



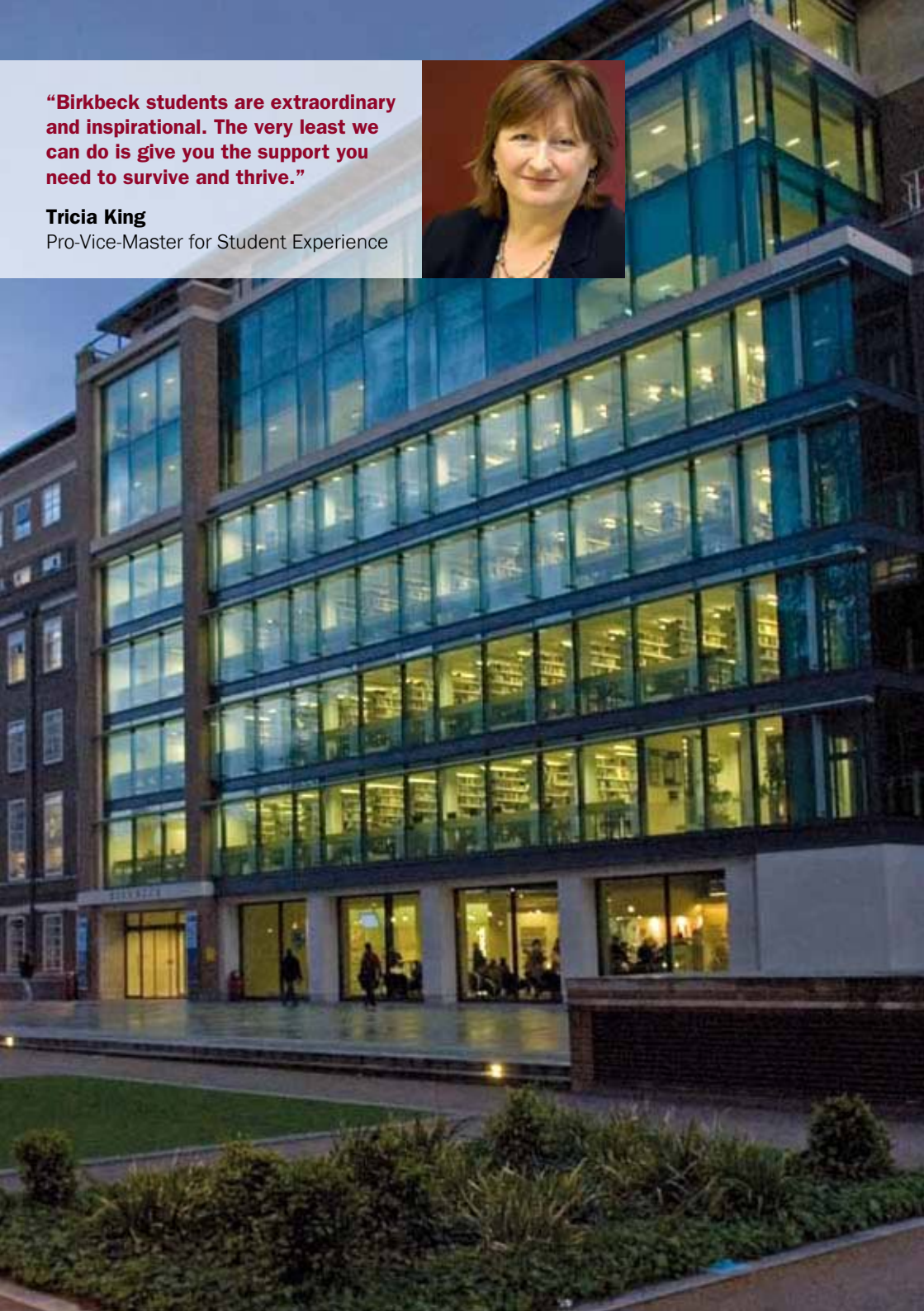
Birkbeck

STUDENT GUIDE 2011

“Birkbeck students are extraordinary and inspirational. The very least we can do is give you the support you need to survive and thrive.”

Tricia King

Pro-Vice-Master for Student Experience



Welcome to Birkbeck!



My Birkbeck Student Services are designed to ensure that you have the best possible experience as a student at Birkbeck.

My Birkbeck will support you in every aspect of studying with us – from when you arrive as a student for your first class, during your studies, right up until graduation day.

Our services include:

- » **My Birkbeck student support website** – www.bbk.ac.uk/mybirkbeck – with all the information you need at your fingertips, including our **Get Ahead: Stay Ahead** interactive tutorials designed to help you improve your study skills and succeed on your course
- » **My Birkbeck Helpdesk** – with a team of friendly and helpful staff who are there when you need them to be, including evenings and Saturdays
- » **A series of student orientation events** – to help you settle into your studies at Birkbeck
- » **Stay Ahead autumn programme** – drop-in sessions and workshops designed to support new undergraduate students during their first term.

If you have any questions, do come and see us at the helpdesk. With best wishes for every success in your studies.

A handwritten signature in black ink that reads "A. Dierks". The signature is written in a cursive, flowing style.

Angela Dierks

Head of My Birkbeck Student Services

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Did you know?

