# CONTENTS

## 1 THE DEPARTMENT

**Accommodation** (including Doctoral Students’ Centre)  
**People**  
- Philosophy Faculty  
- Research Fellows, Emeritus and Visiting Professors  
- The Administrative Staff  
- Chair of Department, Research Students Tutors  

**Enrolling and keeping in touch**  
- Your email account  
- Your contact details  

**The Department’s Good Practice Policy**

## 2. SUPERVISION, SEMINARS, CONFERENCES, ETC.

### 2.1 Supervisors and Supervisions

- Your Principal Supervisor  
- Options Supervisors (for MPhilStud students)  
- Your Secondary Supervisor (for MPhil/PhD students)  
- Supervisions

### 2.2 Lectures, Seminars, Conferences, Reading Groups

- Research Seminar  
- Seminars for MPhilStud Students  
- Work in Progress Seminar  
- Saturday Workshops  
- Approaches to Philosophy Seminars  
- London Research Student Conferences  
- Dorothy Edgington Lectures and Research Student Workshops  
- Reading Groups  
- Other Seminars, Lectures, and Courses  
- SSHP and Department Support for Conference Attendance

**Prizes**
2.3 Resources
Libraries
IT Services

2.4 Research Training

2.5 Research Student Web Pages

2.6 Teaching Philosophy
2.7 “Mock vivas” and Practice Job Talks

2.8 Monitoring and Progress

2.9 Degree Completion Times

2.10 Changing your Supervisor, Complaints Procedure

2.11 Withdrawals and Breaks of Study

2.12 Student Representation

2.13 Plagiarism

3 RESEARCH DEGREES

3.0 MRes Degree (for information only)

3.1 The MPhilStud in Philosophy

3.2 The MPhil in Philosophy

3.3 Upgrading, Transferring and Proceeding

3.4 The PhD in Philosophy

4 USEFUL INFORMATION

4.1 Postgraduate Funding

4.2 Philosophical Links

4.3 Personal Support Links

APPENDICES

Appendix A: Degree Completion Times
Appendix B: Research Student Representation in SSHP
Appendix C: Examination of MPhilStud Options
1 THE DEPARTMENT

The Philosophy Department belongs to the College’s School of Social Sciences, History and Philosophy (SSHP). It is a leading centre for philosophical research in the United Kingdom. All our academic staff are active researchers. Our research excellence has consistently been recognised in British and international ranking exercises. We give high priority not only to research but also to providing the best possible teaching.

The Department’s Accommodation at 30 Russell Square
Most academic staff have their offices on the third floor of 30 Russell Square, with two members of staff in 26 Russell Square. Tutorials are often conducted in the room of the member of staff concerned.
Room B01 in 30 Russell Square houses the Ruby Meager Library (see p.9) where tutorials, small seminars and reading group meetings are sometimes held.

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 10.00am to 6.00pm, and in vacations from 10.00 am until 5pm. The Office is staffed by Simmi Pahwa and Hervé Lucas.

SSHP Doctoral Students’ Centre
The SSHP Doctoral Students’ Centre is located in Room B02, 27/28 Russell Square. This is a study room, equipped with work stations and coffee-making facilities available to all research students in the School. You are encouraged to use it. You will have a chance to meet students from other Departments, as well as your fellow philosophers. Access is via a swipe system activated by your student ID card. Further details can be found at:
http://www.bbk.ac.uk/sshp/our-research/sshp-doctoral-students2019-centre

Faculty

Mr Cristian Constantinescu [on leave in terms 1 and 2]  
c.constantinescu@bbk.ac.uk  020 3073 8007  Room 304, 30 Russell Square  
Lecturer. Moral Philosophy, Philosophy of Language and Logic, Metaphysics

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

Dr Stacie Friend  
staciefriend@gmail.com  020 7631 6280  Room: B26, 26 Russell Square  
Lecturer. Philosophy of Mind, Philosophy of Language, Aesthetics

Dr Michael Garnett [on leave in term 3]  
m.garnett@bbk.ac.uk  020 7631 6548  Room 309, 30 Russell Square  
Senior Lecturer. Political Philosophy, Ethics
Prof Kenneth Gemes
k.gemes@bbk.ac.uk 020 3073 8123 Room 305, 30 Russell Square
Philosophy of Science, Philosophical Logic, Nietzsche

Dr Alex Grzankowski
a.grzankowski@bbk.ac.uk 0207 631 6533 Room 313, 30 Russell Square
Metaphysics, Epistemology, Philosophy of mind, Philosophy of language

Prof Jennifer Hornsby [on leave in term 1]
j.hornsby@bbk.ac.uk 020 7631 6301 Room 310, 30 Russell Square
Philosophy of Mind and Action, Philosophy of Language, Feminist Philosophy

Dr Keith Hossack
k.hossack@bbk.ac.uk Room 308, 30 Russell Square
Reader. Metaphysics, Epistemology, Philosophy of Mind, Philosophy of Mathematics

Dr Andrew Huddleston
a.c.Huddleston@gmail.com 020 7631 6277 Room 330, 26, Russell Square
Lecturer. German Philosophy, Nietzsche, Aesthetics, Ethics, Foucault.

Prof Susan James
s.james@bbk.ac.uk 020 7631 6219 Room 311, 30 Russell Square
17th and 18th century philosophy: especially ethics, political and social philosophy, psychology, philosophy of mind; political philosophy; feminist philosophy

Prof Hallvard Lillehammer (Chair of Department and Assistant Dean)
h.lillehammer@bbk.ac.uk 0207 631 6531 Room 308, 30 Russell Square
Ethics, Metaethics, History of Ethical Thought, Political Philosophy, Aesthetics

Dr Robert Northcott
r.northcott@bbk.ac.uk 020 3073 8006 Room 312, 30 Russell Square
Senior Lecturer. Philosophy of science, metaphysics, philosophy of biology

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

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

Dr Florian Steinberger:
f.steinberger@bbk.ac.uk 020 7631 6399 Room 307, 30 Russell Square
Lecturer. Formal Epistemology, Philosophy of Language, Philosophy of Logic

Honorary and Associate Research Fellows, Emeritus and Visiting Professors

Professor Bob Hale
Professor David Hillel-Rubin
Professor Samuel Guttenplan
Dr Charlotte Knowles
Professor John Skorupski
Dr Gudrun von Tevenar
Administrative Staff

The natural first port of call for research students is the Department’s Administrator for Postgraduates (who also looks after MA and MRes students). Research students who call at the Office can also seek help from our Administrator for Undergraduates, Mr Hervé Lucas. The Department’s Team Leader deals with such matters as expenses.

