



SSEES AFFILIATE STUDENT HANDBOOK

(FOR UNDERGRADUATE & POSTGRADUATE AFFILIATE STUDENTS)

ACADEMIC YEAR: 2022-23



The information contained in this handbook is correct at the time of writing. Please be aware that some details may be subject to change. Every effort will be made to update the handbook as quickly as possible in the event of such changes.

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1. Welcome to SSEES

Welcome to the UCL School of Slavonic and East European Studies (SSEES). You are now a member of a specialist department with outstanding resources and expertise. You are also a member of UCL and will be able to enjoy the benefits of studying in a diverse, large-scale, highly rated university.

SSEES is one of the world's leading specialist institutions, and the largest national centre in the UK, for the study of Central, Eastern and South-Eastern Europe, Russia and Eurasia. More than 60 academic staff work at SSEES, teaching and conducting research in the history, economics, politics, sociology, anthropology, culture, literature, cinema and languages of the countries of the region. We aim to provide our students with stimulating, high quality, research-led courses, with an interdisciplinary focus.

SSEES is ideally located within the UCL campus in Bloomsbury and enjoys unrivalled resources for students and staff, especially our world-leading Library. We also have a rich and varied programme of high-profile international speakers, conferences, seminars, and other events.

We are confident that your time at SSEES will be rewarding, and encourage you to make full use of the opportunities which lie before you during your period of study abroad.

We wish you all the best for your time here.

Dr Aglaya Snetkov
SSEES Head of Mobility

Mr Robert Bodden
SSEES Affiliate Administrator (Interim)

1.1 How to Use this Handbook

This handbook aims to answer the most commonly asked questions about what you can expect to encounter as an affiliate student at SSEES. If you have any queries that are not covered here, or are unclear about any of the information it contains, please feel free to contact us.

You should read this handbook alongside the SSEES Student Handbook, which is used by all students, not only by affiliate students. It contains detailed information about key dates, coursework submission, penalties that may be applied to your assessment, and contact details, as well as information about the support available to you. It is intended to serve as your first point of reference for queries and contains links to relevant official documents and online resources.

The SSEES Student Handbook is updated annually, in September, but further updates may occur during the academic year to reflect changes in UCL or SSEES policy; it is therefore crucial to regularly check the Handbook for the appropriate academic year.

The [SSEES Student Handbook 2022-23](#) is available on the SSEES website.

2. Support, Advice and Lines of Communication

2.1 Key Affiliate Contacts

SSEES Affiliate Administrator

Mr. Robert Bodden

SSEES, Room 341, 16 Taviton Street, London, WC1H 0BW

Tel: 020 7679 8774 | Email: ssees-affiliate@ucl.ac.uk

SSEES Affiliate Tutor

Dr Aglaya Snetkov

SSEES, Room 419, 16 Taviton Street, London, WC1H 0BW

Email: a.snetkov@ucl.ac.uk

Office hours in SSEES, Wednesday and Thursday 10.30-11.30

Please email me to make an appointment.

2.2 SSEES Student Administration Office

The Student Administration Office (SAO) is located in room 341 on the third floor of the SSEES building. Here you can contact the Affiliate Administrator and the relevant Programme Administrators (listed below). The SAO is open at the following times:

Monday:	10:00-16:00
Tuesday:	10:00-16:00
Wednesday:	10:00-16:00 (Term Time)
Thursday:	10:00-16:00
Friday:	10:00-16:00

Economics & Business	Ms Sasha Aleksic	Room 341	Tel: 020 7679 8773 Email: ssees-eb@ucl.ac.uk
Languages & Culture & History	Mr Ben Chatterley	Room 341	Tel: 020 7679 8771 Email: ssees-lc@ucl.ac.uk Email (History): ssees-history@ucl.ac.uk
Politics & Sociology	Ms Angela Nnamchi	Room 341	Tel: 020 7679 8778 Email (Politics): ssees-ps@ucl.ac.uk
Student Support Officer	Mr. Alex Alsopp	Room 341	Tel: 0208 138 7116 Email: ssees-extenuating-circumstances@ucl.ac.uk
Student Administration Coordinator	Mr Robert Bodden	Room 341	Tel: 020 7679 8774 Email: r.bodden@ucl.ac.uk

Academic Administration Manager	Mr Michael Wozniak	Room 332	Tel: 020 7679 8820 Email: m.wozniak@ucl.ac.uk
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2.3 UCL International Student Support Team

There is information and advice for affiliate students on the International Student Support (ISS) Team's website: <https://www.ucl.ac.uk/students/international-students/international-support>
If you cannot find answers to your questions on their website, you can email the ISS Team at internationalsupport@ucl.ac.uk or use the askUCL service: <https://www.ucl.ac.uk/students/askucl>

2.4 Other Useful Contacts

You will find most of the information you need during your time at SSEES by searching UCL or SSEES websites: <http://www.ucl.ac.uk> and <http://www.ucl.ac.uk/ssees/> Below are the direct links to some of the services you might find most useful. Their web pages contain detailed and up-to-date information about who to contact and how to access these services.

