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1. Introducing the Birkbeck Department of Philosophy

1.1. The Department

1.1.1. Research and Teaching
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 undergraduates 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.

1.1.2. The Department’s Accommodation at 30 Russell Square
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.

1.1.3. Other teaching rooms used by the Department
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 noticeboard 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.

1.2. The staff and their roles

1.2.1. The Administrative Staff
The Undergraduate Administrator is Hervé Lucas. He is the natural first port of call for B.A. 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 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 undergraduates who call at the Office, if Hervé is not available.

The Department’s Administration Team Leader is Kevin Smith. If you need to contact Kevin please do so through the Department Office (020 7631 6383), or by email to kevin.smith@bbk.ac.uk.
1.2.2. Your 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 therefore normally have several Teaching Tutors in the course of each academic year, one for each subject in which you have seminars. You will be told who your Teaching Tutors are by email at the start of each academic year, 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 are always pleased to help.

1.2.3. Your Personal Tutor
When your degree begins, one of the academic staff will be assigned to you as your Personal Tutor. Your Personal Tutor is a friendly contact on the staff to whom you can look for academic advice and encouragement. You will normally have the same Personal Tutor throughout your time at Birkbeck (excepting sabbaticals and research leaves), so he or she can get to know you fairly well. Your Personal Tutor is your first point of contact for general advice on any academic-related issue, and is available for regular contact throughout the year. Where any difficulties arise that may affect your academic performance or progress, you should speak to your Personal Tutor. Where further assistance is required, the Personal Tutor will be able to refer you to any specialist academic or pastoral support services in the College or outside if necessary. It is particularly important to do this, and to do it in good time, if you have had, or foresee having, any problems that may affect your formal assessment. Your Personal Tutor may also be able to supply a reference at the end of your studies (or sooner).

In your first year, you are expected to meet with your Personal Tutor early in the first term. Later, your Personal Tutor will contact you at the beginning of each term to see if you would like to meet. Meetings at the start of the academic year may discuss your tutorial allocations and study plans. Meetings in the other terms may discuss your academic progress in the light of the reports on your work from your Teaching Tutors. If you need to see your Personal Tutor at any other time when issues arise, you are always welcome to make an appointment by email or via the Office.

For more information on the Personal Tutoring system at Birkbeck, go to:  
http://www.bbk.ac.uk/mybirkbeck/services/facilities/academic/personal-tutors

1.2.4. The Undergraduate Advisor
The Undergraduate Advisor is Stacie Friend (s.friend@bbk.ac.uk). The Undergraduate Advisor is responsible for all welfare and disciplinary matters concerning undergraduates, and oversees the Personal Tutor system. Unsatisfactory academic progress by an undergraduate is reported to the Undergraduate Advisor. If difficulties arise that cannot be addressed by your Personal Tutor, or if you feel it necessary to change Personal Tutors, you should contact the Undergraduate Advisor.
1.2.5. The BA Tutor
The BA tutor is Robert Northcott (r.northcott@bbk.ac.uk). He has overall responsibility for the BA programme, and will be pleased to receive suggestions for its improvement.

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

1.3. Enrolling and keeping in touch

1.3.1. Enrolment and re-enrolment
You will need to enrol on your programme of study before the start of each academic year. 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.

You will need to enrol and set up fee payment arrangements online by no later than 31 October. For further information, see the Registry website www.bbk.ac.uk/enrol.

1.3.2. Your email account
All students must have 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 para 1.4.7). 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 Personal Tutors can be contacted by email.

1.3.3. Your contact details
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.

1.4. Information

1.4.1. The Department Website
Our website is at www.bbk.ac.uk/phil/. The site contains a great deal of important 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.

1.4.2. MyBirkbeck 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.

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

1.4.4. Timetables & Course Guides
Lecture and seminar timetables are posted on the website.

1.4.5. 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/.

Undergraduates 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 should 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) ((now post is held jtly?))
1.4.6. Other Libraries

Birkbeck students can also use a range of other libraries. You have reference-only access to most University of London college libraries, as well as to the University of London central library at Senate House. In addition, the SCONUL Access Scheme gives you reference and/or borrowing access to over 170 other higher education libraries around the UK. See the College Library website for more information.

1.4.7. 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.
2. The Birkbeck BA degree in Philosophy

2.1. Regulations for the degree
The BA Philosophy degree comes under the Common Awards Scheme, the regulations for which may be consulted at http://www.bbk.ac.uk/reg/regs/cas. The degree may be taken either part-time or full-time.

2.2. Aims of the degree
The main aims of the degree are as follows:
- To ensure students have a strong grounding in Western philosophy and its history, in the broadly analytic tradition.
- To foster the skills of clear logical thought and presentation, careful analysis of ideas and imaginative deployment of argument.
- To assess the source and nature of values.
- To provide students with the ability to fashion thoughts and concepts with precision, rigour and clarity.
- To develop intellectual curiosity and independent thinking.

2.3. Structure of the degree
In order to graduate, a student must obtain credits by passing modules. The Common Awards Scheme assigns modules to levels; for the BA Philosophy, the relevant levels are levels 4, 5 and 6. Students need 360 credits to graduate; on the BA Philosophy, 120 of these must be at Level 4, 90 at Level 5, and 150 at Level 6. All modules at levels 4 and 5 are worth 30 credits each, while most modules at level 6 are worth 15 credits each.

The degree course gives students a systematic education in the central areas of philosophy, and also an opportunity to pursue advanced topics as optional modules. The central areas are:

- (A) logic, epistemology and metaphysics;
- (B) the theory of value (including ethics, political philosophy and aesthetics); and
- (C) the history of philosophy.

At levels 4 and 5, each student takes at least one module in each of the areas A, B and C. This solid foundation at levels 4 and 5, together with the student’s own choice of advanced topics at level 6, adds up to a coherent and challenging first degree in philosophy, which also provides an excellent basis for further study in the field.

2.4. The sequence in which modules are studied (part-time students)
Part-time students take exactly the same modules as full-time students, but they do a module fewer each year compared with full-time students. Thus part-time students take 90 credits a year, and do the whole degree over four years.

The sequence of modules for part-time students is as follows:

Year One:
Introduction to Epistemology and Metaphysics (Level 4)
Introduction to Ethics and Political Philosophy (Level 4)
Introduction to the History of Philosophy (Level 4)

Year Two:

Introduction to Logic (Level 4)
Epistemology and Metaphysics (Level 5)
Ethics and Political Philosophy (Level 5)

Year Three:

History of Philosophy (Level 5)
Four Options (Level 6)

Year Four:

Either Four Options plus a Dissertation (Level 6)
Or Six Options (Level 6)

2.5. The sequence in which modules are studied (full-time students)

Full-time students take exactly the same modules as part-time students, but they take an extra module each year compared with part-time students. Thus full-time students take 120 credits a year, and do the whole degree over three years.

