



**School of Arts
Department of History of Art and Screen Media**

**MPhil and PhD
Research Student Handbook**

2010-2011

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This document is for reference only. Every effort was made to ensure that information was correct at time of print, but discrepancies may still occur due to the nature of this document. Any changes will be communicated to you via your registered email address as soon as the Department is made aware of any issues.

Term Dates

<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
Monday 4 October 2010 to 17 December 2010	Monday 10 January 2011 to Tuesday 29 March 2011	Wednesday 27 April 2011 to Friday 8 July 2011
<u>Autumn Closures</u>	<u>Spring Closures</u>	<u>Summer Closures</u>
The College will close at 5pm on Thursday 23 December 2010, re-opening at 9am on Tuesday, 4 January 2011.	The College will close at 6pm on Wednesday 20 April 2011, re-opening at 9am on Wednesday, 27 April 2011	<p>The College will be closed on Monday, 2 May 2011 re-opening at 9am on Tuesday, 3 May 2011</p> <p>The College will be closed on Monday, 30 May 2011, re-opening at 9am on Tuesday, 31 May 2011</p> <p>The College will be closed from 8pm Friday, 26 August 2011, re-opening at 9am on Tuesday, 30 August 2011</p>

Introduction

Since the 1970s the Department of History of Art and Screen Media has occupied houses in Gordon Square, which are associated with the members of the Bloomsbury Group. 46 Gordon Square was the family home of Virginia Woolf, her brothers and her sister, Vanessa, until the latter's marriage to the art critic Clive Bell in 1907. The economist John Maynard Keynes later occupied it.

The Department has a long-established international reputation for research in medieval, renaissance and modern art history. Nikolaus Pevsner first taught History of Art at Birkbeck and Peter Murray established the Department in the 1960s. More recently, with the appointments of Professor Laura Mulvey, Professor Ian Christie, Dr Mike Allen and Dr Dorota Ostrowska, it has broadened its portfolio to become the Department of History of Art and Screen Media.

The Department of History of Art & Screen Media is one of five departments which make up the School of Arts at Birkbeck, The other departments are English and Humanities, European Cultures and Languages, Media and Cultural Studies and Iberian and Latin American Studies. The Department of History of Art & Screen Media is at the forefront of innovative research in the history of visual culture. Much of its research is pursued by members of staff individually, and is published in the form of single-authored books, chapters in books or articles in journals. Research is also disseminated by the means of exhibitions curated by members of the academic staff. The Department also has a highly regarded reputation for interdisciplinary work in the field. It is entirely fitting, therefore, that it should focus so centrally on the interfaces between art, film, television and visual technologies.

Over the last fifteen years Birkbeck has established a leading position in the application of new technologies and art history. During the last few years and in future projects the Department intends to extend its conception of technology and culture, developing its critical engagement with old and new technologies and with the aesthetic questions raised by new imaging technologies and media. The department's research centre (Vasari Digital Media Research Centre) is adjacent to an award winning Cinema, with digital and full 35mm projection, which facilitates research activities in the field, including workshops, seminars and screenings.

The Department is committed to maintaining and building upon its core strengths within the history of art, film and television, and to developing new areas of research in the interface between still and moving images and the history of visual technologies. Through its recent changes, the Department has extended and updated its distinctive intellectual character, which is based on research that explores the interdisciplinary possibilities of the history of visual culture.

The Department offers research students a supportive and vibrant research culture and students are expected to participate in a variety of activities within the School of Arts and the College. These include student-led symposia, Reading and Writing Groups and Research Forums. Its overall research policy is co-ordinated by its Research Committee, which meets once a term to monitor all the School's research activity. The Research Committee assesses annual progress reports from students

and their supervisors; co-ordinates upgrades from MPhil to PhD; and runs an annual Research Forum for all research students. The College also runs seminars in Research Skills for new research students.

Our location in Bloomsbury offers excellent access to specialist libraries, archives and collections within the University of London, such as the *Institute of Historical Research*, the *Warburg Institute*, the *School of Oriental and African Studies* and the *University of London Library*. Our postgraduate students have easy access to libraries specialising in visual culture, such as the *Courtauld Institute Library*, the *British Architectural Library*, the *British Film Institute Library* and the *National Art Library* at the *Victoria and Albert Museum*. The great visual resources of the *British Museum*, the *National Gallery*, the *National Portrait Gallery*, *Tate Britain*, *Tate Modern* and the *Victoria and Albert Museum*, of commercial galleries and salesrooms, and of temporary exhibition galleries like the *Barbican Gallery*, the *Institute of Contemporary Arts*, the *Hayward Gallery*, *Royal Academy of Arts* and the *BFI Southbank* also make London a particularly good place in which to undertake study and research in the History of Art and Screen Media. Birkbeck is also situated around the corner from the *British Library* on Euston Road.

We welcome a broad range of research proposals and in particular those of an interdisciplinary nature on the basis that Birkbeck offers a stimulating environment for such work.

Profiles of School Academic Staff and their Areas of Supervision

Dr Michael Allen's specialist areas include media technologies and interactions; early cinema (especially D.W. Griffith); modern American cinema; digitalisation and digital culture; multimedia as an aid to the study of history of art, film and television. Publications include: *Family Secrets: The Feature Films of D.W. Griffith* (London: British Film Institute, 1999), *Contemporary US Cinema* (Harlow: Pearson Educational, 2002), *Reading CSI: Crime TV Under the Microscope* (London: I.B. Tauris, 2007) *Live From the Moon: Film, Television and the Space Race* (London: I.B. Tauris, 2009)

Dr Suzannah Biernoff's research has spanned medieval and modern periods: she completed her PhD in Sydney, Australia (it was published in 2002 as *Sight and Embodiment in the Middle Ages*), and currently works on war and visual culture in early twentieth-century Britain. Her most recent publications – which you can access via the Department website – pursue the themes of embodiment and visual anxiety through the cultural history of the injured body. In 2007 she began a new project on the corporeal territories of war, funded by a Wellcome Trust Research Leave Award. Unlike other histories of the Great War (social, military or intellectual), this research has focused on the rhetoric and experience of horror as mediated (and ameliorated) by medicine and by art. The project is distinctive in its attention to the face – which has tended to be overlooked in histories of the body – and in its use of visual sources as historical documents, from clinical photographs and life drawings to portrait masks and photo albums; sources that complicate and at times contradict the written record. Dr Biernoff's teaching and supervision interests include histories of the body and

emotion; the face and contemporary portraiture; and war and visual culture since 1914.

Dr Dorigen Caldwell's specialist areas include theories of art and symbolism in the Italian Renaissance and the interaction between word and image; Rome from the fifteenth to the seventeenth centuries; Counter-Reformation art, especially early responses to the Council of Trent. She is the author of *The Sixteenth Century Impresa in Theory and Practice*, (2004), (as co-editor) *Rome: Continuing Encounters between Past and Present*, (2011). Her areas of supervision are Art and Architecture of the Italian Renaissance and Baroque, particularly Rome, religious imagery and the relationship between art and broader cultural contexts.

Dr Fiona Candlin's research and supervisory interests are in museums and the senses, particularly touch; museums and education and access; small and independent museums; art and the senses; theories and histories of objects. Her recent publications include *Art, Museums and Touch*, Manchester University Press, 2010, and *The Object Reader*, Routledge, 2009, which she co-edited with Raiford Guins (SUNY).

Professor Ian Christie's research and supervision interests are early film and 'intermediality'; aspects of British cinema, including Powell and Pressburger, cinema-TV relations; Russian and Soviet cinema; European film policy and issues in media historiography; film and visual arts. Publications include *Arrows of Desire: The Films of Powell and Pressburger (1985/94)*; *The Film Factory: Russian and Soviet Cinema in Documents* (co-ed, 1988/94); *Scorsese on Scorsese* (co-ed, 1989/96); *The Last Machine: Early Cinema and the Birth of the Modern World* (1994), *Gilliam on Gilliam* (1999), *A Matter of Life and Death*, (2000) and *the Art of Film, John Box and Production Design* (2009). He serves on the editorial boards of various journals and book series, and is actively involved with the European Union MEDIA programme. Professor Christie is also Director of the London Screen Studies Collection.

