WELCOME

I am delighted you have chosen to study at Birkbeck, University of London and it gives me great pleasure to welcome you.

Established in 1823 to educate working Londoners, Birkbeck remains true to its original mission – you will meet students from all walks of life, many of whom still combine work with study.

I very much want you to enjoy your studies at Birkbeck, be successful during your time here, and for your learning to enrich your life.

I encourage you to engage actively in your studies and to make the most of the opportunities open to you whilst you are a student. I hope the you will be challenged; that you will grow as your studies progress; that you will achieve great results; build networks to enhance your career; and make friendships which last for the rest of your life.

Each year, I thoroughly enjoy meeting students and learning of their success stories at graduation and I am looking for to hearing yours.

Professor David Latchman CBE, Master of Birkbeck
Hello and welcome to Birkbeck, University of London! We hope that you have a fantastic experience studying here.

As Birkbeck’s elected Student Leaders, we look forward to representing and championing your interests as a student here.

The Students’ Union organises and facilitates a range of activities and events to enrich your experience here at Birkbeck, as well as campaigning on issues affecting students.

As your representatives, we act as the voice of students at Birkbeck, ensuring your interests are represented in decision-making across the Union and the College.

We encourage you to make the most of your time as a student at Birkbeck and one of the best ways you can do so is by becoming involved in the Students’ Union and the activities run by our members, including sports, clubs and societies.

We look forward to meeting you soon at the Welcome Fair!

Alex Holmes and Barney O’Connor, Student Leaders

Read more about the Students’ Union on page 30.
100 YEARS OF BEING A PART OF THE UNIVERSITY OF LONDON

By studying at Birkbeck you have become a student at the prestigious University of London. This year marks the 100th anniversary of the College joining the University and we are planning a range of events to mark the occasion. The University of London will celebrate the anniversary with an exhibition in the library at Senate House.

Made up of 17 independent member institutions and specialist research centres, the University of London includes University College London (UCL), King’s College London (KCL), the School of Oriental and African Studies (SOAS) and the London School of Economics and Political Science (LSE) among others.

You have joined one of the largest, most highly regarded and diverse universities in the UK with over 120,000 students in London, and a further 50,000 studying across 180 countries for a University of London degree.

Established for the public benefit in 1836 by Royal Charter and recognised globally, the University of London has pioneered change in Higher Education. It was the first university to admit students regardless of their gender, race or religion and the first to admit women to degree programmes.

Birkbeck joined the University of London in 1920.
The College has been enabling people to access higher education and transform their lives since it was founded nearly 200 years ago. We will be celebrating our bicentennial in 2023.

Today it hosts around 13,500 students and its vision – providing flexible, full-time and part-time higher education and maintaining and developing excellence in research – remains close to that of its founder, George Birkbeck.

Birkbeck is unique among UK higher education institutions in that our teaching takes place in the evening from 6–9pm. This allows our students to choose as much or as little of the standard university experience as they like. Many, but not all, combine university with work advancing their career as they study, whilst others pursue a huge range of diverse life choices. Our students tell us that the variety of life experiences that students bring to classes enriches the learning experience and provides excellent opportunities for networking.

The College has five academic schools:

- the School of Arts which includes the departments of English, Theatre and Creative Writing; Cultures and Languages; History of Art; Film, Media and Cultural Studies
- the School of Business, Economics and Informatics which includes the departments of: Economics, Mathematics and Statistics; Computer Science and Information Systems; Management; Organisational Psychology
- the School of Law, which includes the departments of: Criminology and Law
- the School of Science which includes the departments of: Biological Sciences; Earth and Planetary Sciences; Psychological Sciences
- the School of Social Sciences, History and Philosophy which includes the departments of: Applied Linguistics and Communication; Geography; History, Classics and Archaeology; Philosophy; Politics; Psychosocial Studies.

Find out more about our schools and departments at bbk.ac.uk/departments
OUR STUDENTS

BIRKBECK HAS 13,500 STUDENTS

65% OF OUR STUDENTS ARE PART-TIME AND 35% FULL-TIME

42% ARE POSTGRADUATES AND 58% UNDERGRADUATES

55% ARE FEMALE AND 45% MALE
GETTING STARTED

To help you settle in at the beginning of your first term, here is your checklist.

☐ ORDER A STUDENT ID CARD
Upload a photo and update your details via My Birkbeck.

☐ SET UP YOUR EMAIL ADDRESS
If you would like one, you can setup a Birkbeck email account via My Birkbeck.

☐ VIEW YOUR TIMETABLE
Once you’ve enrolled, log in to My Birkbeck to see your class timetable.

☐ EXPLORE THE CAMPUS
Find the locations and facilities you think you’ll use such as the Student Advice Centre, Library, the Students’ Union, Student Central, your classrooms and the best places for refreshments.

☐ ATTEND A STUDY SKILLS WORKSHOP
Study skills provide the basis for success in your course, and can always be developed further. Check out the academic skills support and development available online and face-to-face. Start to plan your future success! Find your subject learning development tutor. bbk.ac.uk/study-skills

☐ BOOKMARK MY BIRKBECK
Our online services for students can be accessed via your online portal My Birkbeck. These include your online course areas in Moodle, your timetable, enrolment and other services such as Studiosity for feedback on your writing and our careers portal, Abintegro. bbk.ac.uk/mybirkbeck

☐ GET TO KNOW MOODLE
Moodle is the online extension of your class providing you with essential course related information such as contacts, reading lists, online assignment submission, interactive learning materials and video recordings of your lectures (Panopto). Go to the Student Support link on your Moodle dashboard. moodle.ac.uk

☐ COMPLETE ENROLMENT
Go to My Birkbeck and complete your enrolment to become an official Birkbeck student.

