2016/2017 Term Dates

Autumn Term

Monday 3 October 2016-Friday 16 December 2016

Lectures begin week beginning 10 October 2016.

Reading week will take place in the week beginning 7 November 2016.

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.

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
**Who's Who in the Department of Applied Linguistics and Communication**

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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

Maps can be found by visiting [www.bbk.ac.uk/maps](http://www.bbk.ac.uk/maps). 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.
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10. APPENDIX: Annual Review Form


1. Registration Requirements

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

1.1 Course of study

Students registered for the degrees of Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) will pursue a course of study under the guidance of appointed supervisors leading to the submission of a thesis 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 PhD is intended to enable you to produce your own thesis and to develop a range of research and other skills. You will register in the first instance for the MPhil degree, and then to seek a transfer of your registration to PhD later in the programme. The upgrading process provides a valuable opportunity for an independent review and detailed discussion of and feedback on their work.

1.2 Length of course of study

Minimum period

The regulations for the degree of MPhil and PhD specify the minimum period of registration as two calendar years of full-time or three years part-time study. However, the expectation is that students will be registered for three calendar years of full-time or five calendar years of part-time study. This reflects the normal expectation for a doctoral student to complete a PhD 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 letter of offer, you will need to re-register and pay tuition fees. If you manage to complete your thesis within the minimum period laid down in the regulations you will not be prevented from submitting your thesis, if you so wish and your supervisor supports you.

Maximum period

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 part-time 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 PhD/MPhil 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 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 Requirements for Research Students on a Tier 4 Visa

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:

- 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).

1.7 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 email or letter 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- or part-time basis.

1.8 Absence

If you are absent from your studies for a period lasting more than two weeks while you are registered, e.g. for health reasons, it is essential that you inform your supervisor as soon as possible.

The College is required by the UK immigration authorities to monitor the attendance of students who are in the UK on a student visa. Consecutive absence will be reported to the immigration authorities who may take action accordingly.
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

Please note that you must obtain approval before you make any overseas travel arrangements.

Department staff will then ensure that the Registry is notified without delay. Records will be kept of all approved holidays and breaks and students must ensure that they notify department staff on their return so they 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.

Failure to comply could lead to your visa being revoked.

1.9 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.

1.10 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, when you should indicate who will be responsible for paying your tuition fees at the next appropriate time. If you are not paying your own fees, please provide written confirmation of your sponsorship. Birkbeck sends information about registration, including payment methods, to all new and continuing students in September 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.

1.11 Writing up fee

Birkbeck operates a ‘writing up’ fee for PhD students who are in the final year 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. Research Training

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

2.1 Overview of the Department of Applied Linguistics and Communication

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, 2015 IMPACT FACTOR: 1.338, top quartile of education and linguistics journals).

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.

2.2 Taught Modules

It is compulsory for 1st year full-time and part-time students to ‘sit-in’ on our core MA module, Research Methods and Design, which is run in the autumn term, as well as the Empirical Research Skills Training Workshops, which run during the spring term. Students who ‘sit-in’ on modules are not assessed and, therefore, would not submit assignments; however, they must attend classes. Exemption from this course can be sought from your supervisor.

You may also be asked by your supervisor to ‘sit-in’ on any other MA modules run by the Department that have a specialist field in your research area. Please ask the Administrator for the MA handbook if this is the case, which provides further information on the modules. The module description for Research Methods and Design is as follows:
2.3 Research Methods and Design

Lecturer: 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

2.4 Empirical Research Skills Training Workshops

These workshops are compulsory for students in their first year of studies.

Workshop Convenor: Professor Zhu Hua

The workshops aim to develop your 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 how 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. You are expected to submit a research topic form to confirm your 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).

For Intercultural Communication for Business and Professions students, who are facing particularly extenuating circumstances affecting their ability to attend these workshops, they may be considered to instead attend the one-day workshop provided for PG Dip/Cert Intercultural Communication for Business and Professions students.
2.5 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.

2.6 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

2.7 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.

2.8 PhD Student Room

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.
3. **Supervision**

This section provides information on the procedures for the supervision of your research.

3.1 **Allocation of supervisor(s) and Advisory Panel**

The Programme Director arranges the appointment of supervisors for you in accordance with Birkbeck’s guidelines for the appointment of supervisors. 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.

3.2 **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.

3.3 **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, the stage reached in the research and 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.
3.4 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 and administrator soon after the meeting. This helps to ensure that there is no misunderstanding regarding the advice you receive. It also proves useful to us when completing the annual review of your progress.

