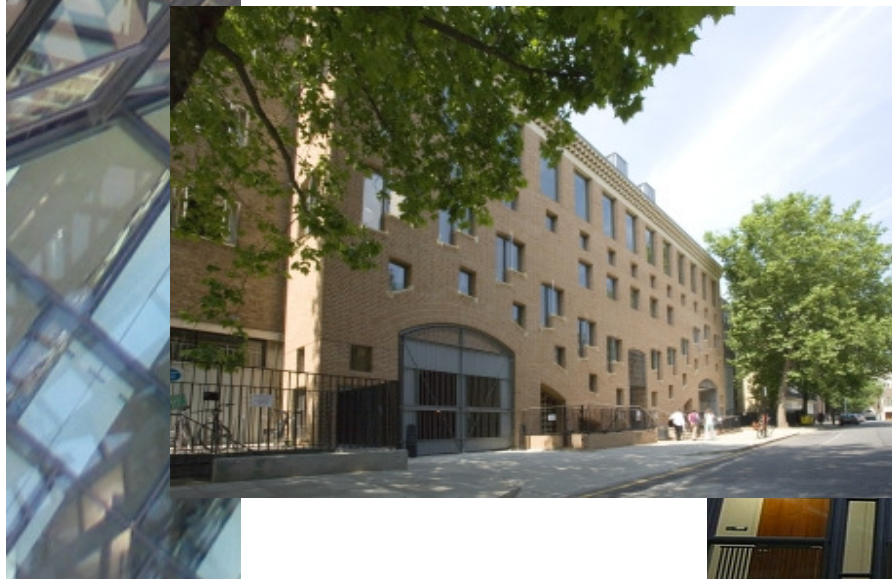
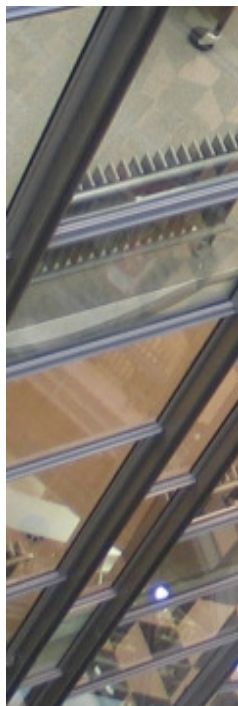


# MA STUDENT HANDBOOK 2011-2012

- **Economics & Business**
- **Language & Culture**
- **Politics**
- **History**





## Welcome to SSEES

Welcome to the School of Slavonic and East European Studies, University College London.

As you know, 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-East Europe and Russia. More than 60 academic staff work at UCL SSEES, teaching and conducting research in the history, economics, politics, sociology, anthropology, culture, literature and languages of the countries of the region. We aim to provide you with stimulating, high quality, research-led courses within flexible and wide-ranging interdisciplinary degrees. Our Graduates have an enviable record in securing employment in both public and private sectors.

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 programme of high-profile international speakers, conferences, seminars, and other events.

You are now a member of a specialist institution 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.

We hope that you will make full use of the unique opportunities which lie before you.

*Robin Aizlewood*

Robin Aizlewood  
Director of SSEES

## Contents

|  |           |
|--|-----------|
| <b><u>SSEES MA PROGRAMMES</u></b>                          | <b>5</b>  |
| MA in Central and South-East European Studies              | 5         |
| MA in Comparative Business Economics                       | 5         |
| MA in History  | 6         |
| MA in Identity, Culture and Power                          | 6         |
| MA in Institutions, Development and Globalisation          | 6         |
| MA in Politics, Security and Integration                   | 7         |
| MA in Russian and East European Literature and Culture     | 7         |
| MA in Russian Studies                                      | 7         |
| <b><u>MA ENROLMENT AND REGISTRATION</u></b>                | <b>8</b>  |
| Term Dates   | 8         |
| <b><u>SUPPORT, ADVICE AND LINES OF COMMUNICATION</u></b>   | <b>8</b>  |
| Student Administration Office                              | 8         |
| Academic Programmes Management and Administration Contacts | 9         |
| UCL Graduate School  | 10        |
| Other Useful Contacts                                      | 10        |
| <b><u>MA STUDY INFORMATION</u></b>                         | <b>12</b> |
| Teaching Aims  | 12        |
| <b><u>TOOLS TO SUPPORT YOUR LEARNING</u></b>               | <b>12</b> |
| Timetable and Creating Your Timetable                      | 12        |
| Creating your personal timetable to include option modules | 13        |
| PORTICO: The UCL Student Information Service               | 13        |
| E-mail Facilities  | 14        |
| Personal Tutor   | 15        |
| Moodle   | 15        |
| Office Hours   | 15        |
| Notice Boards  | 15        |
| Services for Students with Individual Needs                | 15        |
| <b><u>STUDYING AT SSEES</u></b>                            | <b>16</b> |
| Coursework Requirements                                    | 16        |
| Requests to Change an MA Module                            | 16        |
| MA Methods of Assessment                                   | 17        |
| Student Feedback   | 17        |

|  |                  |
|--|------------------|
| Attendance   | 18               |
| Student Representation on Committees   | 18               |
| Research Centres and Related Activities at the School                        | 19               |
| ▪ CEELBAS  | 19               |
| ▪ Center for the Study of Central Europe                                     | 19               |
| ▪ Centre for South-East European Studies                                     | 19               |
| ▪ Centre for Russian Studies   | 19               |
| ▪ Russian Cinema Research Group  | 19               |
| ▪ Centre for Comparative Economics   | 19               |
| ▪ Centre for European Politics, Security and Integration                     | 19               |
| Conferences, Seminars and Events   | 19               |
| <b><u>INVOLVEMENT WITH PUBLICATIONS</u></b>                                  | <b><u>21</u></b> |
| The Slavonic and East European Review (SEER)                                 | 21               |
| Central Europe   | 21               |
| Slovo: a Journal of Contemporary Russian, East European and Eurasian Affairs | 21               |
| <b><u>OTHER SSEES STUDY FACILITIES</u></b>                                   | <b><u>22</u></b> |
| <b>Language Evening Courses</b>  | 22               |
| In-Sessional English Course  | 22               |
| <b><u>SSEES LIBRARY AND COMPUTING</u></b>                                    | <b><u>22</u></b> |
| Other UCL Libraries  | 23               |
| Senate House Library   | 23               |
| Computing  | 23               |
| UCL & SSEES Computer and Printer Facilities                                  | 23               |
| UCL Computer and Printer Facilities  | 24               |
| Audio-Visual Facilities  | 24               |
| <b><u>ACADEMIC PERFORMANCE AND ASSESSMENT</u></b>                            | <b><u>25</u></b> |
| The Scheme of Award  | 25               |
| Assessment: Definition of Complete and Incomplete                            | 26               |
| Examinations   | 27               |
| Dates of Examinations and Submission Deadlines                               | 27               |
| Registering for Examinations   | 27               |
| Unexplained Absence from Examinations  | 29               |
| Withdrawal from Examinations on Academic or Exceptional Grounds              | 29               |
| Conduct of Examinations  | 30               |
| Use of Reference Materials   | 30               |
| Calculators  | 30               |
| Dictionaries   | 30               |
| MA Guidance on the Preparation of Assessed Essays and Dissertation           | 31               |
| Plagiarism   | 31               |

|   |           |
|---|-----------|
| Assessed Essays   | 32        |
| Anonymous Submission of Coursework                            | 33        |
| Late Submission of Assessed Work                              | 33        |
| Penalties for Over-Length Coursework, including Dissertations | 34        |
| Extension Requests  | 34        |
| Feedback on Coursework  | 35        |
| <b><u>MA DISSERTATION:</u></b>                                | <b>35</b> |
| Aims  | 35        |
| Objectives  | 35        |
| Timetable   | 35        |
| The Topic of the Dissertation and the Choice of Adviser       | 36        |
| Supervision   | 36        |
| Submitting Final Version                                      | 37        |
| Dissertation Extensions                                       | 37        |
| <b><u>POLICIES, RULES AND REGULATIONS</u></b>                 | <b>38</b> |
| Academic Regulations  | 38        |
| Non-Academic Regulations                                      | 38        |
| De-Registration and Appeal                                    | 38        |
| Complaints and Grievances                                     | 39        |
| Data Protection   | 39        |
| Equal Opportunity and Race Equality                           | 39        |
| <b><u>PLANNING YOUR FUTURE</u></b>                            | <b>40</b> |
| Careers Advice  | 40        |
| Postgraduate Study  | 40        |
| References  | 40        |
| <b><u>WHAT TO DO WHEN YOU HAVE PROBLEMS</u></b>               | <b>40</b> |
| The Students Union  | 41        |
| Academic Problems   | 41        |
| Personal Problems   | 41        |
| Welfare Problems  | 41        |
| Financial Problems  | 41        |
| Health Problems   | 42        |
| <b><u>HEALTH AND SAFETY MATTERS</u></b>                       | <b>42</b> |
| Code of Practice  | 42        |
| SSEES Safety Policy   | 42        |
| SSEES Safety Arrangements                                     | 42        |

|                                     |    |
|-------------------------------------|----|
| <b>Emergency Situations</b>         | 43 |
| <b>Fire</b>                         | 43 |
| <b>Risk Assessment</b>              | 44 |
| <b>Accident Reporting</b>           | 44 |
| <b>Smoking, Eating and Drinking</b> | 44 |

## **SSEES MA Programmes**

The School offers ten MA/MRes degrees, 8 of 12 months (full-time), 2 of 24 months (full-time) starting in late September. In each one-year degree, students take courses to the value of 120 credits and complete a dissertation of 10,000 -12,000 words, worth 60 credits. A one-term course is worth 20 credits; a two-term course is worth 40 credits.

Some of the degrees require students to take compulsory core courses, but a feature of all them is the amount of choice available. Please note that due to the large number of courses offered your chosen courses may clash. Exceptionally, and subject to the approval of the programme coordinator, a course may be selected from the Masters programmes of other departments within UCL, and other colleges within the University of London, provided that it contributes to the overall coherence of the degree and that the other department or college agrees.

The dissertation is an independently researched piece of work. The topic will normally be within the subject area of the degree chosen by the student, and students receive tutorial help with the choice of topic and its scope.

### **MA in Central and South-East European Studies**

This is a multi- and interdisciplinary programme that enables students to get to grips with the complex culture, history, literature, politics, and society of the region from Western Bohemia to Wallachia and from Mazuria to Macedonia. Students are also able to take courses in language and in research skills. At the end of the course, students will be well prepared for further academic research on the region or for employment in business, think-tanks, NGOs, or similar, both in Britain and abroad.

### **MA in Comparative Business Economics**

The MA in Comparative Business Economics (CBE) is focused principally at company level study and offers the chance to examine: the role of multinationals; corporate governance and finance; privatisation; entrepreneurship; and the determinants of innovation and technological change within the European area.

