School of Arts

Research Student Guide for Applicants
2017-2018
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This document is for reference only. Every effort was made to ensure that information was correct at time of print, but discrepancies may still occur due to the nature of this document. Any changes will be communicated to you via your registered email address as soon as the School of Arts is made aware of any issues.
Introduction

Thank you for your interest in studying for a doctorate at Birkbeck’s School of Arts.

We have one of the most vibrant and creative intellectual environments for postgraduate study anywhere in the UK, and we are ambitious in the ways we work actively to develop and support it. Our aim is to give you the opportunity to develop to your full potential as scholars, critics, writers, researchers and communicators, and to become active members of our intellectual community. You are welcome to contact us to find out more.

Dr Luisa Calè, Assistant Dean for Postgraduate Research Students

College: The History

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.

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 helps 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 290 students undertaking postgraduate research. We welcome applications for a traditional MPhil or PhD thesis (an MPhil has a word limit of 60,000 words, a PhD 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, which have slightly different requirements. 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.
Applying to the MPhil/PhD Programme

Making your Application
In order to be considered for a place on our MPhil/PhD Programmes you must complete an online application form.

The link to this form may be found at http://www.bbk.ac.uk/arts/

You cannot be offered a place without a formal application.

We ask students to apply in good time before the start of the academic session in October.

Although University of London Regulations allow students to begin their period of study at the start of any term in the year (i.e. October, January or April), we strongly encourage students to begin in October.

What else is needed to apply?
Progression of your application is dependent upon receipt of the following:

- **2000 word research proposal**
  Birkbeck College has a minimum requirement of 500-1000 words, but competition within the School of Arts is high and we require a proposal of approximately 2000 words. Information for approaching this task can be found at:

  [http://www.bbk.ac.uk/mybirkbeck/services/administration/enrolment/guidelines-in-writing-a-research-proposal](http://www.bbk.ac.uk/mybirkbeck/services/administration/enrolment/guidelines-in-writing-a-research-proposal)

- **2 academic references**

- **Indication of possible supervisors within the School of Arts**
  Research interests of permanent academic staff can be found on their respective Departmental websites: [http://www.bbk.ac.uk/arts/](http://www.bbk.ac.uk/arts/)

  If you have already made contact with a member of staff, or have an idea of the staff member(s) with whom you would like to work, please feel free to mention this in your application. However, it is important to understand that individual members of staff may be unavailable to undertake supervision and we reserve the right to propose alternate supervisors, if you are accepted. You can contact the Director of the relevant PhD programme for advice.

- If you are applying to the **Arts and Humanities** doctoral programme, in which students work with two supervisors from different departments across the School of Arts, you are encouraged to contact Dr Luisa Calé (l.cale@bbk.ac.uk).

The following may be required:

- Degree transcripts from previous study (requirement for overseas applicants)
- Copy of passport and any qualifying residency visas (requirement for overseas applicants)
- English language certification (IELTS/ Trinity College London – Integrated Skills in English) for overseas applicants.
Progress of Application

Please see below for a general overview of the application procedure.

- **Application Received Online**
  - Registry confirm qualifications are sufficient to study at a postgraduate level.
  - Registry confirm international student status and the International Student Administration Section of the Registry will advise the School and applicant about required documentation.

- **Application Passed to Postgraduate Administrator**
  - Postgraduate Research Administrator to confirm that the student has provided the research proposal, references and other required documentation.
  - Postgraduate Research Administrator will notify the relevant Director of Graduate Studies when all documentation has been provided.

- **Application sent to Department for Review**
  - Provided your qualifications are suitable, the Director of Graduate Studies in your field examines your proposal and application.
  - They will then seek to identify appropriate supervisor(s) for it, who will also help with its assessment.
  - Your request of supervision by a specific staff member will be noted and discussed. At this point a decision of acceptance or interview will be made. Although, we try to reach a decision on applications as quickly as possible, it often takes a few weeks as staff may be away on leave and need to be contacted or we may be under pressure of applications.

- **Application Decision**
  - You will be notified of a decision as soon as it is practicable by the relevant administrator for your programme via email.
  - All offers are provisional until confirmed by Registry.
  - Conditional offers must be resolved as soon as possible to prevent delays in enrolment.

**Please note the following regarding applications**

We try to accept as many good applications as we can. However, we currently have over 290 MPhil/PhD candidates in the School and this means that some areas of our supervisory expertise are under intense pressure.