The summary should include the following items:
1. Date of meeting
2. List of materials submitted to your supervisor before the meeting.
3. The main issues or topics discussed with your supervisor
4. Summary of action points with suggested timetable for completion
5. The date for the next meeting, if agreed.

3.5 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 electronic copies of any important files and data. You should also keep a good record of any feedback, written or otherwise, from your supervisor.

3.6 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.

3.7 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 thesis 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.
3.8 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.
4. Your Thesis

This section provides a guide on how to complete your thesis. Further information is provided in section 8 of this handbook.

4.1 Getting started on the thesis

During your first year, 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 thesis 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.

4.2 Ethical issues

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 (http://www.bbk.ac.uk/linguistics/research).
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.

4.3 Writing up the thesis

It is important that you structure the thesis in a way that presents your work to your readership (in the first instance, your supervisor 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 thesis 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 thesis 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 thesis. 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 thesis 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 a synthesis of any work which has been done in the field, 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 4.6 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 thesis which is over length the examiners may fail it.

4.4 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 thesis, 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 My Birkbeck Helpdesk for further information (please see section 9.3).

4.5 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.
4.6 Referencing style and acknowledgment of sources

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: http://moodle.bbk.ac.uk/mod/book/view.php?id=103070

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.

4.7 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
4.8 Availability of thesis

It is a requirement for the award of the degree of PhD or MPhil that a copy of a successful thesis 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 thesis.

Before the thesis is made available for public reference, the following statement is included at the beginning of the thesis: "The copyright of this thesis 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."
5. Monitoring of Progress

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

5.1 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.

5.2 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](http://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.

5.3 Withdrawal

In some instances, it becomes clear that a doctoral student will not be able to complete his or her MPhil or PhD thesis, 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.
6. **Upgrading from MPhil to PhD**

This section provides a detailed account on the process of upgrading.

6.1 **Timing of upgrading**

The Birkbeck regulations require students to register in the first instance for the MPhil degree. Following a successful upgrade, registration for the PhD is backdated to the date of initial registration for the MPhil. Upgrading from MPhil to PhD should normally take place no later than the end of the 6th term of full-time study, or the 9th term of part-time study. Where necessary, a student’s supervisor, advisory panel and Department should be aware of the requirements of some funding bodies that continuation of funding beyond a certain date is dependent upon upgrading from MPhil to PhD, and should help students with such scholarships to plan their work accordingly.

Upgrading applications are usually considered at the Annual Progress Review meeting.

6.2 **Application procedure**

To apply for upgrading, you must first discuss the possibility of upgrading with your supervisor. If it is agreed that you should apply to upgrade to PhD level then you should ensure that you indicate this request within your Annual Review Form.

6.3 **Upgrade submission**

If your supervisor agrees there is a possibility of upgrading, your Annual Review documents submitted that academic year must demonstrate to the upgrading panel that you are working at doctoral level and are capable of completing a doctoral thesis in a timely manner. You should discuss and agree with your supervisor what will go into your upgrading submission. There is some flexibility about the form that upgrade submissions may take, according to the nature of the research you are undertaking.

Upgrade submissions may include:

- A record of the research training you have undertaken to date and a plan of the research training you have yet to undertake
- A timetable for carrying out your research and completing the doctoral thesis
- A research outline of around 2,500 words, normally comprising the following elements (though it is recognised that not all of these will be relevant to students undertaking theoretical or library-based research). The research outline should comprise of an introduction/background to the research; a conceptual framework/rationale for the research; research focus/research questions; research design/methodological approach; methods of data collection; methods of data analysis and consideration of ethical issues.
Additional material of around 7,500 words. This may include one of the following elements:

i) a critical engagement with research of the literature on your topic, demonstrating your ability to identify and locate relevant literature, using library catalogues, bibliographic databases and other resources; critically evaluate literature; relate literature to your research focus or questions and/or accurately use a recognised referencing system.

ii) a report on preliminary empirical work, normally including discussion of sampling/selection of cases; data collection and data analysis.

iii) a critique of a PhD, book(s) or collection of articles that makes clear the contribution of the critique to the development of your research.

iv) a draft chapter or chapters of your thesis.

In addition, the upgrade submission must show evidence that your English meets the standard required for a PhD thesis of Birkbeck, University of London.
7. **Examination**

This section details the requirements and procedures for the thesis and **viva voce**.

7.1 **Title of thesis**

Your supervisor must approve the title of the thesis which will be notified to Registry on the entry form for the examination.