The administrative staff can all be contacted by email.

They are housed in Room G05, 30 Russell Square. Phone numbers there are: 020 7631 6383, for Postgraduate Administrator)
020 7631 6385, for Undergraduate Administrator)
020 7631 6005, for Team Leader).

The Team Leader also has her own office, phone: 0206 631 6387.

Chair of Department, Tutor for Research Students, Admissions Tutor for Research Students

Chair of Department and Assistant Dean

The Chair of the Department is Hallvard Lillehammer. He has overall responsibility for the Department, including the teaching, supervision, and examination of research students. If you feel that a matter needs his personal attention, you should email him.

Tutor for Research Students

The Tutor for Research students is Sarah Patterson. She has responsibility for welfare and disciplinary matters concerning research students. As well as consulting your principal supervisor, you can consult Sarah about any academic or personal difficulties you may have. She will be pleased to receive suggestions for improvements.

The Chair of the Sub-Board of Examiners for the MPhilStud is Jennifer Hornsby. Jen can advise on the availability of Option papers, and will process titles and abstracts of essays and thesis. And she will oversee the examinations process. In term 1, when Jen is on leave, Andrew Huddleston will be acting in her stead.

Admissions Tutor for Research Students

In 2016-17, the Tutor for Research Admissions (MPhil/PhD, PhD) is Susan James. Applications for the MRes are dealt with by Hallvard Lillehammer. The Admissions Tutor is responsible for applications for funding to SSHP (i.e. to the School of Social Studies, History, and Philosophy), or for external funding.
Enrolling, Keeping in touch

Before the start of each academic year, you will need to enrol, and pay your fees. Until your fees are paid, you will not be permitted to attend classes or supervisions or access any college facilities, including the Library, computing resources and the Students’ Union.

The registry emails new students their username and password once they have accepted a place on a Birkbeck course. (They use the email address you provided when you applied.) Once you have these, you can log into your own ‘My Birkbeck profile’ to find all your personal student information, check and amend contact details, order an ID card, keep track of your financial status, and pay fees online.

The College’s website for students is http://www.bbk.ac.uk/mybirkbeck/

From here you can reach many other College webpages, including your personal ‘My Birkbeck Profile’.

Your email account
The Department will keep in touch with you by email. It is vital for speedy communication that all students have an active email address, and check their email regularly. If you wish, you can obtain a Birkbeck email address from IT Services. 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. If your preferred email address changes, please notify the Office straightaway.

Your contact details
Please update any changes to your contact details to your ‘mybirkbeck’ student profiles. We cannot take change of address details by email or over the phone.

The pages on Birkbeck’s website that you will need to visit most often are those under ‘My Birkbeck’ (as above) and the pages specifically for research students in Philosophy (wherein this Handbook can be found!).

http://www.bbk.ac.uk/philosophy/current-students/mphilstud-mphil-phd
Philosophy’s 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, how conferences and workshops are managed, 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. (In the seminar at the start of term 1, organized by the B.A. Tutor and attended by all research students who’ll do some undergraduate teaching in the course of the year, there will be an opportunity to discuss how the policy may bear on the conduct of B.A. tutorials and seminars.)

(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 or Saturday Workshops; parties at induction, Christmas, end of year]. Such behaviour could include anything that falls under the definition of bullying or harassment or victimization in the College’s Guide to Dignity at Work and Study.

(c) There is information for those who play a role in organizing workshops or seminar series at: http://bpa.ac.uk/resources/women-in-philosophy/conferences-seminars

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.

Anyone who wanted to speak in confidence to someone outside the Department could arrange to meet with one of the College’s D@W&S (Dignity at Work and Study) Contacts: see p.19 below.
2 SUPERVISION, SEMINARS, CONFERENCES, ETC.

2.1 Supervisors and Supervisions

2.1.1 Your Principal Supervisor
At the start of your course a member of the academic staff will be assigned to you as your principal supervisor. Both for PhD and MPhilStud students, principal supervisors are normally assigned on the basis of your intended thesis work; and normally you will have the same principal supervisor throughout your time at Birkbeck. He or she oversees your overall academic progress and ensures that you receive appropriate tuition and training. All students should arrange a meeting with their principal supervisor at the beginning of each year to discuss and agree a programme of study. Your principal supervisor can provide advice about which lectures, seminars, conferences and training events you should attend. It is the responsibility of the student as much as the supervisor to try to ensure that there is a meeting before the end of the first week of the first term. PhD students should agree a plan of work at the start-of-year meeting, and arrange supervision meetings for the term. MPhilStud students who will be working with an option supervisor in any term should make detailed plans of work at the year’s start, and arrange meetings with relevant supervisors ahead of the start of each term. You will be required to meet with your principal supervisor in term 3 for your Annual Progress Review (see 2.8 below). If you are teaching for the Birkbeck Philosophy B.A. (see 2.6 below), then your supervisor will monitor your progress in respect of teaching skills. If you need to discuss personal issues, your principal supervisor will be pleased to give you all the help, advice and support they can, in complete professional confidence. All other members of staff are also available to talk to you in professional confidence. They can be reached by email: if you write to set up an appointment, you should indicate what you would like to consult them about. You may make an appointment to see the Tutor for Research Students or Department Chair if you feel that they may be able to help you.

2.1.2 Options Supervisors (for MPhilStud)
Students taking the MPhilStud usually have a different option supervisor for each of the areas for which they are submitting essays (see 3.1 below). Once again, it is as much the responsibility of student as the supervisor to arrange to arrange a first meeting; in this case, there should be a meeting early each term. Thus you should usually make contact with your option supervisor for the term ahead of the start of term. If there should ever be any uncertainty about who your option supervisor is at any point, or you have a problem reaching them, you should contact the Tutor for Research Students. The member of faculty who has acted as your option supervisor in the term before your annual review usually conducts your review along with your principal supervisor.

2.1.3 Your Secondary Supervisor (for PhD students)
Each Birkbeck MPhil/PhD student is assigned a secondary supervisor whom you are free to consult about your progress and research plans. Secondary supervisors of PhD students normally participate in their annual Progress Reviews. (For MPhilStud students, options supervisors play the role of secondary supervisor.)

