Welcome!

Welcome to the Department of Cultures and Languages (C&L) in the School of Arts at Birkbeck, University of London.

Our Department is made up of twenty-three permanent members of academic staff, the administrative team, a number of sessional lecturers and the undergraduate, taught-postgraduate and research students who are studying on one of our BA, MA or PhD programmes. The Department is a centre of teaching and research in French, German, Japanese, Iberian & Latin American Studies and Comparative Literature. We are also home to several vibrant research centres: Birkbeck Research in the Aesthetics of Kinship and Community (BRAKC), the Centre for Iberian and Latin American Visual Studies (CILAVS), the new Centre for Comparative Research in European Cultures and Identities (CRECI), and the Birkbeck Eighteenth-Century Research Group.

Our highly experienced academic staff work in a wide range of areas relating to French, German, Japanese, Portuguese, and Spanish-speaking cultures, including literature from the Renaissance to the present day, history, philosophy, film, memory and visual cultures. We also work closely with our colleagues in other Departments in the College including Film and Media, History, Politics, International Law, English and Humanities and Management. We hope you will enjoy studying with us and benefit from the Department’s lively and cosmopolitan atmosphere and find the time to take part in the events organised by the student-run French, German, Japanese, Portuguese and Spanish Societies.

We hope that you will find in this document the information you need to plan your studies and that you enjoy your time as a student in our Department.

With very best wishes,

Joanne Leal

Assistant Dean for Cultures and Languages
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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 e-mail address as soon as the School of Arts is made aware of any issues.*
Introduction

College
When Birkbeck College was established in 1823, its principal mission was to provide education and training to working adults who earlier in life had lacked educational opportunity. A College of the University of London since 1920, Birkbeck is committed to the concept of lifelong education, and especially within the world of work. Birkbeck and the other member colleges of the University of London have many research interests in common and share the same standards and degrees structures, but in one important respect Birkbeck is unique. Our mission is ‘to provide courses of study to meet the changing educational, cultural and training needs of adults who are engaged in earning their livelihood, and others who are able to benefit’ (Birkbeck College Charter).

Birkbeck College has built up special expertise in providing a stimulating, positive learning environment for adult, mature students. Recently we have also expanded our provision for full-time undergraduate 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.

Starting your Course

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.

The College will expect you to have formally enrolled and to have begun paying your fees by mid-October. You must enrol by the end of October or you may not be eligible to continue your degree.

A student who withdraws after enrolling is 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 or for the full fees due for all modular enrolments (whichever is greater). Fees are not returnable, but requests 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) may be made. All such refunds are subject to an administrative charge of £100, and fees will be pro-rata to reflect the proportion of a study already elapsed.

Fees/ Finance
College fees may be paid by many methods, The College Finance Office deals with fees and you should communicate and negotiate with them directly on 020 7631 6362. Students who fail to pay their fees may become ineligible to continue the course or unable to submit assessments. Any student who has a debt to the College at the end of the year will not have their marks relayed to them. Neither the Programme Director nor any of your supervisors have the power to waive fees or sanction delays in payment.
If you decide to withdraw you should first re-read Birkbeck’s fees policy and use the cancellation procedure described: [http://www.bbk.ac.uk/mybirkbeck/services/rules/College-Fees-Policy.pdf](http://www.bbk.ac.uk/mybirkbeck/services/rules/College-Fees-Policy.pdf).

**Please note that you will normally be liable to pay fees based on the period of time that you have remained enrolled.**

### Contact Details/Email

Birkbeck students are required to maintain their personal details via the “My Birkbeck” Portal ([http://www.bbk.ac.uk/mybirkbeck/](http://www.bbk.ac.uk/mybirkbeck/)) throughout their period of study. Failure to maintain this information accurately 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 address 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 is housed at 43 Gordon Square, where you will find the Administrative Office and individual staff offices. Teaching often takes place in our building, but your lectures may be held in any of the University of London or University College London buildings. 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 the Malet Street reception desk, which is open until 10.00pm.

### Moodle (Birkbeck’s Virtual Learning Environment Platform)

You will be expected, throughout your studies, to submit relevant coursework through the Moodle. You will need your Birkbeck College username and password in order to gain access to Moodle. Your username and password are created by ITS and all enrolled students will receive them. You cannot access this system if you are not enrolled. If you do not have your username and password, please contact ITS Reception in the main Malet Street building or by e-mail at [its-helpdesk@bbk.ac.uk](mailto:its-helpdesk@bbk.ac.uk). If you have difficulty using Moodle, please contact/visit the ITS Help Desk where they can walk you through the process.

