Integrated PhDs in Applied Linguistics; Intercultural Communication; Language Teaching; and TESOL
Student Handbook 2016/17
2016/2017 Term Dates

Autumn Term

Monday 3 October 2016-Friday 16 December 2016
Lectures will begin week beginning 10 October 2016

Reading week will take place in the week beginning 7 November 2016. There are normally no classes during reading week.

Christmas Closure: College will close at 6pm on 22 December 2016, and normal services will resume from 9am on 3 January 2017.

Spring Term

Monday 9 January 2017-Friday 24 March 2017
Lectures will begin week beginning 9 January 2017

Reading week will take place in the week beginning 13 February 2017. There are normally no classes during reading week.

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

Summer Term

Monday 24 April 2017-Friday 7 July 2017
Lectures will begin week beginning 24 April 2016
# Who’s Who in the Department of Applied Linguistics and Communication

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<thead>
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<th>Responsibilities</th>
<th>Contact Information</th>
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</thead>
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The Administration Office is normally open between 10am and 6pm, Monday to Friday and is based at:

26 Russell Square
Room G31
London WC1B 5DQ

If you are planning to visit, please call in advance to check whether the staff member you wish to see will be available to meet you. If you are contacting us by email, please include your student number where possible. Maps can be found by visiting [www.bbk.ac.uk/maps](http://www.bbk.ac.uk/maps).
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1 Registration Requirements

This section provides a summary of the regulations for the degrees of Integrated PhDs and the registration requirements for those programmes of study.

1.1 Course of Study

Students registered for these degrees will pursue a course of study initially by taking taught modules at Master’s level, and once qualified, under the guidance of an appointed supervisor leading to the submission of a research project consisting of their own account of their investigations. This is examined by means of an oral examination (viva voce). The period of study for the Integrated PhD is intended to enable you to produce your own project and to develop a range of research and other skills.

1.2 Length of Course of Study

The normal expectation for a doctoral student to complete a PhD is 36 months of full-time or 60 months of part-time study, although a longer period of registration may be required. If you need further supervision after completion of the minimum period of registration stipulated in your offer letter, you will need to re-register and pay tuition fees.

There is a general expectation that the maximum period of registration for doctoral studies is five years of full-time or seven years of part-time. If you wish to complete your registration by a combination of full and part-time study your maximum period will be calculated on a pro-rata basis.

1.3 Full-time and Part-time Study

If you are studying on a full-time basis you should not be engaged in employment, other than your studies, for more than twenty hours a week. However, you are encouraged to limit your paid work to no more than eleven hours a week. If you are studying in the UK on a student visa you must be registered on a full-time basis. To be eligible for registration on a part-time basis, it is normally expected that you will be in full-time employment (i.e. employed for at least twenty-five hours per week.) You will need to bear in mind that the amount of support you will receive as a part-time student will be less than that available to full-time students because you will be extending your period of registration over a longer period.

1.4 Transfer between Full-time and Part-time Study

The regulations allow a student to transfer from full-time to part-time study and vice versa. If you wish to change your mode of study, you should first obtain the support of your supervisor. When you have gained support from your supervisor, you should contact your administrator as well as submit a request to change your mode of study through your MyBirkbeck Profile. This should be done before term begins to ensure that central records are accurate and that your tuition
fees are adjusted accordingly. Please bear in mind that if you change your mode of study from full-time to part-time or vice versa this can have important fee implications as well as affecting your length of registration, your expected completion date and your access to supervisory support.

1.5 Residence Requirements

Students will normally undertake their studies by registering either as full-time for the whole of their studies or part-time for the whole period of registration. Students in the UK on a student visa will study full-time and normally be resident in the UK to attend Birkbeck throughout their period of registration. Permission may be sought to vary this pattern of registration subject to:

- you agreeing with your supervisor a pattern of study that enables you to meet the requirements of the Integrated PhD programme; and
- you providing satisfactory evidence as to the availability of appropriate facilities for your research at your home location; and
- the arrangements proposed for supervision enabling frequent and substantial contact between you and your supervisor(s).

Any variation in the study pattern will normally have been agreed at application stage. Once you have registered any substantial departure from the agreed pattern this will need to be approved by your supervisor. There can be no guarantee that a proposed change in pattern of study will be approved.

1.6 Leave of Absence for Fieldwork

Whether you are registered on a full-time or part-time basis, you may need to collect data and/or undertake fieldwork overseas and you may, with the approval of your supervisor, take leave of absence.

If you are conducting fieldwork overseas and remain registered, you should maintain regular contact with your supervisor, i.e. by electronic mail, letter or fax at least once a month. The amount of supervisory support you would be entitled to receive during this time would be dependent upon whether you registered on a full-time or part-time basis.

1.7 Interruption of Course

Although the course of study for the degree should normally be continuously pursued, you may occasionally find yourself in a position where you are unable to work on your research for a period of time and it may be advisable to seek an interruption in your registration. Examples of reasons for seeking an interruption in registration might include illness, unexpected pressure from work for a part-time student or financial difficulty.

An interruption in course must always have the support of your supervisor and is normally for one term or two terms only. If the interruption lasts for more than one year, you will be asked to submit a written statement outlining the work you
have completed towards your research and your research plans for when you resume. This will be considered by your supervisor prior to your re-registration. During a period of interruption you are not asked to pay tuition fees and you are not entitled to consult your supervisor or attend any lectures or seminars. However, there would be no reason why you should not continue to work on your research project independently if personal circumstances allowed.

Written notification should be received in advance of the period of interruption so that the necessary administrative action can be taken, including any adjustments to tuition fee payments. You are asked to bear in mind that an interruption to your registration should be considered exceptional and is not to be undertaken lightly. It is therefore imperative for any student who is unable to return after an approved period of interruption to seek an extension of the interruption, giving reasons and a revised completion date. Please note that Birkbeck reserves the right to refuse to re-register a doctoral student, particularly if the interruption is over two years and there is insufficient evidence of the student’s ability to complete the degree successfully. If you have not been registered with Birkbeck for three years your registration may be cancelled automatically unless Birkbeck has approved exceptional arrangements.

It is important to note that if you are an international student on a tier 4 visa then it is not usual for your visa to be sponsored during this period as you are not required to attend the College.

1.8 Registration Formalities

As a doctoral student of Birkbeck, you must register at the beginning of your programme of study and re-register at the beginning of the Autumn term of each subsequent academic year. You should also pay the annual composite tuition, registration and examination fee at this time. Details of the annual fee rates are available from the Birkbeck Student Centre. If you register initially in January or April and pay fees in full for one calendar year, you will not need to pay a further fee until the following January or April. However, we ask you to re-register each October. The Registry department within Birkbeck sends information about registration, including payment methods, to all new and continuing students around August time of each year. It is only by completing the registration formalities that you can take advantage of the support and resources which Birkbeck has to offer. Failure to complete the registration process, including payment of fees, at the appropriate time each year may lead to the cancellation of your student enrolment record. If you are having problems paying your fees at registration time, please contact the Birkbeck Student Centre who will be willing to offer advice.

1.9 Writing Up Period

Birkbeck operates a ‘writing up’ fee for PhD students who are in the final stages of their research. This is a reduced fee compared to the standard, full-time or part-time fee you would normally pay. The final stage is defined as a maximum period of one year. At the end of the maximum period you are normally expected to either submit your thesis or revert back to your standard mode of study (full-
time/part-time) and pay the appropriate fee. Unless mitigating circumstances apply, it is only possible to be registered as a writing up student for one academic year. Please contact the Administrator for further details on the process and writing up fee.
2 Programme Overview

2.1 Course Aims and Objectives

The Integrated PhD in Applied Linguistics; Intercultural Communication; Language Teaching; and TESOL aims to help you achieve a critical conceptual understanding of practice, thought, evidence and theory relating to recent developments in the field. You will then be in a position to apply this understanding to your own professional context.

Candidates will take taught modules as part of their Qualifying Requirement. The aim of these modules is to help the candidates to gain the skills, knowledge and understanding to engage with and evaluate research and theory. These modules will also enable the candidates to prepare and carry out a research project.

By the end of the programmes, candidates will be able to:

- present key facts, concepts, ideas and approaches relating to the subjects of their modules and their research in an accurate and coherent way
- collect and critically evaluate information and commentary on research, especially in the areas they select to study
- design, conduct and present a research investigation in a specific area
- make informed judgments on complex issues in specialist fields
- be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences
- have the qualities and transferable skills necessary for employment in professional or equivalent environments

2.2 Degree Structure

All Integrated PhD candidates are required to take Master's level taught modules first. These include core modules, option modules and the Dissertation, totalling 180 credits.

If you are studying full-time you must complete these credits in one year.

If you are studying part-time you should take three modules in your first year and then one module, plus the Dissertation in your second year.

Core Modules
All Integrated PhD students will be expected to take the Research Methods and Design (1 term, 30 credits) and the Dissertation (60 credits) modules. In addition, you will take a further core module as specified below.

For Applied Linguistics you must take the core module Introduction to Applied Linguistics (1 term). You will be expected to attend one evening per week for this module, depending upon the timetable, for a 1.5 hour session.
For Intercultural Communication for your second core module you can choose between Language, Culture and Communication and Introduction to Intercultural Communication in Business Contexts (1 term). You will be expected to attend one evening per week for this module, depending upon the timetable, for a 1.5 hour session.

For Language Teaching you must take the core module Language Teaching and Learning in Multilingual and Multicultural Contexts (1 term). You will be expected to attend one evening per week for this module, depending upon the timetable, for a 1.5 hour session.

For TESOL you must take the core module Language Teaching and Learning in Multilingual and Multicultural Contexts (1 term). You will be expected to attend one evening per week for this module, depending upon the timetable, for a 1.5 hour session.

Option Courses
You will be expected to take two option modules. Further information on these modules can be found in section 3 of this handbook.

Compulsory Workshops
For the Dissertation both part-time and full-time students must attend weekly empirical research skills training workshops during the second term of year 1. Further information is provided in section 4.1 of this handbook.

Both part-time and full-time new students must attend the Linguistic Description and Corpus Applications workshop during the second term of year 1. Further information is provided in section 4.2 of this handbook.

Research Project
After fulfilling the qualifying requirements, an Integrated PhD candidate will need to complete a research project written and presented as a thesis of between 45-55,000 words.

2.3 Progression

Candidates will be registered initially as ‘provisional Integrated PhD.’ As part of the Qualifying Requirement for the research component/docoral phase, Provisional Integrated PhD students must complete 180 credits of postgraduate modules including 120 credits’ taught modules and a 60 credit Dissertation. Upon the completion of postgraduate modules, you will be considered for entry to the research component/docoral phase of the programme if you have satisfactorily passed your taught modules and Dissertation and are successful in the interview which is held soon after the completion of the Dissertation. They must demonstrate sufficient independent research skills and specialist knowledge in an area commensurate with the research interests of staff in the department through their course work and in the interview. Further details about the satisfactory completion of postgraduate modules and interview can be found in section 5.13 of this handbook.
All students will be awarded an MA degree if they complete and pass 180 credits of taught modules at level 7, which is in line with the criteria for our MA degrees. For those who meet the Qualifying Requirement and proceed to the research component of the degree will forgo their MA degree in order to complete a PhD.

2.4 Timetable

Below is the provisional timetable for modules running during the 2016/17 academic year.

A week before you start the programme you will be able to view your individual timetable by accessing your MyBirkbeck profile. Here you will find out dates your classes are running and where they are located.

Please be advised that the Postgraduate Research Seminars are compulsory for MPhil/PhD and Integrated PhD students where they will present their research. They are also compulsory for Provisional Integrated PhD students; however, they will not present until they have completed their modules and moved into their research years. Please see section 4.2 for further details.
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<thead>
<tr>
<th>TERM 1</th>
<th>MON</th>
<th>TUES</th>
<th>WEDS</th>
<th>THURS</th>
<th>FRI</th>
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<tbody>
<tr>
<td>6.00-7.30pm</td>
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<td>Research Methods &amp; Design (Marjorie Lorch)</td>
<td>Postgraduate Research Seminars (Alternate Weeks)* (Jean-Marc Dewaele)</td>
<td>MA Independent Literature Review workshops (2nd year PT students only) – (weeks 3, 5, and 10) (Marjorie Lorch)</td>
<td>Language, Culture and Communication (Zhu Hua)</td>
</tr>
<tr>
<td>7.30-9.00pm</td>
<td></td>
<td>Introduction to Applied Linguistics (Team Taught)</td>
<td></td>
<td></td>
<td>Language Teaching and Learning in Multilingual and Multicultural Contexts (Bojana Petric)</td>
</tr>
</tbody>
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| TERM 2 | 6.00-7.30pm | Sociolinguistics (Penelope Gardner-Chloros) | Empirical Skills Training Workshops for MPhil/PhD/Integrated PhD students, and MA students taking the 60 credit dissertation. Part-time students must attend these workshops in their first year. (Team Taught) | | Second Language Acquisition (Kazuya Saito) |
| | 7.30-9.00pm | International Management Communication (Barbara Gibson) | Linguistic Description and Corpus Applications Integrated PhD students must attend these classes in their first year. (Bojana Petric / Kazuya Saito / Rachelle Vessey) | | Bilingualism (Jean-Marc Dewaele) |

| TERM 3 | 6.00-7.30pm | MA Independent Literature Review (FT students only) – (weeks 3, 5, and 10) (Marjorie Lorch) | Postgraduate Research Seminars (Alternate Weeks)* (Jean-Marc Dewaele) | | |
| | 7.30-9.00pm | | | | |

Please be advised that reading week takes place in week 6 of the autumn and spring terms; week beginning 7 November 2016 and the week beginning 13 February 2017. Unless informed otherwise, there will not be any lectures during reading week.