We place great and equal emphasis on the quality of our supervision and the postgraduate student experience at Birkbeck. To maintain this quality, for practical reasons of numbers, we currently have to turn down a number of highly regarded applications.

Applications in July and August will experience a slower processing time than those submitted earlier in the year due to availability of staff, annual and research leave patterns. Students applying at this time should not expect a decision on their application until mid-September and should make accommodation for that time scale. You are strongly encouraged to apply as soon as possible to avoid delays in processing.

You may be contacted by both administrative and academic representatives to discuss your application or interview, so please provide up-to-date contact details in your application.

In order to be considered for Birkbeck Postgraduate Research Scholarships and School of Arts Studentships (ARS) you **must** apply for a place on the course before the programme application deadline:

- The deadline for programme applications this year is: **Monday 16 January 2017**.
- The deadline for funding applications this year is: **6pm Monday 13 February 2017**

[http://www.bbk.ac.uk/arts/research/research-bursaries-studentships-funding](http://www.bbk.ac.uk/arts/research/research-bursaries-studentships-funding)
Details of other full awards, such as the competition for Bloomsbury Studentships and specific awards under named calls, will also be listed as they arise. Please check the website for notifications, application procedures and staff contacts.
Department Structure – Key Staff

**Department of Cultures and Languages**

Postgraduate Director of Studies  
**Professor John Kraniauskas**  
j.kraniauskas@bbk.ac.uk

**Department of Film, Media and Cultural Studies (FMACS)**

Co-Directors of Postgraduate Applications and Progression  
**Dr Tim Markham:** t.markham@bbk.ac.uk  
**Dr Dorota Ostrowska:** d.ostrowska@bbk.ac.uk

Co-Directors of Doctoral Study  
**Dr Janet McCabe:** j.mccabe@bbk.ac.uk  
**Dr Silke Arnold-de Simine:** s.arnold-desimine@bbk.ac.uk

**The School of Arts**

Assistant Dean for Postgraduate Research Students  
**Dr Luisa Calè**  
l.cale@bbk.ac.uk

**Department of English and Humanities**

Postgraduate Director of Studies  
**Dr Ana Parejo Vadillo**  
a.parejovadillo@bbk.ac.uk

Deputy Director of Studies  
**Professor Sue Wiseman**  
s.wiseman@bbk.ac.uk

**Department of History of Art (HoA)**

Postgraduate Director of Studies  
**Professor Lynda Nead**  
l.nead@bbk.ac.uk
The Arts and Humanities MPhil/PhD programme sits across the School and is run by the following co-convenors:

Dr Andrew Asibong  
a.asibong@bbk.ac.uk

Dr Luisa Calè  
l.cale@bbk.ac.uk

Dr Patrizia di Bello  
p.dibello@bbk.ac.uk
Programme Breakdown Per Department

Department of Cultures and Languages
- MPhil/PhD Comparative Literature
- MPhil/PhD French
- MPhil/PhD German
- MPhil/PhD Iberian and Latin American Studies
- MPhil/PhD Japanese

Department of Film, Media and Cultural Studies (FMACS)
- MPhil/PhD Arts Management
- MPhil/PhD Film and Screen Media

Department of English and Humanities
- MPhil/PhD English and Humanities

Department of History of Art (HoA)
- MPhil/PhD History of Art

The School of Arts
- MPhil/PhD Arts and Humanities
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 (see Administrative information, below). For early applicants this option is usually available starting in May. 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 the Postgraduate Research Administrator.

The College will expect you to have formally enrolled and to have begun paying your fees by mid-October.

You must enrol by the end of October or you may not be eligible to begin your degree.

Fees/ Finance
College fees may be paid by many methods. There are various payment options, either as one lump sum, three termly payments or per month from the date of enrolment through to July the following year.

Additional expenses will be incurred and it is important to budget for the purchase of books. While we have great sympathy for students who experience difficulties in paying their fees, neither the School nor any of your supervisors have the power to waive fees or sanction delays in payment.

Contact Details/Email
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.

Location
The School of Arts occupies a Birkbeck College building, 43 Gordon Square, where you will find the Administrative Office and individual staff offices. Teaching often takes place in our building, but lectures, seminars and other activities may be housed in any of the University of London buildings.

