Undergraduate Programme Handbook

BA Politics, Philosophy and History

2016-17

This handbook has been prepared as an introduction to the Programme and as a source of reference throughout your period of study. It includes information about the BA Politics, Philosophy and History, and about some of the College services and facilities available to you. Further important information can be found in the reading lists or module books distributed by lecturers, and on the Departments’ websites.
## Contents

<table>
<thead>
<tr>
<th>BA Politics, Philosophy and History</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure of the degree</td>
<td>4</td>
</tr>
<tr>
<td>Useful contacts</td>
<td>5</td>
</tr>
<tr>
<td>Teaching arrangements</td>
<td>8</td>
</tr>
<tr>
<td>E-registers</td>
<td>9</td>
</tr>
<tr>
<td>Break in studies &amp; withdrawal policy</td>
<td>10</td>
</tr>
<tr>
<td>Late submission of work &amp; mitigating circumstances</td>
<td>11</td>
</tr>
<tr>
<td>Attendance</td>
<td>11</td>
</tr>
<tr>
<td>Repeating modules &amp; intermediate awards</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Further information about studying at Birkbeck</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Department of Politics</td>
<td>13</td>
</tr>
<tr>
<td>Useful websites</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student support and disability advice</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study support</td>
<td>16</td>
</tr>
<tr>
<td>English language support</td>
<td>17</td>
</tr>
<tr>
<td>Disability and dyslexia support</td>
<td>17</td>
</tr>
<tr>
<td>Other forms of support</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annexes</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex: Criteria for the award of honours</td>
<td>20</td>
</tr>
<tr>
<td>Annex: Departmental contacts</td>
<td>22</td>
</tr>
<tr>
<td>Annex: Important Information about Enrolment, Contact Details, and Access</td>
<td>14</td>
</tr>
<tr>
<td>Annex: Disclaimer and Useful Links</td>
<td>25</td>
</tr>
</tbody>
</table>
The BA Politics, Philosophy and History

Introduction
The BA Politics, Philosophy & History (PPH) was founded in 1988 and has established itself as one of the College’s most innovative and successful degrees. It draws on the combined strengths of three of the College’s strongest Departments, the Departments of Politics, Philosophy, and History, Classics & Archaeology. Over the years, each of these Departments has acquired a reputation for teaching and research of which it is justly proud. These strengths are reflected in the consistently outstanding ratings all three Departments have received in external assessments of both teaching quality and research excellence. In collaborating on the PPH degree, they offer a BA programme that is genuinely interdisciplinary: the course structure is designed not merely to require students to study a certain amount of each of the three subjects but to draw the three disciplines together and use them to interrogate one another.

The primary teaching commitment of all three Departments remains the provision of top-quality undergraduate and postgraduate education to part-time students in full-time employment. Teaching and learning arrangements on both the PPH compulsory courses and the option courses offered by the individual departments have been designed accordingly to meet the needs of such students. The BA PPH attracts a body of students whose diverse professional experience, personal backgrounds, and maturity, mean that they bring to the classroom tremendous breadth and depth of knowledge, often in fields relevant to the subjects under study. This enriches the intellectual life of the College for students and faculty alike.

Structure of the Degree
The BA Politics, Philosophy & History is an honours degree bringing together three popular and interesting subjects in a unique combination. The degree is a genuine interdisciplinary programme into which a great deal of planning and prior thought has been put by a strong team of staff from the three departments. The degree is unified by the three modules taught by members of all three contributing departments and taken by all the students on the degree: Rise of the Modern State, Conceptions of the Human from the Enlightenment to the Present, and Problems of Explanation and Interpretation. These modules bring the three disciplines together and focus on problems they share in common.

The BA Politics, Philosophy and History provides a broad understanding of modern politics, philosophy and history, and of the relationships between the forms of knowledge they represent. It takes an innovative, interdisciplinary approach, bringing together the three disciplines. It will prepare you to undertake a higher degree or to move into a career in education, the arts, politics or journalism.

You will develop and practice skills of communication, presenting, analysing and evaluating social science evidence and arguments, and academic writing. If you choose to write a dissertation, you will develop the ability to conduct independent research.
All students must gain 360 credits to complete the degree:

- six compulsory 30 credit modules (Level 4: The Study of Politics, Introduction to the History of Philosophy, Historiography; Level 5: Rise of the Modern State and Conceptions of the Human; Level 6: Problems of Explanation and Interpretation); and

- 180 credits taken as options modules; of these, a minimum of three must be at level 6, the remaining three options can be at level 5 or 6. Students may, in lieu of their final 30 credit option module, choose to submit a dissertation.

Across the degree students must take 60 credits of options from each discipline. In 2016/17, students in their first year must take Rise of the Modern State. Conceptions of the Human will be taught again in 2017/18.

