# School of Arts

Department of History of Art

MPhil and PhD

Research Student Handbook

2015-2016

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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 Department is made aware of any issues.
Introduction

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

Nikolaus Pevsner first taught History of Art at Birkbeck and Peter Murray established the Department in the 1960s. The Department has a long-established international reputation for research in medieval, renaissance and modern art history.

History of Art is one of four departments which make up the School of Arts at Birkbeck; the other departments are English and Humanities, Cultures and Languages, and Film Media and Cultural Studies. The Department of History of Art is at the forefront of innovative research in the history of visual culture. Much of its research is pursued by members of staff individually, and is published in the form of single-authored books, chapters in books or articles in journals. Research is also disseminated by the means of exhibitions curated by members of the academic staff. The Department also has a highly regarded reputation for interdisciplinary work in the field.

The Department offers research students a supportive and vibrant research culture and students are also expected to participate in a variety of activities within the School of Arts and the College. These include student-led symposia, Reading and Writing Groups and Research Forums. Research policy is co-ordinated by its Research Committee, which meets once a term to monitor the Department’s research activity. The Departmental Research Committee assesses annual progress reports from students and their supervisors; co-ordinates upgrades from MPhil to PhD; and runs annual Research Forums for research students. The School of Arts also run seminars in Research Skills for new research students.

The Department is committed to maintaining and building upon its core strengths within the history of art, and to developing new areas of research in the interface between still and moving images and the history of visual technologies. Through its recent changes, the Department has extended and updated its distinctive intellectual character, which is based on research that explores the interdisciplinary possibilities of the history of visual culture. It has established important School of Arts Research Centres (The Vasari and The History and Theory of Photography Research Centre) as well as the Architecture, Space and Society Centre.
## 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>
</tbody>
</table>
| **Mailing Address:**  
  School of Arts  
  Birkbeck, University of London  
  43 Gordon Square  
  London WC1H 0PD |
| **Office Hours:**  
  Monday to Friday: 10am-6pm |
| **Departmental Email:** hasm@bbk.ac.uk |

### Academic Staff

#### Postgraduate Director of Studies

Dr Tag Gronberg (Autumn Term)  
[t.gronberg@bbk.ac.uk](mailto:t.gronberg@bbk.ac.uk)  
0207 631 6118

Professor Lynda Nead (Spring Term)  
[l.nead@bbk.ac.uk](mailto:l.nead@bbk.ac.uk)  
0207 631 6152

### Administrative Staff

#### Anthony Shepherd  
Postgraduate Research Administrator  
[aj.shepherd@bbk.ac.uk](mailto:aj.shepherd@bbk.ac.uk)  
0203 073 8374
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. 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 10.00am to 6.00pm, from Monday to Friday. Anthony Shepherd, your programme administrator is ready to answer your enquiries, take calls relating to absence, messages for academic staff, and provide advice and guidance where he can. Outside of the office hours of 10.00am-6.00pm please contact Anthony to leave a message 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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<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>
<th>Autumn Closures</th>
<th>Spring Closures</th>
<th>Summer Closures</th>
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<tbody>
<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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</tbody>
</table>

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.
Department Code of Practice for MPhil/PhD Students

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

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

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

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

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

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

✓ Participating in and contributing to the research culture of the Department.

**Behaviour**

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

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

**Getting Started**

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

**Writing**

One important way to maintain the momentum and force of research is by writing regularly. Sometimes the impression is conveyed that the process of research consists of two distinct stages: a long period of intake - enquiry, exploration and gathering of evidence - followed by a paroxysm of output - in a concentrated period of ‘writing up’. Writing should not be thought of merely as the vehicle for communicating the results of research but must be seen as one of the most important forms in and through which research is conducted. For this reason research students are expected regularly to produce and submit pieces of written work - which need not always be full-blown chapters - in which ideas are developed and materials and arguments deployed. Some research students are anxious about producing work when they are only at a preliminary stage of their thinking about a topic; but often it is precisely the students who do not write about their topics regularly who fail to identify the problems, see the connections and concretise the themes that enable their research to develop. As E.M. Forster’s aphorism has it: ‘I don’t know what I think until I see what I say.’ The Writing Group, which is part of the Department’s research skills provision, is designed to mitigate some of the difficulties that arise from writing.
Supervision