The contents of this Student Guide and more are available on the My Birkbeck website:
www.bbk.ac.uk/mybirkbeck



For the latest information
visit www.bbk.ac.uk/mybirkbeck

Main Birkbeck building on Torrington Square

7	• Dept Economics, Mathematics, Statistics		
6	• Dept Biological Sciences		
5	• Dept Psychological Sciences • IT workstations	Fifth Floor Eatery •	5
4	• IT workstations	Birkbeck bar • Students' Union •	4
3			3
2		Dept Computer Science and Information Systems •	2
1		Dept Geography, Environment and Development Studies •	1
G	• My Birkbeck Helpdesk • Library • IT Services • Disability Office • International Students Office • Café • Dept Crystallography • Payment Office		G
B		• Students' Union Shop • Lecture theatres	B

Floors via Lift A

Floors via Lift B

Teaching rooms

There are teaching rooms on every floor of the building. Each teaching room begins with the number or letter of that particular floor. For example, G16 is on the ground floor, 252 is on the second floor. Follow the signs to find the nearest lift to your room.

Lifts

There are two sets of lifts at either end of the building. After entering the

main entrance, Lift A is to the left of the building and Lift B to the right. Please follow the signs. There is also a third lift (Lift C) in the centre of the building. Lift B does not go to every floor.

Toilets

There are toilets located on every floor of the building, including disabled toilets. Some of the toilets also have baby changing facilities, please ask at reception for details.



Advice and information

My Birkbeck is your first port of call for advice and information as a student with us. Our services are available online via our website and face-to-face. You can drop-in, call or email the helpdesk, see contact details opposite.

The My Birkbeck website – www.bbk.ac.uk/mybirkbeck – is specifically designed for our students and you'll find that it contains a wealth of information that you can access whenever you want.

Get Ahead: Stay Ahead

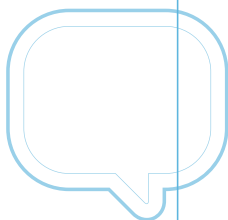
You can access a range of free online interactive information and activities to help you improve your study skills and succeed on your course. Visit: www.bbk.ac.uk/ahead



For the latest information visit www.bbk.ac.uk/mybirkbeck

Did you know?

Make sure you receive any important information about your course. You can update your contact details via the My Birkbeck website.



Do check the website regularly so that you can:

- » access the most up-to-date information about all our student support services (including the ones listed in this booklet)
- » keep up-to-date with College news and events. You can also sign up to have news and events sent to your Facebook or Twitter accounts
- » check exam timetables and update your personal details.

And if you can't find what you need on the website, our friendly helpdesk team are on hand to help out.

The team are based in the main building in Torrington Square (WC1) and are available Monday to Thursday, 12pm – 6.45pm and Saturday, 12pm – 4.45pm to provide all the

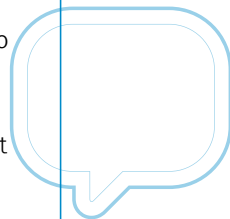
advice and information that you may need to help you with your studies.

At the helpdesk, you can:

- » use self-service terminals to access information straight away
- » talk to support staff and get help with filling in forms.

If you need more specialist advice, our team will be able to refer you to the right person for more in-depth professional support (e.g. financial support, counselling, learning support and so on). And don't forget, you can also call or email the helpdesk team.

We're constantly building our online knowledge bank, so if you can't find what you're looking for, please do let our helpdesk team know so that we can improve the website for all our students.



Did you know?
You can find the location of the My Birkbeck Helpdesk in the main Birkbeck building in Torrington Square.

For more information

visit: www.bbk.ac.uk/mybirkbeck
contact: www.bbk.ac.uk/ask
tel: 020 7631 6316



At the beginning of term

Ready to get started at Birkbeck? At the beginning of your first term of study, there are a number of things you should do.

You need to enrol, which means:

- » paying your tuition fees, or
- » making arrangements to pay in instalments, or
- » making arrangements to pay by applying for government funding.

You will have access to your My Birkbeck Profile once enrolled. You can then amend personal details on this page, e.g. a change of address.

You can order an ID card from your My Birkbeck Profile (you will need to upload a photo) or you can have your photo taken and get your ID card in the My Birkbeck Student Centre. The ID card allows access to the Library once you have enrolled.

You should also:

- » have been issued with a course timetable, a handbook (this may be online) and a programme

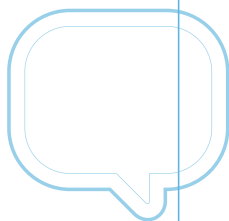
of modules for the autumn semester

- » know where to find information about rooms and times of classes on the My Birkbeck website
- » know the location of:
 - the My Birkbeck Student Centre
 - the appropriate academic departmental office for your course
 - the library
 - ITS Helpdesk
 - the Birkbeck Students' Union and the University of London Union (ULU)
- » visit the library website and attend a session on using the library
- » log on to the Birkbeck computer network or find out where to get your IT username and password (if lost)
- » know how to access the Bloomsbury Learning Environment (BLE)
- » look at the sections of the My Birkbeck website on course and module structures, regulations, procedures and processes



Did you know?

If you're not sure about any of the items on this page, you can check the My Birkbeck website.



For the latest information
visit www.bbk.ac.uk/mybirkbeck

- » know where and how to look up information about your course modules and results
- » find out who your Personal Tutor is (undergraduate and postgraduate students only)
- » find out where to go for advice and support (financial, emotional, job related, related to disability/dyslexia, academic study skills).

How to get organised?

Note down important dates (e.g. course work submission deadlines) in a calendar, wall planner or diary and regularly check these dates.

Think about organising your time most effectively by blocking out regular time in your week that you can dedicate to study; try to establish a study routine.

Consider a system for filing your notes and material handed out in lectures and seminars.

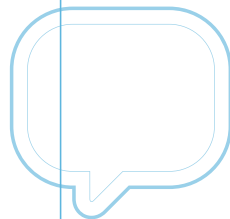
Review the course information that you have been given, including reading lists and course handbooks.

Create a (quiet) workspace at home or familiarise yourself with the library facilities available to you.