Professor Annie E. Coombes's current research interests are in contemporary cultural policy and historical memory in South Africa, Australia and Britain and in the impact of slavery on metropolitan cultures in Europe in the late 18th and 19th centuries. She is the author of *Reinventing Africa: Museums, Material Culture and Popular Imagination in late Victorian and Edwardian England*, (1994); *History after Apartheid: Visual Culture and Public Memory in a Democratic South Africa* (2003); and Editor (with Avtar Brah) of *Hybridity and its Discontents: Politic, Science, Culture*, (2000). She has published widely on museums and cultural history; photography and the colonial encounter; cultural policy and British imperialism in the late 19th and early 20th centuries; and contemporary art. She is on the Editorial Collective of *Feminist Review* and is on the Editorial Board of *Third Text*. Her areas of supervision include nationalism and visual culture; museology; colonialism and contemporary culture; history of anthropology and ethnography in Britain.

Dr Patrizia di Bello's interests are in the history and theory of photography; aspects of visual culture in the nineteenth and twentieth century, with particular reference to issues of gender and femininity in modern art and modernism; the interaction between vision and touch in using and collecting images. She is the author of *Women's Albums and Photography in Victorian England: Ladies, Mothers and Flirts*, (2007).

Dr Tag Gronberg's interests include representation and the modern city; international exhibitions; the significance of shops and shopping in debates on modernity; decorative arts movements (Art Nouveau, Art Deco) and memory and the object. She is the author of *Designs on Modernity: Exhibiting the City in 1920s Paris* (1998/2003) and *Vienna: City of Modernity, 1890-1914* (2007). She was one of the three project leaders on the joint Birkbeck/Royal College of Art AHRC project 'The Viennese Café and fin-de-siècle Culture' (2006-2009). Her areas of supervision include: relationships between fine art, design and architecture in the modern period; issues of consumption and visual culture; the woman artist; gender and representation.

Dr Laura Jacobus's research interests cover aspects of Italian visual culture during the period c.1250-1450. Recent work explores the relations between art and drama, literature and architecture with interests in spectator experience, authorial intention, social practices and gender construction in these genres. She is the author of *Giotto and the Arena Chapel: Art, Architecture and Experience* (2008)

Dr Dominic Janes's specialises in the visual, material and textual culture of Christianity and in the study of the reception of the classical and medieval past. His current research focuses on early Victorian Britain and on intersections of religion and sexuality. His publications include (ed. with Gary Waller), *Walsingham in Literature and Culture from the Middle Ages to Modernity* (Ashgate, 2010); *Victorian Reformation: the Fight over Idolatry in the Church of England, 1840-1860* (Oxford University Press, 2009) and *God and Gold in Late Antiquity* (Cambridge University Press, 1998).

Dr Gabriel Koureas's research interests are in the relationship of memory, conflict and commemoration in the construction of national and gender identities. Current research interests concentrate on issues of conflict and commemoration in relation to postcolonial memory and gender as well as the possibilities of reconciliation offered through visual culture with special emphasis on trauma and the senses. He is the author of *Memory, Masculinity and National Identity in British Visual Culture, 1914-1930* (2007), *Simplicity, Uniformity, Class and Discipline in the Commemoration of the First World War* (2004), *A Cultural History of Cyprus 1914-2004*, (2006). His areas of supervision include memory, national identity, conflict, gender and sexuality in modern and contemporary visual culture.

Dr Robert Maniura's interests are the art of the Renaissance in both northern and southern Europe. Recent research is concentrated on pilgrimage to images. His book on *Pilgrimage to Images in the Fifteenth Century* concentrates on the origins of the celebrated Polish image shrine at Czestochowa, and was published in June 2004. His areas of supervision are: late Medieval and early Renaissance art; the role of the visual in devotion; inter-relationships between cultural regions (Orthodox East and Latin West, Northern and Southern Europe).

Professor Laura Mulvey's interests are: film, feminism and psychoanalytic theory, particularly in relation to Hollywood studio system cinema; avant-garde film: history, theory practice; British television in the 1960s; technology and aesthetics, particularly the transition to synchronised sound. She has published *Visual and Other Pleasures* (1989; second edition with new introduction and extra chapter 2009); *Citizen Kane* (BFI Classics 1992). *Fetishism and Curiosity* (1996), *Death Twenty-Four Times a Second:*

Stillness and the Moving Image, (2006) and (co-edited with Jamie Sexton) *Experimental British Television* (2007). She directed six films with Peter Wollen in the late 1970s and early 1980s and *Disgraced Monuments* (with Mark Lewis) 1994.

Professor Lynda Nead's interests are 19th-century visual culture; representations of the body; and the relationships between art and law. She has published *Myths of Sexuality: Representations of Women in Victorian Britain* (1988); *The Female Nude: Art, Obscenity and Sexuality* (1992), *Victorian Babylon: People, Streets and Images in Nineteenth Century London* (2000) and *The Haunted Gallery: Painting, Photography. Film c1900* (2007). Her areas of supervision are: 19th-century visual culture; gender and representation; space/urban history and visual culture; art and film.

Dr Zoe Opacic's specialist areas are central European Gothic art, architecture of the High and Later Middle Ages and particularly Bohemia. Publications include: *Diamond Vaults. Innovation and Geometry in Medieval Architecture* (2005), *The Year 1300 and the Creation of a New European Architecture* (with A. Gajewski) (2007), *Prague and Bohemia, Medieval Art, Architecture and Cultural Exchange in Central Europe* (2009). Her areas of supervision are Medieval art and architecture, religious display and urbanism.

Dr Dorota Ostrowska's research and supervision interests are interdisciplinary approaches to film production and film industry; French cinema and criticism; history of television in Europe; Eastern European cinema and visual culture; film festivals. She is the author of *Reading the French New Wave: Critics, Writers and Art Cinema in France* (2008) and *European Cinemas in the TV Age* (with Graham Roberts) (2007). She was co-artistic director of the UK Festival of Chinese Cinema: Cinema China 2007 (with Mark Cousins). She is actively involved with the European Network for Cinema and Media Studies (NECS).

Dr Kate Retford specializes in eighteenth-century British portraiture; representations of the domestic sphere and gender; the British country house; the use of visual evidence in history and issues of interdisciplinarity. Her book, *The Art of Domestic Life: Representing the Family in Eighteenth-Century England*, published in 2006, examined portraits of husbands, wives, fathers and mothers, together with the construction and display of family portrait collections. Her current project, begun whilst Leverhulme Fellow in the History of Portraiture at the National Portrait Gallery, is on the conversation piece in Georgian Britain.

Professor Simon Shaw-Miller is a specialist in relationships between art and music. His publications include *The Last Post: Music after Modernism* (1993), *Visible Deeds of Music: Art and Music from Wagner to Cage* (2002 pb 2004), *Eye-Music: Kandinsky, Klee & All that Jazz* (2007), *Samuel Palmer Revisited* (2010) and forthcoming, *Eye hEar: Music, Art, Film & the Culture of Synaesthesia*. He has also published on musical iconology, art and the senses and the concept of the *Gesamtkunstwerk*. His areas of supervision are interrelationships in audio and visual culture, synaesthesia, interdisciplinarity and art and music history and theory from the early 19th century to the late 20th century.

Dr Leslie Topp specializes in architecture (including buildings, theory, interiors and urbanism) from the period 1890-1914, with a focus on Vienna and Central Europe.

She is author of *Architecture and Truth in Fin-de-Siècle Vienna* (Cambridge University Press, 2004), and co-editor of *Madness, Architecture and the Built Environment: Psychiatric Spaces in Historical Context* (Routledge, 2007) and *Madness and Modernity: Mental Illness and the Visual Arts in Vienna 1900* (Lund Humphries, 2009). Her current project is a book entitled *Freedom and the Cage: Modern Architecture and Psychiatry in Central Europe*.

Professor John Steer (Emeritus) Venetian Renaissance and sixteenth-century European Painting.

