Department of Law sources of Information, Help and Advice – resources to help you find what you need

STEP 1: Before you contact a member of staff, start by looking in one of the following places as most information can be found here:

- **Student Handbook**
  - About the Department of Law
  - Staff contact information
  - Student Support Services
  - Library & IT Services
  - Disability Support
  - Programme Overview
  - General assessment procedures
  - College policies and procedures
  - Important dates
  - The Student Handbook is available on your Moodle Programme Page

- **Moodle Pages**
  - LLB/LLM Programme Page:
    - Programme-related announcements
    - Study resources & links
    - Personal Tutor contact details
    - Meeting dates and minutes of Student-Staff Exchange meetings.
    - Module / Course Pages:
      - Module guides & learning materials
      - Detailed assessment Information
      - Assessment submission links
      - http://moodle.bbk.ac.uk/

- **Module Guides**
  - General information about each module including learning objectives, assessment details, tutor contact info
  - Weekly seminar / lecturer topics
  - List of required books and weekly essential readings
  - Further & recommended readings
  - Referencing requirements
  - Electronic copies of all module guides are available on Moodle

- **MyBirkbeck Website**
  - Log into your personal profile for your class timetable, examination timetable and your academic record
  - Campus maps and class locations
  - Search the MyBirkbeck website for College Policies and Regulations
  - Access the Get Ahead, Stay Ahead Programme & Resources
  - Access Academic Skills Resources and workshops http://www.bbk.ac.uk/mybirkbeck/

Our Learning and Development Tutor Christina Delistathi is available to help develop students’ learning skills via a number of free workshops. http://www.bbk.ac.uk/law/our-staff/academic-support

STEP 2: If you cannot find the information you need or require more specific advice, please contact the relevant staff member:

- **Year Tutor**
  - Contact for information about:
    - Programme related questions
    - Queries relating to academic matters
    - Addressing any problems / concerns
    - Student-Staff Exchange meetings
    - Disability-Related Extension Requests
  - Year 1 Tutor: Michelle Everson
  - Year 2 Tutor: Fred Cowell
  - Year 3 & 4 Tutor: Craig Reeves

- **Personal Tutor**
  - Contact for information about:
    - General academic advice / guidance
    - Discussing any problems affecting your studies including attendance
    - Advice on preparing for re-sits
    - Advice on choosing your options
  - Check your MyBirkbeck profile in the 'my studies’ section for confirmation of your Personal Tutor.

- **Module Lecturers / Tutors**
  - Contact for information about:
    - Advice about course materials and assessment requirements
    - Questions about lecture and seminar content
    - Queries about materials on Moodle
    - To notify your tutor of absences
  - Check the Module Guide or Moodle pages for staff contact info.

- **Programme Administrator**
  - Contact for information about:
    - All administrative issues
    - Timetable problems & queries
    - Problems accessing Moodle
    - Submitting requests for mitigating Circumstances
  - Details of your Programme Administrator can be found online www.bbk.ac.uk/law/our-staff/professional-staff-in-the-department-of-law

STEP 3: If your query remains unaddressed, contact the Assistant Dean:

- **Assistant Dean for Law**
  - Marinos Diamantides m.diamantides@bbk.ac.uk

Important Note: When sending emails to staff, please include the following information in your message, as this will enable us to respond more quickly:
1. Your full name & ID student number
2. Your mode of study, i.e., full-time (FT) or part-time (PT)
3. The year of study you are in (i.e. Year 1, Year 2, Year 3, etc.)
Staff aim to respond within 3 days, but it may take longer during busy times.