Find out about the support available to develop your academic skills, e.g. critical thinking, essay writing, library skills.

Back up your work; safeguard your work by saving to a USB stick, CD etc.

If you aren't sure about something ask for help.



Did you know?
Our Get Ahead: Stay Ahead website has tutorials that help you get started. Visit: www.bbk.ac.uk/ahead

For more information

visit: www.bbk.ac.uk/mybirkbeck
contact: www.bbk.ac.uk/ask
tel: 020 7631 6316



Accommodation

If you are considering renting accommodation, then your first point of contact should be the University of London Housing Services (ULHS).

ULHS information is available online or call our office (see below). You will need to show proof of student status. You can find information about properties to rent, budgeting, travel, checking contracts, checking properties, areas of London, rents, deposits, repairs and other aspects of housing.

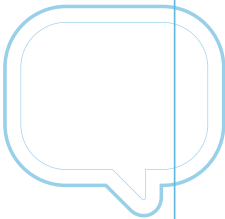
In addition, Birkbeck's international students website contains a wide range of information about accommodation for students in London. Visit: www.bbk.ac.uk/internationalstudents

Notes



Did you know?

Our My Birkbeck Helpdesk team can help you with your queries about accommodation.



For more information

visit: <http://housing.london.ac.uk>
 email: housing@london.ac.uk
 tel: 020 7862 8880



For the latest information
 visit www.bbk.ac.uk/mybirkbeck

Disability and dyslexia support

Our Disability Office provides a high-quality, comprehensive support service for all disabled students. The team provides advice and support on a wide range of issues, including:

The Disabled Students' Allowance

The Disabled Students' Allowance provides non-means-tested government funding for:

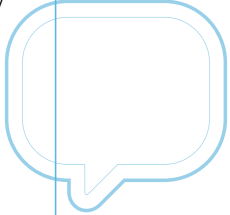
- » special equipment – such as computers, digital recorders
- » personal support – such as note-takers, library support, dyslexia tutors
- » general allowances for books, Internet costs
- » additional travel costs.

If you have dyslexia, dyspraxia, hearing impairments, visual impairments, mental health needs (including depression), medical conditions and mobility difficulties (including back conditions), you are likely to be eligible.

Assessing your needs and co-ordinating your support

We can help by:

- » advising your School on the support you need in lectures, seminars, laboratories
- » referring you to Access Support for assistance in the Library and Disability IT Support for support in IT Services
- » making special examination arrangements.



Did you know?
The Disability Office has a drop-in session, 4pm–6pm, Monday to Friday.

For more information on support or to book an appointment

visit: www.bbk.ac.uk/disability
email: disability@bbk.ac.uk
tel: 020 7631 6316/6336



Eating and drinking

Catering services are offered at all of our main teaching sites – Torrington Square and Gordon Square – which means you can easily get something to eat and drink before classes or during class breaks in term-time.

and snacks, and hot and cold beverages.

Vending machines

- » Located in Torrington Square; Gordon Square; 26 and 30 Russell Square; Clore Management Centre; Senate House, provide snacks, and hot and cold beverages.

Torrington Square (main building)

- » The Fifth Floor Eatery: main meals, salad bar, deli bar, hot and cold snacks, and beverages.
- » The Café on the Square: for hot and cold drinks, pastries, sandwiches and hot snacks.
- » The George is Birkbeck's Students' Union bar and is located on the fourth floor.

Gordon Square

- » Snack Bar: serves confectionery, sandwiches

Around Birkbeck

Around the Birkbeck campus in Bloomsbury you can also find a number of restaurants and cafés, such as RADA and Waterstones in Malet Street and cafés in Store Street and Torrington Place.

There is also a café, cafeteria and bar in the University of London Union (ULU) building next to the main Birkbeck building in Malet Street.

For more information

visit: www.bbk.ac.uk/mybirkbeck
 contact: www.bbk.ac.uk/ask
 tel: 020 7631 6316

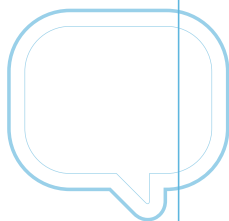


For the latest information
 visit www.bbk.ac.uk/mybirkbeck



Did you know?

We also have a small shop in the basement of the Torrington Square building selling snacks, stationery and Birkbeck-branded products.



Enrolment and fees

You are required to enrol on your chosen modules or programme of study (including arranging a means of payment) before the start of teaching.

Programme Enrolment

Where you have chosen to follow a programme of study, made a programme application, and met any conditions attached to your offer, you will be invited to complete enrolment online. You will be asked to confirm your personal and programme details, agree to our terms and conditions of enrolment and arrange a method of payment for your fees.

To enrol online you will need:

- » your Birkbeck username and password (which will be issued by IT Services when you are eligible to enrol)
- » to access online enrolment at www.bbk.ac.uk/enrol
- » to follow the on-screen instructions to complete enrolment.
- » arrange a means of payment of your fees.

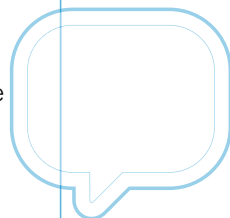
To help you manage financially, we offer flexible payment schemes and you can elect to pay:

- » in a single up-front instalment
- » by credit/debit card in three termly instalments (at no extra cost)
- » by completing the Direct Debit instruction to pay in eight instalments for degree students (or five instalments for foundation degree students commencing in January).

(Please note that fees are not fixed for the duration of a programme of study and are subject to annual increases.)