Among the responsibilities of the supervisor are the following:

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

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

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

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

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

http://www.bbk.ac.uk/mybirkbeck/services/rules/pg_code
Upgrading from MPhil to PhD 2015-2016

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

The difference between the MPhil and PhD is not simply one of level. The official University of London distinction between the requirements for MPhil and PhD theses is in the following terms: the MPhil thesis, which must be no more than 60,000 words in length, must be either a record of original work or an ordered and critical exposition of existing knowledge; the PhD thesis, which must be no more than 100,000 words in length, must form a distinct contribution to the knowledge of the subject and must afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power. We therefore require applicants for upgrading to give us unambiguous evidence of progress and achievement on a number of fronts.

Students are required to submit:
- 20,000 words (which may constitute one or more chapters of the outlined thesis)
- A detailed plan of their thesis and a timetable for thesis completion which is then read by a committee which will normally include the student’s supervisor and an external expert.
- A bibliography listing all works consulted to date.

How to apply for upgrading
First, you should discuss upgrading with your supervisor. Your supervisor will confirm that you are at the appropriate stage to upgrade. The supervisor will organise the upgrade panel and notify the student accordingly.

An upgrade seminar is set up at which the student is expected to give a presentation (of approximately 10-15 minutes) relating to their submitted chapter, setting it clearly within the context of the overall thesis. A discussion of the submitted chapter follows with the committee. The aim of the upgrading viva is to provide training experience in the clear presentation and defence of the student’s research project. It is conducted in as informal a manner as the context allows and is not intended to provoke undue stress. Students should see it as an opportunity to get a range of feedback and useful suggestions.

Upgrading always functions retrospectively. One consequence of this is that a delay in upgrading does not entail lengthening the overall period of study.

Procedure and Dates
Materials for upgrading should be submitted to your supervisor by the agreed upon deadline (3 hard copies)
Outcomes
There is normally one of three possible outcomes from the upgrade seminar:

- 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.

Report on Upgrade
The supervisor will compile a report on the upgrade seminar which will be sent to the student.

Appeals
If you consider the panel's decision to be unfair, you may appeal in writing to the Director for Postgraduate Research, Dr Gronberg (Autumn), Professor Nead (Spring). Normally, she 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 Department's Research Committee they will reach a decision.
Completion

Graduates fortunate enough to win 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 fail 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. But you need to know 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.

Information about the procedures regarding the entry of your PhD for examination is available at:

http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/phd_dissertations/res_entry
Postgraduate Events and Opportunities

**Please pay careful attention to this section as it details compulsory events**

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

Compulsory Events

Postgraduate Forums
These take place 3 times a year, one per term. They are designed as an opportunity for students to get to know each other’s areas of research in order to facilitate better exchange and communication between students. Please note that due to the nature of this event it will take place during working hours and will last the entire day in most instances. You will be provided notice to arrange time off from work or childcare arrangements.

The first Postgraduate Forum takes place in the Autumn Term. It takes the form of a series of short presentations on their research proposal by first year MPhil students. In the spring term forum second-year research students present how their research has developed since registration. This has proved an invaluable experience. It helps to sharpen up the key intellectual and conceptual features of a research project while in its initial stages and also develops students’ presentational and communication skills. The exercise enables all students to identify early in their postgraduate careers those others working in related fields either empirically or conceptually (or both) and facilitates the setting up of constructive student-led initiatives such as reading and writing groups and day workshops. Each presentation will be followed by questions.

Another postgraduate Forum takes place in the summer term and may take a number of forms decided after consultation with the Postgraduate Representatives. In the past these Forums have included student-led and organised mini-conferences as well as screenings with discussions, and guided visits to museums and galleries.