2.1.4 Supervisions
Full-time students meet with their supervisors 5 times a term. Part-time students meet with their supervisors 3 times a term. A supervision is usually between 1 and 1½ hours in duration. Students are expected to submit a written piece of work before any supervision in order to provide a focus for discussion. And at appropriate intervals, they will be asked to submit complete drafts of essays (MPhilStud students), or of Chapters (PhD students, and MPhilStud students writing a thesis).
2.2 Lectures, Seminars, Conferences and Reading Groups

2.2.1 Research Seminar
Learning to present and defend your own work, and critically discuss the ideas of others, is essential to your development as a philosopher. The Research Seminar is dedicated to the presentation and discussion of the work of Birkbeck research students. It takes place once a week during term time, on Thursday at 6pm, and normally lasts between 1½ and 2 hours. It provides an excellent opportunity to meet and talk philosophy with other research students. The programme is posted on the website (updated as the year progresses). Full-time students are expected to attend each week. Part-time students are expected to attend as often as they can.

The programme for the Research Seminar is drawn up by the Tutor for Research Students. Research students are encouraged to present their work to the Research Seminar at least once a year. Presentations are of draft essays or thesis chapters, followed by a discussion chaired by a member of staff. Presentations should not last longer than 45 minutes: it is important not to over-run so that there is time for discussion; and it is quite all right to speak for only 30 minutes. The use of handouts is encouraged.

2.2.2 Seminars for MPhilStud students
In 2016-17 and 17-18, the MRes seminars—Mondays 6–8pm—are open to MPhilStud students. Access to readings for these weekly seminars is from moodle (i.e. on pages within https://moodle.bbk.ac.uk/). The full seminar programme for the year will be there. In any term, part-time MPhilStud students should attend at least three MRes seminars, whether in theoretical or practical philosophy, and full-time students at least five. All MPhilStud students are welcome to attend all of the MRes seminars and are strongly encouraged to attend any that fall under the head of any of their chosen options subjects or chosen thesis topic.

2.2.3 Work in Progress Seminar
Most weeks during term (usually at lunchtime on a Wednesday), the Department holds a seminar at which members of the Department take turns to present their work. Research students are sent details: they are welcome and strongly encouraged to attend.

2.2.4 Saturday Workshops
In 2016-17, Saturday workshops—one each in term 1 and term 2—will be held in conjunction with the SSHP School, under the heading “Research: Means and Ends”. Pre-lunch training sessions will be School-wide, and lunch will be for students from all Departments in the School. Post-lunch sessions will be Department by Department.

In philosophy, we have used these Saturday afternoons to give research students practice at commenting on philosophical papers. Two speakers are invited by the research student reps., who try to find two or three students for each invited paper, each to make about 5 minutes’ worth of comments on the paper.

There is some flexibility as to how the new Saturdays will be organized. (1) It may be possible to include an afternoon session relating to practical skills for teaching and research specifically in philosophy (the morning session being ‘generic’). (2) The Department now arranges a study and social Saturday day for BA and MA students, and it may be that one or both of the Research Student Saturday Workshops comes to be embedded within that.

Dates and details will be circulated, and posted on the research student website.

2.2.5 Approaches to Philosophy Seminars
These seminars enable students to meet a variety of professional philosophers in an informal setting. Visiting speakers, chosen to represent a wide range of different philosophical areas and methodologies present their work. Some students join with the speaker for drinks and/or dinner following each seminar.
2.2.6 London Research Student Conferences

The Institute of Philosophy (see below) hosts an Intercollegiate Graduate Conference once a term in terms 1 and 2, and the London-Berkeley Conference (whose venue alternates between London and Berkeley) in term 3. Typically two Birkbeck research students contribute to Intercollegiate Conferences, one presenting a paper, and the other offering a short reply to a paper presented by a student from one of the other Colleges. The Tutor for Research Students is responsible for inviting students to speak at these conferences. Usually students are invited once they have acquired sufficient experience by contributing to the Thursday Research Seminar. When it comes to the London-Berkeley Conference, students are selected to speak in an open competition run by the Institute. In 2017, the conference will be held in Berkeley, probably late May.

2.2.7 The Dorothy Edgington Lectures and Graduate Workshops

A lecture series, named in honour of Professor Dorothy Edgington, was inaugurated in 2012 and is held every two years. See: http://edgingtonlectures.org/

The lectures coincide with an international graduate workshop on the work of the invited Lecturer, for which (of course) we encourage our own students to submit papers. Student organizers (the research student representatives afforded by a couple of students specializing in the area of the Lecturer arrange a call for papers. The 2018 Lecturer will be invited (following soundings from staff and students) in the course of 2016–17.

2.2.8 Reading Groups

Research students sometimes get together to form a Reading Group, to which they may invite students from other Colleges who are interested in the specific material the Group plans to discuss. A Reading Group groups usually meets weekly or fortnightly for discussion—whether taking a particular book chapter by chapter, or a series of papers on a chosen theme. If you want to arrange a Group, the Department can help. (1) You could ask the Tutor for Research Students or a member of the academic staff whose work fell in the relevant area for advice on what to read in some area. (2) The Postgraduate Administrator can help you with booking a room for the appropriate day and time, and can publicize the Group.

2.2.9 Other Seminars, Lectures, and Courses

As a member of the Department you are automatically a member of the Institute of Philosophy which hosts a wide range of events, including lectures, conferences, and seminars—some of these held at lunchtimes, some of these intended specifically for London postgraduates. The Institute is housed in Stewart House, next to the Senate House Library, with its front door directly opposite the side of 30, Russell Square. It provides a focus for a great deal of the research activity in the University of London where you may meet with staff and research students from other Colleges. You should keep an eye on the Institute website: http://www.philosophy.sas.ac.uk/ And they keep a calendar, to be found by searching for ‘public events’ on that site.

See ‘4.2 Philosophical Links’ at pp.17–18 below for the many other philosophy research-related events you might join in on.

You may also find it useful to attend some B.A. and M.A. lectures. Timetables and descriptions of B.A. and M.A. modules are available on the Department’s website. You are eligible to attend any Birkbeck lectures. But research students must seek permission from the lecturer when they wish to attend an M.A. seminar—usually held immediately following a lecture.
2.2.10 SSHP School, Department and B.S.A. Support for Conference Attendance

In 2014, the School of Social Sciences, History and Philosophy established a Postgraduate Support Fund, thanks to a very generous benefactor’s donation from the estate of Ms Evelyn Pullin. New and existing postgraduate research students within SSHP are invited to apply for financial assistance for research-related costs. But applicants must apply for support for conference attendance before applying for funding from the School’s fund. The School’s fund may give assistance for expenses associated with specific training needs, research trips, and conferences, workshops or other academic events where the applicant is presenting a paper or chairing a session. The maximum award for which a student is eligible in any year is £500. Details of how to apply, with deadlines for application (usually earlyish in November and latish in May) can be found at: http://www.bbk.ac.uk/sshp/research/current-research-students/postgraduatesupportfund

The Department has limited funds to help cover the costs of attending conferences (and for priming the pump for an application to the School’s Postgraduate Support Fund). The maximum award for which a student is eligible in any one year is £200. To apply for an award, send a brief statement to the Tutor for Research Students explaining how attendance at the conference will help your research, and giving precise details of travel and other costs. You can apply throughout the financial year, which ends on 31 July. The Team Leader in Philosophy deals with the forms needed for claiming the expenses. She will ask you for confirmation of approval of your application from the Tutor for Research Students. And you will need receipts for everything for which you claim, so be sure to keep these.