☐ READ YOUR PROGRAMME HANDBOOK
Familiarise yourself with the details of your programme and modules.
MEET YOUR PERSONAL TUTOR AND PROGRAMME ADMINISTRATOR

These are key contacts throughout your time at Birkbeck. Get to know them during your programme induction sessions. Find out who your personal tutor is on My Birkeck and find out who your subject librarian is at bbk.ac.uk/library/subject-librarians.

GET TO KNOW YOUR CLASSMATES

Enhance your studies by sharing your thoughts on the course with the other students. Join a club or society and get to know other students from across the College. Start networking.

JOIN A CLUB OR SOCIETY

Meet like-minded people, explore a new interest and augment your student social life. You can join clubs run by Birkbeck’s Students’ Union, and at Student Central and SOAS through a reciprocal agreement.

EXPLORE OUR WELLBEING RESOURCES ONLINE

Our Wellbeing Services are available to you when you need, either face-to-face or through our online resources and podcasts. bbk.ac.uk/student-services/

EXPLORE BLOOMSBURY

Visit an exhibition at the British Museum, find the house where Vladimir Lenin lived, hang out at one of the delightful independent cafés or search the volumes at a specialist bookshop and once you’ve explored Bloomsbury, take a trip to Stratford where you can also use the study facilities.

LET YOUR FRIENDS KNOW YOU’RE A BIRKBECK STUDENT

Make an announcement on social media – tell your friends you’ve joined Birkbeck.

APPLY FOR DISABLED STUDENTS’ ALLOWANCE

You can apply for DSA to help with the costs due to a mental health problem, long term illness and other disabilities. bbk.ac.uk/disability

FIND OUT WHAT’S ON

Keep updated on news and events by following Birkbeck on social media:

Twitter: @BirkbeckUoL

Instagram: @birkbeckuni

Facebook: @BirkbeckUniversityofLondon

Read the monthly Birkbeck Bulletin e-newsletter which will be sent to your Birkbeck email address.
If you haven’t enrolled already, it is essential that you do so as soon as possible and before your teaching begins.

If you need support with enrolment, visit the Student Advice Centre at Malet Street or go to Ask: bbk.ac.uk/ask

Once you have enrolled, you will be a Birkbeck student and able to:
• choose your modules
• view your timetable on My Birkbeck
• attend your lectures and seminars
• access student loan funding and financial support
• access your module information on Moodle (where reading lists and course-related information are posted)
• use Birkbeck Library
• order your student card and use it to gain discounts
• join the Students’ Union
• use the College support services such as the Careers and Employability Service
• progress applications for Disabled Students’ Allowance (DSA).

If you’re studying for a direct enrolment short course or a modular Certificate of Higher Education, you don’t need to complete the online enrolment process. You will have enrolled onto the course when you applied to do it and paid the fee online.
HOW TO COMPLETE ENROLMENT

You’ll receive an email inviting you to enrol online when:

- you’ve been formally accepted on a programme of study
- you’ve accepted your offer of admission
- there are no outstanding offer conditions.

bbk.ac.uk/mybirkbeck

The email will contain your username and instructions on setting a password if you have not already done so, or if you need to reset it. You will need to enrol by logging into My Birkbeck. During enrolment you may be asked to upload an identity document (ID). This is usually a valid passport. You will not be able to complete enrolment until your ID document has been verified.
KEY DATES 2019–2020
TERM DATES

AUTUMN TERM DATES
Monday 30 September 2019 –
Friday 13 December 2019.

CHRISTMAS CLOSURE
Monday 23 December 2019 –
Thursday 2 January 2020.

SPRING TERM DATES
Monday 13 January 2020 –
Friday 27 March 2020.

EASTER CLOSURE
Thursday 9 April 2020 –
Tuesday 14 April 2020.

SUMMER TERM DATES
Monday 27 April 2020–
Friday 10 July 2020.

Term dates for the next three years can be found at: bbk.ac.uk/about-us/term-dates
Your department will inform you when they have scheduled reading weeks.
### DATES FOR THE DIARY

Keep checking bbk.ac.uk/events and My Birkbeck for new events throughout the year.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
<th>TIME</th>
<th>TEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Mental Health Day</td>
<td>Thursday 10 October</td>
<td>16:00-19:00</td>
<td>Mental Health Advisory Service</td>
</tr>
<tr>
<td>Adjusting to University Life</td>
<td>Monday, October 14</td>
<td>15:00-17:00</td>
<td>Counselling Service</td>
</tr>
<tr>
<td>Managing Culture Shock</td>
<td>Thursday, October 17</td>
<td>15:30 - 17:00</td>
<td>Counselling Service</td>
</tr>
<tr>
<td>Resilience: How to Survive University Life</td>
<td>Tuesday, October 22</td>
<td>18:00 - 20:00</td>
<td>Counselling Service</td>
</tr>
<tr>
<td>Stress-less</td>
<td>Wednesday, November 6</td>
<td>15:00 - 17:00</td>
<td>Counselling Service</td>
</tr>
<tr>
<td>Love Data Week 2020</td>
<td>February 10 - 14</td>
<td></td>
<td>Birkbeck Library</td>
</tr>
<tr>
<td>Stress-less: Exam Focus workshop</td>
<td>Wednesday, March 25</td>
<td>18:00 - 20:00</td>
<td>Counselling Service</td>
</tr>
<tr>
<td>Resilience: How to stay positive in your job search</td>
<td>Tuesday, June 23</td>
<td>18:00 - 19:30</td>
<td>Counselling Service</td>
</tr>
</tbody>
</table>
GETTING ONLINE
AND DIGITAL
RESOURCES