- **Term 1**: Your lectures will begin during the second week of term until the end of term.
- **Term 2**: Your lectures will begin during the first week of term until the end of term.
- **Term 3**: Unless informed otherwise, there will not be any lectures for any linguistics modules during the third term.

College term dates are provided at the beginning of this handbook.
2.5 Attendance

Please note that attendance is compulsory throughout the programme. You should attend at least 75% of a module in order to complete it. If you miss three consecutive lessons without having explained your absence then it will be assumed that you have withdrawn from that module.

However, it is recognised that many students have heavy work and personal commitments that may prevent them from attending class on a particular evening. The Department is committed to enabling you to engage with and complete your course.

If you expect to be absent from lessons you should inform your Administrator and your Lecturer who will discuss with you arrangements for catching up on classes you will miss. If you expect to be absent from lessons for a week or more you should also inform your Personal Tutor and the Administrator. Please refer to section 5.4 for information on assignment deadlines and mitigating circumstances.

If you are not attending classes and it appears that you are not actively engaged on the course then the Administrator will contact you to discuss this further. In accordance with the terms and conditions of your enrolment, if, after three attempts to make contact with you, you do not reply to the Administrator to discuss your studies then it may be assumed that you do not wish to continue on the programme and your registration will be withdrawn.

Registers

It is important that you attend classes and make sure that you are marked present in each class by touching your Birkbeck student ID card on the eRegister card reader, which is located in most Birkbeck teaching rooms. eRegisters are Birkbeck’s electronic class register system. You mark yourself present during each lecture by tapping your card against the electronic card reader, which will beep to confirm that your card has been read. You can do this anytime from 15 minutes before the start of class until the end of class. If a card reader is not available then a paper copy register will be passed around during class. You must ensure that this is signed otherwise you will be marked as absent.
2.6 Attendance and Change of Circumstances for Overseas Students

Overseas students must notify the Administrator in advance of their intention to:

- withdraw from a programme
- return to their country of origin (either temporarily or permanently)
- take a holiday

You are advised not to make travel arrangements until you have obtained the required approval via the administrator.

The Administrator will then ensure that the Registry is notified without delay. Records will be kept of all approved holidays and breaks and you must ensure that you notify your administrator on your return so you can be checked back in.

Students must report any permanent withdrawal from a programme, which Birkbeck will then report to the UKVI (UK Visas and Immigration) immediately.

Any intention or approval to change programme or study period must be reported to the Administrator who will then inform the Registry immediately.

You are expected to attend all lectures for the modules you are enrolled on in order to comply with the requirements of your visa. If you are unable to attend a lecture then you must inform the Administrator immediately.

During the summer term your assignment submissions will be used as a contact point for monitoring your attendance. Please note that if you do not submit your assignment or an accepted claim for Mitigating Circumstances, you will be reported as absent which may have a negative effect on your Visa.

Failure to comply could lead to your visa being revoked.

2.7 Requirements for Research Students on a Tier 4 Visa in the Department of Applied Linguistics and Communication

This section contains important information regarding the expectations of research students studying at Birkbeck within the Department of Applied Linguistics and Communication (ALC) on a Tier 4 Visa. The following programmes fall under Research within ALC:

- Integrated PhD Applied Linguistics; Intercultural Communication; TESOL; and Language Teaching (during the research stage of the programme)
- MPhil Applied Linguistics
- PhD Applied Linguistics

Requirements for research students on a T4 visa (excluding those in the official writing up period)

- You must follow all instructions from the International Office at Birkbeck and any instructions from the UKVI.
- You must attend all of the Postgraduate Research Seminars (see timetable)
- You must meet with your supervisor 3 times per term to discuss your studies and agree future actions (usually once per month). You must complete the Online Tier 4 Contact Point Report within 48 hours of the meeting taking place (a copy will be sent to the member of staff you have met with). You are reminded that all meetings must be within term time. You can find the term dates in your handbook or online via the main Birkbeck website.
- You must meet face to face with your supervisor at least 3 times per term. Remote supervision, for example, SKYPE, is not a sufficient alternative for these face to face meetings.

Requirements for research students on a T4 visa who are officially in their writing up period (paying the reduced writing up fee)

- You must follow all instructions from the International Office at Birkbeck and any instructions from the UKVI.
- Even though you are writing up, you must still communicate with your supervisor 3 times per term to discuss your progress and agree future actions (usually once per month). You must complete the Online Tier 4 Contact Point Report within 48 hours of the meeting taking place (a copy will be sent to the member of staff you have met with). You are reminded that all meetings must be within term time. You can find the term dates in your handbook or online via the main Birkbeck website.
- You must meet face to face with your supervisor at least once per term. Remote supervision, for example, SKYPE, or email contact regarding your studies can count for no more than two contact points for each term.

Requirements for research students on a T4 visa who are outside of the UK

Normally students are able to leave the UK for academic reasons, for example, to collect data, however, they must complete an Off-Campus Study Agreement Form (available from the Administrator). You should discuss these planned arrangements with your supervisor before completing the form. Once you complete and return the form to the Administrator it will be forwarded to your supervisor. When the form is then approved by your supervisor, it will be sent to the International Office. You will be then notified by the Administrator of the final decision and, if appropriate, you may leave the UK (no earlier than the dates specified in your Off-Campus Study Agreement Form). During this period, contact must be maintained with your supervisor. Please be aware that if you leave the UK for more than 1 term to collect data, or for any other reason, the College will no longer sponsor your visa until you return. For information regarding re-applying for your visa, please see the UKVI website.

- You must follow all instructions from the International Office at Birkbeck and any instructions from the UKVI.
- You must communicate with your supervisor 3 times per term to discuss your studies and agree future actions (usually once per month) via email or SKYPE. You must complete the Online Tier 4 Contact Point Report within 48 hours of the communication taking place (a copy will be sent to
the member of staff you have met with). You are reminded that all communications for visa purposes must be within term time. You can find the term dates in your handbook or online via the main Birkbeck website.

- Please remember you must leave and return by the dates specified in your Off-Campus Study Agreement Form or contact the Administrator if you feel that your return date requires review. If you would like your Off-Campus Study Agreement Form to be extended then please be aware of the 1 term restriction on visa sponsorship. If you fail to return at the end of your agreed period away, the College may revoke your visa immediately.

Requirements for research students on a T4 visa who are officially in their writing up period (paying the reduced writing up fee), who wish to return to their home country to finish writing their thesis.

- You must discuss this with your supervisor and seek their permission to return home to write up the remainder of your thesis and agree a departure date.
- Once you have gained permission from your supervisor, you must contact the Administrator in order to process the request.
- If approved, the International Office will then begin the process of revoking sponsorship of your visa and you will receive notification that you must leave the UK once this is confirmed. This is usually within 4 weeks.
- When you return for your viva, you will need to apply for a Student Visitor visa (see UKVI website for more info).

2.8 Communication with Staff

Emails
Email is the best way to communicate with staff. It is reliable and fast and staff are able to check emails outside normal working hours.

It is the student’s responsibility to check their emails regularly for up-to-date information on the programme. Please ensure that you have marked our bbk.ac.uk emails as ‘safe’ to ensure that they are not directed to your spam folder. You may request your own Birkbeck email address online via your ‘MyBirkbeck Profile’. You can find this page via the student intranet: www.bbk.ac.uk/mybirkbeck

Mail and messages
Messages for staff can be given to the Administrator, who will pass this on to the lecturer concerned.

Notice of change of contact address
All students must notify the Administrator or Registry in writing immediately of any change of address, telephone number, email address or other circumstances concerning their course. You should also update your contact information online via your ‘MyBirkbeck Profile’.
2.9 Withdrawal, Break in Studies and Change in Mode of Study

If you are considering withdrawing or taking a break in your studies then you should discuss the matter in the first instance with your Personal Tutor and, once you have made an informed decision, request this change via your MyBirkbeck student profile, so that this can be processed by the department. If you elect to take a break in studies you can do so at any point during the academic year, and would normally be expected to return in October or at the beginning of the agreed term. It is to be noted that if you take a break in studies at any time during the academic year, any modules you have not completed will need to be resat upon your return.

Whilst it may be the right decision, academically, to take a break, you are advised that you will join a new cohort of students the following year and that there may be fee implications arising from your break. There may also be changes in government legislation the following academic year that may affect any financial support you are receiving from Student Finance England.

If you are considering changing your mode of study, for example from part-time to full-time, then you should contact your Administrator in the first instance. You are advised that if you reduce or increase your module intensity then this may have an impact on any financial support you are receiving, whether this be in the form of a grant or loan. There may also be fee implications if you change your mode of study from full-time to part-time or vice versa part way through the year.

Occasionally, students are registered as ‘Exam-Only’. This usually means that assignments for a module(s) have been deferred to a date within the following academic year as a result of a successful claim for mitigating circumstances. If you are registered as an exam only student this usually means that you do not have any attendance requirements and are just registered for the year for the purposes of submitting a deferred assignment or re-sitting an exam. You will continue to have access to College services, for example the library.

It is important to note that if you are an international student on a tier 4 visa then it is not usual for your visa to be sponsored during this period as you are not required to attend the College.
3 Modules Available in 2016/17

*Module topics, reading lists and assessment are indicative and may be subject to change.

3.1 Research Methods and Design

Module Convenor: Professor Marjorie Lorch

This module aims to provide training in the principles and practice of research methods and design in applied linguistics and communication. We aim to help you develop information skills to access the research literature; develop critical skills to evaluate the research design and methodology employed in current research in applied linguistics and communication; provide the knowledge of particular types of research design and methodology; appreciate the rationale for and implications of particular methodological choices. The aim is to equip you with the tools to critically address the current research literature by providing a deeper knowledge of how research is carried out and the consequences of methodological design choices on research hypotheses, predictions and interpretation of results.

This course will develop core research skills and specific research abilities:

- Library and e-library database searching, use of keywords and abstracts, bibliography construction, record keeping;
- Attribution of ideas, quoting and paraphrasing, referencing sources;
- Critical skills for reading, interpreting, analysing and evaluating research literature;
- Synthesizing ideas and integrating evidence across the research domain;
- Formulation of research questions, implication of the selection of method and design, presentation of findings and interpretation of evidence, argumentation;
- The inter-relationship between theory, method and research design, knowledge of the subject base and methodological foundations.

Topics covered include:

- Aims and objectives of research
- Critical thinking and argumentation
- Research tools for information retrieval
- Research method and design techniques
- Qualitative and quantitative techniques for analysing evidence

Recommended Texts:


Further Reading:

Assessment:
This module is assessed by a structured essay of 3,500-4,000 words which presents a critical reading of research literature.

You are required to carry out independent reading throughout the term, to contribute to classroom exercises and prepare for discussions.

Assessment deadline:
13 January 2017, 11.59pm

3.2 Introduction to Applied Linguistics

Module Convenor: Dr Lisa McEntee-Atalianis

This module introduces some of the major areas of research in Applied Linguistics and will help you choose your options and make an informed choice for your Research project. The course aims to develop your understanding of the theoretical, methodological and epistemological diversity in the field as well as the key issues in current Applied Linguistic research. It is team-taught, drawing on the expertise of staff in different fields of study.

This module is a core module for the MA Applied Linguistics and Communication programme, however, if you are on a different programme you are able to take this as an option module.

Topics may include (this may be subject to change):
• Introduction to Applied Linguistics
• First Language Acquisition
• Second & Additional Language Acquisition
• Instructed Second Language Acquisition
• Language Assessment
• Language and Gender
• Language, Identity & Power
• Language in Interaction
• Language Impairment and Loss

Required Text:

Recommended texts:
Assessment:
One essay of 3,500-4,000 words.

Assessment deadline:
13 January 2017, 11.59pm

3.3 Introduction to Intercultural Communication in Business Contexts

Module Convenor: Professor Zhu Hua
Guest Lecturer: TBC

The module will provide an overview of key theories in cross-cultural management and intercultural communication and will look at how these theories manifest themselves in the 'real world' of international business. After presenting several frameworks describing cultural factors in business and considering how cultural differences can shape our behaviour and influence interaction between members of different cultures, practical ways of managing diversity will be identified and practised. The course will be taught through a combination of tutor input, discussion of major issues, student presentations and group work.

Topics covered include:
- The impact of culture on business
- Communication in the multicultural workplace
- Organisational culture
- Taxonomies of cultural values
- Critical evaluation of the values approach to culture
- Meetings, negotiation and conflict across cultures
- Working in international (and virtual) teams
- Intercultural competence in the workplace

Set texts (to be purchased by students):

Recommended texts (full list available at the beginning of the course):
Assessment:
A group presentation and a 2,500-3,000 word essay.

Assessment deadline:
13 January 2017, 11.59pm

3.4 Language, Culture and Communication

Module convenor: Professor Zhu Hua

This module aims to provide you with an introduction to key issues, concepts and multidisciplinary methods employed in the study of language and (intercultural) communication. Its focus is on the role of language in intercultural encounters in different contexts such as classroom, workplace, diasporic communities, travel and study abroad.