### Books: to buy or borrow?

Throughout your degree you will be given reading lists, which will include both essential texts forming the basis of lectures and seminars, and suggestions for wider reading. The distinction between these two categories is clearly marked in this booklet. The first you will normally be expected to buy (particular versions or editions are specified in some cases) or photocopy from the short loan collection in Birkbeck Library. If you have trouble obtaining the recommended edition, or already own an alternative, a substitute will often be acceptable; consult the lecturer concerned if you are in any doubt. If you intend to rely on libraries, bear in mind that many other students will inevitably need the books at exactly the same time as you do. It is your responsibility to obtain these books in time for the classes. If you do find that a book has become unobtainable for any reason, please let the lecturer know as soon as possible.

Please note that all students, except first year BA students, have online access to Senate House Library resources, including databases and journals. [http://www.bbk.ac.uk/lib/otherlibs/shl](http://www.bbk.ac.uk/lib/otherlibs/shl)
Attendance Requirements
Taking a degree course at Birkbeck requires a high level of commitment, it is important that you attend lectures and classes consistently. **It is your responsibility to make sure you tap your ID card on the reader and sign the register at every class you attend.** It is accepted that through illness or exceptional pressure at home or at work you may have to miss occasional classes, but if you have to be absent from several classes, or you know that you are going to have difficulties in attending regularly, please inform your Programme Director as many departments enforce a 75% attendance policy.

Please find more information about the Birkbeck eRegisters system (and how to tap in to register your attendance) by following this link: [http://www.bbk.ac.uk/eregisters](http://www.bbk.ac.uk/eregisters)

Module Choices
During the academic year you will be contacted by your Department and asked to choose the modules you would like to take for the coming year. If you need help in choosing your modules you will be able to sign up to discuss your choices with your programme director at a module choice surgery before the deadline.

Please do not delay in returning your choices as modules are allocated first by year of study and then by date of submission. Students are grouped by year with the earliest submission gaining highest priority within that year. There is a strict deadline in place from the College that is enforced within the School of Arts. This date will be made clear to you on your module choice forms. Students submitting after this date will have modules allocated to them based on degree requirements.

Programme Structure: BA French Studies

**Programme Director:** Dr Ann Lewis ([a.lewis@bbk.ac.uk](mailto:a.lewis@bbk.ac.uk) / 020 7631 6178)

**Administrator:** Renée Olivel ([culturesandlanguages@bbk.ac.uk](mailto:culturesandlanguages@bbk.ac.uk) / 020 7631 6170)

For programme information about BA French Studies (both full-time and part-time modes of study), please see below:

**Full-Time Mode: BA French Studies over 3 years**
**Programme structure:** Link to follow

**Part-Time Mode: BA French Studies over 4 years**
**Programme structure:** Link to follow

**Part-Time Mode: BA French Studies over 6 years**
**Programme structure:** Link to follow
Programme Structure: Graduate Diploma in French Studies

Programme director: Dr Ann Lewis (a.lewis@bbk.ac.uk / 020 7631 6178)
Administrator: Renée Olivel (culturesandlanguages@bbk.ac.uk / 020 7631 6170)

Programme structure and information: Link to follow

Timetable

All classes start the week beginning 3rd October 2016.

All language classes are held from 6-9pm.

All content and culture classes are listed as 1.5 hours long on your timetable for room booking purposes but they actually only last 1 hour and 20 minutes and run from either 6-7.20pm or 7.40-9pm to enable transfer between venues.

Please click on the links below to view the timetable.

French Timetable
http://www.bbk.ac.uk/languages/current-students/undergradstudy/French%20Timetable%202016_17.pdf

Please also note that you can check your personalised timetable by logging into your ‘My Birkbeck’ account. For more information see http://www.bbk.ac.uk/mybirkbeck/guides/help/class-information

It is recommended that students check classroom venues before travelling as classrooms change from term to term and are also sometimes changed due to unforeseen circumstances.

Language Modules

For further information about language modules please click on the links below:

French Language Modules
http://www.bbk.ac.uk/languages/current-students/undergradstudy/French%20Language%20Modules.pdf

Content Modules

A ‘content module’ refers to all non-language modules.
There are two types of content modules; these are 'language specific content modules' and 'culture content modules'.

Culture content modules are taught across language areas and language specific content modules focus on one language area only.