Modular Enrolment

Birkbeck also offers Modular Enrolment where there is usually no application processes or interview, and you study your choice of module(s) each year at your own pace. You must enrol (including making arrangements to pay the tuition fees) before the start of the module to confirm your place (places are limited). We offer flexible



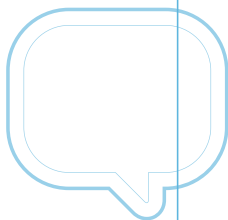
Did you know?

If you are studying for a Certificate of Higher Education and have submitted a Government Fee Grant application (PTG1), you need to let the My Birkbeck helpdesk know if you wish to enrol on any additional modules or withdraw from any modules.



Did you know?

In the run up to exams, we provide free revision study skills sessions. Check the My Birkbeck website for details. There is also exam and revision support on the Get Ahead: Stay Ahead web pages. Visit: www.bbk.ac.uk/ahead



payment options including six instalments for students studying 60 or more credits points in any one academic year.

You can enrol:

- » online at www.bbk.ac.uk/study/ce and click on the

'enrol online' link next to the module details

- » by telephone (020 7631 6316)
- » in person at the My Birkbeck Helpdesk.

Examinations and assessment

Completion of assessment is an integral part of your programme of study and can take many forms, including written coursework, presentations and unseen written examinations.

It is important that you ensure you are aware of what assessment is required for each module and what is expected of you to achieve marks in each assessment (see 'Regulations and codes of practice' on page 27).

Coursework should be completed to the appropriate deadlines.

Unseen written examinations are usually taken during May/June, Monday to Friday during the daytime. The timetable is published online in March each year; and results are also available on the My Birkbeck website.

Support on how to complete assessment successfully is available in your School, as well as via a range of study skills courses (see 'English language and learning support' on page 13).

If you have a disability or dyslexia, you may be eligible for special arrangements for examinations (see page 11).

For more information

visit: www.bbk.ac.uk/mybirkbeck
 contact: www.bbk.ac.uk/ask
 tel: 020 7631 6316



For the latest information
 visit www.bbk.ac.uk/mybirkbeck

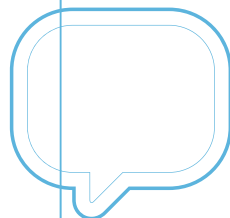
Financial support

If you are worried about financing your studies, you'll be reassured to know that we are committed to helping you find ways to gain the financial support you need to achieve your goals.

If you are a part-time Certificate of Higher Education or undergraduate student, you may be eligible to apply for help with fees and other course costs via either government funds or Birkbeck funds. Such support is subject to eligibility criteria (www.bbk.ac.uk/studentfinance).

At postgraduate level, financial support is more limited. Some funds are available through, for example, postgraduate bursary schemes, the Disabled Students' Allowance and Professional and Career Development Loans.

If you are a research student, there are a number of sources of academic funding for research degrees. These include Research Council studentships (AHRC, MRC, BBSRC and EPSRC), and a limited number of College and School-funded studentships, which will typically cover a portion or all the tuition fees.



Did you know?

Financial support information is updated throughout the year. Make sure you check the financial support section of the My Birkbeck website regularly.

For more information and to check if you are eligible

visit: www.bbk.ac.uk/studentfinance
tel: 020 7631 6362



Get Ahead: Stay Ahead

At Birkbeck we want to help you get the best possible start to your course and make sure you get the support you need during your studies.

Get Ahead: Stay Ahead gives you the opportunity to access a range of free online and face-to-face support services to help you:

- » consider how you can achieve your goals
- » find out what studying at Birkbeck is like
- » improve your study skills before you start your course
- » stay on your course once you've started with online academic and study skills tutorials.

Don't drop out, drop in!

Towards the end of your first term, we run our **Stay Ahead** programme of workshops and designed to give you any advice and support you may need at that time such as:

- » dealing with your first assignment
- » coping with stress
- » managing your time and your workload
- » changing your course.

For more information and to sign up for the Stay Ahead autumn programme visit: www.bbk.ac.uk/autumn

All of the above topics and much more are featured on our website. There you will find a wide range of interactive information, advice and support, for details visit: www.bbk.ac.uk/ahead

For more information

visit: www.bbk.ac.uk/ahead

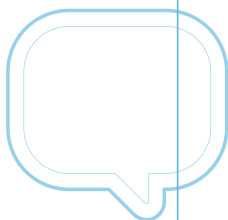


For the latest information
visit www.bbk.ac.uk/mybirkbeck



Did you know?

There is a vast amount of advice and information on the My Birkbeck website. But if you're ever in doubt about something concerning your course, do speak to your tutor.



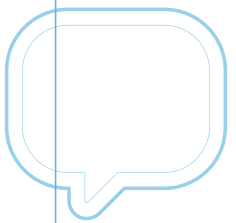
Health services

Birkbeck subscribes to the Gower Street Practice, and all students may use the health centre there.

Students living in central London can register with the doctors for full NHS General Practitioner services,

but other students can also benefit from some of their services.

In addition to normal GP services, the Gower Street Practice offers psychotherapy and cognitive behaviour therapy, and is experienced in helping students. Visit: www.gowerstreetpractice.org.uk



ID cards

Once you have enrolled as a student and arrangements to pay your fees have been accepted, you will be sent instructions about how to get your student card.

This card serves as your College ID card, library card and access card. In order to receive your card you must

provide us with a recent image of yourself, either a passport-sized photo or you may upload your image to the www.bbk.ac.uk/mybirkbeckprofile.

The ID card will remain valid for the duration of your studies, and you will not be issued with a new card for each subsequent academic year.



Did you know?
If you lose or damage your student card, the Registry will issue a replacement upon payment of a non-refundable fee of £10.