The sequence of modules for full-time students is as follows:

Year One:

Introduction to Epistemology and Metaphysics (Level 4)
Introduction to Ethics and Political Philosophy (Level 4)
Introduction to the History of Philosophy (Level 4)
Introduction to Logic (Level 4)

Year Two:

Epistemology and Metaphysics (Level 5)
Ethics and Political Philosophy (Level 5)
History of Philosophy (Level 5)
Two Options (Level 6)

Year Three:

Either Six Options plus a Dissertation (Level 6)
Or Eight Options (Level 6)

2.6. Optional modules

Each student selects their own choice of Level 6 optional modules. Students are required to make this selection by the end of August. The options module form is available on the Philosophy website.
This year the available Option modules are:

- Kant (Andrew Huddleston) – T1 Tue pm
- Moral Responsibility (Michael Garnett) – T1 Tue eve
- The Idea of Freedom (Michael Garnett) – T1 Wed pm
- Fiction and Language (Stacie Friend) – T1 Wed eve
- Philosophical Logic (Florian Steinberger) – T1 Thu pm
- Philosophy of Mind (Sarah Patterson) – T1 Thu eve
- Advanced Topics in Metaphysics (new person) – T1 Thu eve
- The Biology of Evil (Ken Gemes) – T1 Fri eve
- Philosophy of Art (Stacie Friend) – T2 Mon pm
- Berkeley and Leibniz (Sarah Patterson) – T2 Tue pm
- Philosophy, Business and Society (Hallvard Lillehammer) – T2 Tue eve
- Philosophy of Science (Robert Northcott) – T2 Wed pm
- Political Power (Susan James) – T2 Wed eve
- Nietzsche (Andrew Huddleston and Ken Gemes) – T2 Thu pm
- Philosophy and Gender (Susan James and new person) – T2 Thu eve
- Hegel (Andrew Huddleston) – T2 Thu eve
- Topics in Ancient Philosophy (Anthony Price) – T2 Fri eve

Please note that not all these modules will necessarily be offered every year. However, we will always ensure that students have a choice that accommodates different sorts of interest in the subject.

There is also the possibility of taking intercollegiate option modules at King’s College London. Students will need approval from the department. If interested, you should contact the BA Tutor, Robert Northcott.

2.7. Syllabuses for modules

Module specifications for individual modules can be found on Moodle. These describe the module and the teaching arrangements, and usually have suggestions for reading and the essay questions for pre-submitted essays.

Normally, you will also be able to find on Moodle a module’s lecture handouts and links to readings, as well as other material.

2.8. Progression

To guarantee progression from one year of the course to the next, you must pass all of the modules you are taking that year. If you fail one or more modules, the default is that you must retake them. However, the Exam Board has discretion to allow instead students to be reassessed. If you fail a module, you may be required to retake the module (or if it is unavailable, a similar module) the next academic year. However, the Exam Board does have the discretion to offer you an opportunity to be reassessed without having to retake the module. If you are reassessed, your mark on the reassessment will be capped at the minimum passing mark of 40. If you have already failed the same module once, reassessment is not permitted; you will be required to retake the module the next academic year. You are allowed up to three attempts to pass a module.

If you are offered an opportunity to be reassessed, you will be given a deadline in the next term. For autumn term option module essays this deadline will be in spring term,
and for spring term option module essays the deadline will be in summer term. For Level 4 and Level 5 core modules, which are assessed entirely or partly by exams, reassessments will occur in July so that marks can be returned in September, before the next academic year begins.

3. Lectures, seminars and essays

3.1. The Academic Year
The academic year is divided into three terms, Autumn, Spring, and Summer – commonly known austerely as T1, T2, and T3. The week before Autumn term starts is Administration Week, which precedes the first week of actual teaching. Staff meet students on the Thursday and Friday of Administration Week to organise everything for the coming year. In the Autumn and Spring terms there is usually a Reading Week half-way through the term, when there are no classes. Examinations are held during Summer Term. There is no Reading Week in the Summer Term.

3.2. Lectures
The Birkbeck timetable includes times of all lectures, including possibly some lectures at other Colleges that are relevant to Birkbeck students. You are required to attend the lectures for all the modules you are studying.

3.3. Seminars
A seminar is a group of students who meet with the Teaching Tutor (see section 1.2.2) to discuss the philosophical theories and ideas they have been studying in lectures. They last for one hour and immediately follow the relevant lecture. This gives students an opportunity to learn from each other, and also to learn how to participate in a genuine philosophical discussion. The tutor, who comes to know the work of each student well, marks the essays set for the seminars, and gives students individual feedback as required.

Seminars succeed best when everyone has conscientiously done the work set by the tutor as preparation. You are urged not to let your seminar partners down; please do not fail to do the set reading and to write your essays when they fall due. 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.

Dissertations, for those who choose to do one, are supervised a little differently. Students have individual tutorials in Dissertation Supervisions with a member of the faculty.

3.4. Attendance at seminars
If you are unable to attend a seminar, you should let your tutor know beforehand. Absence from seminars without good reason is reported to the Office.

3.5. Essays and writing assignments
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. Try to give your 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. A document on how to write essays is available from the Office.

There are two kinds of essays that you may write: ‘formative’ and ‘assessed’.

1) **Formative essays:** In each year of the course, you are required to write for each module up to two formative essays per term. These essays do not directly contribute to the grade for your degree; rather, they are opportunities to cement your understanding and to practise making arguments in writing. You submit these essays to your seminar tutor, who will return them to you with written comments. They are good opportunities to get feedback on a first draft of an essay that you may later submit as an assessed essay, or perhaps use as a basis for an answer in an exam.

2) **Assessed essays:** Your degree grade is not determined by formative essays, but rather by two other elements: exams and, in the case of Level 5 and Level 6 modules (see below), also assessed essays. These are essays that answer one from a range of questions available on Moodle, written to a word limit and with a strict submission deadline. Assessed essays too will receive feedback via Moodle.

All essays, whether formative or assessed, must be typed or word-processed, and the pages must be numbered. They must be submitted through Moodle. In the case of formative essays, your seminar tutor will return your essay to you with some comments also through Moodle. You will have an opportunity to ask questions about it when you see your tutor in the seminar. The College regulation is that all essays should be returned by your tutor within four weeks of submission. Usually, you should expect to have it returned more quickly than that.

Understandably, students often want to know what marks their formative essays have achieved. Tutors have been encouraged *not* to give numerical marks to formative essays. If you do 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 in an examination or as an assessed essay.

In all cases your essay should answer the question set, and should be based on the recommended reading. (See also the criteria for marking in section 6.10 below.) Your seminar tutor is your first point of call for detailed advice on how to improve your essay writing.

