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*Published September 2016*

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

Welcome
Welcome to the postgraduate community in the School of Arts here at Birkbeck. 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. We hope you will quickly feel at home, and that you will enjoy your time at Birkbeck. 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.

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 environment for adult, mature students (by which we mean students who are over 21). We have also richly expanded provision for full-time postgraduate students. 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. There are currently over two hundred and fifty students on MPhil/PhD programmes run by the School of Arts.

Programme
You will probably find MPhil/PhD 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 humanities. However, you may also feel uncertain and isolated at times.

At Birkbeck, we want to try 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 you and your supervisor, the nature of your responsibilities and the department’s reciprocal responsibilities to you. In part, this is the purpose of this document.

We also believe that it is no less important to develop and sustain your sense of belonging to an intellectual community here at Birkbeck, through the School’s postgraduate initiatives, your programme, the Research Centres and departments. This sense of belonging is important because it makes your life as a postgraduate more stimulating and enjoyable and also because it will help to deepen and diversify your own work. Indeed, we regard it as part of your intellectual responsibility as a postgraduate student to discuss your own research and that of others, and to contribute to the intellectual life of the department and University. We are always interested to hear of ways of encouraging and innovating in that exchange, across a wide range of areas, including practice-related research.
Assistant Dean and Postgraduate Director of Studies

To co-ordinate the MPhil/PhD Programmes and to help ensure that your time at Birkbeck is a happy and successful one, the School has an Assistant Dean for Postgraduate Research and each programme has a Postgraduate Director.

Each Director oversees the admission process and chairs the various committees (e.g. Upgrading, Funding, Graduate Teaching) that deal with postgraduate affairs. The Assistant Dean and Directors work with colleagues and students to develop the creative and intellectual potential of the postgraduate research culture.

The Directors and their team will organise the Graduate Lecture Series and research skills, theory seminars and teaching programmes, and help students with applications to funding bodies.
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

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 School of Arts
Assistant Dean for Postgraduate Research Students
Dr Luisa Calè
l.cale@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 Ben Cranfield  
b.cranfield@bbk.ac.uk

Dr Patrizia di Bello  
p.dibello@bbk.ac.uk
Department Programmes

**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
- MPhil/PhD Spanish

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

**The School of Arts**
- MPhil/PhD Arts and Humanities

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

**Department of History of Art (HoA)**
- MPhil/PhD History of Art
Administrative Information

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 your administrator.

Returning students also need to complete the enrolment process. Your invitation to enrol will be sent out in early-mid August.

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 will not be eligible to continue your degree.

Students who withdraw after enrolling are liable for payment of fees for the first term of their intended study, and all subsequent terms up to and including the term in which they withdraw.

Fees are not returnable, but students can request for ex-gratia refunds of part of the fees paid in cases where a student is obliged to withdraw because of circumstances beyond the student’s own control (but normally excluding changes in employment).

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. Whilst we have great sympathy with students who find difficulties in paying their fees, neither the School nor any of your supervisors have the power to waive fees or sanction delays in payment.

The College Finance Office deals with fees and you should communicate with them directly if you have any problems on 020 7631 6316 or via email at fees.arts@bbk.ac.uk.

Students who fail to pay their fees may become ineligible to continue the course, unable to submit for assessment or to upgrade. Any student who has a debt to the College at the end of the year will not be able to progress to the following year.

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.

Term Dates 2016/17

<table>
<thead>
<tr>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 3 October 2016 to Friday 16 December 2016</td>
<td>Monday 9 January 2017 to Friday 24 March 2017</td>
<td>Monday 24 April 2017 to Friday 7 July 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Autumn Closures</th>
<th>Spring Closures</th>
<th>Summer Closures</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 December 2016 to 2 January 2017</td>
<td>13 April 2017 to 18 April 2017</td>
<td>College will close at 6pm on 22 December 2015, and normal services will resume from 9am on 3 January 2017.</td>
</tr>
</tbody>
</table>

College will close at 6pm on 22 December 2015, and normal services will resume from 9am on 3 January 2017.

Check Library opening hours.

College will close at 6pm on 12 April 2017, and normal services will resume from 9am on 19 April 2017.

