Philosophy Certificate of Higher Education
2016/17 Handbook for Students

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1) Basics

1.1) The Birkbeck Department
The Birkbeck Department of Philosophy is one of the most distinguished centres of philosophy research in the United Kingdom. All of its established members of academic staff are active researchers, and the Department’s research excellence has been consistently recognised in ranking exercises, including in the recent (2014) Research Excellence Framework.

The Department gives high priority not only to research but also to providing the best possible teaching. Our teaching achieved the highest rating when it was last assessed by the QAA: we scored a maximum 24/24 in the teaching quality assessment.

The Department aims to give its students a philosophical education of the very highest academic quality. We will not try to foist upon you any particular philosophical doctrines or dogmas: we want you to learn to think for yourself. By participating for yourself in the great philosophical debates, we hope you will develop your skills of rigorous reasoning; by study, analysis and criticism of the great works of philosophy, ancient and modern, we hope you will develop your capacity to make reasoned judgements for yourself. Philosophy is an ancient, noble and beautiful discipline, and we commend the study of it to you.

1.2) The Certificate of Higher Education
The Certificate of Higher Education (CertHE) is made up of eight introductory modules in philosophy, which can also be taken as stand-alone courses. It is intended as a route into university-level study of philosophy without requiring any initial commitment to studying for a full degree. To complete the CertHE, you must pass all of the modules. Once registered, you have up to four years to do this. Modules can be taken in any order, except for Introductory Logic A, which must be taken before Introductory Logic B.

Students usually take 2-4 years to complete the full CertHE. It is not intended to be completed in one year, as it is not intended to be a full-time course. Students may be better off going straight onto the BA if they would prefer full-time philosophical study.
The eight modules are:

- Introduction to Ancient Philosophy
- Introduction to Modern Philosophy
- Introduction to Metaphysics
- Introduction to Epistemology
- Introduction to Ethics
- Introduction to Political Philosophy
- Introductory Logic A: The Philosopher’s Toolbox
- Introductory Logic B: The Languages of Logic

Each module has a lecturer, who as well as delivering lectures also decides the syllabus and is generally in charge of the module. In addition, each module also has one or more teaching tutors, who lead seminars (see below).

1.3) Assessment
Assessment is 100% by coursework. In particular, each module is assessed by one essay of up to 2500 words, handed in after the end of the module. The exceptions are the two Introductory Logic modules, which are instead assessed at the end of the module by an examination consisting of logic problems.

1.4) Lectures and Seminars
For each module there is a weekly lecture. Each week’s lecture is associated with a particular set reading, as specified in the syllabus.

The Birkbeck timetable includes the times of all lectures. You are required to attend the lectures for all the modules you are studying. The academic year is divided into three terms, Autumn, Spring, and Summer. Certificate modules are taught in the Autumn and Spring terms. These terms consist of ten weeks of teaching, plus a Reading Week half-way through the term, when there are no classes.

Course materials, including the syllabus and required readings, are available online on each module’s Moodle site. (Moodle is an online electronic course management system to support learning, to which all students have access.)

A seminar is a group of students, led by a teaching tutor, who meet to discuss the philosophical theories and ideas they have been studying in lectures. All students are assigned to a seminar group. Seminars last for one hour and immediately follow the relevant lecture. They give students an opportunity to learn from each other, and also to learn how to participate in a genuine philosophical discussion.

Seminars succeed best when everyone has conscientiously done their preparation, which typically means having read the set reading for that week. You are urged not to let your seminar partners down; please do not fail to do the set reading. That way everyone is up to speed at the start of the seminar and there can be a high quality discussion in which everyone will learn from everyone else. If you are unable to attend a seminar, you should let your tutor know beforehand. The teaching tutor comes to know the work of each student well, marks the students’ formative essays (see below), and gives students individual feedback as required.
Overall, each module requires attendance of one evening per week, on which there is a lecture followed by a seminar.

1.5) Essays and Writing Assignments
You will be assessed by an essay submitted at the end of the module (except for Logic modules). See Section 2.1 below for details on the deadlines and submission procedures for these.