The principal objective of the programme is to offer discipline (economics) based training combined *with* empirical application drawing on the experiences of the twenty-eight nations that have emerged from the former Soviet block in Europe and Asia. While the trade gravity centre of this region is firmly rooted within the EU, our approach defines Europe - our area of interest - according to its economic links rather than its current borders. The programme equips students with strong foundations in both international business and economics as well as in finance and corporate governance. Combining those skills with the development of a working knowledge of one of the main European languages is recommended, though not required. Students should take 2 core modules, 2 compulsory research methods modules, and electives from across a broad range (including languages of the region) and undertake a substantive research-based dissertation

The MA in CBE prepares our graduates for both further research in the areas specified above, and for work in international business (and we see almost any successful modern business as international), for European and national government institutions, and for developing their own entrepreneurial ventures.

### **MA in History**

The MA in History provides a unique range of options in the history of the region from the early modern period to the present. The SSEES area covers lands where mighty empires and many nations and peoples have interacted and competed over the centuries: the Russian Empire, the Polish-Lithuanian Commonwealth, the Habsburg Monarchy, the Ottoman Empire, the German Empire, and their successor states. You are encouraged to choose a range of courses that is as diverse in geography as it is varied in approach. The MA programme is especially rich in courses exploring the relationship between power and culture. Several methods courses are available, including Methods of area studies research (MASR).

### **MA in Identity, Culture and Power**

The MA in Identity, Culture and Power provides an opportunity to study the political and cultural power of identity (defined in terms of nation, ethnicity, gender or sexuality) across a range of contexts and from a variety of perspectives. The degree adopts an interdisciplinary approach, drawing on politics, international relations, sociology, anthropology, literature, discourse, linguistics, film studies and history. The programme offers methodology and research skills courses, including Methods of Area Studies Research (MASR).

### **MA in Institutions, Development and Globalisation**

The MA in Institutions, Development and Globalisation is an interdisciplinary pan-European programme specialising in the areas of comparative economic systems and development studies. The core modules of the programme explore the economics of transition and integration within the broader context of institutions, development and globalisation.

The principal objective of the programme is to offer discipline (economics) based training combined with empirical application drawing on the development experiences of the twenty-eight nations that have emerged from the former Soviet bloc in Europe and Asia. The programme analyses the impact of institutional reforms on diverse outcomes, including economic performance, socioeconomic development, financial integration, democratisation, innovation and entrepreneurship, and internationalisation. Institutional aspects are embedded throughout the whole programme. Such courses as Economics of Transition, Political Economy of Health, Development and Welfare, Financial Development, Economics of Industrial Change in Europe and Globalisation of Transition Economies are all contextualised to some extent within an institutional framework, and either these modules contain individual lectures pertaining to the issues of institutional economics or an institutional comparative analysis is incorporated in a number of topics of these modules, making institutions a crucial part of the course. Students should take 2 core modules, 2 compulsory research methods modules and electives from across a broad range (including languages of the region) and undertake a substantive research-based dissertation.

The MA opens up a range of opportunities. Graduates from the programme have gone on to work in think tanks, political parties, national, European and international organisations, the media and non-governmental organisations as economic and political analysts. Many others have gone on to doctoral studies.

### **MA in Politics, Security and Integration**

The MA in Politics, Security and Integration provides an opportunity to study political and social developments in post-communist Europe in both depth and breadth. Regions covered by the programme include Central and Eastern Europe, the Western Balkans and most parts of the former Soviet Union. The range of courses offered allows students either to focus on one region or to study regions across the post-communist world. The programme tackles issues such as democratisation, state-building, ethnicity and nationalism, European integration, and foreign policy and security through both theoretically-based and area-oriented courses, enabling students to tailor their degree according to their interests and background.

The programme offers a number of courses in Methods of area studies research (MASR) as well as further methodology courses.

### **MA in Russian and East European Literature and Culture**

The MA in Russian and East European Literature and Culture is one of the most wide-ranging programs of its kind offered anywhere in the world. SSEES offers a rich variety of courses on the region, ranging from the pre-modern period to the latest 21st-century developments, from Russia and Poland to the Czech Republic and Croatia, and from film and philosophy to literature and cultural studies.

### **MA in Russian Studies**

Russia is one of the most exciting and important countries in the world and SSEES is the ideal place in which to study it. The MA program in Russian Studies draws on the unique area studies expertise at SSEES to offer a choice of courses unparalleled in depth and breadth, ranging from Russia's medieval history to its contemporary politics, from 19th-century literature to 21st-century film.

In putting together their course choices, students can choose to explore Russian culture from a variety of perspectives, whether by specialising in literature and culture, social sciences or history, or by combining more than one discipline into an interdisciplinary degree. Students are also encouraged to take a methodology course to develop their research skills. In addition, many MA students choose to learn Russian for the first time, or to improve their existing command of Russian, by taking one of the three Russian-language courses offered within the MA.

A wide variety of Russian-themed and interdisciplinary seminars enhance the sense of community in the large and lively Russian Studies cohort, as do frequent social events with a Russian theme.

## [MA Enrolment and Registration](#)

This is a two-tier process: you enrol as a student of UCL, for which separate information has been sent to you, and we also ask you to give some details to SSEES staff directly to facilitate the administration of your degree. It is very important that you attend for [enrolment](#) on the date and at the time specified in the induction schedule.

Fees are paid to the Registry. If your fee payment has not been processed at this point, your enrolment is provisional until your fees have been paid. At this stage, you will also collect your [Student Identity Card](#), which is essential for many purposes, including registration in all UCL libraries and the University of London Library. Photography sessions for the ID card are arranged and advertised around College.

## [Term Dates](#)

There are three terms in each Academic Year. Teaching usually takes place in Term 1 and Term 2, and Term 3 is used for revision and examinations.

Term 1 is 12 weeks long. This includes an induction week at the start of term and a Reading Week in November. Term 2 is 11 weeks long with a Reading Week in February. Accordingly, in Terms 1 and 2 there is 10 weeks of teaching. Term 3 is 7 weeks long.

|                            |  |  |
|----------------------------|--|--|
| <b>Induction Week</b>      | Monday 26 <sup>th</sup> September 2011 | Friday 30 <sup>th</sup> September 2011 |
| <b>Term 1</b>              | Monday 3 <sup>rd</sup> October 2011    | Friday 16 <sup>th</sup> December 2011  |
| <b>Term 1 Reading Week</b> | Monday 7 <sup>th</sup> November 2011   | Friday 11 <sup>th</sup> November 2011  |
| <hr/>                      |  |  |
| <b>Term 2</b>              | Monday 9 <sup>th</sup> January 2012    | Friday 23 <sup>rd</sup> March 2012     |
| <b>Term 2 Reading Week</b> | Monday 13 <sup>th</sup> February 2012  | Friday 17 <sup>th</sup> February 2012  |
| <hr/>                      |  |  |
| <b>Term 3</b>              | Monday 23 <sup>rd</sup> April 2012     | Friday 8 <sup>th</sup> June 2012       |
| <b>Examination Period*</b> | 27 <sup>th</sup> April 2012            | 25 <sup>th</sup> May 2012              |

*\*Note that examinations for courses taken in other Colleges could occur outside these dates.*

A full list of UCL closure days and Bank Holiday dates can be found [here](#)

## [Support, Advice and Lines of Communication](#)

### [Student Administration Office](#)

The Student Administration Office for SSEES is located in Rm341 on the third floor of the SSEES building. The office is open between 10:00-16:00 during the week, *apart from Wednesday afternoons* when it closes at 13:00.

This Office accommodates the Programme Administrator for your programme of study, and is where you will come to submit paper copies of assignments, or other forms during your time at SSEES. This office accommodates all of the Programme Administrators and a Student

Enquiries Officer who you can contact if you need course information, or need to leave a message because you are unable to attend a class or seminar.

The staff in Rm.341 are as follows:

|   |                                |         |   |
|---|--------------------------------|---------|---|
| Student Administration<br>General Enquiries | Miss Gemma Martin              | Rm. 341 | Tel: 020 7679 8770<br>Email: <a href="mailto:g.martin@ssees.ucl.ac.uk">g.martin@ssees.ucl.ac.uk</a>                     |
| Economics & Business                        | Mrs Ewa Kedzierska             | Rm. 341 | Tel: 020 7679 8772<br>Email: <a href="mailto:e.kedzierska@ssees.ucl.ac.uk">e.kedzierska@ssees.ucl.ac.uk</a>             |
| History                                     | Ms Susie Rizvi                 | Rm. 341 | Tel: 020 7679 8774<br>Email: <a href="mailto:s.rizvi@ssees.ucl.ac.uk">s.rizvi@ssees.ucl.ac.uk</a>                       |
| Languages & Culture                         | Mr Ben Chatterley              | Rm. 341 | Tel: 020 7679 8771<br>Email: <a href="mailto:b.chatterley@ssees.ucl.ac.uk">b.chatterley@ssees.ucl.ac.uk</a>             |
| Politics & Sociology                        | Ms Sasha Aleksić               | Rm. 341 | Tel: 020 7679 8773<br>Email: <a href="mailto:s.aleksic@ssees.ucl.ac.uk">s.aleksic@ssees.ucl.ac.uk</a>                   |
| Postgraduate<br>Administrator               | Ms Alexa Stewart               | Rm. 341 | Tel: 020 7679 8775<br>Email: <a href="mailto:a.stewart@ssees.ucl.ac.uk">a.stewart@ssees.ucl.ac.uk</a>                   |
| Academic<br>Administration Manager          | Mr Joseph Dally-<br>Fitzsimons | Rm. 341 | Tel: 020 7679 8820<br>Email: <a href="mailto:j.dally-fitzsimons@ssees.ucl.ac.uk">j.dally-fitzsimons@ssees.ucl.ac.uk</a> |

### Academic Programmes Management and Administration Contacts

The tables below list staff with roles within SSEES that can support you during your studies. You will find these roles referred to in some of the sections of this handbook.

|  |  |
|--|--|
| Director   | Dr Robin Aizlewood, room 408<br>PA to Director:<br>Christine Fernandes: 020 7679 8751  |
| Head of Teaching Programmes<br>(Graduate Tutor)  | Dr Zoran Milutinović, 020 7679 8728<br><a href="mailto:z.milutinovic@ssees.ucl.ac.uk">z.milutinovic@ssees.ucl.ac.uk</a> , room 323 |
| Programme Co-ordinator<br>(Economics & Business) | Dr Svetlana Makarova, 020 7679 8821<br><a href="mailto:s.makarova@ssees.ucl.ac.uk">s.makarova@ssees.ucl.ac.uk</a> , room 525       |
| Programme Co-ordinator (Politics)                | Dr Felix Ciută, 020 7679 8764<br><a href="mailto:f.ciuta@ssees.ucl.ac.uk">f.ciuta@ssees.ucl.ac.uk</a> , room 424                   |
| Programme Co-ordinator (History)                 | Dr Egbert Klautke, 020 7679 8729<br><a href="mailto:e.klautke@ssees.ucl.ac.uk">e.klautke@ssees.ucl.ac.uk</a> , room 324            |

|  |  |
|--|--|
| Programme Co-ordinator (Language & Culture)                      | Dr Maria Rubins, 020 7679 8814<br><a href="mailto:m.rubins@ssees.ucl.ac.uk">m.rubins@ssees.ucl.ac.uk</a> , room 512                              |
| Head of Postgraduate Research                                    | Dr Susan Morrissey, 020 7679 8760<br><a href="mailto:s.morrissey@ssees.ucl.ac.uk">s.morrissey@ssees.ucl.ac.uk</a> , room 420                     |
| Careers Liaison Officer  | Dr Pete Duncan, 020 7679 8762<br><a href="mailto:p.duncan@ssees.ucl.ac.uk">p.duncan@ssees.ucl.ac.uk</a> , room 422                               |
| Equal Opportunity Liaison Officer                                | Dr Seán Hanley, 020 7679 8818<br><a href="mailto:s.hanley@ssees.ucl.ac.uk">s.hanley@ssees.ucl.ac.uk</a> , room 523                               |
| Academic Administration Manager and Examinations Liaison Officer | Mr Joseph Dally-Fitzsimons, 0207 679 8820, <a href="mailto:j.dally-fitzsimons@ssees.ucl.ac.uk">j.dally-fitzsimons@ssees.ucl.ac.uk</a> , room 341 |
| Admissions Officer   | Mr Roland Monger, 020 7679 8830<br><a href="mailto:r.monger@ssees.ucl.ac.uk">r.monger@ssees.ucl.ac.uk</a> , room 309                             |
| SSEES Library  | Enquiries: 020 7679 8702;<br>Renewals: 020 7679 8701<br><a href="mailto:ssees-library@ssees.ucl.ac.uk">ssees-library@ssees.ucl.ac.uk</a>         |
| Librarian and Director of Information Services                   | Ms Lesley Pitman, 020 7679 8703,<br><a href="mailto:l.pitman@ssees.ucl.ac.uk">l.pitman@ssees.ucl.ac.uk</a>                                       |