The hub of the research student community in the School of Arts is room 106, in 43 Gordon Square which has been specifically set aside for research student activities.

There is also a School of Arts research student workroom in room 417, where students have access to PCs and printing facilities. Notice boards and pigeonholes for communications with students are located at 43 Gordon Square, and should be checked frequently.

During term time the Gordon Square entrance is staffed from 8.00am to 9.00pm, Monday to Friday. Urgent messages outside these times can be left at Malet Street reception desk, which is open until 10.00pm.
Starting a Research Degree

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 the challenge to find time for research in competition with the demands made by other professional or domestic commitments. Fortunately, Birkbeck is a college specifically designed to cater for part-time students. We are acutely aware of the difficulties of doing research part-time and will do all we 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.

Practice-Based Research
The School of Arts encourages practice-based MPhils and PhDs. A practice-based research student may submit a body of work demonstrating an original contribution to knowledge and scholarship comprising of:

- a substantial body of creative practice, such as film, photography or creative writing, displaying critical understanding and being worthy of public presentation,
- a written submission, which provides an exploration of the research question(s) and indicates the manner in which the research is embodied or investigated in the practice.

Such practice-led research will need to demonstrate appropriate methods of documentation and permanent record, which must be shown to have a direct intellectual relationship to the written submission. The permanent record must be such that the research activity involved must be fully open to scrutiny and examination. For further information please contact Dr Luisa Calé lecal@bbk.ac.uk.

Getting Started
At the beginning of their research, students have formulated their plans with varying degrees of clarity. In many cases, you will have discussed and planned your project with one or more members of staff before being accepted by the programme. In the initial stage of your research you will be reviewing the research proposal, scoping out its driving questions and fine tuning the direction of your research, situating it within relevant fields of enquiry, and working out the nature of your own contribution, identifying methodologies that will shape your work. This preliminary phase may include mapping and planning archival research, field interviews, or other kinds of practice. By the end of your first year, you should have completed at least one piece of written work.

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 complete your Annual Graduate Monitoring report on your own progress, which will include your projected timetable for completion; keeping a log will make this easy to do.

Writing
Another and more important way to maintain the momentum and focus of your research is by writing regularly. Sometimes the impression is conveyed that the process of research consists of two distinct stages: a long period of enquiry, exploration and gathering of evidence, followed by a paroxysm of output in a concentrated period of “writing up”. However appropriate this model may seem to certain kinds of experimental science (and it is doubtful that it is appropriate even here) it is certainly not appropriate to
research in the arts and humanities, for which writing cannot be thought of merely as the vehicle for communicating the results of research, but must be seen as one of the most important forms in and through which research is conducted. For this reason you should take responsibility for producing and submitting regular pieces of written work to your supervisor. Do not postpone until you have a full-blown chapter: writing is a process of thinking, which helps to explore ideas, test hypotheses, deploy materials and evidence, and develop your line of argument.

Some research students are anxious about producing work when they are only at a preliminary stage of their thinking about a topic, but often it is precisely the students who do not write about their topics regularly who fail to identify the problems, see the connections, and define the themes that enable their research to develop. As E.M. Forster’s wise aphorism has it: “I don’t know what I think until I see what I say.” Very few research students fail to complete because they have not done enough research; most failures are the result of not writing enough or early enough.

Reading and Discussion Groups
Research students are encouraged to set up reading and discussion groups and organised seminars with both internal and external speakers. It is part of the strength and rich resource of intellectual life here that we emphasise collaboration and exchange, encouraging you to get involved. Becoming a postgraduate is about developing a rich portfolio of skills and possibilities for the future, as well as the primary intellectual focus of the thesis itself.

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 formal responsibilities such as producing work to deadlines and complying with the upgrading procedures, to keep your supervisor informed at all times about the progress of your work, and to take part in the academic life of the programme, Department and relevant Research Centres.

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

http://www.bbk.ac.uk/bgrs/policy-and-regulation

Every research student is appointed a primary supervisor who is 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, and sometimes across different Schools, although there will usually 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.

If you have one principle supervisor you will also be assigned a deputy 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 deputy supervisor who will look after your work until the supervisor returns. Your supervisor should give you good warning about planned absences and organise alternative supervision. If you are not aware of these arrangements, you should contact the Postgraduate Director of Studies immediately.