The *deadlines* for submitting assessed essays are listed in Section 6.3 below. There are also deadlines for submitting formative essays – one for the first formative essay of a term, and then a second deadline for the second essay. These deadlines are normally the Friday after the end of the half term. This year that means the following dates: Friday 11\textsuperscript{th} November 2016; Wednesday 21\textsuperscript{st} December 2016; Friday 17\textsuperscript{th} February 2017; and Friday 31\textsuperscript{st} March. You will be reminded of all these deadlines nearer the time.

### 3.6 Writing exercises

There is one exception to the schedule of formative essays described above. This year, in the autumn term of the first-year module Introduction to Ethics and Political Philosophy, instead of formative essays we will instead run several writing exercises. These are designed to introduce students to philosophical reading and writing. Details will be explained in class. Like formative essays, these exercises will not count
towards your grade for the module, which will still be determined by an end-of-year exam.

4. The Full-time course in detail

4.1. The First Year of your course in detail (Full-time students)

In the first year of the Philosophy B.A. you will take four modules, as follows:

- *Introduction to Epistemology and Metaphysics (Level 4)*
- *Introduction to Ethics and Political Philosophy (Level 4)*
- *Introduction to the History of Philosophy (Level 4)*
- *Introduction to Logic (Level 4)*

You will have one lecture plus one seminar per week for each module. A weekly general seminar will also be available.

4.1.1. Seminars in the First Year

You will have a seminar once per week per module throughout the Autumn and Spring Terms. A seminar is always in the hour directly after the corresponding lecture. Please see the timetable for details of when these take place.

Since the purpose of a seminar is collective discussion, if it is to be successful it is necessary that everyone does the set preparatory work in advance. At the start of the academic year you will be given reading lists and essay titles for all your seminars for the year; please do the reading and essays on schedule so as not to let down the other students in your group.

4.1.2. Essays in the First Year

Students are required to write up to two essays per term per module. (There are two exceptions to this: *Introduction to Logic* will feature exercise classes instead, as per 4.1.3 below; and in the autumn term *Introduction to Ethics* will feature writing exercises, as per 3.6 above.) As a full-time student, therefore, you are required to write up to six essays per term in the first year. The more essays you write, the more quickly you will develop as a philosopher, and the better you will do in your degree.

Individual course syllabuses will give deadlines for submitting essays. You are always free to submit an essay before its deadline. After submission essays will then be returned to you, marked and with comments. A good first year essay should ideally be in the region of 1000-1500 words, although shorter essays will be accepted.

At the end of the academic year you will have written up to 12 essays for seminars. By using the individual comments you receive, the ideas you gain during the seminars, and material covered in lectures and revision classes, you will be able to use your essays to help prepare for examinations, and as the basis for further study in the more advanced modules later in the course.

4.1.3. Logic Exercise Class

You will not find it possible fully to understand the topics covered in the *Introduction to Logic* module 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 year. The weekly seminar in Logic will in effect be an exercise class. The exam at the end of the year will consist of such logic problems rather than essay questions.

4.2. The Second Year of your course in detail (Full-time students)

In the second year you will take the following four modules:

- Epistemology and Metaphysics (Level 5)
- Ethics and Political Philosophy (Level 5)
- History of Philosophy (Level 5)
- Two Options (Level 6)

You will have one lecture plus one seminar per week for each module. A weekly general seminar will also be available. Each Level 5 module lasts two terms, just like the Level 4 modules, but each Level 6 option module lasts only one term.

4.2.1. Seminars in the Second Year

You will have a seminar once per week per module throughout the Autumn and Spring Terms. A seminar is always in the hour directly after the corresponding lecture. They function in much the same way as did your seminars in the first year.

The purpose of a seminar is collective discussion, so it is necessary that everyone does the set preparatory work in advance. At the start of the academic year you will be given reading lists and essay titles for all your seminars for the year; please do the reading and essays on schedule so as not to let down the other students in your group.

4.2.2. Essays in the Second Year

Students are required to write up to two essays per term per module in preparation for their seminars. As a full-time student, therefore, you are required to write up to eight essays per term in the second year. The more essays you write, the more quickly you will develop as a philosopher, and the better you will do in your degree.

Individual course syllabi will give deadlines for submitting essays. After submission essays will then be returned to you, marked and with comments. A good second year essay should ideally be in the region of 1500-2000 words, although shorter essays will be accepted.

At the end of the academic year you will have written up to 16 essays for seminars. By using the individual comments you receive, the ideas you gain during the seminars, and material covered in lectures and revision classes, you will be able to use your essays to help prepare for examinations.

The assessment for the three level 5 modules, i.e. for Epistemology and Metaphysics, Ethics and Political Philosophy and History of Philosophy, will consist of a two-hour exam and an assessed essay. Often, the assessed essay will be a polished version of a formative essay that you have previously submitted for a seminar. You are advised to bear this in mind as you prepare your essays during the year. Assessed essays should be submitted via Turnitin on Moodle (see section 6.3 below). The word limit for assessed essays for Level 5 modules is 2500. This includes footnotes, endnotes, subheadings and appendices; it excludes the bibliography.
Often, option modules too are assessed by assessed essay/s rather than by examinations. Again, typically these will be polished versions of essays that you have previously submitted for a seminar, and so you are advised to bear this in mind as you prepare your essays during the year. Assessed essays should be submitted via Turnitin on Moodle (section 6.3). The recommended length for these essays is 3000 words, with a maximum of 3200. This includes footnotes, endnotes, subheadings and appendices; it excludes the bibliography.

4.3. The Third Year of your course in detail (Full-time students)

In the third year you will take the following modules:

Six Options (Level 6)

EITHER a Dissertation OR two further Options (Level 6)

Each option module lasts one term. For each, you will have one lecture plus one seminar per week.

For the Dissertation, you will have individual scheduled meetings with your Dissertation supervisor (see section 4.3.3 below).

4.3.1. Seminars in the Third Year

You will have a seminar once per week per module throughout the Autumn and Spring Terms. A seminar is always in the hour directly after the corresponding lecture. They function in much the same way as did your seminars in the previous years.

The purpose of a seminar is collective discussion, so it is necessary that everyone does the set preparatory work in advance. At the start of the academic year you will be given reading lists and essay titles for all your seminars for the year; please do the reading and essays on schedule so as not to let down the other students in your group.

4.3.2. Essays in the Third Year

Students are required to write up to two essays per term per module in preparation for their seminars. As a full-time student, therefore, you are required to write up to six essays per term in the third year – or eight essays if you are not doing a dissertation. The more essays you write, the more quickly you will develop as a philosopher, and the better you will do in your degree.

Individual course syllabi will give deadlines for submitting essays. After submission they will then be returned to you, marked and with comments. A good third year essay should ideally be in the region of 2000-2500 words, although shorter essays will be accepted.