We offer excellent IT facilities to students. These include technical support and assistive technologies to help with specific disabilities. For help with IT questions, use the ASK service: bbk.ac.uk/ask or visit the IT Helpdesk in the Student Advice Service from 10.30am to 6.30pm, Monday to Friday.

OPEN-ACCESS COMPUTERS
A large number of PCs are provided for you to use during your studies. These are located in the Library and in 11 workstation rooms in the main building of Malet Street. View live availability at: bbk.ac.uk/its/timetables

EMAIL
You need to have a valid email address in order for us to contact you. You can also use this email address as your username for My Birkbeck. To update your email address, go to the ‘My Birkbeck user and email account’ option in My Birkbeck, where you can also opt to create a Birkbeck email address (Birkbeck Gmail – powered by Google).

BIRKBECK LIBRARY
Birkbeck Library gives you access to a wealth of online resources to use on and off campus, including ejournals, ebooks, databases and more, and provides online guides tailored to your subject to help you make the most of them. See page 27 for more details, or visit bbk.ac.uk/library

WIFI
You can connect to wifi at Birkbeck through Eduroam, a worldwide education roaming service available in nearly 90 countries. Once your wireless device is set up for use at Birkbeck, it will work at thousands of educational and research institutions in London and around the world.

To set up your device, download an installer before you connect to the Eduroam network at Birkbeck. Installers for numerous operating systems are available in My Software in My Birkbeck.

Go to: My Birkbeck > My Software
MY BIRKBECK

My Birkbeck is your online Birkbeck portal and it is important that you access it regularly. My Birkbeck includes your student information and is your home for accessing Birkbeck services online.

On My Birkbeck you can:
- log in to Moodle
- see your class and exam timetable
- find contact details for your personal tutor and learning development tutor
- enrol and confirm funding arrangements
- order your student card
- view your registered modules – your programme administrator is responsible for adding you to a module
- view your approved assessment results
- check your print balance
- view your attendance history
- read important notifications

bbk.ac.uk/mybirkbeck

MOODLE

Moodle, an online learning system, will be an important resource for you. You’ll find all of your course resources in Moodle and you’ll need to use it to submit assessments online. You will find details of the help available to improve your learning skills, as well as a number of interactive learning activities created to support your study. You can access Moodle on desktop, laptop and mobile devices.

ASK

Ask is our online query system and the best way for you to ask us a question. By using Ask, you will be able to track your query and get a quick response. Go to My Birkbeck and click Ask. Any question? just Ask!

bbk.ac.uk/ask

FREE MICROSOFT OFFICE

Microsoft Office 365, which includes Word, Excel, PowerPoint and OneNote software is available free for Birkbeck students. You can also save your coursework in OneDrive. Get your free version of Office by going to My Software in My Birkbeck.

LINKEDIN LEARNING ONLINE RESOURCES

LinkedIn Learning, an extensive library of online videos available free to all Birkbeck students. Access details via My Birkbeck.

DIGITAL SKILLS AWARENESS COURSE

Free online course outlining the key digital skills you need for your studies and helps you identify the skills you need to acquire or improve.

bbk.ac.uk/student-services/learning-development/preparing-for-study

BOX OF BROADCASTS

Access 2 million broadcasts dating back to the 1990s, record from free-to-air channel and create playlists.

learningonscreen.ac.uk/ondemand
LEARNING AND TEACHING

TEACHING

Your classroom experience is critical to your learning at Birkbeck. During your studies you will experience a range of teaching methods including lectures, seminars, practical classes and group work. Moodle will be vital to your learning and you must use it to access a range of online resources related to your study. We also use Panopto, a video system to record lectures, allowing you to review past classes.

ATTENDANCE

We recognise students have many demands on their time but the Birkbeck experience is about face-to-face teaching, so it is important you attend classes.

You are far more likely to do well in your studies, feel fulfilled, benefit from making friends on the course and enjoy your learning experience if you attend your lectures regularly.

All students are issued with student cards and you should make sure that you ‘tap’ into or sign the class register at each learning and teaching session so you appear on the e-register.

It is essential that your attendance is recorded at your lectures and seminars, as this may impact your funding from the Student Loans Company. You should inform your module leader if you are unable to attend any classes. We will contact you and offer support if our records show that you have not attended regularly nor engaged with your studies.

ASSESSMENT

During your course you will need to complete an assessment for every module that you study. This can take various forms such as an examination, coursework, a presentation, group work, or in-class tests. Assessments measure how well you have met the learning outcomes of the modules and also help you consolidate your learning.