A full list of contact details for SSEES Staff can be found [here](#)

### UCL Graduate School

|  |   |
|--|---|
| Head   | Professor David Bogle.<br>020 7679 2027/3083 or PA 7679 7844,<br><a href="mailto:gradschoolhead@ucl.ac.uk">gradschoolhead@ucl.ac.uk</a> |
| Administrator  | Anne Macdonald. 020 7380 7841,<br><a href="mailto:a.macdonald@ucl.ac.uk">a.macdonald@ucl.ac.uk</a>                                      |
| Faculty Graduate Tutor: Social and Historical Sciences | Dr Tom Gretton, Dept of History of Art,<br><a href="mailto:t.gretton@ucl.ac.uk">t.gretton@ucl.ac.uk</a>                                 |

### Other Useful Contacts

|                  |                 |                                     |  |
|------------------|-----------------|-------------------------------------|--|
| Dean of Students | Dr Ruth Siddall | G6 Ground Floor<br>4 Taviton Street | 020 7679 4545,<br><a href="mailto:Dean.of.Students@ucl.ac.uk">Dean.of.Students@ucl.ac.uk</a> |
| Student          | Jacynta Etienne | 3 Taviton Street,                   | 020 7679 1487,   |

|   |  |   |  |
|---|--|---|--|
| Psychological Services                          |  | 1st Floor,<br>Rm 101  | <a href="mailto:j.etienne@ucl.ac.uk">j.etienne@ucl.ac.uk</a>   |
| Rights & Advice Centre                          | Hameera Saeed  | 15 Gordon Street,<br>1st Floor,<br>Bloomsbury<br>Theatre Building                                 | 020 7679 2998,   |
| Advisors to Women students                      | Dr Hilary Richards                                   |   | 020 7679 2934,<br><a href="mailto:h.richards@ucl.ac.uk">h.richards@ucl.ac.uk</a>   |
| UCL Students Union                              |  | 25 Gordon Street  | 020 7387 3611  |
| UCL Health Centre                               |  | 3 Gower Place   | 020 7387 6306  |
| Accommodation Offices                           |  | University of<br>London:<br>Basement,<br>Senate House,<br>South Block<br><br>UCL: 117 Gower<br>St | 020 7862 8880,<br><a href="mailto:ulao@accom.lon.ac.uk">ulao@accom.lon.ac.uk</a><br><br>020 7679 7077,<br><a href="mailto:residences@ucl.ac.uk">residences@ucl.ac.uk</a> |
| Careers Service                                 | Patrice Ware (for<br>SSEES)                          | Wednesdays in<br>Room 503,<br>16 Taviton Street   | 020 7554 4505,<br><a href="mailto:p.ware@ucl.ac.uk">p.ware@ucl.ac.uk</a>   |
| Disability Co-ordinator<br>Registrar's Division | Marian Hingston<br>Lamb                              | Room G16,<br>Registrar's<br>Division  | 020 7679 1343,<br><a href="mailto:disability@ucl.ac.uk">disability@ucl.ac.uk</a>   |
| Nightline (6pm-<br>8am)                         | An all-night service<br>for students<br>wanting help |   | 020 7436 5561  |
| UCL Main Library                                | Wilkins Building,<br>central site                    |   | Enquiries: 020 7380 7793<br>Issue Desk: 0207 38<br>07792<br>E-mail: <a href="mailto:library@ucl.ac.uk">library@ucl.ac.uk</a>   |

## [MA Study Information](#)

### Teaching Aims

All Master's programmes aim to:

- introduce students to understanding of various aspects of the region and to advanced knowledge in the field;
- enable students to enhance their mastery of research skills, and to carry on to doctoral research;
- give students opportunities for training in and application of these skills;
- develop allied skills of self-expression and communication;
- enable students to follow careers that draw on the skills and expertise gained through their degree.

A detailed outline of the aims and objectives of each degree programme and of the knowledge, understanding and skills that the programme develops is given in the [Programme Specifications](#). The website also contains also outline teaching/learning methods and strategies, forms of assessment and skills.

## [Tools to Support Your Learning](#)

### Timetable and Creating Your Timetable

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, see your Programme Administrator.

The UCL Online Timetable at <http://www.ucl.ac.uk/timetable> lets you see your personal timetable week by week and can be used to find out when things are being taught across UCL. Use it to select course units which will fit in your timetable. Your personal timetable will display all the course units 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 standard 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 things are scheduled to be taught.

#### Four Types of Timetable:

- **Personal** timetables for students and teaching staff with a UCL username and password (see further details below).
- **Department** or Subject Area timetables by year of study.
- **Degree programme** timetables by year of study.
- **Custom** timetable lets you choose modules to create a timetable.

#### Features:

- display a week, term or year
- click back and forth through weeks or select a week
- click on an event to open pop-up box and see further details
- link to UCL maps route finder by clicking on the room
- students can display all groups timetabled for their modules, by default only groups they are assigned to are displayed
- students and lecturers see all their teaching for all departments in one view

### Creating your personal timetable to include option modules

**Step 1** Enter your options in Portico. Click on 'view provisional timetable' and you will be taken to the timetable website to check that your options fit in your timetable. Once you are happy that your timetable is clash-free confirm your options in Portico.

**Step 2** Once you confirm your options in Portico, they will (provisionally) appear in your timetable the next day. If a module selection is not approved by the teaching department or you delete it in Portico, it will be removed from your timetable the following day. Once approved, your options will continue to be displayed on your personal timetable.

**Step 3** Your personal timetable displays the modules you are registered to attend in Portico. Students are automatically registered for compulsory modules so they immediately appear in your timetable.

**Step 4** Groups such as tutorials, labs and seminars are added to your timetable when you are assigned to a group by the teaching department. You can choose to display all groups for your modules.

**Step 5** Timetables are subject to change. Any change to the timetable from any department at UCL is reflected immediately in the online timetable and your personal timetable will be updated automatically. Remember to check your timetable regularly and report clashes to your Programme Administrator as soon as you can.

### PORTICO: The UCL Student Information Service

UCL uses a Student System which is known as Portico: The UCL Student Information Service. As a student you can take ownership of your own personal data by logging on to PORTICO. You will be expected to:

- **edit your own personal data** - e.g. update your home and term addresses, contact numbers and other elements of your personal details;
- **view data about courses/modules** - i.e. information on courses/modules available either in your home department or elsewhere to help you choose your optional modules / electives
- **complete online module registration** - i.e. select the modules you would like to study, in accordance with the rules for your programme of study (subject to formal approval and sign off by the relevant teaching department and your parent department and subject to timetable restrictions); new students will carry out module registration at

the beginning of term; records from module registration are used to enter you for the right examinations, so correct module registration is extremely important

- **view examination timetable and regulations**
- **view your own examination results online**

Access to Portico is available to students and staff of UCL via the web portal: <http://www.ucl.ac.uk/Portico>. You will need to logon using your **UCL user id and password**, which are issued to you once you have enrolled. These will allow you to access UCL restricted web pages, UCL email and the Windows Terminal Service (WTS). If you do not know your user id and password, you should contact the IS Helpdesk as soon as possible (<http://www.ucl.ac.uk/is/helpdesk>). Please remember that your password will automatically expire after 150 days, unless it has been changed. Warnings are sent to your UCL email address during a 30 day period.

It is vitally important that you ensure that your contact details are kept up to date at all times during your time at SSEES. Failure to do so may mean that you miss out on important information which may be sent to you. SSEES will not take responsibility if important information is sent to you and you have failed to keep your record updated.

### **E-mail Facilities**

Each student will be issued with an e-mail account when they register at UCL. This will enable you to keep in contact with other electronic mail users both inside and outside UCL. The majority of communications by staff and departmental administrators will be made by e-mail. **Please check your UCL e-mail regularly as it is UCL policy that all communication with you will be sent to your @ucl.ac.uk e-mail address.**

If you do not check this address regularly, it is your responsibility to arrange forwarding of messages to an address you do check regularly by sending an email to [postmaster@ucl.ac.uk](mailto:postmaster@ucl.ac.uk) stating exactly what you would like done.

Further details of how to manage your UCL e-mail account can be found at: <http://www.ucl.ac.uk/is/mail/>. If you do not read your UCL e-mail you will miss important messages. You are advised to make a note of the addresses of your tutors so that you can contact them in the event of problems. Staff will not open e-mails if your name is not shown clearly.

- You can read your UCL email on the web at <http://www.webmail.ucl.ac.uk>
- You can change your password on the web, at any time, at <https://www.ucl.ac.uk/is/passwords/changepw.htm>

If you forget or lose your password you will need to get it reissued. We strongly advise that you register for the User Authentication Service so that your Password can be issued to you over the phone. To register for this service, see <http://www.ucl.ac.uk/is/helpdesk/authenticate/>. Otherwise, you will need to visit the **IS Helpdesk** in person or ask them to post a new password to your registered home or term-time address.

## Personal Tutor

You will be assigned to a member of staff who can advise you on matters related to work and social or personal problems. The name of your Personal Tutor will be listed on your Portico record, under 'key skills', 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 (preferably by appointment) whenever you require help or advice in resolving a problem. All issues will be discussed confidentially, unless you agree otherwise. Having a personal tutor provides you with an opportunity to get to know a member of staff in a non-academic capacity. All academic matters are the responsibility of the **Programme Co-ordinators** and the Head of Teaching Programmes (**Graduate Tutor**).

## Moodle

SSEES is making increased use of **Moodle** to facilitate communication among students and staff. Moodle pages can feature a variety of materials, such as downloadable course materials for download, a blog, discussion boards, a wiki, training in the use of Moodle and other resources. To access Moodle, please visit <https://moodle.ucl.ac.uk/login/index.php>. You will need to enter your UCL username and password, and then select "UCL School of Slavonic and East European Studies".