Topics covered include:
- Language, Culture & Communication: An introduction
- Culture-specific ways of communication
- Multicultural classroom
- Living with differences
- The workplace
- Business
- Travel and study abroad
- Developing Intercultural Communication Competence and symbolic competence
- Language, identity and interculturality

Recommended texts:

Assessment:
One essay of 3,500-4,000 words.
3.5 Bilingualism

Module Convenor: Professor Jean-Marc Dewaele

This module introduces research on bilingual and multilingual individuals, from childhood to adulthood, dealing with linguistic, social, cultural and psychological issues. Special attention will be given to the issue of acculturation and hybridity.

Topics typically covered include:
- Code-switching,
- Acculturation and hybridity,
- Multicultural identities,
- Communication and recognition of emotion in multiple languages,
- Trilingual First Language Acquisition
- Immigration and multicultural personality
- Multi-competence: the non-linguistic consequences of multilingualism

Recommended texts:

Assessment:
One essay of 3,500-4,000 words.

Assessment deadline:
28 April 2017, 11.59pm

3.6 International Management Communication

Module Convenor: Professor Zhu Hua
Lecturer: Dr Barbara Gibson

This course is designed to develop your understanding of the basic concepts, models and theories of international management communications and to develop the strategic communication skills needed to successfully manage and lead global organisations. You will develop substantial knowledge of the role of communication in the success of an organisation and various communication channels as well as your own intercultural communication competence. You will gain an increased awareness of the cultural implications related to management and organizational communication.

Topics covered include:
- Communication Strategy
- Corporate Communication
- Public Relations
Recommended texts:

Assessment:
5 weekly scenario-based written assignments (up to 400 words each) and an individual assignment of 2,500 words.

Assessment deadline:
28 April 2017, 11.59pm

3.7 Language Teaching and Learning in a Multilingual and Multicultural Contexts

*Module Convenor: Dr Bojana Petric*

The module aims to provide you with an overview of current issues in second/foreign language teaching, particularly with reference to the teaching of English to speakers of other languages (TESOL). The module will enable you to develop a critical understanding of key theoretical, methodological and practical issues in language teaching, and to assess their relevance for language pedagogy in their own contexts.

This module is a core module for the MA TESOL and MA Language Teaching programmes, however, if you are on a different programme you are able to take this as an option module if you have professional experience in language teaching.

Topics covered include:
- Contexts of language teaching
- Approaches and methods in language teaching / The post-method era
- Trends in current language teaching methodology: Task-based and content based language teaching
- The teaching of English as an international language / English as a Lingua Franca
- The language teaching curriculum (language systems and skills)
- Language teaching resources and materials
- Teaching language for specific purposes
Assessment and testing in language teaching
Language programme evaluation

Set text (to be purchased by students):

Recommended texts:

Apart from these texts, specific readings, including articles from journals in the eLibrary, will be set for each session.

Assessment:
An essay (3,500-4,000 words).

Assessment deadline:
13 January 2017, 11.59pm

3.8 Marketing Communications: A Global Perspective

Module Convenor: Professor Zhu Hua
Guest Lecturer: Isabel da Silva

Integrated marketing communications make a major contribution to national, international and global economies.

This module will challenge students to think critically about current academic integrated marketing communications theory and contemporary practices in a global and digital context. It will give students the ability to use each of the marketing communications instruments more strategically and more effectively.

Critical examination of business models such as Amazon, eBay and Burberry will provide real life insights into marketing in the 21st century.

Topics covered include:
- The key challenges of international marketing communications
- Advertising, Media Characteristics, Media planning
- Publicity and public relations
- Events and sponsorship
- Promotional tools including direct marketing, personal selling and sales promotion
- Using Internet technology: scope, applications and websites
- Digital, experiential and interactive marketing

**Set Text:**
- Clow, K, Baack, D, (2016), Integrated Advertising, Promotion and Marketing Communications, 7/E, Pearson Higher Education (for those who prefer more examples)

**Further Reading:**

**Assessment:**
*One essay of 3,500-4,000 words.*

**Assessment deadline:**
28 April 2017, 11.59pm

### 3.9 Second Language Acquisition

**Module Convenor: Dr. Kazuya Saito**

The study of second language acquisition (SLA) is concerned with how child and adult second language learners develop phonological, lexical, and grammatical aspects of language in naturalistic and classroom settings. In this module, we will consider a number of interesting theoretical debates and up-to-date research findings on the processes, developmental patterns and factors underlying SLA. The ultimate goal of this module is to prepare the students to develop, evaluate and refine their own research programs in light of this understanding.

**Topics covered include:**
- First language acquisition (Is language acquisition ability innate?)
- Theories of SLA (e.g., Linguistics vs. Psychology approaches)
- Individual differences in SLA (Which variables, such as learner age, aptitude, and motivation predict successful learning outcomes?)
- Ultimate attainment and nativelikeness in SLA (How far can humans master a second language?)
- Instructed SLA (What is an optimal way to teach second language in classroom settings?)
Second language pronunciation and vocabulary learning (How to measure and improve second language vocabulary/pronunciation performance?)

**Recommended texts:**

**Assessment:**
Interviewing and analyzing a second language learner (3,500-4,000 words)

**Assessment deadline:**
28 April 2017, 11.59pm

### 3.10 Sociolinguistics

**Module Convenor: Professor Penelope Gardner-Chloros**

This module familiarises you with the basic concepts and topics of Sociolinguistics, covering such topics as linguistic variation and change, speaker variables, social networks, the speech community, community of practice, ethnography of communication, language shift and death, language and gender, etc. You will also learn about some applications of sociolinguistics, e.g. language policy and planning and language revitalization. We will discuss the different methodologies used in the field, as well as current research, debates and ideas from different traditions within Sociolinguistics. An emphasis on bi/multilingual issues such as code-switching are a particular feature of this course.

**Topics covered include:**
- Language and society: an overview
- Linguistic variation and change: classic studies
- The speech community
- Discourse analysis, the ethnography of speaking
- Pragmatics and conversation analysis
- Language change, historical sociolinguistics and dialect formation
- Bilingual communities and the sociolinguistics of language contact
- Language and gender

**Set text (to be purchased by students):**
  (Make sure to get the latest (7th) edition, which is linked to a companion website)

**Recommended text:**

30
Assessment:
One essay of 3,500-4,000 words.

Assessment deadline:
28 April 2017, 11.59pm
4 Dissertation

4.1 Empirical Research Skills Training Workshops

If you are a full-time student, these workshops will appear on your timetable within your student profile as Dissertation: Integrated PhD. Part-time students will be sent the schedule manually towards the end of the autumn term.

Workshop Convenor: Professor Zhu Hua

The workshops aim to develop students’ empirical research skills in the area of applied linguistics and communication. It complements the core module Research Methods and Designs taught in Term 1 by focussing on how to design a research project and to choose a methodology suitable for one’s research questions.

Topics covered include:
- General introduction to doing a research project
- Ethnography
- Interactional Analysis
- Discourse Analysis
- Recording, transcribing and coding
- Classroom observation and action research
- Questionnaire and interview
- Experimental designs
- Quantitative analysis & Statistics
- Group presentation

Assessment:
Please note that the workshop is not assessed. Students are expected to submit a research topic form to confirm their choice of topic by the start of the Summer term (part-time students will be contacted about this form towards the start of their second year).

4.2 Linguistic Description and Corpus Applications Workshops

Module Convenor: Dr Bojana Petric
Tutors: Dr Bojana Petric, Dr Kazuya Saito, Dr Rachelle Vessey

It is compulsory for Provisional Integrated PhD students to attend and sit in on this non-credit bearing module in their first year, though you will not be required to complete assessed assignments for this module.

If you are a full-time student, these classes will appear on your timetable within your student profile as Linguistic Description and Corpus Applications. Part-time students will be sent the schedule manually before the start of second term.

This module will familiarise you with key linguistics and corpus-linguistics concepts and provide you with practical training in using a variety of corpus-based tools for language analysis in a range of areas within applied linguistics.
The module is designed to prepare you for conducting a research project in applied linguistics; therefore, sessions will be held in a computer lab to allow for ample opportunities for practice. Previous knowledge of corpus tools is not necessary.

This module will equip students with key linguistic and corpus linguistics concepts and terms necessary for describing language in the areas of second language acquisition, language teaching, and media language. It will introduce them to a range of corpus tools (e.g., LexicalTutor, CohMetrix) and speech analysis software (e.g., Praat), and provide them with an opportunity to practice using them for data analysis tasks. The module will enable students to provide accurate language descriptions for research and teaching.

Most sessions will be held in a computer lab. Previous knowledge of corpus tools is not necessary.

**Topics covered include:**
- Introduction (standard and non-standard language, written and spoken language; corpus linguistics, corpora)
- Analyzing second language vocabulary
- Analyzing second language pronunciation
- Investigating learner writing
- Investigating classroom discourse
- Language description and teaching materials
- Spoken and written language and the media (news media, social media)

**Recommended texts:**
- Readings will be recommended for each topic in class.

**Optional Assessment:**
A small-scale research project (3,500-4,000 words). This assessment is optional, for your own personal development. You will not gain credits for this assessment.

### 4.3 Postgraduate Research Seminars

**Seminar Convenor: Professor Jean-Marc Dewaele**

The seminars are a friendly and supportive venue for PhD and Integrated PhD students (in their research stage) to present the latest findings and ideas in their research projects and to exchange ideas and feedback. It prepares students for conference presentation and the dissemination of their research as part of the requirement for PhD. It also encourages cross-disciplinary collaboration and thinking outside the box. The seminar audience includes PhD, Integrated PhD and MA students within the department, as well as academic staff and visiting scholars.

If you are registered on the ‘provisional Integrated PhD’ and are still completing the taught element of the programme then you will not be expected to present your research. You will only be required to do so once you have moved into your
research years. Please note, however, that it is compulsory for you to attend these seminars.

Dates for these seminars will be circulated via email during the autumn term. It is advisable to check your supervisors’ availability before you choose the date of your presentation.

4.4 Guidelines for Dissertation

A dissertation is the outcome of an extended piece of research on a specific topic within Applied Linguistics and Communication and should be 12-15,000 words long. It should be clearly framed within the areas of specialism of the members of staff of the Department of Applied Linguistics and Communication. An overview of staff research interests can be found on our Departmental website.

When students embark on a dissertation their immediate focus is on their choice of topic, framing their research question and the process of carrying out the work, rather than the final report. Here are some helpful guidelines:

References
Keep a full record of every reference that you read or consult. This record should contain all the information needed to cite correctly the paper or book.

Quotations
Keep the full reference of any quotation you write down, including the page number on which it occurs. It is also wise to check the wording and punctuation and, for books, the inside page showing the author, date, edition, full title, place of publication and publisher. This will ensure that you do not accidentally plagiarise.

Keep everything
Keep everything you write. If you write summaries of what you are reading and what you think of it right from the beginning you may well find that you can incorporate parts of these summaries into your final report.

Write up details at each stage
It is essential that you write up your notes as you go along in the course of carrying out your research rather than leaving it until the end. Keep good records of how you carried out your work.

Make copies
As with references and written material it is important to keep backup copies of all your material, data and writing to guard against IT failure.
**Data**

Please ensure that any empirical evidence that you collect is saved and backed up. Do not delete it after carrying out your analysis. Raw data should be retained until your dissertation is successfully completed.

**Ethics**

Research involving human subjects is subject to ethical constraints. Any project which involves human participants must get ethics approval. Students should discuss this with their supervisor. Further guidance and an ethics proposal form will be sent to students during the first term.

The Dissertation is assessed according to the criteria found in section 5.7 with the addition of criteria for the assessment of RQs/hypotheses & methodology (where appropriate). Therefore the following are taken into account:

- the research question(s)/hypothesis(es) is/are well-defined, and contextualised;
- an argument is specified, coherently presented and supported by evidence;
- alternative arguments are analysed;
- the approach is critical, not descriptive;
- a relevant methodology is employed;
- relevant sources have been consulted;
- knowledge of relevant literature, issues and debates is demonstrated; and
- the style and presentation is clear and careful, and appropriate academic conventions have been observed.

**4.5 Role of the Dissertation Supervisor**

The role of the supervisor is to assist the student by providing advice and guidance on how to prepare, produce and improve their dissertation. It may include giving advice on choosing a suitable topic; drawing up a suitable preliminary bibliography; planning the primary and secondary research the student will need to do for the dissertation; using suitable research methods; methods of improving the presentation of the dissertation; sources of information, advice and guidance in undertaking the dissertation and other general academic advice. The supervisor should be available to advise the student on approach, coverage, questions to be asked and the outline structure and research design.

More specifically, the supervisor will:

- assist the student in the definition and organisation of the project in the early stages of preparation;
- advise the student on the feasibility of what (s)he plans to do;
- approve the dissertation proposal.
The supervisor is under no obligation to:

- find the student a suitable topic for the dissertation;
- read preliminary drafts of the student’s work;
- offer the student guidance or assistance after the end of the summer term;
- proof read the final draft.

It is not the role of the supervisor to direct the research or ensure that a dissertation is of sufficient quality to pass; this is the responsibility of the student. Any opinion expressed by the supervisor relating to the quality of work should not be taken to represent the opinion of the relevant Sub-Board of Examiners.

4.6 Responsibilities of the Student

You will have three one-to-one sessions with the supervisor during the writing of the Dissertation.

It is the responsibility of the student to initiate contact with their Dissertation supervisor once the supervisor has been allocated. Students should contact their supervisors within 10 working days of the supervisor being nominated, to agree a date for an initial meeting or other working methods.

The student and supervisor should agree a timetable at the outset for completion, which should normally include provision for at least two meetings in advance of submission.