7.2 **Earliest date for submission of thesis**

The minimum period of registration for the PhD/MPhil 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 thesis 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 thesis 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 thesis, this being the expected time required for successful completion. If you estimate you will complete your thesis in less than three years’ full-time or four years’ part-time study, please consult the Programme Director for advice.

7.3 **Timing of application for entry to examination**

You should enter for the examination no less than four months before you submit your thesis. 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 thesis, it may not be possible for your examiners to be approved and the necessary administrative arrangements for the examination of the thesis 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 thesis within eighteen months the entry will be cancelled unless your Department permits an extension.

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

7.4 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.

7.5 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 make contact with the Disability Officer at the time you submit your entry forms, if not earlier, to discuss your needs in confidence.

7.6 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.

7.7 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.

7.8 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 thesis. You should receive the instructions within two weeks of the viva. In this case, the examiners should retain the forms
until the amended thesis has been submitted and approved. Your supervisor should ensure you know whether your revised thesis 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 thesis, bound in the appropriate format, have been lodged with the Examinations Office within Registry.

7.9  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 Examinations Office.

7.10  Appeals procedure

Birkbeck has an approved procedure for consideration of thesis 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.

For more information please visit:

http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/appeals
8. Thesis Format Instructions

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

8.1 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 thesis 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 thesis 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 thesis in the required formats.

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

8.2 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 thesis 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.

8.3 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 thesis. 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 thesis. Failure to do so will not create a good impression to the Examiners.

8.4 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.
8.5 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.

8.6 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 thesis (see also Illustrative Material below).

8.7 Title Page

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

8.8 Abstract

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

8.9 Declaration and Word Count

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

One example:

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

Word count (exclusive of appendices, list of reference and bibliography): xxxxxxxxx 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 thesis reflects the situation.

### 8.10 Table of Contents

In each copy of the thesis 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.

### 8.11 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 thesis. 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 thesis submitted must be accompanied by a full set of this material.

### 8.12 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 punched).

Soft-bound theses should have the pages glued in.

Addresses of binders can be provided by Registry.
9. Advice and support services for doctoral students

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

9.1 Your supervisor

Your supervisor will normally act as your primary source of advice, both academic and personal. Your supervisor should be familiar with sources of information and of assistance within Birkbeck which are available to doctoral students. Alternatively, please contact the Administrator.

9.2 Class Representation

We aim to have a Class Representative for each level of study 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 the last academic year as a direct result of feedback provided by Class Representatives.

9.3 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.

<table>
<thead>
<tr>
<th>My Birkbeck Helpdesk opening hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Thursday: 11.00 am to 7.00 pm</td>
</tr>
<tr>
<td>Friday: 11.00 am to 5.00 pm</td>
</tr>
<tr>
<td>Saturday: 12.00 noon to 5.00 pm</td>
</tr>
<tr>
<td>Sunday: closed</td>
</tr>
</tbody>
</table>

Contact details:
- Web Form: [www.bbk.ac.uk/ask](http://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
9.4 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.

9.5 Department website

Important information for students can be found on our Department website, such as events, staff research interests, and so on.

www.bbk.ac.uk/linguistics

You might be particularly interested in 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

We celebrated our 50th Anniversary during the 2014/15 academic year where we held a series of seminars, lectures and a large conference. You can read about our history and view the recordings here:

http://www.bbk.ac.uk/linguistics/about-us/50th-anniversary

9.6 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

9.7 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.

9.8 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.

9.9 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@bcu.bbk.ac.uk or consult www.birkbeckunion.org.

9.10 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 or contact bcals.bbk@gmail.com.
There are also thriving student societies in the Department of European Cultures and Languages and the Department of Iberian and Latin American Studies. Please contact the Departmental Administrators for further details.

9.11 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 for details of opening hours, as well as full details of subject guides, electronic resources and access to other libraries. Alternatively you could call their 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.

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

Senate House Library
Membership to Senate House Library is dependent on your level of study, most undergraduate students are not eligible for free access, however, you may access the library at your own additional cost. You can check if you are eligible for free access (funded via the College) via your My Birkbeck Profile, you can also enquire via the administrator. If you are not eligible for free membership at the
library, but still wish to join, you should contact Senate House Library directly for fees etc.
10. APPENDIX: Annual Review Form

Department of Applied Linguistics and Communication

Annual Review Form 2016/17

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 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?**

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

10. **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. Is the panel satisfied that the student will submit their thesis within the next 12 months?

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

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

11. 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?

12. Any other comment the reviewer and the supervisor(s) wish to add?
13. 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
Minicom: 020 7631 6630
Email: disability@bbk.ac.uk