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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

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 a 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 – and has world-class resources to support your research.
Welcome

Welcome to the Department of Cultures and Languages at the School of Arts, University of London. We are delighted you have chosen to do a Ph.D with us – your contribution and that of your fellow students is essential to the vibrancy and intellectual variety of our research environment and we hope you will find the experience of engaging with staff and students at the Department and the School enriching.

A research degree involves intensive intellectual work. Our aim, in the Department and the School, is to offer seminars, lectures, conferences, workshops and reading groups that generate a sense of intellectual community, based on dialogue and mutual support. At the same time, your primary relationship during your time as a research student will be with your supervisor (or supervisors). We believe it is important to be clear about the nature of that relationship and the responsibilities it brings on both sides. These are specified later on in this document.

Preparation is vital to enjoying and successfully completing a research project. In the broadest sense, it comes about through conversations and discussions with your peers and with staff. In a more focused sense, it is offered through the provision of training sessions at all levels of the College: Department; School of Arts; and the College Research School. Subject-specific training is given mainly at Departmental level, and generic training (e.g. in bibliography, or IT) at School and College level.

Research students may also, where appropriate, be encouraged to attend Departmental MA courses, particularly Core Courses.

Kind regards,

Professor John Kraniauskas
Research Programme Director
Department of Cultures and Languages
# Key Staff and Locations

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

## Academic Staff

### Research Programme Director
**Department of Cultures and Languages**

Professor John Kraniauskas  
[j.kraniauskas@bbk.ac.uk](mailto:j.kraniauskas@bbk.ac.uk)  
0207 631 6123

Professor Kraniauskas will be on Research Leave for the Spring Term 2016. During this time Dr John Walker will be Research Programme Director.

- Dr John Walker  
  [j.walker@bbk.ac.uk](mailto:j.walker@bbk.ac.uk)  
  0207 631 6135

### Assistant Dean (Postgraduate Students), School of Arts

Dr Luisa Cale  
[l.cale@bbk.ac.uk](mailto: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.

- Dr Ben Cranfield  
  [b.cranfield@bbk.ac.uk](mailto:b.cranfield@bbk.ac.uk)

## Administrative Staff

### Anthony Shepherd  
**Postgraduate Administrator**

[aj.shepherd@bbk.ac.uk](mailto:aj.shepherd@bbk.ac.uk)  
0203 073 8374  
Room G20, 43 Gordon Square
Taking up your Offer

Enrolment: important information
After receiving an offer of a place on the degree course, you need to enrol as soon as possible. After accepting an offer, you will receive enrolment information from the Registry Department and an email from ITS with your new user name and password. Late applicants (those interviewed in September) 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 your administrator.

Fees/ Finance
College fees may be paid by many methods, including the option to pay per term, or per month. 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. Anthony Shepherd, your administrator is ready to answer your enquiries, take calls relating to absence, messages for academic staff, and provide information as appropriate. Outside of office hours please contact him by phone or email to discuss your query or to book an appointment.
**Term Dates 2015/16**

<table>
<thead>
<tr>
<th><strong>Autumn Term</strong></th>
<th><strong>Spring Term</strong></th>
<th><strong>Summer Term</strong></th>
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</thead>
<tbody>
<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>
<td><strong>Autumn Closures</strong></td>
<td><strong>Spring Closures</strong></td>
<td><strong>Summer Closures</strong></td>
</tr>
<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.</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
<td>College will be closed on Monday 29 August 2016. Normal services will resume from 9am on Tuesday 30 August 2016. Check Library opening hours.</td>
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Formal Requirements

First year students are required to attend Research Skills seminars. All our research students should attend and contribute to the Departmental research seminar which is the main forum of discussion and exchange between fellow students and staff in the Department.

You may also be required to participate in some of the seminars or other activities put on by the School of Arts as well as the University of London’s Institute for Germanic and Romance Studies (IGRS) and/or the Institute for the Study of the Americas (ISA) in each year you are a registered student.

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 three times a term, and that part-time research students will meet their supervisors twice a term. If no formal timetable of meetings has been arranged, it is up to you to take the initiative in arranging supervisory meetings.

We expect students to regularly submit written work for their supervisors to comment upon and discuss. Please see below for the requirements necessary for upgrading from MPhil to PhD.

In conjunction with their supervisors all students will be required to submit an annual review of their progress which will be discussed with a Graduate Panel made up of at least two members of the academic staff.

