

UCL DEPARTMENT  
OF ANTHROPOLOGY



UCL

---

UNIVERSITY COLLEGE LONDON

Postgraduate Taught  
Student Handbook:

Regulations, Policies and Procedures

2018-19

# 1 Welcome to UCL

## 1.1 Provost's Welcome

Dear students

To those of you who are returning, welcome back. To those of you who are new, congratulations for choosing UCL as your university. Whatever your degree programme, your UCL education offers fantastic opportunities to stretch your intellect, expand your experience and develop your skills. And you are in London, which was this year recognised by QS as the best city in the world for students.

We want you to learn how to think, not what to think: through our Connected Curriculum you have the opportunity to take part in research and enquiry and to create new knowledge. Your programmes are informed by the work of UCL's world-leading researchers and are designed to develop your skills of analysis and problem-solving, preparing you for your career, wherever it takes you. At UCL, we believe the best way to solve a problem is to bring together thinking from different academic disciplines. This is reflected in the UCL Grand Challenges, our joined-up approach to the world's most pressing problems. Most of our degrees allow you to take elective modules from other disciplines within UCL and we encourage language study, to bring new perspectives to your studies.

I warmly encourage you to shape your journey at UCL. Take our university-wide surveys and make your voice heard. Become a ChangeMaker or an Academic Representative and work in partnership with academics to make your programme of study even better.

You'll also have opportunities to learn outside your degree programme. Participate in our Global Citizenship Programme, exploring ways of addressing some of the world's most pressing challenges in the two weeks of summer term following exams. Get involved with amazing volunteering opportunities (coordinated by the Volunteering Services Unit) and make a difference locally. Investigate opportunities for entrepreneurship through UCL Innovation and Enterprise.

UCL is first and foremost a community of great minds. You are a valuable member of that community. I hope you will take every opportunity to shape your time here, so that your experience is the best possible.

Professor Michael Arthur

UCL President and Provost

## 2 Disclaimer

Although all the information contained in this handbook is believed to be correct at the time of going to press, no guarantee can be given that it will not be amended either before commencement or during the course of the degree programmes to which it refers.<sup>1</sup> You should always consult the most up-to-date Handbook, which can always be found online under the Student Handbook tab at the following link:

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

Students in any doubt about the specific requirements for their degree programme should consult their personal or year tutors.

This handbook should always be read in conjunction with the UCL Guidelines available on the web at:

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

Any suggestions for improvements to future editions of the handbook should be passed to the Publications Coordinator or the Postgraduate Co-ordinator either via the Departmental Office or by the following email address:

[anthro-masters@ucl.ac.uk](mailto:anthro-masters@ucl.ac.uk)

---

<sup>1</sup> This handbook was last updated on 24 September 2018

## Table of Contents

1	Welcome to UCL .....	2
1.1	Provost's Welcome .....	2
2	Disclaimer.....	3
3	Introduction to UCL and the Anthropology Department.....	9
3.1	Introduction to University College London (UCL) .....	9
3.2	Information on university-wide learning resources and key contacts for support .....	9
3.2.1	UCL Library and Learning Resources.....	9
3.2.2	UCL Centre for Languages & International Education (CLIE) .....	11
3.3	Social & Historical Sciences Faculty .....	11
3.4	Introduction to UCL Anthropology.....	12
3.4.1	Location.....	12
3.4.2	Departmental Facilities .....	12
4	UCL Term dates, exam/assessment period, core activities .....	17
5	How UCL and the department will communicate with students.....	18
6	Important Study Information.....	19
6.1	Changing or withdrawing from a programme .....	19
6.1.1	Changing programme.....	19
6.1.2	Withdrawing from a programme .....	20
6.2	Coursework Submission Criteria and Penalties .....	20
6.2.1	Being 'Complete' in a Module.....	20
6.2.2	Absence from Assessment .....	20
6.3	Informal and Formal Student Complaints.....	21
6.3.1	Student Complaints.....	21
6.3.2	Informal resolution .....	21
6.3.3	Formal complaints .....	21
6.4	Assessment .....	21
6.5	Essay Submission .....	23
6.6	Attendance.....	24
6.6.1	Tier 4 students: Absence from teaching and learning activities.....	24
6.7	Departmental Seminars .....	24
6.8	Online Timetable.....	25
6.8.1	Personal timetables for students.....	25
6.8.2	Reading Weeks.....	25

6.9	Part-Time Students .....	26
6.10	Tutorials and supervision .....	26
6.10.1	Academic and Personal Tutoring .....	26
6.11	PORTICO: The UCL Student Information Service .....	26
6.11.1	Online Module Registration .....	27
6.11.2	Selection Screen – Optional Modules .....	28
6.11.3	Selection Screen – Elective Modules .....	28
6.11.4	Confirmation of Selections.....	29
6.11.5	Enrolling for Courses .....	29
6.12	Moodle.....	30
6.12.1	Overview to Moodle .....	30
6.13	UCL Standard turnaround time for feedback .....	31
6.13.1	Advice when handing in work.....	31
6.14	Late Submission of Coursework.....	32
6.14.1	Late Submission Penalties.....	32
6.14.2	Information about the consequences of failure .....	33
6.14.2.1	Number of permitted attempts .....	33
6.14.2.2	Reassessment Marks.....	34
6.14.2.3	Resits .....	34
6.14.2.4	Repeats.....	35
6.14.2.5	Deferrals.....	36
6.14.3	Research Project .....	37
6.14.4	Resit Marks.....	37
6.15	Guide to Writing Essays .....	37
6.15.1	Legibility .....	37
6.15.2	Word limits.....	37
6.15.3	Examination Irregularities & Plagiarism.....	38
6.15.4	Self-Plagiarism.....	39
6.15.5	External Examining at UCL .....	40
6.16	Supervision.....	40
6.16.1	Masters and Programme Tutors .....	41
6.16.2	Personal Tutors .....	41
6.16.3	Writing Tutor.....	41
6.16.4	Contacting Staff: Student Feedback and Consultation Hours.....	41

6.17	Student Feedback .....	42
6.17.1	Student Surveys .....	42
6.17.2	Student Evaluation Questionnaires .....	42
6.17.3	Student Feedback on Course Options (OPINIO) .....	43
6.17.4	Whom to Contact When Dealing With Problems .....	43
6.17.5	The Problem Solving Process .....	43
6.17.6	Student Code of Conduct .....	44
7	Illness and other Extenuating Circumstances .....	44
7.1	Illness .....	44
7.1.1	Longer-term Conditions .....	44
7.2	Support to Study Policy and Fitness to Study Procedure.....	46
7.3	Extensions and Extenuating Circumstances.....	47
7.3.1	Short term, unexpected illness or problems.....	47
7.3.2	Longer-term Conditions and ‘reasonable adjustments’ .....	48
7.3.3	Special Examination Arrangements .....	48
7.3.4	Interruption of Studies.....	48
8	UCL Student support and wellbeing .....	49
8.1.1	The Student Centre .....	49
8.1.2	Student Disability Services .....	49
8.1.3	Students with Learning Difficulties .....	49
8.1.4	Student Psychological Services .....	50
8.1.5	International Student Support and Welfare .....	50
8.1.6	Information about registering with a doctor and out-of-hours support services .....	50
8.1.6.1	Registering with a Doctor.....	50
8.1.7	Out-of-hours support and information helpline.....	51
8.1.8	Crisis support - immediate help .....	51
8.1.9	Accommodation.....	51
8.1.10	Financial support.....	51
8.1.11	Access to Financial Assistance Fund and Emergency Loans .....	52
8.2	Information on how students can access support/information related to Equality and Diversity .....	52
8.2.1	Equality and Diversity .....	52
8.2.2	Inclusion Leads.....	
8.3	Information about UCL’s Zero Tolerance policy on harassment and bullying.....	53

8.3.1	Harassment and bullying.....	53
8.3.2	Sexual misconduct .....	53
8.3.3	Support for students who have been affected by sexual violence.....	53
8.4	Student Representation .....	53
8.4.1	Information on Students' Union UCL, how to run for election and how to find a representative.....	53
8.4.1.1	Student's Union UCL .....	53
8.4.2	UCLU Rights & Advice Centre.....	54
8.4.3	Student societies.....	54
8.4.4	Information on Academic Representatives .....	55
8.4.5	Lead Department Representative Role.....	55
8.4.6	Role of the Staff-Student Consultative Committee .....	55
8.4.7	The Annual Student Experience Review (ASER).....	56
8.4.8	UCL ChangeMakers .....	56
8.5	Data Protection .....	56
8.6	Health, Safety and Security .....	57
8.6.1	Health, Safety and Security at UCL .....	57
8.6.2	Health and Safety: Anthropology Department.....	57
8.6.2.1	Safety Management Structure.....	57
8.6.3	First Aid .....	58
8.6.4	Safety in the Field: Fieldwork and Health and Safety .....	58
8.7	After study .....	59
8.7.1	Transcripts.....	59
8.7.1.1	Information on transcripts and how to access replacements .....	59
8.7.1.2	Graduation Ceremonies.....	59
8.7.1.3	Higher Education Achievement Report (HEAR) .....	59
	Information about the HEAR.....	59
8.7.2	UCL Alumni Community .....	59
8.7.3	External Examiners' reports and Departmental Responses .....	60
8.8	Employability and Careers .....	60
8.8.1	UCL Careers.....	60
8.8.2	Entrepreneurship at UCL.....	61
8.8.3	Global Citizenship.....	61
8.8.4	Volunteering .....	61

8.8.4.1	Volunteering Service .....	61
8.8.4.2	Volunteering Society .....	62
8.8.4.3	The Next Step... ..	62



## **3 Introduction to UCL and the Anthropology Department**

### **3.1 Introduction to University College London (UCL)**

University College London (UCL) is one of the foremost teaching and research institutions in the United Kingdom. Founded in 1826 to provide higher education for all that could benefit from it – regardless of religion, race or class – it is both the oldest and the largest of the various colleges and institutes that make up the University of London. The College was the first university to admit women to higher education on equal terms with men, and also pioneered the teaching of many subjects at university level.

UCL has over 36,000 students, approximately half of whom are graduate students. There are 70 different departments within the College in the following eight faculties: Arts, Social and Historical Sciences, Laws, the Built Environment, Engineering, Mathematical and Physical Sciences, Life Sciences and Biomedical Sciences.

UCL is proud of its record of academic distinction; it can count 29 Nobel Prize winners among former academic staff and students while current academic staff includes 53 Fellows of the Royal Society, 15 of the Royal Academy of Engineering, 51 of the British Academy, and 117 Fellows of the Academy of Medical Sciences. Recent external assessments have confirmed UCL as one of the top research universities in Britain, and UCL was ranked joint fifth in the world's top ten universities by the QS World University Rankings (2014).

The College seeks to provide for all aspects of student life. Facilities situated within the UCL precinct and available for the use of all students include libraries, a Health Centre, computer facilities, a Language Centre, Bloomsbury Theatre, and a Fitness Centre. UCLU – the UCL Student's Union – provides a range of services such as bars, snack-bars, shops, a hairdresser and a travel office, as well as running over 130 clubs and societies which cater for a range of sporting, academic, musical and cultural interests. UCL students may also use the facilities of the nearby University of London Union, which include a large swimming pool.

Situated on a compact site in the centre of London, UCL is very near to a wide range of libraries, museums, bookshops, and public gardens as well as many cinemas, theatres, cafes, bars and inexpensive restaurants.

Further Information may also be found on the [Anthropology Department](#) website and the [Faculty](#) website.

### **3.2 Information on university-wide learning resources and key contacts for support**

#### **3.2.1 UCL Library and Learning Resources**

UCL has 19 libraries and a mixture of quiet study spaces, bookable study rooms and group work areas. Each library has staff that students can ask for help. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support.

For further information go to [library information for students](#)

## **UCL Information Services Division (ISD)**

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers IT learning opportunities for students and staff in the form of 'How to' guides which provide step-by-step guidance to all of ISD's key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks. There are also opportunities for digital skills development through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk.

UCL also has a licence for Lynda.com which provides thousands of high quality video-based courses from programming to presentation skills. Learning on Screen ("bob") provides students with access to a vast archive of 65 free-to-air channel programming for educational usage – you can view TV programmes and films, and listen to radio programmes. In addition, Kanopy ("thoughtful entertainment") is available to UCL students, and offers a wide range of movies:

E-learning services available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom.

ISD provides desktop computers and laptops for loan in a number of learning spaces. A map of computer workrooms is available on the ISD website. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students. It is also possible to access a large range of applications remotely, from any computer, using the [Desktop@UCL Anywhere](#) Students also have access to a range of free and discounted software via ISD Software for Students.

All students are encouraged to download the UCL-Go app, available for iOS and Android devices. The app gives access to Moodle and timetabling and shows where desktop computers are available on campus.

Further information:

[Digital Skills Development](#)

[Lynda.com](#)

[Learning on Screen \("bob"\)](#)

[Kanopy](#)

[E-learning services](#)

[Laptop Loans](#)

[Learning and Teaching Rooms and Spaces](#)

[Map of Computer Workrooms](#)

[ISD Software for Students](#)

### **3.2.2 UCL Centre for Languages & International Education (CLIE)**

UCL Centre for Languages & International Education (CLIE) The UCL Centre for Languages & International Education (CLIE) offers courses in over 17 foreign languages (including English), along with teacher training courses, across a range of academic levels to support UCL students and staff and London's wider academic and professional community. CLIE provides degree preparation courses for international students, courses satisfying UCL's Modern Foreign Language requirements and a range of UCL summer school courses. Students can also access a database of language learning resources online through the CLIE Self-Access Centre, including film and documentary recommendations and books for self-study.

Further information:

[CLIE website](#)

[CLIE Self-Access Centre](#)

### **3.3 Social & Historical Sciences Faculty**

The department is part of the Faculty of Social and Historical Sciences, one of UCL's 11 faculties.

The Faculty of Social and Historical Sciences encompasses an area of knowledge where science meets the humanities. Many of the Faculty's departments are consistently ranked in the world's top 20, and include Archaeology, Anthropology, Geography, History, History of Art, Economics, Political Science, and the Institute of the Americas.

The Faculty's academic and administrative management is aligned with that of the Faculty of Arts and Humanities and the School of Slavonic and East European Studies. The close collaboration between these areas creates a vibrant interdisciplinary culture, providing students with a vast range of opportunities to enrich their academic experience at UCL.