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

## Events and Opportunities for Research Students

### Research Skills, Methods and Seminars

Every Department within the School of Arts has research skills and methods classes available to their research students that are focused specifically on their discipline. Research Seminars are very popular and frequently have guest speakers. You are more than welcome to attend research seminars that are taking place in other Departments. There are also several Lecture and Seminar Series that run within the School of Arts. These events attract a high attendance and will include attendees from outside of the School of Arts. Frequency and attendance requirements vary by Department and full details will be available in your Departmental handbook upon enrolment. We take our research students’ development very seriously, and aim to equip you with the transferable skills needed to undertake first-rate research.

### Teaching Development

The School of Arts runs a course entitled Teaching Arts in Higher Education. This series of seminars, taught in the Spring Term, is an excellent introduction to the practical and theoretical issues involved in university teaching. Attendance on the course is a pre-requisite for any student who wishes to apply for part-time undergraduate teaching in the School of Arts.

The module is taught by academic staff in the School of Arts. A schedule with the weekly topics and seminar leaders will be circulated to all students via email, along with an enrolment form, towards the end of the autumn term.

### Research Centres

Birkbeck, University of London, is an internationally recognised institution with a reputation for cutting-edge research. The School of Arts brings together some of the finest research activity across the college, research that is recognised as world-leading.

Research in our School is conducted under the auspices of our academic departments as well as our highly respected research centres. You are warmly encouraged to engage with the various research centres throughout the School, and wider college, to attend and get involved in organizing events to better inform your own research and study.

The School’s Research Centres can be found here: [http://www.bbk.ac.uk/arts/research/research-centres](http://www.bbk.ac.uk/arts/research/research-centres)
Chase Consortium
CHASE brings together 9 leading institutions engaged in collaborative research activities including an AHRC doctoral training partnership. These are the Universities of East Anglia, Essex, Kent and Sussex, the Open University, The Courtauld Institute of Art, Goldsmiths, University of London, Birkbeck, University of London and SOAS, University of London.

CHASE supports discipline-based projects, but also specialises in interdisciplinary research and research in emerging fields of study and creative practice. The CHASE research and training environment encourages doctoral researchers to develop new methodologies. In addition, their network of partnerships with leading organisations in the creative and public sectors provide an outstanding resource for future CHASE scholars.

All School of Arts students automatically have ‘affiliate status’ to the CHASE consortium and regular updates on events and opportunities are circulated by the College.

Dandelion Network and Journal
The School of Arts has a thriving research culture. It hosts Dandelion, an AHRC-supported journal and research network for postgraduate students: www.dandelionnetwork.org/. The Dandelion Journal will become part of the Open Library of the Humanities, open access publishing platform hosted by Birkbeck, in the course of 2017

The Peltz Gallery
The Peltz Gallery is a flexible exhibition space for digital and material displays, small-scale performances, lectures and meetings. The space allows a constellation of research and creative activities to happen at the heart of the building.

For further information please visit the Peltz Gallery here:

http://www.bbk.ac.uk/arts/research/peltz-gallery
Support for students with Disabilities, Dyslexia and Mental Health Needs

At Birkbeck there are students with a wide range of disabilities, specific learning difficulties, medical conditions and mental health conditions (herein after referred to as disabled students). Many of them have benefited from the advice and support provided by the College’s Wellbeing Centre. The Wellbeing Centre is located in G26 on the Ground floor of the Malet Street building.

All enquiries should come to the Wellbeing Centre (tel. 0207 631 6316), who will determine the appropriate referral to specialists in the Disability and Dyslexia Service and Mental Health Service. They can provide advice and support on travel and parking, physical access, the Disabled Students’ Allowance, specialist equipment, personal support, examination arrangements, etc.

On enrolment you need to complete a Study Support Plan (SSP), which will set out the reasonable adjustments that we will make with physical access, lectures, seminars, assessments and exams. After you complete this and provide disability evidence, we confirm the adjustments you require and then your department, examinations office, etc. will be informed that your SSP is available and adjustments can be made. You should contact the Wellbeing Service if any of your adjustments are not in place.

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
Disabled students from the UK and EU students with migrant worker status 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., study skills tutors, mentors and BSL interpreters) 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 Wellbeing Centre can provide further information on the DSA and can assist you in applying to Student Finance England for this support. From September 2016, new students will receive their note-taking support from the University rather than the DSA.