• Health/Medical

The Health Centre – Ridgmount Practice: <https://www.ridgmountpractice.nhs.uk/>

• Counselling/Support

Student Support Pages: <https://www.ucl.ac.uk/students/student-support-and-wellbeing>

UCL Student Psychological Services: http://www.ucl.ac.uk/student-psychological-services/index_home

Nightline: Phone: 0207 631 0101 Email: listening@nightline.org.uk Web: <http://nightline.org.uk>

Student Disability Services: <https://www.ucl.ac.uk/students/support-and-wellbeing/support-disabled-students>

UCLC Rights and Advice Centre: <https://studentsunionucl.org/help-and-advice/advice-service>

• Services for International Students

International Student Support: <https://www.ucl.ac.uk/students/international-students>

Centre for Languages and International Education: <https://www.ucl.ac.uk/languages-international-education/>

Equal Opportunities: <https://www.ucl.ac.uk/human-resources/policies/2020/jul/equal-opportunities>

Immigration Advice: <https://www.ucl.ac.uk/students/immigration-and-visas>

- **Careers Advice**

SSEES Careers Advice: <https://www.ucl.ac.uk/ssees/study-us/levels-study/your-career>

UCL Careers Advice: <http://www.ucl.ac.uk/careers/>

- **Accommodation Services**

Student Residence Services: <https://www.ucl.ac.uk/accommodation/>

3. Information about College Terms

UCL's academic year (September-June) runs over three terms, most usually referred to as Term 1, Term 2 and Term 3. Teaching takes place in Terms 1 and 2. Term 3 is used primarily for revision and examinations. Affiliate students can join SSEES for one of the following study periods:

- a) for the full academic year (September–June)
- b) for Term 1 only (September–December)
- c) for Terms 2 and 3 (January–June)

3.1 Term Dates 2021-2022

Term	Dates
First Term	Monday 26 September 2022 to Friday 16 December 2022
Second Term	Monday 9 January 2023 to Friday 24 March 2023
Third Term	Monday 24 April 2023 to Friday 9 June 2023

3.2 College Closures and Bank Holidays

College Reading Weeks

This year's reading weeks are the Monday 7 November 2022 and Monday 13 February 2023. There is no teaching during reading weeks but the College is open.

Christmas: 5:30pm on Friday 23 December 2022 to 9:00am on Tuesday 3 January 2023

Easter: 5:30pm on Tuesday 5 April 2023 to 9:00am on Tuesday 13 April 2023

Bank Holidays: Monday 01 May 2023, 29 May 2023

***Note:** All Bank Holidays, and the College closure dates based on them, are the standard 'traditional' dates and may be subject to change by government.*

4. Affiliate Study Guide

Most affiliate students find that studying at UCL SSEES is very different from studying at their home university. For some, this can be a source of frustration. However, the different styles of teaching and learning you experience should be one of the most exciting aspects of study abroad. Your experience of the academic approach employed in another country is a significant part of your immersion in that country's culture. We hope that what follows will help prepare you for some of the major differences between the British university system and that of your home country.

4.1 Some Helpful Terminology: an A-Z

(see also <https://www.ucl.ac.uk/prospective-students/study-abroad-at-ucl/glossary>)

Initially, you will hear words and phrases specific to the UK higher education system that you might find confusing or hard to understand. The following glossary covers some of the most common terms that you might not have heard before.

Affiliate Administrator – Robert Bodden, the Affiliate Administrator is your first point of contact for any enquiries you may have. Robert is in charge of helping you register for your modules and of processing any deadline extension requests or extenuating circumstances forms you may wish to submit. If you find you are having any difficulties with your studies at any point, it is very important that you inform Robert as soon as possible. At SSEES, we want you to have the best learning experience possible, but we can only help if we are informed of your situation.

Head of Mobility – Dr Aglaya Snetkov: the Head of Mobility is a member of the academic staff with responsibility for overseeing affiliate students' studies. Each UCL department has an Affiliate Tutor. In this role, Aglaya can advise you about your module choices and help you to make decisions about your programme of study. Aglaya also acts as your Personal Tutor during your time at SSEES. If you are having medical, personal or other problems, which you feel may affect your performance or attendance, you should discuss these with Aglaya as soon as you feel able. At SSEES we take the task of pastoral care seriously. During term-time teaching weeks, Aglaya holds weekly drop-in 'office hours' (see below), when she is available in her office to meet with students who wish to discuss academic or personal matters. You can meet Aglaya at other times, by emailing to arrange a mutually convenient appointment. Skype calls can also be arranged.

Classes, tutorials and seminars: All of these terms refer to small-group sessions led by a lecturer/class teacher/tutor. Typically, the role of the student in these sessions is proactive. They can be required to join in discussions, answer questions, give presentations, take part in group work and/or role-play. NOTE: the term 'classes' in the UK always refers to this type of small-group interactive learning style and not to 'lectures', as for example in the US.