Notes on the presentation of papers:

- All presentations should last a maximum of 10 minutes.
- You may use images, film clips and PowerPoint slides if you wish. Remember that such material can be time-consuming to make, use and set up. You should limit any use of audio visual material as necessary to your paper. **Make sure that you contact the Postgraduate Research Administrator, to discuss any requirements you may have, at least one week in advance.**
- The focus of the presentation should be to convey what you consider to be the major intellectual contribution of your research project (in terms of other related work in the field) and to foreground the conceptual and methodological issues which preoccupy you so that others working on different topics can relate to your concerns and understand how such questions might be relevant more generally to the practice of research. If you have any queries contact: Dr Tag Gronberg on 0207 631 6118
Postgraduate Research Seminars
The Postgraduate Research Seminars in HoA are organised by the Postgraduate Director of Studies. They are given by specially invited outside scholars presenting current research in all areas of the discipline of history of art.

These Research Seminars also offer important opportunities to engage with the most up-to-date research in the discipline. As an encounter with recent research and debates, each seminar will prove valuable even when not on a subject or period directly related to your current interests. Students studying on any of the MA degrees within the Department also attend these seminars and all research students are expected to attend as do many staff and postgraduate students from other colleges and universities, so this is also an occasion to meet other postgraduate students. Presentations are usually informal and chaired by a member of the Department’s staff. Students are encouraged to ask questions and participate in the discussion following research presentations. The schedule will be available on the department’s web page listed as ‘Dates for your Diary’

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

MPhil/PhD Writing Group
Writing Groups are on-going throughout the year. These are open to all students at all stages of their degree. The Writing Group is chaired by a member of staff, and the focus of the discussion is a work in progress paper written by one of the students. The aim of the discussion is to provide constructive criticism and feedback on the work, as well as the opportunity to compare different approaches to research. Papers are circulated, mainly electronically, before meetings. The schedule Listed in the ‘Dates for your Diary’ document.

Research Skills Intercollegiate Network for History of Arts Students (ReSKIN)
Please note that this programme takes place on Saturdays and (during the Autumn term) early Friday evening. A programme of research training is offered collaboratively with other departments of History of Art within the University of London. This programme covers a wide range of issues and intellectual debates relevant to research students. All new MPhil/PhD students, both full-time and part-time, are expected by the School to follow the programme which is usually two events per year, one in the Autumn term, and one in the Spring term. The autumn event is usually held in the late afternoon on Friday and on the following Saturday; the Spring term event on a Saturday. For further information please contact Anthony Shepherd (aj.shepherd@bbk.ac.uk) in the department of History of Art.
Other Events and Opportunities

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.

Reading Groups
The reading groups are informal and generally generated and run by the students with the help of the School. The focus of the reading group is the discussion of an essay or chapter, which the whole group has read. As students are working in very different fields and topics, the reading material is selected for its methodological rather than empirical interest, and discussed as such. These groups provide a forum for discussion and exchange between research students at Birkbeck and the opportunity for face to face encounters and some social contact.

Please visit the Dandelion Research Network [http://dandelionnetwork.org/](http://dandelionnetwork.org/) for more information regarding reading groups in the School of Arts. The Dandelion Research Network is funded by the School of Arts to allow research students the freedom to build and
administer their own groups. It also offers editing and publishing opportunities for postgraduate students in the School of Arts.

**Teaching Arts in Higher Education**  
**Convenor: 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</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Teaching large seminars (numbers 15+).</td>
</tr>
<tr>
<td>3</td>
<td>Teaching small seminars (numbers under 15).</td>
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<tr>
<td>4</td>
<td>Lecturing.</td>
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<tr>
<td>5</td>
<td>Pastoral support and dealing with problematic students</td>
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<tr>
<td>6</td>
<td>Reading week.</td>
</tr>
<tr>
<td>7</td>
<td>Marking and feedback on marking.</td>
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<tr>
<td>8</td>
<td>Preparing reading lists and course design, using technologies (internet, AV, VLE), distance learning and support.</td>
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<tr>
<td>9</td>
<td>Dealing with Quality Assessment Procedures and striking a balance between time dedicated to teaching and research.</td>
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<tr>
<td>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. Anthony Bale, Chair.</td>
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**Teaching**  
The Department offers research students the opportunity of teaching on its undergraduate courses and in some cases postgraduate 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 attend an interview. During the Spring term we offer all students the opportunity of attending a 10 week course on teaching in Higher Education: preference may be given to those research students who have attended the training course.