Most issues concerning your studies will be dealt with by your department in the first instance, but some matters, particularly those affecting your registration as a student such as a change of programme or an interruption of study may need to be referred to the Faculty Office for approval. The Faculty Tutor oversees all learning and teaching matters as well as student care issues for taught programmes in the Faculty. The Faculty Graduate Tutor oversees research degree programmes.

In the first instance contact your course tutor/Administrator but the following people are the main contacts in Faculty:

#### **Undergraduate and Taught Postgraduate students**

Faculty Tutor: Dr Arne Hofmann

Deputy Faculty Tutor: Ashley Doolan

Faculty Students Officer: Claire Hartill

Faculty Quality Assurance and Governance Officer: Joe Noteboom

To contact any of the above please email [ah-shs-faculty@ucl.ac.uk](mailto:ah-shs-faculty@ucl.ac.uk).

### **3.4 Introduction to UCL Anthropology**

The Anthropology Department at UCL integrates biological anthropology, social anthropology, medical anthropology and material culture into a broad-based conception of the discipline. As a Department, we are strongly committed to retaining this breadth through the incorporation of considerable interdisciplinary and interdepartmental linkages within our programme alongside the continuing retention of our strengths in the four core areas of the subject. It is one of nine teaching department constituents of the UCL Faculty of Social and Historical Sciences.

At present the Department conducts research in over 60 countries, houses the editors of three international journals, and runs four programme-specific seminar series (Biological Anthropology, Material Culture, Medical Anthropology, and Social Anthropology). The Department also sponsors a departmental monograph series and provides the base for the Centre for the Anthropology of Sustainability (CAOS), the Centre for Digital Anthropology, the Centre for Medical Anthropology, the Centre for Human Ecology, the Virtual Centre for the Social Environment, and (with the Department of Biology) the Centre for Genetic Anthropology.

The Department is strongly committed to its graduate programme, which includes both taught degree programmes and research degrees. The last decade has seen a considerable planned expansion of our graduate programme in response both to the research interests of the staff as well as the interests of the current generation of students. We have been highly successful in attracting well-funded new research projects that involve collaborative and interdisciplinary research programmes, but we also encourage innovation and independent research initiatives from students. Our graduate students are currently funded by UCL Graduate School awards and Departmental Bursaries as well as by the AHRC, the ESRC, and the NERC alongside awards from the British Academy, ORS and various national and overseas governments, institutions and NGOs. The Department encourages pure and theoretical research as well as providing strong links to multiple applied and developmental projects.

#### **3.4.1 Location**

UCL Anthropology is housed at 14 Taviton Street near the corner of Gordon Square, a new building in the heart of UCL's central campus. Here you will find administrative office, staff offices, a number of teaching rooms, the Daryll Forde Seminar Room (DFSR), research laboratories, as well as student and staff common rooms.

#### **3.4.2 Departmental Facilities**

In addition to teaching and social events organised by the Department, you are also encouraged to participate in and attend [Departmental Research Seminars](#), Faculty and UCL events, including:

##### **Inaugural Lectures**

A series of free evening lectures, delivered by recently promoted professors across the arts, humanities, and social sciences, runs from November to June.

### **IAS Events**

The Institute of Advanced Studies (IAS) harnesses UCL's extensive expertise across the humanities and social sciences to investigate received wisdom and to address the most urgent ethical and intellectual challenges of today. It is a research-based community, comprising colleagues and doctoral students from across UCL, as well as visiting fellows and research collaborators from the UK and around the world.

Based in the Wilkins Building, the IAS runs a vast and varied range of conferences, talks and seminars throughout the year. For more information and to see what's coming up, visit the Institute's website.

### **Festival of Culture**

UCL's Festival of Culture takes place in term three. It is an exciting, week-long showcase and celebration of the quality, diversity, and relevance of scholarship across UCL's Faculties of Arts and Humanities and Social and Historical Sciences. Visit the Festival webpage for more information about past and upcoming events.

The Student Common Room is on the ground floor of the Anthropology Department where there are tea and coffee making facilities, a microwave and a small fridge. Please note that smoking is strictly prohibited in accordance with College policy. This includes the outside courtyard.

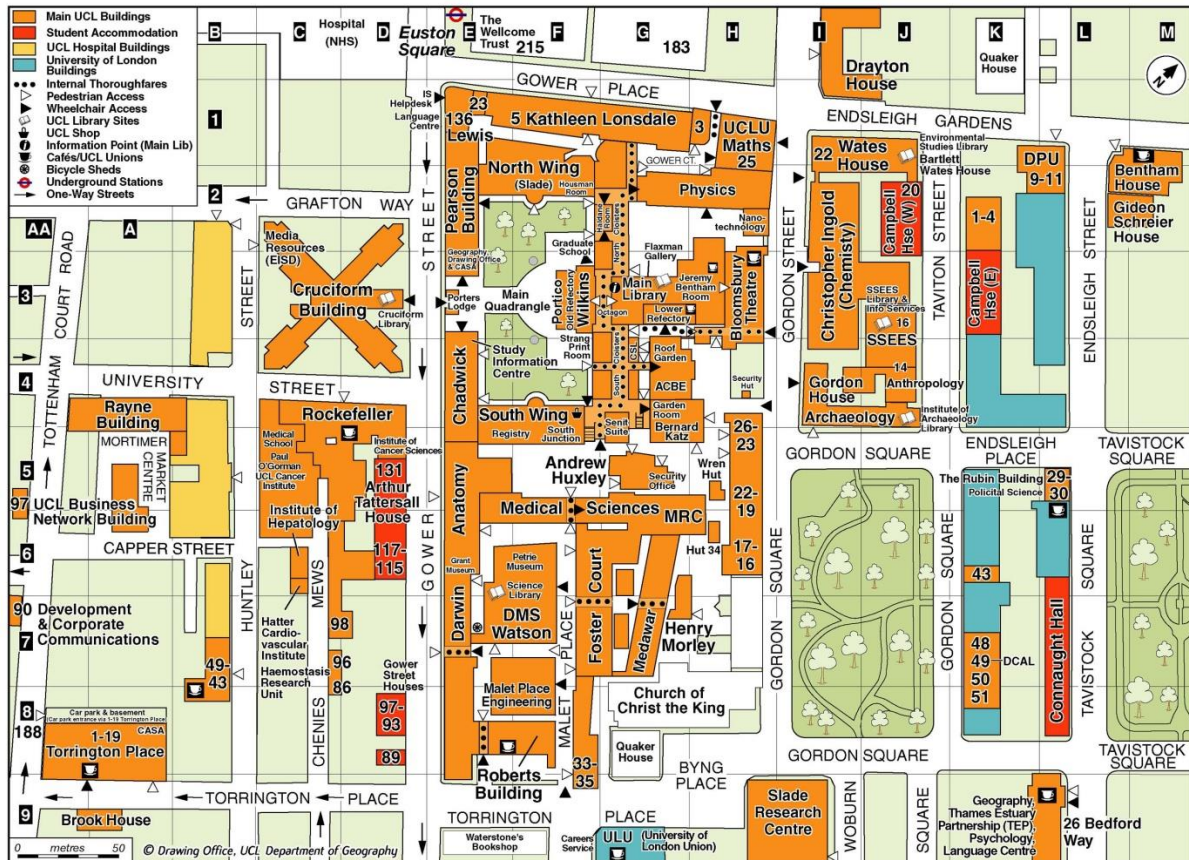
The Anthropology Departmental Office is on the ground floor. This office houses the Department's Undergraduate and Postgraduate Coordinators, the Academic Administrator, Departmental Administrator and the Head of Department. The staff pigeon-holes may be found in the staff common room on the ground floor.

The Material Culture Room, in which small group tutorials may be held, is located in the basement of this building.

The Department has a teaching and research laboratory, which holds the Napier Primate Skeletal Collection, as well as comprehensive collections of fossil hominid casts, and material culture collections from around the world. Through our research and teaching links we have access to the skeletal and fossil collections housed in the College's Zoological Museum and to those at the Natural History Museum (London). We also have access to the material culture collections at the Ethnography Department of the British Museum (London).

Open City Docs: Open City Docs is a UCL Anthropology environment where the next generation of documentary filmmaker is nurtured and celebrated, delivering film screenings and live events, training programmes and projects throughout the year including Open City Documentary Festival and Open City Docs School. We also run screening events through the year. Open City Docs School also runs MA Modules for any registered student at UCL, **ANTH0138** and **ANTH0141** taught in Terms one and two respectively and provides an extensive suite of CPD courses providing professional training in film practice. Please contact James Collies at [james@opencitylondon.com](mailto:james@opencitylondon.com) for details and additional costs.

The Open City Docs festival takes place over six days in venues across London and the programme offers a chance to see the best in contemporary, international documentary as well as filmmaker Q&As, industry panels, workshops, networking and parties: [www.opencitylondon.com](http://www.opencitylondon.com)



## Staff

### Academic Staff

#### Head of Department

Prof Susanne Kuechler

[s.kuechler@ucl.ac.uk](mailto:s.kuechler@ucl.ac.uk)

#### Deputy Head of Department (Head of Teaching)

#### Vice Dean (Planning & Education, SHS)

Dr Joanna Cook

[Joanna.cook@ucl.ac.uk](mailto:Joanna.cook@ucl.ac.uk)

#### Masters Tutor

Prof Ruth Mace

[r.mace@ucl.ac.uk](mailto:r.mace@ucl.ac.uk)

### Masters Programme Tutors

#### *MSc Anthropology, Environment and Development*

Dr Emily Woodhouse

[e.woodhouse@ucl.ac.uk](mailto:e.woodhouse@ucl.ac.uk)

#### *MSc Digital Anthropology*

Dr Haidy Geismer

[h.geismer@ucl.ac.uk](mailto:h.geismer@ucl.ac.uk)

#### *MSc Human Evolution and Behaviour*

Dr Lucio Vinicius

[l.vinicius@ucl.ac.uk](mailto:l.vinicius@ucl.ac.uk)

#### *MA Material and Visual Culture*

Prof Chris Tilley & Dr Adam Drazin

[c.tilley@ucl.ac.uk](mailto:c.tilley@ucl.ac.uk)  
[a.drazin@ucl.ac.uk](mailto:a.drazin@ucl.ac.uk)

#### *MSc Medical Anthropology*

Dr Joseph Calabrese

[j.calabrese@ucl.ac.uk](mailto:j.calabrese@ucl.ac.uk)

#### *MSc Social and Cultural Anthropology*

Dr Alison Macdonald

[a.macdonald@ucl.ac.uk](mailto:a.macdonald@ucl.ac.uk)

#### *MSc Biosocial Medical Anthropology*

Dr Sahra Gibbon

[s.gibbon@ucl.ac.uk](mailto:s.gibbon@ucl.ac.uk)

#### *MSc Politics, Violence & Crime*

Dr Lucia Michelutti

[l.michelutti@ucl.ac.uk](mailto:l.michelutti@ucl.ac.uk)

#### *MA Public Diplomacy & Global Communication*

Dr Cornelia Sorabji

[c.sorabji@ucl.ac.uk](mailto:c.sorabji@ucl.ac.uk)

***MA Ethnographic and Documentary Filmmaking***

Prof Michael Stewart

[m.stewart@ucl.ac.uk](mailto:m.stewart@ucl.ac.uk)

***MA Creative and Collaborative Enterprise***

Mr Gregory Thompson

[gregory.thompson@ucl.ac.uk](mailto:gregory.thompson@ucl.ac.uk)

***MFA Creative Documentary by Practice***

Prof Michael Stewart

[m.stewart@ucl.ac.uk](mailto:m.stewart@ucl.ac.uk)

***MRes Anthropology***

Dr Jerome Lewis

[jerome.lewis@ucl.ac.uk](mailto:jerome.lewis@ucl.ac.uk)

## **Administrative Staff**

***Departmental Manager***

Rikke Osterlund

[r.osterlund@ucl.ac.uk](mailto:r.osterlund@ucl.ac.uk)

***Examinations Officer & Postgraduate Administrator (Research)***

Dr Claudia Amphlett

[c.amphlett@ucl.ac.uk](mailto:c.amphlett@ucl.ac.uk)

***Postgraduate Administrator (Taught)***

Samantha Webb

[anthro-masters@ucl.ac.uk](mailto:anthro-masters@ucl.ac.uk)

***Undergraduate Coordinator***

Jolanta Skórecka)

[uganthro@ucl.ac.uk](mailto:uganthro@ucl.ac.uk)

***Coursework Administrator & Reception Desk***

Mrs Keiko Homewood

[keiko.homewood@ucl.ac.uk](mailto:keiko.homewood@ucl.ac.uk)

***Finance & Grants Officer***

Mr Paul Carter-Bowman

[p.carter-bowman@ucl.ac.uk](mailto:p.carter-bowman@ucl.ac.uk)

***Departmental Technician***

Balazs Keszei

[b.keszei@ucl.ac.uk](mailto:b.keszei@ucl.ac.uk)

***Departmental Information Officer***

Mrs Yang Man

[y.man@ucl.ac.uk](mailto:y.man@ucl.ac.uk)

***Writing Tutor***

Dr Jill Reese

[jill.reese@ucl.ac.uk](mailto:jill.reese@ucl.ac.uk)



**For further information please contact:**

Postgraduate Taught Programme Coordinator  
Department of Anthropology  
University College London  
Gower Street  
London WC1E 6BT

Tel: +44 (0)20 7679 1040  
Fax: +44 (0)20 7679 8632  
E-mail: [anthro-masters@ucl.ac.uk](mailto:anthro-masters@ucl.ac.uk)  
Web: <http://www.ucl.ac.uk/anthropology>

## 4 UCL Term dates, exam/assessment period, core activities

First Term	Monday 24 September 2018 – Friday 14 December 2018
Second Term	Monday 07 January 2019 – Friday 22 March 2019
Third Term	Tuesday 23 April 2019 – Friday 07 June 2019

For those departments that operate them, Reading Weeks are the weeks beginning Monday 05 November 2018 and Monday 11 February 2019.

Christmas College Closure	Close 5.30pm Friday 21 December 2018
	Open 9.00am Wednesday 02 January 2019
Easter College Closure	Close 5.30pm Tuesday 16 April 2019
	Open 9.00am Tuesday 23 April 2019
Bank Holidays	Closed - Monday 06 May 2019
	Closed - Monday 27 May 2019
	Closed - Monday 26 August 2019

### 4.1.1 Module Selection and Verification Deadlines

Initial module selections will need to be made by the following deadlines:

	September Starters	January Starters
Students select modules for the year ahead (any changes to Term 1 modules will also need to be made by this deadline)	October (Term 1, Week 3)	January (Term 2, Week 2)
Departments approve selections for the year ahead	October (Term 1, Week 5)	January (Term 2, Week 3)
Students verify module selections and notify the Department if they want to make any changes to their Term 2 or 3 modules.	December (Term 1, Week 11)	Not applicable
Departments approve any changes to Term 2 or 3 modules.	December (Term 1, Week 12)	Not applicable

Exact deadlines will be published each year in the Student and Registry Services calendar and in the 'Module Selection Task' on Portico.