TOP TIP

Remember to tap in your attendance in every teaching room that has a card reader!
ASSESSMENT FEEDBACK

A tutor’s assessment of your work and the feedback they give is intended to help you understand the strengths of your work, to hone your academic skills and indicate how you can improve. Remember to use the feedback, as well as the mark, to reflect on how you can develop. Before you submit your next piece of work, review the assessment criteria and feedback from other assignments. Feedback comes in various forms – verbal as well as written; to groups and individually; formal or informal. You will be provided with clear marking criteria and you should expect to receive feedback on your coursework within four weeks of the submission deadline. You can find the marking schemes on each Moodle homepage.

Learn more and get the most out of your assessment and feedback:
bbk.ac.uk/student-services/exams/marking

ACADEMIC SUPPORT

We offer online and face-to-face advice, guidance and support to help you develop the study skills you need for academic success. Make use of your personal tutor, study skills sessions, learning development tutors, study and the resources on the Birkbeck website to get the most from your course.
bbk.ac.uk/study-skills

PAST EXAM PAPERS

Past exam papers are available on the Library website. They can help you prepare for forthcoming exams.
bbk.ac.uk/library/exam-papers

BLENDED LEARNING

At Birkbeck we extend the face-to-face time you spend learning with us by using an Online Learning Environment called Moodle. Every module will use different online tools to support your learning but generally you will find all your essential course information, lecture materials, reading lists, online tasks, announcements and assignment submission areas. A mobile app is also available for Android and Apple users. Recordings of your lectures are also made available in Moodle via Panopto. From the Panopto playback window you can make notes directly on the timeline and bookmark important parts for replay.

Find out more about these tools and more on the Student help link on your Moodle Dashboard.

POLICIES AND REGULATIONS

Our policies and regulations describe important information about your studies. These describe how we can support you through your studies. There are a lot of policies, so we have produced a simple summary document of the most important aspects:
bbk.ac.uk/registry/policies

ACADEMIC MISCONDUCT

If you have difficulty completing an essay or assignment for any reason, talk to the module tutor or your School’s learning development tutor. Please don’t be persuaded to use someone else to complete an assessment for you. We use the Turnitin system to check all submitted work and we also undertake spot checks of work to maintain academic standards.
Whether you are joining us straight from another education provider or returning to learning after a period away, we know study is challenging. We want you to fulfil your potential and achieve your best so we provide a range of high quality support to help you. If you find things get too difficult, talk to us!

PERSONAL TUTORS
Find your personal tutor’s contact details on My Birkbeck. Every student is assigned a personal tutor who will contact you during your first few weeks of term. Personal tutors provide advice and respond to concerns, whether they relate to your personal circumstances or academic performance. They can help with optional module choices, study skills or direct you to other support services, all to help you achieve your goals.

STUDY SKILLS
The Study Skills service offers online and face-to-face guidance to help students develop the skills they need for academic success. You may be stuck on a particular problem, need a confidence boost or want to push yourself to ensure the best possible results. Everyone can benefit from developing their study skills, and it could raise your grades and help you stand out. bbk.ac.uk/studyskills

GET HELP FROM LEARNING DEVELOPMENT TUTORS IN YOUR DEPARTMENT
Each school has a Learning Development Tutor who runs study skills workshops, specifically designed for the school. Learning development tutors may also be available for one-to-one help. Your learning development tutor will send you an introductory email. Find out more at: bbk.ac.uk/studyskills.
STUDIOSITY

Studiosity is Birkbeck’s free, online study support service. Use it to obtain feedback on assignments before you submit them and also to access a live online tutor who will help you get started on academic problems.

- Assignment feedback is usually provided within 24 hours by a specialist in academic writing who will focus on key elements such as structure, language, grammar and punctuation. The feedback does not cover subject-level content but will help you get your assignment into shape so your ideas can shine through.
- The online tutoring service gives you access to 30-minute online tutorials where you will work through a problem with a tutor until you figure it out.
- You can use the service up to ten times (assignment submissions or online tutorials, or a combination of both) during the academic year.

Studiosity helps with academic writing and problem-solving. It is not a substitute for attending classes and making the most of the support offered by academic, learning development and administrative staff.

Find the link to Studiosity in My Birkbeck.

FACE TO FACE STUDY CLINICS

Come along to one of our solution focused Study Clinics which are held weekly during the spring and autumn terms. For details, visit bbk.ac.uk/study-skills

Study Clinics are open to all students who need timely support with their studies. They can help you to:
- identify your preferred study strategies
- identify skills to develop to help you stay ‘on track’
- plan ahead to make assignments more successful and less stressful
- find out about other helpful resources and workshops
- locate further specialist support e.g. dyslexia/ADHD
- enhance your performance and achieve higher grades.

FREE WORKSHOPS

Our learning development staff run themed workshops each term including academic writing, academic English, computing and IT skills, note taking and presentation skills. Find upcoming workshops at bbk.ac.uk/studyskills
KEEPING GOING

The first term of your studies can be challenging as you get used to your programme and settle at Birkbeck. It is perfectly normal to feel daunted or anxious, particularly when you are given your assessments or as you approach your exams.

We offer many types of support services that we encourage you to contact.

TOP TIPS

- Be prepared for periods of self-study and plan your schedule in advance
- Meet your personal tutor
- Familiarise yourself with the support offered by the Wellbeing Services
- Talk to friends and family about your study
- Talk to your employer
- Use Moodle and Panopto
- Sign up to a mentoring programme (see opposite)
- Sleep and eat well.