<table>
<thead>
<tr>
<th>PART-TIME (FOUR YEARS)</th>
<th>FULL-TIME (THREE YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR ONE</strong></td>
<td><strong>YEAR ONE</strong></td>
</tr>
<tr>
<td>Rise of the Modern State (30 credits level 4)</td>
<td>Rise of the Modern State (30 credits level 4)</td>
</tr>
<tr>
<td>The Study of Politics (30 credits level 4)</td>
<td>The Study of Politics (30 credits level 4)</td>
</tr>
<tr>
<td>Introduction to the History of Philosophy (30 credits level 4)</td>
<td>Introduction to the History of Philosophy (30 credits level 4)</td>
</tr>
<tr>
<td></td>
<td>30 options credits at level 5</td>
</tr>
<tr>
<td></td>
<td>30 options credits at level 5</td>
</tr>
<tr>
<td><strong>YEAR TWO</strong></td>
<td><strong>YEAR TWO</strong></td>
</tr>
<tr>
<td>Conceptions of the Human from the Enlightenment to Today (30 credits level 5)</td>
<td>Conceptions of the Human from the Enlightenment to Today (30 credits level 5)</td>
</tr>
<tr>
<td>Historiography (30 credits level 4)</td>
<td>Historiography (30 credits level 4)</td>
</tr>
<tr>
<td>30 options credits at level 5 or 6</td>
<td>30 options credits at level 5</td>
</tr>
<tr>
<td></td>
<td>30 options credits at level 5</td>
</tr>
<tr>
<td></td>
<td>30 options credits at level 5</td>
</tr>
<tr>
<td><strong>YEAR THREE</strong></td>
<td><strong>YEAR THREE</strong></td>
</tr>
<tr>
<td>Problems of Explanation and Interpretation (30 credits level 6)</td>
<td>Problems of Explanation and Interpretation (30 credits level 6)</td>
</tr>
<tr>
<td>30 options credits at level 6</td>
<td>30 options credits at level 6</td>
</tr>
<tr>
<td>30 options credits at level 6</td>
<td>30 options credits at level 6</td>
</tr>
<tr>
<td></td>
<td>30 options credits at level 6</td>
</tr>
<tr>
<td></td>
<td>30 options credits at level 6</td>
</tr>
<tr>
<td></td>
<td>EITHER 30 credits Dissertation OR 30 options credits at level 6</td>
</tr>
<tr>
<td><strong>YEAR FOUR</strong></td>
<td><strong>YEAR FOUR</strong></td>
</tr>
<tr>
<td>30 options credits at level 6</td>
<td>30 options credits at level 6</td>
</tr>
<tr>
<td>30 options credits at level 6</td>
<td>30 options credits at level 6</td>
</tr>
<tr>
<td>EITHER 30 credits Dissertation OR 30 options credits at level 6</td>
<td>30 options credits at level 6</td>
</tr>
<tr>
<td></td>
<td>30 options credits at level 6</td>
</tr>
</tbody>
</table>

Compulsory modules running in 2016-17

- Rise of the Modern State (Thursday)
- Introduction to the History of Philosophy (Tuesday)
- Problems of Explanation and Interpretation
- The Study of Politics (Monday)
- Historiography (summer term)
Cross-disciplinary compulsory modules

The three cross-disciplinary compulsory modules run in alternate years. Rise of the Modern State and Conceptions of the Human are taken in year 1 or year 2. Problems of Explanation and Interpretation is taken in year 3 or 4 by part-time students and in year 2 or 3 by full-time students.

Rise of the Modern State examines the social, political, cultural and intellectual changes which gave rise to modern political systems in Europe.

Conceptions of the Human from the Enlightenment to the Present examines the idea of the human as a kind of being distinct from all others, enabling students to gain detailed understanding of key developments in the idea of the human in philosophical and social scientific discourse from the eighteenth century on. The course explores the transformations to which our understanding of it has been subjected by the social sciences, and maps the part it plays in modern thought, systems of governance, and accounts of good and evil.

Problems of Explanation and Interpretation analyses the approaches of the three disciplines to the distinct logic of social explanation, problems of meaning and interpretation, and historiography and historical interpretation.

In addition to these cross-disciplinary modules, you will take The Study of Politics, Introduction to the History of Philosophy and Historiography. These modules are taken in the first and second years and provide students with an introduction to the key analytical skills required in the study of Politics, Philosophy and History.

Indicative list of options

Information about the options available to PPH students in 2016/17, including a timetable listing all modules, can be viewed here:

http://www.bbk.ac.uk/politics/study-here/PPH%20Options%20booklet%202016-17.pdf/view

Politics
British and comparative foreign policy analysis
Capitalism and the Politics of Markets
Comparative Studies of Islamist Movements
Contemporary British Politics
Democracy and Authoritarianism
Introduction to International Political Economy
Parliamentary Studies
Political Transformations
Politics, Power and Human Nature
Russian Politics and Society, 1905 to Today
Social and Political Theory
The United States in International Politics
War and Modern Society
Philosophy
(NB: some philosophy modules are 15 credits; if you choose a 15 credit module in one term you MUST choose a second 15 credit module in the other term)

Berkeley and Leibniz
Ethics and Politics
Fiction and Language
Hegel (Level 6)
History of Philosophy
Moral Responsibility (15 Credits, Level 6)
Nietzsche
Philosophical Logic
Philosophy and Gender
Philosophy of Art
Philosophy of Mind
Philosophy of Science
Philosophy, Business and Society
Political Power
The Biology of Evil (15 Credits, Level 6)
The Idea of Freedom
The Philosophy of Kant

For up to date details on Philosophy, please see:
http://www.bbk.ac.uk/philosophy/current-students/ba-philosophy/ba-philosophy

History
A Hundred Years of the Russian Revolution, 1891-1991
British History from 1750
Contested Nation: Germany, 1871-1918
Divided Unity: France since 1870
European History from 1500 to 1800
Family, Society and Culture in Britain 1832-1918
Later Medieval London 1450-1560: Community Politics and Religion
Popular Culture in American History, 1870 to the Present
The Birth of a Superpower: China from 1900 to the Present Day
The British Empire, 1780-1960
The Colonial Gaze: Western Perceptions of Asia, Africa and the Middle East, 1600-1960
Work and Play in Early Modern Britain

For up to date details on Philosophy, please see:
http://www.bbk.ac.uk/history/current-students/undergraduateresources/ba-timetables/ba-timetable-20167

Students will be invited to choose their modules via the online module selection system.

Programme administration
PPH is an interdisciplinary degree, so although it has no one department of its own it is close to the interests of all three departments. The Chair of the degree is Samantha Ashenden (Politics). It has an administrator who is based in the Department Office of the Department of Politics. An Admissions Tutor interviews new entrants to the degree.
Decisions about PPH are taken by the PPH Committee which is made up of all staff who teach on the degree.

In addition to course tutors and the PPH Chair, each department contributing to the degree has a designated PPH tutor. The role of the PPH tutors is to act as a point of contact with the departments, to be available to discuss problems with study, the organisation of workloads, and problems affecting study. You will be allocated a tutor at the beginning of your degree and are encouraged to approach the tutors with any concerns you may have about the programme.