Writing and Plagiarism

Getting Started
To formulate and articulate the questions to which you are seeking the answers is crucial to the process of research. You will have written an initial 1,000-2,000 word proposal when you first applied for a place. This will provide the orientation of your first few months’ work. Within approximately the first six months, we recommend that you revise and update it.

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.

It is also valuable to keep a log of your research, in order to keep track of what you have done and where you are going. This is a useful way to stay in touch with the overall shape of your project and to evaluate the various avenues and materials that you have explored. It can be especially important to do so if you are a part time student.

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. In order for this exercise to be effective, it must be done 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**
This is the single most demanding aspect of research, because it is where you test your ideas and bring your materials into coherence. It is also where you are most likely to make new discoveries and transform your thinking.

It is vital to include writing as part of your research process from the beginning, rather than thinking of it as a second stage after absorbing your materials (textual, visual, etc.). In fact, many people’s experience is that their capacity to take in new data depends on thinking about them in the act of writing. You are therefore encouraged to start writing from the beginning of your research. Writing may take the form of brief reports on materials studied (synopses, literature reviews, summaries of arguments) or of short drafts done before the structure of chapters has been worked out. Indeed, note-taking and writing are not separate activities but overlap: notes can be worked up towards sentences or whole paragraphs that will go into writing. As you progress into your research you will be writing longer drafts and eventually whole chapters.

As you build up drafts and chapters, it is important to set targets in consultation with your supervisor and to keep to them. This is an effective way of keeping a rhythm of work that can carry you through to completion. Failure to complete research is usually the result not of a lack of investigation in libraries and archives and in the field, but of not keeping to a viable schedule of writing.

Every year we hold a thesis writing workshop, normally in the spring, where we share ideas for good writing and ways of tackling writing problems. It includes a session where students offer positive criticism of each others’ work. The aim is to give and receive feedback in an atmosphere of mutual support. Many students have reported that this is the single most important training session they have attended.

**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
- 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.
What happens if plagiarism is suspected?
In October 2008, the College is introducing a new three stage policy for dealing with assessment offences. The first stage allows for a very rapid and local determination for first or minor and uncontested offences. Stage two allows for a formal Department investigation, where a student wishes to contest the allegation or penalty, where there is an allegation of a repeat offence or for more serious cases. Stage three involves a centrally convened panel for third and serious offences, dealt with under the code of Student Discipline.

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

Supervision

Among the responsibilities of your supervisor are the following:

✓ to advise you on the formulation and following through 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 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 the section above, to keep your supervisor informed at all times about the progress of your work, and to take part in the academic life of the Department.

Every research student is appointed a primary supervisor who is the person, or one of the persons, in the Department best suited to give the advice and direction that he or she needs. Occasionally, students will be supervised jointly by more than one person in the Department
or between Departments, although there will always be one principal supervisor who will be responsible for formal and administrative arrangements. In the case of joint supervision, both your supervisors should specify clearly the ways in which the sharing will operate.

You will also be assigned a second supervisor by the end of your first autumn term. During the course of your degree, your supervisor 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 the 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 Research Programme Director.

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 its Graduate Panel, which monitors the progress of all research students and approves transfers from MPhil to PhD status. The annual interview is an opportunity for you to report on and discuss your satisfaction or dissatisfaction with your research progress, your supervision and others aspects of the Department’s provision for graduate study.

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 Research Programme Director.

**Annual Review Interviews**

Each year all students are interviewed by a Graduate Panel, consisting of at least two academic members of staff (neither of which will be your supervisor). They will review your progress over the year.

You will be forwarded an annual review form by the Postgraduate Administrator, Anthony Shepherd, aj.shepherd@bbk.ac.uk which needs to be completed and forwarded to your supervisor. The Research Programme Director will then organise your annual Graduate panel.

The panel will ask you briefly to outline where you have reached in the development of your project, and then will question you on aspects of your research that relate to your progress to date. You will then be asked to identify any training needs that you feel have not been met and to comment on the research environment that the Department and the School offer. The panel members will write a draft report, which will be sent to you for any amendments you would like to propose, and once the report is agreed it will be filed.
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 (May onwards) as the Annual Interviews. When you apply for upgrading, your Upgrading Interview will take the place of your Annual Interview. The panel will review your progress and make a decision/recommendation about your upgrading to PhD status.