Check Library opening hours.
Formal Requirements

Attendance
Attendance expectations will be confirmed by your Postgraduate Director of Studies, with a timetable available on your programme/department Moodle page.

Generally speaking all first year students are expected to attend all research teaching events organized by the department in the first year. These will likely consist of Research Seminars, Research Skills Sessions, Critical Theory Sessions but this list is not exhaustive. Subsequent attendance is optional. Students whose attendance at these courses is not adequate will be required to attend in the subsequent year.

All research students will be expected to attend their programme’s Postgraduate Lecture Series which are usually twice or three times each term. Research students from other programmes are also welcome to attend these and details are posted on the School website and department/programme Moodle pages.

The School of Arts Research Community is active, rich and vibrant and each research student is strongly encouraged to participate in as many events or activities as possible, to aid your progress.

Supervisions
There is not a specific timetable for meetings with your supervisor, although all supervisors will agree a personal timetable of consultation with their students. However, we do expect as a minimum that all:

Full-time research students will meet with their supervisors 3 times a term,
Part-time research students will meet with their supervisors twice a term.

Research students on ‘writing up’ status only receive informal supervision, usually one supervision per term.

If no formal timetable of meetings has been arranged, it is up to you to take the initiative in arranging supervisory meetings.

Tier 4 international Students
The Home Office requires each programme complete a term by term report confirming supervisions held with all Tier 4 International Students. Please note that failure to attend, or arrange three supervisions per term may lead to complications, and ultimately withdrawal of your Tier 4 visa.

Graduate Lecture Series
The Graduate Lecture Series is organised by each programme as a regular intellectual and social occasion for graduate students and staff, and is held on various evenings per term.

Research events are opportunities for the programme to come together to hear external and internal speakers, and to discuss current research. They are an important part of your intellectual training, and you should plan to attend the seminar whether or not the week’s subject relates directly to your own research. In addition to contributing to and benefiting from the School’s research culture, you will find that attending seminars on subjects quite distant from your own will broaden and refine your theoretical and methodological approach.

Written Work
In a similar way, each programme requires all full-time students to submit at least two substantial pieces of written work in every academic year and part-time students to submit at least one substantial piece of written work.
Annual Graduate Monitoring and Progress Reports
All students are required to submit a detailed written report on their progress annually to their programme administrator, who will distribute them to relevant academics involved in the programme’s annual monitoring. Supervisors will in turn be responsible for submitting annual reports on students’ progress.

Some programmes interview some, or all, of their students to consolidate progress, discuss any concerns and plan for the academic year ahead.

The Postgraduate Research Administrator will confirm details of this process with you each year.

The PGR Director and relevant academics will assess your student and supervisor report.

They must agree you’ve made sufficient academic progress and confirm whether admission to the next year of the programme of study will be offered or not.
The Life of the Research Student

Year 1

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-blow 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.

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.

You should have access to your programme or department’s research page, as well as specific course/module pages which will contain further information, reading, advice and guidance.
Logging into Moodle
Moodle can be accessed by going directly to http://moodle.bbk.ac.uk/ in your web browser. Enter your ITS 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

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.

Please see below a quick guide to the expectations for research students during the following years:

<table>
<thead>
<tr>
<th>Year</th>
<th>All Students</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Complete online enrolment</td>
<td>Full time Students will be expected to upgrade</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All students are expected to attend the Graduate Lecture Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete the Annual Graduate Monitoring Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Complete online enrolment</td>
<td>Part time Students will be expected to upgrade this or next year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All students are expected to attend the Graduate Lecture Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete the Annual Graduate Monitoring Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Complete online enrolment</td>
<td>Full-time students may be moving to ‘writing up’ status.</td>
<td>Part time MPhil Students will be expected to upgrade this year</td>
</tr>
<tr>
<td></td>
<td>All students are expected to attend the Graduate Lecture Series</td>
<td>Full-time students will be expected to complete.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete the Annual Graduate Monitoring Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Complete online enrolment</td>
<td>Part-time students may be moving to ‘writing up’ status.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All students are expected to attend the Graduate Lecture Series</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Complete the Annual Graduate Monitoring Report</td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>Complete online enrolment</td>
<td>Part-time students may be moving to ‘writing up’ status.</td>
<td>Part-time students may be expected to</td>
</tr>
<tr>
<td>#</td>
<td>Lecture Series</td>
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</tr>
<tr>
<td></td>
<td>Complete the Annual Graduate Monitoring Report</td>
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<td></td>
<td>complete.</td>
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<tr>
<td>7</td>
<td>Complete online enrolment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All students are expected to attend the Graduate Lecture Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete the Annual Graduate Monitoring Report</td>
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</tr>
<tr>
<td></td>
<td>Part-time students will be expected to complete.</td>
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</table>
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.
Upgrading to PhD status 2016/17