The British Society of Aesthetics invites postgraduate students in the UK to apply for stipends of up to £800 towards travel and accommodation costs for participation in conferences or research visits to other universities on topics in aesthetics and philosophy of art. See: http://british-aesthetics.org/portfolio/postgraduate-travel-stipends/

2.2.11 Prizes

The annual Jacobsen Philosophy Essay Prize is worth £500 and is open to all students in the University of London. Submitted essays of up to 4,000 words may be on topics in any area of philosophy. Details of the competition are published by the Institute of Philosophy.

Several journals award prizes for student essays, and often publish winning contributions. You should look out for these.

2.3 Resources

2.3.1 Libraries

The College Library (http://www.bbk.ac.uk/lib/) is situated in the main building on Malet Street. Your College ID card gives you automatic use of the Library and eLibrary: http://www.bbk.ac.uk/lib/elib/

As a research student, you are also entitled to use Senate House, which is the main University of London Library, with a large philosophy collection (http://www.ull.ac.uk). This library is located in the Senate House on Malet Street. In order to obtain a Senate House library card you will need to show your Birkbeck Student ID card.

Our own Department Library– housed in B01, 30 Russell Square— is named after Ruby Meager (1916–1992). Ruby Meager was a Reader in the Philosophy Department at Birkbeck from 1967 to 1981. She was widely known to, and highly respected by, an international community of scholars and students of aesthetics.
2.3.2 IT Services
In addition to the facilities in the SSHP Doctoral Students’ Centre (see p.1 above), there are a number of computer rooms in the College that students can use. IT Services give all students a password for the computers and the email system, which can then be personalised at http://www.bbk.ac.uk/its. And it provides technical support between 9 a.m. and 7 p.m on weekdays: personal help is given in response to enquiries over email, by telephone, or face to face at the help desk.

2.4 Research Training
The Department contributes to the Birkbeck Graduate Research School, by joining in the training sessions at each of the SSHP School’s two Saturday Workshops. It is envisaged that the sessions will be in two parts—one suited to recently registered students (taking such topics as “Starting on a dissertation”, “Working with your supervisor” and “Presenting work to an audience”), the other suited to those some way on with PhD work (taking such topics as “Writing an academic CV, choosing referees, preparing for interviews” and “Preparing written work with publication in mind, and getting work published”).

Research students are encouraged to attend other generic training courses organised by the College’s Graduate Research School. You can find a calendar and register for sessions here: http://www.bbk.ac.uk/mybirkbeck/global/workshop_timetable?orgunit=GRS

2.5 Research Student Web Pages
The programme for the Philosophy Research Seminar, and other conferences, seminars and reading groups are all posted on the research student section of the Philosophy Department website, as is a list of research students and their interests. We keep this list up to date insofar as students supply information. Please respond to emails inviting you to say what should be added as your interests.

2.6 Teaching Philosophy
Each year the Department provides a number of teaching opportunities for research students. It is important for students who are considering a career in philosophy to take advantage of these opportunities to teach undergraduates; but students with other career plans are welcome as well. You should discuss this with your supervisor who will give you advice and tell you when they think you are ready to start teaching.

When sufficiently advanced in their own research, students are normally asked to run seminar groups for first-year B.A. students. Research students with more teaching experience may be asked to run seminar groups for second or third year undergraduates. Teaching arrangements for a given year are normally decided towards the end of the previous year. Details of how to apply to teach, if you haven’t done so before, and would like to do so will be circulated at the appropriate time—usually early in the summer. You will then get a chance to say what subjects you would like to teach; but the Head of Department and B.A. Tutor are responsible for assigning research students to particular courses. It must be borne in mind that they will only assign a research student to be an undergraduate tutor if they are convinced that this is in the interests of the undergraduate students. Research students who take up these opportunities must attend the relevant training sessions organised by the B.A. Tutor. These seminars are held at the beginning of term 1. Principal supervisors monitor teaching done by their research students, writing reports following what the College calls “Class Visits”.

2.7 “Mock Vivas” and Practice Job Talks
We arrange mock (practice) vivas and practice job talks for students who have a real viva or a real job talk scheduled. If you are at the relevant stage and want the relevant practice, then speak to your supervisor in good time. She or he will arrange with colleagues to conduct a short mock viva; or arrange with the convenor of the Work in
Progress Seminar to find a slot at which you can give a talk and receive feedback over email from faculty who came to your talk.

2.8 Monitoring and Progress
The Department closely monitors the progress of its research students and keeps count of the number of supervisions they have had. At the end of Term 1, your supervisor is required to report to the Tutor for Research Students on the work you have done. At the end of Term 2 your supervisor will alert the Tutor for Research Students if he or she thinks that your progress is unsatisfactory. At the start of Term 3, students are required to meet with their principal supervisor and (for PhD students) their secondary supervisor or (for MPhilStud students) a recent options supervisor for an Annual Progress Review. (For exceptions see below.) At the end of term 2, you will be sent an email reminder of the meeting, letting you know that, in advance of the Review meeting, you will be asked to provide a synopsis of the work you have undertaken, a piece of recent material for discussion during the meeting, and a plan for future research. The meeting will provide you with an opportunity to receive feedback on your progress and discuss the next stage of your work.

After the meeting, your Progress Review Committee will report its recommendations to the Department’s Graduate Standing Committee, which is responsible for ensuring that the progress of all research students is satisfactory. The Tutor for Research Students may write to let you know the Committee’s view. If your progress is unsatisfactory, the Committee will consult your supervisor, and may lay down certain conditions you must meet before you are allowed to proceed to the next year of study.

We do not normally review the progress either of students who are about to submit their PhD theses, or students who are in the final year of the MPhilStud, having already been examined for their options.

2.9 Degree Completion Times
The Department expects students to complete their degrees within the officially allotted time. But occasionally a student takes longer than expected. For the official department limits to the number of years for which a student can be registered for a degree, and procedures for dealing with cases where the limit is exceeded, see Appendix A.