Professor William Vaughan (Emeritus) English and German art c.1750-1880; computer applications for the History of Art.

Professor Francis Ames-Lewis (Emeritus) Italian late medieval and Renaissance sculpture, painting and drawing; Renaissance art patronage; Italian Renaissance responses to Netherlandish art.

Research Staff

Dr Nick Lambert (NL)

Researcher in Digital Media Arts

Nick Lambert is the Principal Investigator on the AHRC Computer Art & Technocultures Project (CAT). He obtained his DPhil at Oxford University in 2003, where his supervisor was Professor Martin Kemp. He is currently researching the history and development of digital-based artforms and is also lecturing on Digital and Dynamic Art on the BA History of Art in 2009/10. He assists HAFVM staff members with their research proposals and enables them to integrate digital multimedia into their research activities. Nick also edits the School website. Nick was formerly the Research Fellow on the AHRC CACHE Project and maintains an active role in its continued dissemination as Secretary of the Computer Arts Society and Programme Chair of the EVA Conference.

Liz Drew (LD)

Research and Development Manager (Arts Media) Liz Drew teaches research skills and seminars across several programmes. Liz also manages the Vasari Digital Media Research Centre supporting the development of and investigating the practical application of media projects. Currently Project Manager for Media Histories, to facilitate the development of OER (Open Educational Resources) in the department, Liz also contributes to College advisory groups for Library and Media matters and was part of the Design Team for the RIBA award winning Birkbeck Cinema.

Liz has worked in the arts and education for many years, gaining professional and academic qualifications to remain informed and engaged on current issues, practices and debates. She is currently researching for an MPhil/PhD proposal in the field of landscape photography.

Professor Jeremy Gardiner (JG) is Senior Research Fellow on the AHRC funded project Computer Art and Technocultures at Birkbeck and the Victoria and Albert Museum. He has a BA Hons. Fine Art from the University of Newcastle Upon Tyne

and MA in Painting from the Royal College of Art. He is a former Harkness Fellow of the Media Lab of the Massachusetts Institute of Technology. He has exhibited in major museums and galleries worldwide and in 1987 received a New York foundation for the Arts Foundation fellowship and in 1988 an honorary mention for his work from Priz Ars Electronica. In 2002 he was awarded a NESTA grant and in 2003 won the Peterborough Art prize for his interactive and immersive virtual artwork 'Purbeck Light Years' He was a founding member of the computer graphics department at Pratt Institute of Art and Design in New York and Director of CyberArts at the New World School of the Arts in Miami. He was tutor for Computers in Printmaking at the Royal College of Art and programme leader for the MA Computer Art at the London College of Music and Media. He has been a consultant for the National Trust, Clore Duffield Foundation, British Council and the department of Art, Design and Media at Nanyang Technological University in Singapore. His artwork has been commissioned by General Electric, IBM and NYNEX and is held in numerous private and public collection including, BNP Paribas, Glaxo Smith Kline, Ente Nazionale Idrocarburi, Government Art Collection, Imperial College and the V&A. His longstanding research in painting and digital media has resulted in the formation of www.lightyearsprojects.org whose objective is to utilise the convergence and combination of emerging technologies to produce visually and intellectually challenging works. Recent projects in 2009 include a survey of new work at the Chelsea Art Museum in New York City and an exhibition at the Dorset County Museum.

Administrative Information

Fees/ Finance

College fees may be paid by many methods. Additional expenses will be incurred and it is important to budget for the purchase of books. Whilst we have great sympathy with students who find difficulties in paying their fees, the Course Director or your supervisor have no power to waive fees or sanction delays in payment. It is the Finance Office of the College that deals with fees and you should communicate and negotiate with them directly on 020 7631 6295. Students who fail to pay their fees may become ineligible to continue the course or unable to submit assessments. Any student who has a debt to the College at the end of the year will not have their marks relayed to them.

Change of Address

Birkbeck students are required to maintain your personal details via your My Studies at Birkbeck Portal (student intranet). **Failure to inform maintain this information via your student portal will mean that you may miss important information concerning the course and examinations.**

E-mail

It is a **requirement** that all Birkbeck students maintain their own contact details for the entirety of their degree. All documentation, reading lists, class notices, etc... will be sent via the Birkbeck e-mail system. You may nominate an email via your My Studies at Birkbeck Student Portal. If you encounter any difficulty with this process please visit the MyBirkbeck Helpdesk in the main Malet Street building. **Email is the Department's normal means of communication.**

Location

The Department of History of Art and Screen Media occupies a Birkbeck College building, 43 Gordon Square, where you will find the Department Administrative Office and individual staff offices. Teaching often takes place in our building, but your lectures may be housed in any of the University of London buildings, please see **Appendix A** in the rear of this handbook for more information. Notice boards and pigeonholes for communications with students are located at 43 Gordon Square, and should be checked frequently. During term time the Gordon Square entrance is staffed from 8.00am to 9.00pm, Monday to Friday. Urgent messages outside this time can be left at the Malet Street entrance, as they are open until 10.00pm.

The Department Office

The Department Office for all programmes is in room G22, 43 Gordon Square, and is open from 1.00 to 6.00pm, from Monday to Friday. Your relevant administrator is ready to answer your enquiries, take calls relating to absence, messages for academic staff, and help with any information they can. Outside of the office hours of 1.00-6.00pm please contact them by phone or email to discuss your query or to book an appointment. When your administrator is not available another Administrator in the Office may be able to answer your queries on 020 3073 8381, or you may visit the MyBirkbeck helpdesk.

Department Website

The HASM Webpages are at: <http://www.bbk.ac.uk/hafvm>. This site contains useful information including a Student Intranet Area. A copy of this Student Handbook is also available on the Website.

Blackboard

The Department's Discussion Area is an online forum created specifically for BA, MA and Research Students in the Department. Using the lists is comparable to being on an email discussion list, with the advantage that in this case the lists of emails are categorised and logically arranged, allowing users to locate easily topics relevant to their interests. The lists may be accessed via any computer with an Internet connection. Please note, this is a student-led networking facility.

Important Note: You will need your Birkbeck College username and password in order to gain access to the Discussion Area. Your username and password are created by ITS and all registered students should have these. If you do not have your username and password, please contact ITS Reception and Help Desk (Room 1071 (E101), Tel: 020 7631 6543, advisory@its.bbk.ac.uk). The School of Arts IT Administrator is David Murray at d.murray@bbk.ac.uk

The History of Art Society

The Society is open to all current and former History of Art students and thus provides a good opportunity for you to meet students from outside your year or programme. The Society is run by students, so you are strongly advised to support its activities as they are for your benefit. It organises visits to current exhibitions and a series of lectures by outside speakers, with a chance to meet the speakers informally during refreshments after the lecture. If you would like to be involved in helping to run the Society, please let us know.

Photocopying facilities

Both Birkbeck and Senate House libraries have photocopying machines for use by students. These operate on a card system. Cards can be bought in the Senate House Library. You can use cash for the Birkbeck Library photocopying machines and there are change machines.

Central Computing Services

Central Computing Services or ITS (not to be confused with the Department of Computer Science) provides general computing support for undergraduates, postgraduates and staff in all Schools and Departments in the College. All students are given a computer user ID and password upon enrolment and this enables them to use the Birkbeck computing facilities. You do not need any previous computing experience to use the CCS facilities – there are leaflets and short courses to get you started, and friendly staff on the Help Desk to give assistance when things go wrong. ITS is located in the lobby of the Malet Street building. Please make them your first port of call in issues regarding: Blackboard, email and general computing questions as it is unlikely that your administrator can amend your account.

Department Code of Practice for MPhil/PhD Students

Postgraduate research is usually very different from the kind of study previously undertaken. Inevitably, a large amount of time is spent working alone. Research students need to get used to taking responsibility for research, initiating and following up ideas, evaluating progress and projecting and sticking to targets and schedules of writing. This intellectual autonomy is one of the most exciting and rewarding features of postgraduate research in the humanities. It may, however, also feel uncertain and isolated at times.