All research students at the School of Arts are initially registered as MPhil students and are then required to apply to be upgraded to PhD status. This does not affect the overall period of your registration.

Upgrading is a key step, which usually takes place at the mid-point of your degree, to make sure that you are on course to complete your doctorate in a proper time frame.

- **Full time students are expected to upgrade in their second year of study;**
- **Part time students in their third or fourth of study.**

By this point, you should be ready to submit a significant and high quality piece of writing and you should have defined the structure and the rationale for the overall thesis. For students working on practice-based research projects, the upgrade is also the time when the format of the final submission is discussed and agreed.

Upgrade readers assess whether the submitted work demonstrates satisfactory progress and advanced research that fulfill the requirements of doctoral study. They support the work of both student and supervisor(s) by providing an external point of view on the research project, its articulation and delivery, including the quality of the writing.

Please note that if you have not upgraded during the correct time frame, and we have concerns regarding your progress then you and your supervisor may be required to formalize a plan for academic progress, setting out clear expectations for your upgrade submission, which will then be reviewed.

**How to apply for upgrading**

First, you should discuss upgrading with your supervisor. Your supervisor will be asked by the upgrading panel for a letter of recommendation about your application. Your supervisor’s support is normally required for the application to be considered. Second, you must submit your application to upgrade by the deadline advised by your supervisor/Postgraduate Administrator.

There are no formal upgrade application forms for this, but your application must contain the following items:

<table>
<thead>
<tr>
<th>Upgrade Submissions: Materials Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All School of Arts</strong></td>
</tr>
<tr>
<td>➢ At least 2 chapters of your thesis (or at least 20,000 words) that are deemed to be of PhD quality.</td>
</tr>
<tr>
<td>➢ A Statement (no longer than 2 sides of A4) confirming that you have written two chapters and detailing what they contain and an indication of your work to date.</td>
</tr>
<tr>
<td>➢ A Plan for Completion (no longer that 3 sides of A4) providing a description, chapter by chapter, of your intended thesis and a timetable for the completion of each chapter. The timetable for completion should be within the following 18 months (for full time students) or 2 or 3 years for part-time students.</td>
</tr>
<tr>
<td>➢ The name of your supervisor, so that we can contact her/him for a reference.</td>
</tr>
<tr>
<td><strong>Film Media and Cultural Studies students must also provide:</strong></td>
</tr>
<tr>
<td>➢ A Bibliography listing all works consulted to date.</td>
</tr>
<tr>
<td><strong>Cultures and Languages students must also provide:</strong></td>
</tr>
<tr>
<td>➢ A Bibliography listing all works consulted to date.</td>
</tr>
</tbody>
</table>

- All applications must be typed.
- Each section should be clearly labelled and have page numbers, and should be presented in a scholarly fashion, preferably following the *MHRA Style Guide* (London: Modern Humanities Research Association, 2008), with footnotes, bibliography and other relevant apparatus.
- We require both a paper and electronic copy of your application.
The paper version should be sent to the Postgraduate Administrator or handed into the School of Arts Office, Room G19, 43 Gordon Square.

The paper version does not need to be specially bound.

Another copy must be emailed as a word or pdf. attachment to the Postgraduate Administrator.

Procedure

FMACS, Cultures and Languages, Arts and Humanities, and History of Art

Upon receipt of your upgrade submission a mini viva will be arranged at which the student is expected to discuss their project and perhaps give a presentation (of approximately 10-15 minutes) relating to the submission, setting it clearly within the context of the overall thesis.

A discussion of the submitted chapter follows. The aim of the upgrading viva is to provide a 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.

