School of Arts
Arts and Humanities MPhil/PhD Research Student Handbook 2015-16

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Published September 2015
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 School of Arts is made aware of any issues.
Introduction

The College
When Birkbeck College was established in 1823, its principal mission was to provide education and training to working adults who earlier in life had lacked educational opportunity. A College of the University of London since 1920, Birkbeck is committed to the concept of lifelong education, and especially within the world of work. Birkbeck and the other member colleges of the University of London have many research interests in common and share the same standards and degrees structures, but in one important respect Birkbeck is unique. Our mission is ‘to provide courses of study to meet the changing educational, cultural and training needs of adults who are engaged in earning their livelihood, and others who are able to benefit’ (Birkbeck College Charter).

Birkbeck College has built up special expertise in providing stimulating, positive learning in the heart of a vibrant, world-class research environment. We award undergraduate degrees in a full range of disciplines and have an unusually high proportion of students following taught Masters and MPhil/PhD courses.

You will probably find postgraduate research very different from the kind of study that you have been used to up to now. Inevitably, a large amount of your time will be spent working on your own. You will need to get used to taking responsibility for your research, initiating and following up ideas yourself, evaluating your progress, 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 arts.

At Birkbeck, we believe that it is really important to develop and sustain your sense of belonging to an intellectual community here at Birkbeck and in the School of Arts in particular. This sense of belonging is important because it makes your life as a postgraduate more stimulating and enjoyable and also because it will help to deepen and diversify your own work. Indeed, we regard it as part of your intellectual responsibility as a postgraduate student to discuss your own research and that of others, and to contribute generally to the intellectual life of the School and the College.

The School of Arts provides an exciting research community, with over 200 students undertaking postgraduate research. We welcome applications for a traditional MPhil or PhD thesis (an MPhil does not normally exceed 60,000 words, a PhD does not normally exceed 100,000 words, and both are assessed by a viva voce examination). We also welcome applications for MPhil or PhD degrees by practice-based research. We welcome interdisciplinary and multidisciplinary applications too.

The School of Arts is ideally located near a range of world-class research institutions – such as the British Library, the British Museum, Senate House Library, the Wellcome Library, The Wiener Library and the Warburg Institute – and has world-class resources to support your research.
# Key Staff and Locations

<table>
<thead>
<tr>
<th>Departmental Office</th>
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<tr>
<td><strong>Follow Us on Twitter:</strong> @BirkbeckArtsRes</td>
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<tr>
<td><strong>Arts Research Blog:</strong> <a href="http://blogs.bbk.ac.uk/artsresearch/">http://blogs.bbk.ac.uk/artsresearch/</a></td>
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</tbody>
</table>
| **Mailing Address:** School of Arts  
Birkbeck, University of London  
43 Gordon Square  
London WC1H 0PD |
| **Office Hours** Monday to Friday: 10am-6pm |

<table>
<thead>
<tr>
<th>Tutors</th>
<th>Email</th>
<th>Phone</th>
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<tr>
<td>Dr Andrew Asibong</td>
<td><a href="mailto:a.asibong@bbk.ac.uk">a.asibong@bbk.ac.uk</a></td>
<td>020 7631 6106</td>
</tr>
<tr>
<td>Dr Luisa Cale</td>
<td><a href="mailto:l.cale@bbk.ac.uk">l.cale@bbk.ac.uk</a></td>
<td>020 3073 8412</td>
</tr>
<tr>
<td>Dr Ben Cranfield</td>
<td><a href="mailto:b.cranfield@bbk.ac.uk">b.cranfield@bbk.ac.uk</a></td>
<td>020 3073 8212</td>
</tr>
<tr>
<td>Dr Patrizia di Bello</td>
<td><a href="mailto:p.dibello@bbk.ac.uk">p.dibello@bbk.ac.uk</a></td>
<td>020 7631 6125</td>
</tr>
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**Assistant Dean (Postgraduate Students), School of Arts**

Dr Luisa Cale  
{l.cale@bbk.ac.uk}

Dr Cale will be on Research Leave for the Autumn Term 2015. During this time Dr Ben Cranfield will be Assistant Dean.  
{b.cranfield@bbk.ac.uk}

**Postgraduate Research Administrator**

Anthony Shepherd  
0203 073 8374  
{aj.shepherd@bbk.ac.uk}

Room G20,  
43 Gordon Square
Taking up your Offer

Enrolment: important information
You can take up your research degree studies at Birkbeck in January, April or October. After receiving an offer of a place on the degree course, you need to enrol as soon as possible. Once you have accepted the offer, you will receive enrolment information from the Registry and an email from the College’s IT-Service with your new user name and password. Applicants for October may experience some delay in receiving their enrolment letters at what is the busiest time of the year for Registry. Please be patient, but also persistent, and if you have difficulties contact our research student administrator Anthony Shepherd (aj.shepherd@bbk.ac.uk).

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. Please contact the Finance Department if you have queries or concerns.