Class teacher/tutor: The class teacher/tutor may differ from the lecturer and may be a postgraduate research student with expertise in a particular area.

College: When you hear people refer to the College they are normally referring to UCL as a whole, although this term is also sometimes used to refer to SSEES.

Course/module: These terms describe a particular option or module regardless of its length or value in course-units (see below). E.g. I refer to my option in 'European Economic Policy' as a 'course/module' and it is worth 15 credits (see below).

Credits: Credits are the unit by which UCL measures its undergraduates and postgraduate credits. UNDERGRADUATE AFFILIATES: If you are here for a full academic year, you should take a total of 60 credits. If you are here for Term 1 only, or for Terms 2 and 3 only, you should take a total of 30 credits. POSTGRADUATE AFFILIATES: If you are here for a full academic year, you should take a total of 120 credits. If you are here for Term 1 only, or for Terms 2 and 3 only, you should take a total of 60 credits.

Lectures: Lectures refer to the part of a course which all students attend together and in which it is typical for the lecturer to play the predominant role. Not all courses at SSEES are lecture based – please see the individual module pages on Moodle.

Lecturer/tutor: The lecturer/tutor is normally a full-time member of the academic staff involved in teaching and research. S/He will have been involved in designing and monitoring the course.

Office hours: These are the hours during which academics make themselves available to you if you wish to discuss your work with them. The days and times of SSEES staff office hours are given on the Moodle pages of each module. If you cannot find them there, email the member of staff you wish to see to ask when they hold their office hours. Please email the individual tutors before your meeting.

Portico (www.ucl.ac.uk/portico): This is the name of the UCL Student Information Service that holds your personal and academic details. It also lists your module selections and important exam information, so you should check your Portico entry regularly.

Reading week: This is a week during the Terms 1 and 2 in which no teaching is scheduled in SSEES and some other departments in UCL. Students are expected to use this week to read and research their current subjects in order to broaden their knowledge of the material covered in each course. It is also a good time to start working on any coursework you may have to submit at the end of term.

Term: The UCL academic year is divided into 3 terms: an autumn term, usually referred to as Term 1 (12 weeks), a spring term, usually referred to as Term 2 (11 weeks) and a summer examination term, usually referred to as Term 3 (7 weeks). The equivalent terminology for these, in your home university, might be 'semester'.

Moodle (www.ucl.ac.uk/moodle): This is a web-based teaching resource used for some UCL courses. If your course has its own Moodle site, the course tutor will tell you how to access it. You may be required to submit your assessed coursework to Moodle and again the course tutor will give you instructions about how to do this.

4.2 Study Methods

You will have access to a module outline and detailed reading lists for all the modules you take at UCL – these materials can usually be found on the modules' Moodle sites. One of the main differences when studying in the UK is that students are expected to read around their subjects independently and be ready to apply their research by participating in tutorial classes. In addition, the emphasis in class discussions, class presentations and essay writing is NOT on regurgitating information given to you in the course lectures and/or classes, but instead, on your using that information and additional acquired from your independent reading, to demonstrate your understanding in particular contexts. Students who demonstrate the capacity to apply their learning critically and logically to particular issues tend to do better than those who simply rely on reproducing facts, quotations or figures learned by heart.

4.3 Independent Reading

You will normally be issued with a reading list at the start of each module and in some cases you will be given weekly reading tasks. Where you are not given specific weekly reading the expectation is that you will be pursuing your own reading around the topic. This approach helps you to become more independent in your academic thinking and research.

4.4 Support with Writing Coursework Essays

SSEES affiliate students can access targeted support with writing skills through the SELCS Writing Lab, a free service for undergraduates and taught postgraduates. The Writing Lab's team of knowledgeable and trained tutors runs workshops and walk-in clinics, offering one-to-one support for academic writing. For further details, visit: <http://www.ucl.ac.uk/selcs-writing-lab> The Writing lab's Moodle pages are also useful and can be viewed here via Moodle (you need to log in to Moodle to view it): <https://moodle.ucl.ac.uk/>

4.5 Moodle

SSEES uses Moodle to facilitate communication among students and staff. Moodle pages feature a variety of materials, such as core module materials for you to download, a blog, discussion boards, a wiki, training in the use of Moodle and other resources. To access Moodle, go to: <https://moodle.ucl.ac.uk/>. Enter your UCL username and password, and then select 'UCL School of Slavonic and East European Studies'.

4.6 Coursework

All modules have elements of coursework in the form of written assignments and essays, short exercises and literature reviews. This coursework may be 'non-assessed' (also known as 'formative' coursework) or 'assessed' (also known as 'summative' coursework). Non-assessed/formative coursework does not count as part of your final module mark, whereas assessed/summative coursework does. In both cases, the coursework will be marked by the module leader and you will

receive written feedback. You can also go and see the tutor during their office hours for additional verbal feedback, if you would find this helpful. Non-assessed coursework is compulsory and failure to complete coursework may result in your not receiving a mark for that module.

i. Penalties for late submission of coursework

You must submit your assessed coursework by the deadline set by the module tutor. If you do not, a penalty will be applied to your work. Detailed information about the penalties can be found in the [SSEES Student Handbook 2022-23](#). If in doubt about this regulation, check with your module tutor.

ii. Extensions to coursework deadlines

If you are unable to submit your assessed/summative coursework by the deadline *because of valid and evidenced extenuating circumstances*, you should apply for an extension to the deadline. Refer to the [SSEES Student Handbook 2022-23](#) for information about the circumstances in which an extension may be granted and about how to apply for an extension. Links to the application forms are given in the [SSEES Student Handbook 2022-23](#).