At Birkbeck we seek to mitigate this isolation in a number of ways. First of all, we aim to specify as clearly as possible the nature of the relationship between student and supervisor, the nature of the student's responsibilities and the Department's reciprocal responsibilities to you. That is part of the purpose of this document.

Part-time and Full-time Research

It is possible to study either full-time or part-time on a research degree at Birkbeck. Part-time students have additional complications of creating time for research in competition with demands made by other professional or domestic activities. Fortunately, Birkbeck is a college specifically designed to cater for part-time students. The Department is acutely aware of the difficulties of doing research part-time and will do all it can to help. Ultimately however, the responsibility for finding the time and doing the research rests with each individual student.

It is possible to change registration between full-time and part-time status, if personal circumstances change. Students are advised to discuss which form of registration will be most appropriate before beginning enrolment.

Getting Started

At the beginning of their research, students may have formulated their plans with varying degrees of clarity. In most cases, the project will have been discussed and planned with one or two members of staff before being accepted by the Department. To begin with, the College does not formally require anything more than a general area of research. The first term or so is likely to be spent surveying the primary and secondary literature in the field and planning the precise nature of the contribution to it. Meetings with a supervisor at this stage are most likely to take the form of 'progress reports' in which the student discusses what has been found so far and what to do next. The next stage is to proceed to more sustained study in specific areas. By the end of this stage (usually one year in the case of a full-time student and two in the case of part-time students), a thesis plan should be clearly worked out and should be submitted to the supervisor with a substantial piece of written work.

Writing

One important way to maintain the momentum and force of research is by writing regularly. Sometimes the impression is conveyed that the process of research consists of two distinct stages: a long period of intake - enquiry, exploration and gathering of evidence - followed by a paroxysm of output - in a concentrated period of 'writing up'. Writing should not be thought of merely as the vehicle for

communicating the results of research but must be seen as one of the most important forms in and through which research is conducted. For this reason research students are expected regularly to produce and submit pieces of written work - which need not always be full-blown chapters - in which ideas are developed and materials and arguments deployed. Some research students are anxious about producing work when they are only at a preliminary stage of their thinking about a topic; but often it is precisely the students who do not write about their topics regularly who fail to identify the problems, see the connections and concretise the themes that enable their research to develop. As W.H. Auden's aphorism has it: 'I don't know what I think until I see what I say.' The Writing Group, which is part of the Department's research skills provision, is designed to mitigate some of the difficulties that arise from writing.

Supervision

Among the responsibilities of the supervisor are the following:

- To advise you on the formulation and development of your research and to advise you about work already published in your area.
- To discuss with you questions of approach and methodology.
- To guide you in the use of primary and secondary literature, as well as historical, archive and other source materials.
- To comment in detail and in a reasonable time upon the written work that you submit.
- To advise you on how to acquire skills and techniques necessary for your research (for example, learning another language, or editorial or bibliographical skills).
- To advise you where to go or whom to consult if you have difficulties that your supervisor cannot herself or himself resolve.
- To put you in touch with students and teachers with whom you may share research interests.
- To keep you informed about how far your work meets the standards required by the university and about university regulations and requirements regarding the organization and submission of your thesis.
- To provide pastoral advice and support.
- To write references as and when these may be requested.

In turn the student has a responsibility to keep his/her supervisor informed at all times about the progress of his/her work, and to take part in the academic life of the Department.

Every research student is appointed a primary supervisor who is the person in the Department best suited to give the advice and direction that she or he needs. Students will also be appointed an advisor who may contribute to the intellectual and administrative aspects of research supervision. The role of the advisor (or secondary supervisor) will vary from student to student.

Although a student's principal point of contact at Birkbeck is his or her supervisor, the Department as a whole has responsibility for each student's academic progress and well being. It exercises this responsibility through its Research Committee, which monitors the progress of all research students and approves transfers from MPhil to PhD status. From time to time, the Research Committee, or the Postgraduate Tutor on its behalf, may wish to see all students in the department individually in order to confirm progress and identify problems.

Assessment

The College's full code of Practice for MPhil/PhD research students and their supervisors is available at:

http://www.bbk.ac.uk/mybirkbeck/services/rules/pg_code

Upgrading from MPhil to PhD

We expect most, if not all, of the students who are registered initially for the MPhil to proceed to PhD registration and subsequently to successful submission of their PhD thesis. Upgrading commonly takes place during the second year of registration (if full-time) or during the third year (if part-time). But it can take place before or after this time with the approval of the student's supervisor. If the student is successful, the whole period of registration is counted towards the PhD degree.

The difference between the MPhil and PhD is not simply one of level. The official University of London distinction between the requirements for MPhil and PhD theses is in the following terms: the MPhil thesis, which must be no more than 80,000 words in length, must be either a record of original work or an ordered and critical exposition of existing knowledge'; the PhD thesis, which must be no more than 100,000 words in length, must form a distinct contribution to the knowledge of the subject and must afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power. We therefore require applicants for upgrading to give us unambiguous evidence of progress and achievement on a number of fronts.

Students are required to submit 20,000 words (which may constitute one or more chapters of the outlined thesis), a detailed plan of their thesis and a timetable for thesis completion which is then read by a committee which will normally include the student's supervisor and an external expert. A viva is set in which the student is expected to give a presentation (of approximately 10 minutes) relating to their submitted chapter, setting it clearly within the context of the overall thesis. A discussion of the submitted chapter follows with the committee. The aim of the upgrading viva is to provide training experience in the clear presentation and defence of the student's research project. It is conducted in as informal a manner as the context allows and is not intended to provoke undue stress. Students should see it as an opportunity to get a range of feedback and useful suggestions.

Upgrading always functions retrospectively. One consequence of this is that a delay in upgrading does not entail lengthening the overall period of study. Further information is circulated to the individual student at the beginning of the upgrading procedure.

Selected Working Titles of MPhil/PhD Theses	
States of Fantasy: Black Women and Public History in South Africa	Gender and race in late nineteenth-century British art
Canadian Surrealism	Landscape 1918-1928
Imperial Exhibitions 1922-1936	History of Perspective
The space of imagination: reading in French painting 1850-1900	Museology and Classical Athens
16th Century Venetian Art	A Photographic Gaze: Temporality, Emotion and the Value of the Image in Contemporary Cinema
Selling England by the Pound: The Hepworth Manufacturing Company	Dali and Lorca
The Influence of Hollywood film on Japanese Women after WW2	Modernism a la mode: Women, Movies and Modern Style
The Historical Documentary in Post War British Television	Photographics collections compiled by women
British Cinema: with love and squalor	Vocabulary systems and standards for the description of work
The BFI Production Board: analysis of its origins and evolution, 1951-85	Surrealism: Paris 1920s-1930s
Richard Dadd: The art of the insane	Experiments in black and white: OP Art, Bridget Riley and Britain in the 1960s
'They don't make them like that anymore!' Culture, Film and Genre	Sculpture in Naples c.1450-1550
History of Web Design	American Art: New Deal Patronage
The life, works and influence of George Hadfield, 1763-1826	Bereavement, Identity and Monuments
History of art in an electronic environment	The role of media for immigration in post-war Britain (1945-1980)
Early British non-fiction film	Trading Spaces: The Convergence of Commerce and Culture
Private chapels c.1600-1800	Vilhelm Hammershoi and the Danish fin-de-siecle interior
Nostalgia in the Films of Terence Davis	Representations of the past in Canadian and British Cinema
The history of British Transport films	The watercolours of Francis Towne
Digital Culture and Cinematic Avant Garde	Neo-romantic painting and Wales
The Digital Body	The Newlyn School

Disability Statement

At Birkbeck there are students with a wide range of disabilities including dyslexia, visual or hearing impairments, mobility difficulties, mental health needs, HIV, M.E., respiratory conditions etc. Many of them have benefited from the advice and support provided by the College's disability service.

The Disability Office

The College has a Disability Office located on the main corridor of the Malet Street building. We have a Disability Service Manager, Mark Pimm, and a Disability Advisor, Steve Short.