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, 4-5 years for part-time students.

When to upgrade

Full-time students normally upgrade during their second year. For publicly funded AHRC students and holders of many overseas awards it is a requirement that you upgrade during your second year.

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

What you need to have accomplished

The principal requirement is to have completed at least 2 draft chapters of your thesis (or at least 20,000 words) that are deemed to be of PhD quality. In addition you need to have a clear timetable for completion within a total of 4 years (full time) or 5 years (part time).

How to apply for upgrading

First, you should discuss upgrading with your supervisor. Your supervisor will be asked to fill in their part of the upgrading form, (which is incorporated into the annual review form) confirming that they deem your work to be of an appropriate standard for achieving a PhD.

Second, you should fill in the parts that relate to upgrading on the Annual Review form. You should also supply:

- A Synopsis (no longer than 3 sides of A4): a) confirming that you have written two chapters (or 20k words) and detailing their content and main argument, and b) summarizing the rest of your thesis chapter by chapter.
- A Plan for Completion (1 side of A4 is sufficient) providing a list of chapters with a timetable for the completion of each of them.
- A Bibliography listing all works consulted to date.

Procedure and Dates

Applications for upgrading and the supporting paperwork should be submitted via your supervisor in May (of the year in which upgrading is sought or required.)

Members of the Graduate panel will normally follow the recommendation of the supervisor. However, if there is uncertainty about your progress, a member of the panel may ask to look at some of your work and you will be contacted about this.
Outcomes
You will be contacted by letter 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 the Research
Programme Director. Normally, they 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.

Completion
Those Graduates with AHRC, Commonwealth or other research scholarships will be aware
that there are strict rules in operation about completion times. AHRC full-time funded
students will be expected to complete the PhD within four academic years, the term of the
financial support (a maximum of three) plus a ‘grace year’. If you go beyond this time you are
deemed to fall out of the statistics for successful completion.

This has implications for the Department. The AHRC monitors completion rates, and has
‘blacklisted’ certain departments for falling below a certain proportion of completion within
four years. When a department is blacklisted it is banned from awarding any more AHRC
grants for five years. We therefore have a responsibility to our current and future students:
ensuring that projects are well defined and manageable, and that progress is being
made. During the year, we have meetings for publicly funded students where we build on
support, checking and advice systems to see you through.

All students need to be aware from the start that your goal is to complete within three to four
years - straying in the infinite pastures of research is never a realistic option!

If you are an AHRC student who has not completed by the Easter of the fourth year, you and
your supervisor will be required to report on your progress to the Graduate Committee on a
monthly basis. To date our record is excellent: we are optimistic that with good supervision
and positive support for you, completion can be achieved.

While self-funding and part-time students are not subject to this ruling, all students should be
aware of their plan for completion. 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 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/](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 the thesis (the PhD Examination Entry form will need to be signed off by your supervisor.)
Postgraduate Events and Opportunities

***Please read this section carefully as it details several compulsory events***

Research Seminars
The Department runs a fortnightly Research Seminar on key concepts and ideas in the Humanities. Students and staff participate actively by introducing readings in short presentations, as well as giving talks about work in progress. The first two terms are usually reserved for topic-specific theoretical and historical readings, with guest lectures and student presentations taking place in the third term. However, there will occasionally be presentations in terms 1 and 2 as well subject to availability of invited speakers and/or students wishing to discuss their work.

Themes for the seminar are discussed among staff and students at the end of the previous year. We aim to choose topics with a view to both the state of our field as a whole and to their relevance to the subjects students are researching. In recent years, seminar topics have included “visual culture”, “violence”, “subjectivity”, and “the image”. Seminars normally take place on Tuesday evenings from 6 to 7.30 pm. Please visit the departmental Moodle page for room locations.

Student conference
The annual postgraduate student conference takes place in the final session of the research seminar, as a 3-hour double session. With staff from the Department of Cultures and Languages as well as staff and students from other areas of the School of Arts in attendance, it gives students the opportunity of presenting and discussing their work in a conference-like environment. Presentations are grouped into panels of 2-3 speakers each, with an additional student acting as discussant and another as panel chair.

CILAVS lecture series and other activities
The Department hosts the Centre for Iberian and Latin American Visual Studies (CILAVS), a unique environment in which collaborative, cross-disciplinary and comparative research is undertaken on visual subjects in the Hispanic and Lusophone world, Latin America and the Caribbean. Through the organization of lectures, workshops and conferences, the Centre aims to foster and promote innovative debates in the history and theory of visual forms, both in the specific context of the Latin American and Iberian image-world and beyond.