If you need an extension for a piece of formative coursework, discuss this with your module tutor.

iii. Penalties for over-length coursework

Assessed work should not exceed the prescribed word count. A penalty may be applied to submitted coursework that exceeds the maximum word count. Information about the penalties can be found in the [SSEES Student Handbook 2021-22](#). If in doubt about this regulation, check with your module tutor.

iv. Note on study skills and plagiarism

A complete guide to study skills and plagiarism can be found in the [SSEES Student Handbook 2021-22](#). In particular, please familiarise yourself with the very serious issue of plagiarism: plagiarism is defined as the presentation of another person's thoughts or words or artefacts or software (including from the internet) as though they were your own. Any quotation from the published or unpublished works of other persons, must therefore, be clearly identified as such by being placed inside quotation marks, and you should identify your source as accurately and fully as possible. The College treats the issue of plagiarism very seriously. Any detected cases are reported to the College authorities and can result in exclusion from examinations.

4.7 Attendance

Attendance at **all** lectures and classes is **compulsory**. You can be at a serious disadvantage if you miss lectures and classes and fail to obtain any reading lists or other materials which may be handed out by the tutor. Absence from lectures can impair your ability to participate effectively in class discussions and to perform successfully in the examinations.

If you are absent from two classes on a SSEES course, without good reason, you will receive a warning letter from the Course Tutor, which you are required to respond to. (For language classes: two classes (for modules that meet weekly), or, in the case of language modules with two or more class meetings per week, three classes.)

If you respond to the letter and attend all future classes, no further action will normally be taken.

If you have to miss a class due to illness or other good reason, please inform the module tutor(s) by email, copying in the Affiliate Administrator (ssees-affiliate@ucl.ac.uk). You should do this before the class, or as soon as possible after it.

5. Assessment

In general, at UCL SSEES students are assessed via three different types of work:

Examinations: these take place principally in Term 3, although there are some oral examinations at other times. Affiliates who are here for only Term 1 (September-December) do not take exams.

Assessed (or summative) coursework: this is set in both Term 1 and Term 2 on some (but not all) modules. The marks you receive for this work are included in your final grade for the module.

Non-assessed (or formative) coursework: often modules are 100% exam based and the coursework through the year is non-assessed/formative. It is still compulsory but will not count toward your final mark.

PLEASE ENSURE THAT YOU KNOW HOW YOU WILL BE EXAMINED FOR EACH MODULE YOU ARE REGISTERED FOR. ASK YOUR MODULE TUTOR IF YOU ARE UNSURE.

5.1 Assessment of Non-Language Modules

Assessment methods vary from module to module. Here is a summary of what usually applies. Please check how you will be assessed with all your module tutors early in the year.

- a) Full-year affiliate students: assessed as SSEES students.
- b) Term 2 and 3 affiliate students on Term 2 only courses: assessed as SSEES students.
- c) Affiliate students on Term 1 modules worth 15 Credits: usually assessed by 2 pieces of work totalling 5,000 words (but check this with the module tutors).
- d) Affiliate students taking half (one term) of a module worth 30 credits: usually assessed by 2 pieces of work totalling 5,000 words (but check this with your module tutors).
- e) Affiliate students taking half (one term) of a module worth 15 credits: usually assessed by 1 piece of work totalling 2,500 words (but check this with your module tutors).

5.2 Assessment of Language Modules

- a) Full-year affiliate students: assessed as SSEES students.
- b) 'Term 1 only' affiliate students: assessment may include an oral examination plus a portfolio of that term's coursework. Check with the individual tutors.
- c) 'Term 2 and 3 only' students: Can only join the course if they are at an equivalent level to existing students. Therefore the assessment is as for SSEES students.

Whenever there is coursework – assessed or non-assessed – you **MUST** submit it if you wish to gain credits for the module.

Please ensure that you follow the instructions about how, where and when to submit your coursework for each individual course. Please check this with your module tutor.

You are advised to keep a copy of each piece of submitted coursework, to be on the safe side. You will be held responsible should things go missing.

5.3 Examinations

The UCL examination period takes place during Term 3 of the academic year (April-June). Students scheduled to take examinations must be in attendance at the College during this period. For affiliates here during the Term 1 only alternative assessment arrangements apply, as explained earlier in this guide (see above).