In addition to this assessed essay, you will also have the opportunity, if you wish, during the module to write up to two practice – or ‘formative’ – essays that do not count towards your final assessment. There are also deadlines for submitting these – one for the first formative essay of a term, and then a second deadline for the second one. These deadlines are normally the Friday after the end of the half term. This year that means the following dates: Friday 11th November 2016; Friday 23rd December 2016; Friday 17th February 2017; and Friday 31st March. You will be reminded of all these deadlines nearer the time. (You are welcome to submit essays earlier than these deadlines; however, your tutor is not obliged to read more than two formative essays in total.) These essays should be submitted via Moodle. Your tutor will return these essays to you with comments, also via Moodle. You will have an opportunity to ask questions about it.

Understandably, students often want to know what marks these essays have achieved. Tutors have been encouraged not to give numerical marks to formative essays. If you ask for such a mark, be aware that any answer that your tutor gives you is their subjective impression only; it does not constitute a formal prediction or anything official about what mark that essay would achieve if repeated as an assessed essay.

The writing of essays is an essential part of your course, since it gives you the opportunity to develop your skills in presenting a case in writing, and ultimately is your mode of assessment. Try to give an essay a good organisation and structure, so that it makes your points clearly. If the title of the essay is a question, make sure your essay actually answers the question! Good essay-writing is a key study skill: therefore do consult your tutor for detailed advice if necessary. They are your first point of call on how to improve your essay writing. A document on how to write essays is available from the Office. All essays must be typed or word-processed, and the pages must be numbered. Assessed essays must be submitted via Moodle (see 2.1 below).

1.6) Logic Exercise Class
You will not find it possible fully to understand the topics covered in the Introductory Logic modules without doing plenty of ‘exercises’, i.e., logic problems that are set for you to solve as practice. Your Logic lecturer will therefore regularly set exercises for you to tackle throughout the module. The weekly seminar in Logic will in effect be an exercise class. The assessment at the end of the module will consist of such logic problems rather than essay questions.

1.7) BA and Certificate
The topics and structure of the programme mirror that of the first year of Birkbeck’s BA Philosophy. In particular, the modules that comprise the CertHE are all (parts of) first-year modules from the BA Philosophy degree. You will join the BA lectures and seminars. Thus the lectures and seminars are literally the same as those that first-year undergraduates
experience. The main difference between CertHE students and first-year undergraduates is just in the mode of assessment (the regular undergraduates have to sit exams in the summer).

The CertHE is not only an award in its own right, but can also be used as a springboard onto our BA Philosophy. Students who complete the CertHE have in effect completed the first year of the full-time BA degree. As a result, they can apply to go straight into the second year of the full-time BA degree. And those who complete the six non-logic modules of the CertHE have in effect completed the first year of the part-time BA degree. As a result, they can apply to go straight into the second year of the part-time BA degree.

2) More about Assessment procedures

2.1) Submission of Assessed Essays
For modules in the autumn term, the deadline for the submission of assessed essays is *midnight ending Monday 9th January 2017*. For modules in the spring term, the deadline for the submission of assessed essays is *midnight ending Monday 24th April 2017*.

Assessed essays must be submitted according to the following procedures:

- You will need to submit an electronic copy of your work online via Turnitin on Moodle, where automatic software will check it for possible plagiarism (note, however, that final judgements concerning suspected plagiarism rest with the examiners, not with the software). Your submitted file name must include your candidate number and the title of your essay. The first thing written on the cover sheet should be your candidate number (see below).

- All submitted work must be completely anonymous: neither your name nor your student number may appear anywhere on your work. Only your candidate number should be used to identify the work as your own. Your candidate number can be found on your My Birkbeck profile (the candidate number consists of a letter followed by six digits, e.g. L123456).

- Essays must be word-processed and in a standard font (e.g. 12-point Times New Roman). They should be double-spaced, and include page numbers. There is no single required system for references, but your work must nevertheless consistently conform to some functional system.

The College penalty for late submission of essays is that the mark awarded cannot exceed 40%, *even if the lateness is minimal*. It is therefore imperative that candidates submit their work on time.

Note also that, in order to qualify even as a late submission, an essay must be submitted within four weeks of the deadline. So for the autumn module deadline of 9th January, that means 6th February; and for the spring module deadline of 24th April, that means 22nd May. After these cut-off dates for late submission, any later submission automatically counts as a Fail and scores 0.

Essay titles for assessed essays can be found on Moodle.