For more information

visit: www.bbk.ac.uk/mybirkbeck
contact: www.bbk.ac.uk/ask
tel: 020 7631 6316



International students

As an international student at Birkbeck, you'll find that you are part of a diverse and supportive student community.

In addition, we provide a range of services tailored to meet your specific needs, such as:

- » advice on student visas
- » international student banking
- » health services
- » accommodation
- » welfare services
- » a full induction programme.

New, full-time international students are encouraged to attend the College's International Students' Orientation programme, which is usually held one week before the start of the academic year.

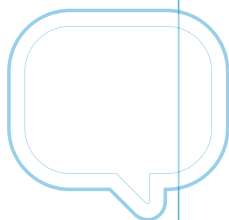
The International Students' Orientation programme includes presentations on a range of topics including enrolment, registration and accommodation, and concludes with welcome reception. There are also visa documentation collection sessions, a campus and local area tour, and other social events and activities.

You can email the International Students' Office (see below) or check the website for further details about the Orientation programme.



Did you know?

The International Students' Office is located in G11 on the ground floor of the main Birkbeck building in Torrington Square.



For more information

visit: www.bbk.ac.uk/mybirkbeck
 email: international-office@bbk.ac.uk
 tel: 020 7631 6316



For the latest information
 visit www.bbk.ac.uk/mybirkbeck

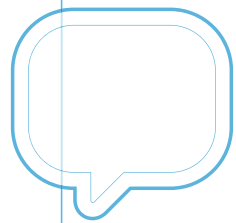
IT Services

We have a full range of modern IT facilities and services to support you in your studies.

Facilities and services include:

- » extensive campus data network providing high-speed connectivity to the Internet
- » purpose-built computer classrooms equipped with up-to-date networked PCs and high-quality printers (at least one open 24 hours a day)
- » a wide range of general software applications (e.g. word-processing, email, web) and specialist packages
- » wireless connectivity to the College network from your laptop or other personal computer equipment
- » facilities for students with special needs, including technical support and advice on the use of assistive technologies to help with specific disabilities
- » an IT helpdesk open Monday to Friday, 10am – 8pm during term time.
- » practical, hands-on training workshops on general applications and self-training materials to enable you to work at your own pace
- » remote access to College electronic resources and services from home or work
- » an online electronic course management system to support learning – the Bloomsbury Learning Environment (BLE).

continued overleaf...



Did you know?
IT Services is located next to the library entrance on the ground floor in the main Birkbeck building in Torrington Square.

Access to all IT services is via a username and password (issued by email) and includes personal storage space on a networked server.

You will need to provide and maintain an email address that can be used for all College correspondence. Alternatively, you can apply for a web-based Birkbeck email account.

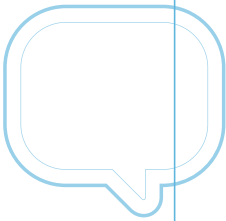
You will be able to update your email address and other personal details, and access information about your programme of study via the My Birkbeck website (see below).

There is also a text message news flash service which enables you to receive free, urgent messages from the College via your mobile phone.



Did you know?

You can take away documentation on using our services or register to attend our hands-on training workshops.



For more information

visit: www.bbk.ac.uk/mybirkbeck
 email: its-helpdesk@bbk.ac.uk
 tel: 020 7631 6543



For the latest information
 visit www.bbk.ac.uk/mybirkbeck

Learning support and study skills

If you need some help with your English, want to improve your academic writing skills or need to freshen up your study skills, we can support you through a range of different programmes and workshops.

We can help you:

- » improve your learning skills (such as note-taking, essay-writing, exam revision, research skills)
- » develop your IT skills to enhance the presentation of your work
- » improve your English language and academic writing skills
- » improve your knowledge of mathematics and statistics.

In addition to our workshops and web-based resources, we provide a free, one-to-one academic tutorial service.

Get Ahead: Stay Ahead

You can access a range of free online interactive information and activities to help you improve your study skills and succeed on your course. Visit: www.bbk.ac.uk/ahead

Learning Support Officers

Each School at Birkbeck has a dedicated Learning Support Officer who can provide you with one-to-one skills training and learning support. Contact your programme administrator for more details.



Did you know?

Courses are available before and throughout the academic year, including grammar, style, note-taking, essay-writing and presentation. Check the My Birkbeck website regularly for details.

For more information

visit: www.bbk.ac.uk/studyskills
 email: studyskills@bbk.ac.uk
 tel: 020 3073 8042



Library and e-library

Our library facilities and services are specifically designed to meet your needs and are dedicated to helping you maximise the time that you have to spend on research, reading and study.

Location of the library

- » The library occupies five floors of the main Birkbeck building on Torrington Square (WC1).
- » The entrance to the library is situated on the ground floor (next to the Café).
- » Your Birkbeck student card will enable you to enter and borrow books.

Convenient opening hours

- » Open seven days a week in term-time, late into the evening. It is also open during vacations.
- » For the latest information about opening hours, see www.bbk.ac.uk/lib

Help with finding relevant sources

- » We offer an enquiry service throughout the day, including evenings and weekends, plus telephone, email and web-based enquiry services.
- » Subject librarians are available to look after the needs of students in designated Schools, ensuring you have the required material and ability to use information sources in your subject.
- » For a small fee, there is an inter-library loan service for items not held in the Birkbeck Library.

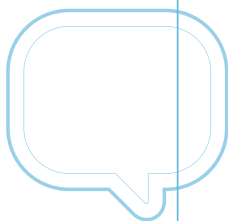
Electronic resources and IT facilities

- » Access to almost 20,000 electronic journals, e-books and databases.
- » Access to computers for using the internet or Microsoft Office software.
- » Wireless network facilities.