Every year, there are three keynote lectures (1 per term) by key intellectuals and researchers from Spain, Portugal, Latin America and Luso-Africa. Past speakers have included the late Carlos Monsiváis, Uruguayan conceptual artist Luis Camnitzer, Portuguese filmmaker Pedro Costa, and Argentine photographer and human rights activist Marcelo Brodsky.

CILAVS also regularly organizes film screenings, exhibitions and workshops with art practitioners and critics, visual anthropologists, historians, filmmakers, and others. Students are encouraged to participate actively in the Centre’s activities, which provide a unique opportunity in the UK to engage with contemporary artists and intellectuals from Latin America and the Spanish- and Portuguese-speaking world. The complete programme of activities can be found on the CILAVS website at: [http://www.bbk.ac.uk/cilavs](http://www.bbk.ac.uk/cilavs). Like the Research Skills, the information for these seminars can also be found on your student timetable.
The Birkbeck Research in Kinship and Community Centre

What is a ‘family’?
What is a ‘community’?
What is a ‘couple’?
What is a ‘nation’?
What is a ‘tribe’?

And how do we picture them?

The Birkbeck Research in Kinship and Community Centre organises regular events such as film screenings, book launches and reading groups from a range of disciplines (literature, philosophy, film and visual culture, fine art, sociology, linguistics, history, psychology) to discuss these questions and to engage in crucial debates around what constitutes 'belonging' in the so-called post-modern era.

How have bonds between humans - real, ideal and sometimes imaginary - been lived, represented and conceptualised over the centuries? How have those bonds mutated across time and space? How might humans today and in the future be bound together “differently”? What prevents the realisation of bonds as yet unnamed?

For further information please see: http://www.bbk.ac.uk/brakc/index.html

Other Activities in the Department
The Department occasionally offers a lecture series in the third term at which staff present their latest research and which research students are encouraged to attend. Research students are also very welcome to join the Contemporary German Fiction Reading Group which meets on Monday evening in term three. Texts can be read in German or English. Please check the Departmental website for further details.

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.

Impact and 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.

**Other research environments and opportunities**

In addition, you will find much to interest you in the activities of a number of institutes based in the School of Advanced Study in Senate House, including the Institute of Germanic and Romance Studies (IGRS) and the Institute for the Study of the Americas (ISA). For their seminar programmes and other activities, please see their websites: [http://www.sas.ac.uk/igrs](http://www.sas.ac.uk/igrs) and [http://www.sas.ac.uk/isa](http://www.sas.ac.uk/isa)

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](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](http://www.bbk.ac.uk/crs) for details.

The Dandelion network, [http://dandelionnetwork.org](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](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 characterizes 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 researchers and thus enlarge and refresh your thinking.
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](http://blogs.bbk.ac.uk/artsresearch) - events, calls for papers, funding opportunities and vacancies are all listed here.

Teaching in Higher Education
Dr Joanne Leal
Friday 6.00-8.00pm (Spring Term)

This series of seminars, taught on Fridays in the Spring Term, is a pre-requisite for any student who wishes to apply for part-time undergraduate teaching in the Department. You may take it during any year of study (i.e. not necessarily the first).

The module is taught by the academic staff in the Department. A schedule with the names of seminar leaders attached for each week will be circulated to all students, along with an enrolment form, towards the end of the autumn term.

Below is a sample of the programme. Details will be finalized after you place is confirmed.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>An overview of numbers, types of degree courses, methods and possible future developments including advice on how to apply for pt teaching in other institutions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Teaching large seminars (numbers 15+).</td>
</tr>
<tr>
<td>Week 3</td>
<td>Teaching small seminars (numbers under 15).</td>
</tr>
<tr>
<td>Week 4</td>
<td>Lecturing.</td>
</tr>
<tr>
<td>Week 5</td>
<td>Pastoral support and dealing with problematic students</td>
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<tr>
<td>Week 6</td>
<td>Reading week.</td>
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<tr>
<td>Week 7</td>
<td>Marking and feedback on marking.</td>
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<tr>
<td>Week 8</td>
<td>Preparing reading lists and course design, using technologies (internet, AV, VLE), distance learning and support.</td>
</tr>
<tr>
<td>Week 9</td>
<td>Dealing with Quality Assessment Procedures and striking a balance between time dedicated to teaching and research.</td>
</tr>
<tr>
<td>Week 10</td>
<td>Panel on recent experience. Four current or very recent students who have been teaching in a variety of different institutions will provide a brief overview of their experiences, the problems and satisfactions they have encountered, followed by discussion. Dr Joanne Leal, Chair.</td>
</tr>
</tbody>
</table>