## Office Hours

Students can meet members of staff to discuss academic matters without appointments during their specified office hours. A list of office hours can be found on the [Current Students web-page](#). If consultation is required at other times, please make appointments via email.

## Notice Boards

Notice Boards are located in the foyer outside the Student Administration Office on the third floor. They list course notices and other important programme information. *You must check these boards regularly.*

## Services for Students with Individual Needs

A **UCL Disability Co-ordinator** is available to provide advice and practical support in the following ways:

- Assessments of support need, including diagnostic assessments for students with dyslexia
- Assistance to students with disabilities in applying for grants from LEAs and Trusts
- Up-to-date advice on special equipment that may assist with managing a disability
- Organising note-taking/interpreter/reader support
- Providing information on access to all UCL teaching space
- Administering the Hardship Fund for students with disabilities (EU and overseas students only)

A UCL IT-trainer can provide advice on equipment purchase, setting-up and installing computer systems in students' homes, and some initial training.

Special examination arrangements can be made for students with disabilities who need to take their examinations in a separate room designed for this purpose, or to use special equipment or other facilities. Please note that students with dyslexia who require additional examination time should contact the SSEES Examinations Liaison Officer in good time so that arrangements for a dyslexia assessment can be made.

Copies of the UCL booklet *Information for Students with Disabilities and the Disability Statement* are available on request from the UCL Disability Coordinator in the Registrar's Division. UCL Disability Services also have a website [here](#)

## [Studying at SSEES](#)

### Coursework Requirements

Essays or other coursework assignments may constitute part of the final assessment. Your Course Tutor will explain the teaching and assessment arrangements when the course starts.

### Requests to Change an MA Module

Once a student has selected the modules they wish to study, it is expected that these choices will be binding. However, it is recognized that a student may occasionally wish to change their modules for Term 1 or Term 2.

Any such request from a student to change their selected module(s) is subject to the following conditions;

- There must be a clear academic reason to request a change (for example that a particular module *directly* links to a chosen dissertation topic)
- Permission must be sought from the tutor of the module you wish to move to, and from the tutor you wish to move from (in that order). Either tutor may decline the request and in such cases you will be required to remain with your original choice.
- That the request does not require any substantive change to the operation of the module. This may mean the timetabling of either module, or the need to create additional seminar groups. Additionally, the request may be refused if it results in the numbers of students enrolled on a module dropping below a viable level.

#### Term 1

- Requests to change modules must be made on the relevant form (available from Rm 341) and this form must be **fully completed** (with relevant signatures from the module tutors) by **the end of the second week of Term 1 i.e the end of the first teaching week of term 1.**

#### Term 2

- Requests to change modules must be made on the relevant form (available from Rm 341) and this form must be **fully completed** (with relevant signatures from the module tutors) by the **end of the final week of Term 1.**

## MA Methods of Assessment

Students are required to complete 180 credits (120 credits of courses and a 60 credit dissertation). NB. *10 credits are equivalent to 4 ECTS, 20 credits to 8 ECTS, 40 credits to 16 ECTS, 60 credits to 24 ECTS, and 180 credits to 72 ECTS.*

Several methods of assessment are used for SSEES courses. The methods are as follows:

(NB. A 'short' essay is normally about 2000-2500 words, a 'medium-length' essay is normally about 4000-5000 words, and a 'long' essay is normally about 8000-10,000 words.)

- **Taught 40-credit courses assessed solely by examination** are assessed by one three-hour written examination paper.
- **Taught 40-credit courses assessed 50/50 by examination and coursework** are assessed by one two-hour written examination paper and assessed coursework of two short essays or one medium-length essay.
- **Taught 40-credit courses assessed solely by coursework** require one or more essays, amounting to 8,000-10,000 words.
- **Taught 20-credit courses assessed solely by examination** are assessed by one two-hour written examination paper.
- **Taught 20-credit courses assessed 50/50 by examination and coursework** are assessed by one one-hour written examination paper and a short essay.
- **Taught 20-credit courses assessed solely by coursework** require one medium-length or two short essays.
- **Taught 10-credit courses assessed solely by examination** are assessed by one one-hour written examination paper (in some cases this is a take-home examination paper).
- **Taught 10-credit courses assessed solely by coursework** require one short essay.
- **Dissertations** must be between a minimum of 10,000 and a maximum of 12,000 words in length.
- **All word-lengths stated include footnotes and appendices, but exclude bibliographies.**
- **Language Courses:** All language courses are assessed by a mixture of written examination and practical assessment.
- **Viva Voce Examinations** may be held at the discretion of the examiners. A *viva voce* examination will be held when a candidate has taken taught courses all of which are examined by coursework only, or when a student has taken two such courses and the third course taken is a beginner's language course ('X as a new language'). Students should ensure that they are available for *viva voce* examination should the need arise.

Each element of assessment is marked out of 100, with a Pass mark of 50 and a Distinction mark of 70.

## Student Feedback

Towards the end of each course, questionnaires (MA Taught Courses Questionnaire) are distributed to all students for you to fill in (anonymously) your opinions about course content, tuition and library provision during the academic year. The results are collated and monitored by the Head of Teaching Programmes (Graduate Tutor).

The End of Programme Questionnaires (MA Satisfaction Questionnaire), including a section on the library, are submitted together with the Dissertation, collated by the Programme Administrator and monitored by the Head of Teaching Programmes (Graduate Tutor). This helps us to keep the academic provision at SSEES constantly under review, and ensure that we maintain our high standards. For this reason, these questionnaires are taken very seriously and are considered to be an integral part of the teaching/learning process for both staff and students. Your co-operation in completing these questionnaires is appreciated.

The findings are discussed by the relevant SSEES Committees and a summary of the reports are posted on the SSEES website. Section G of the *Academic Manual* can be consulted for further details about this process.

### Attendance

Attendance at all lectures and classes is **compulsory**. The Programme Administrators collect records of attendance maintained by the course tutors. Failure to attend regularly will result in the Graduate Tutor being informed who will in turn call you in for an interview, in order to identify any personal or academic problems you may be having.

### Absences

If you are ill and cannot come to a scheduled class, you must contact your Programme Administrator, who will inform the appropriate tutors. If leaving a message on voicemail, please state clearly:

- your name and MA programme
- the name of any member of staff whose class you will miss
- the reason for your absence
- you should ring separately for each day you are away

If illness prevents you from attending for more than a week, you must get a doctor's sickness certificate explaining the absence.

If you need to be away for a special reason or for longer than one week, you must get permission in advance from the Head of Teaching Programmes (Graduate Tutor).

### Student Representation on Committees

There are places reserved for student members on many of UCL's committees, including Council (UCL's governing body) and the Academic Board. The nomination/election of student members to committees is mostly the responsibility of the UCL Students' Union. You can get further information from the Education and Welfare Officer of the Union. Details of which UCL committees include student members (and in what capacity) are available through Union representatives.

Representation is also invited from the undergraduate and postgraduate student body on SSEES Committees, including the Teaching Committee, the Library and Information Resources Committee, and the Staff-Student Consultative Committee. For details please refer to:

UCL Committees: [http://www.ucl.ac.uk/current-students/atoz/guidelines/your\\_rights/membership](http://www.ucl.ac.uk/current-students/atoz/guidelines/your_rights/membership)

SSEES Committees: <http://www.ssees.ucl.ac.uk/intranet/committees.htm>

Dates of SSEES Meetings: <http://www.ssees.ucl.ac.uk/calendar.htm>

### **Research Centres and Related Activities at the School**

Most forms of collective research are run through the School's Centres. You should look out for notices or notes in your pigeon hole when the Centre or Centres whose concerns most relate to your area of studies is organizing an occasion. Such occasions range from weekly informal seminars to colloquia with prominent personalities or international conferences or studies days. You are encouraged to become involved in the Centres as soon as you have found your way around SSEES and the Directors of the Centres will always welcome a visit from you. To avoid interfering with teaching and research, please check their office hours first.

- **CEELBAS**
- **Center for the Study of Central Europe**
- **Centre for South-East European Studies**
- **Centre for Russian Studies**
- **Russian Cinema Research Group**
- **Centre for Comparative Economics**
- **Centre for European Politics, Security and Integration**

### **Conferences, Seminars and Events**

Information concerning larger events such as Study Days and Conferences, as well the regular seminar series organized in the Centres and Departments, can be found on notice boards around SSEES and in the weekly information sheet available from the Director's Assistant (Room 409). You can also check events on the SSEES calendar at [www.ssees.ucl.ac.uk/calendar.htm](http://www.ssees.ucl.ac.uk/calendar.htm).

All Master's students are welcome and strongly encouraged to attend, free of charge, any of the School's conferences, seminars or studies days; such events provide a valuable opportunity for you to debate with some of the leading experts in their fields.

### **Conferences**

Conferences are an integral part of the school's research programme, providing a forum in which to exchange ideas with academics, students, business people, journalists and those employed in implementing government policy.

Some are one-day proceedings, such as a series of Study Days (recent ones have included Bulgaria and the Baltic) which encompass papers in all disciplines relating to the country under focus, or various background briefings and workshops, often on recent events such as elections.

Some conferences are major international events. Recent examples include: *Censorship as a Creative Force? Central Europe, 1944-1989* (2008); *Queering Central and Eastern Europe: National Features of Sexual Identities* (2008); *Slovakia 15 Years On* (2008); *Tilsit and the Baltic in 1807: Copenhagen - Warsaw - Sveaborg* (2007); *Resistance, Rebellion and Revolution in Central Europe: Commemorating 1956* (2006); *The Relaunch of the Soviet Project, 1945-1964* (2006); *Revolt but no Rising? 1956 in Poland* (2006); *Towards the SSEES Centenary: Ideas and Issues into the Next Decade* (2005).

SSEES graduate conferences take place in alternate years. These are organised by the research students themselves, and have been very successful in attracting high-calibre international participation by graduates from Eastern and Western Europe and other parts of the world, as well as corporate and government sponsorship.

There is a regular flow of academics and politicians from these areas who are willing to participate in open discussions at the school, and these occasions offer unique opportunities for students to develop contacts. Students are always welcome free of charge at these events where they can help to furnish a lively atmosphere for debate about historical and contemporary issues with their academic peers and teachers. They are also often employed to help with the organisation of conferences and of public lectures and presentations.

### **Seminars**

Throughout the autumn and spring terms the school's research centres run weekly or fortnightly lunchtime and early-evening seminars, which graduate students are encouraged to attend. These normally comprise the presentation of a paper followed by informal discussion. Recent seminar series have included: *After the Thaw, before Glasnost?: Artists and the Soviet State during Late Socialism*; *Ethnic Minorities and Post-Communism*; *Picturing Russia: Images of Land and People in Russian History and Culture*; *Personalities of the Right in Central and Eastern European History*; *Controversies in Polish History*; *Researching East European and Russian History*; *Integration and Disintegration in Albania*; and *Spatial Economic Restructuring in Poland*.

Throughout the year academic staff arrange for occasional lectures to be given, often by scholars, writers or representatives of the media visiting the school from abroad.

### **Background Briefings**

Background briefings have been a regular feature at the school since they were launched in 1980. They are attended by members of the British and international press, radio and TV, and by representatives of government agencies and commercial firms, as well as by staff and students, and provide a forum to discuss political events and topical developments. Contributors typically include diplomats, BBC staff, politicians, academic specialists and Foreign and Commonwealth Office (FCO) research analysts.