It is very important that module selections are verified by the above dates as the examination timetable will be based on the information recorded on Portico at this point.

Information may also be found on the UCL [Anthropology website](#).

#### **4.1.2. UCL Examination Periods 2018-19**

Examination Period: 25 April to 7 June 2019

Late Summer Assessment Period: *To be announced*

## **5 How UCL and the department will communicate with students**

UCL will communicate with students via:

**UCL student email** – Students should check their UCL email regularly.

[UCL student email](#)

**UCL Moodle** – UCL's online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.

[UCL Moodle](#)

**myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.

[myUCL](#)

**UCL Instagram** – UCL's official Instagram channel, featuring news, events, competitions and images from across the UCL community.

[UCL Instagram](#)

**@ucl Twitter channel** – Sharing highlights of life at UCL from across UCL's diverse community.

[@ucl Twitter channel](#)

## 6 Important Study Information

Our expectations of students

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background and the first to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute. Students should ensure they read and familiarise themselves with UCL's Student Code of Conduct and other related policies and should be aware that any inappropriate behaviour may lead to actions under UCL's Student Disciplinary Procedures.

**Further information:**

[UCL Code of Conduct for Students](#)

[UCL Disciplinary Code and Procedure in Respect of Students](#)

[UCL Policy on Harassment and Bullying](#)

[UCL Code of Practice on Freedom of Speech](#)

[Religion and Belief Equality Policy for Students](#)

---

### 6.1 Changing or withdrawing from a programme

#### 6.1.1 Changing programme

If a student wishes to transfer from one UCL degree programme to another, they must make a formal application. The usual deadline for change of degree programme during the academic session is the end of **October** each year (for students registering in September, with a later date for students registering in January) to be compatible with module selection deadlines, although later transfers may be possible, where the transfer does not affect module selections. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu. Students are strongly advised to discuss their plan with the departments involved before requesting a change of programme on Portico.

**Further information:**

[Changing your degree programme or modules](#)

[Academic Manual Chapter 3, Section 6 Programme Transfers](#)

### Changes to Registration

Students wishing to make changes to their registration status should first discuss their plans with their Personal Tutor or Supervisor who can explain the options available and help students to make the right decision. Students should also ensure that they read the relevant sections of the UCL Academic Manual before making any requests to change their academic record.

**Further information:**

- [Programme Transfers](#)
- [Changes to Registration Status](#)

### 6.1.2 Withdrawing from a programme

If a student wishes to leave their degree programme prior to completing their final examinations they must apply for a formal withdrawal from their studies. Applications must be made in advance of the effective date of change. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu.

#### Further Information

[Interrupting or withdrawing from your studies](#)

[Academic Manual Chapter 3, Section 8: Withdrawing from a programme](#)

### 6.1.3 Informing the Student Loans Company of changes to your student status

If a student makes a change to their programme or registration status during the course of the academic year, it is important that the Student Loans Company (SLC) is notified. The SLC can then re-assess and update its records. Changes could include a student withdrawing from their academic programme, an interruption in studies or transferring to a new programme. The SLC must also be notified when there is a change in mode of study or when a student has returned from an interruption.

To inform the SLC of a change in your student status, a Change of Circumstance (CoC) form must be completed online by your Faculty. See the Key Contacts section for details of who to contact in the Faculty if you require a CoC form to be submitted on your behalf or if you have any related queries.

## 6.2 Coursework Submission Criteria and Penalties

### 6.2.1 Being 'Complete' in a Module

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

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

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

For further details please refer to the formal regulations. These can be found in the Academic Regulations page, Postgraduate Programmes section:

<http://www.ucl.ac.uk/srs/academic-regulations>

### 6.2.2 Absence from Assessment

Any student who is absent from an assessment will receive a mark of zero unless they obtain authorisation for the absence and formally defer their assessment to a later date by submitting a request for Extenuating Circumstances. Absences from assessment need to meet the criteria for Extenuating Circumstances and be supported by appropriate evidence. If Extenuating Circumstances are not approved, the mark of zero will stand.

**Further information:** [Academic Manual Chapter 4, Section 6: Extenuating Circumstances](#)

In line with UCL's obligations for students studying under a visa, Tier 4 students must also obtain authorisation for any absence from teaching or assessment activities under the Authorised Absence procedures.

**Further information:** [Academic Manual Chapter 3, Section 3: Attendance and Absence](#)

## 6.3 Informal and Formal Student Complaints

### 6.3.1 Student Complaints

UCL aims to ensure that every student is satisfied with their experience of UCL. However we recognise that from time to time problems do arise and students may wish to express concern or dissatisfaction with aspects of UCL or the quality of services provided.

### 6.3.2 Informal resolution

Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Students can speak to their Personal Tutor, Programme Leader, Departmental or Faculty Tutor, or Student Academic Representative if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the UCLU Rights and Advice Service. UCL strongly encourages this kind of resolution and does expect students to have attempted some form of informal resolution before making a formal complaint.

### 6.3.3 Formal complaints

If an issue cannot be resolved at a local level, students may feel they need to submit a formal complaint using UCL's Student Complaints Procedure. UCL aims to ensure that all complaints are treated fairly, impartially, effectively and in a timely manner, without fear of victimisation. The Complaints Procedure applies across all Schools, Faculties, Academic Departments and Professional Service Divisions.

Further information:

[Academic Manual Chapter 6, Section 10: UCL Student Complaints Procedure](#)  
[UCL Student Mediator](#)  
[Students' Union Advice Service](#)

## 6.4 Assessment

Assessment of all taught components of all Taught Masters courses in UCL Anthropology accounts for 50% of the final mark entire programme whilst the dissertation accounts for the remaining 50%. The taught courses are independently assessed through a mixture of assessed essays, lab books, practical work, and seen and unseen examinations.

### 6.4.1 How will students be assessed?

Many, but not all, courses taken in the Anthropology Department are assessed fully or partly by examination. Exams are normally **unseen**. This means that they are held in Examination Halls, located outside of the Department and are professionally invigilated. The exact format of the unseen examination will vary from course to course. The course lecturer will discuss the form that the examination will take with the students on the course. No books, dictionaries, papers or computers may be taken into unseen exams. **Illegible or semi-legible handwriting will be penalised.**

**Students who feel that they need special arrangements for taking their exams (e.g. sitting the exams in the Health Centre) should also see the Postgraduate Administrator as soon as possible to discuss their needs.**

Students must ensure that they are aware of the regulations governing written examinations detailed in the UCL Examination Guide for Candidates on the [Examinations and Awards website](#). Students should pay particular attention to the regulations around examination irregularities. Students who are suspected of any form of cheating or of breaching the [Examination Regulations](#) will be investigated under UCL's [Examination Irregularities and Plagiarism procedures](#).

#### Intercollegiate Exams (if applicable)

UCL students taking examinations at other colleges as part of the University of London's Intercollegiate Scheme must abide by the regulations of the college they are attending. Similarly, students from other colleges taking examinations at UCL are subject to UCL's regulations for examinations.

#### **6.4.1.2 What are the marking criteria and learning outcomes?**

All work that is submitted for summative assessment is marked by a UCL Internal Examiner or Assistant Internal Examiner. All UCL programmes also include rigorous second-marking and internal moderation processes to ensure that marking is consistent and fair. Second-marking can take a number of different forms depending on the type of assessment, but the overall aim is to ensure that marking is as accurate as possible. Internal moderation also helps UCL to ensure that marking is equitable across different modules, pathways, options and electives.

In the Department of Anthropology essays and other types of written course work are of two sorts.

These are:

- (i) **Formative** (unassessed) essays (compulsory and graded for feedback purposes but not contributing to the overall mark for that course)
- (ii) **Summative** (assessed) coursework: essays, lab-books, posters, etc. (which are compulsory AND contribute to the overall mark for that course)

Formative work, set in any year of the degree, is a crucial part of teaching and learning. Although this work is graded to help students evaluate their performance, marks do not count towards the final course grade or contribute to the overall degree class. Only the examination grade counts. ***However, formative work is still compulsory and failure to complete it may lead to students being considered incomplete for the course, which may affect progression and prevent graduation.***

**Most courses involve course work assessment** by either (a) mixture of summative course work and examination, or (b) summative course work alone. Where it is only a fraction of the course work, the percentage contribution of summative course work to the overall course unit grade will be indicated on the list of Optional Subjects and on the course Moodle page.

**Students should note that failure to complete written summative or formative course work will automatically lead to a mark of 'INCOMPLETE.'**

#### **6.4.1.3 What marking scale is in use on the programme?**

In general, tutors apply the following guidelines to help them determine the marks of essays or examinations. These guidelines provide a general framework for the assessment of work submitted and cannot be mechanically applied in any particular case: In some cases, tutors have different criteria for assessment of work. Criteria being used are indicated on the individual course Moodle pages.

Marks	0-19	20-39	40-49	50-59	60-69	70-79	80-100
	Fail	Fail	Fail	Pass	Merit	Distinction	High Distinction
Knowledge and Understanding	Major gaps in Knowledge and Understanding of material at this level. Significant inaccuracies.	Gaps in knowledge and only superficial understanding of the well-established principles of area(s) of study. Some inaccuracies.	Some knowledge and understanding of material, of well-established principles of area(s) of study, and of the way in which those principles have been developed.	Broad knowledge and understanding of material, of well-established principles of area(s) of study, and of the way in which those principles have been developed.	Good knowledge and understanding of material, of well-established principles of area(s) of study, and of the way in which those principles have been developed.	Very good, detailed understanding of material, main concepts/theories at this level.	As for 70-79 but exceptional in some or all of these aspects.
Intellectual skills <i>e.g. analysis and synthesis; deploying logical argument supported by evidence; focus on topic; drawing</i>	Unsubstantial generalizations made without use of any credible evidence. Lack of logic, leading to unsupported conclusions. Lack of analysis and relevance.	Views/findings largely irrelevant, illogical or contradictory. Generalisations/s tatements made with scant evidence. Conclusions lack relevance and/or validity.	Awareness of most of the issues but some gaps. Some weaknesses in the structure of argument. Some evidence provided to support findings, but not always consistent. Some relevant conclusions.	Awareness of main issues. Structure of argument effective but with some gaps or weaknesses. Some evidence provided to support findings, but not always consistent. Some relevant conclusions.	Issues identified and critically analysed within given areas. An awareness of different stances and ability to use evidence to support argument. Ability to apply concepts and principles outside study context. Generally sound conclusions.	Very good level of analysis and synthesis. An awareness of different stances and ability to use evidence convincingly to support argument. Ability to apply concepts and principles effectively outside study context. Strong well supported conclusions.	As for 70-79 but exceptional in some or all of these aspects.
Research and Enquiry <i>e.g. grasping, framing and/or creating questions; methods for gathering evidence; ethics and integrity; analysis of evidence; communicating findings in a style appropriate for A given context and audience (specialist/non-- specialist)</i>	Little or no evidence of the required skills in any of the areas identified for assessment at this level. Communication style inappropriate.	Limited evidence of skills in the range identified for assessment at this level. Significant weaknesses evident in key areas including style of communication.	Some evidence of ability to collect/ collate and interpret information appropriately but with weaknesses in some key areas including the communication of findings.	Skills in the ability to collect/collate and interpret information are evident, but not complete. Communication style largely appropriate with some weaknesses.	Strong ability to collect/collate and interpret information that is also well communicate. Some evidence of research autonomy (e.g. drawing on a wide range of sources.	Excellent ability to collect/collate and interpret information. Student draws on a range of sources demonstrating a significant degree of research autonomy. Finding are very well communicated.	As for 70-79 but exceptional in some or all of these aspects.
Scholarly Practices <i>e.g. referencing and citation, appropriate use of academic English and clarity of text, good spelling and grammar</i>	Academic conventions largely ignored and also weak in other areas of scholarly practice.	Academic conventions used weakly and significant issues in other aspects of scholarly practice.	Academic conventions evident and largely consistent, but weaknesses in other areas of scholarly practice.	Academic conventions and other scholarly practices generally sound.	Academic conventions and other scholarly practices generally very good.	Academic conventions and other scholarly practices excellent.	Academic conventions and other scholarly practices excellent.

## 6.5 Essay Submission

UCL Anthropology operates an electronic coursework submission system through Moodle. Please see [6.12](#) of this Handbook for more information on Moodle submission.

Late essays will be penalised according to the criteria laid out in [6.14](#) of this Handbook. Students need to check on the course Moodle site and with their lecturers for all course-specific dates.

All assessed work is marked by the course instructor, checked by a second member of UCL Anthropology, and externally examined/ratified by the External Examiner for the course.

## 6.6 Attendance

UCL expects students to aim for 100% attendance, and has a minimum attendance requirement of 70% of scheduled learning, teaching and assessment activities. If a student does not meet this requirement they may be barred from summative assessment.

Students are expected to attend all lectures, seminars, classes and labs for the courses they are taking. The only grounds for non-attendance are illness, certified by a doctor's note, bereavement or other serious personal circumstances (for which a written explanatory note is also required). If students cannot attend classes, they should provide lecturers with prior notice directly or through the Departmental Office and then provide a covering (medical) note to the Postgraduate Coordinator. Registers will be taken at all seminars and it is your responsibility to make sure that you sign the attendance sheet

It is most important that students attend the first lecture/seminar of any course since this is when all the important information about course organisation, tutorial management etc. will be distributed. Lecturers may exclude students from a course where they have failed to attend the first lecture.

For attendance requirements please check the [Academic Manual](#)

For further guidance please go to the following website:

<http://www.ucl.ac.uk/srs/academic-manual/c1/relationship>

### 6.6.1 Tier 4 students: Absence from teaching and learning activities

In line with UCL's obligations under UK immigration laws, students who hold a Tier 4 visa must obtain authorisation for any absence from teaching or assessment activities. UCL is required to report to UK Visas and Immigration (UKVI) and engagement monitoring is undertaken by departments at regular points during a student's registration. This is not only to meet the UKVI requirements, but also to identify any problems as early as possible to ensure action is taken to advise or assist the student.