Support in your Department
Your Department is responsible for making reasonable adjustments in learning and teaching and assessment, including permission to record lectures, specialist seating, extensions on coursework, etc. 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.

**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 the cost of this assessment, either from their employer or from Birkbeck.

**Further information**
For further information, please call the Wellbeing Centre on 020 7631 6316 or email disability@bbk.ac.uk.
Student Support and Available Resources

Student Support

Conference Funding
The School of Arts has a limited fund available for help with conference expenses. If you are presenting a paper at a conference you can, with your Supervisor’s support, apply to Dr Luisa Calè (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.

Extraordinary Research Expenses
The School of Arts also 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.

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.

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.

The Birkbeck Graduate Research School
The Birkbeck Graduate Research School (http://www.bbk.ac.uk/bgrs/) exists to support all research students at Birkbeck, and organises courses and training to help you with your research.

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

Libraries
Birkbeck students, in common with other students in London, are extremely lucky to have access to some of the best library facilities in the world. Your first port of call should of course be Birkbeck College Library and Senate House Library (this is on the 4th floor of Senate House, next to Birkbeck).

The cost of Senate House Library ticket is included as part of your fees. A Senate House ticket is essential for postgraduate students, as it is an excellent library with rich periodical holdings - invaluable for researchers.

Birkbeck Library, whilst not quite so well stocked, will have a good deal of what you need, and has the benefit of excellent information technology for tracking down articles and books, and for ‘searching’ subjects you are writing on.

We strongly urge you to join the British Library at St Pancras; you cannot borrow books, but can work there in an excellent environment; it is a marvellous resource to have so close to hand.

Library induction seminars will be arranged during the early weeks of the core course. You should make every effort to attend these, as the subject librarians are very knowledgeable.
The Derek Jarman Laboratory
The Derek Jarman Lab offers graduate students technical training in the recording and editing of sound and image. Weekend training workshops are run periodically in which basic practical skills and elements of theory are taught. When the training is completed, students are offered opportunities for paid work filming events at client institutions, which in the past have included the ICA, the Royal Academy of Arts and the Science Museum, among others.

More ambitiously, the lab encourages students to participate in a new form of research led filmmaking, such as the film essay. Examples of this type of work can be seen on our website as well as work in progress from a long-term lab project with John Berger and Tilda Swinton to which students will be invited to contribute. For further information please visit: http://www.jarmanlab.org/.

Multi-Media Resources
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.

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 symposia and conferences to showcase ideas and provide networking opportunities.

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

Access is available and should be discussed initially with the Postgraduate Research Administrator.

Other Resources and Organisations

Birkbeck Student Union
You are automatically a member of the Birkbeck Students' Union, the University of London Union (ULU) 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 their shop.

Location and Telephone: Offices on the 4th Floor of the extension building in Malet Street. General Union Office is in Room 456, Tel: 020 7631 6335. Enquiries: administrator@bcsu.bbk.ac.uk . Visit the website at http://www.birkbeckunion.org/.

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: http://www.bbk.ac.uk/mybirkbeck/services/facilities/nursery.

Career Development
Most students are interested in developing their careers, either within their current field of work or in a completely new direction.

The Careers and Employability Service is our in-house service for enhancing career development and employability throughout your time at Birkbeck, from enrolment through to graduation. http://www.bbk.ac.uk/careers/careers-service
Birkbeck Talent Recruitment Service
Birkbeck Talent is a professional recruitment service linking employers with Birkbeck students and graduates.
http://www.bbk.ac.uk/careers/birkbeck-talent
## Appendix B: Term and College Closure Dates

### Academic Year: 2017/18

<table>
<thead>
<tr>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 2 October to Friday 15 December 2017</td>
<td>Monday 8 January to Friday 23 March 2018</td>
<td>Monday 23 April to Friday 6 July 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Autumn Closures</th>
<th>Spring Closures</th>
<th>Summer Closures</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 December 2017 to 2 January 2018</td>
<td>29 March 2018 to 3 April 2018</td>
<td>TBC</td>
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</tbody>
</table>

College will close at 6pm on 21 December 2017, and normal services will resume from 9am on 3 January 2018. [Check Library opening hours.](#)

College will close at 6pm on 28 March 2018, and normal services will resume from 9am on 4 April 2018. [Check Library opening hours.](#)

[Check Library opening hours.](#)