## Involvement with Publications

### **The Slavonic and East European Review (SEER)**

Founded in 1922, *SEER* is the oldest English-language peer-reviewed journal of its kind and the leading British periodical in its field. It is published quarterly for the school by the Modern Humanities Research Association, and its editorial board comprises academic staff from the school and from other British university departments. Articles on languages, literature, art, cinema, history and social sciences are complemented by a large book review section. *SEER* receives from publishers 400-500 books a year for review, and the editors are always keen to hear from graduate students interested in reviewing. As well as being a useful exercise in academic writing it is a good way to acquire expensive texts necessary to research. A questionnaire for would-be reviewers is available from the Assistant Editor, Barbara Wyllie (Room 314, or by email at [seer@ssees.ucl.ac.uk](mailto:seer@ssees.ucl.ac.uk)).

### **Central Europe**

*Central Europe* publishes original research articles on the history, languages, literature, political culture, music, arts and society of those lands once part of the Habsburg Monarchy and Poland-Lithuania from the Middle Ages to the present. It also publishes discussion papers, marginalia, book, archive, exhibition, music and film reviews. *Central Europe* has been established as a refereed journal to foster the worldwide study of the area and to provide a forum for the academic discussion of Central European life and institutions. From time-to-time an issue will be devoted to a particular theme, based on a selection of papers presented at an international conference or seminar series. *Central Europe* grew out of *The Masaryk Journal*, established by Katya A. M. Kocourek, a former postgraduate student of SSEES, in 1997. It is currently edited by Dr Richard Butterwick. Graduate students interested in reviewing books should contact the Assistant Editor at [centraleurope@ssees.ucl.ac.uk](mailto:centraleurope@ssees.ucl.ac.uk).

### **Slovo: a Journal of Contemporary Russian, East European and Eurasian Affairs**

*Slovo* is a journal originally created by graduates for graduates, which has now become an established academic publication. Edited and managed by graduate students at the school, it discusses and interprets contemporary affairs in an historical, political, social and cultural context. The journal provides a forum in which new ideas and interpretations of significant issues can be presented in an analytical form. *Slovo* is a refereed journal and frequently presents the opportunity for young scholars to publish for the first time. Its contents regularly include abridged MA dissertations, and PhD students often produce articles from their research in progress. Contributions from members of staff are also welcome, and as well as articles, the journal carries book reviews and a growing film review section. Special issues include the proceedings of the bi-annual SSEES graduate conferences. The editors can be contacted via email: [slovo@ssees.ucl.ac.uk](mailto:slovo@ssees.ucl.ac.uk), or in room 321.

## Other SSEES Study Facilities

### **Language Evening Courses**

As well as providing language courses for both undergraduate and postgraduate degrees (information on these courses is disseminated as part of the course choice process), the School of Slavonic and East European Studies also runs a programme of non-degree evening courses. These are available in the following languages:

|           |            |
|-----------|------------|
| Albanian  | Lithuanian |
| Bulgarian | Polish     |
| Croatian  | Romanian   |
| Czech     | Russian    |
| Estonian  | Serbian    |
| Finnish   | Slovak     |
| Hungarian | Slovene    |
| Latvian   | Ukrainian  |

Classes will run at all levels, provided enough people are interested in taking them. These classes are not part of any degree programme and are not covered by the UCL tuition fee. Concession rates are offered to students registered on undergraduate or postgraduate programmes.

Contact details: Evening Courses Co-ordinator, Room 331, Tel: 020 7679 8738.

### **In-Sessional English Course**

UCL Language Centre runs an [In-sessional English for Academic Purposes Course](#) which provides on-going language support for overseas students who are studying as undergraduates or graduates at UCL or other colleges of the University of London.

### **SSEES Library and Computing**

[SSEES Library](#) has one of Britain's largest specialist collections on Central, Eastern and South Eastern Europe, Russia and the former Soviet Union. The entrance to the Library is on the Ground Floor of the SSEES building in Taverton Street. As a new MA or MRes student you are welcome to join one of the tours arranged for new students at the beginning of the year, but you are also invited to make an individual appointment with one of the Library's specialist staff. A list can be found at <http://www.ssees.ucl.ac.uk/library/contact.htm>.

The Library offers historical research materials, contemporary publications relevant to the area, periodicals, newspapers and other materials in support of courses. Electronic resources are easily accessed through the extensive and heavily used directory of electronic resources on the region available on the School's web site at <http://www.ssees.ucl.ac.uk/directory.htm>. This is maintained and updated by SSEES Library staff; suggestions for additions are welcome. All SSEES students have access to the wide range of databases and e-journals subscribed to by UCL. A full list is available at <http://www.ucl.ac.uk/Library/database/index.shtml>.

The Library also provides IT and audio-visual facilities for the School. There are dedicated rooms in the Library for viewing videos and DVDs, for general computing, Internet access and computer-assisted learning.

### **Other UCL Libraries**

As a UCL SSEES student, you have access to the facilities of the **SSEES Library**, and all other **UCL Libraries** and **Senate House Library**. When applying for membership of Senate House Library and reference access to other University of London libraries you will need to show your UCL ID card as proof of your student status.

You will find additional facilities and relevant collections in the UCL Main Library, which is located in the centre of the Wilkins Building on the main campus off Gower Street (under the dome), and the Science Library in the DMS Watson building, also located on the main campus.

Economics, History, Literature, and Politics collections are located in the main Library building; Geography and Anthropology are housed in the Science Library in the DMS Watson Building. Maps showing the locations of all UCL libraries are available in SSEES Library or [here](#)

### **Senate House Library**

The entrance to this library is situated on the fourth floor of the main Senate House building (south block), Malet Street.

### **Computing**

Students are strongly advised to avail themselves of the computing facilities provided. E-mail access will be important since it provides the main means of communication with tutors and other staff and students. It is College policy that all communication with you will be sent to your @ucl.ac.uk e-mail address. You should also gain valuable practical experience in word-processing, use of online catalogues, databases and other online academic materials.

### **UCL & SSEES Computer and Printer Facilities**

PCs and a laser printer are available for the exclusive use of postgraduate students of the School in a cluster on the first floor. The computers run a number of standard Windows-

based Office applications, and also provide access to the Internet. They are supplied with a wide range of language fonts including Cyrillic.

There is a second cluster of PCs and two laser printers available for all SSEES students to use on the first floor of the SSEES Library. All laser printers are operated by the same cards that operate the photocopiers; these are available from the Library Issue Desk.

Access to all SSEES computer clusters is by a 4-digit security code which postgraduate students can collect from the Issue Desk on presentation of a valid UCL ID card. Headphones for use with audio-visual material and Computer-Assisted Language Learning software are available from the issue desk; you will be asked to leave your UCL ID card as a deposit.

At certain points in each year, the SSEES Computer Clusters get extremely busy (particularly when dissertations are due to be submitted). Please be aware that SSEES students also have access to all the centrally-managed computer clusters within UCL.

### **UCL Computer and Printer Facilities**

SSEES students also have access to all the centrally-managed computer clusters within UCL. The nearest clusters are in the Main Library, the Science Library and the Institute of Archaeology. To use the central IT services at UCL you need a UCL userid and password. Your userid is assigned to you when you enrol as a student. You cannot choose your userid. You are also allocated an initial password which you should change the first time you log onto a central IT service. You will be required to change your password every six months. You must never give your password to anyone else as you are held responsible for anything carried out under your account. The cluster rooms are open for individual use, when not booked for teaching. Further information is available [here](#)

### **Audio-Visual Facilities**

The SSEES Library holds a collection of over 2000 video cassettes and 1000 DVDs containing films and documentaries from and about the region. A searchable catalogue of this collection is available at <http://www.ssees.ucl.ac.uk/videos/intro.htm>. The news in Czech, Polish and Russian is recorded each weekday. The Audio-Visual Room in the Library provides facilities for watching these materials. Headphones can be obtained from the Issue Desk on deposit of a current UCL ID wallet.

### **Specialist Bookshops**

A list of central London bookshops and online book suppliers can be found at [http://www.talkingcities.co.uk/london\\_pages/shopping\\_books.htm](http://www.talkingcities.co.uk/london_pages/shopping_books.htm).

Useful bookshops in London include the following:

Blackwells (Tel: 020 7292 5100; Fax: 020 7240 9665)  
100 Charing Cross Road, London, WC2H 0JG (Tube: Leicester Square or Tottenham Court Road)  
([www.bookshop.blackwell.co.uk](http://www.bookshop.blackwell.co.uk))

The European Bookshop (Tel: 020 7734 5259; Fax: 020 7287 1720)  
5 Warwick Street, London W1R 5RA (Tube: Piccadilly Circus)  
([www.europeanbookshop.com/](http://www.europeanbookshop.com/))

Foyles (Tel: 020 7437 5660 [www.foyles.co.uk](http://www.foyles.co.uk) )  
113-119 Charing Cross Road, London, WC2H 0EB (Tube: Tottenham Court Road)

Grant and Cutler (Tel: 020 7734 2012; Fax: 020 7734 9272)  
55-57 Great Marlborough Street, London, W1V 2AY (Tube: Oxford Circus)  
([www.grantandcutler.com](http://www.grantandcutler.com))

Waterstones (Tel: 020 7636 1577; Fax: 020 7580 7680)  
82 Gower Street, London WC1E 6EQ (Tube: Goodge St)  
([www.waterstones.com](http://www.waterstones.com))

## Academic Performance and Assessment

### **The Scheme of Award**

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 (120 credits of taught courses and the 60-credit dissertation). Component elements are weighted according to the number of credits. The final numerical mark will be arrived at by taking the mean (average) of the weighted component marks. NB. 180 credits = 72 ECTS.

**To obtain a Pass**, a student must pass (achieve a mark of at least 50 in) all component elements of assessment.

**To obtain a Merit**, a student must meet the following criteria:

- 1) An overall mark, based on 180 credits, of 60% or more;
- 2) The mark for the dissertation must be 65% or greater;
- 3) There are no marks below 50%, no condoned marks, no re-sits, and all marks are based on first attempts.

**To obtain a Distinction**, a student must pass all component elements and achieve a numerical mean of 70 or above, including at least 70 in the dissertation.

**Failure** in any element will require a successful re-sit at the next occasion (the following May), before the MA degree can be awarded. Only one re-sit is permitted. In some cases an alternative course may be substitution.

The Board of Examiners may decide to condone one failed course worth 10 or 20 credits in order to allow a student to pass the degree as a whole, provided that:

**The course in question is not a compulsory course;**  
**The mark of the course in question is at least 45.**

## **Assessment: Definition of Complete and Incomplete**

*Taken from Appendix 3 of the UCL Academic Regulations*

### **Complete for A Module**

For students on taught programmes at UCL, a module is complete when a student has been declared by a Board of Examiners to be complete when a student has been declared by a Board of Examiners to be complete on all components for that module taking into account the following:

#### **Coursework**

Where the coursework component represents 20% or more of the overall module assessment a threshold for completion, such as a requirement to submit a specified fraction of the coursework, must be set by the department and clearly publicized to the candidates taking the module.