Students are responsible for providing their supervisor with drafts of work to be discussed, as agreed with the supervisor, and no later than five working days before any meeting.

It is important to establish a good working relationship with your supervisor. You should:

- keep your supervisor informed about the progress of your Dissertation;
- advise your supervisor in good time if you are unable to attend an agreed meeting and make alternative arrangements to meet at a later date;
- inform your supervisor at the earliest possible time of any difficulties you may be encountering.

Once you have been allocated a supervisor, you should not consult any other members of staff regarding your Dissertation, unless explicitly encouraged to do so.

Where a student considers that their supervision is not adequate then they may request a change of supervisor by writing to their Programme Director or Assistant Dean of the Department. Any change will be at the discretion of the Assistant Dean.
4.7 Presenting at a conference

We encourage our research students to disseminate their research through conference presentations and publications. Before you submit an abstract or write a paper based on your work at Birkbeck, please consult your supervisors to discuss; in particular, authorship and scholarship. Your supervisors have extensive experience in disseminating research and would be happy to provide you with guidance.

Funding is available towards the cost of your conference visit. Priority will be given to those students presenting a paper that is co-authored with their supervisor and then on a first come, first served basis. If you wish to apply for any School wide funding, you must first apply for any departmental funding. (www.bbk.ac.uk/sshp/research/funding-for-research-students)

Please note that departmental funding is limited and given to students on a first come, first served basis. Funding is limited to £100 per student per year, subject to sufficient funds.

Please contact the Administrator if you wish to make a claim from department conference funds.

4.8 Dissertation Timetable and Deadlines

Part-time students
You should have chosen your research area by the end of your first year. You should have a well formulated and specific research proposal by the beginning of October of the second year, so you can be allocated a supervisor. The Administrator will contact you before the start of the autumn term during your second year and ask you to complete a dissertation proposal form. You will need to have a draft outline of the Dissertation by the end of term 1 in the second year. If this is an empirical study your data collection should ideally be completed by early spring.

- For 1st year part-time students, the dissertation is due by 11.59pm, 25 May 2018.
- For 2nd year part-time students, the dissertation is due by 11.59pm, 26 May 2017.

Full-time students
By the end of the spring term you should have a well formulated and specific research question, so that you can be allocated a supervisor. The Administrator will contact you before the start of summer term and ask you to complete a dissertation proposal form. If this is an empirical study ideally you should have collected your data in the summer term. You can then complete the writing over the summer vacation in order to meet the deadline

- For full-time students, the dissertation is due 11.59pm, 1 September 2016.
You should not change your research topic once you have agreed it with your supervisor unless there are extenuating circumstances. Any change in topic should be discussed with your supervisor immediately.

4.9 Ethical Review

If you intend to collect data from human participants as part of your research then you must complete an Ethical Review Proposal Form. This form, along with further guidance, is available from our School website (www.bbk.ac.uk/sshp/our-research/sshp-ethics-committee-and-procedures) and will need to be authorised by your supervisor and the Departmental Research Ethics Officer or School Ethics Committee before you start collecting the data. Any research involving vulnerable participants or sensitive material will require a more rigorous approval procedure.

4.10 Instructions on Final Presentation and Submission

Every candidate submitting a Dissertation must do so in accordance with the following instructions:

Submission
You must submit your dissertation in the same manner that you do for assignments. No paper copies are required.

Number of copies
You should submit one electronic copy of your Dissertation. Please refer to section 4.3 of this handbook for advice on how to submit your Dissertation.

Presentation
Dissertations must be presented in typescript or print. Each page must be numbered.

Layout
Margins at the edge must be not less than 40 mm (1.5 inches) and other margins not less than 20 mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations where single spacing may be used.

Pagination
All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, from 1 onwards. This sequence must include everything, including maps, diagrams, blank pages, etc.

Line numbering
Each line should also be numbered to facilitate marking. To add line numbers to a whole document follow the guidelines below:

Step 1: On the file menu, click Page Setup, and then click the Layout tab.
Step 2: In the Apply box, click Whole document.
Step 3: Click Line Numbers. Select the Add Line Numbering check box, and then select the options you want.

Title Page
The title page must bear the title of the Dissertation, the candidate's name and Student ID, the month and year of submission, the degree award for which the Dissertation is submitted, acknowledgements of any help received, followed by the name of the college: Birkbeck, University of London.

Abstract
The title-page should be followed by an abstract consisting of no more than 350 words providing a summary of the research as a whole. This should be accurate, locate the research in the wider academic literature and summarise methods and findings.

Table of Contents
In each copy of the thesis the abstract page should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials. This should include page numbers.

Word-count
Your dissertation should be 12-15,000 words long (+/-10%). You must ensure that your word-count is added at the start of your dissertation before the abstract. Your bibliography and appendices are excluded from the word-count.
5 Assessment for Qualifying Period

5.1 Assessment Requirements

Coursework
Work submitted for one course must not be substantially re-used for a second.

You should submit one electronic copy to Moodle (see section 12.6 for further details).

Dissertation
Students are required to produce a 12-15,000 word dissertation. The dissertation is an original piece of research, conducted under supervision, and should comprise a selective critical review of the literature relevant to the chosen topic, an explanation of and motivation for the study, an argument and evidence for the thesis and conclusions arising from the study. The project should demonstrate the ability to critically review sources, identify research issues, and formulate a coherent argument.

You must submit your Dissertation in the same manner that you do for assignments. Further information concerning format and instructions for the Dissertation can be found in section 5.5.

5.2 Assessment Criteria

DISTINCTION: The work must meet most if not all of the following criteria:

70-100%

- the work shows good evidence of original treatment of a given topic: e.g. exercises independent intellectual judgment and original insight(s); approaches question or topic critically; displays a willingness to return to sources, wide reading and research
- the work is extremely well planned, written, argued, structured, showing excellent knowledge and analytical/critical ability
- the work demonstrates a high level of awareness, and mature and confident handling, of appropriate critical theories, models or approaches
- the work is based on a high level of bibliographical research and on excellent handling of primary sources; references are used appropriately
- the work must completely meet the criteria for word-length and presentation
- the work must be impeccably presented, including appropriate chapter structure, references, appendices, pagination, etc.
**MERIT:** The work must meet most if not all of the following criteria:

60-69%
- the work shows some evidence of original treatment of a given topic (as defined above)
- the work is generally well-planned, well-written, well-argued, well-structured, showing reasonable knowledge and analytical/critical ability
- the work demonstrates some awareness of appropriate critical theories, models or approaches
- the work is based on an appropriate level of bibliographical research and on fair handling of primary sources; footnotes or other references are used appropriately
- the work must normally conform to the recommendations concerning word-length
- the essay must be appropriately presented including appropriate chapter structure, references, appendices, pagination, etc.

**PASS:** The work must meet most if not all of the following criteria:

50-59%
- the work may be largely derivative or uncritical in its approach, but shows some evidence of independent thinking
- a fair piece of work, but poorly written, uneven in argument, structure, expression, in knowledge shown or analytical/critical ability, or coverage
- the work may demonstrate little awareness of appropriate critical theories, models or approaches
- the work is based on a fair level of bibliographical research but handling of primary sources may be defective; footnotes or other references may be deficient
- the work may be too long or too short or inappropriately presented in terms of structure, references, pagination, etc.

**FAIL:** The work fails to meet most or all of the criteria set out for a Pass:

Below 50%
- the work may show no evidence of independent thinking
- the work may be very poorly argued, written, expressed and structured, may tend to be descriptive, or show little or no relevant knowledge or analytical/critical ability
- critical apparatus and references may be deficient or absent
- handling of references and other sources may be defective
- the work may be too long or too short or very poorly presented in terms of structure, references, pagination, etc.
5.3 Submission of Assignments

You must provide one electronic copy of your assignment. Please keep one further copy of work submitted, for your own records. Work must not be submitted to any member of academic staff. Your electronic copy must be submitted via Moodle. Further guidance on how to submit an electronic copy will be sent to you at the beginning of the autumn term. No hard copies are required.

On the first page of your coursework, you must ensure that the following information is provided:

| Title of the question you are answering |
| Word count (excluding bibliography)    |
| Name and Student ID Number             |

When you submit your assignment electronically to Turnitin, it is important that you enter the title of the assignment question you are answering, as the title of your upload. This allows staff to allocate marking correctly.

If you can’t find the module you need to submit your assignment to or the assignment submission link, or have some other problem completing your assignment submission, please contact the administrator in the first instance. If this occurs close to the deadline you should email the department, attaching your file.

Further guidance on how to upload your assignments to Moodle can be found here: moodle.bbk.ac.uk/course/view.php?id=118

Students will be informed by the Administrator when their individual feedback and provisional mark is available within Moodle. The marks only become final once they have been approved by the Sub-Board of Examiners. You can expect to receive feedback within six term-time weeks of submission of your essay. Please note that dissertations will take longer to mark.

5.4 Assignment Deadlines

- Term 1 Assignments: 11:59pm, 13 January 2017
- Term 2 Assignments: 11:59pm, 28 April 2017
- Dissertation (1st year part-time students): 11.59pm, 25 May 2018
- Dissertation (2nd year part-time students): 11.59pm, 26 May 2017
- Dissertation (full-time students): 11.59pm, 1 September 2017

It is important to note that your assignment must be submitted no later than 11.59pm on the day of the deadline. If you do not adhere to this then your assignment will be considered late.

You are not permitted to email your assignment directly to the Administrator.

Deadlines for submission of assessed work must be adhered to. Extensions to deadlines cannot be granted under any circumstances. Any late submission will
be given a maximum mark of 50% or will be considered along with mitigating circumstances to receive a higher, actual mark. If you have mitigating circumstances, such as medical, compassionate or any other major reasons, you should submit the College mitigating circumstances form, along with supporting documentary evidence, to the Administrator at the earliest possible opportunity, and at the latest 7 days after the deadline. Claims submitted later than 7 days will not be accepted without a valid reason for being late. You should let the Module Convenor know that you have done this. This will then be taken into account when the Examination Sub-Board meet for the determination of marks. The mitigating circumstances form is available from the Administrator or on the College website. Any claim for mitigating circumstances will not be final until the Sub-Board of Examiners meet, which normally takes place in November; however, your claim will be provisionally determined in February for autumn term assignments and in May for spring term assignments.

For those students who do not submit their assignment before the deadline, an absolute cut off deadline 6 weeks after the original deadline will be given. Any work submitted after this deadline will not be marked and will receive 0%, which will result in failure of the module.

5.5 Assignment Format

Your assignments must be word-processed and double-spaced. You must ensure that you reference correctly (please see section 5.8 for guidance on referencing). Please ensure also that you include a full reference list at the end of your essay. Footnotes should normally not be used in submitted work, either for bibliographical references or in order to make additional comments. Very occasionally a footnote may be appropriate for ‘one-off’ purposes such as providing the original version of a quotation which is presented in translation in the text. Essential supplementary material such as transcriptions and other relevant texts should be placed in an Appendix.

Please remember that your name and Student Number should be added to the first page of your essay. The title of your essay must also be included at the start of your essay.

A word-count, excluding the reference, should be included on the first page of your essay. You must also include page numbers.

Please see section 4.8 for additional guidance on submitting your dissertation.

5.6 Word Limit

You must keep to the word limits given to each assignment. You are allowed to go 10% above or under the word limit. If your assignment exceeds 10% above then the marker is entitled to stop reading any further. If your assignment is more than 10% below the word limit then it is unlikely that your essay will have sufficiently answered the assignment question and you will be marked accordingly. The word-count, excluding the bibliography and any raw data, should be included on the first page of your essay.
5.7 Marking

All assignments are first and second marked. Essays are assessed using the following criteria (not in order of importance and these do not correlate with a % of the overall mark):

**Answering the question:** the extent to which the work has dealt directly and clearly with the assigned task and provided a focused answer to the particular intellectual problem posed.

**Structure:** the extent to which the work demonstrates coherent organization of the material and an overall argument that proceeds logically from introduction to conclusion.

**Conceptual clarity:** the extent to which the work has understood key terms and concepts, defined ambiguous terms, and employed them correctly.

**Critical Content:** the extent to which the work provides a lucid critical analysis of the problem that evaluates competing arguments and interpretations rather than a purely descriptive or narrative discussion.

**Literature:** the extent to which the work demonstrates familiarity with, and command of, the relevant scholarly writings on the subject (primary and secondary sources) using these in the service of an independent argument.

**Evidence and Examples:** the extent to which the work deploys apposite examples/quotations and evidence to support its claims, thereby turning unsupported assertions into critical arguments.

**Style and Presentation:** the extent to which the work makes effective and correct use of the English language and is written in a clear and scholarly style (including correct use of referencing, quotations etc. according to departmental criteria).

You can normally expect marking to be completed within 6 weeks of the deadline date (although dissertations will take longer), and you will be sent an email to let you know when each modules’ marks are available. Once your assignment is marked you will be able to view your individual feedback within Moodle. This will detail your provisional mark and feedback from the first marker. The second marker may comment further if deemed necessary.

Tutors cannot engage in additional discussion on assignment feedback, except in exceptional circumstances.

All marks are provisional until ratified at the Sub-Board of Examiners meeting, which normally takes place in November.
5.8 References

You will be expected to provide full bibliographic references for all material used as sources for your written work.