Further information can be found at:

[UCL Immigration and Visas](#)

[Academic Manual Chapter 3, Section 3: Attendance and Absence](#)

Any student who is absent from an assessment must obtain authorisation for the absence by submitting a request for [Extenuating Circumstances](#)

## 6.7 Departmental Seminars

UCL Anthropology runs several Departmental seminar series and attendance at seminars coordinated by your own programme is compulsory for all Masters students. Collectively these events represent a vital opportunity to meet staff and other postgraduate students within the Department, to participate in the wider intellectual community of the College, and to talk informally with classmates and others. If you cannot attend a given seminar, apologies must



be submitted in person to the course tutor. Students are furthermore encouraged to make as much use as possible of the various other seminars held in the Department and in neighbouring colleges: as well as attending the seminars of their own programme, students from all Masters Programmes are welcome to attend the seminars coordinated by any other Programme. Students will likely be advised about which other seminars are particularly relevant to their course or interests at the beginning of each term.

Seminar programmes are posted online and in the Department. The days and times of the Departmental seminars are:

- Material, Visual & Digital Culture: (Monday 17:00 – 18:30)
- Human Ecology Research Group (HERG): (Tuesday 14:00 – 16:00)
- Biological Anthropology: (Tuesday 16:00 – 18:00)
- Social Anthropology: (Wednesday 11:00 – 13:00)
- Anthropology in the Professional World: (Wednesday 18:00)
- Democratic Cultures Research Program (Thursday 11:00 – 13:00)
- Medical Anthropology: (Thursday 16:00 – 18:00)

## 6.8 Online Timetable

The UCL [Online Timetable](#) displays your personal timetable week by week, and lets you find out what is being taught, when, where and by whom 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. Check it regularly for changes to dates, times or locations. To use UCL Online Timetable, login with your UCL username and password.

### 6.8.1 Personal timetables for students

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. Use the Department, Degree Programme or Custom timetables to find options that fit in your timetable. An important feature of this timetabling software is that it automatically checks for and alerts you to any clashes. Once you select your options in Portico, they will appear in your timetable the next day. If a module selection is rejected or deleted in Portico, it will be removed from your timetable the following day.

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.

Please note that 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 it regularly.

### 6.8.2 Reading Weeks

The Anthropology Department holds two Reading Weeks per term, one in the middle of each term, and one at the end of each term. Courses are not usually taught during reading weeks. Exceptional classes held during Reading Week will be publicised. Reading weeks are not vacations, they are an integral part of terms and should be used to complete essays, undertake reading, and prepare for forthcoming courses. You are expected to be available in College for reading weeks.

## 6.9 Part-Time Students

A part-time Masters in Anthropology at UCL lasts two calendar years and can be taken on consultation with the Course Tutors. In most cases, the student is usually expected to take the Core Course and Anthropological Research Methods papers in the first year and this includes the submission of all relevant assessment including examinations, essays, or lab books. The specialist options and dissertation will be taken/written in the second year. The timing of optional courses varies and students are advised to consult the timetable and discuss the scheduling of seminars with tutors at the beginning of the year.

## 6.10 Tutorials and supervision

### What students can expect in terms of academic and personal tutoring

#### 6.10.1 Academic and Personal Tutoring

UCL is committed to providing all students with the academic guidance and personal support that they need to flourish as members of our active learning and research community. As part of the wider support infrastructure provided by a programme, every undergraduate or taught postgraduate student will be assigned a member of staff who can provide constructive academic and personal development guidance and support. At the start of the year, students will be provided with the name and identity of their personal tutor, the date of their first meeting, and where and when the personal tutor can be found in term time. Students are encouraged to be proactive in engaging with their Personal Tutor, as it is the responsibility of the student to keep in touch.

#### Further information:

[Personal Tutors](#)

## 6.11 PORTICO: The UCL Student Information Service

Portico – what it is, why it is important and who to contact for support

Portico is the main UCL student information system which is used by all students for:

- Updating personal data such as addresses or contact numbers
- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results
- Pre-enrolment and re-enrolment
- Applying for graduation ceremonies

Further Information:

[Portico login](#)

[Portico Helpdesk](#)

Access to [Portico](#) is available to everyone across UCL – both staff and students alike – via the web [portal](#). You will need to log on using your UCL user id and password, which are issued to you once you have enrolled. These are the same as the ones used for accessing UCL restricted web pages, UCL email and Myriad. If you do not know them, you should contact the [IS Helpdesk](#) as soon as possible.

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

- You can read your UCL email on the web [here](#).
- You can change your password at any time if you go to [my account](#).

Passwords cannot be issued over the phone unless you are registered for the [User Authentication Service](#). We strongly advise that you register for this service. If you have not registered for the User Authentication Service 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.

More information can be found at the [ISD website](#).

As a student you can take ownership of your own personal data by logging on to Portico. In Portico you can:

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

Go to: [Portico Login](#)

As before, any continuing student requiring official confirmation of their results, or any graduating student requiring additional copies of their transcript, should refer to the information on UCL's website for obtaining an official [transcript](#).

### 6.11.1 Online Module Registration

Modules are the individual units of study which lead to the award of credit. Many programmes offer students the opportunity to choose between different modules that they are interested in. However some new students will find they do not need to make selections as all their modules are compulsory. If students need to choose modules, their department will advise them of how and when to do this, usually during departmental introductions. There may be a deadline by which students should make their term 1 choices, so students should keep an eye out for information from their department. **The deadline for term 2 module choices is to be confirmed.** Your mandatory modules will automatically be added to your personal [timetable](#) and the modules you select will be added overnight. If you wish to change your options beyond this date you will need to contact the [Postgraduate Coordinator](#) in the Departmental Office.

**Further information:** [Selecting Modules](#)

Information and course summaries about the specialist options available in 2018-19 can be found at the following [Anthropology Department's website](#).

Masters students normally are advised to attend the open lectures for these courses (where these are appropriate). Please note that although most of these courses are available as specialist options for students in most Masters Programmes, access to some courses is limited by numbers. You should contact the relevant lecturer as soon as you decide to take a course.

In addition, UCL [Moodle](#) (UCL's online learning space – see p.30) is used to provide essential information, including module and programme-specific information, in addition to learning resources.

Please note that Portico does not include timetabling information, so you should check with the teaching department concerned to ensure that your choice of any optional or elective modules does not clash with other classes.

You should ensure that you familiarise yourself with the Department's specific procedures for approving module selections and signing students.

If you want to find out more about the content of individual modules you can do so by going to the department website or by clicking on the programme code while on Portico or in Moodle which will bring up a summary of the module.

You can access the Module Selection screen in Portico via the following option: 'Select your modules/course components'. This is found in the Student Academic Details container.

The top of the screen shows any compulsory modules which you have to take. To complete the module registration process you should select any optional/elective modules as listed at the bottom of the screen. Click on the 'Select' button next to the appropriate rule. This will open the optional/elective selection screen.

Students who wish to take a module outside the department must first contact to their course tutor for approval. Then the department running the module should be contacted to see if it is possible. You will need to check the timetable to see if it does not class with core modules. Only one 15 credit module can be taken outside of Anthropology.

### **6.11.2 Selection Screen – Optional Modules**

Click in the 'Select' box next to the appropriate module to choose the module(s) you wish to take. To view further details about the module, click on the module name. The rule in the header above the list of modules states how many modules/credits you should choose. You must enter the correct number and then click on the 'Submit Selections' button to return to the main screen.

To return to the main screen without submitting any selections, click on the 'Cancel Selection' button.

### **6.11.3 Selection Screen – Elective Modules**

If the rule specifies choosing 'any postgraduate module' (an elective module, subject to approval), clicking on the 'Select' button next to the appropriate rule on the main screen will take you to a new screen.

As with the optional module selection screen, the rule in the header will state how many modules/credits you should choose. You should input the appropriate module code(s) in the module box and insert an 'A' in the 'Occ' (Occurrence) field. Alternatively, you can use the 'Search' button to find a module. Use the 'Submit Selections' button to enter the modules, or the 'Cancel selections' button to return to the main screen without submitting anything.

#### 6.11.4 Confirmation of Selections

Once you have completed all of your selections, ensure that they comply with any 'Overarching rule' indicated in the 'Overarching' column on the main screen and then click on the 'Submit Selections' button on the main screen.

Once you have submitted your selections, you will be presented with a final screen, where you can either undo your last change or you can confirm your selections by clicking on the 'Confirm Selections' button.

Note that once you have clicked on this button you cannot go back – you will then need to contact the Postgraduate Coordinator in the departmental office to make any amendments to your selections. Therefore, please check your module selections carefully.

Following your confirmation, you will be presented with a screen that confirms you have completed the module registration process, listing the modules you have selected.

All of your selections are subject to Departmental approval. You will receive an automatic email to your UCL email address if any of your selections are rejected and you must ensure that you respond to this by contacting the Postgraduate Coordinator, whom you should also contact if you wish to amend a selection at any time. You can check on the approval status for each of your modules by clicking on the 'View Module Selection status' option in your Student Academic Details container.

#### 6.11.5 Enrolling for Courses

Because they contain compulsory units and other important degree requirements, all students' course choices are subject to their tutor's approval.

Information about all options is updated on the Departmental website as well as Portico. Requirements for each course are listed in terms of (i) prerequisites, (ii) mode of assessment (i.e. examinations and/or term essays and/or other assignments). Restrictions on numbers are sometimes imposed.

Only in exceptional circumstances will students be permitted to join a course more than three weeks after it has begun. Students will not be allowed to discontinue a course after three weeks without the permission of the Departmental Tutor and the Faculty Tutor who has the final decision on late course changes. All changes must be reported to the Postgraduate Coordinator in the Departmental Office.

Individual course details, including Reading Lists, are normally distributed in the first lecture. Dates of first lectures will be posted or pre-circulated. Where there is no notice of a first lecture date, students should assume a Term One course commences as early as possible in the week *following* registration week (i.e., the week beginning Monday 2<sup>nd</sup> October). Term Two courses begin in the first week of term unless otherwise stated.

On the individual course Moodle pages you should find the following information

- the aims of the course;
- a list of course requirements;
- deadlines for course work;
- essay questions with relevant bibliography;
- how and where course work should be dated and handed in;
- the skills you are expected to derive from the course;
- how the course fits in with other courses offered by UCL Anthropology.

If any of these pieces of information are absent or unclear, students should point this out to the lecturer.

## 6.12 Moodle

Moodle is UCL's online learning space. It includes a wide range of tools which can be used to support learning and teaching. Moodle is used to supplement taught modules, in some cases just by providing essential information and materials, but it can also be integrated more fully, becoming an essential component of a module. Some modules may use Moodle to provide access to readings, videos, activities, collaboration tools and assessments.

### 6.12.1 Overview to Moodle

Once you are enrolled on a course you will need to enrol on its virtual version on Moodle, which can be accessed via the internet on campus or from home. The course code and name are the same as the ones on top of your reading list. The enrolment key is the course code (eg. ANTHGS01). Make sure you sign up for the Postgraduate Moodle site, not the Undergraduate site.

Go to <http://moodle.ucl.ac.uk> and use your UCL user-id and password to access the course (note that this address contains no 'www'). On the course page simply follow the link for electronic submission to submit your work.

All course work should be word-processed.

All essays must be submitted electronically to Moodle.

The electronic copy must not exceed 1.0 MB (all diagrams/ images/videos should be deleted). The only exception to this is your dissertation.

Work should be submitted in .doc or .docx or .pdf form (no zip files, WORKS files or other formats).

**IMPORTANT:** Please read the following instructions carefully. Failing to follow these instructions may result in a delay to your essay being marked.

All work must be submitted as a file named according to the following system:

- The main text of your essay should be formatted in 12 point, Times New Roman typeface with double line spacing and a 1 inch page border so the examiner can read it easily.
- You must upload your essay with the correct module code on Moodle. Some modules may have different module codes for students in different departments (e.g. ANTHGE02, ANTHGC13) or for undergraduate and postgraduates (e.g. ANTHGS02, ANTHGD11).

*You can find the module code you are registered on for this course in Portico by clicking on 'View confirmed module registrations'.*

- On the first line of your essay you must include the module code, candidate number and (if applicable) the name of your Tutorial Assistant.  
*Your candidate number is a unique code used to identify you. It consists of four letters plus a check digit (e.g. ABCD1). You can find your candidate number for this academic year in Portico by clicking on 'View Candidate Number(s)'*

**Do not** include your name anywhere on your essay.

Please note that the University operates an anonymised system for all assessed work that is weighted more than 40% in a given module.

**IMPORTANT:** On the following page, you will be asked to enter your 'Submission Title'. It is very important that you enter your candidate number, followed by an underscore (i.e. '\_' ) followed by your essay title.

For example:

<b>Submission Title</b> ?	ABCD1_How do landscapes make people?
<b>Submission Part</b> ?	Part 1
<b>File to Submit</b> ?	<input type="button" value="Choose File"/> No file chosen

Once you have read and understood these instructions, please click on the 'My Submissions' tab at the top of the page to upload your file.

Further information:

[Moodle](#)

[Frequently Asked Questions](#)

[Quick Start Guide](#)

## 6.13 UCL Standard turnaround time for feedback

Regular feedback is an essential part of every student's learning. It is UCL policy that all students receive feedback on summative assessments within one calendar month of the submission deadline. This feedback may take the form of written feedback, individual discussions, group discussions, marker's answers, model answers or other solutions (although students should note that UCL is generally unable to return examination scripts or comments on the same). Students writing dissertations or research projects should also expect to receive feedback on a draft on at least one occasion.

If, for whatever reason, a department/division cannot ensure that the one calendar month deadline is met then they will tell students when the feedback will be provided - it is expected that the extra time needed should not exceed one week. Where feedback is not provided within the timescale, students should bring the matter to the attention of their Departmental Tutor or Head of Department.

**Further information:** [Academic Manual Chapter 4, Section 8: Assessment Feedback](#)

### 6.13.1 Advice when handing in work

1. ALL essays and other specified assessments, MUST be submitted electronically before the specified deadline (usually, but not always, 13:00 on a given date).
2. ALL essays and other assessments must meet the course deadline or suffer lateness penalties: one second late and a penalty will be applied.
3. The Turnitin submission system becomes slow when there is a lot of traffic so **DO NOT LEAVE SUBMISSION TO THE LAST MINUTE.**
4. It is strongly recommended that students submit AT LEAST one hour before the deadline.
5. You must keep your essay submission receipt in case you have submitted to the wrong course and as evidence if something goes wrong.
6. Where there are extenuating circumstances that have been recognised by the Departmental and/or Faculty Extenuating Circumstances Committee, these penalties will not apply until the agreed extension period has been exceeded.