Contact Details
Birkbeck students are required to maintain their personal details via the “My Birkbeck” Portal (http://www.bbk.ac.uk/mybirkbeck/) throughout their period of study. Failure to maintain this information up to date will mean that you may miss important information concerning the course: all documentation, reading lists, class notices, etc, is sent to students via the Moodle e-mail system, as is information about associated events that may be of interest. You may nominate an email via your “My 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 normal means of communication in the School of Arts.

The Administrative Office
The Administrative Office for all School of Arts programmes is in room G20, 43 Gordon Square, and is open from 10am to 6pm, from Monday to Friday. Your relevant administrator Anthony Shepherd 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 10am-6pm please contact him by phone or email to discuss your query or to book an appointment.
## Term Dates 2015/16

<table>
<thead>
<tr>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
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<tr>
<td>Monday 28 September to Friday 11 December 2015</td>
<td>Monday 4 January to Friday 18 March 2016</td>
<td>Monday 18 April to Friday 1 July 2016</td>
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<tr>
<th>Autumn Closures</th>
<th>Spring Closures</th>
<th>Summer Closures</th>
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<tr>
<td>Thursday 24 December 2015 to Friday 1 January 2016</td>
<td>Thursday 24 March 2016 to Tuesday 29 March 2016</td>
<td>College will be closed on 30 May 2016. Normal services will resume from 9am on Tuesday 31 May 2016. College will be closed on Monday 29 August 2016. Normal services will resume from 9am on Tuesday 30 August 2016.</td>
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College will close at 6pm on Wednesday 23 December 2015, and normal services will resume from 9am on Monday 4 January 2016.

[Check Library opening hours.](#)

College will close at 6pm on Wednesday 23 March 2016, and normal services will resume from 9am on Wednesday 30 March 2016.

[Check Library opening hours.](#)
Formal Requirements

Research Skills:
Students are required to attend the Research Methods Seminar in their first year of study. We also strongly encourage our students to participate in the research seminars or the many other research activities organised by the School of Arts. Interdisciplinary Arts and Humanities students may also be required to attend further Research Skills Seminars and other events arranged by the department their supervisors have identified as most relevant to their research.

PhD Interdisciplinary Arts and Humanities: Research Methods

Compulsory Module: Research Methods

Module Convener: Dr Andrew Asibong (a.asibong@bbk.ac.uk)

Module Information

Over the course of the year we would like to provide a forum in which new research students can explore initial questions concerning the nature of doctoral research, especially in relation to projects that are situated across more than one area, discipline or subject.

In Term 1, the sessions we offer on Wednesday evenings will generally take the form of a discussion of a reading that illuminates the inter-relation of conceptual and practical concerns within the formation of research questions. These are not meant to be comprehensive guides to research methods in the arts and humanities, but rather a place where you can begin to discover the core epistemological, methodological, emotional and conceptual problems that inform your research project. Our work in Term 1 will culminate in a one-day Friday symposium in December, in which students will present their research so far in the light of our discussions over the term.

These exploratory sessions will be followed in Term 2 by a series of four optional Tuesday afternoon reading groups (open to staff and research students of all levels), run through BRAKC, an interdisciplinary research centre based in the School of Arts (www.brakc.bbk.ac.uk), as well as ongoing optional workshops and panels on a Wednesday evening.

Finally, in Term 3, we will have two one-day Friday research symposia, in which Arts and Humanities students from different the year groups will come together to share their research.

All sessions and events will take place at 43 Gordon Square, with the exception of the Library tour, which will happen at the Birkbeck main building in Malet St.

All compulsory reading will be available on Moodle well in advance of the relevant session.
Term 1: Introductory Research Seminars and Workshops

Session 1: Wednesday 30 September, 6-7:30pm, room 112

Welcome to new Arts and Humanities research students by Dr Andrew Asibong and Dr Ben Cranfield.

Session 2A: Wednesday 7 October, 6-7.30pm, Birkbeck main building

Library tour (with Film, Media and Cultural Studies students) at Birkbeck main building in Malet Street.

Birkbeck Library Tour (please meet at the Library Seminar Room on the 1st Floor of the Library, Malet Street. The Library Reception staff will be happy to direct you to the Seminar Room)

Session 2B: Thursday 8 October, 7:30-9pm, Birkbeck main building

Library tour (with English and Humanities students) at Birkbeck main building in Malet Street.

Birkbeck Library Tour (please meet at the Library Seminar Room on the 1st Floor of the Library, Malet Street. The Library Reception staff will be happy to direct you to the Seminar Room)

Session 3: Wednesday 14 October, 6-7:30pm, room 112

Dr Ben Cranfield, 'Institutions and their discontents'

What are the institutions that frame the processes and objects of our research? How do we conceptualise the institutions within our research and how do they relate to our understandings of agency, structure, culture and politics?