2.10 Changing Your Supervisor, Complaints Procedure
Sometimes, a student and his or her supervisor may decide that it would help the student to be supervised by someone else (perhaps because the student’s research interests have shifted, or because a change of perspective would be useful). You are always free to discuss this possibility with your principal supervisor or, should you feel uncomfortable about this, with the Tutor for Research Students. (If she or he is your supervisor then you should feel free to contact the Chair of the Department instead.) However, for staffing reasons, the Department cannot guarantee that a student who wishes to change supervisor will be transferred to the person of their choice.

If you have any other concerns that you do not feel able to raise directly with your supervisor then you may speak in complete confidence with the Tutor for Research Students (or, as above, the Chair of the Department).

If you have any complaints about your treatment by the Department, you can discuss the matter with your principal supervisor. You might alternatively choose to approach the Tutor for Research Students or the Department Chair. Should you remain unsatisfied, there is a College Complaints Procedure, see http://www.bbk.ac.uk/reg/regs/.

2.11 Withdrawals and Breaks in Study
It is sometimes necessary for research students to intermit or terminate their studies, for example, because of ill health, work or family commitments. If you find yourself in this
position, you should contact your principal supervisor immediately. He or she will discuss your circumstances in strict confidence and will endeavour to give you the best possible advice and support, whatever your decision. If you decide to withdraw or to take a Break in Study then you must email the Tutor for Research Students and the Postgraduate Administrator, briefly stating the reasons for your decision. Fees are charged pro rata for the amount of the course you have attended.

2.12 Student Representation

In addition to informal channels of communication, there is a formal system of student-staff consultation. (See Appendix B.) Research students are asked to elect class representatives when there is a vacancy, or when there is felt to be a need for more representatives. Their role is to represent the special concerns of research students in meetings with the Tutor for Research Students, and on the Department Student-Staff Exchange Committee that meets once a term. Research Student reps also play an important role in organising workshops and other events, and often meet informally (or exchange emails with) the Tutor for Research Students. In 2016-17 the research student class representatives are: Noemi Magnani, Hsuan-Chih Lin, Anna Clarke and Russell Child. Noemi and Hsuan-Chih are PhD students, Anna and Russell are MPhilStud students.

2.13 Plagiarism

All work submitted as part of the requirements for a degree must be expressed in your own words and incorporate your own ideas and judgements. Plagiarism—i.e. the presentation of another’s thoughts or words as your own—must be avoided. And you must take good care to avoid it, since it is possible to fall into plagiarism unintentionally.

Direct quotation from published or unpublished work must always be identified as such. It must be placed within quotation marks and a full reference of the source must be given. A series of short quotations from different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. If you summarise another’s ideas or judgements without quoting them, then you must refer to that person in your text and include the work used in your Bibliography.

For guidance, and online resources, go to: http://www.bbk.ac.uk/mybirkbeck/get-ahead-stay-ahead/academic-support/plagiarism

3 RESEARCH DEGREES

MRes Degree (for information)

There is a separate Handbook for this degree, to which students are first admitted in 2016–17. The Department no longer admits new students to the MPhilStud.

The MRes programme (one year full-time and two years part-time) consists of two core modules—one in practical, the other in theoretical, philosophy [both including some history of philosophy]—, and a dissertation of between 15,000 and 20,000 words.

The seminars in the MRes modules, which are available to MPhilStud students, alternate between topics in theoretical philosophy and practical philosophy. Full-time MRes students attend weekly, part-time MRes students attend only fortnightly taking one of theoretical and practical philosophy each year. For MPhilStud attendance, see p.7 above.

The following pages provide a guide to the MPhilStud, the MPhil and the PhD degrees, and to how to upgrade from MPhil or MPhilStud to PhD. When you enter for any degree, you will need to confirm that you have read its Regulations. As well as reading the guidance on the degree you are undertaking, you should read its Regulations. There are links to these below.
3.1 The MPhilStud in Philosophy

The MPhilStud programme takes two full-time or three part-time years. Assessment for the programme comprises the submission of two essays each for three options (in mid-April of your final year), and a thesis (1 September at the end of your final academic year). You will have an oral examination with two examiners (usually one London, one U.K. external to London) on the thesis; this is usually conducted in October or November.

Regulations for the MPhilStud can be found at:

As a rule of thumb, you should expect to complete drafts of your essays during the first year of study if you are a full-time student, or second year if you are part-time. (Thus in the first year, full-time students ordinarily have different supervisors in each of the terms and part-time students ordinarily have two terms with one supervisor and one term with another (so that they only begin work for their third option when in their second year).) The remainder of your course will then be devoted to sharpening up your drafts (which you should plan to polish during the weeks immediately preceding the submission deadline) and writing your thesis. Be aware, however, that you should plan towards your thesis throughout your course, and that your last supervision meeting for the thesis will be before the end of the academic year (early July).

When choosing essay and thesis topics it is very important to ensure that there is no overlap between essays (either within or between topics), or between essays and thesis. However, it is also advisable to pick some essay topics that will provide relevant background to your thesis and between which there is the possibility of cross-fertilisation. This is a matter of judgement on which you should consult carefully with your supervisors.

3.1.1 Essays & Options

MPhilStud students study three optional subjects. You are examined in these options by pre-submitted essays. You must offer one historical and two other options OR two historical and one other option.

In 2016-17, we expect to offer 18 historical options and 13 others, as follows.

Plato Aristotele Hobbes
Descartes Leibniz Spinoza
The Rationalists Locke Berkeley
Hume The empiricists Kant
Hegel Frege Russell
Marx Schopenhauer Nietzsche
Foucault Phenomenology Wittgenstein
Logic and metaphysics Epistemology Philosophy of mind
Ethics Aesthetics Political philosophy
Philosophy of language Philosophy of science Philosophy of mathematics
Philosophy of social sciences Philosophy of psychology Gender and philosophy
Philosophy of action

3.1.2 Number of Essays & Essay Length

Each of the options is assessed by means of two essays of up to 5,000 words each (inclusive of footnotes, but exclusive of bibliography). Each essay must be on a different topic within the scope of the option.

3.1.3 Submission of Essay Titles for Approval

Essay topics and their specific titles are subject to approval by the Sub-Board of Examiners for the MPhilStud. In their final year, candidates will be asked to submit their proposed essay titles together with a short [<200 words] abstract of each to the Chair of the Sub-Board before the end of Term 1 (16th Dec. in 2016) for approval. (You can apply for permission to change until 1 March.) Essays submitted which have not been approved will not be accepted.
3.1.4 Assessment of the Options

Two copies of all six options essays must be submitted to the Postgraduate Administrator not later than 15th April. To attain a pass mark a candidate must present their work professionally; they must demonstrate advanced knowledge of the subject area, informed by relevant research and displaying either a clear and critical understanding of the topic under discussion, or originality in addressing the stated problem. Higher marks will be awarded to answers showing greater critical insight, presenting additional arguments, or displaying greater originality. Marks below the pass mark of 60 will be awarded to papers which display insufficient understanding of the philosophical problem or topic under discussion, show inadequate knowledge of relevant research, or exhibit poor argument and unclear exposition. There is a Guideline on Marking Standards for the MPhilStud and information about how the examination of options proceeds at Appendix C below.