Teaching
The Department may offer 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, but
you may also want to look at the University of Pennsylvania’s list of calls for conference papers at http://cfp.english.upenn.edu/. Journals also carry advertisements for conferences in their field.

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

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.

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.

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.

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.

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

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.

English Language and Study Skills
English Language and Study Skills courses are available. For more details, see the website at: http://www.bbk.ac.uk/study/ce/subjects/academicwriting/enggenstud

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 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.

Careers and Employability Service
The future of any of our Birkbeck students is very important to us. The Careers and Employability Service has been developed with your experience as a student in mind. We are here to help you make decisions about your future, plan the next steps and devise a strategy to make it happen.

We offer events and workshops led by specialists, insight panels, masterclasses and sectorspecific careers fairs. We also offer department-specific events, which you’ll find listed on your department’s webpages.

Our aim is to enhance your network, develop your insight into specific industries and areas, and allow you to explore your interests with other students and colleagues. Our comprehensive advice, events and information services are offered to students both in person and online. A selection of our support includes:
• Dedicated space within the Student Centre for information and advice, as well as access to content and resources
• Pre-booked confidential 1:1 careers coaching
• Interview practise
• Interpersonal skills workshops, e.g. communication skills, networking, elevator pitches, sales and negotiation
• Personal Development workshops, e.g. personal goals, motivations and ambitions
• Sector / Industry specific advice
• Excellent links to employers across a variety of industries
• An email service for students and graduates, which can notify you of forthcoming events, news and vacancies

For more information, visit www.bbk.ac.uk/careers or get in touch via email on employability@bbk.ac.uk
**Academic Staff Contact Details**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
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<tbody>
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</tbody>
</table>

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 in post are subject to change and their listing in this booklet is not a guarantee that they will be with the Department in the 2015-16 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.
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:

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.

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.

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.

Institute of Germanic & Romance Studies
Senate House
Malet St
London WC1E 7HU
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. To obtain membership, the current regulations require that you give evidence of needing texts not available elsewhere.

Canning House Library
ILAS Students may use Canning House Library for reference purposes. The Library has a collection of 60,000 books on Iberian and Latin American subjects and is situated at: 2 Belgrave Square, London SW1X 8PJ. Tel: 020 7235 2303 Email: canninghouse@compuserve.com Website: http://ourworld.compuserve.com/homepages/canninghouse

Warburg Institute Library
Woburn Square,
London WC1HOAB

An excellent and fascinating Renaissance collection. Much of the material is not available elsewhere. Students from the Renaissance MA are admitted to the library. You may need to show a letter from the Graduate Administrator.

German Historical Institute
17 Bloomsbury Square
London WC1A 2NJ
020 7309 2050

Institute of Historical Research
Situated on the ground floor of the North Wing of Senate House, the IHR is an excellent resource for reference and many other materials for the study of early modern Europe and beyond. In order to join, take your Birkbeck College card to reception and join. “Connections”, the IHR booklet, will indicate the excellent range of seminars run through the year.

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.

Wellcome Institute Library
The Wellcome Building,
183 Euston Road,
London NW1 2BE

The Wellcome Institute has a huge collection of literature on medicine and the body. They also have a museum.
**Bookstores**
Students may find the following bookstores useful:

**Grant & Cutler,**
55-57 Great Marlborough St
London
W1V 2AY
Tel: 0207 734 2012
Fax: 0207 734 9272
martin@grant-c.demon.co.uk

**Waterstone’s Bookshop**
82 Gower Street
London
WC1E 6EQ
Tel: 0207 636 1577

**The Dolphin Book Co**
(Tredwr) Ltd
Llandysul
Dyfed
SA44 6BA.
Tel: 01239 654 404
Fax: 01239 654 002
martin@dolphinbookco.freeserve.com

On-line bookstores based in Barcelona:
www.lacentral.com
www.laie.es
Appendix B: Campus Map

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