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1. Welcome to SSEES

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

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

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

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

We wish you all the best for your time here.

Dr Aglaya Snetkov
SSEES Head of Mobility

Mr Robert Bodden
SSEES Affiliate Administrator (Interim)

1.1 How to Use this Handbook

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

You should read this handbook alongside the SSEES Student Handbook, which is used by all students, not only by affiliate students. It contains detailed information about key dates, coursework submission, penalties that may be applied to your assessment, and contact details, as well as information about the support available to you. It is

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2.3 UCL International Student Support Team

There is information and advice for affiliate students on the International Student Support (ISS) Team's website: <https://www.ucl.ac.uk/students/international-students/international-support>

If you cannot find answers to your questions on their website, you can email the ISS Team at internationalsupport@ucl.ac.uk or call the ISS Team on 020 7679 8820.

4. Affiliate Study Guide

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

4.1 Some Helpful Terminology: an A-Z

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

4.2 Study Methods

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

4.3 Independent Reading

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

4.4 Support with Writing Coursework Essays

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

4.5 Moodle

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

4.6 Coursework

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

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

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

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

5. Assessment

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

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

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

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

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

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

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

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

5.3 Examinations

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

6. Choosing your Modules

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

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

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

UNDERGRADUATE AFFILIATES:

Term 1 only: 60 credits (30ECTS)

Terms 2 and 3: 60 credits (30ECTS)

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

5. Students can be approved to take a reduced course load after they have arrived at UCL, but only if they have written permission from their home university to do so. The reduction should usually be

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

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

Step 3: Click on the module you wish to select

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

Lukasz Adamiak, Jagiellonian University, Krakow, Poland

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

Soma Nagy, Corvinus University, Budapest, Hungary

'Thank you for all your help during the year. I loved every minute of being at UCL: the atmosphere, the teaching methods of the professors, the fact that there is no substantial difference between regular and affiliate students, the campus, the optional form of the exam questions, the events of the student union, the clubs & societies, the research opportunities of the library and I could continue