7. In the case of coursework that is submitted both late and over-length, the greater of the two penalties shall apply.

## 6.14 Late Submission of Coursework

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

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

For acceptable reasons for extension (see below)

The following rules apply to all students taking UCL Anthropology courses. Most courses require you to write essays. As an integral part of a professional training, and to be fair to all students, it is critical that essays are submitted on time.

Further information can be found at:

<https://www.ucl.ac.uk/srs/academic-manual/c4/failure/late-submission>

### 6.14.1 Late Submission Penalties

Where a student is ill or has other Extenuating Circumstances preventing them from meeting the published deadline, they should refer to [Section 7](#). If the EC is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned i.e. the below penalties will not apply. For all other students, the following penalties apply:

- a) The marks for coursework received up to two working days after the published date and time will incur a 10 percentage point deduction in marks (but no lower than the pass mark).
- b) The marks for coursework received more than two working days and up to five working days after the published date and time will receive no more than the pass mark (50% for PGT modules).
- c) Work submitted more than five working days after the published date and time but before the second week of the third term will receive a mark of zero but will be considered complete.
- d) Programme/ module teams must clearly communicate to students whether and when coursework solutions will be published. Submissions will not be accepted or marked after the specified publication date. Students failing to meet this deadline will be required to resubmit the failed component(s).
- e) In the case of coursework that is submitted over- or under-length and is also late, the greater of any penalties will apply. This includes research projects, dissertations and final reports.
- f) In the case of dissertations and project reports submitted more than seven calendar days after the deadline, the mark will be recorded as zero but the assessment would be considered to be complete.



g) 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. Penalties for late submission of coursework.

Please take these penalties seriously as they will be rigorously applied. Further information can be found on the [Late Submissions Penalties](#) website.

As some submissions are made in hard copy or involve artefacts which cannot be submitted at weekends, and because there is no technical support for online submissions at weekends, penalties are based on the number of working days. As a result, a deadline set for a Thursday will only begin to incur the higher penalties on a Monday, and those set on a Friday will only begin to incur the higher penalties on a Tuesday, or longer in the case of bank holidays or UCL closure days. Deadlines should be set with these restrictions in mind.

Where dual submission is used (i.e. students must submit a hard copy and an electronic copy) the Student Handbook or equivalent must clearly state the deadlines for both modes of submission.

### **6.14.2 Information about the consequences of failure**

#### **Reassessment and Deferred Assessment**

The Programme Summary describes the modules which students must pass in order to achieve their degree. Where a student fails to meet these requirements the Consequences of Failure regulations in the UCL Academic Manual (Chapter 4, Section 11: Consequences of Failure) apply.

If a student fails one or more modules the Board of Examiners may offer them a Reassessment opportunity. Depending on the amount of failure, this may take the form of either a Resit in the Late Summer or a Repeat in the following academic session. The marks for modules successfully completed at the second attempt will be capped at the Pass Mark - 40% for modules at UG Level/ Levels 4, 5 and 6; 50% for PGT modules at Masters Level/ Level 7. Students are permitted a maximum of two attempts at any given assessment.

If an assessment has been affected by Extenuating Circumstances (ECs) students may be offered a Deferral i.e. a 'new first attempt' or a 'new second attempt'. If the student successfully completes a Deferral of their first attempt, their module marks will not be capped. If the student successfully completes a Deferral of their second attempt (i.e. they have ECs on a Resit or Repeat), their module marks will be capped at the Pass Mark (i.e. the existing cap will not be removed).

There are some circumstances in which students will not be offered another attempt:

If students are eligible for their marks will be Condoned and they will not be offered a Resit (however if a student has Extenuating Circumstances the Condonement Criteria won't be applied until all Deferrals are complete). Students cannot be reassessed in a passed module (unless they have valid Extenuating Circumstances). Students might not be allowed a second attempt if they have been excluded for academic insufficiency, academic misconduct or disciplinary issues.

Students who fail a Masters dissertation/ research project will normally resit by 31 January (30 April for January-start programmes). Exceptionally, the Exam Board may decide that the extent of failure is such that the student needs to repeat the dissertation with tuition and fees.

**Further information:** [Academic Manual Chapter 4, Section 11: Consequences of Failure](#)

[Academic Manual Chapter 4, Section 6: Extenuating Circumstances](#)

## Absence from assessment

### 6.14.2.1 Number of permitted attempts

1. As before, if you are unable to meet the Progression and Award Requirements at the first attempt, and there are no Extenuating Circumstances (ECs) material to that failure, you will be allowed **one Reassessment attempt**. Depending on the volume of failure, this will take the form of either a Resit or a Repeat.
2. If you have valid Extenuating Circumstances on your first attempt, you may be eligible for a Deferral **i.e. a new first attempt**.
3. If you have valid Extenuating Circumstances on your second attempt (i.e. ECs on a Resit or Repeat) you may be eligible for a Deferral **i.e. a new second attempt**.
4. If you meet the Progression and Award Requirements, you will not be offered a second attempt.
5. As before, you cannot be reassessed in a passed module (unless you have valid ECs).
6. As before, you will not be offered a second attempt if you have been excluded for academic insufficiency, academic misconduct or disciplinary issues.

**Further information:** [Academic Manual Chapter 4, Section 4: Examinations](#)

### 6.14.2.2 Reassessment Marks

1. In line with other UK universities, the marks for modules passed at the second attempt will be **capped at the Pass Mark** – 40% for modules at levels 4, 5 and 6 and 50% for modules at level 7\*.
2. If you undertake a Deferral of your **first attempt**, your module mark *will not* be capped. However if you undertake a Deferral of your **second attempt** (i.e. you have ECs on a Resit or Repeat), your module mark *will be* capped at the Pass Mark\*.
3. If you are a Taught Postgraduate student, you will now be eligible for a [Merit or Distinction classification](#) if you have a Resit, Repeat or Condoned mark in your profile and you meet all other Merit or Distinction criteria\*\*.

### 6.14.2.3 Resits

1. If you fail **60 taught credits or fewer** you will be asked to **Resit** the failed module(s) at the next available opportunity, which is usually in the Late Summer Assessment Period.
2. You will not receive any additional tuition for a Resit and will not pay any additional fees.
3. You will be reassessed in the **failed** module components only (however, the whole module mark will be capped at a Pass).
4. [Reasonable Adjustments](#) are available if you have a disability or other long-term condition.
5. [Special Examination Arrangements](#) are available if you need adjustments for unseen written examinations.
6. If your performance in the Resit might be affected by illness or other [Extenuating Circumstances](#), you must ensure that you submit a claim for ECs as soon as possible.

7. It is not possible to substitute a failed module with another module as there is no additional teaching.
8. Where it is impossible for UCL to offer a particular method of assessment as a Late Summer Resit, an alternative method of assessment will be agreed with the External Examiner.
9. If you fail your Masters dissertation/ research project, you will normally be asked to **Resit** by 31 January (30 April for January-start programmes). Exceptionally, the Exam Board may decide that the extent of failure is such that you need to **Repeat** the dissertation/ research project with tuition and fees.
10. To be fair to students who have passed their taught modules, Masters students who are required to Resit or Repeat taught modules will not be given an extension on their dissertation/ research project (unless there are valid ECs).

Full regulations: [Resits](#)

#### 6.14.2.4 Repeats

1. If you fail **more than 60 credits** you will normally be required to **Repeat** the failed modules in the following academic year, with tuition, attendance and fees.
2. You will repeat all the components of the failed module(s) since module content and component weightings may change from year to year. The module mark will be capped at a Pass.
3. Tuition fees will be charged pro-rata to the volume of module credits being repeated.
4. [Reasonable Adjustments](#) are available if you have a disability or other long-term condition.
5. [Special Examination Arrangements](#) are available if you need adjustments for unseen written examinations.
6. If your performance in the Repeat might be affected by illness or other [Extenuating Circumstances](#), you must ensure that you submit a claim for ECs as soon as possible.
7. You will not be able to commence the next level of study until the Repeat is successfully passed – the Repeat cannot be undertaken alongside the next year's modules.
8. Departmental Tutors can approve the substitution of modules in up to 30 credits in any one year (60 across the whole programme). Substitutions can be approved for a greater volume of credits if, for example, a module will not be running.
9. **In exceptional circumstances**, if you fail more than 60 credits, but it is impossible for you to Repeat the failed module(s), the Board of Examiners may use its discretion to instead permit a **Resit** in the Late Summer Assessment Period. Students are responsible for ensuring that they understand the consequences of this decision, and are strongly advised to discuss this with their Tutor or Programme Leader. UCL believes that failure in more than 60 credits requires additional tuition to attain the academic standards required; if you opt for a Resit, it will count as your second and final attempt, and the volume of reassessment will not be considered as grounds for Extenuating Circumstances.

Full regulations: [Repeats](#)

## Information on Condonement

Condonement allows a student to progress from one year to the next and/ or to be awarded a qualification where they are carrying a small amount of failure, as long as their overall performance is of a good standard and the requirements of any relevant Professional, Statutory or Regulatory Bodies are met. Students who meet the Condonement Criteria will not be reassessed.

A student's eligibility for Condonement in any given module is determined by the programme on which they are enrolled - some modules may be 'Non-Condonable' i.e. students must pass them. Condonement applies to module marks falling within a certain range, and students will need to meet defined criteria to be eligible for Condonement.

[Academic Manual Chapter 4, Section 9: Progression and Award](#)

## How will marks be combined to reach a classification?

Students who have successfully completed the Progression and Award Requirements will be awarded a Classification. The UCL Academic Manual (Chapter 4, Section 10: Classification) defines the Classification Schemes for each qualification.

### *Taught Masters, Postgraduate Diplomas and Postgraduate Certificates*

This programme uses the Taught Postgraduate Classification Scheme in the UCL Academic Manual (Chapter 4, Section 10: Classification).

### *MRes Programmes*

This programme uses the Research Masters Classification Scheme in the UCL Academic Manual (Chapter 4, Section 10: Classification).

### 6.14.2.5 Deferrals

1. Deferrals can be offered '**with or without tuition**' by the Extenuating Circumstances Panel (other forms of mitigation are also available – please see the [Extenuating Circumstances regulations](#) for details).
2. **Deferrals without tuition** are normally undertaken in the Late Summer but may be set at another time suitable for you – for example, you might interrupt and take the Deferral without Tuition in the following academic year, or a Masters dissertation/ research project will need to be submitted during the following academic year. You will not undertake any additional tuition (although you may be offered a tutorial at your Department's discretion) and you will not pay additional fees. You will be assessed in only the components affected by the EC.
3. **Deferrals with tuition** are undertaken in the following academic year and involve attendance, tuition and fees. This will be avoided where possible but may be necessary if, for example, your EC means that you have missed a significant amount of teaching. You will be assessed in all the module components since module content and component weightings may change from year to year. Tuition fees will be charged pro-rata to the volume of module credits being taken.
4. In a maximum of 30 credits, the EC Panel may permit you to undertake a Deferral with Tuition whilst enrolling on the next year of the programme.
5. If you have a combination of Deferrals and Reassessment, Deferrals will not be counted as 'failed' credits when determining whether you should Resit or Repeat.
6. [Reasonable Adjustments](#) are available if you have a disability or other long-term condition.

7. [Special Examination Arrangements](#) are available if you need adjustments for unseen written examinations.

8. If your performance in the Deferral might be affected by illness or other [Extenuating Circumstances](#), you must ensure that you submit a new claim for ECs as soon as possible.

### **6.14.3 Research Project**

The Programme Board of Examiners will determine whether the student should either:

- a) Resubmit the dissertation in the same academic session, or
- b) Interrupt and re-register in the following academic session in order to resubmit at the end of the first term and be considered for the award of a degree in January, or
- c) Interrupt and re-register in the following academic session in order to resubmit at the next scheduled occasion and be considered for the award of a degree at the end of that academic session.

Where a student must be reassessed in a significant proportion of the taught modules, and this might affect performance in the dissertation or research project, the Programme Board of Examiners may recommend that the student undertakes the reassessment for the taught modules in the current academic session, and re-registers in the following academic session in order to resubmit their dissertation.

### **6.14.4 Resit Marks**

Students will receive the higher of the marks achieved at the first or second attempt, whether for the original module or a substitute module. Marks will be included in the classification calculation for the year in which the module was originally taken.

## **6.15 Guide to Writing Essays**

### **6.15.1 Legibility**

All essays and examination scripts must be well presented and clear. Students should proof-read word-processed work carefully, and not rely entirely on spell-checkers as these can introduce mistakes.

In examinations, you are warned that 'the Examiners attach great importance to legibility, accuracy and clearness of expression'. College regulations also require examiners to take account of 'a candidate's ability to express his/her knowledge in a clear, concise and scholarly fashion'. Handwriting must therefore be clear and standards of spelling and grammar high. Please note that you must not resort to note form, abbreviated words or shorthand. We expect the same standards for any work you undertake in the department.

Marks will be taken off for lack of referencing, lack of bibliography or poor cases of both. Note that inadequate referencing can be very close to plagiarism – that is an illegal offence!

### **6.15.2 Word limits**

Assignment briefs will include clear instructions about word counts, the inclusion of footnotes, diagrams, images, tables, figures and bibliographies etc. Students are expected to adhere to the requirements for each assessment. Students exceeding these parameters may receive a reduction in marks.

In Anthropology, tables, figures, pictures and graphs, figure legends, table headings, footnotes, appendices and the bibliography are not included in the word count; quotes used in the main text of the work are included. If you want to include an appendix, you need to first seek the supervisor's/course tutor's approval. Unless otherwise specified, there are no minimum word limits. Beware that other Departments may have other criteria. If you are taking a module outside Anthropology, check their local rules.

Word limits should be adhered to carefully. This does not mean that work must be exactly the prescribed word length. Footnotes, appendices and the bibliography do not contribute to word length BUT quotes used in the main text of the work do.

For submitted coursework, where a maximum length has been specified, the following procedure will apply:

1. The length of coursework will be specified in terms of a word count or number of pages.
2. Assessed work should not exceed the prescribed length.
3. For work that exceeds the specified maximum length by less than 10% the mark will be reduced by ten percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merited a pass.
4. For work that exceeds the specified maximum length by 10% or more, a mark of zero will be recorded.

Information about word counts penalties

Penalties for Over-length Coursework, including Research Projects, Dissertations and Final Reports and for submitted coursework, where a maximum word count has been specified, the following procedure will apply:

- i) For work that exceeds the specified maximum length by less than 10% the mark will be reduced by five percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merits a pass.
- ii) For work that exceeds the specified maximum length by 10% or more, the mark will be reduced by ten percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merits a pass..
- iii) In the case of coursework that is submitted both late and over-length, the greater of the two penalties shall apply.