In the event that any threshold set is not reached, the result for the component will be “incomplete” regardless of the mark obtained. Otherwise, the threshold criteria are met and the candidate is declared “complete” on the component.

If the coursework component represents less than 20% of the overall module assessment, no coursework completion criteria need be set by the department.

If no coursework threshold criteria are set then the mark obtained by the candidate, including zero, is returned for this component and the overall mark calculated in the usual way and the candidate declared “complete” on the component.

#### **Unseen Examinations**

An unseen examination component is deemed complete if a candidate has submitted an answer that can be academically assessed. The mark awarded, however, might be zero. If a candidate makes little or no attempt at the examination, this will be deemed “incomplete” and the module as a whole will also be deemed “incomplete”.

### **Postgraduate Programmes**

#### **Award of MA, MSc or MRes (180 UCL Credits)**

Students MUST have been enrolled, and been academically assessed, on modules up to a value of 180 UCL Credits and to have achieved a pass mark for modules of not less than 150 credits.

#### **Award of MA, MSc or MRes (360 UCL Credits)**

Students MUST have been enrolled, and been academically assessed, on modules up to a value of 360 UCL Credits and to have achieved a pass mark for modules of not less than 270 credits

The full Regulations for Boards of Examiners for Taught Programmes can be consulted at [http://www.ucl.ac.uk/ras/examiners/regulations\\_appendices](http://www.ucl.ac.uk/ras/examiners/regulations_appendices) (appendix 47)

## Assessment Criteria

The full statement of Assessment Criteria can be consulted at <http://www.ssees.ucl.ac.uk/currentstudents.htm>

## Examinations

It is **your** responsibility to ensure:

- that all forms are completed in time
- that you are correctly entered for all the examinations for your courses
- that your exam is timetabled (beware: there are often changes between the provisional timetable publicised on notice boards and final timetables which are personalised and appear on Portico)
- that you have let all the relevant people know of any extenuating circumstance which may have affected your examination performance
- that you turn up to the examination at the right place at the right time.

## Dates of Examinations and Submission Deadlines

Unseen Examination: Full-Time      Part-Time

May session    May of the year in which the course is taken

- Dissertations are due on Tuesday 4<sup>th</sup> September 2012, 16.00. 9

Tutors will inform students of modular deadlines at the beginning of the course.

## Registering for Examinations

In registering for your degree programme you are required to follow the syllabus for that degree. The courses should be agreed with your **Programme Co-ordinator**. The registration for the course is also the record of your intention to sit the examination and therefore it is essential that this record is correct or you may not be permitted into the examination room.

During the first two weeks at the start of each year you will register your chosen courses on [Portico](#). The deadline for completion of course registration is the Friday of the second week (**7 October 2010**).

If you have dyslexia or a related condition and wish to apply for special arrangements for your examinations you are advised that a detailed report will be required for the application process in Term 2. You should take advice from the SSEES Examinations Liaison Officer and

the Registrar's Division as soon as possible either to check that a report you have is sufficient for this purpose, and/or to make an appointment for assessment by UCL staff.

If you require special facilities to take your examinations (e.g. due to a disability) you should contact the Examinations Liaison Officer as soon as possible for advice on how to apply for this, to ensure that any documentation which may be required can be supplied in time.

Written examinations are held in Term 3, and are scheduled by the Examinations Office of UCL Registry. Some oral and aural examinations may take place outside of these times but within term time. A draft timetable is issued to departments early in Term 2; these also should be checked carefully.

### **January**

In January you will be asked to check your confirmed module registrations on Portico. It is important to do so as the Examination timetables are then drawn up by the Examinations Office on the basis of this information.

### **March**

Provisional dissertation topic proposal forms (signed by the tutor who is advising you) **MUST** be submitted to your Programme Administrator.

### **April**

Deadlines are set for each course, but the final deadline for all MA assessed coursework is Monday 23 April 2012- the first day of Term 3.

### **May**

Written examinations are held in Term 3, and are scheduled by the Examinations Office. A draft timetable is issued to SSEES early in Term 2 and individual timetables are available on Portico towards the end of the Term 2; these also should be checked carefully.

### **Late**

### **June-July**

Students may be given an indication of their performance to date by the appropriate Programme Co-ordinator. This may only be done face-to-face; no written or telephonic communication on the matter is permitted. No marks will be issued at this stage. All results are provisional until confirmed by the MA Examinations Board, which meets in November.

**The MA is a twelve-month (full-time) or twenty-four month (part-time) course. Students are strongly advised to consider the priority of their dissertations when considering other summer activities including travel and employment.**

### **September**

The final date for the submission of completed dissertations is the first Monday in September. Extensions will not be granted unless there are certified medical reasons or other exceptional reasons of a non-voluntary nature. Computer failure is regarded as a routine occurrence and does not constitute sufficient grounds for an extension.

### **September-November**

Dissertations are marked, and the examination process is completed by a meeting of the MA Examinations Board in November. It is within the remit of the examiners to summon students

for additional viva voce examination if this should be considered necessary, and it is the student's responsibility to attend such an examination.

### **Results**

Results will be posted to candidates normally during December. The pass mark on all papers is 50). A mark of 70 or above recognises a performance of distinction standard in that paper.

### **Graduation**

The MA graduation ceremony is held during the September following the publication of results.

### **Unexplained Absence from Examinations**

If you do not attend an examination as expected you will be marked **ABSENT** by the invigilators and this will appear on the transcript of your results. If you do not explain your absence to the satisfaction of the College this will be treated as a failed attempt, and a re-sit will be permitted at the examination session of the following year.

### **Withdrawal from Examinations on Academic or Exceptional Grounds**

You may withdraw your entry to the entire examination provided that you notify the Examinations Section in writing not less than seven days before the date of your first examination. If you wish to defer part of your examination then you will require College approval by submission of the appropriate application form. If you should absent yourself without prior approval, then you will be deemed to have failed an attempt at the examination. For more details see:

[http://www.ucl.ac.uk/current-students/exams\\_and\\_awards/GI/academicprogress](http://www.ucl.ac.uk/current-students/exams_and_awards/GI/academicprogress)

[http://www.ucl.ac.uk/current-students/exams\\_and\\_awards/GI/deferral\\_exam](http://www.ucl.ac.uk/current-students/exams_and_awards/GI/deferral_exam)

[http://www.ucl.ac.uk/current-students/exams\\_and\\_awards/GI/withdraw\\_exams](http://www.ucl.ac.uk/current-students/exams_and_awards/GI/withdraw_exams)

### **Problems Affecting Examination Performance**

If you have had any medical or other significant problems which have affected your performance in the examination or in assessed coursework submitted during the year these extenuating circumstances may be taken into account. These extenuating circumstances are normally understood as medical or as the consequence of family bereavement. If you wish to be considered for extenuating circumstances, then you should submit an Extenuating Circumstances Form (available from the SSEES Website) supported by medical certificate or other evidence to the Head of Teaching Programmes (Graduate Tutor) before the examination.

## Conduct of Examinations

Regulations concerning the conduct of examinations are found at:

[http://www.ucl.ac.uk/current-students/exams\\_and\\_awards/GI/academicprogress](http://www.ucl.ac.uk/current-students/exams_and_awards/GI/academicprogress)

A copy is also issued with your examination timetable in Term 2. It is important that you read these carefully.

If you require special facilities to take your examinations (e.g. due to a disability) you should contact the Examinations Liaison Officer as soon as possible for advice on how to apply for this, to ensure that any documentation which may be required can be supplied in time.

## Use of Reference Materials

You may not take into the examination hall or to any practical, oral or similar examination, any books, papers or instruments except those that have been specifically permitted for a particular course.

Where such permission has been given by the Registrar to the Board of Examiners, your Course Tutor will inform you of the materials which are permitted.

## Calculators

In some examinations, you are permitted to use electronic calculators. UCL has approved a standard calculator for use in examinations and you will be committing an offence if you are found using the wrong model. The two current UCL approved models are:

Casio FX83GT+ - battery operated

Casio FX85GT+ - solar powered

If you are in any doubt, please consult your Course Tutor.

## Dictionaries

You may **NOT** use a dictionary in an examination where the object is to help you overcome any deficiency in your command of the English language. You will only be permitted to use a

dictionary for any other purpose where your examiner has informed the Examinations Section of the Registrar's Division in writing beforehand.

### **MA Guidance on the Preparation of Assessed Essays and Dissertation**

**Your essays and dissertation are the principal means by which you demonstrate your knowledge, understanding and maturity. It is crucial that they are entirely your own work. For this reason, please pay particular attention to the following guidance on plagiarism.**

#### **Plagiarism**

Plagiarism is treated extremely seriously, and the penalties can be severe. It constitutes an examination offence under the University Regulations. Please see the detailed section on plagiarism below and <http://www.ucl.ac.uk/current-students/guidelines/policies/plagiarism> for more details.

You should note that UCL has signed up to use a sophisticated detection system (Turnitin) to scan work for evidence of plagiarism, and SSEES uses this for assessed coursework. This system give access to billions of sources worldwide, including websites and journals, as well as work previously submitted to the Department, UCL and other universities.

The UCL policy on plagiarism is as follows:

1. The College is subject to the University of London's General Regulations for Internal Students and the policy detailed below has been drawn up in accordance with those Regulations.
2. Plagiarism is defined as the presentation of another person's thoughts, words, artifacts or software as though they were a student's own.
3. 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 students should identify their sources as accurately and fully as possible.
4. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if a student summarises another person's ideas, judgements, figures, diagrams or software, a reference to that person in the text must be made and the work referred to must be included in the bibliography.
5. Recourse to the services of 'ghost-writing' agencies (for example in the preparation of essays or reports) or of outside word-processing agencies which offer 'correction/improvement of English' is strictly forbidden, and students who make use of the services of such agencies render themselves liable for an academic penalty.

6. Where part of an examination consists of 'take-away' papers, essays or other work written in the student's own time, or a coursework assessment, the work submitted must be the candidate's own.

7. Some departments give specific advice about non-originality, plagiarism and the use of material by others, and students must make themselves aware of such departmental guidelines and abide by them. For such assessments it is also illicit to reproduce material which a student has used in other work/assessment for the course or programme concerned. Students should make themselves aware of their department's rules on this 'self-plagiarism'. If in doubt, students should consult their Personal Tutor or an appropriate Course Tutor.

8. Failure to observe any of the provisions of this policy or of approved departmental guidelines constitutes an examination offence under the University Regulations. Examination offences will normally be treated as cheating or irregularities under the regulations for Proceedings in respect of Examination Irregularities. Under these Regulations students found to have committed an offence may be excluded from all further examinations of the University and/or the College.

## Detecting Plagiarism

It is a common misconception that plagiarism is hard to detect. Academics are experienced and skilled readers and can readily detect a change in style which is the tell-tale sign that you are using someone else's words; internet sources are easily traced using a search engine. UCL has signed up to 'Turnitin', an advanced plagiarism detection software, which can compare essays against an enormous database of other essays and texts. **You may be required to submit your work to such a check.**

## The Penalties for Plagiarism

Plagiarism is a serious matter and is subject to penalties that can range from reducing the mark or giving a mark of zero to barring from examinations: NB even a reduced mark can affect the overall classification of your degree, for example by reducing the average of your marks from Distinction to Pass.