Mark is your first point of referral for disability enquiries at the College whilst Steve is for dyslexia. They can provide advice and support on travel and parking, physical access, the Disabled Students Allowance, special equipment, personal support, examination arrangements etc. If you have a disability or dyslexia, we recommend you come to our drop in session where we can discuss support and make follow up appointments as necessary. The drop in sessions are between 4pm and 6pm Monday to Friday.

At your first appointment at the Disability Office they will ask you to complete a Confidentiality Consent Form. This allows you to state who in the College can be informed of your disability. Remember, if you wish, we do not need to inform people of the exact nature of your disability, just your disability related needs.

They will also complete an Individual Student Support Agreement form, confirming your support requirements and send this to your School and relevant Departments at the College so they are informed of your needs.

Access at Birkbeck

Birkbeck's main buildings have wheelchair access, accessible lifts and toilets, our reception desks have induction loops for people with hearing impairments and we have large print and tactile signage. Disabled parking, lockers, specialist seating in lectures and seminars and portable induction loops etc can all be arranged by the Disability Office.

The Disabled Students Allowance

UK and most EU students with disabilities on undergraduate and postgraduate courses are eligible to apply for the Disabled Students' Allowance (DSA). The DSA usually provides **thousands of pounds worth of support** and all the evidence shows that students who receive it are more likely to complete their courses successfully. The Disability Office can provide further information on the DSA and can assist you in applying to Student Finance England for this support.

The Personal Assistance Scheme

Some students need a personal assistant to provide support on their course, for example a note-taker, sign language interpreter, reader, personal assistant, disability mentor or dyslexia support tutor. Birkbeck uses a specialist agency to recruit Personal Assistants and they can assist you with recruiting, training and paying your personal assistant. Please contact Steve for information on this scheme.

Support in your School

The provision which can be made for students with disabilities by Schools is set out in the Procedures for Students with Disabilities. This is available from the Disability Office and the Disability website (see below).

As mentioned above your School will receive a copy of your Individual Student Support Agreement from the Disability Office. This will make specific recommendations about the support you should receive from the School.

Whilst we anticipate that this support will be provided by the Programme Director, tutors and administrators, the School of Arts also has a Student Disability Liaison Officer. If you experience any difficulties or require additional support from the School then they may also be able to assist you. They may be contacted through the School Office or the Disability Office.

Support in IT Services and Library Services

There is a comprehensive range of specialist equipment for students with disabilities in IT Services. This includes software packages for dyslexic students (TextHELP Read and Write and Inspiration), screen reading and character enhancing software for students with visual impairments, specialist scanning software, large monitors, ergonomic mice and keyboards, specialist orthopaedic chairs etc. For advice and assistance please contact Disability IT Support. There is also a range of specialist equipment in the Library including a CCTV reading machine for visually impaired students as well as specialist orthopaedic chairs and writing slopes. The Disability Office refers all students with disabilities to the Library Access Support service who provides a comprehensive range of services for students with disabilities.

Specific Learning Difficulties (Dyslexia)

Mature students who experienced problems at school are often unaware that these problems may result from their being dyslexic. Whilst dyslexia cannot be cured, you can learn strategies, which make studying significantly easier. If you think you may be dyslexic you should contact Steve, he can screen you and where appropriate refer you to an Educational Psychologist for a dyslexia assessment. These assessments cost £215. Some students can receive assistance in meeting this cost from their employer. In exceptional cases students may receive assistance from the Access to Learning Fund.

The Disability Handbook

The Disability Handbook provides detailed information on the support available from the College. Copies are available from all main reception areas, the Disability Office and from the College disability web site at: <http://www.bbk.ac.uk/mybirkbeck/services/facilities/disability>

For further information or to make an appointment to see Mark or Steve, please call Steve Short (Disability Advisor) on 020 7631 6336 or email disability@bbk.ac.uk.

Disability Team Contact details:

Mark Pimm

Disability Co-ordinator
Room G057 Registry
Birkbeck College
Malet Street
London WC1E 7HX
Telephone: 0207 631 6315
Email: m.pimm@bbk.ac.uk

Steve Short

Disability Administrator
Room G057 Registry
Birkbeck College
Malet Street
London WC1E 7HX
Telephone: 0207 631 6336
Email: disability@bbk.ac.uk

Lisa Mayer

Assistant Examinations Officer
Telephone: 0207 631 6598
l.mayer@bbk.ac.uk

The Student Financial Support Office

Telephone: 0207 631 6362

Jackie Barnes

Examinations Officer
Telephone: 0207 631 6385

President of the Student Union

Telephone: 0207 631 6365
Email: president@bcsu.bbk.ac.uk
Web address: www.bbk.ac.uk/su

Awards and Resources

Awards and Studentships

Internal Awards

College Fees Awards are available to students suffering financial hardship. You should contact the Student Financial Support Office on 020 7631 6362 to discuss your case and to complete a form outlining your financial circumstances. Applications will be considered at various College meetings throughout the year. Application for a Fees Awards should be made as soon as possible **before** the start of the academic year. Please visit <http://www.bbk.ac.uk/mybirkbeck/> for advice.

School of Arts Research Studentships

A limited number of research studentships by subject area are available to support part-time and full-time doctoral students. They may be offered to both home and international students. They may cover full or partial tuition fees and are awarded for a maximum period of 3 years. The studentships will be offered by the College on the advice of the relevant Department.

More information can be found at: <http://www.bbk.ac.uk/mybirkbeck/>

Department Deadline: Please call Mandy-Shea Eason for details on the number below.

*Further application details are available from the Department on **0203 073 8381**.*

Other Grants for International Students

See websites <http://www.ukcosa.org.uk> and <http://www.bbk.ac.uk/mybirkbeck/>

External Awards

Arts and Humanities Research Council (AHRC)

(This deals solely with awards relevant to PhDs i.e. Competition B awards) Any full-time or part-time postgraduate student may apply who is a UK resident. EU students may also apply but are only eligible for fees (no subsistence allowance) unless they have been studying in the UK 3 years prior to their new course, or living here "ordinarily resident" for 3 years prior to their course of study. The award pays UK resident students' fees (part-time or full-time) and subsistence allowance. It pays EU students' fees only (and/or maintenance – see above) part-time or full-time. It will pay up to 3 years (ft) or 5 years (pt) Further information can be obtained from Mandy-Shea Eason at 0203 073 8381. The Registry also offer support and advice – please contact Carla Bull c.bull@bbk.ac.uk tel 020 7631 6396.

Procedure:

1. Students must already be accepted onto the postgraduate programme in the Department of History of Art and Media through the normal channels. When they

make their postgraduate application they should indicate on the form that they are intending to make application to the AHRC.

2. Students should obtain an application form from the AHRC and seek advice from their supervisor on how to complete the form as soon as possible. They should complete the necessary sections, obtain references as requested and pass the form onto their supervisor so that the supervisor and other relevant members of the Department can complete the necessary sections.

Department Deadline: As the Department has a limited number of Awards allocated by the AHRC, students must send in a draft application form, after consultation with their supervisors, to Mandy-Shea Eason at the beginning of the Spring Term. The Department Research Committee will then select the applications for submission to the AHRC. Selected students must subsequently complete THEIR sections of the form to hand in to their supervisor. Please call the Department on 0203 073 8381 for further details on deadlines etc.

The **UKCOSA** (The Council for International Education) website provides information on other miscellaneous grants available for post-graduate research, travel, etc (see above)

Please also access:

<http://www.bbk.ac.uk/reg/studentships.html>

This will give you details of the various awards available.

Conference funding

The School of Arts has a limited fund available for help with conference expenses: for presenting a paper at a conference you can, with your Supervisor's support, apply to the Anthony Bale (Assistant Dean) for financial help, up to a maximum of £300 each academic year, claimed against expenses. Applications must be made **before** the date of the conference and forms are available from Catherine Catrrix, Assistant School Manager (c.catrrix@bbk.ac.uk). In due course, these forms will be put up on the School website.