At the end of the academic year you will have written up to 12 or 16 essays for seminars. Often, option modules are assessed by essay/s rather than examinations. Typically, these will be polished versions of essays that you have previously submitted for a seminar. You are advised to bear this in mind as you prepare your essays during the year. Assessed essays should be submitted via Turnitin on Moodle (section 6.3). The recommended length for these essays is 3000 words, with a maximum of 3200. This includes footnotes, endnotes, subheadings and appendices; it excludes the bibliography.
In the case of options assessed by examinations, by using the individual comments you receive, the ideas you gain during the seminars, and material covered in lectures and revision classes, you will be able to use your essays to help prepare for those examinations.

4.3.3. The Dissertation
At the end of your second year, you will have the chance to sign up for a Dissertation. All of the following applies only if you do indeed opt to do a Dissertation rather than two additional option modules:

Once you have signed up for a Dissertation, a supervisor will be assigned to you based on the proposed topic of your Dissertation. Students should contact their supervisor as soon as possible after that. If you have not been assigned a supervisor, please contact Hervé Lucas.

In order to ensure fairness between students, there are strict regulations concerning the number of Dissertation supervisions you are permitted. In addition to the preliminary meeting, students are allowed no more than two supervisions. Typically one of these will be on a plan or outline, and the other on a full draft. However, it is up to you and your supervisor to agree on how best to use this time.

The maximum length of a Dissertation is 7,500 words. This includes footnotes, endnotes, subheadings and appendices; it excludes the bibliography. Note that the word limit is strict, and that examiners will ensure that candidates never benefit themselves by exceeding it. There is no minimum length, but it is expected that most dissertations will come close to the maximum length. The eventual Dissertation should be submitted via Turnitin on Moodle (section 6.3).

5. The Part-time course in detail

5.1. The First Year of your course in detail (Part-time students)
In the first year of the Philosophy B.A. you will take three modules, as follows:

Introduction to Epistemology and Metaphysics (Level 4)
Introduction to Ethics and Political Philosophy (Level 4)
Introduction to the History of Philosophy (Level 4)

You will have one lecture plus one seminar per week for each module. A weekly general seminar is also available.

5.1.1. Seminars in the First year
You will have a seminar once per week per module throughout the Autumn and Spring Terms. A seminar is always in the hour directly after the corresponding lecture. Please see the timetable for details of when these take place.

Since the purpose of a seminar is collective discussion, if it is to be successful it is necessary that everyone does the set preparatory work in advance. At the start of the academic year you will be given reading lists and essay titles for all your seminars for the year; please do the reading and essays on schedule so as not to let down the other students in your group.
5.1.2. Essays in the First Year

Students are required to write up to two essays per term per module. (There is one exception to this: in the autumn term Introduction to Ethics will instead feature writing exercises, as per section 3.6 above.) As a part-time student, therefore, you are required to write up to six essays per term in the first year. The more essays you write, the more quickly you will develop as a philosopher, and the better you will do in your degree.

Individual course syllabi will give deadlines for submitting essays. After submission they will then be returned to you, marked and with comments. A good first year essay should ideally be in the region of 1000-1500 words, although shorter essays will be accepted.

At the end of the academic year you will have written up to 12 essays for seminars. By using the individual comments you receive, the ideas you gain during the seminars, and material covered in lectures and revision classes, you will be able to use your essays to help prepare for examinations, and as the basis for further study in the more advanced modules later in the course.

5.2. The Second Year of your course in detail (Part-time students)

In the Second Year you will take three modules, as follows:

Epistemology and Metaphysics (Level 5)
Ethics and Political Philosophy (Level 5)
Introduction to Logic (Level 4)

You will have one lecture plus one seminar per week for each module. A weekly general seminar is also available.

5.2.1. Seminars in the Second Year

You will have a seminar once per week per module throughout the Autumn and Spring Terms. A seminar is always in the hour directly after the corresponding lecture. They function in much the same way as did your seminars in the first year.

The purpose of a seminar is collective discussion, so it is necessary that everyone does the set preparatory work in advance. At the start of the academic year you will be given reading lists and essay titles for all your seminars for the year; please do the reading and essays on schedule so as not to let down the other students in your group.

5.2.2. Essays in the Second Year

Students are required to write up to two essays per term per module in preparation for their seminars. As a part-time student, therefore, you are required to write up to four essays per term in the second year (not including Introduction to Logic, about which see 5.2.3 below). The more essays you write, the more quickly you will develop as a philosopher, and the better you will do in your degree.

Individual course syllabi will give deadlines for submitting essays. After submission they will then be returned to you, marked and with comments. A good second year essay should ideally be in the region of 1500-2000 words, although shorter essays will be accepted.
At the end of the academic year you will have written up to eight essays for seminars. By using the individual comments you receive, the ideas you gain during the seminars, and material covered in lectures and revision classes, you will be able to use your essays to help prepare for examinations.

The assessment for Epistemology and Metaphysics and for Ethics and Political Philosophy will consist of a two-hour exam and an assessed essay. Typically, the assessed essay will be a polished version of an essay that you have previously submitted for a seminar. You are advised to bear this in mind as you prepare your essays during the year. Assessed essays should be submitted via Turnitin on Moodle (see section 6.3 below). The word limit for assessed essays for Level 5 modules is 2500. This includes footnotes, endnotes, subheadings and appendices; it excludes the bibliography.

5.2.3. Logic Exercise Class
You will not find it possible fully to understand the topics covered in the Introduction to Logic module 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 year. The weekly seminar in Logic will in effect be an exercise class. The exam at the end of the year will consist of such logic problems rather than essay questions.

5.3. The Third Year of your course in detail (Part-time students)
In the Third Year you will take the following modules:

History of Philosophy (Level 5)
Four Options (Level 6)

You will have one lecture plus one seminar per week for each module. History of Philosophy lasts two terms, just like other Level 5 modules. But each Level 6 option module lasts only one term.

5.3.1. Seminars in the Third Year
You will have a seminar once per week per module throughout the Autumn and Spring Terms. A seminar is always in the hour directly after the corresponding lecture. They function in much the same way as did your seminars in your previous years.

The purpose of a seminar is collective discussion, so it is necessary that everyone does the set preparatory work in advance. At the start of the academic year you will be given reading lists and essay titles for all your seminars for the year; please do the reading and essays on schedule so as not to let down the other students in your group.

5.3.2. Essays in the Third Year
Students are required to write up to two essays per term per module in preparation for their seminars. As a part-time student, therefore, you are required to write up to six essays per term in the third year. The more essays you write, the more quickly you will develop as a philosopher, and the better you will do in your degree.
Individual course syllabi will give deadlines for submitting essays. After submission they will then be returned to you, marked and with comments. A good level 5 essay should ideally be in the region of 1500-2000 words, and a level 6 essay 2000-2500 words, although shorter essays will be accepted.