Readings:


Suggested further reading:


N.B. This seminar will be followed by an optional event:
The purpose of the event is to showcase the postdoctoral projects that are currently being carried out in the School of Arts under the ISSF funding; it will make research students aware of the various ISSF funding streams that might be useful to them, as well as giving them a broad overview of some more general issues relating to postdoctoral life. Four ISSF postdoctoral researchers (Sophie Jones, Hallvard Haug, Hannah Proctor, and Fiona Johnstone) will each present a short (5-10 minute) 'provocation' on a common theme, with the aim of provoking a lively discussion.

**Session 4: Wednesday 21 October, 6-7:30pm, room 112**

Dr Heather Tilley, 'Embodying research' (with material from archives and collections relating to the history of blindness)

What subjects, bodies, and experiences have historically been excluded from archives? What strategies and tools might we deploy to redress this? How can we in turn think more concretely about the materiality of the objects of research, as well as the ways in which we engage our own senses and bodies when exploring those objects?

Readings:


Suggested further reading:

Fiona Candlin, *Art, museums and touch* (Manchester: Manchester University Press, 2010)


**Session 5: Wednesday 11 November, 6-7:30pm, room 112**

Dr Andrew Asibong, ‘Reflexive research’

What are the unconscious emotional factors that draw us towards not only our objects of research but also towards our identities as 'researchers'? And how might bringing these
factors into the realm of consciousness help our work become more meaningful, more lucid and more effective?

Reading:


Suggested further reading:

Kim Etherington, Becoming a Reflexive Researcher: Using Our Selves in Research, London: Jessica Kingsley, 2004

Session 6: Friday 11 December, (precise times tbc), Lecture Theatre B33, Malet Street

One-day symposium for new students to present research projects (alongside new research students in Film, Media and Cultural Studies) to the faculty.

Term 2: Optional Reading Groups, Panels and Workshops

In this terms you can attend four optional reading groups (all on a Tuesday, details below), and you will also have the opportunity to attend workshops with Dr Luisa Calè on a Wednesday evening at 6pm in room 112 (precise dates tbc) in which you can organize a number of interdisciplinary panels with invited speakers from different disciplines.

**BRAKC Reading Group Session 1: Tuesday 12 January 2016, room and time tbc**

Extracts from François Dosse, Gilles Deleuze and Félix Guattari: Intersecting Lives (Columbia University Press, 2010)

**BRAKC Reading Group Session 2: Tuesday 2 February 2016, room and time tbc**

Extracts from Deleuze and Guattari, Anti-Oedipus: Capitalism and Schizophrenia (both volumes)

**BRAKC Reading Group Session 3: Tuesday 23 February 2016, room and time tbc**

Extracts from The Guattari Reader

**BRAKC Reading Group Session 4: Tuesday 15 March 2016, room, reading and time tbc**

Term 3: Sharing and reflecting on our interdisciplinary research at the end of the year

Session 1: Friday 3rd June, Birkbeck Cinema, precise times tbc

First 1-day symposium for all our research students (all years) and FMACS research students to present research findings from the past year (with drinks afterwards).
Session 2: Friday 1st July, Birkbeck Cinema, precise times tbc

Second 1-day symposium for all our research students (all years) and FMACS research students to present a “show-and-tell” (with drinks afterwards). The “show-and-tell” provides the opportunity for students to present an object – a short film, piece of media, etc – with the aim being to build analysis/discussion around it.

Supervision Meetings
The Department does not lay down a specific timetable for meetings with your supervisor, although all supervisors will agree a personal timetable of consultation with their students. But we do expect as a minimum that all full-time research students will meet with their supervisors 3 times a term, and that part-time research students will meet their supervisors twice a term. If a formal timetable of meetings has not been arranged, then it is up to students to take the initiative in arranging supervisory meetings.

In a similar way, the Department requires all full-time students to submit to their first supervisor at least two substantial pieces of written work in every academic year and part-time students to submit at least one substantial piece of written work.

Annual Monitoring
In addition, all students are expected to complete in May a detailed written report (using the form distributed by the Postgraduate Research Administrator) on their progress throughout the year. This report should contain details about intended upgrade applications or completions, as well as information about conferences attended and any papers given in addition to other contributions to the academic life of the Department and School. This should be submitted to their First supervisor by the end of May. Supervisors will in turn forward this to the Director of Graduate Studies along with an annual report on the student's progress. A second supervisor or co-supervisor might also forward an annual report if appropriate. The Director of Graduate Studies might ask for additional information if the documentation is considered insufficient, suggests a lack of progress or any other problems. After the reports have been received, every student will be interviewed annually in late June or early July on his or her progress by two senior members of staff who are not their supervisor after the reports have been received. This is also the chance to bring up issues regarding your supervision and completion and to ask for additional advice.
Writing and Plagiarism

Getting Started
At the beginning of their research, students have formulated their plans with varying degrees of clarity. In many cases, you will have discussed and planned your project with one or more members of staff before being accepted by the Department. To begin with, the university will not formally require you to register anything more than a general area of research. Your first term or so is likely to be spent surveying the primary and secondary literature in your field and planning the precise nature of your contribution to it. But, it is very easy to allow this process of general orientation to go on for far too long. Reading which is not directed toward some end, or is not framed by some hypothesis or enquiry is unlikely to be of much lasting value to your research.