If you have any problems with a particular course, please feel free to talk to the lecturer involved, or consult one of the PPH tutors or the Chair of the degree.

**Members of Staff and Contact Details**

**Permanent Teaching Staff**

Dr Samantha Ashenden, Department of Politics (Chair of PPH and PPH Tutor)
Email: s.ashenden@bbk.ac.uk, Tel: 020 7631 6781

Dr Cristian Constantinescu, Department of Philosophy (PPH Tutor)
Email: c.constantinescu@bbk.ac.uk

Dr David Bryan, Department of History Classics and Archaeology (PPH Tutor)
Email: dbryan1804@gmail.com

Professor Kenneth Gemes, Department of Philosophy
Email: k.gemes@bbk.ac.uk

Dr Robert Northcott, Department of Philosophy
Email: r.northcott@bbk.ac.uk

Professor Daniel Pick, Department of History, Classics and Archaeology
Email: d.pick@bbk.ac.uk

Dr Jan Rüger, Department of History, Classics and Archaeology
Email: j.rueger@bbk.ac.uk

**PPH Administrator**

Kira McPherson
Department of Politics
Email: k.mcpherson@bbk.ac.uk Tel: 020 7631 6423

For a full list of staff of the Departments, see the Departments’ websites

**Teaching Arrangements**

All lectures and classes are held between 6.00pm and 9.00pm in the evening, with the exception of some 15-credit Philosophy option modules, which run from 2-4pm. Each level five and level six 30-credit module on the programme amounts to between thirty and forty hours of teaching (lectures and seminars). These modules meet one night a
week during both autumn and spring term although some other modules on the degree have a slightly different structure. The degree involves attendance, on average, on two or three evenings a week for 20 weeks per year. Students are examined at the end of the year in the units they have completed that year.

**Reading Week**
Reading Week is held in both the autumn and spring terms for some classes. If your class has a reading week, lectures and seminars will not run. The purpose of this is to give you an opportunity to revise the material covered in the first half of the module and to prepare for the second half. This is also an excellent opportunity for you to make a start on essays and other coursework. **Always check dates in your module handbook before assuming that your class has a reading week.**

**Workshop Week**
Workshop Week is run by the Department of Politics for all Level 5 and 6 modules. It is held in both the autumn and spring terms, lectures and seminars for specific modules are replaced by general study skills sessions and other events. These sessions cover topics such as essay writing, exam preparation and how to go about researching and writing your dissertation. Other events include outside speakers from the world of research and/or politics. Please note that PPH cross-disciplinary modules and Level 4 modules (The Study of Politics) do not have workshop week.

**Dissertations**
In the final year of study, and with the agreement of the PPH Chair and course team, students may choose to submit a dissertation in lieu of one option module. The dissertation, which must be between 8,000 and 10,000 words in length, offers an opportunity to research a subject in depth, and to prepare a substantial, argued piece of work.

Once students have chosen to do a dissertation, they must submit a completed dissertation proposal form by 31 August. The purpose of this form is to identify a research topic for your dissertation on the basis of which you will be allocated a Dissertation Supervisor by the PPH Chair.

**Ethics**
All research that is carried out by Birkbeck students that involves intervention or interaction with human participants, or the collection and / or study of data derived from living human participants (e.g. conducting research interviews), requires ethical approval. The ethical proposal form (along with more detailed guidance on writing dissertations) is available here: [http://www.bbk.ac.uk/politics/study-here/UGDissertationGuidelines201516.pdf](http://www.bbk.ac.uk/politics/study-here/UGDissertationGuidelines201516.pdf).

**Assessment**
Assessment methods for individual modules vary, and may include essays, exams, and log books; details of assessment are included in the relevant module guides that you will receive. Please note that some students may find themselves facing the same deadline for assignments on two or more modules. You are encouraged to pay careful attention to this issue when managing your time so as to avoid working on multiple assignments at the last minute.
The exam period usually begins in mid to late April and ends in June. These exams often happen during the daytime, and it is your responsibility to arrange to be free to attend. The exam timetable is published late in the spring term. Please do not book holidays for the period when exams will be scheduled.

If you are disabled or dyslexic, you may be eligible for special consideration in examinations (see here [http://www.bbk.ac.uk/mybirkbeck/services/facilities/well-being-service/disability](http://www.bbk.ac.uk/mybirkbeck/services/facilities/well-being-service/disability) for information on Disability support). If you think you may be eligible, please contact the Disability Office (disability@bbk.ac.uk), or your administrator, as soon as possible.

**eRegisters**

All centrally-managed Birkbeck teaching rooms as well as those in Friends House and University Square Stratford (USS) are equipped with eRegisters card readers. In some of the larger lecture theatres you may see there is more than one card reader and these may be placed outside the room. Note that some teaching rooms are English Heritage-listed making it hard to make changes to the fabric of the rooms; it maybe that some of these rooms will not be equipped with card-readers.

- **How do I record my attendance?** In most Birkbeck rooms, at Friends House and University Square Stratford all you need to do is to touch your Birkbeck ID card against the reader and it will record your attendance. You can do this up to 15 minutes before the session starts or 15 minutes after the class ends; this will give you time to be seated and ready for the start of teaching. You do not need to touch in and out, one swipe is enough. The light on the card reader will change colour to show you that the swipe has been successful, in some locations there will be an audible ‘beep’ as well. If you have teaching sessions ‘back-to-back’ in the same venue you will need to touch in for each meeting.

If your teaching event is not in one of the rooms with an eRegisters card reader your attendance will be recorded in one of the following ways:

- **On-line register:** The member of teaching staff will use an on-line page from their My Birkbeck Profile for Staff to view a list of students expected at the event and will mark you present. This will be the typical pattern for smaller group teaching.

- **Paper register:** The member of teaching staff will use a paper register or sign-on sheet to record who has attended class. This will then be used to update the central attendance register.