Your Portico record will detail your exam entry for each module. It is important that the information on your Portico record is correct, otherwise you may be entered for the wrong exam. Examination will take place online and timetables are usually published in March and will appear on your Portico record. Your timetable will list exam locations, times, and regulations. ***Please check this very carefully and report any problems or errors to the Affiliate Administrator immediately.***

Students with disabilities, medical conditions or dyslexia, should consult the UCL International Office in the first instance. They may refer you to the university disability co-ordinator.

In examinations requiring the use of calculators, you should familiarise yourself with the type of calculators permitted.

If you are absent or unable to take an exam you must inform both the International Office and the Affiliate Administrator at SSEES **as soon as possible**. If you are absent due to illness or accident, you must submit medical documentation immediately after the examination(s) in question. If you feel your preparation/revision for exams is being disrupted through illness, you must speak to the Head of Mobility at that time and not after or during the exam period.

Examination marking: most UCL examinations are double marked or moderated and many are also externally marked. Exam scripts are anonymous and marked by candidate number.

5.4 UCL Grades and their Translation to US Grades and ECTS

Your UCL transcripts will contain the marks awarded by UCL for your modules.

US Grades: a suggested grade translation will be included with the transcript, but it is up to your home institution to interpret these as they see fit.

ECTS: this is a recognised credit transfer system across Europe.

The UCL pass mark for undergraduate exams is 40%, and the overwhelming majority of students achieve marks between 40% and 70%. Achieving grades of over 70% is an indication of outstanding excellence. The UCL pass mark for postgraduate UCL exams is 50%.

You can find the SSEES assessment criteria and an explanation of the UCL grade bands in Section 10 of the [SSEES Student Handbook 2022-23](#).

NB: it is the responsibility of your home institution to determine how they wish to interpret the marks you are awarded by UCL.

5.5 Transcripts

Transcripts of results are administered centrally by UCL, not by individual departments (i.e. not by SSEES). Transcripts are issued automatically (i.e. you do not need to request them). Transcripts for Erasmus/exchange affiliate students are sent direct to your home university. Transcripts for JYA affiliates are sent to your home address. Any queries you have relating to your transcript must be addressed by email to: transcripts@ucl.ac.uk

Transcripts are usually sent out as follows:

- Affiliates who leave UCL at the end of Term 1 will usually receive their transcript in March
- Undergraduate affiliates who leave UCL at the end of Term 3 will usually receive their transcript in July or August
- Postgraduate affiliates who leave UCL at the end of Term 3 will usually receive their transcript in November or December.

Once your marks have been confirmed in Term 3, SSEES can provide you with a letter confirming your provisional results. Contact Robert on ssees-affiliate@ucl.ac.uk if you require a letter from SSEES listing your provisional results.

The Examinations Office will withhold the transcripts of any student who has an outstanding debt to the University, including overdue library books and fines, withheld residency fees and tuition fees.

5.6 Past examination papers

Past examination papers are held in the College Libraries and are available on the SSEES website at: <https://www.ucl.ac.uk/library/digital-collections/collections/exam>

6. Choosing your Modules

An up-to-date list of module choices open to affiliate students (undergraduates and postgraduates) is posted on SSEES website in mid-September each year. If you miss this session for any reason, please feel free to collect a copy of the relevant document from the Affiliate Administrator. PLEASE ENSURE YOU MAKE YOUR MODULE SELECTIONS FROM THE LIST FOR THE RELEVANT YEAR. You will be shown how to register your chosen modules on Portico during the SSEES Affiliate Induction Briefing.

For information on how to register your modules please on Portico please see <https://www.ucl.ac.uk/students/international-students/international-support/academic-life-uk/module-registration-affiliates> and <https://www.ucl.ac.uk/students/student-status/module-registration>

As affiliate students, you are obliged to take a full-time course load for the period you are here, as follows:

UNDERGRADUATE AFFILIATES:

- Term 1 only: 60 credits (30ECTS)
- Terms 2 and 3: 60 credits (30ECTS)
- Full-year (Terms 1, 2 and 3): 120 credits (60ECTS)

POSTGRADUATE AFFILIATES

- Term 1 only: 60 credits (30ECTS)
- Terms 2 and 3: 60 credits (30ECTS)
- Full-year (Terms 1, 2 and 3): 120 credits (60ECTS)

PLEASE NOTE THE FOLLOWING IMPORTANT POINTS:

1. Affiliate students may only take a reduced course load if they have written permission to do so from their home institution. **This should be sent via email to ssees-affiliate@ucl.ac.uk**
2. If you are registered only with SSEES, you must take at least 50% of your modules within SSEES.
3. If you are registered jointly in two departments, you must take at least 50% of your modules in your first admitting department and at least 25% in the other.
4. You are responsible for confirming with your home university that your home institution approves your SSEES modules choices and will recognise them for credit, if required.

5. Students can be approved to take a reduced course load after they have arrived at UCL, but only if they have written permission from their home university to do so. The reduction should usually be around 25% of the full course load; it cannot be greater than 50%. Full year students should take 45 ECTS over the year as a whole and 30 ECTS as a minimum over the year as a whole. The credits must be spread over the full year – students cannot do all 30 ECTS in one semester and then nothing in the other semester.