Did you know?

You'll need your College ID card so that you can use the library and access other areas.



For the latest information visit www.bbk.ac.uk/mybirkbeck

Life after Birkbeck

As a graduate of Birkbeck, you will be part of an illustrious and highly successful alumni community.

Realising your potential

Your prestigious University of London qualification will enhance your career and earning potential. Indeed, many of our graduates experience a significant boost to their careers on graduation.

Birkbeck students have gone on to build successful careers in the public and private sectors. They also pursue careers in scientific research institutions, not-for-profit organisations and international agencies.

Staying connected to Birkbeck

Former students have a lifelong relationship with Birkbeck and continue their association through the Development and Alumni Office.

Birkbeck graduates automatically become members of an active network of over 35,000 alumni worldwide and can take advantage of a number of special benefits and services, such as networking opportunities.

Members receive complimentary copies of the Birkbeck magazine *BBK* and the e-newsletter.

Many of our former students come back to Birkbeck for public lectures, reunions and other events, or to support Birkbeck's future through volunteering their time and giving advice and guidance to current students.

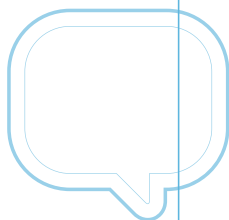
There is also the Alumni Fund, which enables former students to give back to the College and provide support to current students who would otherwise struggle to finance their studies and to improve study services and facilities across the College.



Did you know?

A recent survey of Birkbeck students, three years after their graduation, showed that 39 per cent had moved employment.*

*Jamieson A, *Benefits of Study*, 2007



Contact the Development and Alumni Office

visit: www.bbk.ac.uk/alumni
 email: alumni@bbk.ac.uk
 tel: 020 7380 3127 (Alumni services)
 tel: 020 7380 3130 (Alumni Fund)



For the latest information
 visit www.bbk.ac.uk/mybirkbeck

Looking to the future

Your future is important to us. As a Birkbeck student, you will have free access to careers advice provided by the Specialist Institutions' Careers Service.

Careers advice

The Specialist Institutions' Careers Service (SICS) – part of the Careers Group, University of London – is located next door to Birkbeck. It offers a comprehensive career planning and development service to students, graduates, postgraduates and researchers at all stages of their career.

Services include:

- » a drop-in, quick-query advice service, Monday to Thursday, 2pm–4.30pm
- » an early evening quick advisory service, Wednesdays 5pm–7pm during term-time, which must be booked in advance
- » longer advisory interviews, which can be arranged for complete career beginners, people wanting to practise for a job interview, and for every stage and situation in between
- » psychometric testing and personality assessment workshops, employer presentations, a computer-based career guidance programme, Insight career courses, as well as invaluable information on course funding
- » Careers Development Programme, a series of seminars designed to help you with all aspects of career planning, interview preparation and application
- » SICSAAlert, an email service for students and graduates, which can notify you of forthcoming events, news and vacancies – to register, go to www.careers.london.ac.uk/sics/alert



Did you know?
Your prestigious, internationally recognised University of London qualification will enhance your CV and have a direct impact on your future career and earning potential.

Contact the Specialist Institutions' Career Service

visit: www.careers.london.ac.uk/sics
email: sics@careers.london.ac.uk
tel: 020 7866 3600



Nursery

The College has an excellent evening nursery that you may find useful if you have young children and are looking for nursery care.

The nursery is staffed by qualified and experienced nursery staff and children aged two to 10 years are welcome.

It has a fully equipped playroom where children can choose their own activities, and an all-weather playground. Older children may bring in homework.

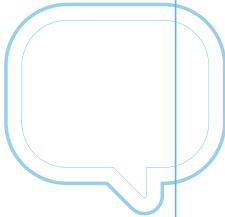
High levels of staff supervision mean that all the children's needs are catered for and occasional outings to local places of interest, such as the British Museum and parks, are organised.

Security is tight – no-one enters the nursery without first being checked in by a member of staff.

Notes



Did you know?
Check the My Birkbeck website for the nursery's opening hours.



For more information

visit: www.bbk.ac.uk/mybirkbeck
email: d.lazarus@bbk.ac.uk
tel: 020 7679 4634



For the latest information visit www.bbk.ac.uk/mybirkbeck

Studying in Stratford

If your class takes place in Stratford, you can access a range of dedicated student support services at the University of East London's Stratford campus to help you with your studies.

Stratford student services and administration team provide:

- » on-the-ground help and advice for enrolments and applications
- » drop-in advice sessions for financial support and other welfare-related matters
- » details of classes taking place in Stratford.

English language, grammar and academic writing courses:

- » English language, study skills and learning support
- » note-taking and essay-writing workshops.
- » drop-in advice sessions and 'Studying at university' seminars.

Library facilities:

- » borrow books provided by Birkbeck and located within the UEL Stratford Library
- » consult other books and journals in UEL's collections for reference
- » on-site support with using the library
- » use of PCs on a walk-in basis at the library
- » access the electronic resources, e.g. e-books, e-journals and databases
- » access the main Birkbeck Library e-resources via the Internet.

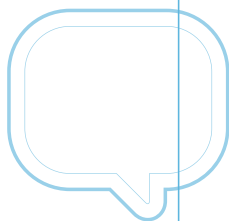
IT services:

- » access 350 networked computers in UEL's new Computer Centre, plus access to a range of multimedia and computing facilities
- » IT support offered at the IT helpdesk service – open to 9pm during teaching weeks
- » flexible learning materials to help you to develop IT skills
- » facilities and technical support for those with disabilities and dyslexia.



Did you know?

There is a dedicated team of staff who administer the courses and services in Stratford. Their contact details can be found on the My Birkbeck website.