STUDIOSITY

Studiosity is now available to all students to help with your assignments. Find the link to Studiosity in My Birkbeck.

COUNSELLING SERVICE WORKSHOPS

The Counselling Service runs free workshops throughout the year to help you to adjust to university life, manage culture shock, manage stress and anxiety, build resilience, and prepare for exams. bbk.ac.uk/counselling-service-workshops.
MENTORING PROGRAMMES

BBK CHAT
BBK Chat is Birkbeck’s peer-to-peer mentoring programme for first year students. We provide opportunities to meet current students who can help you to navigate your way through the first year at university. To find out more, please head over to the Access & Engagement stand during Orientation or email getstarted@bbk.ac.uk.

CAREER MENTORING
Mentoring Pathways offers the opportunity for all final-year students to gain a mentor, helping to support you with your career aspirations. If you are in your final year of an undergraduate or postgraduate degree, boost your career by applying for this year’s programme: bbk.ac.uk/alumni/mentoring.
CAREERS

We provide comprehensive advice, events and information that will help you excel in your career, whether you are looking to go further in your current organisation, change career, secure your first graduate role or gain new skills.

The Birkbeck Futures on-line Careers Portal gives you access to a fantastic range of tools and materials, including a CV builder, practice interviews, industry insights, ‘how to’ guides and career assessments. The Portal is accessed through your My Birkbeck profile. Look out for the introduction sessions run by the team in October to find out more.

Our UpSkill programme organises employer-led events with exciting employers and individuals, designed to empower you to pursue the work you love.

The Ability programme is a bespoke careers and employability course created for students with a disability or neurodiverse condition and offers practical workshops, on-line and face to face support as well as access to disability confident employers.

Visit us and sign up to our services at: bbk.ac.uk/careers-service/service

Birkbeck Futures is your go-to service for everything career-related, combining your Careers Service, Enterprise Pathways and Birkbeck Talent recruitment. From inspiring workshops with employers and entrepreneurs to snapping up your ideal job, we support you to achieve your future ambitions.
**ENTERPRISE**

We run a host of programmes that will help you excel in your career, be it with your current organisation, a new business or working for yourself.

Enterprise Pathways will help you on your journey starting a business, freelancing or developing enterprise skills.

Complete an invaluable extracurricular short course, participate in bootcamps and hear from inspiring entrepreneurial speakers.

Find out more at: bbk.ac.uk/student-services/enterprise-pathways

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**TALENT RECRUITMENT**

Birkbeck Talent is Birkbeck’s own professional recruitment service linking students and recent graduates with top **UK** employers, allowing you to **gain valuable workplace experience** in the day and study in the evening.

We offer internships and entry level roles to give you experience and exposure to your new industry as well as mid and senior level roles to take you to the next step of your career journey.

Whether you are at the start of your career, a career changer or an experienced hire, we work with a wide range of employers, providing opportunities for our students across all subject areas.

**Sign up now** to view all of our live roles on your **My Birkbeck profile**.

bbk.ac.uk/talent
talent@bbk.ac.uk
020 3926 3333

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**CAREERS FAIR**

Saturday 28th September 2019 (11am to 3pm), Senate House.

The Careers Fair is a chance to get great advice and build your network.

The event includes:
- exhibition hall with a host of organisations across a range of industries and sectors
- speed-interviewing and CV clinics
- workshops and seminars with guest speakers.

bbk.ac.uk/careers-fair
YOUR VOICE

There are a number of ways in which we consult with students to ensure that you can input into courses and shape your learning.

STUDENT VIEWS

Your feedback helps us to improve your student experience. During your course, we will ask you to share your views in a number of ways including: staff-student liaison meetings; module surveys; an annual satisfaction survey; and, sometimes, focus groups. Your feedback makes a difference to the services we offer you, so we encourage you to tell us what you think. Please take the time to provide your feedback and contribute to further developments at Birkbeck.

STUDENT SURVEYS

You will be asked to complete an annual satisfaction survey in the Spring term and a module evaluation survey at the end of every module you study. Please make sure that you complete these surveys.

bbk.ac.uk/survey-feedback

COURSE REPRESENTATIVES

Departments have student course representatives tasked with representing students’ views, opinions and experiences to the department to help it improve. You can volunteer to be a course representative or provide feedback through your nominated rep. Any student can be a rep and they are elected at the beginning of each term to represent their course mates. Full details of the Course Rep role and elections will be available on birkbeckunion.org in October.

SCHOOL REPRESENTATIVES

Each academic school has a School Representative, a paid part-time role to act as the link between Course Representatives, the Students’ Union and the College. The School Reps support Course Reps in their roles, to run events, and to form academic societies to help to enrich the student experience in each school at Birkbeck.

STUDENTS’ UNION

The Students’ Union is led by students, for students. The elected Student Officers represent you in their work in the Union and the College. The SU will ask you for feedback regularly so your views are represented.
TOP TIP

Provide as much feedback as you can in your module evaluations, don’t wait until the Spring term satisfaction surveys. The sooner we know what we can do better; the sooner we can act to improve your Birkbeck experience.
Birkbeck provides a wide range of onsite facilities and services from its campuses in Bloomsbury and Stratford. Located in central London and Stratford respectively, there is a huge range within easy reach.