2.2) Mitigating circumstances

*Mitigating circumstances* are unforeseen, unpreventable circumstances that significantly disrupt your academic performance, such as an illness or bereavement. If you wish mitigating
circumstances to be taken into consideration, then you must complete Birkbeck’s standard Mitigating Circumstances form, and submit it, with documentary evidence as appropriate, preferably as e-mail attachments, to the Certificate administrator (Hervé Lucas) ideally well before, and in any case not later than seven days after, the final assessment deadline for your module. The case will then be considered (in confidence) by the Mitigation Sub-Committee of the Philosophy Sub-Board of Examiners.

Note: A claim should still be submitted within seven days even if you don’t yet have the documentary evidence. The latter can always be submitted later if necessary.

The full procedure and a downloadable copy of the Mitigating Circumstances form can be found on the My Birkbeck website:
http://www.bbk.ac.uk/mybirkbeck/services/rules/mitcircspol.pdf

2.3) Plagiarism and self-plagiarism
Any case of deliberate plagiarism, including plagiarism for seminar essays, is taken extremely seriously by the Department. The College guidance on plagiarism may be consulted at:
http://www.bbk.ac.uk/reg/assessment/current_students/undergraduate/plagiarism

Plagiarism is the act of taking somebody else’s work and presenting it as your own. It is an act of academic dishonesty, and Birkbeck takes it very seriously. Examples of plagiarism include (but are not restricted to):

- copying the whole or substantial parts of a paper from a source text (e.g. a web site, journal article, book or encyclopaedia – or lecture handouts), without proper acknowledgement;
- paraphrasing another’s piece of work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- piecing together sections of the work of others into a new whole;
- procuring a paper from a company or essay bank (including Internet sites);
- submitting another student’s work, with or without that student’s knowledge;
- submitting a paper written by someone else (e.g. a peer or relative) and passing it off as one’s own;
- representing a piece of joint or group work as one’s own.

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

When an examiner suspects plagiarism, they have a responsibility to report this to the College. When there is evidence of plagiarism, the relevant procedures in the regulations will be followed and the person concerned will be contacted accordingly.

According to the College’s plagiarism policy (linked above), “submission of unattributed work previously produced by yourself towards another assessment, or published in some other forum, also constitutes plagiarism.”

The basic principle here is that candidates cannot receive academic credit for the same work twice over. That is, you cannot submit the same work twice and expect to be rewarded for it both times. For this reason, any material submitted for final assessment that reproduces or duplicates material previously submitted for final assessment will be treated as plagiarised and dealt with as such.
There are four important points to note about this policy:

• The prohibition on duplication applies to all work submitted for final assessment for any degree at any institution. This means, for example, that you cannot reproduce work submitted at a different university.

• The prohibition applies only to work submitted for final assessment. It does not include work that does not contribute directly towards your final mark on a module, such as formative essays or drafts.

• The purpose of this restriction is not to prevent you from submitting multiple essays on the same topics, but to prevent you from reproducing the same work. The fact that you have previously submitted an essay on free will, for example, does not preclude you from submitting another essay on free will, so long as the new essay does not merely repeat material contained in the previous one. Indeed, it is normal for students to develop their ideas on a topic over a number of pieces of submitted work.

• The best way to proceed is to treat one’s previously submitted work as though it were the published work of someone else. You may refer to your previous work—and even quote from it—just as you do the work of others. If you are concerned about the possibility of self-plagiarism with respect to a specific piece of work, you should seek the advice of your lecturer or the Certificate Tutor.

3) More about the Department

3.1) Locations
The Department’s accommodation is in 30 Russell Square. Most of the academic staff have their offices on the third floor.

The Department Office is Room G05 on the ground floor of 30 Russell Square. The Office will normally be the initial inquiry point for any queries you may have; it is open in term time from 10.00 a.m. to 6.00 p.m., and in vacations from 10.00 a.m. until 5.00 p.m. The Office is staffed by Hervé Lucas and Simmi Pahwa.

Teaching rooms may be situated in several buildings, all of them within a small area. The Main Building and the Extension Building adjoining it are situated between Malet Street and Torrington Square, next to Senate House, and the main entrance is on the Torrington Square side. Birkbeck also occupies sites in Gower Street, Gordon Square, Torrington Square and 26 Russell Square. There is a map on the website to help you find these places. Philosophy lectures may be held in lecture rooms in any of these places, and also sometimes in lecture rooms in UCL or King’s.

3.2) The Administrative Staff
The Undergraduate Administrator is Hervé Lucas. He is the natural first port of call for Certificate students; if he cannot answer your question himself, he will usually be able to direct you to where the answer can be found. You can contact Hervé by dropping in at the Office, or by phone (020 7631 6383), or by email at h.lucas@bbk.ac.uk.