Planning
For this reason, you should try from the very first day of your research and, of course, in close and regular contact with your supervisor, to formulate and articulate the questions to which you are seeking the answers. One way in which you might ensure this is to keep a log of your research, in which you regularly record and evaluate the work you have been doing, the reasons for doing it and the ways in which it has advanced your project. Such a log can also be used productively to plan and project the stages of your work in the future. It is advisable to do it regularly; once a week is not too often. Some supervisors may even require students to keep such logs and to show them periodically. Each year you will be required to write a short report on your own progress, which will include your projected timetable for completion; keeping a log will make this easy to do.

Writing
Another and more important way to maintain the momentum and focus of your 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'. However appropriate this model may seem to certain kinds of experimental science (and it is doubtful that it is appropriate even here) it is certainly not appropriate to research in the arts and humanities, for which writing cannot 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 you should take responsibility for regularly producing and submitting to your supervisor pieces of written work – which need not always be full-blown chapters – in which you develop ideas and deploy materials and evidence. 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 define the themes which enable their research to develop. As E.M. Forster’s wise aphorism has it: ‘I don’t know what I think until I see what I say.’ Very few research students fail to complete because they have not done enough research; most failures are the result of not writing enough or early enough.

Plagiarism
Plagiarism, the act of taking somebody else’s work and presenting it as your own, is an act of academic dishonesty, and Birkbeck takes it very seriously.

Examples of plagiarism include (but are not restricted to):
- copying the whole or substantial parts of a paper from a source text (e.g. a web site, journal article, book or encyclopaedia), without proper acknowledgement
• paraphrasing another’s piece of work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained without citing the source
• piecing together sections of the work of others into a new whole
• procuring a paper from a company or essay bank (including Internet sites)
• submitting another student’s work, with or without that student’s knowledge
• submitting a paper written by someone else (e.g. a peer or relative) and passing it off as one’s own
• representing a piece of joint or group work as one’s own.

If you knowingly assist another student to plagiarise (for example, by willingly giving them your own work to copy from), you are committing an examination offence.

**Academic declaration form**

When submitting your thesis you will need to sign an academic declaration form, stating that you have read the sections of plagiarism in your School Handbook and confirming that the work is your own, with the work of others fully acknowledged. Please note that your work may be scanned into plagiarism detection software.

**General Guidelines**
http://www.bbk.ac.uk/mybirkbeck/services/facilities/support/plagiarism
Supervision

Among the responsibilities of your supervisor are the following:

✔ to comment in detail on your submitted written work

✔ to advise you on the formulation and conduct 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 archive and other source materials

✔ to comment in detail and within 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, developing your knowledge of another language, or editorial or bibliographical skills)

✔ to advise you where to go or whom to consult if you have difficulties which your supervisor cannot 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 organisation and submission of your thesis

✔ to provide pastoral advice and support

✔ to write references as and when these may be requested

You in turn have a responsibility, in addition to those more formal responsibilities specified in section 4 above, to keep your supervisor informed at all times about the progress of your work and to meet him or her regularly, to submit written work regularly as required and to respond constructively to your supervisor’s advice. You are also expected to take an active part in the academic life of the Department, notably the annual research student conferences, the research student reading group and the staff research seminar.

Proposed breaks in study (for example due to illness) should also be discussed initially with your supervisor and any decisions communicated to the Director of Graduate Studies.

Interdisciplinary Arts and Humanities students are supervised by two joint supervisors, normally from different Departments. This does not mean that students receive double supervision but that tutorials and feedback on your research will be shared between
supervisees as appropriate to the project and its development. Your supervisors should specify clearly the ways in which the sharing will operate.

If you do not have a co-supervision arrangement then your first supervisor will arrange for you to be assigned a second supervisor after registration. They will usually be from Birkbeck.

During the course of your degree, one of your supervisors may be absent for a period, if, for example, she or he travels abroad during a period of research leave. In this case it is likely to be your second supervisor who will look after your work until their co-supervisor returns. Your supervisor should give you good warning about planned absences and organise alternate supervision. If you are not aware of these arrangements, you should contact the Director of Graduate Studies immediately.

Although a student’s principal point of contact at Birkbeck is his or her supervisor(s), the Department as a whole has responsibility for each student’s academic progress and well-being. It exercises this responsibility through the Director of Graduate Studies who monitors the progress of all research students and approves transfers from MPhil to PhD status.

**Progress Reports**

All students are required to submit annually to the Postgraduate Research Administrator a detailed written report on their progress through the year. Supervisors will in turn be responsible for submitting annual reports on students’ progress; every student will be interviewed annually by a member of staff who is not their supervisor after the reports have been received. This interview should be viewed as an opportunity for the student to discuss his or her progress in a neutral and supportive context.