For further information about **language specific content modules** please click on the links below:

**French Content Modules**  
[http://www.bbk.ac.uk/languages/current-students/undergradstudy/French%20Content%20Modules%202016-17.pdf](http://www.bbk.ac.uk/languages/current-students/undergradstudy/French%20Content%20Modules%202016-17.pdf)

**Culture Content Modules**

The following modules count as modules outside your specialism. You can take up to two of these (60 credits) during your programme.

For further information about **culture content modules** please click on the link below:

[http://www.bbk.ac.uk/languages/current-students/undergradstudy/Culture%20Modules.pdf](http://www.bbk.ac.uk/languages/current-students/undergradstudy/Culture%20Modules.pdf)

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**Key Contacts**

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<thead>
<tr>
<th>For programme queries please contact (all offices at 43 Gordon Square, unless otherwise stated):</th>
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| Dr Ann Lewis  
Programme Director  
(BA French Studies and Graduate Diploma in French Studies) | 020 7631 6178 | a.lewis@bbk.ac.uk | Room 219 |
| **For languages related administrative queries please contact:** |
| Renée Olivel  
Administrator | 020 7631 6170 | culturesandlanguages@bbk.ac.uk | Room G20 |
| **For other queries please contact the appropriate person below:** |
| Disability Co-ordinator  
John Walker | 020 7631 6135 | j.walker@bbk.ac.uk | Room 203 |
| Chair of the Exam Sub-Board  
Dr Jean Braybrook | 020 7631 6179 | j.braybrook@bbk.ac.uk | Room 216 |
Communication

The College, including academic and administrative staff in the Department will generally communicate with you via email. **As such it is vital that you keep your email up to date on your ‘My Birkbeck’ account and that you check your email regularly.**

Study Skills

If you are a year 1 student and require support with study skills please contact:

<table>
<thead>
<tr>
<th>Fleur Rothschild</th>
<th><a href="mailto:arts-studyskills@bbk.ac.uk">arts-studyskills@bbk.ac.uk</a></th>
<th>Room 210</th>
<th><a href="http://www.bbk.ac.uk/arts/about-us/key-staff/learning-development-tutor">http://www.bbk.ac.uk/arts/about-us/key-staff/learning-development-tutor</a></th>
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Birkbeck also offers academic development workshops for ALL students, for further information please click on the link below:

http://www.bbk.ac.uk/mybirkbeck/global/workshop_timetable?orgunit=GLOBAL

Please also see: http://www.bbk.ac.uk/mybirkbeck/get-ahead-stay-ahead

Important Dates and Deadlines for 2016-17

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<tr>
<td>If you are not enrolled by end of October 2016 you may be withdrawn from the programme.</td>
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<table>
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<tr>
<th>Teaching</th>
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<tr>
<td>All classes start the week beginning 3rd October 2016.</td>
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<th>Induction Evening</th>
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<td>The induction evening for new students will be held on Friday 30 September 6.00-9.00 pm.</td>
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<table>
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<th>Study Skills Evening</th>
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<td>Saturday, 29 October 11 a.m. to 1 p.m.</td>
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<th>Module Options Booklet</th>
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Our Module options booklet for 2017-18 will be available in March 2017.

### Module Choice Deadline

Date to be confirmed.

### Office Closure

The college and administrative office will be closed from:

- **Thursday 22 December 2016** (from 5pm) reopening on **Tuesday 3 January 2017** (Christmas Closure)
- **Wednesday 12 April 2017** (from 5pm) reopening on **Wednesday 19 April 2017** (Easter Closure)
- **Monday 1 May 2017** (Bank Holiday), **Monday 29 May 2017** (Bank Holiday)

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**Personal Tutors 2016-17**

The name and contact details of your personal tutor are available on your ‘My Birkbeck’ page.

We endeavour to assign you the same personal tutor throughout your studies but this may not always be possible. When your personal tutor is on research leave you will be notified of a temporary replacement.

Returning students will have the same personal tutor as in previous years.

**The best way to get in touch with your personal tutor is via email.**

For further information about personal tutor responsibilities, see: [http://www.bbk.ac.uk/mybirkbeck/services/facilities/academic/personal-tutors](http://www.bbk.ac.uk/mybirkbeck/services/facilities/academic/personal-tutors)

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**Staff Contacts**

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

- Staffing is subject to change and listing in this booklet is not a guarantee that a specific staff member will be with the Department in the 2016-2017 academic year.
- There is a research leave policy in the College, which means that all members of academic staff are entitled to one term’s research leave every three years. In addition, members of staff are regularly awarded externally funded research leave, by organisations such as the Leverhulme Trust and the Arts and Humanities Research Council. Therefore, not all academic staff will be present at all times. On such occasions the Department will arrange replacement cover and advise the affected students.
Please see our website for queries regarding academic staff's research interests and Departmental responsibilities.