The Postgraduate Administrator is Simmi Pahwa (020 7631 6383, s.pahwa@bbk.ac.uk). Simmi will also help Certificate students who call at the Office, if Hervé is not available.
3.3) Contact
The Department fax number is: 020 7631 6564
The Department email address is: office@philosophy.bbk.ac.uk
The website address is: www.bbk.ac.uk/phil/
The section of the website specifically for the CertHE is:
http://www.bbk.ac.uk/philosophy/prospective-students/certificate-in-philosophy

3.4) Teaching Tutors
As well as having lectures, you will also be taught in seminars, so that your own work can receive individual attention. The teacher who takes your seminar in a subject is your teaching tutor for that subject. You will be told who your teaching tutors are by email at the start of each module, and lists will be posted on the web.

You can contact your teaching tutor by email, or by going to them in their office hour (which are advertised on module syllabuses). It may sometimes happen that your teaching tutor is not a member of the Birkbeck department: in that case details of how to contact them will be on the module syllabus, and will be handed out in the lecture for the module concerned.

If for some reason you have not been allocated a teaching tutor for a particular class, or if any other problems arise in your allocation, please make contact as soon as possible with Hervé Lucas in the Office, so that we can sort the matter out – the Office staff is always pleased to help.

3.5) The Certificate Tutor
The Certificate Tutor is Robert Northcott (r.northcott@bbk.ac.uk). He has overall responsibility for the Certificate programme, and will be pleased to receive suggestions for its improvement.

3.6) The Chair of Department
The Chair of Department is Hallvard Lillehammer (h.lillehammer@bbk.ac.uk). He has overall responsibility for the whole Department, including the teaching and supervision of all students. If you feel that a matter needs his personal attention you can email him or arrange an appointment through the Department Office.

3.7) Full Directory of Department faculty
Dr Cristian Constantinescu (on leave in autumn and spring terms 2015/16)
  c.constantinescu@bbk.ac.uk  020 3073 8007
  Room 304, 30 Russell Square
  Lecturer: Moral Philosophy, Philosophy of Language and Logic, Metaphysics

Professor Dorothy Edgington
  d.edgington@bbk.ac.uk  020 7631 6512
  Room 305, 30 Russell Square
  Senior Research Professor: Logic, Philosophy of Language, Metaphysics & Epistemology, especially conditionals, Vagueness, Modality, Probabilistic Reasoning

Dr Stacie Friend
  s.friend@bbk.ac.uk
  Room __
Lecturer: Aesthetics, Philosophy of Language

Dr Michael Garnett
m.garnett@bbk.ac.uk 020 7631 6548
Room 309, 30 Russell Square
Senior Lecturer: Political Philosophy, Ethics

Professor Kenneth Gemes
k.gemes@bbk.ac.uk 020 3073 8123
Room 305, 30 Russell Square
Professor: Philosophy of Science, Philosophical Logic, Nietzsche

Dr Alex Grzankowski

Professor Jennifer Hornsby
j.hornsby@bbk.ac.uk 020 7631 6301
Room 310, 30 Russell Square
Professor: Philosophy of Mind & Action, Philosophy of Language, Feminist Philosophy

Dr Andrew Huddleston
a.huddleston@bbk.ac.uk
Room __
Lecturer: 19th-century German Philosophy

Dr Keith Hossack
k.hossack@bbk.ac.uk 020 7631 6399
Room 307, 30 Russell Square
Reader: Metaphysics, Epistemology, Philosophy of Mind, Philosophy of Mathematics

Professor Susan James
s.james@bbk.ac.uk 020 7631 6219
Room 311, 30 Russell Square
Professor: Early Modern Philosophy, Political Philosophy, Feminist Philosophy

Professor Hallvard Lillehammer (Chair of Department and Assistant Dean)
h.lillehammer@bbk.ac.uk
Room 308, 30 Russell Square
Professor: Ethics, metaethics, history of ethical thought, political philosophy, aesthetics

Dr Robert Northcott (Certificate Tutor)
r.northcott@bbk.ac.uk
Room 312, 30 Russell Square 020 7631 6549
Senior Lecturer: Philosophy of Science, Philosophy of Economics, Metaphysics

Dr Sarah Patterson
s.patterson@bbk.ac.uk 020 7631 6536
Room 306, 30 Russell Square
Senior Lecturer: Philosophy of Mind, Philosophy of Psychology, Early Modern Philosophy

Professor Anthony Price
a.price@bbk.ac.uk 020 7631 6380
Room 303, 30 Russell Square
Professor: Ethics, Greek Philosophy

Dr Florian Steinberger
f.steinberger@bbk.ac.uk
Room __
Lecturer: Logic, Philosophy of Mathematics

If you wish to contact a member of staff from inside the college, the last 4 digits work as extension numbers.