Extraordinary research expenses

The School of Arts has a small fund for extraordinary research expenses; the expenses must be integral and crucial to the successful completion of the research project, and will cover the kinds of expenses which could not be foreseen at the outset of the research project. Such items might include travel to a unique archive, or translation costs, but would not normally include items such as books, word-processing or binding. Sums provided will normally be in the region of £100-£150. Students should contact Anthony Bale, Assistant Dean (a.bale@bbk.ac.uk), with a detailed breakdown of the costs involved, **before** the expenses are incurred. Students should also ask their supervisor(s) to contact Anthony to certify that the research in question is integral and crucial to the student's research project.

School-wide research student activities

The School of Arts will support, as far as it is able, School-wide research student activities (such as the *Dandelion* project <http://dandelionnetwork.org/>). This might include paying for publicity, catering, computer resources, training events and so on. Students should contact Anthony if they have projects for which support is sought.

Research Skill Training for History of Arts Students (ReSKIN)

A programme of research skills training is offered collaboratively with other departments of History of Art within the University of London. This programme covers a wide range of skills and debates useful or necessary for research students. All new MPhil/PhD students, both full-time and part-time, are expected by the School to follow the programme and regularly to attend the seminars and groups organised for research students within the School. Contact Mandy-Shea Eason (m.eason@bbk.ac.uk) in department of History of Arts and Screen Media.

Vasari Digital Media Research Centre

VASARI: History. Art. Technology.

The mission is to extend the use of digital technologies and techniques to benefit the study of History of Art and Screen Media, to expand the pedagogic use of these technologies in all areas, to host innovative digital research projects, and to archive historic media collections, including digital material. Previous and current staff involved in the Vasari Digital Media Research Centre combine a unique set of academic, professional and technical qualifications and experience: scholarly and applied research, teaching, project, studio and systems management, imaging, cataloguing and indexing including for 2D and 3D objects. The Centre also has an MPhil / PhD programme and has attracted many new and promising research students as well as scholars and artists in the field. The Vasari is a long established part of the department, created by Emeritus Professor Will Vaughan circa 1988. Over the past twenty years it has attracted significant funding and hosted numerous innovative projects that have advanced the study of visual art in a digital context, these will be repurposed as media technologies evolve. Examples include:

- The original VASARI (Visual Arts System for Archiving and Retrieval of Images)
- (1989-93) A project of major cultural significance in collaboration with the National Gallery to facilitate digitization at the NG London and beyond. Scanning and retrieval systems were developed to create high-resolution images of paintings in the collection. This resulted in a number of successor projects and involved international collaboration, including the Uffizi Gallery in Florence. Funded by the EU.
- The CACHE Project (Computer Arts, Contexts, Histories etc) (2002-2006) A pioneering art historical study of digital art in the UK that resulted in an agreement with the Victoria & Albert Museum to become the main repository of digital art in this country (£250K over 3 years from the AHRC). Work continues.
- NIRP (The National Inventory Research Project) (2005-2008) A comprehensive survey and database of pre-1900 European paintings held in

all UK galleries and other institutions. This resulted in a major collaboration with the BBC and Public Catalogue Foundation to continue and extend the underdeveloped work in this area.

- (£546K from the AHRC, Getty Institute and Kress Foundation). Work continues.
- The Birkbeck Cinema at Gordon Square (built 2006-7, RIBA award 2008) Instigated by historians of film and screen media, developed with Surface Architects, this is a significant part of our media provision. A unique cinematic space to foster and support research projects in screen media, this also provides an appropriately experiential environment for lectures and screenings across all programmes at Birkbeck, using 35mm film projectors as well as excellent digital facilities.
- The CAT Project (Computer Art and Technocultures) (2007 - , a joint venture between the Vasari and the V&A London, working on a major American collection of digital and related visual art. This has resulted in two exhibitions and international conference 'Decoding the Digital' at the V&A . Work continues.
- Sited in the heart of London's media district, the Vasari Digital Media Research Centre has a range of unique connections to other media research institutions, to large and small museums and galleries, and to the creative industries that flourish in this area. It is also an international centre with strong links to researchers and centres in the USA, the Far East and Europe, and hosts a lively cycle of symposia and conferences to strengthen these ties. The current Director of the Vasari Centre, Professor Simon Shaw Miller, was recently awarded the prestigious Prix Ars Electronica.
- Digital technologies and devices relevant to the research and study, as well as production and exhibiting, of the arts continue to evolve.

The centre plays an increasingly pivotal role in integrating digital research and providing specialist support. It maintains and digitizes important analogue material, assists and initiates funding applications and is currently examining the emerging area of 3D scanning and reconstruction in Museums, Galleries and Higher Education as well as the development of Open Educational Resources in the Arts. The equipment and systems in the Vasari provides useful experience and training to many students and interns. All staff and post graduate students in the department are welcome to seek advice and support at the Vasari. **Please check the 'Research' section of the website for details and updates.**

Birkbeck College Resources

The College Library (<http://www.bbk.ac/lib/>) has a solid and growing core of books, journals and reference texts on History of Art, Film, TV and Visual Media.

The long opening hours (until 10:30pm on weekday evenings during term time) allow you to borrow books after classes. As a postgraduate you can borrow up to 15 items at any one time and two 1-day loan items. Most items can be borrowed for 1 or 3 weeks. Items which are currently out on loan can be requested using the online catalogue. There is an e-mail enquiry, reservation and renewal service, an on-line catalogue and bibliographical service (including Art Index on CD-ROM).

The College Library also runs an inter-library loan service to enable you to obtain copies of books and articles not held in its own collections. As it can take a couple of weeks to obtain copies of requested materials, you are advised to plan ahead in your general reading and essay preparation so as to make use of this facility. Please note a charge of £1 will be made for each satisfied inter-library loan request.

The College Library is usually open during the summer vacation from 10am - 8pm Monday-Thursday and at 11am - 8pm Friday; closed Saturday and Sunday.

Should you have any questions about library provision, please contact the Department's Library Liaison Representative or the Department's Subject Librarian.

The Library has a separate periodicals, A/V and "Reading Room Collection". The latter consists of photocopies of articles and essential books which have been placed there at a lecturer's request and are for reference use only within the Library.

Information about the layout, collections and services, the Library catalogue and access to the Library's extensive range of electronic resources is via the Library web site <http://www.bbk.ac.uk/lib/> It is very important to familiarise yourself with this site. Detailed information about the Library's resources for History of Art, Film TV and Visual Media can be found in the online Subject Guide.

Birkbeck eLibrary

As well as its physical holdings, the Library has a comprehensive range of e-resources including bibliographic databases (which tell you what has been written on a topic), and around one hundred History of Art, Film, TV and Visual Media electronic journals, including some core titles such as the Art Bulletin, the Burlington Magazine and Screen. Most of the electronic resources can be accessed from outside the College using your IT Services username and password. If you did not receive this upon enrolment, please ask for them at IT Services reception (Malet Street, Room 151). Recent subscriptions include Artstor and Bridgeman Education.

The LAMP Service (**LibrAry Materials by Post**) is a subscription based service which enables you to have books and photocopies of articles posted to your home address. You may find it particularly useful if you are not able to visit the library frequently. Birkbeck students with disabilities may be able to join the service for free on the recommendation of the College Disability Officer, Mark Pimm. If you think you may be eligible for free membership, please first contact Mark Pimm in the Disability Office on 020 7631 6315 or email m.pimm@bbk.ac.uk.

The Library's History of Art, Film, TV and Visual Media collection is primarily a teaching collection. At postgraduate level it is expected that you will use other libraries beyond Birkbeck. You can join the Senate House University of London Library for free and borrow from their History of Art, Film, TV and Visual Media collection. Also if you are a part time student you can join the SCONUL Access Scheme that will allow you to borrow from other member libraries. Details of relevant libraries including the National Art Library are available in the online Subject Guide.

An introduction to the Library and bibliographical skills is timetabled at the start of your course you will meet the Subject Librarian who looks after the collection and be introduced to the Library and its electronic resources. In addition, the Library has an online tutorial called LIFE (Library Induction for Everyone) which is always available: <http://www.bbk.ac.uk/lib/life/> which has a module in it on 'Researching a topic'.