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

AHRC Funding, Anniversary Scholarships and School of Arts Research Studentships
A limited number of scholarships by subject area are available to support part-time and full-time doctoral students. AHRC Funding is offered only to home students, but the Anniversary Scholarships and Arts Research Studentships may be offered to both home and international students. They may cover full or partial tuition fees and are awarded for a maximum period of 3 years full-time or 4 years part-time.

The deadline for these awards changes every year to fall in line with the AHRC timetable. There is only one form to apply for both awards. Please see the below website for the most up-to-date information. This page will be updated in November/December to reflect funding available from 15/16 onwards.

http://www.bbk.ac.uk/arts/ research/research-bursaries-studentships-funding

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.

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.
London History of Art Society: Event Funding

The London Art History Society is an organisation affiliated to the Birkbeck History of Art society – you can find more details about their activities and events here. The Society has generously established a fund in the department, to help MA and MPhil/PhD students with expenses relating to research.

MPhil/PhD students can apply for up to a maximum of £300.

If you would like to make an application to the fund, then you will need to send in your application (a detailed email will suffice) to Clare Thomas, the History of Art Team Leader (c.thomas@bbk.ac.uk). This will consist of a full breakdown of the monies requested, and a rationale of no more than 300 words. Any expenses relating to research are potentially eligible, including travel, accommodation, photography and photocopying.

Please note that you do need to submit your application BEFORE incurring the expenses and, if your application is successful, you will be reimbursed AFTER the money has been spent, on submission of receipts. If you are successful, then you will also be required to write a short report, again of no more than 300 words, detailing what the money was used for, and the work it facilitated. This is so we can feedback to the Society at the end of the year, and let them know about the research they have helped to support.

The fund is limited, and will be allocated through the academic year, on a first come first served basis. Once it has been used up, we will be unable to make any further awards until the scheme starts again at the start of the following academic year.

Other Grants for International Students

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

Student Support and Resources

School of Arts Resources

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.

**History and Theory of Photography Research Centre**

Formally established in 2012, the History and Theory of Photography Research Centre is based in Birkbeck’s School of Arts, and is led by Professor Lynda Nead and Dr Patrizia di Bello, supported by a steering committee. The Centre has links with museums in London, and supports teaching and research on photography in the School through the MA in History of Art with Photography and MPhil-PhD supervision.

The Centre aims to facilitate, exchange and showcase existing and new interdisciplinary research on the History and Theory of Photography at Birkbeck and in the wider photographic and academic community. We recognise that photography is a medium that is at once art, science, commerce, legal or historical evidence, emotional memento, (and many more things besides). We are interested in the materiality of photography throughout the arc of its life – from how it is taken; realized as a tactile as well as visual object (album, print, poster, book, magazine, file, screen...); circulated in contexts that might differ widely throughout the lifetime of the photograph (for example from document – historical, legal, scientific, or personal – to ‘art’); and viewed in specific ideological, historical and material circumstances (in the lab, at home, in the gallery, on the ‘phone, ….).

The centre brings together exciting work on the history and theory of photography which is already being done across academic departments as well as instigating new research and collaboration in the field through a dynamic programme of events.

Visit the website here: [http://www.bbk.ac.uk/arts/research/photography](http://www.bbk.ac.uk/arts/research/photography)

**Architecture, Space and Society Research Centre**

The Architecture, Space and Society Centre was founded in 2011 by Dr Tag Gronberg, Dr Leslie Topp and Dr Zoe Opacic in the Department of History of Art with the aim of providing a focus for the research activities taking place within Birkbeck and beyond in the area of architectural, design, and landscape history.

By bringing together scholars from early and modern periods with academics from other disciplines, curators and heritage experts, it also acts as a forum for those with an interest in the built environment and space more generally.

Visit the Centre’s website here: [http://assnbbk.blogspot.co.uk/](http://assnbbk.blogspot.co.uk/)

**Postgraduate Study Room**

Room 112 in 43 Gordon Square has been set aside for use by postgraduate students for reading groups, presentations, seminar groups and the like. If you would like to book the room please contact Anthony Shepherd (aj.shepherd@bbk.ac.uk).