3.1.5 The Thesis

The topic for your thesis must be agreed with your Principal supervisor.

The thesis for the MPhilStud shall
(i) consist of the candidate’s own account of his/her investigations; and
(ii) be either a record of original work or an ordered and critical exposition of existing knowledge, and provide evidence that the field has been thoroughly surveyed; and
(iii) be an integrated whole and present a coherent argument; and
(iv) give a critical assessment of the relevant literature, present the findings of research and include a discussion of those findings; and
(v) be written in English, with a satisfactory literary presentation; and
(vi) not exceed 30,000 words, including notes and appendices, but excluding bibliography.

The rules for the format and binding of MPhilStud theses are as for the PhD. See: http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/phd_dissertations/res_entry

3.1.6 Submission of Thesis Title for Approval and Notice of Submission of Thesis

By 27th January of your final year you must submit your thesis title, together with a short abstract of no more than 300 words, to the Chair of the Sub-Board of Examiners for the MPhilStud.

In early June of your final year, the Postgraduate Administrator will send you a so-called entry form, which the registry will use in connection with your thesis. You will sign this form; and must ask your principal supervisor, who will attest to your having completed the options in the MPhilStud, to sign it too. Signed forms should be returned to the Postgraduate Administrator by a deadline she will give you—ahead of the end of June.

3.1.7 Assessment of the Thesis

Two examiners will be appointed to read your thesis (usually an Examiner from the University of London and an External Examiner—U.K. but outside London).

The names of potential examiners will be proposed by your thesis supervisor. You will be required to undergo an oral examination of your thesis. These are usually held within two months of its reception by the examiners.

3.1.8 Summary of Deadlines for MPhilStud Students in their final year in 2016–17

11th December: essay titles with short (<200 words) abstracts in (to Andrew Huddleston)
29th January: thesis title with short abstract (<300 words) in (to Jennifer Hornsby)
15th April: essays in (to Postgraduate Administrator)
During June entry form for thesis in (to Postgraduate Administrator)
1st September: thesis in (to Registry)

Two copies of the thesis must be submitted to the Registry. You will find details of binders and where to submit, as well as details of format etc., if you go to: http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/phd_dissertations/res_entry
3.2 The MPhil in Philosophy

A student who submits a thesis for the degree of MPhil may have been admitted for the MPhil, or admitted for the MPhil/PhD and not upgraded, or admitted for the MPhilStud and decided against taking it.

The minimum length of registration for the MPhil is two years of full-time study or three years part-time. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study.

The thesis for the MPhil shall
(a) consist of the candidate’s own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; and
(b) be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly; and
(c) be an integrated whole and present a coherent argument (a series of papers, whether published or otherwise, is not acceptable for submission as a thesis); and
(d) give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and
(e) be written in English and the literary presentation shall be satisfactory; and
(f) be around 45,000 (recommended), and not more than 60,000, words long.

The word count includes footnotes, but not the bibliography. If the thesis has Appendices, these are excluded from the word count; they should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.

3.2.1 Regulations, and Submission of and Assessment of Thesis

Both the University Regulations for the MPhil and the College’s rules and forms for submission of MPhil theses can be found on the same links as those for the PhD. Use the links at 3.4 and 3.4.1 at pages 16 and 17 below. And see also 3.4.2 on assessment.

3.3 Upgrading, Transferring, and Proceeding

A student enrolled for the MPhil/PhD may apply to the Graduate Standing Committee to upgrade to full PhD status. The expectation is that such upgrades will be made between a student’s third and fifth terms of registration if they are full-time, between their fifth and seventh terms if they are part-time. (Each term studied for the MPhil is taken to count towards the time studied for the PhD.)

A student who is enrolled for the MPhil, or, in exceptional circumstances, for the MPhilStud, may apply to the Committee to transfer to the PhD. (Terms studied for the MPhilStud do not, but terms studied for the MPhil do, count towards the time studied for a PhD.)

A student who is enrolled on the MPhilStud, and wishes to proceed to the PhD must apply to the College. Deadlines set by the College should be taken into account, except that a student may submit an application later than the normal deadline in an academic year if they have recently been, or soon are to be, examined for the essay component of the MPhilStud. In that case, they may send their application materials directly to the Tutor for Research Admissions. (If admitted to the PhD having passed the MPhilStud, a student is expected to submit a PhD thesis after two years of further registration if full-time, three years if part-time. It is standard practice for those who proceed from the MPhilStud to the PhD to extend their MPhilStud thesis into a PhD thesis.)

3.3.1 Consultation with supervisor

Anyone intending to upgrade or to transfer or to proceed to a degree different from that on which they are enrolled should discuss the matter with their principal supervisor, and if they decide to upgrade/transfer/proceed should ask their supervisor to write a letter of
support to the Tutor for Research Students or (for those applying to proceed) to the Tutor for Research Admissions

3.3.2 Applications to upgrade or transfer

Applications made to the Graduate Standing Committee should be sent to the Tutor for Research Students by the fifth week of the term in which the application is made. Such applications must include:

(a) A sample of work relevant to your thesis of about 6,000 words, with an indication of how this work relates to your overall thesis plan.
(b) A detailed research proposal of around 1,200 words, together with a Bibliography.
(c) A summary of the research proposal in about 300 words.
(d) An assessment from your principal supervisor, which should be requested by the applicant, and sent directly by the supervisor to the Tutor for Research Students.

Upgrades or transfers will normally take place only when the Graduate Standing Committee has clear evidence that the quality and scope both of the completed and the proposed research make this appropriate. If the application is unsuccessful, the student will be informed promptly in writing and given the reasons for its rejection. A student whose application is unsuccessful and who disputes the decision on academic grounds may appeal to the Chair of Department within one month of notification of the decision.

3.3.3 Applications to Proceed.

Students wishing to be admitted to the PhD will need the materials (b) and (c) above. And their principal supervisor should either supply a reference to the College, or—where the application is made shortly before or soon after their completion of the MPhilStud—directly to the Tutor for Research Admissions.