For the latest information
visit www.bbk.ac.uk/mybirkbeck

Students' Union services:

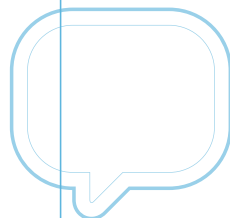
As a Birkbeck student you automatically have membership of the Birkbeck Students' Union and the University of London Union (see page 30).

You also have access to the services provided by the UEL Students' Union:

- » join clubs and societies
- » access UEL Stratford bars and shops
- » get discounts in a nearby leisure centre
- » participate in Students' Union excursions
- » attend the UEL Freshers' Ball and Summer Ball
- » take part in other activities, such as May Fest and Black History Month
- » get advice on urgent enquiries

- » you can also join the Birkbeck Students' Union (see page 30).

More information about studying in Stratford can be found on www.bbk.ac.uk/stratfordguide



Did you know?

If you are studying in Stratford, you can also gain access to all the other services and facilities mentioned in this Student Guide at the main Birkbeck campus in central London.

For more information

visit: www.bbk.ac.uk/mybirkbeck
 contact: www.bbk.ac.uk/ask
 tel: 020 7631 6316



Students' Union

Birkbeck Students' Union represents students' interests within the College and NUS, provides welfare services, and runs a bar, shop and student societies.

All students are automatically members (although you can opt out if you wish).

Representation

- » Sending motions and delegates to numerous NUS conferences, to decide the policy of your national union.
- » Sitting on College committees such as Disabilities Committee Academic Board.
- » Help with academic offence appeals, and cases of discrimination or harassment.
- » Campaigns on wider political issues that affect and are of interest to students.

Welfare

- » Counselling service: free, confidential service.
- » Advice Centre: free, drop-in

service offering help with everything from academic issues to debt, benefits and housing advice.

- » Skills for Life workshops on topics such as stress management and anxiety.

Facilities

- » Shop selling snacks, drinks and stationery, and online shop selling Birkbeck memorabilia.
- » NUS cards (and NUS Graduate cards) for discounts on goods, theatres and more.
- » Student magazine, Lamp and Owl, which students can submit articles for.

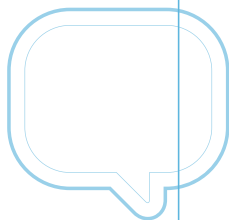
Societies and social life

- » The George bar, with regular entertainments, drinks deals and pool table.
- » Student-run clubs and societies, covering sports, degree programs, and general interest.
- » Access to University of London Union (ULU) bars, cafe, gym and societies.



Did you know?

You can get Birkbeck Students' Union updates via Facebook: [facebook.com/birkbecksu](https://www.facebook.com/birkbecksu) and Twitter: @birkbeckunion



For more information

visit: www.birkbeckunion.org
 email: info@bcsu.bbk.ac.uk
 tel: 020 7631 6335



For the latest information
 visit www.bbk.ac.uk/mybirkbeck

Term dates

Autumn term 2010

Monday 3 October 2011 to
Friday 16 December 2011.

Christmas and New Year closure

There will be no teaching and most services will be unavailable from 5pm on Thursday 22 December 2011, re-opening at 9am on Tuesday 3 January 2012.

Spring term

Monday 9 January 2012 to
Friday 23 March 2012.

Easter closure

There will be no teaching and most services will be unavailable from 6pm on Wednesday 4 April 2012, re-opening at 9am on Wednesday 11 April 2012.

Summer term

Monday 23 April 2012 to
Friday 6 July 2012.

May Day bank holiday

There will be no teaching and most services will be unavailable on Monday 7 May 2012.

Spring bank holiday and Queen's Diamond Jubilee

There will be no teaching and most services will be unavailable on 4 and 5 June 2012. However, the Library will open from 10am until 8pm on those dates.

August bank holiday

There will be no teaching and most services will be unavailable from 8pm Friday 24 August 2012, re-opening at 9am on Tuesday 28 August 2012.

Autumn term 2011

Monday 1 October 2012 to
Friday 14 December 2012.



Did you know?

All term dates for the next few years can be found on the My Birkbeck website.

For more information

visit: www.bbk.ac.uk/mybirkbeck
contact: www.bbk.ac.uk/ask
tel: 020 7631 6316



Travelling to Bloomsbury

Birkbeck isn't restricted to one campus. The main campus is in Bloomsbury, central London (WC1), and classes also take place in Stratford, east London (see page 28).

We have a great city-centre campus with excellent transport links. You will find yourself at the heart of the University of London's central London campus in Bloomsbury (WC1). The main Birkbeck campus is surrounded by other colleges such as University College London (UCL) and the School of Oriental and African Studies (SOAS).

Wherever you live or work in London, you'll find it easy to get to and from class. The main campus is surrounded by Tube and mainline rail stations, and many bus and cycle routes pass nearby (see map, page 35).

Nearest national rail stations:

- » Euston
- » King's Cross
- » St. Pancras.

Nearest Tube stations:

- » Euston
- » Euston Square
- » Goodge Street
- » Holborn
- » King's Cross St. Pancras
- » Russell Square
- » Tottenham Court Road
- » Warren Street.

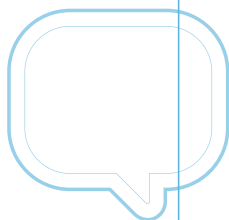
Buses:

- » Gower Street:
10, 24, 29, 73, 134
- » Russell Square:
7, 68, 168, 188
- » Tottenham Court Road:
10, 24, 29, 73, 134.



Did you know?

The main Birkbeck buildings are located in a part of London that has world-famous museums, galleries and beautiful, leafy squares.