Honorary and Associate Research Fellows, Emeritus and Visiting Professors:
Professor David Hillel-Ruben
Professor Samuel Guttenplan
Professor Bob Hale
Dr Nils Kuerbis
Dr Simon May
Professor John Skorupski
Dr Gudrun von Tevenar

3.8) Department Administrative Staff
Mr Hervé Lucas
Administrator for Undergraduates and Certificate Students
h.lucas@bbk.ac.uk
phone number 020 7631 6385

Ms Simmi Pahwa
Administrator for Postgraduates
s.pahwa@bbk.ac.uk
phone number 020 7631 6383

4) Practicalities

4.1) Enrolling and keeping in touch
You will need to enrol on your programme of study before its start. If you do not complete enrolment and pay the appropriate fees, you will not be permitted to attend classes or access any College facilities, including the Library, computing resources or the Students’ Union. For further information, see the Registry website www.bbk.ac.uk/enrol.

All students must maintain an active email address, and must check their email regularly: this is how the Department will keep in touch with you, and it is vital for speedy communication. If you wish, you can obtain a Birkbeck email address from IT Services (see 4.4 below). It is up to you whether you use your private email address or a Birkbeck address, but you must let
the Office know your preferred email address: this is the one we will use to contact you. If your preferred email address changes, you must notify the Office straightaway. All Teaching Tutors and faculty can be contacted by email.

When you start your course you will need to give the College your contact details: please keep the College Registry informed of any changes. If your address changes you will need to keep us informed by updating your My Birkbeck Profile. Please note that we cannot take change of address details by email or over the phone.

4.2) Information
The Department website is at www.bbk.ac.uk/phil/. It contains a great deal of information about the Department and the course, including the Aims and Objectives of Degree Programmes and Courses; Timetables; the Department Handbooks; information about staff; and links to other university webpages. Lecture and seminar timetables are posted on the website.

The department’s twitter feed is at https://twitter.com/BBKPhilosophy, and its Facebook page is at https://www.facebook.com/BBKPhilosophy.

Each student has their own My Birkbeck profile. This is where you can find your timetable, a list of the modules you are enrolled in, information on your fees and payments, your exam timetable, and at the end of the year, your module results. You can also request a change of study mode on your profile, if you decide to interrupt or withdraw from your studies.

4.3) College Library
The College Library is situated in the main building on Malet Street. The entrance is on the ground floor and the upper levels can be accessed by stairs or a lift. Your College ID card gives you automatic use of the Library. You need to bring your card with you every time you visit the Library to activate the turnstile at the entrance. For opening times check the library website at www.bbk.ac.uk/lib/.

You may borrow up to 10 items, which can be renewed if not requested by another reader. Most books can be borrowed for 3 weeks. Some books, videos and DVDs can only be borrowed for 1 week, and certain items in heavy demand may be 1-day loans or reference only items. Fines are charged for the late return of items, but you can sign up for email reminders to help you avoid fines.

Introductory tours: New students can sign up for an introductory tour of the Library at the start of the academic year. The session will last about half an hour. The tours will take place during the first few weeks of term and will be advertised on the Library website.

What the Library contains: As well as books and printed academic journals, the Library contains many electronic resources: journals, databases and books. You can access these from anywhere within College using your IT Services username and password. The majority of these resources can also be accessed from outside College.

You can use the library website to:
• Search the Library catalogue, renew your books and reserve items that are out on loan.
• Read articles in electronic journal titles and newspapers.
• Search databases such as The Philosophers Index, Historical Abstracts, Routledge Encyclopedia of Philosophy, and JSTOR.
• Read electronic books via Oxford Scholarship Online.
• Access past exam papers.
• Work through LIFE – an online tutorial designed to help you make the most of the Library.