Academic and Administrative Staff: http://www.bbk.ac.uk/languages/our-staff

Coursework Presentation, Plagiarism and Collusion

Coursework Presentation
Research essays must conform to the MHRA Style Guide (London: Modern Humanities Research Association, 2008), which should be consulted for further explanation. Libraries hold copies of this style guide, and you can buy it in good bookshops (including Waterstones, Gower Street). It can also be downloaded for personal use from: http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml

A shorter set of guidelines on referencing (how to present footnotes, bibliographies and so forth), based on the MHRA style, is provided by the Department on our website: http://www.bbk.ac.uk/languages/current-students/undergradstudy/Referencingandbiblioforhandbooks.pdf

Plagiarism
Plagiarism, the act of taking somebody else's work and presenting it as your own, is an act of academic dishonesty, and Birkbeck takes it very seriously.

Examples of plagiarism include (but are not restricted to):
- copying the whole or substantial parts of a paper from a source text (e.g. a web site, journal article, book or encyclopaedia), without proper acknowledgement
- paraphrasing another’s piece of work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained
- piecing together sections of the work of others into a new whole
- procuring a paper from a company or essay bank (including Internet sites)
- submitting another student's work, with or without that student's knowledge
- submitting a paper written by someone else (e.g. a peer or relative) and passing it off as one's own
- representing a piece of joint or group work as one's own.

If you knowingly assist another student to plagiarise (for example, by willingly giving them your own work to copy from), you are committing an examination offence.

What happens if plagiarism is suspected?
In October 2008, the College introduced a new three stage policy for dealing with assessment offences. The first stage allows for a very rapid and local determination for first or minor and uncontested offences. Stage Two allows for a formal Department investigation, where a student wishes to contest the allegation or penalty, where there is an allegation of a repeat offence or for more serious cases. Stage Three involves a centrally convened panel for third and serious offences, dealt with under the code of Student Discipline.
What if I am worried that I’m not referencing correctly?
Please see your module lecturer or contact a member of the learning support team as soon as possible. Ignorance to Birkbeck’s commitment to student standards will not be accepted as an excuse in a plagiarism hearing. The following links from Birkbeck’s Registry provide some helpful information, but are not intended to replace any guidelines or tuition provided by the academic staff.

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

Plagiarism
http://pps05.cryst.bbk.ac.uk/notice/bkplag.htm – Written for Birkbeck’s Registry.

Plagiarism FAQ

Collusion
Like plagiarism, ‘collusion’ is an assessment offence. Any piece of writing you submit must be your own work. In the humanities, the way you structure your argument and express yourself is an inherent part of producing work of the required standard, and you will be judged on that, so it is not acceptable to get an inappropriate level of help in this area.

You may ask friends, family or fellow students to proof-read your work and offer advice on punctuation, grammar, and presentational issues, but it is not acceptable for someone else to come up with your arguments for you, or to re-write a draft you have produced.

If your first language is not English, you may find your written work a challenge initially, and it is acceptable to ask someone to look over your work and give you advice on punctuation, grammar and phrasing. However, that advice must be minimal and the argument and structure of any assessment must be your own work, and written in your own words.

It is unacceptable to pay someone to write (or re-write) your essays for you and if you are discovered to have done so, you risk expulsion from the programme.

The College and the School of Arts have a range of services in place to help you improve your academic writing, so if you are concerned at all and would like some additional support, you should contact your personal tutor, or contact Dr Fleur Rothschild, the Learning Development Tutor for the School of Arts, or follow the link to Student Services http://www.bbk.ac.uk/mybirkbeck/services
Coursework Submission

Please use the School of Arts coversheet for coursework submission and fill in all the relevant details, including your name and/or student number, the module title and code (all listed on your student profile), and the title of the assignment as set out on the list of essay topics. You should also sign the declaration that you are submitting your own, original own work. Major pieces of work (worth 30%, or more, of the marks for a given module) should normally be submitted anonymously, but you will be told explicitly if you are expected to do this, and you may, in any case, choose to submit your work anonymously (i.e., using your student number, and not your name, including for the declaration).