English and Humanities

The Department of English and Humanities appoint an upgrading panel comprising of the Postgraduate Director (Chair of the panel), Head of Department and Deputy Postgraduate Director of Studies. Your supervisor provides a written recommendation that is considered along with a report from another academic who has read your completed chapters. If there is uncertainty about your progress, further members of the panel or another appropriate colleague may read some of your work and you will be contacted about this.

Outcomes

There is normally one of three possible outcomes.

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

Only one resubmission for upgrade is normally allowed. If this second submission is not deemed satisfactory for upgrade to PhD you will either be offered the opportunity to continue work towards the degree of MPhil or advised that the College can no longer offer you a place on the programme.

According to University of London regulations, An MPhil thesis must be no more than 60,000 words in length and can be either a record of original work or an ordered and critical exposition of existing knowledge; it is therefore distinct from the PhD thesis, which must be no more than 100,000 words in length and constitutes an original contribution to scholarship.

Appeals

If you feel the panel’s decision is unfair, you may appeal by letter to your Postgraduate Director of Studies. Normally, they will ask a member of staff who has expertise in your field, but who has not been a member of the panel, to read your work and comment. In some cases an external advisor may be appointed. With the Head of Department, they will then reach a decision about your appeal.
Writing Up

Writing up status can be conferred upon students at the start of any term during the academic year and carries with it the expectation that you will be submitting your thesis within 12 (full-time) or 24 months (part-time). Full-time students should aim to switch to Writing Up status in their fourth year and part-time students in their fourth or fifth year. Writing Up students will have usually upgraded and only receive informal supervision (although Tier 4 international students must still meet with their supervisor once per term) and this is reflected in the reduced fee.

If you wish to be considered for writing up status you should discuss it with your supervisor(s). If your supervisors agree that you are ready to switch to Writing Up status, they need to email the Postgraduate Research Administrator to confirm this change.

The Postgraduate Research Administrator will amend your status and liaise with Registry to amend your fees.

Students on Writing Up who do not submit within the expected time period will usually be returned to full-fees and the two/three supervisions per term model.

Progress and Completion

Full-time students are expected to complete the PhD within four academic years. Part-time students are expected to complete the PhD within seven academic years. The School has put in place strong procedures to support student progress and our record to date is excellent. We feel confident that with good supervision and positive support you should be able to complete your thesis within such a timeframe.

The College and HEFCE (Higher Education Funding Council for England) monitor completion rates. Failure to maintain a healthy completion rate impacts on college reputation and eligibility to apply for funding to support research students. If students go beyond this time they are deemed to fall out of the statistics for successful completion, which has significant implications for the programme We therefore have a responsibility to our current and future students to ensure that projects are well defined and manageable, and that progress is being made.

All students need to be aware from the start of their postgraduate research that the goal is to complete within the timeframes above - staying in the infinite pastures of research is never a realistic option!

If we have concerns regarding your progress towards completion then you and your supervisor may be required to formalize a plan for academic progress, setting out clear expectations for completion, which will be reviewed. If there is evidence of lack of academic progress, then we have a responsibility to the College as a whole, to review your registration. The College reserves the right not to re-register students who continue to fail to meet writing deadlines without valid cause for the subsequent academic session.

The Research Student Unit in the Registry administers the examination of your thesis and issues the College’s entry paperwork.

We strongly recommend that students visit the Registry website [http://www.bbk.ac.uk/registry/] at least four months before they intend to submit their thesis.

Assessment Information for MPhil/PhD students:
[http://www.bbk.ac.uk/bgrs/policy-and-regulation]

Forms and Guidelines for Thesis Submission:
[http://www.bbk.ac.uk/bgrs/submitting-your-thesis]
The website contains both guidelines about the process, the format and binding of your theses along with the compulsory entry paperwork, which needs to be submitted 3 months prior to submission of the thesis (the PhD Examination Entry form will need to be signed off by your supervisor.)
Postgraduate Events and Opportunities

***Please explore your Research page on Moodle for information on programme specific events***

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. 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.

Impact and Research Communication Skills – Autumn Term: 10th November 2016
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: 13th February 2017
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: 21st June 2017
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.