A first case of plagiarism, unless its seriousness merits otherwise, will normally be handled within the School; second or repeated offences, and other cases as required by the regulations, are referred to the Registrar.

For further information, see UCL Academic Committee's Policy on plagiarism

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

## Assessed Essays

All formally-assessed coursework will be first-marked by one internal examiner (a member of the academic staff, usually the course tutor) and second-marked (or moderated) by a second. The marking of coursework is then monitored by the relevant External Examiner.

### Anonymous Submission of Coursework

SSEES operates anonymous marking of assessed coursework at Master's level in order to ensure fairness. Unless it is a course with only one, two or three students (such as a directed reading course), your tutors will only discover the identity of the students after the internal mark for the piece of work has been agreed. Anonymity requires that the set procedures are followed exactly.

Note the deadlines at the beginning of the course. Two copies of essays should be handed in to your Programme Administrator by 4.00 pm on the day of the deadline. Please submit two copies of each assessed piece of coursework to Rm341;

Please ensure that you have;

- Fully completed and attached a coversheet to your work
- Ensure you have completed the relevant boxes on the form (including the plagiarism declaration)
- Made sure your work is appropriately bound (ie in most cases inside a plastic sleeve or folder).

Staff in Rm.341 will rigorously enforce any deadlines and any work received after the set deadline will automatically be marked as late and late submission penalties will apply.

The cover sheet should be date-stamped by the member of staff at the counter of Room 341.

If your course features electronic submission of assessed coursework, or if you are required to submit your work to an electronic check, you will be fully briefed on this by your tutor.

### Late Submission of Assessed Work

- **The full allocated mark will be reduced by 5 percentage points for the first working day after the deadline for the submission of coursework.**
- **The mark will be reduced by a further 10 percentage points if coursework is submitted during the following six days.**
- **Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.**

**Worked Example:** *An essay is submitted late, but assessed as deserving a mark of 65%. If it was submitted within one working day after the deadline, the mark becomes 60%. If, however, it was submitted two to seven days late, the mark becomes 50%. (NB all marks entered into Portico must be out of 100). If the essay was submitted after seven days but before the relevant final deadline as set out above, the mark will be 0% but the student will*

still be 'complete'. If not submitted at all, the student would be 'incomplete', unless the coursework in question represented less than 20% of the overall module assessment.

### Penalties for Over-Length Coursework, including Dissertations

- Ideally students should adhere to the prescribed word counts published in the course description. In terms of penalties, however, assessed work that is more than **10% longer than the prescribed word count should not be accepted for submission** (i.e. it will not be date-stamped or otherwise recorded as formally submitted), but immediately returned to the student with instructions to reduce the word length. The work may then be resubmitted, noting that penalties for late submission will apply.
- For work which exceeds the upper word limit **by 20% or more, a mark of zero will be recorded although the assessment will be considered to be complete.**
- If submitted work is subsequently found to have an **inaccurately stated word count** and to exceed the upper word limit by at least 10% and by less than 20%, the mark will be reduced by ten percentage points. However the mark cannot be reduced below the minimum pass mark, assuming that the work merited a pass. (i.e. the penalty will not be used to fail a student because they have exceeded the stated word count by more than 10% but less than 20%.)
- For discipline specific practices such as tables, pictures and graphs, whether these are recorded as part of the upper word limit or how they will be counted will be stated in the course description.

### Extension Requests

In the case of formally assessed coursework and dissertations, requests for extensions to deadlines will **only be considered in cases of ongoing serious medical or personal problems**, and only if supported by appropriate medical or other written evidence. The form provides guidance on which types of evidence are acceptable.

Students who wish to obtain an extension should acquire an Extension Request Form from Rm341 or the SSEES Website. This form should be completed and returned to Rm341 where it will be passed to the Graduate Tutor. You will be contacted once a decision has been made on your request. Where ever possible such requests should be submitted, preferably well before the deadline.

Please note that requests for extension **are not** granted automatically and you should not assume an extension has been granted upon submission of this form. You will be advised of the outcome once a decision has been made. The penalties outlined in this handbook will apply after the end of any extension that is granted.

Please note that routine computer problems such as viruses, disk corruption, printer problems, and short term network problems **are not acceptable grounds** for an extension. You are expected to take proper precautions and make back up copies of your data or ensure adequate time for the production of a hard copy of your work.

## Feedback on Coursework

Feedback on your work is an important part of learning. Once the internal marking of your coursework has been completed, you can collect the comments and one copy of the essay from the Student Administration Office. You can then make an appointment with your course tutor to discuss your performance in more detail. However, marks are subject to review by visiting examiners, and ***so no numerical marks can be released until after they have been finalised by the MA examination board***, which meets in November.

## MA Dissertation:

### Aims

Your dissertation project:

- Provides an opportunity to pursue independent research on a subject of your choice
- Enables you to test your skills in producing a substantial piece of written work of publishable quality (high level of analysis, judgment and clarity of expression);
- Illustrates your achievements during the MA programme;
- Contributes one third of the assessment for the MA degree;
- Prepares you for MPhil, PhD or any research project you might do in your future career.

### Objectives

You are expected to:

- Choose an original topic for your research;
- Search for existing literature on the subject (including classic works, up-to-date publications, periodical and internet sources)
- Demonstrate knowledge of secondary sources on the subject and your ability to assess critically other authors' views and to structure your own argument;
- Where appropriate, take into account historical background and theoretical frameworks;
- Develop your organisational, analytical and stylistic skills;
- Make an independent contribution on a particular subject.

### Timetable

- Formulating your dissertation topic and allocation of Dissertation Supervisor- first term.
- Meeting your academic adviser - weeks 1-2 of the second term

- Preparing a preliminary plan of the dissertation, essential bibliography and a one page statement of the purpose/focus of your dissertation - by the 9th week of the second term
- Submitting a form, downloadable from <http://www.ssees.ucl.ac.uk/currentstudents.htm>, confirming the title signed by adviser - to the Student Administration Office.
- Completing the first draft of the dissertation - mid-summer
- Printing out, preparing bibliography, tables/illustrations and appendix, and binding - at least one week before the deadline
- Submitting 2 copies to your Programme Administrator (Room 341) by 4pm on the first Monday of September. Dissertations must include assessed essay cover sheets, downloadable from <http://www.ssees.ucl.ac.uk/currentstudents.htm>. The MA Satisfaction Questionnaire, also downloadable from <http://www.ssees.ucl.ac.uk/currentstudents.htm>, is required to be submitted together with the dissertation.

### **The Topic of the Dissertation and the Choice of Adviser**

You are strongly advised to begin planning for the dissertation in the first term, in order to locate documentary materials and to discuss the proposed topic with tutors and your adviser. The adviser will almost always be the member of academic staff with the expertise best suited to your proposed topic. 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. So you should consult the staff research profiles on the SSEES website (<http://www.ssees.ucl.ac.uk/prospect/staff.htm>) in order to identify the person, and then make an appointment with her or him in order to explore the possibilities. If you are unsure as to whom to approach, or as to the general area of your dissertation, your Programme Administrator will be pleased to help.

The topic of the MA dissertation will be agreed with your adviser. Advisers will not permit students to choose topics that are so narrow that the secondary literature (generic or specific) is minimal. On the other hand, advisers will always guide students towards topics on which little serious research has been done.

The title should be formulated to delimit the topic clearly, but without making it inflexible through excessive detail.

For literary dissertations, a topic should not normally be confined to the study of one work.

### **Supervision**

Since the dissertation has to be the result of independent effort, supervision is available for guidance only. Advice will consist largely of consultation in the early stages about design, research plan, and bibliography.

Tutors acting as academic adviser must sign the dissertation proposal form to mark their approval of the title and outline proposal. Titles will be considered for approval by the Head of Teaching Programmes (Graduate Tutor) in consultation with the Programme Co-ordinators.

Advisers cannot be asked to comment on drafts of chapters, only on detailed outline and the preliminary bibliography. Students should not have expectations of unrestricted access to academic staff during the long vacation. Staff availability at that time will depend on their commitments to research activity. All students must provide a detailed research plan before the end of the third term.

Note: Subject to the adviser's availability, there may be occasional contact later as part of the research process.

The academic adviser will normally be appointed as the first marker of the dissertation.

### Submitting Final Version

Check carefully that:

- Your title-page is formatted as indicated in this section below and includes:
  - Title (preferably a one-liner) and subtitle
  - The declaration of length of the dissertation (10,000-12,000 words)
  - The declaration of authorship (see section on [Plagiarism](#))
  - Your student number and candidate number
- Table of contents with page numbers (including subheadings)
- You start with an introduction that develops the title and explains the structure of the dissertation
- The text is printed out double spaced in 12 point format
- You finish with a conclusion that summarizes your points and makes an assessment of their importance
- Your bibliography is presented in alphabetical order and in the format as explained in the [Style Sheet](#).
- Quotations, footnotes and references are organized as required.

### Dissertation Extensions

Extensions may be granted in exceptional circumstances (normally medical, where supported by a Medical Certificate) and you should follow the instructions elsewhere in this book to apply for an extension. However, for dissertations only a maximum of **14 DAYS** may be requested.

Please note that routine computer problems such as viruses, disk corruption, printer problems, and short term network problems **are not acceptable grounds** for an extension. You are expected to take proper precautions and make back up copies of your data or ensure adequate time for the production of a hard copy of your work.

## **Dissertation - Penalties for Late Submission**

The penalties are the same as those for assessed essays. More than two weeks late the dissertation will be awarded a Fail mark unless a) a Medical Certificate supports the delay AND b) sufficient time remains for the work to be marked according to the Regulations. If insufficient time remains, the medical evidence will normally allow for a deferral without penalty to the following year.

**All dissertations are double-marked internally and may be referred to a Visiting Examiner for independent appraisal.**

## **Failure and Re-Entry**

In cases where students fail one or more of the written papers or the dissertation, UCL will permit re-entry to the examination once in the following year.

**For full details please refer to MA Dissertation Handbook on the [Current Students Web-page](#)**

## **[Policies, Rules and Regulations](#)**

### **Academic Regulations**

Please consult the UCL Graduate School Code of Practice for Graduate Taught Degrees available from the Graduate Office:

<http://www.grad.ucl.ac.uk/essinfo/>

### **Non-Academic Regulations**

Concerning these regulations on conduct, please refer to <http://www.ucl.ac.uk/current-students/guidelines/policies/jurisdiction/>.

### **De-Registration and Appeal**

De-registration may occur on non-academic grounds, e.g. due to failure to pay fees or over a disciplinary matter, as well as on academic grounds. For further information please see: [http://www.ucl.ac.uk/current-students/money/liabilities/late\\_payment\\_fees](http://www.ucl.ac.uk/current-students/money/liabilities/late_payment_fees).

Any student who is de-registered will be informed in writing and will have the right to make an appeal in person to the Faculty Tutor against the decision. Having heard the appeal, the Faculty Tutor, in consultation with the Registrar, will decide on the appropriate course of action.