At the end of the academic year you will have written up to 12 essays for seminars. The assessment for History of Philosophy will consist of a two-hour exam and an assessed essay. The assessed essay should be submitted via Turnitin on Moodle (section 6.3). The word limit for this essay is 2500. This includes footnotes, endnotes, subheadings and appendices; it excludes the bibliography.

Option modules, meanwhile, may be assessed by either essay/s or by examinations – see individual syllabuses for details. Typically, assessed essays will be polished versions of essays that you have previously submitted for a seminar. You are advised to bear this in mind as you prepare your essays during the year. Assessed essays should be submitted via Turnitin on Moodle (section 6.3). The recommended length for these essays is 3000 words, with a maximum of 3200. This includes footnotes, endnotes, subheadings and appendices; it excludes the bibliography. In the case of examinations, by using the individual comments you receive, the ideas you gain during the seminars, and material covered in lectures and revision classes, you will be able to use your essays to help prepare for those examinations.

5.4. The Fourth Year of your course in detail (Part-time students)

Students entering the fourth year will study the following modules:

*Four Options (Level 6)*

*EITHER a Dissertation OR two further Options (Level 6)*

Each option module lasts one term. For each, you will have one lecture plus one seminar per week.

For the Dissertation, you will have individual scheduled meetings with your Dissertation supervisor (see section 5.4.3 below).

5.4.1. Seminars in the Fourth Year

You will have a seminar once per week per module throughout the Autumn and Spring Terms. A seminar is always in the hour directly after the corresponding lecture. They function in much the same way as did your seminars in the previous years. In addition, should you choose to do a Dissertation, you will have individual scheduled meetings with your Dissertation supervisor.

5.4.2. Essays in the Fourth Year

Students are required to write up to two essays per term per module in preparation for their seminars. As a part-time student, therefore, you are required to write up to four essays per term in the third year – or six essays if you are not doing a dissertation. The more essays you write, the more quickly you will develop as a philosopher, and the better you will do in your degree.

Individual course syllabi will give deadlines for submitting essays. After submission they will then be returned to you, marked and with comments. A good third year essay should ideally be in the region of 2000-2500 words, although shorter essays will be accepted.
At the end of the academic year you will have written up to 8 or 12 essays for seminars. Often, option modules are assessed by essay rather than examinations. Typically, these will be polished versions of essays that you have previously submitted for a seminar. You are advised to bear this in mind as you prepare your essays during the year. Assessed essays should be submitted via Turnitin on Moodle (section 6.3). Assessed essays for Level 6 modules are a recommended length of 3000 words, with a maximum of 3200. This includes footnotes, endnotes, subheadings and appendices; it excludes the bibliography.

In the case of options assessed by examinations, by using the individual comments you receive, the ideas you gain during the seminars, and material covered in lectures and revision classes, you will be able to use your essays to help prepare for those examinations.

5.4.3. The Dissertation
At the end of your third year, you will have the chance to sign up for a Dissertation. All of the following applies only if you do indeed opt to do a Dissertation rather than two additional option modules:

Once you have signed up for a Dissertation, a supervisor will be assigned to you based on the proposed topic of your Dissertation. Students should contact their supervisor as soon as possible after that. If you have not been assigned a supervisor, please contact Hervé Lucas.

In order to ensure fairness between students, there are strict regulations concerning the number of Dissertation supervisions you are permitted. In addition to the preliminary meeting, students are allowed no more than two supervisions. Typically one of these will be on a plan or outline, and the other on a full draft. However, it is up to you and your supervisor to agree on how best to use this time.

The maximum length of a Dissertation is 7,500 words. This includes footnotes, endnotes, subheadings and appendices; it excludes the bibliography. Note that the word limit is strict, and that examiners will ensure that candidates never benefit themselves by exceeding it. There is no minimum length, but it is expected that most dissertations will come close to the maximum length. The eventual Dissertation should be submitted via Turnitin on Moodle (section 6.3).

6. Examinations and assessments

6.1. Assessment every year
Your work will be assessed each year of your course, either in the form of examinations or else in the form of submitted essays. All assessments are ‘degree assessments,’ so all are important. However, assessments in the earlier year of the course are not weighted as heavily as those in the later years, so if your early results are a bit disappointing you can still do well overall if you put in the extra effort. You can find your personal exam timetable on your MyBirkbeck profile.

Students who fail any module (which occurs most often through a failure to sit an exam or submit an essay) will have their mark for resitting (an exam) or resubmitting (an essay or dissertation) capped at the pass mark, which is 40. The only exception will be candidates who make a successful plea of mitigating circumstances, or a successful appeal to the College (see 6.6).
6.2. Assessment of individual modules

The assessment method for modules at each level is as follows:

**Level 4:** Each module at level 4 is assessed by a single two-hour seen examination in the summer term, written under exam conditions with no notes or other aids, in which you must write two essay answers. The exception is Introduction to Logic: first, its exam has a different format; and second, half of the assessment will be by take-home exercises.

**Level 5:** Each module at level 5 is assessed by (i) a two-hour seen examination in the summer term, written under exam conditions with no notes or other aids, and (ii) an assessed 2500-word extended essay. Each of the two answers in the examination carries the same weight as the extended essay.

**Level 6:** Modules are assessed by assessed essays. Details will be published separately.

Students will receive provisional marks and comments on their essays via Moodle within 4 weeks. Note: these marks can only be provisional until they have been formally reviewed by the External Examiner and the relevant Exam Board.

6.3. Submission of Dissertations and Assessed Essays

The deadline for the submission of all assessed essays is **midnight ending Monday 24th April 2017.** This applies to all Level 5 modules, and to all Level 6 option modules taught in the spring term.

The exception is Level 6 option modules that are taught in the autumn term. The deadline for assessed essays for these modules is the start of spring term, in particular it is **midnight ending Monday 9th January 2017.**

The deadline for the submission of Dissertations is **midnight ending Monday 15th May 2017.**

All examinable work 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 student number and the title of your essay.

- For each essay, **the first page must be the departmental essay assignment cover sheet,** which is available on the Philosophy website. The first thing written on the cover sheet should be your student number (see below).

- All submitted work must be completely anonymous: your name may not appear anywhere on your work. Only your **student number** should be used to identify the work as your own.

- 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 coursework 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 deadline for other modules of 24th April, that means 22nd May. For the dissertation, the cut-off date even to qualify as late is three weeks after the deadline (because of marking schedules). Since the dissertation deadline is 15th May, that means 5th June. 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.