It occasionally happens that a student wants to change to another supervisor, for example because their research interests have begun to diverge from their supervisor’s. If you find yourself in this position you should contact the Postgraduate Research Administrator.
Upgrading to a PhD 2015-16

Upgrading to PhD

All Birkbeck research students are initially registered as MPhil students and subsequently are normally upgraded to PhD status. This does not affect the overall period of your registration.

Upgrading takes place at the same time of year (June) as the Annual Interviews, though there is room for flexibility if you are engaged in field research, for instance. When you apply for upgrading, your Upgrading Interview will take the place of your Annual Interview. The interview panel will consist of one or two Birkbeck staff members (not including your supervisor).

For both the Department and yourself, the upgrading process acts as a checking process, usually at the mid-point of your degree, to make sure that you are on course, whether you are part-time or full-time, to complete your doctorate in the appropriate time frame: 3-4 years for full-time students, 5-7 years for part-time students.

When to upgrade
All full-time students should upgrade during their second year. For publicly funded full time AHRC/Anniversary Scholarship students and holders of many overseas awards it is a requirement that you upgrade during this year.

Part-time students should upgrade during their third or fourth year.

Any request for extension to this time-frame should be made in writing to the Director of Graduate Studies and be supported by your first supervisor.

Supporting documentation may be required if there are mitigating circumstances for this request.

What you need to have accomplished
The candidate will normally submit two draft chapters that are deemed of PhD quality, of which one may be the draft introduction. The upper word limit for both chapters together will be 25,000 words. In addition you need to include a structured chapter plan and a clear timetable for completion within the following 18 months (for full-time students) or up to 4 years for part-time students.

Procedure and Dates
Applications for upgrading should be submitted to the Postgraduate Research Administrator in the Spring Term of the year in which upgrading is sought or required. You will then be contacted to arrange your upgrading interview.
**Outcomes**
You will be contacted shortly after your interview. There is normally one of three possible outcomes.

- You will be upgraded
- You will be asked to clarify information or to complete further work within a specified time frame (normally a month or two). If you accomplish this, you will be upgraded by Chair’s action during the current academic year
- You will not be upgraded this session but asked to complete further work and reapply the following year.

**Panel’s Report**
The panel’s draft report will be sent to you for any amendments you wish to propose. Once there is an agreed document, it will be filed.

**Appeals**
If you consider the panel's decision to be unfair, you may appeal in writing to Dr Andrew Asibong. Normally, he will ask a member of staff who has expertise in your field but who has not been a member of the panel to read your work and comment. In consultation with the Chair of the School Research Committee, he will reach a decision.

**Writing-up fees**
Part-time and full-time candidates who are well-advanced in their research and are only writing the final version of their thesis can apply to change their enrolment status to 'writing up' status. The 'writing up' period lasts for a maximum one year for full-time, and two years for part-time students.

This status is conferred upon the student by their supervisor who emails the Postgraduate Research Administrator to confirm. The writing up fee for the academic year 2015-16 is £835.

During your writing-up status you are not entitled to any formal supervision, but you do still have access to the Library and other College resources. If the thesis has not been submitted after one/two years, as appropriate, the student will automatically be enrolled again for the full fee status.
Completion

We normally expect part time students to complete within seven years of enrolment and full time within three to four years. Any extension to this period is granted by the Director of Graduate Studies based on the documentation provided by both student and supervisor. As stated previously, we expect all students, part- and full- time, publicly funded and self-financing, to produce written work annually. If students continue to fail to meet writing deadlines without valid cause, we reserve the right not to re-register them for the next academic session.

The decision on when to submit a dissertation is ultimately the student's own, for which the student must take responsibility. However, students are strongly advised that at least one (in the case of joint supervision, both) of their supervisors should have read the final draft before submission.

The Research Student Unit in the Registry administers the examination of your thesis and issues the College's entry paperwork. **We strongly recommend that students visit the Registry website (http://www.bbk.ac.uk/registry/) at least six months before they intend to submit their thesis.**

The website contains both guidelines about the process, the format and binding of your theses along with the compulsory entry paperwork, which needs to be submitted 4 months prior to submission of your thesis (the PhD Examination Entry form will need to be signed off by your supervisor.)

Research Environment

There are a lot of activities of a number of institutes based in the School of Advanced Study in Senate House, especially English Studies, Historical Research, and Germanic and Romance Studies, which hold regular seminars, conferences and other activities, as do other nearby institutes of the University such as The Warburg Institute and the Wellcome Institute.

The Bloomsbury Postgraduate Skills Network links up the training provided by the various members of the Bloomsbury Consortium; further details are available from http://www.grad.ucl.ac.uk/bloomsbury. They also run many courses on a wide range of topics, including thesis preparation, research techniques, IT skills, presenting and publishing. At Birkbeck, the College Research School has generic training workshops on publishing, English language support, IT courses, and other subjects; see http://www.bbk.ac.uk/crs for details.