- **Handheld card reader:** We will be running a pilot scheme to try out small handheld card readers that will be used by the member of teaching staff to register student attendance or used by students themselves to record attendance.

You can use My Birkbeck Profile ([http://www.bbk.ac.uk/mybirkbeck/my-birkbeck-profile](http://www.bbk.ac.uk/mybirkbeck/my-birkbeck-profile)) to view your historic attendance data using the eRegisters option. Currently there are two ways to see the data:

- ‘My weekly class attendance’ gives you a view similar to ‘My teaching timetable’. It shows you a summary of your attendance for for the last 7 days.
• ‘My attendance Summary’ gives you data for expected and actual attendance
ever the last 7 days; or the range of dates that you choose. This allows you to
keep your own track of your attendance record.

Teaching staff, tutors and some administrators will also be able to view this data.

For further details, please see: [http://bbk.ac.uk/erегистers](http://bbk.ac.uk/erегистers)

**Break in Studies Policy and Withdrawal from a Module or Programme**

• **Withdrawing from a taught module**: Students who wish to withdraw from the
  examination for a module should inform their Programme Director in advance of
  the examination. Students who do so without claiming mitigating circumstances
  that are then accepted by the Politics Exam Board will fail the module and be
given two additional attempts to pass the module via re-take or reassessment
(see section on repeating modules below). Students who withdraw from a module
and claim mitigating circumstances that are approved by the Politics Exam Board
will be offered either alternative assessment (see section of repeating modules
below) or three additional chances to pass the module at the discretion of the
Politics Exam Board. Please note that where a first-year, part-time student
withdraws from a module, it falls to the Politics Exam Board to decide whether
this module must first be passed before the student can proceed to the second
year of study.

• **Withdrawing from the BA dissertation**: Students who wish to withdraw from their
dissertation must inform their Programme Director before the dissertation is due.
Students who do so without claiming mitigating circumstances that are then
accepted by their Programme Director will be given two additional attempts to
pass. Students who claim mitigating circumstances that are approved by their
Programme Director will be offered three remaining chances to pass the
dissertation. Deferred dissertations can be submitted by 15 May (or the Friday
before if 15 May is a Saturday or Sunday) or September 15 (or the Friday before if
15 September is a Saturday or Sunday) in the year following deferral.

• **Break in Studies**: College regulations permit a student to suspend studies for a
maximum of two years in total during their programme of study. Please see your
Programme Director and the Department Office if you are considering a break in
studies. Information about the policy can be found here
[http://www.bbk.ac.uk/mybirkbeck/services/administration/break-in-studies](http://www.bbk.ac.uk/mybirkbeck/services/administration/break-in-studies).

• **Withdrawing from your programme**: If for any reason you decide to withdraw from
your degree on a permanent basis, we hope you will talk to us first. Students
choose to withdraw for a wide range of reasons and it may be that we will be able
to make arrangements to help you complete your course. Information about
withdrawing can be found here
[http://www.bbk.ac.uk/mybirkbeck/services/administration/withdrawing](http://www.bbk.ac.uk/mybirkbeck/services/administration/withdrawing). Please
note that if you are requesting a refund a medical certificate is required, where
applicable. If you withdraw after the start of term you may be liable for fees – for
further details please read the College Fees Policy: http://www.bbk.ac.uk/registry/policies/documents/fees-policy-16.7.pdf.

Results
When you submit coursework during the year you can usually expect to receive a mark and feedback within three weeks. All marks are provisional until they are approved by the PPH Exam Board, which meets in July of each year. Exam and dissertation results are released after the July meeting of the PPH Exam Board. These results will be made available to you via your My Birkbeck Profile (http://www.bbk.ac.uk/mybirkbeck/) but please note that it can take up to several weeks after the Exam Board meets for all students’ marks to be entered on this system.

Late Submission of Work and Mitigating Circumstances
Any piece of assessment that is submitted late and for which no application for consideration of mitigating circumstances (see below) has been accepted will be awarded a mark of no more than 40%. As a courtesy, you should tell your module seminar leader if you are going to submit an essay late. However, staff cannot give extensions.

Where an assessment has not been submitted or attended and no application for consideration of mitigating circumstances has been accepted a mark of zero will be awarded.

If your essay or essays are submitted late because of illness or other mitigating factors, you are advised to submit a claim for mitigating circumstances to be considered. The mitigating circumstances form and procedure may be found here http://www.bbk.ac.uk/registry/policies/policies-and-regulations-docs/mitigating-circumstances-policy-procedure.pdf (please read the policy and guidance carefully). If a student’s evidence is regarded as compelling, penalty marks will be revoked, and the ‘merited’ mark substituted.

Attendance Policy
Attendance is compulsory on all modules. Effective teaching and learning in seminars and lectures depends on all students attending. If you miss two or more classes in any module you may be advised to meet with your personal tutor, who will help you to address any academic problems that have arisen. Students attending fewer than three quarters of their classes on all modules will not normally be permitted to register for the written examination(s) and thus will not be able to complete the degree.

Please note that from 2016/17, the History Department is implementing a new attendance requirement for all modules. In order to pass a module you will now need to attend at least 60% of the classes. Should you fail to attend 60% of the classes and you do not have a valid claim for mitigating circumstances, you will fail the module, even if you pass the assessment element for the module (exams or essays). For a list of valid mitigating circumstances, and the process of making a claim, see here: http://www.bbk.ac.uk/mybirkbeck/services/rules/mitcircspol.pdf This applies to all History modules, including Historiography.

Special circumstances are always taken into consideration. If you have difficulties that prevent you from attending, it is very important that you contact the module convenor.
and your personal tutor. The Department is fully committed to enabling our students to complete their degrees.

If you are unable to attend a class, you should contact the seminar tutor concerned to explain the circumstances and ask for any supplementary module materials you have missed — but bear in mind that such aids are no substitute for actual attendance, and that course material will not always be available, depending on the nature of the class. It is also important to find out whether you have missed any instructions or tasks for the following class.