There is also a School of Arts research student workroom in room 417, which has PCs and printing facilities. This is accessible whenever the building is open and PCs are available on a first come, first serve basis.

**Postgraduate Staff/Student Forum**

Every term, student volunteers attend a forum with the Assistant Dean charged with the remit for supervising the School of Arts research students. If you wish to feedback information, be it positive or negative, we are happy to hear it at any time, but this forum is the most effective
way to make your feelings known. If you wish be put yourself forward as a student representative, please contact Anthony Shepherd (aj.shepherd@bbk.ac.uk).

**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.
Birkbeck College Resources

The College Library
The Library has a solid and growing core of books, journals and reference texts on History of Art.

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

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

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

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

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

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

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

The Library’s History of Art, collection is primarily a teaching collection. At postgraduate level it is expected that you will use other libraries beyond Birkbeck. You can join the Senate House University of London Library for free and borrow from their History of Art collection. Also if you are a part time student you can join the SCONUL Access Scheme that will allow you to borrow from other member libraries. Details of relevant libraries including the National Art Library are available in the online Subject Guide.
An introduction to the Library and bibliographical skills is timetabled at the start of your course you will meet the Subject Librarian who looks after the collection and be introduced to the Library and its electronic resources. In addition, the Library has an online tutorial called LIFE (Library Induction for Everyone) which is always available:

http://www.bbk.ac.uk/lib/life/ which has a module in it on ‘Researching a topic’.

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

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

Further Resources and Support

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

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

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

Counselling
The Students’ Union offers counselling free of charge.

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

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

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

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

Disability Statement

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 Office.

The Disability Office
The Disability Office is located in room G12, on the ground floor of the Malet Street building. All enquiries should come to the Disability Office, 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, special 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 Office can also complete a Support Plan with you, 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. Disabled parking, lockers, specialist seating in lectures and seminars and portable induction loops can all be arranged by the Disability Office.

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

The Personal Assistance Scheme
Some students need a personal assistant to provide support on their course, for example a note-taker, sign language interpreter, reader, personal assistant, disability mentor or dyslexia support tutor. Birkbeck uses specialist agencies to recruit Personal Assistants and they may be able to assist you with recruiting, training and paying your personal assistant. Please contact the Disability Office for information on this scheme.

Support in your Department
Your Department will receive a copy of your Support Plan from the Disability Office. 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 Inspiration), 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 a CCTV reading machine for visually impaired students, as well as specialist orthopaedic chairs and writing slopes. The Disability Office refers all students with disabilities to the Library Access Support service, who provide a comprehensive range of services for students with disabilities.

Examinations and Assessments
Many disabled 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.

Specific Learning Difficulties (Dyslexia)
Mature students who experienced problems at school are often unaware that these problems may result from their being dyslexic. Whilst dyslexia cannot be cured, you can learn strategies 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 Office, please call the Student Centre on 020 7631 6316 or email disability@bbk.ac.uk.
# Administrative Contacts

## Departmental Office

| Location | Room G20  
Department of History of Art and Screen Media  
Birkbeck, University of London  
43 Gordon Square  
London WC1H 0PD |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Office Hours</td>
<td>Monday to Friday: 10am-6pm</td>
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## Department Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Louise Lambe</td>
<td>Assistant School Manager: HoA</td>
<td>0203 073 8234 <a href="mailto:l.lambe@bbk.ac.uk">l.lambe@bbk.ac.uk</a></td>
</tr>
<tr>
<td>Catherine Catrix</td>
<td>Assistant School Manager: Research Students</td>
<td>0203 073 8383 <a href="mailto:c.catrix@bbk.ac.uk">c.catrix@bbk.ac.uk</a></td>
</tr>
<tr>
<td>Clare Thomas</td>
<td>Administrative Team Leader: HoA</td>
<td>0207 631 6134 <a href="mailto:c.thomas@bbk.ac.uk">c.thomas@bbk.ac.uk</a></td>
</tr>
<tr>
<td>Anthony Shepherd</td>
<td>Postgraduate Research Administrator</td>
<td>0207 073 8374 <a href="mailto:aj.shepherd@bbk.ac.uk">aj.shepherd@bbk.ac.uk</a></td>
</tr>
</tbody>
</table>
Academic Staff Contacts