3.4 The PhD in Philosophy

The Regulations are at: http://www.bbk.ac.uk/mybirkbeck/services/rules/University-of-London-MPhil-PhD-regulations.pdf

The minimum length of registration for the PhD is two years full-time or three years part-time. However, it is usually expected that students who do not already hold a research degree in philosophy will be registered for three years full-time or five years part-time.

The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study (or part-time equivalent).

The thesis for the PhD shall:

(a) consist of the candidate’s own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; and
(b) form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power; and
(c) be an integrated whole and present a coherent argument (a series of papers, whether published or otherwise, is not acceptable for submission as a thesis); and
(d) give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field; and
(e) be written in English and with a satisfactory literary presentation; and
(f) not exceed 75,000 words (note: the bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish); and
(g) include a full bibliography and references; and
(h) demonstrate research skills relevant to the thesis being presented; and
(i) be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

A PhD thesis in philosophy must not exceed 75,000 words. Philosophy theses are often around 70,000 words and sometimes shorter. You should discuss the word-length of your thesis with your supervisor.

### 3.4.1 Submission of the Thesis

You must use the College’s forms to apply to submit your thesis at least four months before your intended submission date, in order that internal and external examiners can be arranged. And you must submit your thesis within 18 months of applying to submit. Please follow the submission advice given at: [http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/phd_dissertations](http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/phd_dissertations)

### 3.4.2 Assessment of the Thesis

Two examiners will be appointed to read your thesis (usually an Internal Examiner from the University of London and an External Examiner). You will be required to undergo an oral examination of your thesis, usually within three months of submission.

---

## 4 USEFUL INFORMATION

### 4.1 Postgraduate Funding

**College Awards**

College funding, in the form of School Studentships, may be available to new students, or to students who intend, after completing one degree, to advance to a further degree. They are intended to help students of high academic ability who might otherwise be unable to pursue their studies, and cover either fees, or the difference between home and overseas fees. The College will define a deadline for applications, which will be advertised nationally, and published on the School website.

**CHASE Consortium**

CHASE is one of the Arts and Humanities Research Council’s (AHRC’s) doctoral training partnership consortia. It brings together nine institutions engaged in collaborative interdisciplinary research activities within the arts and humanities. These are the Universities of East Anglia, Essex, Kent, Sussex, and the Open University, and, within London, The Courtauld Institute of Art, Birkbeck and SOAS.

British and EU graduate students in Departments within institutions of AHRC consortia are eligible for funded studentships. We shall alert research students if there should be projects under whose heads Birkbeck Philosophy students might be able to apply for studentships.

**Jacobsen Graduate Fellowships and RIP Bursaries**

The Royal Institute of Philosophy has a number of fellowships and bursaries for research students in philosophy. For further details go to: [http://www.royalinstitutephilosophy.org](http://www.royalinstitutephilosophy.org)
4.2 Philosophical Links

The Institute of Philosophy
http://www.philosophy.sas.ac.uk. See 2.2.9, above.

The Aristotelian Society
http://www.aristoteliansociety.org.uk
We strongly recommend that you join the Aristotelian Society. There is a reduced membership fee for students. The society arranges a programme of distinguished speakers every academic year. Meetings are held fortnightly on Monday afternoons in Senate House. The Programme for the year is available on the Society’s website, where members can also obtain an advance copy of the paper for the next meeting. Speakers introduce their papers and then answer questions from the audience.

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 5.45pm. Information about the current lecture series and its location can be found on the RIP website.

The Jacobsen Lecture
The University of London Jacobsen Lecture is held annually and is given by a specially invited philosopher of international standing. The 2017 lecture will be announced on the Institute of Philosophy’s website. Admission is free.

The Birkbeck Philosophy Society
http://www.bbk.ac.uk/philosophy/current-students/birkbeck-college-philosophy-society
The students of the Department run a Philosophy Society. We encourage all students to join. Information about the programme of events, which is arranged by the Society’s officers, can be found on the Philosophy Society’s webpage.

Birkbeck Institute for the Humanities
http://www.bbk.ac.uk/bih
The Birkbeck Institute for the Humanities arranges a programme of conferences and workshops on current intellectual issues in the Humanities. Sometimes events are arranged jointly with the Department and BIH. And BIH often invites prominent philosophers to speak. You can find its programme on its website.

4.3 Personal Support Links

Disability and Dyslexia Support
The Disability and Dyslexia Service provides advice and support to students with conditions that impact their ability to study. You can contact the Service by emailing disability@bbk.ac.uk or by calling 020 7631 6316, where you will be able to speak to one of Birkbeck’s Wellbeing Service Administrators. You can find more information about the services at: http://www.bbk.ac.uk/mybirkbeck/services/facilities/disability

The Department’s Disability Liaison Officer is Dr Sarah Patterson. If you experience any difficulties or require additional support from the Department, then she may be able to assist you. She may be contacted at s.patterson@bbk.ac.uk or on extension 6536.

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. [http://www.birkbeckunion.org/](http://www.birkbeckunion.org/)

**Counselling**
The Counselling Service provides assistance to students who are experiencing emotional difficulties which may be impacting upon their studies or overall experience at Birkbeck. It is completely confidential: no one in College or in the Department of Philosophy need know if you use its services. To see the range of services it offers and to book an appointment, visit: [http://www.bbk.ac.uk/mybirkbeck/services/facilities/well-being-service/counselling-service](http://www.bbk.ac.uk/mybirkbeck/services/facilities/well-being-service/counselling-service)

**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. The Practice is experienced in helping students. For further information, call the health centre on 020 7636 7628, or visit [http://www.gowerstreetpractice.org.uk/](http://www.gowerstreetpractice.org.uk/)

**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 [http://www.london.ac.uk/chaplaincy.html](http://www.london.ac.uk/chaplaincy.html)

**Nursery**
For Birkbeck students who find evening attendance difficult because they have young children, the College operates a well-equipped evening nursery at moderate cost. For further details see: [http://www.bbk.ac.uk/mybirkbeck/services/facilities/nursery](http://www.bbk.ac.uk/mybirkbeck/services/facilities/nursery)

**Careers Services**
Birkbeck’s in-house Careers and Employability Service is designed to enhance career development and employability throughout students’ time at Birkbeck. See [http://www.bbk.ac.uk/careers/careers-service](http://www.bbk.ac.uk/careers/careers-service)

In addition, the College hosts a professional recruitment service (Birkbeck Talent) linking employers with Birkbeck students and graduates. [http://www.bbk.ac.uk/careers/birkbeck-talent/birkbeck-talent-service](http://www.bbk.ac.uk/careers/birkbeck-talent/birkbeck-talent-service)

**Birkbeck’s Policies, Procedures and Rules**
[http://www.bbk.ac.uk/mybirkbeck/services/rules](http://www.bbk.ac.uk/mybirkbeck/services/rules)

**Dignity at work and study**
[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)

Birkbeck tolerates no form of harassment or bullying within the College community. It has trained D@W&S Contacts who are available to all employees and students of Birkbeck. For a list of Contacts and links to the Guide to Dignity at Work and Study, go to the website.
Appendix A: Degree Completion Times

See: [http://www.bbk.ac.uk/mybirkbeck/services/rules/resregs.pdf](http://www.bbk.ac.uk/mybirkbeck/services/rules/resregs.pdf) for the College’s regulations on periods of study required for the degrees of MPhil and PhD.