In addition to regular class attendance, all students (both part-time and full-time) are expected to spend a number of hours per module every week in self-study, reading, seminar preparation and – at certain times of the year – completion of assignments. This means that you will need to be fully committed to your studies before starting the course, and should carefully consider whether or not you are embarking on the best mode of study in the circumstances. Birkbeck has a long history of supporting working students successfully to undertake and complete challenging degree-level study. It is important that students embarking on our programmes (especially full-time) have space enough in their week to attend class, prepare for seminars, and research and write assignments. Any student who is struggling with their study, work and life balance should always contact their personal tutor to discuss the situation so that strategies can be put in place to enable them to complete their degree. It is possible to take a break in studies and you should talk to your personal tutor about this if you are finding it difficult to attend or to do the necessary preparation and coursework.

Birkbeck Attendance Framework:

**Repeating modules and intermediate awards**

If you fail a piece of coursework, you will be given an opportunity to resubmit it. The mark for this reassessed coursework will be capped at the pass mark (40) unless you have applied for mitigating circumstances and this claim has been accepted by the Exam Board.

At undergraduate level, students will be offered three attempts at passing any element, including a maximum of one reassessment opportunity.

This means that if you fail a module you will be offered up to two further attempts to pass the module. The additional attempts will take the form of a ‘re-take’, ‘re-assessment’ or ‘alternative assessment’ at the discretion of the Exam Board.

A re-take requires attendance at the module’s lectures and seminars as well as another attempt at the assessment, whereas “re-assessment” is where a student attempts only the failed element(s) of a failed module.

Please note that students who retake the module will be liable to pay fees for this course.
Marks on a retaken module will not be capped but those on a reassessed module will be capped at the pass mark, unless mitigating circumstances have been claimed by the student and accepted by the Exam Board.

Alternative assessment allows a student to submit additional coursework in lieu of a second attempt at an exam and may be offered only in those cases where a student has applied for mitigating circumstances and this claim has been accepted by the Exam Board. Any offer of alternative assessment is made only after a consideration of the student’s overall progression for the year and is not an automatic entitlement. For further details on mitigating circumstances, please see:

http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/exams/mitigating-circumstances

Intermediate awards can be offered by the Examinations Board when a student fails to complete the full requirements for the degree.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Credits needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in higher education</td>
<td>120</td>
</tr>
<tr>
<td>Diploma in higher education</td>
<td>240 (including 120 at level 5 or above)</td>
</tr>
</tbody>
</table>

**Personal Tutor**

You will be assigned a personal tutor during your degree. You should try to make time to see your personal tutor at least once a term. You can use these meetings to discuss your progress and/or work through academic issues. You might want to take in the feedback you have received on essays, especially if you are getting similar comments repeatedly. You could also talk to your personal tutor about issues which are preventing you from attending or studying well. They are the best person to advise you about how to manage your studies in difficult times and can talk you through options like taking a break from your studies.

If you think that a break might be right for you, you should speak to your personal tutor as soon as possible. You can read the college’s break in studies policy here http://www.bbk.ac.uk/registry/policies/documents/break-in-study-taught.pdf. There may be financial implications to taking a break which you will need to investigate.

You may also be contacted by the administrator, year one tutor or the programme director if your attendance is not good or if you don’t submit work. They will encourage you to see your personal tutor in the first instance.

Your personal tutor may take research leave during the period of your studies (usually one term), during which time you will be allocated to a replacement personal tutor. You can access contact details for your personal tutor under the ‘My Studies’ section of your My Birkbeck online student profile.

**Further information about studying at Birkbeck**

**Introduction to the Department of Politics**
Politics has been part of our teaching provision at Birkbeck for nearly two centuries. Although George Birkbeck argued against ‘interference with political questions’ at the inaugural meeting of the London Mechanics Institute – founded in 1823 and renamed Birkbeck College in 1907 – the political reformer and archivist, Francis Place, ensured that the working men and women who came to this new institution had an opportunity to learn about politics. Political economy was covered in the College’s early curriculum by eminent lecturers such as William Ellis, Robert Wilmot Horton and Thomas Hodgskin alongside specialist provision for civil servants. Notable students in this foundational period included Karl Marx, who attended Hodgskin’s lectures on workers in the capitalist system, Sidney Webb, co-founder of the London School of Economics and Ramsey MacDonald, the first Labour Prime Minister. Building on this legacy, Birkbeck’s School of Sociology and Politics was founded in 1972 by Bernard Crick, a celebrated scholar of political liberalism, Paul Hirst, a social theorist who did groundbreaking work on globalisation among many other topics, and Sami Zubaida, a pioneer in the study of Middle East politics and an expert on, among other things, the political sociology of food and culture.

The Department of Politics – as it was renamed in 2009 – has grown considerably over the last forty years. Birkbeck launched its flagship BA Politics, Philosophy & History (PPH) in 1988 and steadily increased the scope of its undergraduate and postgraduate provision in the 1990s. Today, the Department offers two certificate courses, three undergraduate degrees, 14 taught postgraduate programmes and a vibrant MPhil/PhD programme. Located in 10 Gower Street and situated within the School of Social Sciences, History and Philosophy, we are a community of over 500 students, 18 full-time faculty members, 18 visiting or sessional staff and five administrators. In keeping with our history, the Department’s approach to teaching combines the practical and the provocative. We still teach political economy, social and political theory and public policy alongside cutting edge issues in comparative, European and international politics. Our students continue to excel in the study and practice of politics and can be found in Parliament, the Shadow Cabinet, the senior civil service, non-governmental and international organisations and leading European universities.

While much has changed at Birkbeck over the last two hundred years, its mission to provide high-quality, research-led teaching in the evening has not. The Department’s commitment to research is manifest in the latest Research Excellence Framework (REF) rankings that placed us in the top-quarter of Politics departments across the UK (12th in the category of world-leading research and 17th in overall output). Building on this research success, our teaching has always been innovative and interactive. This is due to the challenges of teaching students at the end of their working day and also because of the high-levels of enthusiasm they bring to the classroom. On any given evening, lecturers in the Department of Politics teach some students who have little prior knowledge of the subject under discussion and others who have direct and sometimes very personal experience of such issues. Both groups share a deep determination to learn, which is matched by Birkbeck’s reputation for world-class research-led teaching.