The Dandelion network, http://dandelionnetwork.org, launched by postgraduate students across the School of Arts in May 2010, has become an important communication medium for postgraduate researchers in the department and in the wider postgraduate community. Dandelion makes it easier for you as a postgraduate at the beginning of your period of research to see what is happening in the local research community (e.g. discussion groups, symposia, student conferences). You can sign up to groups and events that are relevant to your work, and set up your own groups and promote your own events. Discussion forums provide space discussing issues relating to arts research and skills training.

The Dandelion Journal, http://dandelionjournal.org, which launched at the same time as the network, is an interdisciplinary journal supporting a range of postgraduate research from
across the arts and humanities. With a bi-annual publication rate and occasional themed issues, Dandelion publishes articles, reviews, features and creative content from postgraduate researchers across the School of Arts and the wider academic community. The journal offers a good opportunity for Iberian and Latin American postgraduates to publish ongoing research in a variety of formats: emergent ideas in shorter pieces, collaborative material, or elements of research that are adjacent to the larger structure of a thesis.

It is important that you make full use of these opportunities, because they can all help to take you out of the isolation that sometimes characterises postgraduate study. It is important psychologically, intellectually, and professionally that you do not allow yourself to become too narrowly focused on your particular area of research but take all opportunities to meet other students and enlarge and refresh your thinking.

Teaching
The Department offers research students the opportunity of teaching on its undergraduate courses, though this is subject to financial and other limits, and we try to spread the available hours among as many applicants as is feasible. Research students who have progressed satisfactorily with their study can apply annually and will be put on a list of available teachers, subject to a satisfactory interview with the Graduate Teaching Panel. During the Spring term we offer all students the opportunity of attending a 10 week course on teaching in Higher Education: only those research students who have attended are eligible for teaching positions in the Department.

Conferences
Attending and speaking at conferences are increasingly seen as essential activities for research students. As well as conferences organised locally by the Department, the University and its institutes, you will probably want to attend others in your own specialisation. We will circulate details of conferences that are sent to the department in a much abbreviated digest at least once a month, but if you are interested in giving papers or publishing you should enrol yourself on relevant academic conference distribution lists. Your supervisor is likely to have more information and you are encouraged to speak with them.

The School of Arts has a limited fund available for help with conference expenses. If you are presenting a paper at a conference you can, with your Supervisor’s support, apply to Dr Luisa Cale (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 Catrix, Assistant School Manager (c.catrix@bbk.ac.uk) or from the following page:

http://www.bbk.ac.uk/arts/research/research-bursaries-studentships-funding/funding-for-postgraduate-students-events-and-research

Please note that these funds are limited and awarded on a first come, first serve basis.
Disability Statement

Disability & Dyslexia Service

At Birkbeck there are students with a wide range of disabilities, specific learning difficulties, medical conditions and mental health conditions. Many of them have benefited from the advice and support provided by the College’s Disability & Dyslexia Service.

The Disability & Dyslexia Service and Mental Health Service

The Disability & Dyslexia Service is located in the Wellbeing Centre G26, on the ground floor of the Malet Street building.

All enquiries should come to the Wellbeing Centre, who will determine the appropriate referral to specialist staff. They can provide advice and support on travel and parking, physical access, the Disabled Students’ Allowance, specialist equipment, personal support, examination arrangements, etc. If you have a disability or dyslexia, we recommend you call us on 0207 631 6316 to book an appointment.

The Disability & Dyslexia Service can help you to complete your Study Support Plan, confirming your support requirements with 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 and teaching venues have induction loops for people with hearing impairments, and we have large print and tactile signage. Accessible parking, lockers, specialist seating in lectures and seminars and portable induction loops can all be arranged by the Disability & Dyslexia Service.

The Disabled Students’ Allowance

UK and EU (with migrant worker status) disabled and dyslexia students on undergraduate and postgraduate courses are eligible to apply for the Disabled Students’ Allowance (DSA). The DSA provides specialist equipment including computers with assistive technology and training, personal help e.g. note takers, BSL interpreters, specialist tutors for students with dyslexia and mental health mentors and additional travel costs for students who have to use taxis. It 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 & Dyslexia Service can provide further information on the DSA and can assist you in applying to Student Finance England for this support.
Support in your Department

Your Department will receive a copy of your Study Support Plan from the Disability and Dyslexia Service. This will make specific recommendations about the support you should receive from the Department.

Whilst we anticipate that this support will be provided by the Programme Director, tutors and Programme Administrator in the Department, they will also have a Disability Lead. If you experience any difficulties or require additional support from the Department then they may also be able to assist you. They may be contacted through the Programme Administrator.