Below find the official departmental limits to the number of years for which a student can be registered for a research degree.

**Full-time MPhilStud:** 2 years normal, 3 years may be allowed

**Part-time MPhilStud:** 3 years normal, 4 years may be allowed

**Full-time PhD after completing MPhilStud or equivalent:** 2 years normal, 3 may be allowed

**Part-time PhD after completing MPhilStud or equivalent:** 3 years normal, 5 may be allowed

**Full-time PhD students who are at first registered for the MPhilStud, but before taking it transfer to the PhD:** 3 years normal, 4 years may be allowed

**Part-time PhD students who are at first registered for the MPhilStud, but before taking it transfer to the PhD:** 5 years normal, 7 years may be allowed

You should expect to complete your degree within the normal time. Permission to take longer must be granted by the Department’s Graduate Standing Committee.

In rare cases, students fail to complete their degrees within the allowed time limit. When this happens, individual cases are considered by the Graduate Standing Committee. It usually recommends that the student should not remain registered for the degree. PhD students whose registration is terminated in this way may nevertheless complete the PhD degree with the permission of the College. Once they are no longer registered, such students will not be supervised. But they should take advice from the Tutor for Research Students if they wish to seek permission to submit a thesis, and they may then be re-registered for one term.

***

The Department follows the College’s policy on “writing up status” and “examination only” status. The policy can be found at [http://www.bbk.ac.uk/mybirkbeck/services/rules/Write-up-Exam-Only-Policy.pdf](http://www.bbk.ac.uk/mybirkbeck/services/rules/Write-up-Exam-Only-Policy.pdf)

---

Appendix B: Research Student Representation in the School of SSHP

**Departmental Research Student Representatives**

The role of departmental research student representatives is to liaise with research students across their department, so that students may have an input in the planning of research activities in their Department and in the School (SSHP). The reps may bring concerns and suggestions to the Department’s Tutor for Research Students (or equivalent). In SSHP, research students are represented not only at departmental level, but also at School level: the School has a research student representative who has input to the SSHP Postgraduate Research Committee. Departmental reps are encouraged to work with the SSHP rep in order to co-ordinate research student led activities across SSHP; and they may identify topics for the SSHP rep to bring to the Postgraduate Research Committee in advance of each meeting.

**The SSHP Research Student Representative**

On the 1st of October each year one departmental research student representative will be nominated by the department representatives to represent research students across the SSHP for the academic year. The SSHP research student representative will represent the research students at the SSHP Post-graduate research committee. The SSHP research student representative will solicit topics to be addressed from the departmental research student representatives in advance of each meeting. The SSHP research student representative will help to co-ordinate research student led activities across the school and will bring proposals to the SSHP PGR committee.
Appendix C: Examination of MPhilStud Options

Guidelines on Marking Standards

The marking range for the Option essays is from 0 to 100. 60 is the pass mark on the essays.

To achieve a mark of between 60 and 69 on an essay, a student must demonstrate:
1. A full understanding of the nature and significance of the question under consideration.
2. Familiarity with the relevant philosophical literature.
3. An ability to bring independent thought to bear on the philosophical issues raised, and to discuss them in a coherently organized manner.

To achieve a mark of 70 or above on an essay a student must satisfy the above conditions and in addition demonstrate:
4. A detailed knowledge of some existing attempts to resolve the issues, including some or all of the following: an appreciation of the complexities of the views discussed; an ability to judge the merits of the views discussed; an ability to argue cogently in support of the judgements made; and
5. An ability to offer an independent resolution of the issues, with the help of relevant, coherent, sustained and systematic argument, and to anticipate and respond to potential difficulties or objections.

Essays that approach a question from an unexpected angle, contain unusually elegant, illuminating or original passages, or are especially well illustrated in a relevant fashion may be awarded a mark of 80 or above.

Marks of between 50 and 59, which are not pass marks, will be awarded on an essay if the student demonstrates:
1. Some understanding of the nature and significance of the questions under consideration.
2. Some familiarity with the relevant philosophical literature.
3. An ability to discuss the philosophical issues raised in an intelligent and informed manner.

Marks of below 50, which are not pass marks, will be awarded on an essay if the student fails to demonstrate one or more of i.–iii. above.

Pass, Distinction, Fails and Vivas

Passing an Option
A candidate who attains an agreed average of 60 or above on an Option will be awarded a pass on that Option, provided each essay is awarded a mark of 50 or above.

Overall Distinction on the Options
A candidate who attains an average of 70 or more overall (as a result of averaging the agreed marks for each Option) will be awarded a distinction for this component of their degree.

Compensated Fail
A candidate who attains an agreed failing mark of 56 or above on just one Option may be awarded a pass overall, provided the failing mark is compensated for by agreed marks on the other Options. A mark $n$ marks below 60 [but of 56 or greater] is compensated if and only if the total of the agreed marks on the other two Options is at least $2n$ marks above 120. [E.g. a candidate who gains a mark of 58 (= 2 less than 60) on one Option would require a total mark on the other two Options of at least 124 (= 4 more than 120) in order to gain a pass overall.]

Viva
The Board of Examiners does not usually conduct oral examinations on essays. However, on certain occasions, it may determine that a candidate be given an oral examination. In particular, a candidate who attains an agreed failing mark of 56 or above on an Option may be given a viva on that Option, provided the candidate might pass overall if the viva resulted in a raised mark. This means that you should be available for an oral examination in late May/early June of your final year.

Re-entering the examination for Options
Candidates who fail on one or more Options have the right to re-enter for the examination of those Options on one occasion only. The Sub-Board of Examiners may, if it thinks fit, determine that the candidate be exempted from re-entering for options that have been passed. A candidate who achieves a mark of 60 or above on one of the essays for a failed Option is permitted to resubmit only the essay receiving a failing mark. A candidate who fails to achieve a mark of 60 or above for both essays is required to resubmit both essays.