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

- Staff are subject to change and their listing in this booklet is not a guarantee that they will be with the Department in the 2015-2016 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akane Kawakami</td>
<td><a href="mailto:a.kawakami@bbk.ac.uk">a.kawakami@bbk.ac.uk</a></td>
<td>020 7631 6169</td>
</tr>
<tr>
<td>Annie Coombes</td>
<td><a href="mailto:a.coombes@bbk.ac.uk">a.coombes@bbk.ac.uk</a></td>
<td>0207 631 6151</td>
</tr>
<tr>
<td>Claire Vernon</td>
<td>TBC</td>
<td>TBC</td>
</tr>
<tr>
<td>Dominic Janes</td>
<td><a href="mailto:d.janes@bbk.ac.uk">d.janes@bbk.ac.uk</a></td>
<td>0207 073 8215</td>
</tr>
<tr>
<td>Dorigen Caldwell</td>
<td><a href="mailto:d.caldwell@bbk.ac.uk">d.caldwell@bbk.ac.uk</a></td>
<td>0207 631 6108</td>
</tr>
<tr>
<td>Fiona Candlin</td>
<td><a href="mailto:f.candlin@bbk.ac.uk">f.candlin@bbk.ac.uk</a></td>
<td>0203 073 8482</td>
</tr>
<tr>
<td>Gabriel Koureas</td>
<td><a href="mailto:g.koureas@bbk.ac.uk">g.koureas@bbk.ac.uk</a></td>
<td>0207 631 6129</td>
</tr>
<tr>
<td>Kate Retford</td>
<td><a href="mailto:k.reford@bbk.ac.uk">k.reford@bbk.ac.uk</a></td>
<td>0207 631 6114</td>
</tr>
<tr>
<td>Laura Jacobus</td>
<td><a href="mailto:l.jacobus@bbk.ac.uk">l.jacobus@bbk.ac.uk</a></td>
<td>0207 631 6121</td>
</tr>
<tr>
<td>Leslie Topp</td>
<td><a href="mailto:l.topp@bbk.ac.uk">l.topp@bbk.ac.uk</a></td>
<td>020 3073 8391</td>
</tr>
<tr>
<td>Liz Drew</td>
<td><a href="mailto:e.drew@bbk.ac.uk">e.drew@bbk.ac.uk</a></td>
<td>0207 631 6101</td>
</tr>
<tr>
<td>Lynda Nead</td>
<td><a href="mailto:l.nead@bbk.ac.uk">l.nead@bbk.ac.uk</a></td>
<td>0207 631 6152</td>
</tr>
<tr>
<td>Nick Lambert</td>
<td><a href="mailto:n.lambert@bbk.ac.uk">n.lambert@bbk.ac.uk</a></td>
<td>0207 631 6197</td>
</tr>
<tr>
<td>Patrizia di Bello</td>
<td><a href="mailto:p.dibello@bbk.ac.uk">p.dibello@bbk.ac.uk</a></td>
<td>0207 631 6125</td>
</tr>
<tr>
<td>Robert Maniura</td>
<td><a href="mailto:r.maniura@bbk.ac.uk">r.maniura@bbk.ac.uk</a></td>
<td>0207 631 6142</td>
</tr>
<tr>
<td>Sarah Thomas</td>
<td><a href="mailto:sarah.thomas@bbk.ac.uk">sarah.thomas@bbk.ac.uk</a></td>
<td>0207 631 8215</td>
</tr>
<tr>
<td>Suzannah Biernoff</td>
<td><a href="mailto:s.biernoff@bbk.ac.uk">s.biernoff@bbk.ac.uk</a></td>
<td>0207 631 6137</td>
</tr>
<tr>
<td>Tag Gronberg</td>
<td><a href="mailto:t.gronberg@bbk.ac.uk">t.gronberg@bbk.ac.uk</a></td>
<td>0207 631 6118</td>
</tr>
<tr>
<td>Zoe Opacic</td>
<td><a href="mailto:z.opacic@bbk.ac.uk">z.opacic@bbk.ac.uk</a></td>
<td>0207 631 6126</td>
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Appendix A: Campus Map

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