Bibliographic databases (such as EndNote®, Zotero and Mendeley) can help to organise notes and references. Using one of these information management tools can be very helpful when you come to write your essays if you chose an application at the outset of your reading from the start of the course. Guidance and training regarding the use of reference software and citation of references can be found on the library information module on Moodle through the library website:

Different subject specialties and allied journals use a variety of different referencing conventions (APA, Chicago, Harvard etc). You may use any of these but whichever format you chose it must be applied comprehensively.

The most simplified and common format for referencing books, chapters and journal articles is known as author, date in Endnote. Some examples are given below. Please refer to guidance provided from the library for more details.

All material that is incorporated into your written work that is drawn from another source must be referenced. If you use direct quotations, the page number(s) of the quotation should be given at the end of the quotation or after the date of the reference, e.g. (Smith, 1976, p.15) if it comes after a quotation, or Smith (1976, p.15) if the reference just precedes the quotation. Your own comments on the quotation should follow.

In the body of the text references are noted by the author's surname, followed by the date of publication in brackets, e.g. Smith (1976). The ‘et al.’ convention can be used when the number of authors is greater than two; this is the Latin for ‘and others’. Other Latin words used include ‘ibid’ (the same) and ‘op cit’ (quoted above), which save you continually repeating the name.

Books:

Chapter in edited book:

Journal articles:

Use references which are drawn from citations in secondary sources sparingly. Always attempt to read the original source referred to. If you are referring to a
secondary citation it should be clear to the reader that the primary source has not been read. In this case, where the work of one author is cited in another author's work, it is necessary to refer to the secondary source and provide both authors' names. For example:

Baetens Beardsmore (cited in Dewaele, 2007, p. 65) reported...

or

(Baetens Beardsmore, cited in Dewaele, 2007, p. 65)

In this example, only Dewaele is included in the references list. The bibliographic details for Baetens Beardsmore do not need to be included in the text or in the reference list.

Internet based materials
For internet based materials, your references should state the URL and the date when you last accessed the particular site or document. For example:


The library help desk will be able to offer advice if you have any queries on the appropriate referencing protocols.

Please note that material found on the Internet should be selected with care and should be of the same standard of academic scholarship as that found in sources provided by the library; if using Wikipedia as initial overview, the references provided there should be followed up and cited.

5.9 What is Plagiarism?

You should familiarise yourself with the particular details of what constitutes plagiarism. Information is available on MyBirkbeck which provide resources on all aspects of good academic practice (http://www.bbk.ac.uk/mybirkbeck/services/facilities/support/plagiarism). You are strongly advised to refer to the ‘Academic Honesty and Plagiarism’ information and guidance pages which can be found via the Moodle page for the module ‘Research Methods and Design’, or at https://moodle.bbk.ac.uk/mod/page/view.php?id=247745. You should ensure that you read these guidance pages before considering submitting your assignments. For further guidance on Moodle, please see section 12.7.

Plagiarism is the most common form of assessment offence encountered in universities, partly because of the emphasis now placed on work prepared by candidates unsupervised in their own time, but also because many students fall into it unintentionally, through ignorance of what constitutes plagiarism. Even if unintentional, it will still be considered an assessment offence. This section is
intended to explain clearly what plagiarism is, and how you can avoid it. Acknowledgement is made to guidance issued by the USA Modern Language Association (MLA, 1998).

Plagiarism is the presentation of another person’s ideas as one’s own or failing to cite the source of another’s ideas. In any form, plagiarism is unacceptable in the department, as it interferes with the proper assessment of students’ academic ability.

Plagiarism has been defined as “the false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own” (Linsey, 1952, p2). Therefore, using another person’s ideas or expressions or data in your writing without acknowledging the source is to plagiarise.

**Borrowing others’ words, ideas or data without acknowledgement.**

It is acceptable, in your work, to use the words and thoughts of another person or data that another person has gathered but the borrowed material must not appear to be your creation. This includes essays, practical and research reports written by other students including those from previous years, whether you have their permission or not. It also applies to both ‘hard-copy’ material and electronic material, such as Internet documents. Examples include copying someone else’s form of words, or paraphrasing another’s argument, presenting someone else’s data or line of thinking.

This form of plagiarism may often be unintentional, caused by making notes from sources such as books or journals without also noting the source, and then repeating those notes in an essay without acknowledging that they are the data, words or ideas belonging to someone else. Guard against this by keeping careful notes that distinguish between your own ideas and researched material and those you obtained from others. Then acknowledge the source.

**Example 1**

Original source:
To work as part of a team, to be able and prepared to continue to learn throughout one’s career, and, most important, to take on board both care for the individual and the community, are essential aspects of a doctor’s role today.


Plagiarism:
The essential aspects of a doctor’s role today are to work as part of a team, be able and prepared to continue to learn throughout one’s career, and, most importantly, to take on board both care for the individual and the community.

Acceptable:
One social writer believes that the essential aspects of a doctor’s role today are to work as part of a team, be able and prepared to continue to learn throughout one’s career, and, most importantly, to take on board both care for the individual and the community (Greengross, 1997).
Example 2
Original source:
The binary shape of British higher education, until 1992, suggested a simple and misleading, dichotomy of institutions. [...] Within their respective classes, universities and polytechnics were imagined to be essentially homogenous. Their actual diversity was disguised. [...] The abandonment of the binary system, whether or not it encourages future convergence, highlights the pluralism which already exists in British Higher Education. Scott, Peter (1995), The Meanings of Mass Higher Education, SRHE and Open University Press, Buckingham, p43.

Plagiarism:
Prior to the removal of the binary divide between polytechnics and universities in 1992, there was a misleading appearance of homogeneity in each sector. Now there is only one sector, the diversity of institutions is more apparent, even if convergence may be where we’re heading.

Acceptable:
Peter Scott has argued that prior to the removal of the binary divide between polytechnics and universities in 1992, there was a misleading appearance of homogeneity in each sector. Now there is only one sector, the diversity of institutions is more apparent, even if convergence may be where we’re heading. (Scott, 1994)

In each revision, the inclusion of the author’s name acknowledges whose ideas these originally were (not the student’s) and the reference refers the reader to the full location of the work when combined with a footnote or bibliography. Note that in the second example, the argument was paraphrased – but even so, this is plagiarism of the idea without acknowledgement of whose idea this really is.

In writing any work, therefore (whether for assessment or not) you should document the source of everything that you include – not only direct quotations and paraphrases but also information and ideas. There are, of course, some common-sense exceptions to this, such as familiar proverbs, well-known quotations or common knowledge. But you must indicate the source of any appropriated material that readers might otherwise mistake for your own. If in doubt, cite your source or sources.

Copying material verbatim
Another example of plagiarism is the verbatim copying of chunks of material from another source without acknowledgement even where they are accepted facts, because you are still borrowing the phrasing and the order and the idea that this is a correct and complete list. Also, you might be infringing copyright (see below).

Re-submission of work
Another form of plagiarism is submitting work you previously submitted for another assignment. While this is obviously not the same as representing someone else’s ideas as your own, it is a form of self-plagiarism and is another form of cheating. If you want to re-work a paper for an assignment, ask your
lecturer whether this is acceptable, and acknowledge your re-working in a preface.

Collaboration and collusion
In collaborative work (if this is permitted by the lecturer) joint participation in research and writing does not constitute plagiarism in itself, provided that credit is given for all contributions. One way would be to state in a preface who did what; another, if roles and contributions were merged and truly shared, would be to acknowledge all concerned equally. However, where collaborative projects are allowed, it is usually a requirement that each individual’s contribution and work is distinguishable, so check with your lecturer. Usually, collusion with another candidate on assessed work (such as sharing chunks of writing or copying bits from each other) is not allowed.

Copyright infringement
Finally, you must guard against copyright infringement. Even if you acknowledge the source, reproducing a significant portion of any document (including material on the Internet) without permission is a breach of copyright, and a legal offence. You may summarise, paraphrase and make brief quotations (as I have done from my sources), but more than this risks infringing copyright.

References:

You will be asked to enrol onto and undertake a short online plagiarism course through Moodle. Further information will be given to you in your first Research Methods and Design lecture.

Please note that all assignments are checked for plagiarism through electronic detection software.

5.10 Assessment Offence

An assessment offence is defined as “any attempt whether successful or unsuccessful to achieve an unfair advantage in any element of assessment over other candidates participating in the assessment”. Assessment offences are categorised as plagiarism, collusion, examination offences and other offences.

It is accepted that not all cases of plagiarism are committed intentionally, and that it is not appropriate to invoke the formal processes within the College Policy on Assessment Offences for all cases where work submitted for assessment meets the College definition of plagiarism. Where, in the judgment of the marker, a student has committed a minor act of plagiarism for which the formal processes are not appropriate, a marker will award a mark of zero for the element of assessment in question and the student will be asked to resubmit the assignment, usually within four weeks, which will be capped at 50%.
**Stage 1: School Based Investigation**

More serious allegations of assessment offences will be heard under stage 1 of the *College Policy on Assessment Offences*. This means that the Assistant Dean of the relevant Department will nominate a Panel consisting of a minimum of two academic members of staff to consider the case. Full details regarding this policy can be found via the Registry website at [www.bbk.ac.uk/reg/regs/](http://www.bbk.ac.uk/reg/regs/).

**Stage 2: College Level Proceedings**

Where an alleged offence is considered by a Stage 1 Panel to be of such a serious nature that it would not be possible to apply an appropriate penalty under Stage 1 were the allegation to be upheld, then a written request for formal disciplinary proceedings, under the *Code of Student Discipline*, is made to the Academic Registrar. Stage 2 also applies where the student is on their final attempt at the module, and the result of failure in that module would be that the student’s programme of study would be terminated, the investigation shall be conducted under Stage 2. A College Disciplinary Panel will then review the case, which may result in the termination of the student’s registration. Full details regarding this policy can be found via the Registry website at [www.bbk.ac.uk/reg/regs/](http://www.bbk.ac.uk/reg/regs/).

**5.11 Reassessment of an Assignment**

If you receive a grade below 50% in an assessment you may be asked to either re-sit the whole module or resubmit the assignment for reassessment. If you are allowed to resubmit, you will be given a deadline by email by which to resubmit your coursework. You may answer the same question that you answered for your original assignment.

The mark for your reassessed piece of work is capped at 50%, except where mitigating circumstances have been accepted. This is the pass mark for postgraduate assignments.

If you receive a failing mark for an option module then you are able to decline the reassessment opportunity and take an alternative module the following academic year. If you do this, then the alternative module will count as a second attempt with the mark being capped at 50%. Please note that this usually results in a tuition fee implication.

If an overall module mark is less than 40% then re-assessment will be considered on an individual basis.

**5.12 Module Failure**

Students are offered two attempts at passing any element of a module.

If your overall mark for a core module is less than 50%, once you have completed all the assessments for that module and any reassessments, then you will have failed that module and will normally be excluded from the programme.
If your overall mark for an option module is between 40% and 49% once you have completed all the assessments for that module and any reassessments, you may be awarded a compensated fail. An MA student is only able to accumulate 30 credits as compensated fails by the end of their programme.

5.13 Progression to PhD

Upon the completion of postgraduate modules, students will be considered for entry to the research component/doctoral phase of the programme if they have satisfactorily passed their taught modules and their Dissertation and are successful in the interview which is held soon after the completion of the Dissertation (and normally held in September). They must demonstrate sufficient independent research skills and specialist knowledge in an area commensurate with the research interests of staff in the department through their course work and in the interview.

Satisfactory completion of postgraduate modules
Overall marks for the taught element of the Integrated PhD should be a minimum of 60% in normal circumstances. In borderline cases, the Sub-Board of Examiners has the right to exercise discretion, taking into account a candidate’s overall profile of marks including exit velocity (i.e. how well a candidate does in the second half of the course compared with the first half), preponderance (i.e. the number of modules achieving distinctions or merits) and any mitigating circumstances. Please note that achieving 60% overall does not automatically entitle the candidate to qualification for the research component.

Successful interview
Those who have satisfactorily completed postgraduate modules will be invited to attend an interview. The purpose of the interview is to ensure candidates’ success at the doctoral phrase. It assesses whether a candidate has sufficient independent research skills, relevant specialist knowledge in the chosen research area and a feasible research plan to build upon his/her Dissertation. It is held approximately four weeks after the completion of the Dissertation. The interview panel will consist of two members of academic staff, in addition to your Dissertation supervisor.

Procedures of interview
The candidate will be asked to submit a brief description of the proposed research project (between 800 and 1,000 words) outlining the research questions (what), rationale (why) and methodology (how) no later than 1 week prior to the scheduled interview (sent to the Administrator via email). It is essential that the candidate demonstrates how the proposed research project builds upon the completed Dissertation. During the interview, the candidate will be invited to give a short summary of the Dissertation and the proposed research project and to answer the panel’s questions. The candidate will be informed of the outcome of the interview normally within one week.

If you are not successful in progressing into the Doctoral phase of the programme you will be notified in writing by email around November. You may be awarded an MA certificate as an exit award.
5.14 Announcement of Results

The Postgraduate Boards of Examiners meet in November of each year to confirm the final marks for all pieces of coursework during that academic year. The Registry publishes the final marks on your Student Record in December. The Department are unable to disclose final marks until the Registry has released them to the students. This will not occur until all debts with the College have been cleared and all library books returned.

Any coursework marks given to you as part of the feedback process are provisional and subject to modification by the Examiners.
6 Research Training

This section provides information on what research training courses and support is available to you along with an overview of the department.

6.1 Overview of the Department

The Department of Applied Linguistics and Communication was established in 1965 by Professor Michel Blanc, making it the first department in England to focus on the study of applied linguistics. In July of the same year, a preliminary meeting was held at Birkbeck to formally establish the British Association of Applied Linguistics. The department has contributed greatly to the field over the years and remains the only Department of Applied Linguistics in the University of London.