Dissertations should be a maximum of 7500 words. Pre-submitted essays for Level 5 modules should be a maximum of 2500 words. Those for Level 6 modules are a recommended length of 3000 words, with a maximum of 3200. These word limits include footnotes, endnotes, subheadings and appendices; they exclude bibliographies at the end. Note that these word limits are strict, and that examiners will ensure that candidates never benefit themselves by exceeding it.

6.4. How the individual modules determine your degree class

The details of the scheme according to which the College will determine your degree class can be consulted on the College website, at http://www.bbk.ac.uk/reg/regs/cas/conferment/honoursclass.

In outline, the scheme is as follows.

1. Each module will be assessed on a numerical scale from 0 to 100. In order to pass a module, a student must attain a mark of at least 40. (If you fail a module with a mark above 35, however, it may be possible for this to be compensated by a higher pass in another module.)

2. Level 4 modules will NOT be used to determine the class of the degree, except in (rare) cases where the examiners choose to raise a borderline classification in the light of the spread of marks. But a candidate must pass all Level 4 modules in order to be given an honours degree.

3. Each 30-credit Level 5 module is weighted equally with each 15-credit Level 6 module. The Dissertation counts as a 30-credit Level 6 module and is therefore double-weighted. The classification of honours degree to be awarded is guided by the weighted average of all the results for completed modules from Levels 5 and 6.

4. The College sets the class of Degree that may be awarded as follows:

   **First:** 70% or above for the average weighted module results;

   **Upper Second:** 60% or above for the average weighted module results;

   **Lower Second:** 50% or above for the average weighted module results;

   **Third:** 40% or above for the average weighted module results.

5. However, to allow the Exam Boards some discretion, the Regulations add the following:
“The final Degree classification arrived at through the assessment process is based on academic judgement and the above calculation is only used as a guide.”

6.5. **Entry forms for examinations and other assessment**

You are required to complete an assessment entry form for each year in which you are being assessed, whether by examination, extended essay or dissertation. These forms, together with information on how to fill them in correctly, are sent out in December by Departments.

You will need to:

- ensure that your programme of study and personal details on the form are up-to-date, making corrections where necessary;
- ensure that the code corresponding to each module is written clearly and accurately to ensure that you are entered properly for each module;
- indicate whether you require consideration for special examination arrangements for reasons of health/disability, including dyslexia: please see the College guidelines on applying for special examination arrangements for more information;
- specify whether your religious authorities prevent you from taking an examination on a specific day - please note: the College does not guarantee that it will be able to avoid such dates.

The examination timetable published in late February is based on the information provided in these forms, so you must return your completed form to the Department for countersigning by your Personal Tutor.

Please note that the College cannot guarantee to accommodate you for your examinations if you fail to return your completed form by the given deadline.

6.6. **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 BA administrator (Hervé Lucas) ideally well before, and in any case *not later than seven days after*, the final assessment (whether that is an exam, or an essay submission).

The case will then be considered (in confidence) by the Mitigation Sub-Committee of the BA Philosophy Sub-Board of Examiners. A request after that date must take the form of an appeal against a decision by the College Board of Examiners in July. Claims that do not include relevant information or documentary evidence will not be considered. If an extension for submitting work, or a later date for an exam, is permitted, that will normally be for the start of the following September. (If problems arise then, and a further extension is requested, this must be by a further formal application, again backed by documentary evidence.)

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 MyBirkbeck website:  
http://www.bbk.ac.uk/mybirkbeck/services/rules/mitcircspol.pdf

For the College procedure for ‘Appeals Against Decisions of Boards of Examiners’, see:  
http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/appeals

Note: if you have a disability or condition that may affect your assessment, it is important in your own interest to have an up-to-date Study Support Plan (see section 7.10.11 below).

6.7. Exam results

If your current exams complete your degree, you are a ‘finalist’; if you will need to return to continue your degree, you are a ‘non-finalist.’

Pass lists for finalists will be displayed on the notice board by the Registry after the July meeting of the College Board of Examiners. The pass list will list the programme of study, the student number and the degree classification. An ‘official’ transcript will be posted to you by the end of August. The degree certificate will be posted to you by the University of London Diploma Production and Despatch Office.

Non-finalists will be informed of their results in the second half of July. (For more information on what happens if you fail a module or module/s, see section 2.8 earlier on ‘Progression’.)

6.8. Transcripts, letters of reference

If you are applying for postgraduate study or for a job, you may need to send your transcript(s) in support of your application. These may be requested from Registry. Should you require a reference letter, you may wish to consider asking your personal tutor or a teaching tutor to write you a reference.

6.9 Plagiarism and Self-Plagiarism

The College defines plagiarism as “the presentation of another person's thoughts or words or artefacts or other output in such a way that they could be assumed to be your own.” Note that this can include illicit the use of other work done by yourself (see section 6.9.2 below).

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 website, 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.

Plagiarism is to be deprecated in any circumstances, but if it is done deliberately in order to obtain a qualification, it constitutes a serious fraud. You are warned of the dangers of plagiarism, paraphrasing, and having essays or dissertations written or edited by other persons. Any of these is likely to result in the candidate being awarded a lower class than would otherwise have been given, or in extreme cases in not getting a degree at all. You should be aware that all submitted work is scanned for plagiarism by TurnItIn software and that several cases of plagiarism have been found over the past few years.

It is possible to plagiarise accidentally, for instance if you quote someone else’s work in one of your own essays so that it reads as if their words are your own, but forget to credit the person for it. It is also plagiarism to express ideas in your own words, if those ideas were generated by someone else (lecturer, fellow student, great philosopher from the past, or whoever) and you have not clearly said so. Of course you may independently come up with ideas that someone else has already had in the past, without realising it; in that case writing them down is not plagiarism. Care is clearly required when directly or indirectly quoting other people so as to avoid the danger of plagiarising by accident.

Any case of deliberate plagiarism, including plagiarism for formative essays, is taken extremely seriously by the Department, and the Department may alert the Examination Board. Serious cases of plagiarism are dealt with under the Disciplinary Procedures of the College and University. If plagiarism is suspected, you may be asked for evidence that what you have submitted is indeed your own work: it is therefore advisable to retain the rough drafts and notes you made for your submitted essays and dissertation.

You should consult the BA Tutor if you are in any doubt about what is permissible. The College guidance on plagiarism is at:

http://www.bbk.ac.uk/registry/policies/documents/Assessment-Offence-Policy.pdf

6.9.1 Some Examples

As further guidance, here follows a useful set of examples concerning what is, and what is not, plagiarism. It reproduces a document written by Richard Dennis of the Geography Department at UCL (and therefore is not the work of the authors of this Handbook!). You should pay particular attention to Example 2, which includes what tends to be the most common form of plagiarism.