**Further information:** [Academic Manual Chapter 4, Section 3: Module Assessment](#)

Please take these penalties seriously as they will be rigorously applied.

### 6.15.3 Examination Irregularities and Plagiarism

UCL students are expected to be aware of and adhere to UCL's referencing and examination requirements as a condition of their enrolment:

**For examinations**, the *UCL Examination Guide for Candidates* is published annually on the Examinations and Awards website. All candidates for written examinations must ensure they are familiar with the requirements for conduct in examinations set out in this guide.

**For coursework submissions**, students must ensure that they are familiar with the UCL Library Guide to References, Citations and Avoiding Plagiarism which provides detailed guidance about UCL's referencing and citation requirements. Students should also ensure that they are familiar with the specific referencing requirements of their discipline.

UCL will use plagiarism detection software to scan coursework for evidence of plagiarism against billions of sources worldwide (websites, journals etc. as well as work previously submitted to UCL and other universities). Most departments will require students to submit work electronically via these systems and ask students to declare that submissions are the work of the student alone.

Any student suspected of examination misconduct, plagiarism, self-plagiarism, collusion, falsification, contract cheating, ghost writing (paying and/or instructing someone to write an assignment for you) or any other form of academic misconduct which is likely to give an unfair advantage to the candidate and/or affect the security of assessment and/ or compromise the academic integrity of UCL will be investigated under the Examination Irregularities and Plagiarism procedures. If misconduct is found, students are likely to be failed for that assignment and/ or module. Serious or repeated offences may lead to failure of the whole year, suspension or even expulsion. A breach of copyright or intellectual property laws may also lead to legal action.

ALL coursework must be entirely your own work, though of course it will be based upon what you have read, heard and discussed. It is very important that you avoid plagiarism. This is defined as the presentation of another person's work thoughts or words, or artefacts, or software as though they were a student's own. Any quotation from the published or unpublished works of other persons must, therefore, be clearly identified as such by being placed in quotation marks, and students should identify their sources as accurately and fully as possible. 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 of 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.

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.

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

For some assessments it is also forbidden 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 another appropriate tutor.

Please note that we recognise no distinction between 'intentional' and 'unintentional' plagiarism. To avoid plagiarism in essays your notes must carefully record who said or wrote what. Always make clear what is your own work and what is the work of others.

Note that plagiarism can be:

- the unacknowledged lifting of large continuous chunks of another author's work
- the unacknowledged stringing together of disconnected sentences and phrases of another author's work
- the close paraphrasing of another author's work without referencing and acknowledgement (see section below on referencing)

Plagiarism is a serious offence akin to cheating and will be severely dealt with. Students suspected of plagiarising other sources of work will be summoned to explain their work before a Departmental Committee, and, if the case is serious enough, to the Faculty Tutor. Where plagiarism is extensive and repeated, students may be compelled to withdraw from their courses.

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

**Further information:**

[Academic Manual Chapter 6, Section 9: Examination Irregularities and Plagiarism Procedure](#)  
[Library Guide to References, Citations and Avoiding Plagiarism](#)  
[Plagiarism](#)

Students can also seek advice from the Students' Union Advice Service  
[Students' Union Advice Service](#)

#### **6.15.4 Self-Plagiarism**

Besides ensuring all coursework is your own work, you must also avoid self-plagiarism. This means that you must not submit the same piece of work (with or without merely stylistic variation) in order to gain credit more than once. This rule also relates to the dissertation, which must not reproduce, even with stylistic variation, ideas/data

discussed in any piece of assessed coursework or examination answer (and vice versa). The same criteria apply to self-plagiarism as to other forms of plagiarism, and it is liable to incur a serious penalty - which may be a mark of zero for the work in question, and consequently a severe reduction in the overall course work mark.

However, students may draw, in a limited way, on elements/aspects of an assessed coursework essay to answer a different question in the exam.

They may also, and in a limited way, and only with the permission of their dissertation supervisor, draw upon some parts of coursework or examination answers in the dissertation. Students may use any material used in an unexamined laboratory-based course in any subsequent examination.

In the case of courses that set summative essays during the term, clear instructions are given on the examination papers reminding students not to reproduce similar essays.

### **6.15.5 External Examining at UCL**

External Examiners are senior academics or practitioners from other universities who help UCL to monitor the quality of the education we provide to our students. In particular, External Examiners scrutinise the assessment processes on each programme, helping UCL to ensure that all students have been treated fairly, that academic standards have been upheld and that the qualifications awarded are comparable with similar degrees at other UK universities.

Each External Examiner submits an annual report. Faculties and departments are required to reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Staff-Student Consultative Committee, and are scrutinised by faculty, department and institution-level committees. Students can access their External Examiner's report and departmental response via their Portico account or by contacting their Departmental Administrator in the first instance or Student and Registry Services directly at [examiners@ucl.ac.uk](mailto:examiners@ucl.ac.uk).

### **6.16 Supervision**

Students will have one supervisor who will be chosen on the basis of topical, regional or theoretical expertise but may consult any other staff that teaches on the relevant programme. In rare cases, an external supervisor may be required from time to time to accommodate specialisations that fall outside the Department's area of expertise. Students should discuss potential topics with their programme tutor and/or personal tutor during the first four weeks of Term One and these staff members will then be able to advise on a suitable supervisor.

Depending upon your Programme, it may be the responsibility of students to identify and approach potential supervisors but help and guidance will be given by the relevant programme tutor. You should ask about supervision requirements as early as possible. A member of staff will typically be assigned to supervise the dissertation by late February at the latest.

The first supervisory meeting will be used to discuss the dissertation, approaches to the topic, the existence of relevant data and literature, and the need for the student to collect their own data. In the latter case advice will be given about possible sources of funding for fieldwork. It is the student's responsibility to secure all necessary funding and research permissions for their fieldwork. At least two further meetings with the supervisor should take place to discuss appropriate literature searches and formulation of research proposals in order to secure funding (where appropriate), as well as any relevant Programme or Departmental presentations (i.e. HERG etc).

Further supervisory meetings should be held during Term Two to discuss progress. It is the responsibility of the student to arrange three meetings with their supervisor by the end of June. At the first meeting they will agree the



topic, title and fill in the registration form. This must be completed by **Monday 4 March 2019**. By the time of the second meeting the student should have produced a draft plan for research and structure of the dissertation. At the time of the third meeting they will have produced a concrete plan for research and writing over the summer.

Although supervisors should be available for occasional consultation over the summer vacation, they may be away for considerable periods. In this case programme tutors can provide back-up supervision where necessary. It is the student's responsibility to find out when supervisors will be available and to arrange for back-up supervision. You can expect your supervisor to read and comment on a full draft of the dissertation provided it is submitted in good time before the final deadline.

### **6.16.1 Masters and Programme Tutors**

Each Masters Programme has an overall programme tutor. However, at the beginning of the course each student will be assigned a member of the academic staff who will act as their personal tutor throughout the duration of their Masters study. You are encouraged to develop a relationship with your personal tutor, who should be your first point of contact if you have any non-academic related issues that you need to discuss with the department. Please see [p.14](#) of this Handbook for a list of relevant Programme Tutors.

### **6.16.2 Personal Tutors**

Every student is assigned a Personal Tutor. The role of the Personal Tutor is to provide a general pastoral oversight of a student's personal and academic wellbeing and to provide advice on a wide range of issues, especially in relation to (i) course choices; (ii) academic performance; and (iii) future careers. Personal Tutors will be expected to submit a record of these meetings. These records will be kept on the student's file.

Illness and/or problematic personal circumstances likely to affect attendance and academic progress should be reported to, and discussed with, Personal Tutors.

Students are reminded to book appointments to discuss their academic progress with their personal tutors and supervisors well in advance. If a student is experiencing any personal, financial or other problems, which may affect academic performance, s/he should raise these with his/her Personal Tutor during their Student Feedback and Consultation Hours.

### **6.16.3 Writing Tutor**

The departmental Writing Tutor is available to help UCL Anthropology students improve their writing skills. This includes everything from basic issues of essay organisation, citation, and how to avoid plagiarism as well as the more complicated aspects such as argumentation and style.

Whether the student simply has not been taught the skill set required for academic writing; is looking to improve upon what skills they already have; or has changed disciplines and is unfamiliar with the writing styles and conventions normative to the social sciences - the Writing Tutor can help.

For further information, students should check out the [Writing Tutor's Moodle](#) site (The Anthropology Writer's Block).

### **6.16.4 Contacting Staff: Student Feedback and Consultation Hours**

Individual lecturers may be contacted by email or telephone during usual working hours or in person during their official Student Feedback and Consultation Hours. Email addresses and Student Feedback and Consultation Hours

are posted outside staff offices, on Department notice boards, and are also available on the [Anthropology Department](#) web site.

All staff hold 2-4 hours of Student Feedback and Consultation Hours per week (excluding vacations and reading weeks). They guarantee to be in their offices at this time and available to students. Staff will put up sign-up sheets on their office doors each week and students can sign up for a particular Student Feedback and Consultation Hour slot – or students can just turn up for a drop in session.

Students should NOT email staff about making appointments to see them unless the student is totally unable to come to Student Feedback and Consultation Hours because of their timetable.

Student Feedback and Consultation Hours should be used for:

- Talking to a lecturer about particular difficulties or problems with a course
- Getting more detailed feedback or clarifications on a piece of returned work
- Dissertation supervision
- Personal tutor discussions outside personal tutor meetings
- Specific careers advice or advice on postgraduate training
- Any other issues which require one-to-one discussion

Student Feedback and Consultation Hours will not apply during vacation periods or Reading Weeks. During these periods it is best to contact staff via their email addresses. In Student Feedback and Consultation Hours you may drop in on any member of staff either as a personal tutee or to discuss issues/problems with taught courses.

## **6.17 Student Feedback**

UCL's goal is to put students' feedback, insights and contributions at the heart of our decision-making. We value students' feedback and work with students as partners in the process of shaping education at UCL. In recent years, as a direct result of student feedback, we extended library opening hours, opened new study spaces and scrapped graduation ticket fees for students.

### **Student surveys and how UCL uses the results, including information about the NSS, PTES and Student Barometer.**

#### **6.17.1 Student Surveys**

One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey, The Postgraduate Taught Experience Survey and the Student Barometer. Whether it's about teaching, accommodation, or facilities, surveys are a chance for students to have their say about what works and what needs improving, to help us make sure that UCL is as good as it can be for current and future students. Each survey usually takes just a few minutes to complete, all responses are anonymous and some include a generous prize draw. Every piece of feedback is read and the results of each survey are then shared with staff right across UCL – including President & Provost Michael Arthur.

Further information: [You Shape UCL](#)

#### **6.17.2 Student Evaluation Questionnaires**

Departments also run Student Evaluation Questionnaires on individual modules throughout the year. This gives students the opportunity to feedback about the teaching on their specific modules, helping departments to continuously improve learning, teaching and assessment. Feedback from SEQs feeds into the Annual Student Experience Review process.

### **6.17.3 Student Feedback on Course Options (OPINIO)**

Towards the end of each course option students are asked to complete a course evaluation. This takes the form of an anonymous, online course appraisal questionnaire (Opinio). This evaluation is designed to prompt and channel feedback in the direction of course organisers. It is a valuable mechanism for formally recording both satisfaction and problems with courses and is the best way of generating change and improvements.

The procedure for administering and returning appraisal questionnaires is as follows:

1. Students will be asked to complete an online appraisal questionnaire (Opinio).
2. Student responses are given to the Departmental Teaching Committee for discussion.
3. Problems arising and key improvements needed are reported to The Staff-Student Committee and the Staff Meeting.
4. Students are informed of the outcome of appraisals by Staff-Student Representatives.
5. The Opinio reports are posted on the Anthropology intranet.

### **6.17.4 Whom to Contact When Dealing With Problems**

The Department of Anthropology belongs to the [Faculty of Social and Historical Sciences](#) and is subject to its regulations. Refer to its website for more information.

The Department is led and managed by the Head of Department. Overall responsibility for the progress and behaviour of all students in the Department is shared between the Deputy Head of Department and Departmental Tutor. The Deputy Head of Department deals with overall teaching policy and practice whilst the Departmental Tutor deals with individual student issues.

Students suffering serious academic problems, or experiencing personal problems affecting their academic performance, may ultimately be referred to the Departmental Tutor. However, the first point of contact for students with problems is their Personal Tutor.

### **6.17.5 The Problem Solving Process**

If problems arise unexpectedly, students should make an appointment with their Personal Tutor or Programme Tutor to seek advice and help or go and see them in Student Feedback and Consultation Hours.

The problem solving process should follow the subsequent guidelines:

1. If you are unable to attend a class because of illness or other reasons, you must give prior notice to the relevant lecturer or tutor, or leave a message with one of the administrators in the Departmental Office.
2. If you have straightforward academic problems with a single course, you should contact the lecturer in charge of the course.
3. If you have personal or medical problems, you should contact your Personal Tutor in the first instance, or, if they are not available, your Departmental Tutor.
4. If you have a query about your course or examination registration, you should contact the Postgraduate Coordinator in the Departmental Office. If they cannot answer your query they can put you in touch with the Departmental Tutor.
5. If you wish to change a course unit, you should see the Postgraduate Coordinator. Such changes however can only take place within strict deadlines and must continue to fulfil the degree course requirements.

6. If you need a reference, you should ask your Personal Tutor or where appropriate, another member of the academic staff.
7. If you feel that you have a grievance or complaint you should initially contact your Personal Tutor. If your Personal Tutor is away, you should contact your Departmental Tutor.

### 6.17.6 Student Code of Conduct

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background and the first to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute. Students should ensure they read and familiarise themselves with UCL's Student Code of Conduct and be aware that any inappropriate behaviour may lead to actions under UCL's Student Disciplinary Procedures.

Further information:

- [UCL Student Code of Conduct](#)
- [Students Disciplinary Code and Procedure](#)

## 7 Illness and other Extenuating Circumstances

### 7.1 Illness

UCL recognises that some students can experience serious difficulties and personal problems which affect their ability to complete an assessment such as a sudden, serious illness or the death of a close relative. Students need to make sure that they notify UCL of any circumstances which are unexpected, significantly disruptive and beyond their control, and which might have a significant impact on their performance at assessment. UCL can then put in place alternative arrangements, such as an extension or a deferral of assessment to a later date. The Extenuating Circumstances Panel will determine the nature and timing of the deferral, which may be offered with or without tuition/ attendance.