Further information and help: If a book you want is not available in the Library, or you need help with using the resources or finding information, please ask at the Help Desk (020 7631 6063). Alternatively, contact your Subject Librarian, who is Lindsay Tudor (l.tudor@bbk.ac.uk)

4.4 IT Services (ITS)
ITS is an academic service department responsible for the central communications and IT infrastructure of the College. They provide a wide range of network services to support the teaching, learning, research and administrative activities of College staff and students. ITS 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)
• 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
• Helpdesk with extended opening hours for general computing queries
• 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 (Moodle)

You can find out more about these services and others by visiting the My Birkbeck website

Access to all IT services is controlled by using a username and password. These are provided to all registered students of the College along with personal storage space on a networked file server.

An email address nominated and maintained by you will be used by the College for all College correspondence with you. Students requiring a Birkbeck email account can apply for one. You are expected to access the ‘My Studies at Birkbeck’ website to update your email address and other personal details and to access information about your programme of study. There is also a text message news flash service which enables students to receive free urgent messages from the College via their mobile phones. Full details are available on the My Birkbeck website.
5) Getting Help and Advice

5.1) Personal issues
All members of the administrative and academic staff are available to talk to in professional confidence, and you are welcome to make an appointment with any member of staff you wish. In particular, you may email, or make an appointment to see, the Certificate Tutor, or the Chair of Department if you feel that they may be able to help you.

5.2) Harassment
We wish to ensure that while you are here you can at all times enjoy a secure and comfortable learning environment. Therefore if anyone associated with the Department or the wider College intimidates you, sexually harasses you, or makes you uncomfortable in any way by their behaviour towards you, please tell any other member of staff at the earliest opportunity and we shall take appropriate steps.

The College has strict rules that define harassment and absolutely forbid it: see the document ‘Dignity at work and study (eliminating and preventing harassment)’, online at: www.bbk.ac.uk/hr/policies_services/dignityatwork

5.3) Student welfare - The Student Union
Birkbeck Students’ Union promotes welfare issues, represents students’ interests on College committees and provides social activities via events and societies. All students are automatically members of the union and are entitled to use the facilities and services. Birkbeck Union is affiliated to the National Union of Students (NUS) and the Mature Students’ Union. See www.bbk.ac.uk/su/about.

5.4) Counselling
The Counselling Service is funded by the College but is run by the Student Union at arm’s length from the College. The Counselling Service is professional, independent and easily accessible. It is also completely confidential: no one in College or in the Department of Philosophy need know if you use its services. To book, or for further information, phone 0207 631 6335 or drop by the Student Union office on the fourth floor of the Malet Street extension building. Alternatively, visit their website: www.bbk.ac.uk/su/about.

Birkbeck students also have access to the counselling service provided by the University of London Central Institutions Health Centre, which offers additional resources that complement the services the Student Union provides.

5.5) Student Health
Birkbeck subscribes to the Gower Street Practice, located just around the corner from the Malet Street main building at 20 Gower Street. Students living in central London can register with the doctors for full NHS general practitioner services, but other students can also benefit from the facilities. Consultations are free and completely confidential. In addition to normal GP services, the Gower Street Practice offers psychotherapy and cognitive behaviour therapy, and is experienced in helping students. For further information, call the Practice on 020 7636 7628, or visit http://www.gowerstreetpractice.org.uk/

5.6) The Chaplaincy
The London University Chaplaincy serves the University community by offering pastoral counselling, and support and guidance in matters of faith and spiritual development for all students and staff of the Christian and Jewish traditions, and also those with no religious background. The Senior Chaplains will be happy to take your initial enquiries and refer you to a specific College Chaplain should that be appropriate. See www.london.ac.uk/chaplaincy.html

5.7) Illness
If you are ill, please let the Department know as soon as possible; please also if possible inform your Teaching Tutor beforehand if you are going to miss a seminar through illness. If you are going to be away for any significant amount of time due to illness please let us know as soon as possible: inform the Office.

If you feel that illness may affect or may have affected your academic performance, please let us know as soon as possible. You may well be entitled to claim Mitigating Circumstances (see 2.2 above). In such cases you must provide a medical certificate from your doctor, or the equivalent from a counsellor.

5.8) English language and study support
Help is available from the College for a wide range of study skills, including the use of English language. These include various workshops and sessions, online as well as in person, as well as drop-in appointments. See http://www.bbk.ac.uk/mybirkbeck/services/facilities/support for more details.