The department is an Institutional Member of the British Association of Applied Linguistics and an affiliated member of the International Association of Applied Linguistics (AILA). The Department of Applied Linguistics and Communication houses the Centre for Multilingual and Multicultural Research, and the International Journal of Bilingual Education and Bilingualism (published by Taylor & Francis).

The research of the Department of Applied Linguistics and Communication at Birkbeck focuses on the diverse phenomena of multilingualism, which we believe is the rule rather than the exception in today's increasingly multicultural world. We have a very broad and interdisciplinary approach, and believe that it is through rigorous, critical examination of these phenomena from several perspectives that the nature and functions of language and communication can be understood more holistically.

Over the years, the Birkbeck Applied Linguistics group has not only developed a distinctive academic identity but also helped to redefine the field as a social science. We are not a department of conventional descriptive or theoretical linguistics, and do not engage in research and teaching of syntax, morphology, phonology, phonetics or linguistics of a particular language. Rather, we are concerned with real-life issues in which language and communication play a central role, and this is reflected in our course offering and research.

6.2 College Research School Training Courses

The College Research School (CRS) was recently identified by the Quality Assurance Agency as a specific example of good practice in the quality assurance of research degree provision at Birkbeck.

The Research School is comprised of all Birkbeck academic and research staff, as well as approximately 884 research students (of whom 67% are part-time) registered at the College. The key aims of the CRS are to:
- Facilitate communication and collaboration between Departments in the provision of research training.
- Promote and ensure best practice in research supervision.
- Provide opportunities for interdisciplinary intellectual exchanges for both research students and staff.

To achieve these aims, the CRS organises lecture series, generic skills workshops and social events. All research students are invited to these events, giving you an opportunity to share ideas and expertise not just with students in your own subject area, but also with students across the disciplines.

For further information, visit the Research School web pages at www.bbk.ac.uk/crs.

6.3 Bloomsbury Postgraduate Skills Network

Birkbeck is a member of the Bloomsbury Postgraduate Skills Network (BPSN) which is a collaboration between eight colleges of the University of London (Birkbeck, University College London, the Institute of Education, the School of Oriental and African Studies, the London School of Hygiene and Tropical Medicine, the Royal Veterinary College, the School of Pharmacy, and the School of Advanced Study). This Network enables students of the eight colleges to attend generic skills courses provided at any of the colleges.

Information about the Network and the courses is available on the University College London (UCL) Graduate School website, and students are asked to register for courses on-line.

The URL for the BPSN Web-form is: http://www.grad.ucl.ac.uk/bloomsbury/.

6.4 The Research Student Community

The MPhil/PhD and Integrated PhD programmes enable students to get to know each other and to share knowledge and expertise amongst themselves; this is particularly important in the early stages. You will form part of a cohort of students who join the programme at the same time and you should regard your fellow research students as a significant resource. You should be able to learn from and support each other, and gain other social and academic benefits from your fellow students within a supportive, friendly and productive research environment. To this end, the Department organises regular seminars where research students present their work-in-progress to staff and fellow students. This is a very useful forum for feedback as well as for practising presentation skills.

Room B02 in 28 Russell Square is a room dedicated to all the PhD students across the School. For Integrated PhD students, access to the room can be gained through your student card once you have completed the taught element of the programme and qualified for the research element.
7 Supervision for your Research Project

This section provides information on the procedures for the supervision of your research once you have progressed from taught stage to research stage.

7.1 Allocation of Supervisor(s)

The Programme Director arranges the appointment of supervisors for you in accordance with Birkbeck’s guidelines for the appointment of supervisors. In normal circumstances, your Dissertation supervisor would remain as your primary supervisor. Your supervisors and Programme Director will offer support through their involvement in the annual review process, upgrading, appointment of examiners. They will ensure continuity of supervision and arrange back-up supervision where necessary. When joint supervision is agreed, one supervisor will be nominated as your main supervisor, and he or she will take primary responsibility for your progress. Your supervisors will liaise closely on all aspects of your research, and joint agreement must be reached on the readiness of your research project for submission for examination and on the nomination of the examiners.

7.2 Responsibilities of the Supervisor and the Student

The Common Awards Scheme Regulations for Research Students, a copy of which is issued to you when you register at the beginning of each academic year, should be used by you and your supervisor on a regular basis as a reminder of your respective responsibilities in the supervisory relationship. At the outset you should also discuss your respective responsibilities with your supervisor in order that a good working relationship can be established.

7.3 Frequency of Contact

The number and frequency of meetings (or equivalent contact, for example, by telephone or electronic mail) between you and your supervisor is a matter for you both to decide together. The normal expectation is 3 times per term for full-time students and twice per term for part-time students. This is intended as a guideline and it is accepted that frequency of contact may vary according to the topic and the stage reached in the research and according to mode of contact. For example, more frequent face-to-face meetings may be appropriate in the early stages, whereas in the later stages, contact may be less regular.

It would be useful for you to arrange with your supervisor the date of the next meeting at the end of each tutorial. If you need to change the arrangement, you should contact your supervisor in advance to keep him or her informed of your progress. You should let your supervisor have any written work well in advance of such meetings. If you are overseas for any period of your registration, communication between you and your supervisor should be maintained and regular contact should continue by email, fax or letter. It is recommended that contact is made at least once a month even if you have not made as much progress as you had planned.
7.4 Written Reports on Progress

You should summarise the main points and action points discussed in your meetings in writing and send it to your supervisor soon after the meeting. This helps to ensure that there is no misunderstanding regarding the advice you receive. It also provides a useful aide memoire when completing the annual review of your progress.

7.5 Feedback

Your supervisor is expected to read and comment on your written work. Please make this process easier by giving your supervisor sufficient time to consider your work by regularly submitting work or plans so that your supervisor is familiar with the research and its progress. You may find it useful to submit with your work a summary of the issues which you would particularly like your supervisor to consider or points on which comments are particularly important.

You should always keep a copy of any written work handed to your supervisor as well as back-up of any important electronic data as accidents can happen. You should also keep a good record of any feedback, written or otherwise, from your supervisor.

7.6 Advice on Progress

Your supervisor is expected to advise you of any concerns he/she may have about your progress in order that any difficulties may be resolved at an early stage. Your supervisor’s comments should be provided in writing so that you have a clear understanding of your progress. The comments and suggestions, written or verbal, made by your supervisor are advisory and you are not under any obligation to agree with them or adopt them. You are ultimately responsible for the research you are undertaking, and the role of your supervisor is to help as much as he or she can.

7.7 Seeking Advice from Other Sources

You may wish to discuss your research with other members of staff of Birkbeck, or indeed with appropriate people outside of Birkbeck, and seek their advice. It sometimes happens that a chapter or longer section of a research project draws on other areas of work outside your main discipline and that there are specialists who can help with this. If you wish to discuss your work with another member of staff, please discuss this with your supervisor in advance, so that the advice can be properly integrated into your research plan.

7.8 Change of Supervisor

There are a number of reasons why a temporary or permanent change of supervisor might be necessary. For advice in such circumstances, please contact your supervisor or the Programme Director.
8 Your Research Project

This section provides a guide on how to complete your research project. Further information is provided in section 11.

8.1 Getting Started on the Research Project

During your first year starting the research project, in consultation with your supervisor you will need to develop a more detailed research outline taking into account the requirements of a PhD (see section 7) and the period of study required to complete it. Your initial proposal (which you completed prior to your registration) is likely to be a useful starting point. In further developing your proposal you need to include:

- A clear statement of the research question or problem
- A working title (this can always be slightly adapted)
- A rationale for the research which makes reference to relevant theoretical and other concerns and to relevant literature and research
- A clear statement of the theoretical and methodological perspective being adopted
- A description of the design of your study including, where appropriate, discussion of proposed methods of data collection and analysis
- A timetable with milestones identified

It may be useful to ask yourself the following questions:

- What is your research question/focus/problem?
- Is the research manageable and practicable within the timescale of your PhD?
- What approach and methods are you planning to use?
- How will you analyse the data?
- What is your research project or argument going to be?
- What is the likely contribution (to theory, methodology, policy, practice)?
- What is your provisional (working) title?

It is an inevitable part of the research process that ideas change and develop as you are introduced to a range of research techniques and through discussions with your supervisor, other researchers and fellow postgraduate researchers. You will find that your proposal and timetable will need to be reviewed on a regular basis.

8.2 Ethical Review

All research at Birkbeck should follow the Research Governance and Ethics Policy. You should discuss these issues with your supervisor and ensure that your research adheres to sound ethical principles. The ethical dimensions of your research should be reviewed regularly as a change of direction in the research could mean seeking ethical approval for a second time. Please ensure you are aware of the ethical issues involved in research and that you comply with the ethical guidelines, as appropriate to your discipline area. An ethical review form
is available in the Department. Please ensure you have secured approval from your supervisor and the Departmental Ethics Officer, Professor Marjorie Lorch, before embarking on the data collection.

The following guidelines should be consulted; they are available through the internet at:

British Educational Research Association (BERA): http://www.bera.ac.uk
British Psychological Society (BPS): http://www.bps.org.uk
British Sociological Association (BSA): http://www.britsoc.co.uk

Ethical issues are particularly pertinent in relation to the following:

- Gaining Access
- Confidentiality
- Dual relationships in the work context: professional and researcher
- Dissemination
- Giving feedback and reporting (critical) findings
- Conflict of values
- Accountability
- Protection of participants

If you need to undertake research involving young people or children please bear in mind you may need to obtain CRB (Criminal Records Bureau) clearance.

8.3 Writing up the Research Project

It is important that you structure the research project in a way that presents your work to your readership (in the first instance, your supervisors and your examiners) in a clear and coherent way. Whilst there is no requirement to adopt a particular structure, your examiners will have expectations about the content of the research project as a whole. The structure given below organises this content in a conventional manner. This does not work for everyone. Some people find, for instance, that a critical engagement with literature is appropriate in a number of places in the research project and thus it does not make sense to have a formally identified literature review. It is, however, important that you demonstrate a good knowledge of relevant research and other literature in your field and that you have engaged analytically with this work. Similarly, the presentation of the analysis of data and the outcomes of the research might be organised around themes that range over a number of chapters. However, the contribution made by the research has to be clearly defined and coherently presented whatever the organisational structure of the research project. It is essential that you discuss the manner in which you intend to structure your work with your supervisor.

- Title: This needs to be clear and informative, so that the readers know from the title what the research project is about
- Abstract of 300 words
- Chapter 1: This should provide a clear rationale for the study and the context of the work and will normally be a statement of the problem in practical and theoretical terms
- Chapter 2: A concise and critical review of and engagement with relevant literature providing an account of previous work, and drawing out conceptual aspects
- Chapter 3: A chapter in which you discuss the methodology that you have chosen to use for the empirical or theoretical work. This chapter should include sections on ethical issues, methods of data collection and analysis, and mode of dissemination
- Chapter 4: A chapter presenting and analysing the data (you may need more than one chapter to present your data analysis).
- Chapter 5: A discussion of your findings; here you might relate your findings to the initial theory or theories you have discussed and to the methodology used.
- Chapter 6: In the final chapter, you should summarise very briefly the contribution of your work, and draw your own conclusions; these may include implications for further study and improvements you would have made if you were to repeat the study, implications for the wider context, and the dissemination of your findings (how, to whom and for what purpose), and any implications of publication or dissemination.
- References: These must be complete and accurate. Please use our referencing system (see section 5.8 for further information)
- Appendices:
- Finally, do not forget to ensure it is within the maximum word length as defined by Birkbeck. If you submit a research project which is over length, the examiners may fail it.

8.4 Literary Presentation

If your first language is not English (or even if it is) there may be some difficulty in achieving an adequate standard of literary presentation. While your supervisor can advise on the organisation and style of the research project, it is not reasonable to expect him or her to undertake the labour of correcting grammar, spelling and punctuation. You may need to seek help from a professional proof-reader. It is a very good idea to submit some essays or advance drafts of chapters to your supervisor at an early stage in the research, so that difficulties can be detected and worked on.

Additional support with writing is offered by Birkbeck. Please contact the Birkbeck Student Centre for further information (please see section 12.4).

8.5 Plagiarism

You are reminded that all work undertaken as part of your studies at Birkbeck must be expressed in your own words and incorporate your own ideas and judgements. Please consult your supervisor if you are in doubt about what is permissible. Please also note that Birkbeck subscribes to the JISC Plagiarism Detection Service and your assignments may be checked for adequate referencing through this service.
8.6 Referencing Style and Acknowledgment of Sources

Please refer to section 5.8.

8.7 Intellectual Property Rights

The concept of intellectual property allows people to own their creativity and innovation in the same way that they can own physical property. The four main types of intellectual property are:

- Copyright for material – literary and artistic material, music, films, sound recordings and broadcasts, including software and multimedia
- Patent: a monopoly right, acquired by registration, to prevent any dealing in an original and novel invention during a period of 20 years
- Trade marks for brand identity – of goods and services allowing distinctions to be made between different traders
- Designs for product appearance – of the whole or a part of a product resulting from the features of, in particular, the lines, contours, colours, shape, texture or materials of the product itself or its ornamentation

8.8 Availability of Research Project

It is a requirement for the award of the degree of PhD or MPhil that a copy of a successful research project is placed in the Birkbeck library. Please note that Birkbeck will normally only permit a restriction in cases where very exceptional circumstances prevail, for example, where the nature of the research is personally or politically sensitive or where the author is negotiating for commercial use of a process developed within the research project.