Where students fall ill, and where this illness interferes, or threatens to interfere with their academic work, they should visit a doctor who may give them a medical note, describing their malaise. Students should copy these notes and give them to the Postgraduate Coordinator, keeping one copy for themselves. Students should also email the Postgraduate Coordinator explaining which courses are affected by the illness and in what manner.

Serious personal circumstances should also be reported in writing to your Personal Tutor and/or Departmental Tutor if these circumstances are likely to interfere with academic work. Copies of all medical notes and correspondence regarding student absences should be forwarded to the Postgraduate Coordinator in the Departmental Office as early as possible. Please note that extensions cannot be given retrospectively.

Serious personal circumstances should also be reported in writing to your Personal Tutor and/or Departmental Tutor if these circumstances are likely to interfere with academic work.

#### 7.1.1 Longer-term Conditions

The Extenuating Circumstances regulations are designed to cover unexpected emergencies; they are not always the best way to help students who might have a longer-term medical or mental health condition or a disability. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they are aware of, and take advantage of, all the other support mechanisms provided by UCL such as:

[Academic Manual Chapter 4, Section 5: Reasonable Adjustments](#)  
[Academic Manual Chapter 4, Section 4: Examinations](#)

[Student Disability Services](#)

[Academic Manual Chapter 3, Section 5: Interruption of Study](#)

[Student Psychological Services](#)

[Student Support and Wellbeing](#)

[Academic Manual Chapter 6: Section 3: Fitness to Study Procedure](#)

[UCL Student Mental Health Policy](#)

[Academic Manual Chapter 4, Section 6: Extenuating Circumstances](#)

[Academic Manual Link Chapter 4, Annex 4.1.1: Grounds for Extenuating Circumstances](#)

## 7.2 Support to Study Policy and Fitness to Study Procedure

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

### Further Information:

[Academic Manual Chapter 6: Section 3: Fitness to Study Procedure](#)

[Student Disability Services](#)

[Student Psychological Services](#)

[Student Support and Wellbeing](#)

[Academic Manual Chapter 6, Section 4: Learning Agreements, Barring, Suspensions and Termination of Study](#)

[UCL Disciplinary Code and Procedure in Respect of Students](#)

[UCL Student Mental Health Policy](#)

Please contact the Anthropology [PG Taught Programme Administrator](#) or your course tutor if you have any concerns.

All information is dealt with strictly confidentially.

## 7.3 Extensions and Extenuating Circumstances

### 7.3.1 Short term, unexpected illness or problems

UCL has an [Extenuating Circumstances Policy](#) which is intended to ensure that students are not unfairly disadvantaged by unexpected circumstances beyond their control which may affect performance in assessment. Students should aim to get their essays in well before the deadlines, not least because of delays caused by faults with computers, printers, photocopiers and the like. Do not expect everything to work smoothly. *Note that no extensions are given for computer problems or for reasons connected to the demands of paid employment.*

**Note:** Extenuating circumstances applications must be submitted on the EC application form within one week. Meeting this deadline is important: UCL will only consider late applications if it can be shown that ongoing circumstances meant that the student was 'unable' to file a timely application as it was 'impossible' to do so. UCL enforces these conditions and rejects late applications that do not meet these criteria. Unless it is genuinely impossible to do so, it is therefore imperative to submit the EC form on time. Students should not wait for the supporting evidence to become available before submitting their EC claim. UCL's extenuating circumstances policy clarifies that 'If a student is unable to obtain the necessary evidence within the deadlines ... they should still submit their form on time and indicate that their evidence is to follow'.

**Note:** The Extenuating Circumstances Policy applies only to short-term, unexpected circumstances. Long-term, chronic conditions and disabilities are covered by UCL's [Support to Study Policy](#) and [Fitness to Study Procedure](#). If you have a disability or medical condition that you feel might impact on your ability to perform in exams you can apply for special examination arrangements. See the [Student Disability Services](#) for further information. The application form is available from Student Disability Services or from the UCL Examinations Office in Registry and Academic Services.

As a student, you are responsible for making known any circumstances which may affect your performance at assessment in good time for them to be considered by the appropriate body. If not, you will be considered as declaring yourself fit to sit the assessment concerned.

You must notify your own department, no matter which department teaches the module(s) concerned, using the Extenuating Circumstances (EC) [Form](#). You should attach appropriate supporting evidence. All EC forms for UCL Anthropology PGT students should be submitted to:

Postgraduate Coordinator: [anthro-masters@ucl.ac.uk](mailto:anthro-masters@ucl.ac.uk)

The same form should be used to apply for all forms of mitigation for short-term unexpected circumstances, including short extensions to coursework deadlines of up to one week, special assessment arrangements such as extra time in examinations, or other forms of mitigation, including longer extensions, or deferral of an examination to a later date.

**All extensions of deadlines requests must be submitted to the [Postgraduate Coordinator](#). The Extenuating Circumstances (EC) Form is available on our website in the '[Current Students](#)' section, Policies, Regulations and Guidelines. You should attach appropriate supporting evidence, in accordance with UCL's [Extenuating Circumstances Policy](#). All EC forms for Anthropology students should be submitted either in hard copy or electronically to the [Postgraduate Administrator](#).**

### **7.3.2 Longer-term Conditions and ‘reasonable adjustments’**

UCL will make Reasonable Adjustments to learning, teaching and assessment to ensure that students with a disability are not put at a disadvantage. UCL also provides Reasonable Adjustments for students who might not consider themselves to have a ‘disability’ but who nevertheless would benefit from additional support due to an ongoing medical or mental health condition. It is the responsibility of the student to request Reasonable Adjustments, and students are encouraged to make a request as early as possible.

If you suffer from chronic or longer term physical or mental health problems, then instead of using the extenuating circumstances form you should apply for ‘reasonable’ adjustments through the student disability services (SDS). To do this you should get an appointment with student disability services (SDS) at the earliest possible opportunity. SDS will assess your case and then report directly back to the department with a series of ‘reasonable adjustments’ that the department can/should make to help mitigate against problems caused by your condition. The department can then act to give extensions or other help throughout the year *without the need for additional medical evidence and the filling in of multiple extenuating circumstances forms.*

#### **Further information:**

[Academic Manual Chapter 4, Section 5: Reasonable Adjustments](#)  
[Student Disability Services](#)

### **7.3.3 Special Examination Arrangements**

Special Examination Arrangements (SEAs) are adjustments to central or departmental written examinations which can be made as a Reasonable Adjustment for students with a disability or longer-term condition or as a form of mitigation for students with shorter-term medical Extenuating Circumstances. This may include, but is not limited to extra time, a separate room, rest breaks and specialist equipment. Students must make an application to use the special examination facilities.

#### **Further information:**

[Special Exam Arrangements](#)  
[Academic Manual Chapter 4, Section 4: Examinations](#)  
[Student Disability Services](#)  
[Academic Manual Chapter 4, Section 5: Reasonable Adjustments](#)

### **7.3.4 Interruption of Studies**

In cases involving a possible interruption or termination of studies, students may be referred by the Departmental Tutor to the Faculty Tutor. Ideally, though, (and usually), problems are sorted out by students and their Personal Tutors at Departmental level. The chain of referral for problems is:

Student ---> Personal Tutor ---> Postgraduate Coordinator ---> Departmental Tutor ---> Faculty Tutor

Students should ensure that they are immediately contactable by members of staff so that important messages can be passed onto them. UCL email and mobile telephone are the preferred mode of contact. Consequently, at registration, all students are required to submit their email addresses, their telephone numbers and their term-time addresses. This applies to subsidiary students as well as degree students in the Anthropology Department.



Further information:

[Interrupting or withdrawing from your studies](#)  
[Academic Manual Chapter 3, Section 5: Interruption of Study](#)

## **8 UCL Student support and wellbeing**

UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for student - the [Current Students Support](#) website provides more information. Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services. [Student Support and Wellbeing](#)

### **8.1.1 The Student Centre**

The Student Centre provides front-line administrative services to UCL students and is an excellent source of information about the services provided by Student Support and Wellbeing. They can also provide advice about a range of Student Records enquiries and fulfil requests for proof of student status.

Further information: [Student Centre website](#)

### **8.1.2 Student Disability Services**

Student Disability Services provide a comprehensive range of support services for students who have a disability which impacts upon their studies at UCL. They support students with physical and sensory impairments, specific learning difficulties, autistic spectrum disorders, mental health difficulties, and long-term health conditions. As well as arranging for adjustments to learning environments, the team loan out specialist equipment and provide one-to-one tutoring and support for students with specific learning difficulties.

[Student Disability Services](#)

### **8.1.3 Students with Learning Difficulties**

If you are dyslexic, or if you are concerned that you might be dyslexic, you should register with Student Disability Services and make an appointment to meet with a Disability Adviser. Alternatively, you can attend one of the daily drop-in sessions which run Monday to Thursday, 2-4pm (term-time only).

You should do this even if you have only been recently assessed.

You will need to bring any previous assessment reports, as these may have some bearing on your current assessment needs. It may be that you have a recent assessment report that provides all the information the college needs to inform decisions about appropriate provision for you. If this is the case, the Dyslexia Tutor will discuss with you how your needs can best be met. Alternatively, you may need only a short, supplementary assessment, the report of which should be appended to your previous report.

If you have never been assessed before or if your previous report is more than two years old, you may need a full assessment for which you will need to attend the Centre for two one hour sessions. The Dyslexia Coordinator will then send a detailed, confidential report to you, and a summary of your assessment results to your tutor and to the examinations section so that appropriate support can be put in place.

The College deadline by which notification of the need for special arrangements due to dyslexia has to be made is the beginning of March each year.

Should physical limitations make two hours of handwriting a significant hardship, students may seek a disability exception in order to type their exam instead (contact the UCL Disability Centre as early in the exam year as possible to make arrangements). The Student Disability Services is currently based at:

Room G16, South Wing, UCL, Gower Street, London WC1E 6BT

Email: [disability@ucl.ac.uk](mailto:disability@ucl.ac.uk)

Website: [Student Disability Services](#)

#### **8.1.4 Student Psychological Services**

Student Psychological Services is dedicated to helping UCL students with personal, emotional and psychological concerns. The Student Psychological Services Team is diverse and consists of a variety of highly trained and experienced professionals, who offer short-term CBT and psychodynamic support. There are currently two psychiatrists and ten therapists on staff with varying kinds of psychological training and expertise.

[Student Psychological Services](#)

#### **8.1.5 International Student Support and Welfare**

The International Student Support and Welfare Team provide specialist support and advice for all non-UK students at UCL. As well as immigration information, they help to support students through the transition to university in the UK by organising the International Student Orientation Programme (ISOP) at the start of each term, and arranging regular workshops for international students which tackle particular issues.

[International Students](#)

#### **8.1.6 Information about registering with a doctor and out-of-hours support services**

##### **8.1.6.1 Registering with a Doctor**

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare as quickly as possible if they become ill or injured. When attending a university in the UK students are also advised to be vaccinated against Meningitis C.

The [Ridgmount Practice](#) is a National Health Service (NHS) practice providing healthcare and dental services for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice.

[Register with a Doctor](#)

[Ridgmount Practice](#)

### **8.1.7 Out-of-hours support and information helpline**

UCL works in partnership with Care First to provide an out-of-hours support and information helpline. The helpline is free of charge and includes access to information specialists who are trained by Citizens Advice and to professionally-qualified and BACP-accredited counsellors who can help students with a range of emotional and psychological difficulties.

Further information: [Care First](#)

### **8.1.8 Crisis support - immediate help**

If a student is in crisis there are a range of UCL and external sources of help such as Nightline, Ridgmount Medical Practice, Hall Wardens, Student Psychological Services and the Samaritans.

Further information: [Crisis Support](#)

### **8.1.9 Accommodation**

UCL Accommodation provides a range of housing options which includes two Halls of Residence (catered), self-catered Student Houses and Intercollegiate Halls (both catered and self-catered) shared with other colleges of the University of London. Each Hall has a designated Warden supported by a number of live in Student Residence Assistants to provide support for students and to foster a positive environment within the accommodation.

[Wardens at UCL Residences](#)

### **8.1.10 Financial support**

At UCL we understand students can face a range of financial issues. We aim to help and advise students as much as possible, so that they have more control over their own financial situation. The Student Funding Team offer online information and one-to-one support through appointments as well as a drop-in service. Students with a more complex or sensitive circumstances can make an appointment with the Student Funding Welfare Adviser.

[UCL Financial Support](#)

[Manage your Money](#)

### 8.1.11 Access to Financial Assistance Fund and Emergency Loans

The College has a limited allocation of money for the provision of assistance to full-time UK students experiencing financial difficulties. Students requiring financial support should, after having established their eligibility, contact their Personal Tutor and/or Departmental Tutor who will help you complete the form. Details and forms can be downloaded on the UCL website:

- [Financial Assistance Fund](#)
- [Emergency Loans](#)

## 8.2 Information on how students can access support/information related to Equality and Diversity

### 8.2.1 Equality and Diversity

UCL fosters a positive cultural climate where all staff and students can flourish, where no-one will feel compelled to conceal or play down elements of their identity for fear of stigma. UCL is a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution. The Equalities and Diversity website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, and disability amongst other equalities initiatives at UCL.

[Inclusion Leads \(formerly Departmental Equal Opportunity Liaison Officers -DEOLOs\)](#)

Inclusion Leads provide support and assistance for students and staff about issues relating to equalities and diversity.

[Equality, Diversity and Inclusion](#)

[Support for Pregnant Students](#)

[Support for Student Parents](#)

[Religion and Belief Equality Policy for Students](#)

[LGBTQ+ Students](#)

[UCL Chaplain and Inter-Faith Adviser](#)

[Inclusion Leads \(formerly DEOLOs\)](#)

### 8.2.2 Inclusion Leads

Inclusion leads provide support and assistance for students and staff about issues relating to equalities and diversity.

Name	Telephone	Email
Rikke Osterlund	020 7679 8654	<a href="mailto:r.osterlund@ucl.ac.uk">r.osterlund@ucl.ac.uk</a>
Lucio Vinicius	020 7679 8649	<a href="mailto:l.vinicius@ucl.ac.uk">l.vinicius@ucl.ac.uk</a>

## **8.3 Information about UCL's Zero Tolerance policy on harassment and bullying**

### **8.3.1 Harassment and bullying**

Every student and member of staff has a right to work and study in a harmonious environment. UCL will not tolerate harassment or bullying of one member of its community by another or others and promotes an environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to raise concerns in the knowledge that they will be dealt with appropriately and fairly.