6. If you decide to withdraw from a module after you have signed up for it on Portico, you must inform the Affiliate Administrator. You must also inform him which module you have selected to replace it. Please always provide the module code and module name. **Please send this information via email to ssees-affiliate@ucl.ac.uk**

6.1 Learning Agreements, Confirmation of Stay Documents and Proof of Student Status

Your Erasmus+ learning agreement and confirmation of stay documents should be signed by the Head of Mobility, Dr Aglaya Snetkov. **Please ensure that you complete these formalities during term time.** It is not always possible for staff to process your learning agreement out of term time when they may be travelling, on research trips or attending conferences. **Again, please make sure that you do this in term time.**

If you need proof of student status, contact the UCL Student Centre. See here for information about the student centre opening times: <http://www.ucl.ac.uk/current-students/student-centre>

6.2 Online Timetable

The UCL Online Timetable lets you see your personal timetable week by week and can be used to find out when and where modules are taught. You should use it to see which modules will fit in your timetable. Once you have confirmed your module choices on Portico, your personal timetable will display all the modules you are registered to attend, including lectures, seminars, tutorials, labs, film screenings, computer training and more. **You must check it regularly for changes to dates, times or locations.**

Login with your UCL username and password to display your personal timetable, or select a department or subject area, a degree programme, or individual modules and create a custom timetable, to find out when and where modules are taught.

Your timetable is available to view at (<http://www.ucl.ac.uk/timetable>). You must check carefully to ensure that there are no problems with timetable clashes. If there are clashes, please see the Affiliate Administrator immediately.

TIP: Before submitting your module choice selection you must check the online timetable to make sure there are no clashes:

Step 1: Click 'Custom' and 'Click to Start'

Step 2: Enter the module name and click 'Search'

Step 3: Click on the module you wish to select

Step 4: Once you have made your entire selection, click 'Create Timetable' to view timetable

Step 5: You can change the display to show full year, term 1 and term 2.

Step 6: Please note that you will normally only be required to attend the lecture and ONE of the tutorial groups. Please ask if you are unsure.

Step 7: Once your courses are confirmed on Portico you will be able to login and view your personal timetable.

NOTE: UCL does not allow affiliate students to attend modules for which you are not registered.

6.3 Taking Modules Outside SSEES

If you wish to take modules outside SSEES, you will have to contact the relevant outside department (e.g. Anthropology, Geography etc) during registration week in order to sign up for a module in that department. Each department has their own procedure for admitting Affiliates to their modules. You will be provided with information about the departments' different procedures during the SSEES Affiliate Student Induction Session.

PLEASE NOTE: If you do choose to sign up for modules outside SSEES, it is your responsibility to check that your outside modules do not involve timetable clashes with your modules in SSEES. Remember that, as a SSEES Affiliate, you must take 50% of your modules in SSEES. Please be aware that modules across the College fill up rapidly, so it is a good idea to choose your modules as soon as possible in registration week.

6.4 Changing Modules

Occasionally students may wish to change their module options after teaching has begun because they find a module does not meet their expectations. Changing modules after induction week will require a) that there is space on the new module b) the permission of the relevant Module Tutor and c) the permission of the Affiliate Tutor.

7. Communication with UCL SSEES

7.1 Email

We use UCL email to contact students and send out important information, so it is essential that you check your UCL email account regularly. Please ensure that your details are up-to-date on Portico, including your mobile telephone number and term-time address.

7.2 Office Hours

All members of academic staff hold weekly term-time office hours (2 hours per week) when they are available to students. These are either held face to face or virtually. The days and times of SSEES staff office hours are given on the Moodle pages of each module. If you cannot find them there, email the

member of staff you wish to see to ask when they hold their office hours. If you wish to see a member of staff outside term or their office hours, you should email them to arrange a mutually convenient appointment.

7.3 Student Feedback

At the end of your time at SSEES you will be asked to complete an anonymous Student Evaluation Questionnaire (SEQ) for each module you studied. This is your opportunity to give feedback on areas of the module you liked and to make suggestions for how the module might be improved. SSEES takes this process very seriously.

8. Experiencing Difficulties?

Very occasionally students studying abroad may experience problems. Usually, these are easily solvable and occur during the 'settling in' period. However, for some problems it is useful to know that help is available if needed. Whatever your problem is – financial, personal or academic – talking to someone can help. The Affiliate Tutor is of course available to talk with you confidentially and anything you say to any of the SSEES staff of a personal nature will be treated with strict confidentiality. There are also other services available within the College.