All work should normally be computer-generated (using a format compatible with Microsoft Word, and not a pdf or similar) unless you are told explicitly that an assignment may be hand-written. All work should be submitted double-spaced. Please note that the word count should include footnotes but excludes the bibliography.

Your work should normally be submitted electronically, via Turnitin (or, exceptionally, in case of difficulty with this system, by email to the lecturer concerned). Your coversheet should be cut and pasted, in Word format only, into the front of the document you submit (your “signature” may consist of your typed name or your student number). You may, exceptionally, also be asked to leave a paper copy in the coursework box in the entrance hall of 43 Gordon Square. You should also retain a copy yourself. **In no circumstances should essays be handed directly to the lecturer or seminar leader.**

Paper copies of coursework should be stapled in the top left-hand corner, with your completed coversheet forming the top page. It should be placed in an envelope which is clearly marked with the name of the lecturer and the module title. **Please do not put them in a folder or plastic sleeve: markers prefer to receive work simply stapled.**

The Coursework Cover Sheet is available on this link [http://www bbk.ac.uk/arts/coversheets-for-coursework-submission](http://www bbk.ac.uk/arts/coversheets-for-coursework-submission) (or via your department’s website, and paper copies are available from the entrance hall of 43 Gordon Square).

For further information and instructions on how to submit coursework using Turnitin please see the appendices or visit the ITS Help Desk.

Return of Coursework

Coursework will normally be marked and returned electronically within 4 weeks from the stated submission date or the date of handing in, whichever is later. Larger modules and modules with numerous seminar groups, such as core modules, could take longer due to the number of students involved. There may also be a delay if the college is closed or if there are extended holidays during that 4-week period. If you feel that you need feedback about your work sooner due to other impending work, please contact the lecturer directly to make an appointment to visit within their office hours.

**Essays are never sent back to students by post. If online submission/return has not been used, your lecturer will advise the method by which your work will be returned – normally either in class or via the student pigeonholes in the entrance hall of 43 Gordon Square.**

**Please do not phone/e-mail to ask whether your essay has been marked unless the marking periods as above have elapsed.**

College Assessment Policy
It may also be useful to familiarise yourself with the official college assessment policy. Please see the following links:

http://www.bbk.ac.uk/mybirkbeck/services/rules/latesubmission.pdf
http://www.bbk.ac.uk/mybirkbeck/services/rules/Feedback-on-Assessment.pdf

Marking Scheme

Each piece of coursework will be judged according the following criteria (these apply to ‘content’ and ‘culture’ not ‘language’ modules):

1. Relevance of answer to the question set
2. Quality of analysis, argumentation and critical evaluation (including evidence of independent thinking where appropriate)
3. Structure and organisation of argument
4. Coverage of answer: the appropriate range of facts and ideas are expressed
5. Engagement with the complexity of literary and/or historical and/or critical issues
6. Accuracy of information
7. Quality of expression (e.g. fluency and clarity of written English, appropriate register and style)
8. Presentation (layout, quotations and referencing, bibliography)

The following table gives an indication of what is expected for each range of marks.

80-100%
High First Class
Outstanding answer in all or almost all areas with substantial evidence of original and independent thought exceptional for an undergraduate. Ambitious in scope; well presented; sensitivity to the complexity of issues and material discussed; sophisticated handling of critical issues. Awarded only in special circumstances.

70%–79% First Class
Excellent answer in all or most areas with evidence of independent thought. In areas where excellence is not achieved, a high degree of competence is shown. Very well constructed and original arguments; sensitivity to the complexity of issues and material discussed; in coursework, a high degree of ability to engage with published scholarship and use it to support arguments; ambitious in scope.

60%–69%
Upper Second
Very competent answer in all or most areas, or showing moderate competence in some areas but excellence in others. Work that shows good knowledge and understanding of the material studied, is analytical, well-structured and relevant, and shows some evidence of independent thought. Sound grasp of critical issues; high standard of argument; less ambitious in scope than first class; sources accurately cited.
50%–59%
**Lower Second Class**
Answer reasonably competent in all or most areas, or uneven answer showing strength in some areas but weakness in others. Fair knowledge or understanding of the material studied, but characterised by one or more of the following: lack of critical analysis; lack of independent thought; argument not very well structured or relevant; some gaps in planning and in use of evidence. Lacks the comprehensiveness, accuracy and/or cohesiveness expected of an upper second. Some evidence of good understanding of the subject; awareness of critical debates but may be too descriptive or generalised; would benefit from a sharper focus and more reflection.