5.9) Statement of Good Practice Policy
The Department has a Good Practice Policy as recommended by the British Philosophical Association and the Society for Women in Philosophy (U.K.). Our aim in having the policy is to do our best to eliminate bias of any sort in how students, colleagues and job candidates are treated, how students’ work is marked, what is said in academic references, and so on.

Such a policy is recommended on the basis of evidence that even the most well-intentioned people—male and female—can exhibit unconscious biases in the ways they deal with women. Gender biases interact with biases related to race, ethnicity, gender identity, age, disability and other stigmatized or under-represented groups.

The aspects of the policy which might affect students directly are the following:
(a) We ask anyone in charge of periods of discussion (whether in tutorials, in seminars or in reading groups) to facilitate broad participation, if necessary by inhibiting particular individuals from dominating discussion.
(b) We invite everyone to show no tolerance for insulting, aggressive or unprofessional behaviour whether from staff members, other teachers or students. (In connection with teaching occasions, such behaviour includes, but is not limited to, dismissive remarks about the intellectual abilities of people of certain sorts, hostile questioning and/or excessive interruption of speakers. In connection with social events [e.g. drinks after seminars; parties at induction, Christmas, end of year] such behaviour could include anything that falls under the definition of harassment or victimization in the College’s Guide to Dignity at Work and Study.)

We hope that if any student suffered from or witnessed conduct out of line with the Department’s policy, they would take their concerns to a member of staff in the Department. And we note that anyone who wanted to speak in confidence to someone outside the
Department could arrange to meet with one of the College’s trained D@W&S Contacts who are available to all employees and students of Birkbeck.

http://www.bbk.ac.uk/hr/policies_services/Dignity_at_work_and_study has a list of Contacts and links to the Guide.

5.10) Disability
At Birkbeck there are students with a wide range of disabilities including mental health needs, dyslexia, visual or hearing impairments, mobility difficulties, medical conditions, and respiratory conditions. Many of them have benefited from the advice and support provided by the College’s Disability Office.

If you have a disability or condition that impacts on your studies, it is important to formulate a Study Support Plan (SSP). See http://www.bbk.ac.uk/mybirkbeck/services/facilities/well-being-service/disability/support-during-your-studies for more details. It is especially important that your SSP is up to date if your disabilities or conditions may affect your assessment.

The College has a Disability Office located in room G12 on the ground floor of the Malet Street building. We have a Disability Service Manager, Mark Pimm, a Disability Administrator, John Muya and a Mental Health Advisor, Elizabeth Hughes. We will shortly be appointing an SpLD Advisor.

All enquiries should come to the Disability office, who will determine the appropriate referral to specialist staff. They can provide advice and support on travel and parking, physical access, the Disabled Students Allowance, special equipment, personal support, examination arrangements etc. If you have a disability or dyslexia, we recommend you come to our drop-in session where we can discuss support and make follow up appointments as necessary. The drop-in sessions are between 4pm and 6pm Monday to Thursday.

The Disability Office can also complete an Individual Student Support Agreement form with you, confirming your support requirements and send this to your School and relevant Departments at the College so they are informed of your needs.

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

The Disabled Students Allowance: UK and most EU students with disabilities on undergraduate and postgraduate courses are eligible to apply for the Disabled Students' Allowance (DSA). The DSA usually 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 Disability Office can provide further information on the DSA and can assist you in applying to Student Finance England for this support.

Some students need a personal assistant to provide support on their course, for example a note-taker, sign language interpreter, reader, personal assistant, disability mentor or dyslexia support tutor. Birkbeck uses a specialist agency to recruit Personal Assistants and they can
assist you with recruiting, training and paying your personal assistant. Please contact the Disability Office for information on this scheme.

The provision which can be made for students with disabilities by Schools is set out in the Procedures for Students with Disabilities. This is available from the Disability Office and on the disability website (see below).

As mentioned above your School will receive a copy of your Individual Student Support Agreement from the Disability Office. This will make specific recommendations about the support you should receive from the School.

Whilst we anticipate that this support will be provided by the Programme Director, tutors and School Administrator in the School of Arts also has a Student Disability Liaison Officer. If you experience any difficulties or require additional support from the School then they may also be able to assist you. They may be contacted through the School Office or the Disability Office.