Before the research project is made available for public reference, the following statement is included at the beginning of the research project: "The copyright of this research project rests with the author and no quotation from it or information derived from it may be published without the prior written consent of the author."
9 Monitoring of Progress

This section provides information of the reviews that will be undertaken throughout your doctoral studies.

9.1 Annual Progress Reviews

For research students, the main monitoring and planning mechanism is the Annual Review which is held in the summer term of each year. Students must attend these reviews. The Annual Review Panel consists of the research student’s main and one reviewer. The main responsibilities of the Panel are to assess:

- whether the student’s progress is satisfactory in the past year;
- whether the student’s plan for completion of thesis and monthly plan for the next academic year is feasible;
- Areas that the student has done well;
- Areas that the student needs to improve or work on;
- In cases of updating, whether the student has met the requirement of the transfer from MPhil to PhD, and finally
- Making recommendation as to whether the student has made satisfactory progress or whether a follow-up review panel within 3 or 6 months or a research design panel will be useful.

To prepare for the Annual Review, you need to complete section A of the Annual Review form and submit three hard copies and one electronic copy of the form and all the other required materials to the Administrator no later than 6pm on Friday, 28 April 2017. You need to provide a brief summary of your thesis, details of the contact you have had with your supervisor(s), work completed over the past year, an overall plan for completion of the thesis, a monthly plan for the next academic year, training needs assessment and any other relevant issues.

The Annual Review form is included as an appendix to this handbook, however, you will also be sent the form via email each year.

If you are in your first year of research as a PhD student, full-time or part-time, you are required to submit a research proposal with the form. You may also submit a piece of writing in connection with your thesis, which is optional.

If you are in your second year of research or above as a PhD student, full-time or part-time, you are required to submit a thesis outline and a chapter of your thesis with the form. It is advisable that students check with their first supervisor as to which chapter to submit.

The Review Panel may request a follow-up review. It is essential that all research students have a research design panel before they start collecting data. This annual progress review enables your supervisor to advise Registry as to whether you have made satisfactory progress and whether you may re-register the following year. You will be regarded as having made satisfactory progress if you have been actively engaged in your research and have provided clear
evidence of progress to the satisfaction of your supervisor. This evidence may take the form of, for example, written work, assignments (where appropriate), draft chapters, and/or collection of data.

9.2 Presenting at a Conference

We encourage our postgraduate and research students to disseminate their research through conference presentations and publications. Before you submit an abstract or write a paper based on your work at Birkbeck, however, please consult your supervisors, in particular, with the authorship and scholarship. Your supervisors have rich experience in disseminating research and would be happy to provide you with guidance.

9.3 Withdrawal

In some instances, it becomes clear that a doctoral student will not be able to complete his or her MPhil or PhD research project, whether for academic or personal reasons. Birkbeck’s annual monitoring procedures are designed to identify any difficulties so that action can be taken at an early stage.
10 Examination

This section details the requirements and procedures for the research project and viva voce.

10.1 Examination of Taught Modules

There will be a Board of Examiners for the Integrated PhD programme, including an External Examiner for the taught elements of the programme. Regulations regarding assessment and examination of coursework for the MA from which the taught modules are taken apply. All grades are provisional until ratified by the Board of Examiners. The Board will also approve the progression from taught modules to the research project.

10.2 Title of Research Project

Your supervisor must approve the title of the research project which will be notified to the Doctoral School on the entry form for the examination.

10.3 Earliest Date for Submission of Research Project

The minimum period of registration for the PhD degree is two calendar years of full-time study, or three calendar years of part-time study, or three years if undertaken by a mixture of full-time and part-time study.

The PhD/MPhil degree regulations also permit a student to submit the research project on or after the first day of the month following completion of this minimum period. If you have transferred from another doctoral degree and have been given exemption from part of the registration period at Birkbeck, you will still be required to complete a minimum of one calendar year of full-time or two calendar years of part-time registration at Birkbeck before you can submit your research project for examination.

Although the above minimum period of registration is laid down in the degree regulations, Birkbeck normally expects students to complete a period of three years’ full-time study (or four to five years’ part-time study) before the submission of a PhD research project, this being the expected time required for successful completion. If you estimate you will complete your research project in less than three years’ full-time or four years’ part-time study, please consult the Programme Director for advice.

10.4 Timing of Application for Entry to Examination

You should enter for the examination no less than four months before you submit your research project. If you hope to complete within the minimum period of two years’ full-time, or three years’ part-time registration laid down in the degree regulations, you will need to bear in mind you cannot enter more than six months before this period of registration is completed.
When you submit your entry form, your supervisor will also need to nominate two examiners for approval by Birkbeck. If your examination entry is made late, that is within less than four months before the submission of the research project, it may not be possible for your examiners to be approved and the necessary administrative arrangements for the examination of the research project completed within the reduced time frame. This may result in the viva voce being later than you or your supervisor had anticipated.

If you submit an examination entry form and you do not submit your research project within eighteen months the entry will be cancelled unless your Department permits an extension.

You should normally submit your research project within one year of your last period of registration at the College. If you wish to submit your research project outside this period of time you would need the approval from the Programme Director.

**10.5 Application Procedure**

Once you have completed the examination entry form please ask your supervisor to sign it before it is returned to the Administrator.

The composite tuition, examination and registration fee paid by students registered at Birkbeck covers the examination fee for the first submission. Please make sure that you have no outstanding debts to Birkbeck and that your registration is in order, otherwise it will be necessary to withhold your degree result until the debt is cleared.

**10.6 Special Arrangements for Disabled Students**

If you have a medical problem, a disability of any kind which may mean special arrangements should be made for the examination, we urge you to you make contact with the Disability Officer at the time you submit your entry forms, if not earlier, to discuss your needs in confidence.

**10.7 Appointment of Examiners**

The external examiner must be external to the University of London and the internal examiner will normally be from a College of the University. Where an examiner from another College of the University cannot be found, the supervisor may propose a second examiner who is external to the University of London.

**10.8 Arranging the Viva Voce and Conduct of Examination**

Your supervisor is responsible for the practical arrangements for the viva voce examination. Please bear in mind that the date for the examination cannot be arranged until the examiners have been approved by the Registry. Your supervisor may be present at the oral examination as an observer if your
supervisor so wishes and provided that you have indicated that you are happy for the supervisor to attend.

10.9 Notification of Result

Once the viva voce has taken place, the examiners prepare a joint final report for submission to Birkbeck. If you are asked to make minor amendments within three months, your supervisor should ensure that you receive clear written instructions from the examiners regarding the amendments to be made and the date for re-submitting the amended research project. You should receive the instructions within two weeks of the viva. In this case, the examiners should retain the forms until the amended research project has been submitted and approved. Your supervisor should ensure you know whether your revised research project should be submitted to one or both examiners by the required date.

You will receive written notification of the result, together with a copy of the joint final report. This may take a few weeks. Please bear in mind that the degree cannot be awarded until two copies of the successful research project, bound in the appropriate format, have been lodged with the Examinations Office within Registry.

10.10 Degree Presentation Ceremony

The Birkbeck degree presentation ceremony is held at certain times of the year. Details of the ceremony are sent to all successful candidates by the Registry.

10.11 Appeals Procedure

Birkbeck has an approved procedure for consideration of research project appeals by candidates for doctoral degrees. An application under the procedure must be made within two months of written notification of the result of the examination to the candidate.
11 Research Project Format Instructions

This section provides a detailed account on how your research project should be presented and what the procedures are for examination.

11.1 Instructions and Notes on Submission, Format and Binding

Theses have to be robust enough to endure the examination process and also have to be easily identified. They will need to have the candidate's name on the spine to distinguish them. Once the examination is successfully completed, copies of the research project are deposited in the library so that the research undertaken can be publicly available. One hard-bound copy will be deposited in the Birkbeck library. Examiners sometimes require candidates to make minor amendments to otherwise successful theses. They will either give you the theses back after the oral examination or ask the Exams Officer to do so. If you are asked directly by your examiners to make amendments, you should check with them whether to give your corrected theses to the examiners, your supervisor or the Exams Officer. If you had originally submitted all copies of your research project soft-bound, you must now have one copy hard-bound, whether you were required to make amendments or not. The result of the examination will not be issued to you until Birkbeck has two final approved copies of the research project in the required formats.

Every candidate submitting a research project must do so in accordance with the following instructions:

11.2 Number of Copies

Two copies must be submitted to the Exams Officer, Registry. However, a candidate may be required to provide a third copy of his/her research project if a third examiner is appointed at any stage in the examination process. Each candidate is required to bring one additional copy to the oral examination paginated in the same way as the copies submitted to Birkbeck and adequately bound.

11.3 Presentation

Theses must be presented in a permanent and legible form in typescript or print except that mathematical or similar formulae may be inserted neatly by hand. Photographic and other illustrations should be permanently mounted on A4 size paper and bound in with the research project. In no circumstances should 'Sellotape' or similar materials be used for any purpose. You must make every effort to correct errors before submission. It is not the task of Examiners to act as editors and/or proof-readers of a research project. Failure to do so will not create a good impression to the Examiners.
11.4 Paper

A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. Only one side of the paper may be used.

11.5 Layout

Margins at the binding edge must be not less than 40 mm (1.5 inches) and other margins not less than 20 mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

11.6 Pagination

All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound research project (see also Illustrative Material below).

11.7 Title Page

The title page must bear the officially-approved title of the research project, the candidate’s full name as registered, followed by the name of the college: Birkbeck, University of London.

11.8 Abstract

The title-page should be followed by an abstract consisting of no more than 300 words.

11.9 Declaration and Word Count

You must include in each bound copy of your research project a signed declaration that the work presented in the research project is your own work and also give a total word count for the research project. This page should be bound in with the research project and should follow the abstract.

One example:

I hereby declare that, except where explicit attribution is made, the work presented in this research project is entirely my own.

Word count (exclusive of appendices, list of reference and bibliography): xxxxxxxxxxxx words
Please note the requirement in the degree regulations state that a candidate may submit the results of work done in conjunction with his or her supervisor and/or with fellow research workers provided that the candidate states clearly his or her own personal share in the investigation and that the statement* is certified by the supervisor or co-researcher.

* This statement should be submitted with your examination entry form. In this case you will also need to ensure the statement in the research project reflects the situation.

11.10 Table of Contents

In each copy of the research project the abstract and declaration/word count page should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

11.11 Illustrative Material

Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound research project. If it is separate from the bound volume it must be clearly labelled with the same information as on the title-page (see Title Page above). Each copy of the research project submitted must be accompanied by a full set of this material.

11.12 Binding

In the first instance candidates should submit two copies of their theses, either two which are soft-bound or one which is soft-bound and one which is hard-bound. All theses must be covered in medium blue cloth (e.g. water resistant material) and be lettered in gold up the spine with Degree, Year, and Surname and Initials with letters 16 or 18 point (.25 inch).

Hard-bound theses must have the pages sown in (not hole-punched).

Soft-bound theses should have the pages glued in.

Addresses of binders can be provided by Registry.
12 Advice and Support Services

This section provides advice and information on some of the support services within Birkbeck. For extensive information on all the support services within the College please consult the guidance handbook provided by the Birkbeck Student Centre.

12.1 Primary Contact during your Qualifying Period

Academic queries can be answered by the relevant Module Convenor or by the Programme Director. At the beginning of the autumn term you will be allocated a Personal Tutor who will normally act as your primary source of advice if you need to discuss personal matters affecting your academic progress. Once you are allocated a Dissertation supervisor then they will become your Personal Tutor for the duration of your programme.

The Administrator is familiar with sources of information and of assistance within Birkbeck that are available to students and is usually contactable during normal College working hours, which are between 10am and 6pm. If you wish to visit the Administrator in person then you must check his/her availability before you arrive.

12.2 Personal Tutors

Each student is allocated a Personal Tutor for the taught element of their course until such time that they are allocated Dissertation supervisor. Your Personal Tutor should be contacted only if you wish to discuss personal matters that affect your academic progress. If the matter is not personal and directly relates to a particular module then you should contact the Convenor of that module. If the matter is not personal and directly relates to a particular programme then you should contact the Programme Director.

Your Personal Tutor will also offer a drop-in session during weeks 4 and 8 of the first and second terms. Further details will be sent to you via email from your Personal Tutor after the start of each term.

Examples of who to contact when:

- You have personal circumstances that are affecting your ability to engage with your studies:
  
  Contact your Personal Tutor

- You would like advice on pursuing further study:

  Contact your Personal Tutor

- You have a question which relates to the structure of your programme:

  Contact your Programme Director
You have a question which relates to your assignment: Ask your Module Lecturer in class

If you are ever unsure about who to contact, you may also contact the Administrator in the first instance, who will be able to advise you or direct you to the appropriate member of staff.

12.3 Class Representation

We aim to have an overall Class Representative for the Integrated PhD programmes within the Department of Applied Linguistics and Communication. If you are interested in becoming a class representative please contact the Administrator as soon as possible.

Class Representatives have a very important role as they will represent their cohort in staff/student exchange meetings held at the end of each term. Several changes and improvements were made during previous academic years as a direct result of feedback provided by Class Representatives.

12.4 Birkbeck Student Centre

The My Birkbeck Helpdesk is located in the foyer of the main building in Torrington Square (WC1) and staff are the first point of contact to deal with enrolments, applications, information and advice, or to refer you to more detailed specialist advice where necessary.