49%–40%
**Third Class**
Weak answer in all or most areas, tending to be descriptive with uncritical coverage of debates and issues, but with some basic relevant information and understanding. Evidence of reading and an attempt to address the question or topic. Skills of planning, structuring and presentation weak; barely adequate understanding of concepts, and use of reading and sources.

39%–0%
**Fail**
Inadequate answer in all areas, displaying very little knowledge or understanding. Insufficient evidence that the candidate has adequately benefited from the course being assessed. Poorly organised and confused argument; little or no evidence of analysis, planning or presentation skills; poor use of language.
Degree Regulations

Undergraduate and Postgraduate Study

The majority of Birkbeck’s programmes are offered as part of the College’s Common Award Scheme (CAS). Programmes will therefore have common regulations, and a common structure. This will help to ensure greater consistency of practice amongst programmes and will also make it possible for you to take modules from Departments across the College which are outside of your normal programme (subject to programme regulations and timetable constraints).

Some areas covered by CAS Regulations include:

- Degree Structure
- Degree Classification
- Module Weighting
- Marking Scheme
- Failure and Re-Assessment
- Plagiarism and Academic Offences
- Mitigating Circumstances.

You are strongly encouraged to read the information provided below. Hard copies are available on request in the School Administrative Office at 43 Gordon Square. Further details on programme regulation and areas of interest are available on the Common Awards Scheme website: http://www.bbk.ac.uk/reg/regs/cas

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

Further guidelines are available on the MyBirkbeck website at http://www.bbk.ac.uk/mybirkbeck/services/facilities/support/research-ethics.
Student Support and Available Resources

Student Support

Study Skills Programmes

Every Department within the School of Arts has a provision for student support and the programmes vary as they are targeted at specific degree requirements. Please contact your administrator if you are having any difficulties in completing your coursework. There is help available to you at every point in your degree, and we are more than happy to point you in the right direction.

The Department of Cultures and Languages is conscious of the fact that many of our students, whether or not they have experienced an extended break from formal academic study, feel they need help with developing effective study habits and practices to make the most of their time in the Department. We therefore provide an extensive programme of workshops to explore the basic study skills of reading, listening, note-taking, and essay-writing to academic standards. For students in the School of Arts who wish to secure their use of formal, ‘academic’ English – the academic register – a programme of workshops is also offered in the Autumn and Spring terms by Dr Fleur Rothschild, the Learning Development Tutor. We are also aware of the desire of many students for the opportunity of face-to-face help and advice, and we provide for this assistance in several ways.

Learning Development Tutor for the School of Arts, Dr Fleur Rothschild

As Learning Development Tutor, Dr Rothschild supplements the help offered by the Departments in the School of Arts to students in their first year of study. Her support takes the form of a programme of Study Skills and Language Workshops offered throughout the academic year and which are open to all first-year students in the School. These sessions provide extra information and advice on improving skills relevant especially to studying the Arts and Humanities; and to improving your use of formal, ‘academic’ English. For details of the programme, please visit Dr Rothschild’s website: http://www.bbk.ac.uk/arts/about-us/key-staff/learning-development-tutor

She also extends help to individual first-year students through an online appointment system for one-to-one meetings (in Room 210).

Dr Fleur Rothschild
Learning Development Tutor
School of Arts
Room 210
43 Gordon Square
Telephone: 0203 073 8411
Email: arts-studyskills@bbk.ac.uk

Alternatively, you can contact the College Study Skills team on 020 3073 8042, or email studyskills@bbk.ac.uk.

Birkbeck also offers academic development workshops for ALL students. For further information please click on the link below:

http://www.bbk.ac.uk/mybirkbeck/global/workshop_timetable?orgunit=GLOBAL

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Please also see: http://www.bbk.ac.uk/mybirkbeck/get-ahead-stay-ahead

Birkbeck College Resources

Birkbeck Library
The College Library (http://www.bbk.ac.uk/lib/) has a solid and growing core of books, journals and reference. It is primarily an undergraduate library, but through a careful acquisitions policy we try to provide general resources for MA students (although we cannot guarantee that the library covers all areas of interest and work). Most of our material is for three week loan, but we also have material that is one week loan, one day loan and some material (marked Reference) cannot be borrowed at all.

The long opening hours allow you to borrow books after classes. There is an e-mail and telephone enquiry, online reservation and online renewal service, an online catalogue and the eLibrary gives access to electronic resources such as electronic journals (e-journals), databases and past exam papers.