**BLOOMSBURY**

The majority of Birkbeck’s teaching, learning and leisure facilities are located in and around the Bloomsbury Campus. Our main building in Malet Street is home to a number of classrooms, the Library, the Student Advice Service, the Students’ Union and a café, alongside other facilities.

**STUDENT ADVICE SERVICE**

The Student Advice Service offers in-depth advice and guidance on financial support and many other areas of university life. Based in the main building, you can speak to support staff or use the self-service terminals. The team can also refer you for more in-depth specialist advice and support. Drop in to see the advisers or get in touch through the online Ask form.

Submit an Ask query: bbk.ac.uk/ask
Call: 020 3907 0700 (Mon to Thurs noon to 6pm, Fri noon to 5pm).

To find out what’s available, visit: bbk.ac.uk/student-services/student-advice-service
LIBRARY

Birkbeck Library is located in the main building on Torrington Square and is open seven days a week, late into the evening, with staff available to support you throughout opening hours. The Library offers a range of study areas for different study needs, including computer desks, quiet study spaces and group study areas. Screens in the Library and a dedicated live web page show you which desks are available. Find out more about the Library at bbk.ac.uk/library

Your student ID card gives you access to the Library and all of its services and facilities, while your Birkbeck username and password unlock its wealth of online resources, such as ejournals, ebooks and databases, so you can make the most of your study time – on and off campus.

Subject librarians designated to your academic department are available to support you throughout your studies. Find your subject librarian and their online guide, tailored to your subject, at bbk.ac.uk/library/library-guides

There are specialist library services and facilities for disabled and dyslexic students: bbk.ac.uk/library/disability-service

As a Birkbeck student you can access other University of London libraries – and academic libraries throughout the UK and Ireland – as well as being able to make use of the rich cultural centres in Bloomsbury. Find out more at bbk.ac.uk/library/other-libraries

FOOD AND DRINK

Located in the Malet Street building, the Fifth Floor Eatery offers a wide selection of meals as well as sandwiches, soups, pasties, cakes, confectionery and hot and cold drinks from 8am to 8pm.

There’s also a Costa café in Malet Street, a shop and vending machines in the basement and the Birkbeck bar, the George, is on the fourth floor.

There are cafés serving hot and cold drinks and snacks in 43 Gordon Square and 30 Russell Square.

Our restaurants and cafés cater for a range of dietary requirements including religious dietary restrictions, food intolerances and allergies.

A farmers’ market is held on Thursday lunchtimes in Torrington Square offering a range of freshly cooked foods from a vibrant collection of stalls.

CINEMA AND THE PELTZ GALLERY

Our School of Arts at 43 Gordon Square houses a cinema which frequently screens films open to all students, and the Peltz Gallery, which hosts exhibitions for students and the wider public. Find out what’s on at bbk.ac.uk/events
STUDENT CENTRAL

Located next to the main Malet Street building, Student Central provides a huge range of facilities and opportunities for all of the University of London’s 120,000 students. These include shops, a café, bars, a gym, fitness classes and the largest indoor pool in central London. It’s a great place to hang out and meet friends and it’s also where Birkbeck Futures is located. Membership is free to all. See page 31 for further details, or visit studentcentral.london

NURSERY

Our dedicated evening nursery for children aged two to six enables you to study safe in the knowledge your children are in the care of an affordable and professional evening nursery. Based on our Bloomsbury campus, the nursery has a large playroom and a secure garden, and offers up to 20 places. The fee is £15 per child, per evening: bbk.ac.uk/nursery

ACCOMMODATION

While the majority of our students live in private accommodation, we offer a range of student accommodation options. These include places in partner halls of residence, including the University of London intercollegiate halls. Students looking to rent privately can get support from the University of London Housing Services. Contact the accommodation service: bbk.ac.uk/accommodation

STRATFORD

University Square Stratford (USS), our campus in east London shared with the University of East London, is located a few minutes’ walk from Stratford International Station, Westfield Stratford City shopping centre and the Queen Elizabeth Olympic Park. Boasting purpose-built state-of-the-art teaching facilities, some of you will have all or part of your course taught at USS.

You can use the study facilities and access the advice and guidance services at USS even if your modules are not delivered there. Students who are taught at Stratford can use the University of East London Library there, and others can join it through the SCONUL Access scheme: bbk.ac.uk/stratford
THE STUDENTS’ UNION

Birkbeck Students’ Union is here for you and led by you, representing and supporting the diverse population of students. You automatically become a member of the Students’ Union, giving you access to a range of extra-curricular activities enabling you to make friends and have fun. The Union works to build a community through events, clubs, societies and campaigns and props up your university experience. Come and see us on the fourth floor of the Malet Street building!
GET INVOLVED
You can see what we’re about and what we’re up to through birkbeckunion.org or search for Birkbeck Students’ Union on Twitter, Facebook and Instagram.

DEMOCRACY
Birkbeck Students’ Union is a democratically run organisation, led by Student Leaders and Liberation Officers who are elected by you each spring. We campaign on issues that will improve the student experience at Birkbeck. And there’s loads of ways to get involved, including putting ideas to Student Council, voting in the elections, standing as a candidate for an officer role or simply filling out the Student Life Survey, so we know what’s important to you.