Teaching Arts in Higher Education
Convenor: Dr Luisa Calè
Friday 6.00-8.00pm (Spring Term) – Malet Street G15

This series of introductory seminars, taught on Fridays in the Spring Term, is a pre-requisite for any student who wishes to apply for part-time undergraduate/postgraduate teaching in a department. You may take it during any year of study (i.e. not necessarily the first), but should aim to do it before you have upgraded.

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.

Teaching
School departments offer research students the opportunity to teach on both postgraduate and undergraduate courses, though this is subject to financial and other limits, and we try to spread the available hours among as many applicants as is feasible.

All School of Arts research students who have progressed satisfactorily with their study can apply annually and will be put on a list of available teachers, subject to a satisfactory interview with the Graduate Teaching Panel.
We are committed to offer training and experience in teaching within the School. Before teaching you should receive some form of training in teaching in Higher Education. Normally, only those research students who have attended our ten week Teaching the Arts in Higher Education classes are eligible for teaching positions in School of Arts departments. If you have any doubts about other teaching experience and training please email the Assistant Dean, who will liaise with relevant staff in the department in which you seek teaching opportunities.

**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/](http://www.dandelionnetwork.org/). The Dandelion Journal will become part of the [Open Library of the Humanities](http://www.openlibraryofthehumanities.org/), 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](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 and forms are available here:

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 Calè, (Assistant Dean - l.cale@bbk.ac.uk), with a detailed breakdown of the costs involved, before the expenses are incurred.

Students should also ask their supervisor(s) to contact Luisa to certify that the research in question is integral and crucial to the student’s research project.

School-wide Research Student Activities
The School of Arts will support, as far as it is able, School-wide research student activities (such as the Dandelion project). This might include paying for publicity, catering, computer resources, training events and so on. Students should contact Dr Luisa Calè (Assistant Dean - l.cale@bbk.ac.uk), if they have projects for which support is sought. All funded events must be open to all research students in the School.

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 you as a research student 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 a Senate House library ticket is included in your fees. After you have enrolled you should be able to use a link from your MyBirkbeck profile, to print out a ‘certificate of eligibility’. This certificate needs to be taken to Senate House Library in order to register.
Please note that it takes at least 24 hours after enrolment for the link to activate.

The certificate will include all relevant information that Senate House Library require to issue a library ticket. 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.

**Subject Librarians:**

- **English and Humanities, Cultures and Languages, Arts and Humanities:** Lindsey Tudor  
  E: elplibrarian@bbk.ac.uk

- **Film, Media and Cultural Studies and History of Art:** Jackie Madden and Dr Aubrey Greenwood  
  E: arhistpol-sl@bbk.ac.uk

- **Senate House (English and Humanities):** Leila Kassir  
  E: leila.kassir@london.ac.uk

If you require a letter of introduction for a library, please don’t hesitate to contact either your supervisor or Anthony Shepherd.

**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/](http://www.jarmanlab.org/) or contact derekjarmanlab@bbk.ac.uk.

**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 A: Policy and Regulation

Policy and regulations pertaining to the MPhil/PhD programme can be found here: http://www.bbk.ac.uk/bgrs/policy-and-regulation

The page above provides you with the following advice and guidance:

- Procedures for your thesis
- Birkbeck MPhil/PhD Regulations
- University of London MPhil/PhD Regulations
- Code of Practice for PGR students
- Research Degree Appeals Policy
- Criteria for the award of a PhD

For any further policy documents please visit here: http://www.bbk.ac.uk/registry/policies/policies-1
Appendix C: Research Ethics

All research involving human participants and confidential materials, carried out by students in the School of Arts is subject to an ethics approval process. This is to ensure that the rights of participants and researchers alike are protected at all times, and to underline our commitment to excellence in research across a wide range of subjects.

If you are undertaking any such research work for a dissertation, project, thesis etc. please complete the form ‘Proposal for Ethical Review template’ and pass this to your academic supervisor. The proposal will be reviewed and assessed as ‘routine’ or ‘non-routine’. In most cases it is envisaged that such work will be routine, and your supervisor will inform you of the outcome. In a small number of cases, the proposal may be referred to the School’s Ethics Committee for further consideration. Again, you will be informed of any outcome.

The proposal form is available through our departmental web pages (current students) and can be accessed from the following link:

http://www.bbk.ac.uk/committees/research-integrity

If you have any queries, please speak to your supervisor in the first instance.