ucl.ac.uk/student-psychological-services/index-home
- Student Support and Wellbeing – http://www.ucl.ac.uk/srs/our-services/student-support-and-wellbeing
- UCL Union – http://uclu.org/
- Student Centre – http://www.ucl.ac.uk/current-students/student-centre
- Cultural Consultation Service - http://www.ucl.ac.uk/ccs
- Fitness to Study Procedure - https://www.ucl.ac.uk/srs/academic-manual/c1/support-fitness/fitness
13. 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.

14. 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

15. 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
16. 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 https://www.ucl.ac.uk/isd/it-essentials-for-new-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 ssees-research@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).
17. 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.

How do I decide which courses to take?
You can read about courses on the SSEES website, 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 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 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.