8.1 UCL Health Centre

Located at 8 Ridgmount Street, WC1E 7AA. See here for a map: <http://www.gowerplacepractice.nhs.uk/info.aspx?p=8&pr=F83043>

The Health Centre is open from 9:00 to 17:30 Monday to Friday. You can view the holiday opening times here: <https://www.ridgmountpractice.nhs.uk/opening-hours-index> 'drop-in' service is available on weekdays from 9:30 to 10:30 am and from 14:30 to 15:30. To make an appointment, call 020 7387 6306 or book online by following the link provided here: <https://www.ridgmountpractice.nhs.uk/make-and-cancel-an-appointment>

8.2 Student Psychological Services (SPS)

SPS is just down the road from SSEES at 3 & 4 Taviton Street and can offer individual counselling sessions lasting 50 minutes. These sessions are for students who, having spoken to the Affiliate Tutor, feel they require additional support. There can be a long waiting list for non-urgent cases.

Talking to a counsellor can enable you to identify your problems and their origins and may help you to develop effective means for dealing with them. Counselling sessions are completely confidential and information will only be shared with third parties with your permission. To arrange an appointment contact Ms Gopiha Nandagopal on spcs-info@ucl.ac.uk or visit number 3, on the ground floor. Find more here: http://www.ucl.ac.uk/studentcounselling/index_home

General information regarding student support can be found at: <https://www.ucl.ac.uk/students/student-support-and-wellbeing>

8.3 UCL Union Nightline

UCL students themselves provide a support service in the form of UCL Union Nightline which provides advice and/or just a person to talk to between 18:00 and 8:00. Nightline is located at Student Central, Malet Street. You can **call** on [020 7631 0101](tel:02076310101), **email** on listening@nightline.org.uk **Skype** on [nightline.chat](https://nightline.org.uk/) or **text** on [07717 989 900](tel:07717989900).

Further details can be found at <https://nightline.org.uk/>

8.4 Student Disability Services (SDS)

If you have any kind of disability there may be support available. The UCL SDS team provides advice on all available support. SDS is now located adjacent to the Student Enquiries Centre on Floor 1 of the Student Centre. The Student Centre can be found at the following address, next to UCL's Bloomsbury Theatre: 27-28 Gordon Square, London WC1H 0AW.

To make an appointment, you can call them on 020 7679 0100, or [Get in touch with us through askUCL, our online student enquiries system](#).

For more information, visit their website: <https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support>

8.5 Dyslexia Support

If you are dyslexic or even concerned that you might be, find out about support available to you here: <https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support>

This is important since, if you are a student with dyslexia (or other disabilities) you might be eligible to receive examination support in the form of special equipment, specific locations and/or additional time for the examinations.

8.6 Student Grievances

In exceptional circumstance students may perceive that they have been unfairly treated. Examples include students who feel they have been harassed on sexual, racial or religious grounds; or students who feel their assessment was not handled correctly or that their teaching was sub-standard in some way.

In the unfortunate event that you feel that you have been treated unfairly – either by a member of staff or by another student – you should raise your concern with the member of staff or student. If this is not possible or does not resolve your concern, speak to the Affiliate Tutor and, if still not satisfied, you should approach the International Office.

9. Facilities at UCL and UCL SSEES

9.1 Student Common Room

Affiliate students are entitled to use the undergraduate junior common room for meeting other students, reading newspapers and eating/drinking. The junior common room is located on the 4th floor of the SSEES building.

9.2 Libraries and other Study Spaces

The SSEES library is renowned for the breadth and depth of its specialist collections pertaining to Central and Eastern Europe. The library is located on the ground floor of the SSEES building and you can access the library catalogue from <https://www.ucl.ac.uk/ssees/library>

UCL houses many other libraries in addition to the SSEES library. The main UCL library (<http://www.ucl.ac.uk/library/>) and the University of London Library (<https://www.senatehouselibrary.ac.uk/>), in Senate House, are the two most commonly used libraries by UCL students, but you can find a full list of the libraries and study spaces to which you have access at <https://www.ucl.ac.uk/library/libraries-and-study-spaces>

Check the individual library websites for information on opening hours, which vary from place to place as well as over the course of the academic year. To enter the various libraries and to borrow books you will need your UCL ID card. Please note that you will incur a penalty for the late return of books, so please make a note of any due dates. UCL will not release transcripts to students with outstanding debts, including library fees. Therefore, it is in your interest to return books on time.

9.3 SSEES Computing and Photocopying Facilities

The computer cluster room in the SSEES Library is for the use of all SSEES students. The door to the cluster room is fitted with a digilock and the entry code is available from the Issue Desk on production of a current UCL SSEES ID. Please contact the library reception for further details.

SSEES provides its own printing and photocopying system that uses Flexicards. You can purchase a Flexicard from the Issue Desk. Additional credit can be added manually at the recharging point in the photocopying room on the Lower Ground Floor using £1 and £2 coins. In addition to the SSEES Flexicard system, all UCL students have an annual allocation of 240 free pages of printing.

If there are problems with the Print Release Station, please contact the ISD Service Desk - Tel: 020 7679 5000 (x.25000 within UCL); e-mail: servicedesk@ucl.ac.uk

If there are problems with the computers or the SSEES-managed printers, please contact the Library Enquiry Office on the Ground Floor.

9.4 Clubs and Societies at UCL

UCL has a Clubs and Societies Centre (CSC) (<https://studentsunionucl.org/clubs-and-societies>). More information can be found at the UCL Fresher's Fayre that takes place annually in late September.