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

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

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

An introduction to the Library and bibliographical skills is timetabled at the start of your course at which you will meet the Subject Librarian who looks after the collection. They will introduce you to the Library and its electronic resources. In addition, the Library has an online tutorial called LIFE (Library Induction for Everyone) which is always available: http://www.bbk.ac.uk/lib/life/ which has a module in it on ‘Researching a topic’.

eLibrary
As well as its physical holdings, the Library has a comprehensive range of e-resources including bibliographic databases (which tell you what has been written on a topic), and electronic journals. Most of the electronic resources can be accessed from outside the College using your IT Services username and password. If you did not receive this upon enrolment, please ask for them at IT Services reception (Malet Street).

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

Interlibrary loans
The College Library also runs an interlibrary loan service to enable you to obtain copies of books and articles not held in its own collections. As it can take a couple of weeks to obtain copies of requested materials, you are advised to plan ahead in your general reading and
essay preparation so as to make use of this facility. Please note: a charge of £1 will be made for each interlibrary loan request received and there is a limit of 10 requests in progress at any one time.

Other Resources and Organisations

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

Careers and Employability Service

The future of any of our Birkbeck students is very important to us. The Careers and Employability Service has been developed with your experience as a student in mind.

We are here to help you make decisions about your future, plan the next steps and devise a strategy to make it happen.

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

Our aim is to enhance your network, develop your insight into specific industries and areas, and allow you to explore your interests with other students and colleagues.

Our comprehensive advice, events and information services are offered to students both in person and online. A selection of our support includes:

- Dedicated space within the Student Centre for information and advice, as well as access to content and resources
- Pre-booked confidential 1:1 careers coaching
- Interview practise
- Interpersonal skills workshops, e.g. communication skills, networking, elevator pitches, sales and negotiation
- Personal Development workshops, e.g. personal goals, motivations and ambitions
- Sector / Industry specific advice
- Excellent links to employers across a variety of industries
- An email service for students and graduates, which can notify you of forthcoming events, news and vacancies

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

School of Arts Resources

Vasari Research Centre
The Vasari Research Centre was created by Emeritus Professor William Vaughan in 1988. The first project was of major cultural significance in collaboration with the National Gallery to facilitate early digitisation at the National Gallery London and beyond. This resulted in a number of successor projects and involved international collaboration, including the Uffizi Gallery in Florence. www.bbk.ac.uk/art-history/our-research/vasari

The Vasari today has a range of unique connections to other media research institutions in the UK and abroad, it has working relationships with museums, galleries and with the creative industries that flourish in this area.

It hosts and supports a cycle of symposia and conferences to showcase ideas and provide networking opportunities.

The Vasari is usually accessible in the afternoon during term time. Students are welcome to visit the Vasari and to view examples of student research journals, projects and dissertations.

Assistance is available for digital imaging and audio visual presentations. Contact the Arts Media Technician via the website or College Media Services.

Cultural Events and Societies

The Department of Cultures and Languages organises a range of cultural events throughout the year. We encourage you to attend some of these events. They are advertised on the following website:

www.bbk.ac.uk/languages

We also encourage you to join the language societies, run by students in our departments:

French Society
http://www.bbk.ac.uk/european/about-us/frenchSoc

German Society
http://www.bbk.ac.uk/european/about-us/gersoc
Japanese Society

https://www.facebook.com/BBKJapanSoc/?hc_ref=SEARCH&fref=nf

Spanish and Portuguese

http://www.bbk.ac.uk/spanish/our-research/spanish-and-portuguese-speaking-society

They give you the opportunity to meet fellow students in an informal context, practise your language skills, and learn more about the cultures where the languages are spoken.

Centre for Comparative Research in European Cultures and Identities (CRECI Centre)

What is our understanding of ‘Europe’ in the early twenty-first century? What does it mean to claim an identity as European, or indeed as ‘not’ European? Is there a set of specifically ‘European’ values? The recent referendum on the U.K.’s membership of the European Union has thrown all of these questions into stark relief. For more than half a century, it was tacitly assumed, both by those engaged in the European project and its detractors, that, as the purpose of creating ‘an ever closer Union’ was to ensure continental stability, security and prosperity, its success could therefore be judged according to those criteria. Even before the vote for ‘Brexit’, the aims of European Union and its architects’ optimism was being more severely tested than ever before, in the face of continuing, and now perhaps deepening, financial crisis, violent threats to European borders and to the security of our cities, challenges arising from mass migration, cultural debates around community, religion and secularism. In Britain, while the question of EU membership appears to have been settled, a wider debate as to the extent to which ‘we’ belong ‘in’ Europe remains wide open.