Support in IT Services and Library Services

There is a comprehensive range of specialist equipment for students with disabilities in IT Services. This includes an Assistive Technology Room, which may be booked by disabled students. We have software packages for dyslexic students (e.g. Claroread and Mind view), screen reading and character enhancing software for students with visual impairments available in our computer laboratories, specialist scanning software, large monitors, ergonomic mice and keyboards, specialist orthopaedic chairs, etc. We have an Assistive Technology Officer, who can be contacted via IT Services.

The Library has an Assistive Technology Centre, where there is also a range of specialist equipment, including an electronic magnifier for visually impaired students, as well as specialist orthopaedic chairs and writing slopes. The Disability and Dyslexia Service Office refers all students with disabilities to the Library Access Support service, who provide a comprehensive range of services for students with disabilities and dyslexia.

Examinations and Assessments

Many disabled and dyslexia students can receive support in examination, including additional time, use of a computer, etc. They are often also eligible for extensions of up to two weeks on coursework, which should be requested in writing.

Specific Learning Difficulties (e.g. dyslexia, dyspraxia)

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 to make studying significantly easier. If you think you may be dyslexic you can take an online screening test in the computer laboratories, the instructions for the screening test are available on the Disability Office website. If appropriate, you will be referred to an Educational Psychologist for a dyslexia assessment. Some students can receive assistance in meeting this cost, either from their employer or from Birkbeck.
Further information

For further information or to make an appointment to see the Disability & Dyslexia Service, please call the Wellbeing Administrators on 020 7631 6316 or email disability@bbk.ac.uk.
Student Support and Available Resources

Student Support

Conference Funding
The School of Arts has a limited fund available for help with conference expenses. If you are presenting a paper at a conference you can, with your Supervisor's support, apply to Dr Luisa Cale (Assistant Dean) for financial help, up to a maximum of £300 each academic year, claimed against expenses.

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Please note that these funds are limited and awarded on a first come, first serve basis.

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 Dr Luisa Cale, Assistant Dean (l.cale@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 Luisa 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). This might include paying for publicity, catering, computer resources, training events and so on. Students should contact Luisa if they have projects for which support is sought. All funded events must be open to all research students in the School.

Research Skills Workshops
The School of Arts hosts three annual workshops open to the College’s research community and run by Josie Dixon. Josie ran the Literary Studies List at Cambridge University Press for many years, and was Publishing Director of the Academic Division at Palgrave Macmillan. She is now an informative and compelling university consultant, full of insight into the complexities of contemporary publishing, the successful preparation of articles and monographs, and the nature of research communication today.

Research Communication Skills – Autumn Term 30th November 2015
This interactive workshop is designed to develop the necessary skills for effectively communicating the significance and value of specialist research to those outside the discipline. Participants learn how to make a powerful case for their project (for grant applications, job applications or publishing proposals), and develop their ability to engage wider audiences for presentations, public engagement, outreach and dealing with the media. Practical exercises encourage a focus on the purpose, impact, outcomes, benefits
and applications of participants’ research, with a special focus on particular challenges and opportunities in the arts and humanities.

**Publishing Scholarly Monographs – Spring Term 26th February 2016**
An eye-opening lecture on academic publishing in the 21st century (covering the state of the market for scholarly publications, online publishing, open access and more) with opportunities for questions and discussion, followed by a half-day interactive workshop for final-year postgraduates and postdocs on making the transition from PhD to book. The course is packed with insights into editors’ decision-making and strategies for maximising your chances of publication in a competitive climate.

**Publishing articles in peer-reviewed journals – Summer Term 13th June 2016**
This workshop for researchers aiming to publish in peer-reviewed journals is designed to develop skills with practical advice and exercises on presenting a scholarly argument and highlighting your contribution to the field. It includes valuable insights into what journal editors look for, the peer-review process, and the production and afterlife of a journal article, with implications for what to submit.

Places on each workshop are limited and allocated on a first come first serve basis. Further details including venue and how to apply will be circulated nearer the time.

**Vasari Research Centre**
The Vasari Research Centre was created by Emeritus Professor William Vaughan in 1988. The first project was of major cultural significance in collaboration with the National Gallery to facilitate early digitisation at the National Gallery London and beyond. This resulted in a number of successor projects and involved international collaboration, including the Uffizi Gallery in Florence. [www.bbk.ac.uk/art-history/our-research/vasari](http://www.bbk.ac.uk/art-history/our-research/vasari)

The Vasari today has a range of unique connections to other media research institutions in the UK and abroad, it has working relationships with museums, galleries and with the creative industries that flourish in this area. It hosts and supports a symposia and conferences to showcase ideas and provide networking opportunities.

A variety of specialist hardware and software (including InDesign, Final Cut Pro, Reaper, Unity, Javascript, Logic Pro and Photoshop on iMac computers) is available for research student use.

Access is available by appointment arranged with History of Art Administrators Susan el-Ghoraiby (s.el-ghoraiby@bbk.ac.uk) and Yvonne Ng (yvonne.ng@bbk.ac.uk)

Training is available by appointment arranged with the School’s Media and Events Technician Dan Whitfield (d.whitfield@bbk.ac.uk) who is also able to assist with digital imaging and audio visual presentations.