Location
Department offices are situated in an 18th century Regency house at 10 Gower Street. During the interwar decades the building was the home of Lady Ottoline Morrell, friend and patron of the influential Bloomsbury Group of writers and artists. Its main seminar
room, where some of our postgraduate teaching takes place, was the drawing room in which T.S. Eliot, Aldous Huxley, George Bernard Shaw, Virginia Woolf, and others were entertained.

The Department Office on the ground floor is open for enquiries between 10:00am and 6:00pm every weekday. Please press the buzzer for the Department Office for access. Members of academic staff have offices in 10 Gower Street or adjacent buildings. All teaching takes place in the Bloomsbury area within easy reach of a number of underground stations including Euston, Tottenham Court Road, Kings Cross and Russell Square - you can find addresses and maps for class venues here http://www.bbk.ac.uk/mybirkbeck/guides/help/class-information.

Departmental website
http://www.bbk.ac.uk/politics/
The Department website carries information about the Department, the staff, students and courses, and a notice board. Also available are learning resources, such as guidelines on essay and dissertation writing, course materials (access to which may require a password and username), and links to sites of particular interest to students in Politics. Students are advised to familiarise themselves with the website and to visit it regularly.

Department of Politics on Social Media

The Centre for the Study of British Politics and Public Life
The Department of Politics is home to the Centre for the Study of British Politics and Public Life. The Centre aims to engage with key issues in British politics and public life through public debates, conferences, lectures, seminars and seminar series, and workshops. Students are encouraged to attend where possible (providing there is no clash with timetabled classes). In 2015-16 events covered a broad range of topics and political figures, for details have a look at their website http://www.csbppl.com/.

Access
You will need your Birkbeck ID card throughout your time at Birkbeck, since it acts as your College ID card, library card and access card. Once you have completed your enrolment, you will be entitled to an ID card. The simplest way to get your ID card is by ordering it via your My Birkbeck profile. Just upload a recent image of yourself and submit your order. Alternatively, visit the My Birkbeck Helpdesk where they can take a photo of you and produce a card. Please note you may be required to queue during busy periods. The ID card will remain valid for the duration of your studies, and you will not be issued with a new card for each subsequent academic year. See the following link for further details:

http://www.bbk.ac.uk/mybirkbeck/services/you/cards

If you lose or damage your Birkbeck student card, a replacement can be ordered for a non-refundable fee of £10.00. See the following link for further details:
Departmental websites
The departments’ websites (www.bbk.ac.uk/politics, www.bbk.ac.uk/phil, www.bbk.ac.uk/hca) carry information about the departments, the staff, students and courses, and notice boards. Also available are learning resources, such as guidelines on essay and dissertation writing, course materials (access to which may require a password and username), and links to sites of particular interest to students in Politics, Philosophy and History. Students are advised to familiarise themselves with these websites and to visit them regularly.

Departmental blog and twitter
See the Politics departmental blog (www.10-gower-street.com) for updates by scholars from Birkbeck and beyond on political research in progress and commentary on current affairs. You can also follow the Department on twitter (https://twitter.com/bbkpolitics).

Keeping in touch
Please check the Politics Department website (www.bbk.ac.uk/politics) regularly for notices.

Email is the main method by which we will contact you, so it is important that we get your email address right. Please check your My Birkbeck profile to ensure that we have the correct email address for you (http://www.bbk.ac.uk/mybirkbeck).

Change of address
You must inform the Registry if you change address at any time while studying at Birkbeck. You can do so online by logging into your 'MyBirkbeck Profile' (http://www.bbk.ac.uk/mybirkbeck/).

Student Support and Disability Advice

Student support
As a Birkbeck student, you can get access to a range of support facilities including:
- Accommodation services
- Career services
- Counselling service
- Financial support
- Health services
- Nursery
- Students' Union

For more details, please see: http://www.bbk.ac.uk/mybirkbeck/services/facilities

Study support
Birkbeck’s Centre for Transformative Practice in Learning and Teaching also offers a range of academic development workshops for students. Some courses are initially only available to first year undergraduates, but other students can join a standby list. All
workshops are free of charge unless stated otherwise. Topics covered in these modules include:

- Moodle
- Reading skills
- Note taking
- Time Management
- Essay writing
- Academic English

For more details, please see: [http://www.bbk.ac.uk/learning-and-teaching/supporting-learning/students-skills-development](http://www.bbk.ac.uk/learning-and-teaching/supporting-learning/students-skills-development)

**English language support for non-native speakers**

The Academic English module offered by the Centre for Transformative Practice in Learning and Teaching (see above) is open to native and non-native speakers. For a module aimed specifically at non-native speakers, the College runs a range of short modules designed for students who are about to start a university degree or are already studying at undergraduate or postgraduate level. An additional fee is charged for attending these modules.

For further details, please see: [http://www.bbk.ac.uk/study/2015/short-courses/subject/english_language/](http://www.bbk.ac.uk/study/2015/short-courses/subject/english_language/)

**Problems Affecting Study**

If difficulties arise at work or with family, money, health or anything else that may affect your study, please let someone in the Department know, and we will do our best to help. You are welcome to approach the director of your core or option module, your personal tutor, or the director of your BA programme.

If you wish to speak to a member of staff who is not teaching you, you might contact the Student Liaison Officer, Dr Matthijs van den Bos (m.van-den-bos@bbk.ac.uk, 020 3073 8056) or the Head of the Department of Politics, Dr Alejandro Colas (a.colas@bbk.ac.uk, 020 7631 6382). Alternatively, you can contact the Students’ Union advice service [http://www.birkbeckunion.org/help-resources/advice-service](http://www.birkbeckunion.org/help-resources/advice-service), or any of the College services listed on My Birkbeck [http://www.bbk.ac.uk/mybirkbeck/services/facilities/support](http://www.bbk.ac.uk/mybirkbeck/services/facilities/support).