For more information

visit: www.bbk.ac.uk/mybirkbeck
 contact: www.bbk.ac.uk/ask
 tel: 020 7631 6316



For the latest information
 visit www.bbk.ac.uk/mybirkbeck

Travelling to Stratford

Our Stratford courses are in the heart of the east end, based at the University of East London Stratford campus.

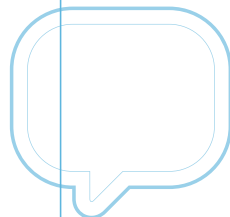
Most Stratford courses take place at the University of East London (UEL) Stratford campus (Romford Road, E15), and some classes at other locations around east London.

Stratford is well served in terms of transport links and other services. The station has DLR, Tube, rail and bus services.

The UEL Stratford campus is a 10-minute walk away. The number 25 and 86 buses run from Stratford station to the UEL Stratford campus.

A short walk away is the Stratford Centre and the Stratford City Westfield shopping centres with bars and restaurants.

The cultural quarter in Stratford is home to the well-known Theatre Royal Stratford East, Stratford Circus arts and media centre and the Picturehouse cinema.

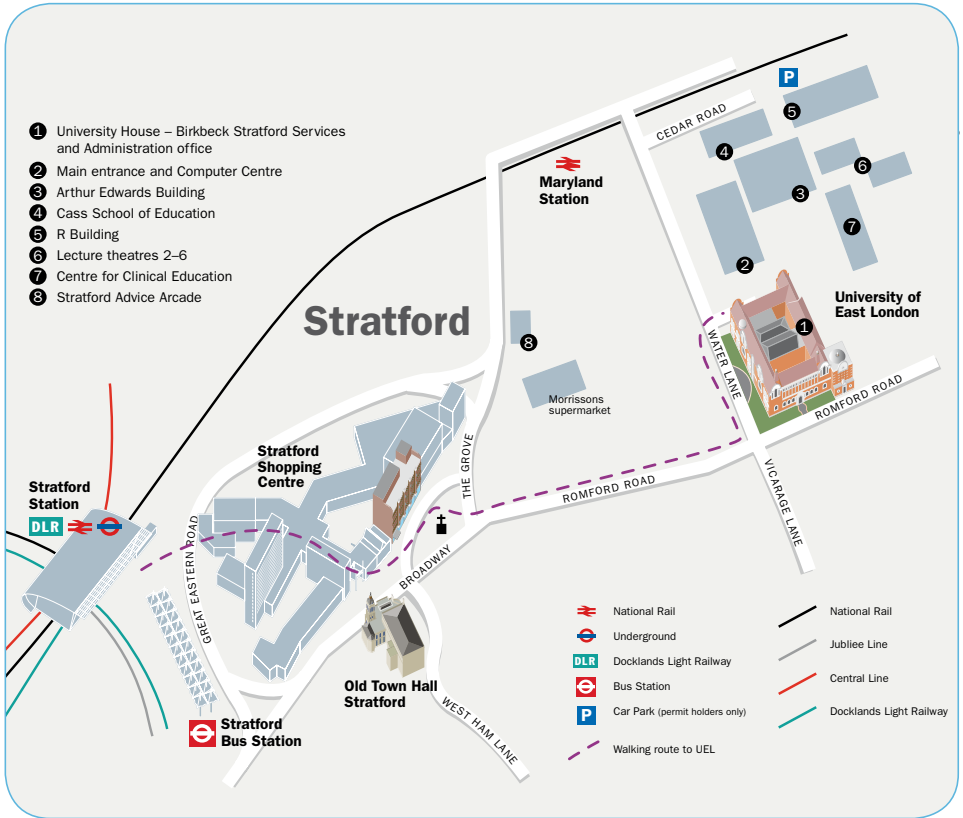


Did you know? Stratford is just 20 minutes by Tube to Tottenham Court Road, where the main College buildings in central London are located nearby.

For more information

visit: www.bbk.ac.uk/mybirkbeck
 contact: www.bbk.ac.uk/ask
 tel: 020 7631 6316





Enjoying your time at Birkbeck?

Why not recommend it to a friend? We host regular monthly talks and Open Evenings for prospective students who are keen to find out more.

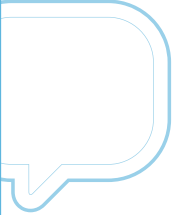
For more information visit:

www.bbk.ac.uk/tryit

www.bbk.ac.uk/openeve



For the latest information
visit www.bbk.ac.uk/mybirkbeck







Did you know?
 There are a number of Tube and mainline stations within 5–10 minutes' walk of the main Birkbeck building on Torrington Square.

- 1 Birkbeck main building, Torrington Square
- 2 Clore Management Centre
- 3 Senate House (North Block)
- 4 25-26 Russell Square
- 5 30 Russell Square
- 6 10–16 Gower Street
- 7 4 Gower Street

- 8 Evening Nursery
- 9 32 Torrington Square
- 10 South Wing UCL (access via Gower Street)
- 11 Gordon House
- 12 32 Tavistock Square
- 13 39–47 Gordon Square
- 14 7 Bedford Square

- 15 The Wolfson Institute for Brain Development and Function in the Henry Wellcome Building

-  Birkbeck buildings
-  Stations (rail/tube)
-  Stations (tube)
-  Major landmarks and other buildings of interest



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www.bbk.ac.uk/mybirkbeck

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a vibrant centre of academic excellence and London's
only specialist provider of evening higher education.**

This publication is available in large format.
For details, contact the My Birkbeck Helpdesk (see above).
Information also available online at: www.bbk.ac.uk/mybirkbeck

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