There is a comprehensive range of specialist equipment for students with disabilities in IT Services. This includes software packages for dyslexic students (e.g. Claroread and Inspiration), screen reading and character enhancing software for students with visual impairments, specialist scanning software, large monitors, ergonomic mice and keyboards, specialist orthopaedic chairs, etc. For advice and assistance please contact Disability IT Support. There is also a range of specialist equipment in the Library including a CCTV reading machine for visually impaired students as well as specialist orthopaedic chairs and writing slopes. The Disability Office refers all students with disabilities to the Library Access Support service who provides a comprehensive range of services for students with disabilities.

Mature students who experienced problems at school are often unaware that these problems may have resulted from their being dyslexic. Whilst dyslexia cannot be cured, you can learn strategies that make studying significantly easier. If you think you may be dyslexic you should contact the Disability Office who can screen you and where appropriate refer you to an Educational Psychologist for a dyslexia assessment. These assessments cost £225. Some students can receive assistance in meeting this cost from their employer. In exceptional cases students may receive assistance from the Access to Learning Fund.

Full information on all aspects of disability support can be found at: http://www.bbk.ac.uk/mybirkbeck/services/facilities/disability

For further information or to make an appointment to see the Disability office, please call the Student Centre on 020 7631 6316 or email disability@bbk.ac.uk. Alternatively you can go to the Disability Office in room G12 between 4pm and 6pm Monday – Thursday during their drop-in hours.

6) Feedback

The Certificate Tutor (Robert Northcott) oversees Certificate teaching matters: if you have concerns, suggestions or comments about undergraduate teaching at Birkbeck, please contact Robert, or indeed any member of staff.
At various stages of the course you will be asked to fill in assessment forms commenting on your classes. We ask you to take the time to fill these in fully and informatively: they are most valuable to us in seeking to sustain and improve the quality of our teaching.

If you have a general suggestion about the Department or the structure of the course, please do let a member of staff know. If you have any complaints about your own treatment by the Department, you can discuss the matter with the Certificate Tutor, the Chair of Department, or any other member of staff. If you are still not satisfied, there is a College Complaints Procedure, see http://www.bbk.ac.uk/registry/policies.

7) Philosophy talks and meetings

7.1) The Birkbeck Philosophy Society
The students of the Department run a Philosophy Society. We encourage all students to join. The Society holds meetings frequently, at which a philosopher presents a paper followed by discussion. These meetings give you the opportunity to see a wide range of philosophers in action, including some of the most distinguished people working in the subject.

Information about the programme of events can be found on the Philosophy Society’s webpage. Posters advertising their events may be displayed in the Department and in the Malet Street building. See: http://www.bbk.ac.uk/philosophy/current-students/birkbeck-college-philosophy-society

7.2) The Aristotelian Society
We strongly recommend that you join the Aristotelian Society (www.aristoteliansociety.org.uk). This world-famous society arranges a programme of distinguished speakers every academic year. Meetings are held fortnightly on Monday afternoons in Senate House, literally next door to the department. The paper for each meeting is circulated in advance. Speakers introduce their papers and then answer questions from the audience. There is a reduced membership fee for students.

7.3) The Institute of Philosophy
The Institute of Philosophy is part of the University of London’s Department of Advanced Studies, and it too is located in Senate House. The Institute runs a series of events. It also puts on several one-day conferences each year on a variety of philosophical topics, and invites speakers from around the world. (The conferences are usually held during the day on Fridays, but sometimes run on into Saturdays.) In addition, the Institute arranges one-day Graduate Conferences for research students. Information about the programme of events can be found on the Institute’s website, www.philosophy.sas.ac.uk.

One part of the Institute is the London Aesthetics Forum (www.londonaestheticsforum.org), which is partly organized by Birkbeck faculty Stacie Friend and Andrew Huddleston.

7.4) The Jacobsen Lecture
The University of London Jacobsen Lecture is held annually and is given by a specially invited philosopher of international standing. Details are available on the Institute of Philosophy’s website (see above). Admission is free.

7.5) The Royal Institute of Philosophy
Each year, the Royal Institute of Philosophy puts on a lecture series in which distinguished speakers address a common theme. The lectures are free to the public and take place on Friday evenings at 5.45 p.m. Information about the current lecture series and its location can be found on the RIP website: www.royalinstitutephilosophy.org.

7.6) Birkbeck Institute for the Humanities
The Birkbeck Institute for the Humanities arranges a programme of conferences and workshops on current intellectual issues in the Humanities. It often invites prominent philosophers to speak. You can find its programme on its website, www.bbk.ac.uk/bih.