CLUBS AND SOCIETIES
Clubs and societies are a vital part of socialising, getting to know your fellow students and meeting new people. There are many to join including Big Band, archery and the ten-pin bowling club to name a few. A full list is on our website. Don’t see what you’re looking for? Do you want a society for your course? You can easily start your own through our website. birkbeckunion.org/groups

CAMPAIGNS
Our student officers lead on campaigns to improve the student experience and make positive changes to make your time at Birkbeck the best it can be. Our liberation officers run student networks for you to get involved in and shape the campaigns on Women’, LGBTQ, BME and disability rights. Just go to birkbeckunion.org/groups to find out more!

COURSE REPS
Student course reps help relay students’ opinions to lecturers. We want to give students the opportunity to provide input to courses and shape their learning. Any student can be a rep and they are elected at the beginning of each term to represent their course-mates. Keep your eyes peeled at the beginning of term for details of your course elections.

STUDENT CENTRAL
Student Central is the home for all University of London students and is conveniently located next door to the main Birkbeck building. As a Birkbeck student, you automatically become a member. Use the gym or swimming pool, join a wide range of pan-London societies and sports clubs or simply use the bars. studentcentral.london

DISCOUNTS
TOTUM, the new name for the National Union of Students (NUS) extra card, allows you to access over 200 UK student discounts on food, clothes, travel, technology and more. Buy a card from just £12 at totum.com/
INTERNATIONAL COMMUNITY

London is one of the world’s most international cities and Birkbeck is ranked as one of the most international universities in the world. Studying in a new country is exciting and you will have lots of fun exploring the city and meeting other students. But we know it can also be challenging, so we provide special support for international students, tailored to your needs.

ADVICE

If you have a query about any aspect of your course, you should speak to your personal tutor in the first instance. Each school also has an assistant dean and an assistant school manager responsible for developing our offer to international students. Staff in the Student Advice Service are trained in and experienced at providing help to students from overseas and can provide more general advice about all aspects of student life. See page 26 for further details about the Student Advice Service.

ACCOMMODATION

We can help you find accommodation if you have not already done so. Contact the accommodation service: bbk.ac.uk/accommodation
See page 28 for further details.

VISA ADVICE

We have an immigration expert who is available for appointments to discuss any aspect of living in the UK as an international student. bbk.ac.uk/international/visa

STUDY SKILLS

Studying in the UK may be very different to the studies you have done previously. We provide online and face-to-face Study Skills to ensure you are prepared: bbk.ac.uk/study-skills
See page 18 for further details

WELLBEING

Coming to study in another country and culture can be challenging as well as exciting. There is no shame in coming to ask for help and support. As well as individual sessions, the Counselling Service provides workshops and podcasts for international students. bbk.ac.uk/student-services

EMPLOYMENT

Many of our international students work part-time during the day, gaining experience of the UK workplace and working practices. You will need to be aware of the work restrictions if you have a Tier 4 visa. Check our website for more details. bbk.ac.uk/international/workinggraduates
FINANCE AND MONEY

To ensure you can make the most of your time at university, it will be important for you to manage your money effectively. We provide financial advice and guidance to help you do this.

STUDENT ADVICE SERVICE
The Student Advice Service can provide advice on all aspects of finance and funding, including student loans and bursaries.

FINANCIAL SUPPORT
We have a range of financial support services. This includes a hardship fund for students who are on a low income or who have faced an unforeseen change of circumstances. For details, contact the Student Advice Service or get help online at: bbk.ac.uk/financial-support

CITIZENS ADVICE
Free advice and information on debt, housing, employment, benefits, consumer issues and other legal problems is available to all students. The service is impartial and confidential and is provided by Citizens Advice Camden, exclusively for Birkbeck. Appointments are available at the Student Advice Centre every week in Malet Street. To book an appointment, contact the Student Advice Service on 020 3907 0700 or in the Student Advice Centre.

SUPPLEMENTING YOUR INCOME
Most students at Birkbeck work during their studies. See the careers section on page 22 for details of the Careers team who can help you find work during your studies and strengthen your career.

TEAM BIRKBECK
We employ current students who are passionate about Birkbeck to represent, promote and enhance the College at a variety of events and activities such as open evenings. Become part of Team Birkbeck to earn money, gain experience and develop new friendships. Find out more at bbk.ac.uk/team-birkbeck

FEES AND PAYMENT
If you are having difficulty paying your fees, or would like to discuss your payment plan, please call the Income team on 020 3907 0700. You can also speak to one of our team in person, by visiting the Cash Office, based in the Student Centre. For more about tuition fees and payment options visit bbk.ac.uk/student-services/fee-payment
**HEALTH AND WELLBEING**

We are committed to creating and maintaining an inclusive environment at Birkbeck and to supporting the health and wellbeing of our students. Our Counselling Service, Mental Health Advisory Service and Disability and Dyslexia Service offer discreet and welcoming services. Come to see us and explore how we might be able to help make your time as a student a little easier and more fulfilling.

**COUNSELLING SERVICE**

The Counselling Service is staffed by professional counsellors and psychotherapists offering confidential and non-judgemental psychological support for all students throughout your journey at Birkbeck. If you are experiencing emotional distress and psychological difficulties that are adversely impacting your life and your studies, you may find some of our services helpful.