Should you have any questions about library provision, please contact Dr Aubrey Greenwood or Jackie Madden at: 020 7631 6062 or email a.greenwood@bbk.ac.uk j.madden@bbk.ac.uk

Senate House Library

Postgraduate students in the Department are also entitled to use the main University of London Library on the 4th floor of Senate House where there is a large collection of Journals.

Postgraduate Study Room

Room 112 in 43 Gordon Square has been set aside for use by postgraduate students for reading groups, presentations, seminar groups and the like. If you would like to book the room please contact Mandy-Shea Eason at m.eason@bbk.ac.uk

Further Resources and Support

Birkbeck Student Union

You are automatically a member of the Birkbeck Students' Union, the University of London Union and NUS upon taking up the offer of a place to study at Birkbeck. NUS cards are available online (NUS Extra) or from the Union Office, Malet Street. Application can be made to become a member of the International Students' Association (£6) by completing a form that can also be obtained from the shop.

Location and Telephone: Offices on the 4th Floor of the extension building in Malet Street. General Union Office: 456, Union Office: 020 7631 6335. The Union President's Tel: 020 7631 6365. Enquiries: administrator@bcsu.bbk.ac.uk

Skills for Study

Organised by the Student Union, classes will be available on Essay Writing Skills and Exam Techniques. Details will be advertised on notice boards throughout the college. For more information, see their website at www.bbk.ac.uk/su.

Counselling

The Students' Union offers counselling free of charge.

Birkbeck Evening Nursery

Birkbeck College has an Evening Nursery, which is available for students and current members of staff and accepts children aged 2-10 years. In exceptional circumstances, children up to 12 will be accepted. However, Nursery Staff reserve the right not to accept older children if they are disruptive. Full details can be found on the website: www.bbk.ac.uk/pers/nursery

English Language and Study Skills

English Language and Study Skills courses are available through the Faculty of Continuing Education. For more details, see the website at:

<http://www.bbk.ac.uk/study/ce/subjects/academicwriting/enggenstud>

Career Development

Most students are interested in developing their careers, either within their current field of work or in a completely new direction. **The Specialist Institutions' Careers Service [SICS]**, part of The Careers Group, University of London, offers great expertise and experience in working with students and graduates of **all** ages and at **all** stages of career development. And it's Birkbeck's next-door neighbour!

- Term-time they offer an **Early Evening Advisory Service** *specifically and exclusively for evening students* on Mondays between 17.00 & 19.00.
- **Drop-In Advice Service** - Monday-Thursday, 14.00-16.30 – always very popular with the Birkbeck students.
- Longer **Advisory Interviews** can be arranged if necessary - for complete career beginners, for people wanting a practice job interview, and for every stage and situation in between.
- They also offer **Psychometric Testing** and **Personality Assessment Workshops, Employer Presentations, Computer-based Career Guidance Programs, Insight Career Courses** as well as invaluable information on **Course Funding**.

Enrolled students of Birkbeck who are following degree and postgraduate courses lasting one year or longer courses may use the services of SICS *free of charge* up to the end of July of the year they finish [September for postgrads].

For more information visit **The SICS** website at <http://www.careers.lon.ac.uk/sics>

Research Student Support and Training

Each year the arrangements for research skills training for new MPhil/PhD students are updated and revised. Further information about these will be provided at the beginning of the academic year. As well as research training seminars provided from within the Department, a programme of research skills training is offered collaboratively with other departments of History of Art, as well as Film, TV and Media, within the University of London. This programme will cover a wide range of skills and debates useful or necessary for research students. The first of these sessions will take place in the Autumn term 2010. There will be a follow-up day in the Spring term 2011. All new MPhil/PhD students, both full-time and part-time, are expected by the Department to follow the programme and regularly to attend the seminars and groups organised for research students within the Department.

Writing Groups

Writing Groups are on-going throughout the year. These are open to all students at all stages of their degree. The Writing Group is chaired by a member of staff, and the focus of the discussion is a work in progress paper written by one of the students. The aim of the discussion is to provide constructive criticism and feedback on the work, as well as the opportunity to compare different approaches to research. Papers are circulated, mainly electronically, before meetings. There are also postgraduate writing workshops, which can be found on the MyBirkbeck website.

Postgraduate Forums

These take place twice a year. They are designed as an opportunity for students to get to know each other's areas of research in order to facilitate better exchange and communication between students.

The first Postgraduate Forum is usually in the Autumn Term. It takes the form of a series of short presentations on their research by all those students who registered for their MPhil/PhD in the new academic year. This has proved an invaluable experience. It helps to sharpen up the key intellectual and conceptual features of a research project while in its initial stages and also develops students' presentational and communication skills. The exercise enables all students to identify early in their postgraduate careers those others working in related fields either empirically or conceptually (or both) and facilitates the setting up of constructive student-led initiatives such as reading and writing groups and day workshops. Each presentation will be followed by a few questions.

The second postgraduate Forum usually takes place in the Spring or Summer term and may take a number of forms decided after consultation with the Postgraduate Representatives.

Notes on the presentation of papers:

- All presentations should last a maximum of 10 minutes.
- You may use images or film/PowerPoint if you wish. Remember that such material can be time-consuming to make, use and set up. You should limit any use of audio visual material as necessary to your paper. **Make sure that**

you contact the Arts Media Technician in the Vasari, to discuss any requirements you may have, at least one week in advance. Appointments for practical help are available in the preceding week.

- The focus of the presentation should be to convey what you consider to be the major intellectual contribution of your research project (in terms of other related work in the field) and to foreground the conceptual and methodological issues which preoccupy you so that others working on different topics can relate to your concerns and understand how such questions might be relevant more generally to the practice of research. If you have any queries contact: Dr Tag Gronberg on 0207 631 6118 or Dr Dorota Ostrowska on 0207 631 6104.

Research Student Representatives

The Research Student Representatives provide an important link between the research students group, the Department and the School. There are representatives from both the art history, film and television sections of the department. The group provides an input into the annual research forum, co-ordinates the postgraduate students' web space, organises reading and writing group meetings as well as social events.

Within the Department, the research students themselves have run a critical theory reading group (see below) and also organise annual symposia. Our students are actively engaged in the wider professional world of art history, film and television studies. Students are encouraged to give papers at academic conferences and follow up, wherever possible, with publication in relevant journals.

Reading Groups

The reading groups are informal and generally generated and run by the students with the help of the Department/School. These groups provide a forum for discussion and exchange between research students at Birkbeck and the opportunity for face to face encounters and some social contact.

The focus of the reading group is the discussion of an essay or chapter, which the whole group has read. As students are working in very different fields and topics, the reading material is selected for its methodological rather than empirical interest, and discussed as such. Copies of the reading material are made available on Blackboard at least one week before the meeting.

Postgraduate Research Seminars

The Postgraduate Research Seminars in History of Art are organised by the MPhil/PhD tutor, currently Dr Tag Gronberg. They are given by specially invited outside scholars presenting current research in all areas of the discipline.

These Research Seminars also offer important opportunities to engage with the most up-to-date research in the discipline. As an encounter with recent research and debates, each seminar will prove valuable even when not on a subject or period directly related to your current interests. Students studying on any of the MA degrees within the Department also attend these seminars and all research students are expected to attend as do many staff and postgraduate students from other colleges and universities, so this is also an occasion to meet other postgraduate students.

Presentations are usually informal and chaired by a member of the Department's staff. Students are encouraged to ask questions and participate in the discussion following research presentations.

There are also Postgraduate Research Seminars in Film, Visual Media and TV convened currently by Dr Dorota Ostrowska. These consist of the PhD students' presentations of their current research projects. All students in the Department, including History of Art PhD, are welcome and encouraged to attend

The programme for the Postgraduate Research Seminars is normally available from early October.