Example 1. The history of all hitherto existing society is the history of class struggles. Society as a whole is more and more splitting up into two great hostile camps, into two great classes directly facing each other: Bourgeoisie and Proletariat. Masses of labourers, crowded into the factory, are organised like soldiers. Not only are they slaves of the bourgeois class, and of the bourgeois State; they are daily and hourly enslaved by the machine, by the overseer, and, above all, by the individual bourgeois manufacturer himself. The proletarians have nothing to lose but their chains. They have a world to win.
THIS IS PLAGIARISM. THERE IS NO ATTEMPT TO INDICATE THAT THESE ARE NOT RICHARD DENNIS’S OWN THOUGHTS BUT ARE WORDS TAKEN DIRECT FROM DIFFERENT PARTS OF THE COMMUNIST MANIFESTO.

Example 2. Marx and Engels noted that the history of all hitherto existing society had been the history of class struggles. Society as a whole was more and more splitting up into two great hostile camps, into two great classes directly facing each other: Bourgeoisie and Proletariat. They observed that proletarians had nothing to lose but their chains. They had a world to win.

THIS IS STILL PLAGIARISM. ALTHOUGH THE IDEAS ARE ATTRIBUTED TO MARX AND ENGELS, THERE IS NO INDICATION THAT THE FORM OF WORDS IS NOT RICHARD DENNIS’S. JUST CHANGING IT INTO THE PAST TENSE DOESN’T MAKE IT ORIGINAL.

Example 3. In The Communist Manifesto, Marx and Engels (1973 edn., p. 40) noted that ‘The history of all hitherto existing society is the history of class struggles’. They argued that society was ‘more and more splitting up into two great hostile camps, into two great classes directly facing each other: Bourgeoisie and Proletariat’ (p. 41). ‘Masses of labourers, crowded into the factory’ were ‘organised like soldiers ... slaves of the bourgeois class, and of the bourgeois State’ (p. 52). They concluded that ‘The proletarians have nothing to lose but their chains. They have a world to win’ (p. 96).

THIS IS NOT PLAGIARISM, BUT IF ALL YOUR ESSAY CONSISTS OF IS A SET OF QUOTATIONS STITCHED TOGETHER, IT DOESN’T SUGGEST THAT YOU HAVE THOUGHT ABOUT OR UNDERSTOOD THE CONTENTS OF THE QUOTATIONS. SO RICHARD DENNIS WOULDN’T EARN VERY MANY MARKS FROM ME FOR THIS EFFORT!

Example 4. In one of the most famous first sentences ever written, Marx and Engels (1973 edn., p 40) began The Communist Manifesto thus: ‘The history of all hitherto existing society is the history of class struggles.’ They went on to exemplify this claim by showing how the structure of society had, in their view, developed into two interdependent but antagonistic classes: bourgeoisie and proletariat. The latter comprised factory operatives, who had been reduced to no more than slave labour; but as they became concentrated geographically, in the great factory towns of the industrial revolution, so they had the opportunity to organise themselves politically. Hence, the authors’ conclusion that a communist revolution was not only desirable, but possible, leading them to issue their equally famous final exhortation (p. 96): ‘Working men of all countries, unite!’

THIS MAY NOT BE A VERY PROFOUND COMMENTARY, BUT AT LEAST I’VE TRIED!

6.9.2 Self-Plagiarism

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 not only to work submitted for final assessment on the BA, but 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, your dissertation supervisor, or the BA Tutor.

6.9.3 Assisting another student to plagiarise

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

6.9.4 What happens if plagiarism is suspected?

When an examiner (of examinations and other written coursework) 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.

6.10 Official marking criteria

Exams and assessed essays are assessed using the following criteria (not in order of importance):

Relevance of answer to question set.
Coverage of answer: appropriate range of facts, ideas and sources.
Accuracy of information.
Structure and organisation of argument.
Quality of analysis, argumentation and critical evaluation.
Quality of expression and presentation.
Display of capacity for independent thought.

These criteria are used to categorise answers to exam questions and essays into the following classes.

0–19% Fail—Totally inadequate answer in all areas, displaying scant evidence of understanding or knowledge.
20–29% Fail—Inadequate answer in all areas, displaying very little knowledge or understanding.
30–39%  Potential Compensated Fail—The answer is only slightly below the pass standard and the examiners believe that the wider consequences of a fail need to be further examined.

40–49%  Third—An answer that meets the minimum criteria to pass, showing some awareness of issues raised by the question and knowledge of relevant material, but with weak performance on most of the criteria.

50–59%  Lower Second—A satisfactory answer, competent in some of the criteria but weak in others.

60–69%  Upper Second—A good answer. Very competent in some areas, or showing moderate competence in some and excellence in others.

70–79%  First class—An excellent answer in all or nearly all areas; showing a high degree of competence where excellence is not achieved.

80%+  First Class—An outstanding answer in all or virtually all areas, of a calibre beyond what is normally expected at undergraduate level.

The mark for an exam paper is normally the average of the marks for each of the questions.
Examiners are encouraged not to confine first class marks to the very low 70s—to appreciate that, for example, an essay or exam paper that is clearly first class might well deserve a mark of 75 or more.

6.11  The Cyril Joad Prize
Each year the Cyril Joad Prize is awarded to the Finalist going on to postgraduate study who did best in the degree exams.

6.12. Graduation
Graduation takes place in November, followed by a reception; we will be delighted to see you there, and to congratulate you on your fine degree!

7  Getting Advice

7.9  Academic Problems

7.9.3  Academic difficulties
It is useful to get to know your Personal tutor early on, so that if any problem arises, he or she will already know you, and so will be able to give you the right kind of support.

If you do find yourself in any academic difficulties, you should seek advice as soon as possible: your Personal Tutor or your Teaching Tutor are well placed to advise you; alternatively consult the Undergraduate Advisor, the BA Tutor, or the Chair of Department. If you are not performing well in the subject, this may be a matter of study skills, or of some other difficulty which can be solved relatively easily. Problems can often be sorted out more readily than people think when they are beset by them; so please make sure to use the support systems the Department and College have for you.
7.9.4 Study Skills 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.

7.9.5 What to do if you want to take a year out
The Department is prepared to approve a Break of Studies if the circumstances are appropriate. If you feel you need to take a break from your studies, whether for personal or academic reasons, then consult your Personal Tutor. You can request a break in studies on your MyBirkbeck profile.

7.9.6 What to do if you want to change your degree
Inevitably, some students find that philosophy is not after all the right subject for them. We do not encourage students who are not really enjoying the subject to persevere with it. Instead, we shall do our best to give you advice about alternative courses, and we will try to place you elsewhere in higher education if that is appropriate. In all such cases, seeking advice early is vital: please do not think that we will hold it against you or be offended if it turns out that you don’t like philosophy!