My Birkbeck Helpdesk opening hours:
- Monday to Thursday: 11.00 am to 7.00 pm
- Friday: 11.00 am to 5.00 pm
- Saturday: 12.00 noon to 5.00 pm
- Sunday: closed

Contact details:
- Web Form: www.bbk.ac.uk/ask
- Tel: 020 7631 6316

The opening hours of our telephone enquiry line (020 7631 6316) are:
- Monday to Friday: 12.00 noon to 5.00 pm
- Saturday and Sunday: closed

12.5 Department Website

Important information for students can be found on our Department website, such as general forms, events, staff research interests and so on. Please ensure that you check our site on a regular basis:

www.bbk.ac.uk/linguistics
You might be particularly interested on the ‘our community’ page (http://www.bbk.ac.uk/linguistics/about-us/community), where you can find out about previous and current students.

We also have a Facebook and Twitter page dedicated to events and departmental news. If you have a Facebook profile you just need to ‘like’ the Facebook page in order for any news and events to appear in your newsfeed:

www.facebook.com/appliedlinguistics
www.twitter.com/DeptofALCBBK

12.6 Assignment Advice

If you are experiencing difficulties for example; with structuring your essays, you can find a range of helpful Academic Workshops, which can be found on the Learning Support and Skills Training webpage at:

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

12.7 Moodle

Moodle is a Virtual Learning Environment (VLE) that supports online learning and teaching. It can be accessed by registered users from anywhere in the world using the Internet and web browsers.

Login details and further information on Moodle will be provided on enrolment. You should have access to all of the modules that you are registered on and will find learning materials, assignment details, handouts, lesson slides and so on within each module. You will also be expected to upload your assignments here.

Module handouts and pre-class reading will be uploaded in advance of classes.

It is very important that you check each module under Moodle on a regular basis as lecturers update their modules frequently:

http://moodle.bbk.ac.uk

12.8 Module Feedback

Towards the end of the autumn and spring terms lecturers will hand out module questionnaires for you to complete. This is a chance for you to give feedback on the specific module and communicate any suggestions that you may have. These questionnaires are anonymous and should be handed back to the lecturer at the end of class. If you do not wish to hand your questionnaire back to the lecturer then you can hand your completed questionnaire to the Administrator.

The results from the questionnaires will be evaluated and discussed at the following Department staff meetings.
12.9 SPSS Software

You can obtain SPSS 18 software if you choose to do quantitative work for your dissertation.

You can download SPSS v18 (Mac or PC) from www.bbk.ac.uk/its/help/software/downloads.

Please note only staff and students can download the software (your username and password is required) and you will need the licence codes available from www.bbk.ac.uk/its/help/software/downloads.

SPSS 17 software is also available for use in the ITS workstation rooms.

12.10 Support for students with Disabilities, Dyslexia and Mental Health Needs

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

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

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

Access at Birkbeck

Birkbeck’s main buildings have wheelchair access, accessible lifts and toilets, our reception desks and teaching venues have induction loops for people with hearing impairments, and we have large print and tactile signage. Accessible parking, lockers, specialist seating in lectures and seminars and portable induction loops can all be arranged by the Disability & Dyslexia Service.

The Disabled Students’ Allowance

UK and EU (with migrant worker status) disabled students on undergraduate and postgraduate courses are eligible to apply for the Disabled Students' Allowance (DSA). The DSA provides specialist equipment including computers with assistive technology and training, personal help (e.g., study skills tutors, mentors and BSL interpreters) and additional travel costs for students who have to use taxis. It
provides thousands of pounds worth of support and all the evidence shows that students who receive it are more likely to complete their courses successfully. The Wellbeing Centre can provide further information on the DSA and can assist you in applying to Student Finance England for this support. From September 2016, new students will receive their note-taking support from the University rather than the DSA.

**Support in your Department**
Your Department is responsible for making reasonable adjustments in learning and teaching and assessment, including permission to record lectures, specialist seating, extensions on coursework, etc. Whilst we anticipate that this support will be provided by the Programme Director, tutors and Programme Administrator in the Department, they will also have a Disability Lead. If you experience any difficulties or require additional support from the Department then they may also be able to assist you. They may be contacted through the Programme Administrator.

**Support in IT Services and Library Services**
There is a comprehensive range of specialist equipment for students with disabilities in IT Services. This includes an Assistive Technology Room, which may be booked by disabled students. We have software packages for dyslexic students (e.g. Claroread and Mind view), screen reading and character enhancing software for students with visual impairments available in our computer laboratories, specialist scanning software, large monitors, ergonomic mice and keyboards, specialist orthopaedic chairs, etc. We have an Assistive Technology Officer, who can be contacted via IT Services.

The Library has an Assistive Technology Centre, where there is also a range of specialist equipment, including an electronic magnifier for visually impaired students, as well as specialist orthopaedic chairs and writing slopes. The Disability and Dyslexia Service Office refers all students with disabilities to the Library Access Support service, who provide a comprehensive range of services for students with disabilities and dyslexia.

**Examinations and Assessments**
Many disabled students can receive support in examinations, including additional time, use of a computer, etc. In exceptional circumstances, students may be offered an alternative form of assessment.

**Specific Learning Difficulties (e.g. dyslexia, dyspraxia)**
Mature students who experienced problems at school are often unaware that these problems may result from their being dyslexic. Whilst dyslexia cannot be cured, you can learn strategies to make studying significantly easier. If you think you may be dyslexic you can take an online screening test in the computer laboratories – the instructions for the screening test are available on the Disability Office website. If appropriate, you will be referred to an Educational Psychologist for a dyslexia assessment. Some students can receive assistance in meeting the cost of this assessment, either from their employer or from Birkbeck.
Further information
For further information, please call the Wellbeing Centre on 020 7631 6316 or email disability@bbk.ac.uk.

12.11 Birkbeck Students’ Union

Birkbeck Students’ Union provides student support services, promotes welfare issues, represents students’ interests on College committees and provides social activities via events, Clubs and Societies. All students are automatically members of the Union (although there is an opt-out facility) which entitles them to benefit from all the facilities and services the Students' Union offers. Birkbeck Students' Union is affiliated to the National Union of Students (NUS).

The support services and provisions that Birkbeck Students' Union offers are a counselling service, an advice centre, student representation, as well as a shop in the basement and a bar on the 4th floor of the main Birkbeck building on Malet Street. For further information please consult your guidance handbook provided by the Birkbeck Student Union or email the Union at info@bcsu.bbk.ac.uk or consult www.birkbeckunion.org.

12.12 Bloomsbury Postgraduate Skills Network

Birkbeck is a member of the Bloomsbury Postgraduate Skills Network (BPSN) which is a collaboration between eight colleges of the University of London (Birkbeck, University College London, the UCL Institute of Education, the School of Oriental and African Studies, the London School of Hygiene and Tropical Medicine, the Royal Veterinary College, the School of Pharmacy, and the School of Advanced Study). This Network enables students of the eight colleges to attend generic skills courses provided at any of the colleges.

Information about the Network and the courses is available on the University College London (UCL) Graduate School website, and students are asked to register for courses on-line.

The URL for the BPSN Web-form is: www.courses.grad.ucl.ac.uk/bloomsbury/register-user.pht.

12.13 Birkbeck College Applied Linguistics Society (BCALS)

The Birkbeck College Applied Linguistics Society (BCALS) is a student-run society created to enhance the study experience both academically and socially. It is highly encouraged that every student taking a programme within the Department of Applied Linguistics and Communication joins this society, to build an academic support network, receive extra notices of various programme related events (in and out of Birkbeck) and make friends with other students from the Department. Volunteering in a BCALS leadership role is also an excellent way to gain valuable professional experience.
Among its activities, BCALS meets regularly, arranges trips, publishes a newsletter, promotes various seminars, conferences and job openings over the e-list, and holds a student conference at the end of the school year. For more information, please visit the BCALS website http://www.bbk.ac.uk/linguistics/about-us/applied-linguistics-society or contact bcals.bbk@gmail.com.

There are also thriving student societies in the Department of Cultures and Languages. Please contact the Departmental Administrators for further details.

12.14 The Student Community

The Integrated PhD programme enables students to get to know each other and to share knowledge and expertise amongst themselves and with other postgraduate and PhD research students. You will form part of a cohort of students who join the programme at the same time and you should regard your fellow students as a significant resource. You should be able to learn from and support each other, and gain other social and academic benefits from your fellow students within a supportive, friendly and productive research environment.

12.15 Birkbeck Talent

Birkbeck Talent is an innovative recruitment service dedicated to matching your unique skillset with exciting internships and roles with London's top employers. If you would like to hear more about this opportunity, you can sign up via your MyBirkbeck profile (http://www.bbk.ac.uk/mybirkbeck/) or contact Birkbeck Talent directly on 020 3073 8100 or email talent@bbk.ac.uk. For further information please visit the Birkbeck Talent page at http://www.bbk.ac.uk/careers/birkbeck-talent.

12.16 Other Useful Information

Programme regulations
The regulations for all programmes can be found via our Registry website at www.bbk.ac.uk/reg/regs/prog_regs.

College Facilities
Birkbeck College has traditionally specialised in providing university teaching for students who can only study on a part-time evening basis. Thus most of the College’s formal lectures take place in the evenings, but libraries and computing facilities, as well as other college facilities, are open throughout the day and evening. Due to the emphasis on evening studies, these facilities are often relatively free during the day. Full details of College facilities, which are mainly located in Birkbeck’s main building on Malet Street, are given in the College prospectus.
**Library**

Please see the library website at [www.bbk.ac.uk/lib](http://www.bbk.ac.uk/lib) for details of opening hours, as well as full details of subject guides, electronic resources and access to other libraries. Alternatively you could call Helpdesk enquiries on 020 7631 6063.

Once you have enrolled at the College you will be issued with a College identity card which should give you automatic use of the library. Birkbeck library has an excellent collection of books and journals in special areas of research in the department. Students registered at Birkbeck are entitled to use the libraries of the Universities of London. For Senate House Library access you will need to show your "Certificate of Birkbeck Student Eligibility" at the Senate House Library membership desk, along with your Birkbeck ID card. More details about this can be found at [http://www.bbk.ac.uk/lib/otherlibs/shl](http://www.bbk.ac.uk/lib/otherlibs/shl).

The Library provides a wide range of resources including set-texts for each of your chosen modules. If you should ever find that any set-texts are no longer available from the Birkbeck Library, please inform the Team Leader as soon as possible. Contact details can be found at the front of this booklet.

The Counselling Service, in partnership with the Library and the Alumni Fund, has created a self-help library to further support students with emotional and psychological difficulties. If you would like to find out more about the wide range of books available, please visit: [http://www.bbk.ac.uk/mybirkbeck/services/facilities/counselling-service-1/biblio-therapy](http://www.bbk.ac.uk/mybirkbeck/services/facilities/counselling-service-1/biblio-therapy).
APPENDIX: Annual Review Form

Department of Applied Linguistics and Communication

Annual Review Form 2017/8

The Annual Review is for the purpose of monitoring progress and planning for the next academic year. Students should fill in Part A and submit three hard copies and one electronic copy of the form and all the other required materials to the Administrator no later than Friday, 28 April 2017.

If you are 1st year PhD (full-time or part-time), you are required to submit a research proposal with the form; you can also submit a piece of writing in connection with your thesis, but this is optional.

If you are 2nd year or above PhD (full-time or part-time), you are required to submit a thesis outline and a chapter of your thesis with the form. It is advisable that students check with their first supervisor on which chapter to submit.

Part A (Student to complete)

1. Name:

Address:

E mail:

2. Date of registration:

3. Are you in receipt of a grant? (If so please give the name of the awarding body, and starting and finishing dates of the award)

4. Agreed title or topic of your thesis:
5. Brief summary of your thesis (approximately 100 words):

6. Contact with your supervisor over the past year (e.g., the number of meetings):

7. For 2nd year and above students, what was the plan and action points agreed in the previous Annual Review? Please summarise your work completed over the past year in relation to the plan agreed last year and the overall plan of your thesis. For 1st year students, please summarise your work completed over the past year.

8. Please provide an up-to-date overall plan for completion of your thesis and a monthly plan for the next academic year:

9. What training needs do you have?

10. Please list any conference paper or publication relevant to your project you have presented/submitted/published in this academic year.

11. Please add any comments you may have about the quality of support you have received or about the Department’s research environment:

Signature:

Date:
Part B (Reviewer to complete)

1. Name of Reviewer:

2. Name of 1st Supervisor

3. Name of 2nd Supervisor

4. Name of the student under review:

5. Date of Review:

6. Is the panel satisfied with the student's progress?

7. Is the panel satisfied with the student's plan for completion for the thesis and in particular, monthly plan for the next academic year?

8. Comments on the areas that the student has done well:

9. Comments on the areas that the student needs to improve or work on:

10. Answer only if the student is applying for a transfer to PhD. Is the panel satisfied that the student has met the requirement of the transfer to PhD?
11. Any other comment the reviewer and the supervisor(s) wish to add?

12. What is the panel’s overall recommendation? Please tick the following options:

- □ The student has made satisfactory progress.
- □ A follow-up review panel in 3 months
- □ A follow-up review panel in 6 months
- □ A research design panel before data collection
- □ Others. Please specify.

Signature:

Date:
A large-print version of this document is available and alternative formats can be provided on request.

Please contact the Disability Office for assistance.

Telephone: 020 7631 6336
Text: 07910 821 998
Email: disability@bbk.ac.uk