We offer a range of services which include one-off therapeutic consultations, short-term counselling, a vast range of self-help literature, podcasts, peer support and workshops on stress management, resilience building, adjusting to university life and preparing for the workplace: [bbk.ac.uk/counselling](http://bbk.ac.uk/counselling)

**MENTAL HEALTH ADVISORY SERVICE**

The Mental Health Advisory Service offers practical support to those managing mental health illness or difficulties. We run mental health and disability support sessions. Look out for specific information throughout the year at [bbk.ac.uk/mentalhealth](http://bbk.ac.uk/mentalhealth)
**DISABILITY AND DYSLEXIA SERVICE**

If you tell us that you are disabled, we will ask you to complete a Study Support Plan (SSP) and to provide medical evidence of your disability or dyslexia. By completing the Study Support Plan, you will give us a clearer understanding of how we can support you during your studies.

We are committed to helping you meet the challenges and seize the opportunities that studying at Birkbeck presents, providing you with a study environment that enables you to participate fully in your course. Our Disability and Dyslexia Service works with all departments of the College to make reasonable adjustments to ensure you are not substantially disadvantaged as a result of any disability. It will also help you to apply for external support, including the Disabled Students’ Allowance. Find out more at bbk.ac.uk/disability

Dyslexia Awareness Week is from Monday 1 to Sunday 7 October. Pick up an Adult Dyslexia Checklist at the Disability Stand to explore whether you may have dyslexia.

**CONTACT WELLBEING SERVICES**

Call: 020 3907 0700

**Wellbeing Services Information Desk**

Monday to Thursdays in term time between 3.45pm-5.30pm in the Student Advice Centre (4pm to 6pm out of term).

Email: disability@bbk.ac.uk
counselling@bbk.ac.uk
mentalhealth@bbk.ac.uk
THE ALUMNI COMMUNITY

Graduation will be here before you know it. Upon graduating, you will automatically become a member of an active network of over 60,000 alumni worldwide and will be able to take advantage of a range of benefits and services.

Birkbeck’s Development and Alumni Team will invite you to public lectures, school events and other activities. As we approach Birkbeck’s 200th anniversary in 2023, you will be able to support the College’s future by volunteering your time and helping our current and prospective students: bbk.ac.uk/alumni
STAYING SAFE AT BIRKBECK

We all work together to ensure Birkbeck is a safe place to study. Here are some tips to help you stay safe while living, working and studying in London.

REPORT IT

• Report all security-related incidents or suspicions on Birkbeck premises to reception. In Bloomsbury, call 6031 from the phones in Birkbeck rooms or in an emergency call 555. In Stratford call extension 7888 for security.
• If safe to do so, challenge those who do not appear to have any right to be where they are or who are acting suspiciously.
• Never put yourself at risk. In an Emergency call 999 or if you need to report a crime that is not an emergency call 101.
• You can also report an incident of violence, harassment or hate crime online at bbk.ac.uk/ask and select ‘Reporting an incident’.

STAY SAFE ONLINE

• Be vigilant of phishing emails, which try to trick you into giving your personal information or take you to fake websites.

REPORT IT

• Avoid wearing headphones – your ability to hear traffic, strangers or potential trouble is severely restricted.
• Walk facing traffic so no one can pull up behind you.
• Be aware of anyone trying to ‘tailgate’ you, such as someone trying to gain access to a secure area by closely following you as you enter.
• Consider carrying a personal panic alarm.

PROTECT YOUR PROPERTY

• Try not to carry personal valuables with you and never leave valuables unattended.
• Beware of thieves on mopeds stealing mobile phones.
• Keep all valuables separate and take a note of card details so you can cancel them quickly.
• Use cash machines during the day where possible – never write down your PIN.

REGISTER YOUR VALUABLES

• Protect yourself with insurance – keep lists of the make, model and serial numbers of your electronic items to help the police track them down if they are stolen.
• When locking bikes, use a good quality D-lock and remember to lock your wheels as well as the frame. Register your bike on the ‘immobilise’ register (immobilise.com) and find a bike marking event (bikeregister.com).
• Be vigilant when using your mobile phone. If your phone is stolen call your network, or to immobilise it call 08701 123123.
SUSTAINABILITY

At Birkbeck we recognise that our everyday activities can have a significant social, economic and environmental impact both at a local and global level. Everything from what we teach, what we learn, what we use, what we buy, what we share, and how we travel can influence our impacts on the wider society.

REDUCE, REUSE, RECYCLE

- Reducing waste not only helps the environment, it also benefits you financially! Birkbeck has reusable KeepCups on sale from all eateries and cafés, and you save 10% every time you use your own cup.
- We also sell reusable water bottles at all café outlets, and you can ask for a free refill anytime.
- Indoor and outdoor recycling bins can be found across all Birkbeck buildings. To see a list of what can and can’t be recycled please visit: bloomsburygreenthing.com/waste-and-recycling.

TRANSPORT

To reduce air pollution, congestion, and CO2 emissions we encourage all students and staff to travel to our campuses via public transport and active travel wherever possible. We have dedicated cycle storage between Birkbeck main building and Student Central, as well as Torrington Square. bloomsburygreenthing.com/sustainable-travel

GET INVOLVED

The Sustainability team work closely with Birkbeck Students’ Union to deliver sustainability events and opportunities throughout the year. Keep up to date on the latest news: Web: bloomsburygreenthing.com T: @GreenBloomsbury F: @BloomsburyGreenThing
Join the UK’s only evening university
Gain University of London qualifications
Study in a world-class research environment

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