[UCL Policy on Harassment and Bullying](#)  
[Students' Union Advice Service](#)

### **8.3.2 Sexual Misconduct**

It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with the Students Union to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust, their Hall Warden, or a Students' Union student officer. Support is also available from the trained staff in the Students' Union Advice Service:

[Students' Union Advice Service](#)  
or the UCL Student Mediator:  
[UCL Student Mediator](#)  
[Zero Tolerance to Sexual Harassment](#)

### **8.3.3 Support for students who have been affected by sexual violence**

UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence. If a student would like to talk to somebody at UCL, the Student Support and Wellbeing Team can offer advice on the support available both internally and externally.

[Support for students affected by sexual misconduct and/or sexual violation](#)

## **8.4 Student Representation**

### **8.4.1 Information on Students' Union UCL, how to run for election and how to find a representative**

#### **8.4.1.1 Student's Union UCL**

The Union helps you to do more at UCL, experience something you've always dreamt of, turn a curiosity into a new passion and help you reach your potential. The Union cares about the things you

care about, it's made up of all kinds of people from all kinds of places and it's there to fight for you when you need someone in your corner.

Students' Union UCL is the representative body of all UCL students. It's run by students for students and is a registered charity, independent of UCL. All UCL students at every level are automatically members of the Union (but can opt out), and the Union's leaders are elected annually by and from all current students. The elected leaders are called Sabbatical Officers and they represent students on various UCL committees and campaign on the issues that matter to students. Alongside the Sabbatical Officers are more than 1000 voluntary representatives, elected or appointed to cover every part of UCL life.

[Students' Union website](#)  
[Elections information \(including how to run for office\)](#)

#### **8.4.2 UCLU Rights & Advice Centre**

The UCLU Rights & Advice Centre is a service available to UCL students to help with any difficulties that might occur while at UCL. The Rights & Advice Centre's trained and experienced caseworkers can give advice about:

- **Immigration** - including applying for a Tier 4 visa
- **Academic issues** - including examination irregularities and student complaints
- **Housing** - including contract checking and housemate disputes
- **Employment** - including unpaid wages and part time employment contracts
- Many other legal and university matters

Students can make an appointment or attend a drop-in session for free, confidential and independent advice and support.

Further information: [UCLU Rights & Advice Centre](#)

#### **8.4.3 Student societies**

UCL students currently run over 250 different clubs and societies through the Students' Union, providing a wide range of extra-curricular activities for students to get involved with during their time at UCL. The Welcome Fair will be your opportunity to meet all of the clubs and societies in one place and will take place on 29 and 30 September.

[Students' Union Clubs and Societies](#)  
[Club and Society Welcome Events](#)

#### **8.4.4 Information on Academic Representatives**

Your Students' Union is there to make sure you have the best possible time while you're studying at UCL. One of the ways they do that is by working with departments and faculties to ensure that every student is represented and has a voice in the way that the university works.

Every student at UCL will have a Course Representative or a Research Student Representative who will be your eyes, ears, and voice. They'll work closely with staff in your department to make sure that they understand what you most value, and take action to deal with things you'd like to see improve. They'll also work with representatives in your Faculty and the Students' Union to make things better across the whole of UCL.

These Academic Representatives are appointed during early October – if you'd like to take up the role, staff in your department can tell you how. If you take up a representative role, the Students' Union will work closely with you to provide training, support, and advice, and you'll be able to change the experience of everyone on your course or in your department for the better.

Even if you don't fancy taking up a role yourself, keep an eye out for your chance to vote for which students you feel will do the best job.

[Academic Representatives](#)  
[Find your representative](#)

#### **8.4.5 Lead Department Representative Role**

This role will be tasked with leading student academic representation in their department. They will specifically be responsible for the co-chairing and agenda setting for Staff-Student Consultative Committee (SSCC) alongside a member of staff, and for ensuring they will also become a member of the Department's Teaching Committee (or doctoral-education equivalent).

Further information:

- [Academic Representation website](#)
- [Find your Academic Representation](#)
- [Become an Academic Representation](#)

#### **8.4.6 Role of the Staff-Student Consultative Committee**

Every department at UCL has a SSCC that meets at least twice a year at times to be decided and circulated. The SSCC provides a forum for discussion between staff and student representatives (Student Academic Representation). This is an important opportunity for students to give feedback on their learning experience and is central to maintaining and improving the quality of education at UCL.

There is a representative for each year group of the BSc Anthropology, BSc Anthropology with year abroad and the joint degrees, for affiliate students, and for postgraduates. Elections will be held at the start of term and details of the representatives and copies of minutes will be posted via email.

If students have matters that they wish to raise, student representatives should be contacted and informed of the issues well in advance of the meeting in order for the meeting agenda to be updated. Dates of meetings will be published and displayed around the Department and committee representatives will be informed individually by email.

#### **8.4.7 The Annual Student Experience Review (ASER)**

UCL's Annual Student Experience Review (ASER) process requires all departments to undertake an annual self-evaluation and produce a development plan for how they plan to improve in the coming year. The self-evaluation involves looking at student feedback from surveys and student evaluation questionnaires as well as other data about student performance and academic standards, such as the feedback provided by the External Examiner, which helps departments to understand what is working well and what might need improving. Student's Academic Representatives are active participants in the evaluation process and creation of the development plan through discussions at departmental and faculty committees, giving students an important role in identifying and planning improvements within their department. Students can view the completed reports and action plans on the faculty/departmental intranet.

Further information: [Academic Manual Chapter 9, Section 2: Annual Student Experience Review \(ASER\)](#)

#### **8.4.8 UCL ChangeMakers**

UCL ChangeMakers encourages students and staff to work in partnership with each other on educational enhancement projects to improve the experiences of students across UCL. UCL ChangeMakers Projects supports students and staff in running projects to improve the learning experience at UCL. Anyone with an idea, or who wants get involved, can submit a proposal for funding and support. UCL ChangeMakers ASER facilitators are students who work with Student Academic Representatives and staff in selected departments to formulate the departmental educational enhancement action plan.

Further information: [UCL ChangeMakers](#)

### **8.5 Data Protection**

**How UCL uses student information, for what purposes, and the steps taken to safeguard this information; Where to find information security, intellectual property and email policies; Information on how to enquire or make a related complaint (Centrally Provided)**

#### **How UCL uses student information**

UCL uses student information for a range of purposes, including the provision of teaching and learning, managing accommodation and ensuring health and safety. Information about students will only be shared within UCL when necessary or appropriate. UCL may be required by law to share student information with some external agencies for a variety of purposes, such as the Higher Education Statistics Agency and the Office for Students. After students leave UCL, certain





completed form should be returned to the Departmental Safety Officer for forwarding to the College Safety Office. Serious accidents should be reported immediately to the Safety Office, Ext. 57587.

**Emergency situations:** In all emergencies phone 222

**Fire safety and emergency evacuation:** If you discover a fire, phone 222 and sound the fire alarm.

*Anthropology Department, 14 Taviton Street, London WC1H 0BW*

Evacuate the building, closing doors and windows if possible, and meet on the corner of Taviton Street outside the Institute of Archaeology. Do not block the exits from the building and assemble away from the buildings.

**All employees, students and visitors MUST leave the building immediately the fire alarm sounds. They must proceed to the designated 'Fire Assembly Point', obeying any instructions given to them by authorised UCL Fire Evacuation Marshals or others in authority, in the course of their duties.**

### **8.6.3 First Aid**

If first aid is needed, please contact Keiko Homewood on 020 7679 8633.

After hours, approach UCH Accident and Emergency Department (internal dial 820 or external dial 020 3447 0011). In the event of a **major injury**, phone 222, state location and telephone number and give details of accident. Obtain assistance from nearest First Aider.

### **8.6.4 Safety in the Field: Fieldwork and Health and Safety**

If as part of your final year individual studies project you intend to undertake fieldwork you must ensure that you have:

- (i) Made sure that you have adequate insurance cover for your journey and activities
- (ii) Completed a Risk Assessment form, available from the Departmental Office and/or the [Department website](#) under the heading 'Registering Dissertation and Fieldwork'.
- (iii) Have visited your doctor/ health centre to receive the necessary inoculations
- (iv) Acquired and read a copy of the College booklet entitled 'Fieldwork. Approved Code of Practice' available from the [Department's website](#) under the heading 'Registering Dissertation and Fieldwork'.
- (v) Completed Ethics and Data Protection forms, instructions on which are available on the [Department website](#) under the heading 'Registering Dissertation and Fieldwork'.

In addition to these five tasks being a requirement for the safe and effective completion of fieldwork through the Department at UCL, they should also be used in any future research or work you may undertake.

Risk assessment forms must be filled in for all fieldwork even where it is undertaken in London and other parts of the UK.

Smoking is not permitted anywhere in the Department, including the Common Rooms and the outside courtyard area. This is in accordance with College Policy. Please note that there are smoke alarms in the Undergraduate Common Room that will be set off if students smoke in the room.

## **8.7 After study**

### **8.7.1 Transcripts**

#### **8.7.1.1 Information on transcripts and how to access replacements**

Five copies of your official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their contact addresses as held on PORTICO approximately 8-10 weeks after the awards have been ratified by the UCL authorities.

UCL Student Records can produce additional transcripts for students on taught programmes as well as for affiliate students via the UCL Transcript Shop: [UCL Transcript Shop](#)

#### **8.7.1.2 Graduation Ceremonies**

Following successful completion of their studies, graduation ceremonies are held to celebrate students' achievements: [Graduation Ceremonies](#)

#### **8.7.1.3 Higher Education Achievement Report (HEAR)**

##### **Information about the HEAR**

The Higher Education Achievement Report (HEAR) is an electronic transcript of a student's verified academic results and approved non-academic achievements whilst at UCL. Students who commenced their studies in or after September 2011 will have a HEAR made available to them online, via our HEAR provider, Gradintel, each summer - new students will be invited to register for this facility during their first year of study and throughout their students. Students can share their HEAR, free of charge, as a secure electronic token with third parties via their registered Gradintel account.

**Further information:** [Higher Education Achievement Report](#)

### **8.7.2 UCL Alumni Community**

#### **Information on UCL Alumni activities and key contacts**

The UCL Alumni Online Community is a global network of more than 200,000 former students of UCL. Alumni can take advantage of a wide range of benefits, services and discounts – on campus, across the UK and globally – including the Alumni Card, access to thousands of e-journals and library services and a free UCL-branded email service. The UCL Alumni Online Community also posts information about events and reunions happening around the world and other ways to get involved, including the UCL Connect professional development series.

**Further information:** [UCL Alumni](#)

### **8.7.3 External Examiners' reports and Departmental Responses**

External Examiners' are asked to complete a formal annual report once the Boards of Examiners has convened. These reports are critical in providing feedback on academic standards and form an important part of UCL's quality management processes.

Students have access to the relevant External Examiners' reports and Departmental responses from the summer after they graduate Boards of Examiners. It is recommended that students should read External Examiners' reports together with the Departmental response. This will provide context and show action that the Department has proposed on possible issues raised in the report.

The reports and responses should be discussed at Staff Student Consultative Committees and students should be involved in responding to themes raised by External Examiners.

If students have any queries about the content of an External Examiner's report, the Departmental response or availability of the report, please contact either:

- The Board Administrator of the Board of Examiners
- Module Administrator
- [Departmental Administrator](#)

## **8.8 Employability and Careers**

### **8.8.1 UCL Careers**

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates, and assists them through the entire job hunting process, including exploring options, searching for vacancies, preparing CVs and applications, practicing for interviews, aptitude tests or assessment centres, and providing access to recruitment fairs and other employment-related events. They can also advise on exploring options for further study and funding. Services and events are available to all taught students, researchers (PhD students and postdocs) and graduates (for up to 2 years after course completion).

UCL Careers also supports employability activities within departments such as work-related learning, including internships and placements.

UCL students are helped with applications and sourcing opportunities with web resources and advice. They can book appointments via myUCLCareers and can source opportunities via myUCLCareers, UCL Talent Bank - a shortlisting service connecting students to small and medium sized organisations, and apply for opportunities within our summer internships and global internships schemes.

#### **Further information:**

[UCL Careers](#)

[myUCLCareers](#)

[UCL Careers Information on internships and placements](#)

### 8.8.2 Entrepreneurship at UCL

UCL has a long and successful track record of supporting spin-outs and start-ups developed by its academic and student communities. Many of the student and staff entrepreneurs have won external awards and achieved substantial investment allowing their enterprises to grow and reach their full potential. UCL offers a wide range of support to students ranging from training programmes, advice on whether an idea has commercial potential, one-to-one sessions with business advisers, funding, competitions and incubator space to help them start or grow their business.

[UCL Innovation and Enterprise](#)

### 8.8.3 Global Citizenship

The UCL Global Citizenship Programme is a two-week programme for UCL undergraduates and taught postgraduates offering the chance to put their studies in a global context, learn new skills and see the world differently. The Programme runs for two weeks after summer exams have finished, providing a range of opportunities to help students boost their studies, enhance their future and make an impact on the world. Participation is free and open to all UCL undergraduate and taught postgraduate students on a first come, first served basis.

**Further information:** [UCL Global Citizenship Programme](#)

### 8.8.4 Volunteering

London is one of the most diverse cities in the world, and the best way to discover it is by getting involved with our Volunteering Service. We're one of the biggest volunteering departments in the UK – with over 500 different opportunities to choose from – so make the most of us whilst you're here!

Volunteering is a great way to get involved in local projects and apply your diverse skills for the benefit of the community. You'll make new friends and improve your chances of getting decent paid work too. But most of all, you'll be making a difference right here in this exciting city.

Please go to the [website](#) for an overview and further details:

You'll get loads of support and advice from both the Volunteering Service and the student-run Volunteering Society. Here's what we do:

#### 8.8.4.1 Volunteering Service

- Provide a [weekly newsletter](#) packed with new opportunities
- Put those new opportunities from charity partners on a live [directory](#)
- Promote [one-off events](#) in the community with our charity partners
- Run our programme of [student-led projects](#)
- Give support and advice to students and staff
- Send targeted roles to you and your department
- Run an annual Awards Ceremony to recognise volunteers

#### **8.8.4.2 Volunteering Society**

- Run socials and charity fundraising events
- Have regular meetings to meet fellow volunteers and steer the society

#### **8.8.4.3 The Next Step...**

- Have a look at our [website](#)
- Drop in and see us on the first floor of the [Lewis's Building](#) at the top of Gower Street
- Email us at [volunteering@ucl.ac.uk](mailto:volunteering@ucl.ac.uk)
- Come to our [Volunteering Fairs](#) on various days in Term One in the South Cloisters, 12-3pm