UCL also has a society specifically for visiting exchange students, the UCL Exchange Student Society (ESS). They have asked us to pass on the following message to you:

'Dear Exchange Student,

Your year abroad is yet to begin, but it will surely be one of the best years of your life! Exploring a new country and meeting lots of students from all over the world... And that is why our society exists! We are here specifically to help affiliate students at UCL to settle in, meet fellow students and explore London and the rest of the UK. We are organising a variety of social events, sightseeing trips and trips out of London.

We will be hosting several events during the first few weeks of university (including Fresher's week) where you can meet other exchange and home/regular UCL students.

*We are also looking for an **exchange representative** to help us better understand the wants and needs of the affiliate community. It is a unique opportunity to get involved with the UCL community outside your lectures, to get better understanding of what studying abroad is and to enrich your CV by challenging and developing your organisational and time-management skills!*

For more information about us and our upcoming events and trips, check out our Facebook page @UCLExchange. Looking forward to meeting you soon.

*Best wishes,
The ESS Committee'*

9.5 Student Organisations: UCLU and Student Central

All UCL students are automatically members of University College London Union (UCLU). For information about UCLU, including a map of the different sites, see <http://uclu.org> UCLU provides the main focus for student life at UCL. Your student ID will gain you access to all its many facilities, including bars, catering outlets, sports facilities, fitness centres and much more. At the beginning of each academic year there is a Fresher's Fayre where the various societies and sports clubs provide information. UCL also owns the Bloomsbury Theatre in Gordon Street, which runs a full professional programme of events. See <http://www.thebloomsbury.com>

UCLU members are also automatically entitled to be members of **Student Central** (formerly the University of London Union, or ULU). Full Student Central membership is free and enables you to get

involved with everything the organisation has to offer, including sports, societies, online tickets and access into their bars. Student Central is located on Malet Street, just a few minutes walk from the SSEES building. For further information, see: <http://www.student-central.co.uk>

9.6 Student Accommodation Service

For information about UCL student accommodation, see: <https://www.ucl.ac.uk/accommodation/>

9.7 Seminars, Conferences and Workshops

SSEES holds a large number of research presentations, seminars, conferences and workshops. This reflects our active research environment. We encourage all our students to take the opportunity to engage in some of these events. For information about the SSEES research centres and their seminars and events, see: <http://www.ucl.ac.uk/ssees/research/research-centres>

10. Affiliate Student Testimonials

This is what some of our past affiliate students have said about the time they spent at SSEES. If you would like to share your experiences with us and would be happy to have your words included in next year's Affiliate Handbook, please email your comments to **ssees-affiliate@ucl.ac.uk**

Matko Devoic, University of Zagreb, Croatia

'... this semester has been the best one in my life. My marks are great, I have met many interesting people, I have learned a lot studying at SSEES as well as working for Croatian Embassy where I was doing an internship. Also, London is a fabulous city. All in all, this semester will be an unforgettable experience.'

Virág Kemecei, Corvinus University, Budapest, Hungary

'I've never thought I would be able to spend my exchange in such a welcoming atmosphere as SSEES. The teachers and staff are extremely helpful and well-prepared, while the courses offered were truly academically challenging and enriching. I highly recommend this colourful department to anyone coming to UCL.'

Máté Mátyás, Corvinus University, Budapest, Hungary

'Studying at UCL SSEES meant defying preconceptions and widening my worldview regarding to not only East Europe, but also Britain, studying at a university, and life in general. Coming from a very different background than London's ever buzzing scene it has been a challenging, truly enriching and also empowering time for me. I'm taking knowledge, skills, great memories and – first of all – friendships with me, and the ability to unleash my potential, and do so much more than I previously thought was possible, since having been part of UCL's ethos really opens up new doors and shows new paths ahead.'

Carmen Böckeler, European University Viadrina, Frankfurt (Oder), Germany

'I had the most inspiring year at UCL and the global citizenship programme is definitely a lovely opportunity to broaden my mind a bit more in the last 2 weeks. Already thinking of applying for a MA in London.'

Lukasz Adamiak, Jagiellonian University, Krakow, Poland

'I really enjoyed my time during the exchange. It was both exciting and challenging.'

Soma Nagy, Corvinus University, Budapest, Hungary

'Thank you for all your help during the year. I loved every minute of being at UCL: the atmosphere, the teaching methods of the professors, the fact that there is no substantial difference between regular and affiliate students, the campus, the optional form of the exam questions, the events of the student union, the clubs & societies, the research opportunities of the library and I could continue it for a long time. It was a wonderful experience for me altogether. In terms of studying difficulty, it was not the easiest period of my studies (but nor should it be), and also it was definitely the most interesting of my schoolyears so far. Once I'm done with my bachelor, I will certainly be applying to UCL for my master's.'

The information contained in this handbook is correct at the time of writing. Please be aware that some details may be subject to change. Every effort will be made to update the handbook as quickly as possible in the event of such changes.