**Study Skills Programmes**
Every Department within the School of Arts has a provision for student support and the programmes vary as they are targeted at specific degree requirements. Please contact your administrator if you are having any difficulties in completing your coursework. There is help available to you at every point in your degree, and we are more than happy to point you in the right direction.
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

Twitter and School of Arts Research Blog
The School of Arts has its own Twitter feed @BirkbeckArtsRes and blog http://blogs.bbk.ac.uk/artsresearch/ - events, calls for papers, funding opportunities and vacancies are all listed here.

Birkbeck College Resources

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

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, including opening times, may be found at: www.bbk.ac.uk/pers/nursery.

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!

During term-time they offer an Early Evening Advisory Service specifically and exclusively for evening students and a Drop-In Advice Service, which is 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.

For more information and opening times visit the SICS website at: http://www.careers.lon.ac.uk/sics.
### Academic Staff Contact Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Andrew Asibong</td>
<td><a href="mailto:a.asibong@bbk.ac.uk">a.asibong@bbk.ac.uk</a></td>
<td>020 7631 6106</td>
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<td>020 3073 8412</td>
</tr>
<tr>
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<td>020 3073 8212</td>
</tr>
<tr>
<td>Dr Patrizia di Bello</td>
<td><a href="mailto:p.dibello@bbk.ac.uk">p.dibello@bbk.ac.uk</a></td>
<td>020 7631 6125</td>
</tr>
</tbody>
</table>

- 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.
Appendix A: Library List

Birkbeck College Library
Birkbeck Library is on the first floor of the main building in Malet Street. To join the Library, bring your College ID card to the Library issue desk. The opening times of the library are designed to meet the needs of part-time students in full-time work. During term-time the Library is open:

You can borrow up to 15 items as a postgraduate student, and they can be renewed as long as no-one else has requested them. Most books can be borrowed for 3 weeks. Some books, videos and DVDs can be borrowed for 1 week.

Tours of the Library will be available for you to join at the start of the academic year - watch out for details of times. A more in-depth session with your Subject Librarian may also be arranged.

Birkbeck Electronic Library
The Library subscribes to many electronic journals and databases. You can access these from anywhere within College using your Central Computing Services (CCS) username and password, and the majority of these resources can also be accessed from home or work.

The Library website is at http://www.bbk.ac.uk/lib. As well as finding comprehensive information about the Library, its services and collections, you can also:

Further information and help
If a book you need is not available in the Library or you require any help using the resources or finding information, please ask at the enquiry desk (020 7631 6063). Alternatively, contact your Subject Librarian.

Other libraries
Birkbeck students can also use a range of other libraries. Students have reference access to most University of London college libraries. In addition, the UK Libraries Plus Scheme allows students reference access to over 135 other higher education libraries and part-time students may also borrow from up to three member libraries. See the Library web site for more information.

University of London Library
Senate House,
Malet Street,
London WC1E 7HU

Situated next door to Birkbeck, on the fourth floor of Senate House, this is an excellent research library with a very good collection of up to date critical material and with essential journals for research on the Renaissance.

British Library
96 Euston Road,
St. Pancras
London WC1E 7HU
A copyright library, it receives all new books published in Britain and orders patchily from Europe and the USA. It has an unrivalled collection on early modern books. These can be read in the room labelled “Rare Books and Manuscripts”. It also has a map library and many other resources. Membership is free, and important. To obtain membership, the current regulations require that you give evidence of needing texts not available elsewhere.

University College Library
University College is on Gower Street, close to Birkbeck. Students from Birkbeck are admitted to the library as reference users (no borrowing). It has good collections in the Renaissance area and some unexpected archives. Check with the library for any revised visiting arrangements. Make sure you have your Birkbeck College card and a photograph when you first visit the library.
Appendix B: Campus Map

[Map of the campus with various labeled points of interest]

http://www.bbk.ac.uk/maps/centrallondon.pdf
Appendix C: Moodle

Moodle - What is a VLE?

VLE stands for Virtual Learning Environment. Different courses will use a VLE in different ways, most commonly as a central point of storage for documents – for example lecture notes and reading lists – of use to all students on a course. Some courses use more involved features such as discussion boards, electronic submission of assignments and quizzes to either reinforce learning or for assessment.

You should have access to your department’s research page, as well has specific course/module pages which will contain further information, reading, advice and guidance.

Logging into Moodle
You will need:
- An ITS username and password (see Getting help section)
- A computer with a connection to the internet, whether at home, work or in College using ITS workstation rooms or the computers in the library
- A web browser such as Internet Explorer or Firefox

Moodle can be accessed by going directly to http://moodle.bbk.ac.uk/ in your web browser. Enter your username and password (remember it is case-sensitive) in the relevant boxes and click login.

If you have any problems accessing your Moodle account please contact the Postgraduate Research Administrator