If you are thinking about changing to another degree course within Birkbeck, your first step should be to talk things over with your Personal Tutor. You can request a change of studies on your MyBirkbeck profile. Changing courses requires the agreement of the other Department(s) involved.

Any proposed change is looked at carefully, so that you do not take a radical step without due advice and care. You must have the written agreement of your Personal Tutor, and must then seek the approval of the Undergraduate Advisor for any change: if you are changing within Birkbeck you must also have the approval of any other Department that would be affected by the change.

7.9.7 What to do if you want to leave Birkbeck
The first step is to talk things over with your Personal Tutor. Do take care to get as much advice as you can: you might consider a temporary withdrawal instead of a permanent one, if that would give you a chance to rethink what you want to do. We shall endeavour to give you the best possible advice and support, whatever your decision. If you decide that leaving is indeed best, then you can withdraw from the degree by submitting a request on your MyBirkbeck profile. Fees are charged pro rata for the amount of the course you have attended, so it is important to state your last date of attendance if you wish fees to be remitted from this date.

7.9.8 What to do if you want to withdraw from Exams
The first step is to discuss this with your Personal Tutor. You can withdraw from Exams on compassionate and/or health grounds: in the following year you must re-register to take the examinations. (See also section 6.6. above about Mitigating Circumstances.) You must notify the Undergraduate Administrator that you wish to withdraw from exams as soon as possible.
7.10 Personal issues

7.10.3 Discussing personal issues with the Department’s staff
Your first port of call for personal issues will normally be your Personal Tutor. They will be always pleased to give you all the help, advice and support they can, in complete professional confidence. All other members of the administrative and academic staff are also 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 make an appointment to see the Undergraduate Advisor, the BA Tutor, or the Chair of Department if you feel that they may be able to help you.

7.10.4 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 your Personal Tutor (or 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

7.10.5 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 degree 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.

7.10.6 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 you can visit the 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.

7.10.7 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
7.10.8 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](http://www.london.ac.uk/chaplaincy.html)

7.10.9 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 your Personal Tutor and the Office.

If you feel that illness may affect or may have affected your performance in a set of examinations, please let us know as soon as possible. You may well be entitled to claim Mitigating Circumstances (section 6.6 above). In such cases you must provide a medical certificate from your doctor, or the equivalent from a counsellor.

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

### 7.10.11 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.

**Study Support Plans**

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](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 Disability Office**

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.

**Access at Birkbeck**

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.

**The Personal Assistance Scheme**

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.

**Support in your School**
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.

**Support in IT Services and Library Services**
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.

**Specific Learning Difficulties (Dyslexia)**
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.

**Examinations**
Students with disabilities and dyslexia may be eligible for special arrangements for examinations e.g. extra time, use of a word processor, amanuensis, enlarged examination papers etc. In order to receive special arrangements a student must provide medical evidence of their disability (or an Educational Psychologist’s report if you are dyslexic) to the Disability Office. For School examinations you should contact your Programme Director to request special arrangements at least 2 weeks before the examination. For main College summer examinations you are given the opportunity to declare that you require special provision on your assessment entry form. Students who require provision should then attend an appointment with the Disability Office to discuss and formalise the appropriate arrangements. The closing date for making special examination arrangements in College examinations is the 15th March and beyond this date consideration will only be given to emergency cases.
Contact
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.

8 Feedback

8.1 Questions & Feedback
The BA Tutor (Robert Northcott) oversees undergraduate teaching matters: if you have concerns, suggestions or comments about undergraduate teaching at Birkbeck, please contact Robert, or indeed any member of staff.

Another avenue for student feedback is the Student-Staff Exchange (see below). If there is a point that you wish to draw to the attention of the staff, please mention it to your class rep.

8.2 Course Assessment Forms
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.

8.3 Suggestions & Complaints
If you have a general suggestion about the Department or the structure of the course, please let a member of staff know, or you can take up your suggestion with your representative on the Student-Staff Exchange. If you have any complaints about your own treatment by the Department, you can discuss the matter with your Personal Tutor. You might alternatively choose to approach the Undergraduate Advisor, the BA Tutor or the Chair of Department. If you are still not satisfied there is a College Complaints Procedure, see http://www.bbk.ac.uk/registry/policies.

8.4 Student-Staff Exchange
In addition to informal discussions, there is also a formal system of consultation. Each year of the B.A. course elects two class representatives, whose role is to provide a channel of communication between students and staff and to represent their year on the Department Student-Staff Exchange Committee. Meetings normally take place with the BA Tutor in the 8th week of each term. Representatives should keep in touch with the opinions of the students in their year. The names of student representatives, with contact details, are posted on the Department’s web site.

9 Philosophy talks and meetings

9.1 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

9.2 The Aristotelian Society
www.aristoteliansociety.org.uk

We strongly recommend that you join the Aristotelian Society. 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.

9.3 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.

9.4 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.

9.5 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.

9.6 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.
10 Your career after your BA Philosophy

10.1 Graduate Studies in Philosophy
If you wish to go on to graduate work in philosophy after you finish your BA degree, where better to continue your studies than at Birkbeck? The Department runs postgraduate courses at M.A., MRes and PhD levels. Please consult the relevant pages on the Department website www.bbk.ac.uk/phil.

Whether you are thinking of graduate work here or at another university, please consult your Personal Tutor in the first instance. There are important deadlines you should know about, and you should discuss things with your Personal Tutor as soon as possible, especially if you will need to obtain funding for the higher degree.

You can obtain further advice about MA courses at Birkbeck or elsewhere by consulting Ken Gemes or Michael Garnett; Ken is our MA Admissions Tutor and Michael is our MA Tutor. For research degrees you can obtain further advice about the MPhil.Stud and the PhD programme from the Admissions Tutor for Research Students, Keith Hossack.

10.2 Applying for funding for postgraduate study
Further details about academic funding opportunities for postgraduate students can be found on the Birkbeck web site at:
http://www.bbk.ac.uk/mybirkbeck/finance/studentfinance/pgt_finance/pgt_academic

It is essential to consult the Research Admissions Tutor, Keith Hossack.

10.3 The Careers Service
Birkbeck Talent is a professional recruitment service linking employers with Birkbeck students and graduates. See http://www.bbk.ac.uk/careers/birkbeck-talent/birkbeck-talent-service.

The Specialist Institutions’ Careers Service is part of The Careers Group, University of London. SICS works exclusively with adult and degree specialist students. They help both career-changers and those wishing to develop their career further. They offer a FREE advice, guidance, job vacancy and information service on the 4th floor, ULU Building, Malet Street opposite Waterstones. For a more detailed look at the services please go to www.careers.lon.ac.uk/sics.

For evening students The Careers Group (the parent organisation) also provides information resources available at Stewart House, 32 Russell Square until 8pm every Wednesday. No appointment is necessary; just turn up.