**Disability & Dyslexia Service**

At Birkbeck there are students with a wide range of disabilities, specific learning difficulties, medical conditions and mental health conditions. Many of them have benefited from the advice and support provided by the College’s Disability & Dyslexia Service.

**The Disability & Dyslexia Service and Mental Health Service**

The Disability & Dyslexia Service is located in the Wellbeing Centre G26, on the ground floor of the Malet Street building.

All enquiries should come to the Wellbeing Centre, 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, specialist equipment, personal
support, examination arrangements, etc. If you have a disability or dyslexia, we recommend you call us on 0207 631 6316 to book an appointment.

The Disability & Dyslexia Service can help you to complete your Study Support Plan, confirming your support requirements with 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 and teaching venues have induction loops for people with hearing impairments, and we have large print and tactile signage. Accessible parking, lockers, specialist seating in lectures and seminars and portable induction loops can all be arranged by the Disability & Dyslexia Service.

The Disabled Students' Allowance
UK and EU (with migrant worker status) disabled and dyslexia students on undergraduate and postgraduate courses are eligible to apply for the Disabled Students' Allowance (DSA). The DSA provides specialist equipment including computers with assistive technology and training, personal help e.g. note takers, BSL interpreters, specialist tutors for students with dyslexia and mental health mentors and additional travel costs for students who have to use taxis. It provides thousands of pounds worth of support and all the evidence shows that students who receive it are more likely to complete their courses successfully. The Disability & Dyslexia Service can provide further information on the DSA and can assist you in applying to Student Finance England for this support.

Support in your Department
Your Department will receive a copy of your Study Support Plan from the Disability and Dyslexia Service. This will make specific recommendations about the support you should receive from the Department.

Whilst we anticipate that this support will be provided by the Programme Director, tutors and Programme Administrator in the Department, they will also have a Disability Lead. If you experience any difficulties or require additional support from the Department then they may also be able to assist you. They may be contacted through the Programme Administrator.

Support in IT Services and Library Services
There is a comprehensive range of specialist equipment for students with disabilities in IT Services. This includes an Assistive Technology Room, which may be booked by disabled students. We have software packages for dyslexic students (e.g. Claroread and Mind view), screen reading and character enhancing software for students with visual impairments available in our computer laboratories, specialist scanning software, large monitors, ergonomic mice and keyboards, specialist orthopaedic chairs, etc. We have an Assistive Technology Officer, who can be contacted via IT Services.

The Library has an Assistive Technology Centre, where there is also a range of specialist equipment, including an electronic magnifier for visually impaired students, as well as specialist orthopaedic chairs and writing slopes. The Disability and Dyslexia Service Office refers all students with disabilities to the Library Access Support service, who provide a comprehensive range of services for students with disabilities and dyslexia.
Examinations and Assessments
Many disabled and dyslexia students can receive support in examination, including additional time, use of a computer, etc. They are often also eligible for extensions of up to two weeks on coursework, which should be requested in writing.

Specific Learning Difficulties (e.g. dyslexia, dyspraxia)
Mature students who experienced problems at school are often unaware that these problems may result from their being dyslexic. Whilst dyslexia cannot be cured, you can learn strategies to make studying significantly easier. If you think you may be dyslexic you can take an online screening test in the computer laboratories, the instructions for the screening test are available on the Disability Office website. If appropriate, you will be referred to an Educational Psychologist for a dyslexia assessment. Some students can receive assistance in meeting this cost, either from their employer or from Birkbeck.

Further information
For further information or to make an appointment to see the Disability & Dyslexia Service, please call the Wellbeing Administrators on 020 7631 6316 or email disability@bbk.ac.uk.
Annex: Criteria for the Award of Honours

1. In order to obtain an Honours Degree in Politics, Philosophy and History, students must accumulate a total of 360 credits. Students must therefore normally pass twelve 30 credit modules, or the equivalent in 15 credit modules, in order to be awarded the degree, except in cases where credit for prior study has been approved.

2. The PPH programme consists of three compulsory modules at level 4, two compulsory modules at level 5, and one compulsory module at level 6. Students take further options to the value of 180 credits, of which at least 90 credits must be at level 6. Options are taken equally from the three disciplines, i.e. 60 credits in Politics, History and Philosophy respectively.

3. Rise of the Modern State, Conceptions of the Human, Problems of Explanation and Interpretation, The Study of Politics, Introduction to the History of Philosophy, and Historiography are all designated as compulsory modules. Students must attend and take all assessment for these modules. If any of these modules are failed in the first instance, students must retake or be reassessed for the module (up to a total of three failed attempts).

4. A passing grade for a module is recorded when a student achieves an overall module result of 40% or above.

5. If a student achieves an overall module result of between 30-39%, their grade is recorded as a fail. Students may be reassessed for the failed elements of their assessment on the module, up to a total of three failed attempts.

6. A student failing a module while achieving a result of between 30-39% may be offered a Compensated Fail by the Examination Sub-Board for the BA Politics, Philosophy and History. No more than two 30 credit modules designated as Compensated Fails may contribute towards the 360 credits required to obtain a degree. No more than 30 credits Compensated Fail (i.e. one module) contributing towards the final credit total can be at Level 6.

7. A student achieving a module result of less than 29% will be deemed to have failed the module with an unsatisfactory performance. No credit will be awarded for the module and students cannot be reassessed. Students may only retake the entire module, which requires that they attend all scheduled contact sessions and complete all assessment on the module on the next occasion that it runs.

8. The Examination Sub-Board for the BA Politics, Philosophy and History determines whether a student failing with an overall module result between 30-39% is to be reassessed for the failed elements of assessment, or is required to retake the entire module.