## Complaints and Grievances

Students who feel they have a complaint or grievance they wish to pursue are strongly advised to discuss the matter first with their Personal Tutor, or if they cannot do that, with any of the following: the Graduate Tutor, Programme Co-ordinator, the Faculty Tutor, the Dean of Students, or the Rights and Advice Office of the Student Union. Each of these will be able to advise impartially on the most appropriate course of action. For details of the formal procedures operated by UCL please refer to: Complaints <http://www.ucl.ac.uk/academic-manual/part-c/c18>

and Grievance [http://www.ucl.ac.uk/current-students/atoz/guidelines/your\\_rights/grievance](http://www.ucl.ac.uk/current-students/atoz/guidelines/your_rights/grievance)

## Data Protection

Personal information about students is held by UCL in accordance to the provisions of the Data Protection Act (1998). For more details about centrally-held data and relevant policy please refer to: [http://www.ucl.ac.uk/current-students/guidelines/policies/data\\_protection](http://www.ucl.ac.uk/current-students/guidelines/policies/data_protection).

In addition, SSEES needs to hold data about you in order to carry out its normal administration. That is, we collect, store, use and disclose the data for purposes connected with your studies, your health and safety and for other legitimate reasons. We are committed to maintaining your personal information in a manner which meets the requirements of the Data Protection Act and will take any reasonable steps to ensure that your personal data is kept secure against unauthorised access, loss, disclosure or destruction. SSEES will not pass on your personal data to any third party without your consent unless required to do so by law or regulation.

You will be given information about the ways in which SSEES holds data about you and your rights in relation to that data. If you have any questions about Data Protection guidelines and procedures please contact the SSEES Data Protection Co-ordinator, Lesley Pitman by email at [l.pitman@ssees.ucl.ac.uk](mailto:l.pitman@ssees.ucl.ac.uk).

## Equal Opportunity and Race Equality

UCL is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying. See: [http://www.ucl.ac.uk/hr/docs/equal\\_opportunity.php](http://www.ucl.ac.uk/hr/docs/equal_opportunity.php)

UCL aims to promote race equality in all its operations, to celebrate the diversity of its staff and student populations and to prevent unlawful race discrimination. See: [http://www.ucl.ac.uk/hr/docs/race\\_equality.php](http://www.ucl.ac.uk/hr/docs/race_equality.php)

SSEES has an Equal Opportunity Liaison Officer (for contact details see [Useful Contacts List](#) in this Handbook).

## [Planning Your Future](#)

### **Careers Advice**

UCL subscribes to The Careers Group - University of London, which supports the dedicated UCL Careers Service located on the 4th floor of the University of London Union (ULU) building on Malet Street. You are entitled to use UCL Careers Service and its extensive careers library and career planning services at any time during your period of study.

SSEES has a **Careers Liaison Tutor** who may be consulted. There is also a **Careers Adviser** provided by UCL Careers Service who has special responsibility for SSEES students. They can help you with your career planning and assist you in the development of valuable skills for job-hunting (e.g. CV presentation and interview technique). The Careers Adviser holds weekly drop-in sessions in the SSEES building on Wednesdays during term time, usually in Room 503. The Careers Adviser will also make a short presentation during Induction Week to tell you more about the services that they provide.

Specialist careers talks for students of all years are held all year round. Collect or download your copy of the UCL Annual Careers Programme at the beginning of every academic year and **do make time to attend**. Details of these talks and other careers information will be found on the [UCL Careers Service Website](#).

### **Postgraduate Study**

SSEES offers a wide range of postgraduate degrees attracting students from all around the world. Watch out for notices about the **Open Evening** which is held every year where you can get useful information, including information on funding support. For more detail on the Graduate Studies programmes at SSEES please see the website [here](#) or visit our Admissions Office in Room 309.

### **References**

When naming a member of staff to provide job or academic references for your applications, please obtain their permission first. This should be done at least **10 days in advance**, by sending an email with the subject header: 'Reference Request + Surname' and attaching an up-to-date curriculum vitae.

## [What to Do When You Have Problems](#)

## **The Students Union**

The Students Union is run by students for the students (<http://www.uclu.org/>). As well as providing the focus of student social life in UCL, the Union offers a wide range of services and can provide guidance and practical assistance. At SSEES you have your own site Executive, including a student Welfare Officer. The SSEES Students' Union office is located on the fifth floor, 16 Taverton Street.

## **Academic Problems**

If you are experiencing problems keeping up with work or are unable to meet a deadline, or if you are having difficulties with a particular course, you should first speak to your Personal Tutor or to the relevant Course Tutor. The Graduate Tutor and the Programme Co-ordinator may also be able to help.

## **Personal Problems**

If you are experiencing personal problems, the person best equipped to help you is your Personal Tutor. S/he will liaise with your tutors or other members of staff on your behalf, if you want him/her to, and will endeavour to point you in the right direction to sort out any problems. If your personal problems are affecting your academic performance, then you should also speak with your tutors so that they can make allowances for these issues. They can only help you if they know what is going on! UCL also offers a counselling service for any student who feels that they would benefit from it. Appointments to see a counsellor can be made at the Counselling Service at 3-4 Taverton Street: ([http://www.ucl.ac.uk/studentcounselling/index\\_home](http://www.ucl.ac.uk/studentcounselling/index_home)).

## **Welfare Problems**

The SSEES Students Union has a Welfare Officer who can provide help, counselling and support. Further assistance is available through the UCL Students Union (<http://www.uclu.org/>) where officers can advise on legal, financial and contractual situations, and can intervene on your behalf with third parties. For issues affecting registration, such as financial hardship or residency problems, you should arrange to see the Faculty Tutor, who may also be consulted over major academic problems. Students should seek the advice of the Dean of Students if facing major financial problems.

## **Financial Problems**

UK students who have exhausted other sources of funding (loans etc.) may apply for assistance from the Access to Learning Fund (ALF), which can help with high private rents, child care facilities, or expenses connected with periods of study abroad (<http://www.ucl.ac.uk/current-students/financial-support/alf/>). Application forms for Access

Funds can be obtained from the Rights and Advice Centre in the UCL Students Union. For UK students, Hardship Loans of up to a maximum of £500 are available from the Student Loans Company provided that you have already obtained a full Student Loan and received the first instalment of that full loan. Enquiries and applications for this loan should be made to the Student Finance Office in the Registry. For further details of this and other financial matters, please see <http://www.ucl.ac.uk/current-students/money>.

## Health Problems

You are advised to register with the UCL Health Centre at 3 Gower Place on arrival at SSEES. The Health Centre provides medical assistance and can also help in cases of stress or with psychological problems.

## Health and Safety Matters

### Code of Practice

The attention of all UCL **employees** is drawn to their legal responsibilities, under Section 7 of the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and all others who may be affected by their acts and omissions, and to co-operate with UCL in enabling UCL to discharge its legal duties with regard to health and safety by complying with this Policy. It shall be a condition of registration of **students** and the terms of attendance of **academic visitors** that they also co-operate with UCL by complying with this Policy. In particular, in the event of a fire alarm sounding in a UCL building, all staff, students and visitors must evacuate the building and only re-enter upon the instruction of the UCL Fire Officer, members of Security, or the senior Fire Brigade officer in attendance.

### SSEES Safety Policy

The Statement of Safety Policy describes the organisational structure for health and safety management in SSEES. A copy is displayed on the Main Safety Notice Board (fourth floor auxiliary-lift foyer) or can be downloaded from <http://www.ssees.ucl.ac.uk/SafetyPolicy.pdf>. This Policy should be read in conjunction with the SSEES Safety Arrangements which can be viewed at <http://www.ssees.ucl.ac.uk/safetyarrangements.htm>. The documents are reviewed regularly in consultation with the UCL Area Safety Officer to conform with Policy and Arrangements issued by the UCL Health and Safety Management Team.

### SSEES Safety Arrangements

The document provides information on the specific arrangements that are in place at SSEES for the management of health and safety. Any queries or concerns should be directed to the SSEES Safety Officer or Departmental Safety Representative who will take appropriate action and bring the concern to the attention of the SSEES Health and Safety Committee <http://www.ssees.ucl.ac.uk/intranet/committees.htm>.

## Emergency Situations

### Fire

All staff and students must familiarise themselves with exit routes and assembly areas to be used in the event of fire. Fire notices providing this information are prominently displayed throughout SSEES premises. Fire doors must not be wedged open at any time. Corridors should be kept clear and not used for storage of excess furniture or equipment.

#### **If you discover a fire:**

- Phone 222
- Evacuate the premises via fire escapes (do not use lifts)
- Proceed to the designated Assembly Point as indicated on Fire notices or directed by Fire Marshals

#### **In the event of the Fire Alarm Sounding:**

- Ensure that any people under your supervision leave immediately via designated fire escape routes

Lifts should not be used under any circumstance. Any person unable to leave the building by means of stairs, should be escorted to a designated fire refuge/call point as far away as possible from smoke and fire. A Fire Brigade officer or Fire Marshal in attendance must be informed immediately of their location.

**Accidents** In the event of ill-health, accident or injury at work the following action should be taken:

#### **Major:**

- Phone 222
- State location and telephone number
- Give details of Accident
- Obtain assistance from nearest First Aider

#### **Minor:**

- Obtain assistance from nearest First Aider, or
- Escort the person who needs medical attention to the UCL Hospital Accident & Emergency Department, Grafton Way, London WC1E 6AU Tel: 0207 388 7215 (A&E Direct Line)

### First Aid

The following SSEES staff are competent to administer First Aid:

|                            |                 |                    |
|----------------------------|-----------------|--------------------|
| First Aider                | Sue Cole        | Rm. 410, Ext 28800 |
| First Aid appointed person | Maria Widdowson | Rm. 410 Ext 28804  |
|                            | Gemma Martin    | Rm. 341 Ext 28700  |

First aid boxes are held at the following locations:

|                      |                    |              |
|----------------------|--------------------|--------------|
| SEES Library         | Issue Desk         | Ext 28701    |
| SSEES Administration | Room 341, Room 409 | 28770, 28800 |

### Risk Assessment

A risk assessment is the examination of activities that may require specific precautions to be taken in order to prevent harm or minimise danger. The responsibility for assessment of risks lies with the manager or staff member responsible for the area of work or activity that requires risk management. The following is relevant for students undertaking study abroad:

|                 |  |   |
|-----------------|--|---|
| Overseas Travel | Issue Desk Study Abroad Tutor (Undergraduate)<br>Programme Director (Masters)<br>Research supervisor (PhD)<br>Head of Department (staff) | <a href="http://www.ssees.ucl.ac.uk/overseas.htm">http://www.ssees.ucl.ac.uk/overseas.htm</a> |
|-----------------|--|---|

### Accident Reporting

All accidents occurring within SSEES premises, or arising from SSEES activities, must be reported using the standard UCL Accident/Incident Report Form. It is also important to report incidents and near-miss accidents so that an investigation can be carried out and appropriate controls put in place at the earliest opportunity. Forms are available from 409, or can be downloaded from: [http://www.ucl.ac.uk/efd/safety\\_services/www/guidance/accidents/](http://www.ucl.ac.uk/efd/safety_services/www/guidance/accidents/)

### Smoking, Eating and Drinking

UCL operates a NO SMOKING policy and, accordingly, smoking is not permitted in any part of the SSEES premises.

Eating and drinking is allowed in the Junior Common Room only. MA students are not permitted to use the Senior Common Room, which is reserved for staff and research students only. Please note, there are special rules that apply to SSEES Library areas and these must be observed.