This newly-formed research centre, housed in the Department, acts as a focus for comparative and interdisciplinary research, including postgraduate research, on themes relating to the formation, disruption and representation of cultures and identities within the European space. Further, CRECI will act as a ‘hub’ for inter-institutional collaboration, building upon existing links and partnerships with UK universities (UCL, LSE, Southampton, Exeter, St Andrews, et al.) and European universities in Paris, Bordeaux, Berlin, Hamburg, Lisbon, Coimbra, Barcelona, Granada and elsewhere; and developing the basis for closer integration with fellow members of the CHASE consortium (e.g. University of Kent Centre for Modern European Literature).

For French and German, you can also visit the Birkbeck Research in Aesthetics of Kinship and Community (BRAKC) website http://www.bbk.ac.uk/brakc/. BRAKC is a research centre housed by the Department which organises regular symposia, seminars, film screenings and a termly reading group, all devoted to exploring visions - old and new - of kinship and community.

For Spanish and Portuguese, you can also visit the Centre for Iberian and Latin American Visual Studies (CILAVS) website http://www.bbk.ac.uk/cilavs/. CILAVS is a research centre housed by the Department which organises film screenings, film festivals, workshops, exhibitions, talks and a series of seminars.

Members of the Department are also involved in co-organising the Birkbeck Eighteenth-Century Research group, and host Reading Group seminars and public lectures each term. For more information, visit the website: http://www.bbk.ac.uk/arts/research/eighteenth-century-research-group
## Appendix A: Term Dates

<table>
<thead>
<tr>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
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</thead>
<tbody>
<tr>
<td>Monday 3 October to Friday 16 December 2016</td>
<td>Monday 9 January to Friday 24 March 2017</td>
<td>Monday 24 April to Friday 7 July 2017</td>
</tr>
<tr>
<td>Week 1</td>
<td>03-Oct-16</td>
<td>Week 1</td>
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<tr>
<td>Week 2</td>
<td>10-Oct-16</td>
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<td>Week 3</td>
<td>17-Oct-16</td>
<td>Week 3</td>
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<tr>
<td>Week 4</td>
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<td>Week 5</td>
<td>31-Oct-16</td>
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<td>Week 6</td>
<td>07-Nov-16</td>
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<td>Week 7</td>
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<td>Week 8</td>
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<td>Week 9</td>
<td>28-Nov-16</td>
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<td>Week 10</td>
<td>05-Dec-16</td>
<td>Week 10</td>
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<tr>
<td>Week 11</td>
<td>12-Dec-16</td>
<td>Week 11</td>
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</tbody>
</table>

The college will be closed from Thursday 22 December 2016 (from 5pm) and will reopen on Tuesday 3 January 2017 (Christmas Closure).

Check for Library opening hours.

The college will be closed from Wednesday 12 April 2017 (from 5pm) reopening on Wednesday 19 April 2017 (Easter Closure).

Check for Library opening hours.

The College will be closed on Monday 1 May 2017 (Bank Holiday), Monday 29 May 2017 (Bank Holiday).

Please see [http://www.bbk.ac.uk/about-us/term-dates](http://www.bbk.ac.uk/about-us/term-dates) for full term dates and holiday closures.

Students are reminded that it is inadvisable to take holidays during term time. Exams may be held at any point from May–June and times may not be confirmed until the Summer Term.
Appendix B: Getting Started with Moodle

Logging in and getting started
All modules within the School of Arts will be using Moodle for coursework submission.

- To log in to the VLE you will need your ITS username and password, a computer with a connection to the internet and a web browser such as Internet Explorer or Firefox.

- If you are having login problems, but your password is working for other services, please change your password via the online form at http://www.bbk.ac.uk/its/password (allow one hour after completing this form, and then log in to the VLE again). If this hasn't resolved the problem please contact the ITS Helpdesk via email (its@bbk.ac.uk), telephone (020 7631 6543), or in person (Malet St building, next to the entrance to the Library).

- There is support information available in Moodle if you click on the Support menu and select ‘Moodle Support for Students’.

Contact ITS: You can contact the ITS Helpdesk via email (its@bbk.ac.uk), telephone (020 7631 6543), or in person (Malet St building, next to the entrance to the Library).