Staff Contact Details

Administrative Contacts	
Departmental Office	
Mailing Address	Department of History of Art and Screen Media Birkbeck, University of London 43 Gordon Square London WC1H 0PD
Email	office@hist-art.bbk.ac.uk
Office Hours	Monday to Friday: 2-6pm (these hours will vary out of term times)
Department Administrative Staff	
<p>Louise Lambe <i>Assistant School Manager</i></p> <p>Phone 020 7631 8234 Email l.lambe@bbk.ac.uk Location G17, 43 Gordon Square</p>	<p>Clare Thomas <i>Administrative Team Leader</i></p> <p>Phone 020 7631 6134 Email c.thomas@bbk.ac.uk Location G22, 43 Gordon Square</p>
<p>Nagma van Kampen <i>Senior Administrator</i></p> <p>Phone 020 7631 6112 Email n.van-kampen@bbk.ac.uk Location Room G22, Gordon Square</p> <p>Responsibilities MA History of Film & Visual Media MA Contemporary Television Practice</p>	<p>Susan El-Ghoraiby <i>Administrator</i></p> <p>Phone 020 7631 6110 Email s.el-ghoraiby@bbk.ac.uk Location G22, 43 Gordon Square</p> <p>Responsibilities BA History of Art MA History of Art</p>
<p>Mandy-Shea Eason <i>Administrator</i></p> <p>Phone 0203 073 8381 Email m.eason@bbk.ac.uk Location G22, 43 Gordon Square</p> <p>Responsibilities MA/MRes/PG Dip/ PG Cert Museum Cultures MPhil/PhD History of Art MPhil/PhD Film & Visual Media</p>	<p>Yvonne Ng <i>Administrator</i></p> <p>Phone 020 3073 8369 Email Yvonne.ng@bbk.ac.uk Location G22, 43 Gordon Square</p> <p>Responsibilities Graduate Certificate History of Art & Architecture, Cert HE History of Art, Cert HE History of Architecture, Cert HE World Arts</p>

Academic Staff Contacts

Please check office hours with individual staff members. We ask you visit offices only when you have made an appointment. Please ring or email in advance. Staff members are available for tutorials at other times by appointment.

- Staff are subject to change and their listing in this booklet is not a guarantee that they will be with the Department in the 2010-2011 academic year.
- There is a research leave policy in the College, which means that all members of academic staff are entitled to one term's research leave every three years. In addition, members of staff are regularly awarded externally funded research leave, by organisations such as the Leverhulme Trust and the Arts and Humanities Research Council. Therefore, not all academic staff will be present at all times. On such occasions the Department will arrange replacement cover.

Please see our website for queries regarding academic staff's research interests and Departmental responsibilities.

Name	Room Number	Phone Number	Email Address
Annie Coombes	TBC	6151	a.coombes@bbk.ac.uk
Dominic Janes	223	tbc	d.janes@bbk.ac.uk
Dorigen Caldwell	225	6108	d.caldwell@bbk.ac.uk
Dorota Ostrowska	B16	6104	d.ostrowska@bbk.ac.uk
Fiona Candlin	TBC	tbc	f.candlin@bbk.ac.uk
Gabriel Koureas	228	6129	g.koureas@bbk.ac.uk
Ian Christie	B14	6196	i.christie@bbk.ac.uk
Kate Retford	424	6114	k.retford@bbk.ac.uk
Laura Jacobus	223	6121	l.jacobus@bbk.ac.uk
Laura Mulvey	426	TBC	l.mulvey@bbk.ac.uk
Leslie Topp	126M	020 3073 8391	l.topp@bbk.ac.uk
Liz Drew	227M	6101	e.drew@bbk.ac.uk
Lynda Nead	222	6152	l.nead@bbk.ac.uk
Mike Allen	123A	6102	m.allen@bbk.ac.uk
Nick Lambert	G13	6197	n.lambert@bbk.ac.uk
Patrizia di Bello	222A	6125	p.dibello@bbk.ac.uk
Robert Maniura	226	6142	r.maniura@bbk.ac.uk
Simon Shaw-Miller	125	6124	s.shaw-miller@bbk.ac.uk
Suzannah Biernoff	423	6137	s.biernoff@bbk.ac.uk
Tag Gronberg	123	6118	t.gronberg@bbk.ac.uk
Zoe Opacic	425	6126	z.opacic@bbk.ac.uk

Appendix A: Campus Map



- ① Main Building, Malet Street
(access via Malet Street)
- ② Crime Management Centre
- ③ Senate House North Block
- ④ 25-26 Russell Square
- ⑤ 30 Russell Square
- ⑥ 10-18 Gower Street
- ⑦ 295 Torrington Square
- ⑧ 32 Torrington Square
- ⑨ South Wing UCL
(access via Gower Street)
- ⑩ Gordon House & Ingham Labs
- ⑪ 32 Tavistock Square
- ⑫ 39-47 Gordon Square
- ⑬ 69 Gordon Square
(rampway in basement)
- ⑭ British Museum
- ⑮ Senate House
- ⑯ University of London Union
- ⑰ Westminster's Bookshop
- ⑱ University Church of Christ the King
- ⑲ University College London
- ⑳ The Institute of Education
- ㉑ School of Oriental & African Studies

Appendix B: Expectations

Research

Notwithstanding our understanding for periods of unforeseen crisis in your personal circumstances, we expect you to give absolute priority to your research over the course of your registration here. This includes:

- Planning your life so as to make time for your work;
- Setting goals and achieving them in research and writing;
- Being diligent;
- Overcoming, or at least managing, negative feelings which may prevent you from making the best of constructive criticism made by your supervisor, your adviser or other colleagues;
- Considering seriously your supervisor's academic advice; discussing with him or her any disagreements you may have about how to proceed; being prepared to revise your work in light of your discussions. Remember that you were admitted because you are a promising scholar and that your supervisor was appointed, with your agreement, because of their expertise. If, despite all efforts, you and your supervisor are unable to agree on the form and direction your research/supervision should take, you should seek the advice of your adviser; should this not produce results, you should talk to the Postgraduate Tutor;
- Submitting a self-assessment report in May;
- Seeking, reading and complying with all rules and regulations of the University of London and the College regarding MPhil/PhD students, including the avoidance of plagiarism, and with the guidelines and procedures contained in this document (the University of London and the College rules regarding MPhil/PhD are available from the departments' postgraduate administrator and from the College Registry).
- Participating in and contributing to the research culture of the Department.

Behaviour

Our students' age, cultural, ethnic and professional backgrounds vary significantly and we are very proud of this diversity. Naturally, students' temperaments also vary despite common research interests and supervisors should always respect students' individual approaches to research style and degrees of collegiality. That said there are a few minimum standards of good behaviour that we shall expect from all of you:

- ***courtesy, politeness and patience*** towards all staff, academic and administrative. You should always remember that your supervisors and the administrative staff are dealing daily with a large number of undergraduate and other postgraduate students as well as their own research or other work;
- ***honesty*** towards your supervisor and the Postgraduate Tutor regarding the progress of your work. In order to best help you your supervisor should be aware of the 'ups and downs' in the course of your research, and your state of mind regarding your abilities and self-confidence. Remember that *trust* is an indispensable component of a successful research partnership;
- ***friendliness*** towards your fellow research students; as mature individuals you will recognise that people of different temperaments can co-operate provided they are self-reflexive and open about their own short-comings. Your fellow research students are a precious intellectual community who will help you test your ideas and learn to express them – they are *not* your competitors

Appendix C: Research Ethics Form

The School of Arts is committed to ensuring that all research and teaching is consistent with established ethical principles. All students that study within the School of Arts that intend to participate in the following activities or research must be familiar with Birkbeck's research ethics guidelines and sign and return the declaration below:

- any *teaching* which involves the participation of humans for the demonstration of procedures, tests or other phenomena;
- any research which requires the participation of humans. In this context participation covers a range of possibilities.

The full information sheet may be found at:

<http://www.bbk.ac.uk/rgco/policy/ethics.shtml>

"I have read the information sheet provided by the Birkbeck Ethics Committee and agree to comply with all ethical guidelines that are contained within. I understand that I will be required to obtain approval for any research that falls within the scope of the Ethics Committee and I will obtain full consent from all participants."

Signed _____

Name _____

Date _____

Email _____

Please contact your administrator or your relevant Ethics Officer.

School of Arts	
Department of English & Humanities	Professor Lynne Segal
Department of History of Art, Film and Visual Media	Dr Dorigen Caldwell
Department of Languages, Linguistics and Culture	Dr Jean-Marc Dewaele