9. When calculating final degree classification, only Level 5 and Level 6 modules contribute. The final classification is a weighted average of Level 5 and Level 6 modules; Level 5 weighted at 1, and Level 6 at 2.

9.1 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
9.2 Where a student’s average result is within 2% of the next (higher) degree classification the Sub-Board of Examiners should consider the number of modules and credit for which the assessment falls within a particular class. If a candidate has a preponderance of module results in a higher class than that determined by the aggregate result, the higher degree may be awarded.

9.3 A student may obtain a Pass classification if they have accumulated 300 credits, with at least 120 credits at Level 6, and no more than 60 credits as Compensated Fail (of which no more than 30 can be at Level 6).

9.4 A student may NOT attempt further modules above a total of 360 credits in order to improve his/ her average result.

9.5. The Examination Sub-Board for the BA Politics, Philosophy and History may take into account such additional factors as may have affected candidates’ performance and any special difficulties the candidate may have experienced, such as illness. Discretion will be used to the benefit of the candidate and not otherwise.
### Permanent Academic Staff

Please click on the name to view details of research interests and publications. You can view details of Sessional staff, Fellows and Emeritus colleagues here: [http://www.bbk.ac.uk/politics/our-staff/](http://www.bbk.ac.uk/politics/our-staff/).

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samantha Ashenden</td>
<td><a href="mailto:s.ashenden@bbk.ac.uk">s.ashenden@bbk.ac.uk</a></td>
<td>BA (Kingston), MPhil (Cantab), PhD (Lond) Senior Lecturer in Sociology</td>
</tr>
<tr>
<td>Edwin Bacon</td>
<td><a href="mailto:e.bacon@bbk.ac.uk">e.bacon@bbk.ac.uk</a></td>
<td>BA (Sheffield), MSocSc (Birmingham), MBA (Lond), PhD (Birmingham) Reader in Comparative Politics</td>
</tr>
<tr>
<td>Antoine Bousquet</td>
<td><a href="mailto:a.bousquet@bbk.ac.uk">a.bousquet@bbk.ac.uk</a></td>
<td>BSc (UCL), MSc (LSE), PhD (LSE) Senior Lecturer in Politics &amp; International Relations</td>
</tr>
<tr>
<td>Rosie Campbell</td>
<td><a href="mailto:r.campbell@bbk.ac.uk">r.campbell@bbk.ac.uk</a></td>
<td>BA, MSc (Southampton), PhD (Lond) Reader in Politics</td>
</tr>
<tr>
<td>Alejandro Colás</td>
<td>a.colá<a href="mailto:s@bbk.ac.uk">s@bbk.ac.uk</a></td>
<td>BSc (Bristol), MSc/MRes (LSE), PhD (LSE) Reader in International Relations, Head of Department</td>
</tr>
<tr>
<td>Dionyssis Dimitrakopoulos</td>
<td><a href="mailto:d.dimitrakopoulos@bbk.ac.uk">d.dimitrakopoulos@bbk.ac.uk</a></td>
<td>BA (Athens), Lic Spec (Brussels), PhD (Hull) Senior Lecturer in Politics</td>
</tr>
<tr>
<td>Jason Edwards</td>
<td><a href="mailto:j.edwards@bbk.ac.uk">j.edwards@bbk.ac.uk</a></td>
<td>BA (Oxon), MSc (Lond), PhD (Lond) Lecturer in Politics</td>
</tr>
<tr>
<td>Ali Burak Güven</td>
<td><a href="mailto:a.guven@bbk.ac.uk">a.guven@bbk.ac.uk</a></td>
<td>BSc, MSc (Middle East Technical University), PhD (Toronto) Lecturer in International Relations &amp; International Political Economy</td>
</tr>
<tr>
<td>Dermot Hodson</td>
<td><a href="mailto:d.hodson@bbk.ac.uk">d.hodson@bbk.ac.uk</a></td>
<td>BA (Trinity College Dublin), MA (College of Europe), PhD (LSE) Reader in Political Economy</td>
</tr>
<tr>
<td>Eric Kaufmann</td>
<td><a href="mailto:e.kaufmann@bbk.ac.uk">e.kaufmann@bbk.ac.uk</a></td>
<td>BA (Western Ontario), MSc/MRes (LSE), PhD (LSE) Professor of Politics</td>
</tr>
<tr>
<td>Deborah Mabbett</td>
<td><a href="mailto:d.mabbett@bbk.ac.uk">d.mabbett@bbk.ac.uk</a></td>
<td>BA (Victoria University of Wellington), D.Phil (Oxon) Professor of Public Policy</td>
</tr>
<tr>
<td>Rob Singh</td>
<td><a href="mailto:r.singh@bbk.ac.uk">r.singh@bbk.ac.uk</a></td>
<td>BA (Oxon), DPhil (Oxon) Professor of Politics</td>
</tr>
<tr>
<td>David Styan</td>
<td><a href="mailto:d.styan@bbk.ac.uk">d.styan@bbk.ac.uk</a></td>
<td>BA (SOAS), DEA (University of Bordeaux), PhD (LSE) Lecturer in Politics</td>
</tr>
<tr>
<td>Matthijs van den Bos</td>
<td><a href="mailto:m.van-den-bos@bbk.ac.uk">m.van-den-bos@bbk.ac.uk</a></td>
<td>BA (Oxon), MSc (Lond), PhD (Lond) Senior Lecturer in Politics &amp; International Relations</td>
</tr>
</tbody>
</table>

### Annex: Departmental contacts
<table>
<thead>
<tr>
<th>Name</th>
<th>Qualifications</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben Worthy</td>
<td>MA (Amsterdam), MA (Utrecht), PhD (Amsterdam)</td>
<td><a href="mailto:b.worthy@bbk.ac.uk">b.worthy@bbk.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Lecturer in International Studies</td>
<td></td>
</tr>
<tr>
<td>Barbara Zollner</td>
<td>MA (Bonn), PhD (SOAS)</td>
<td><a href="mailto:b.zollner@bbk.ac.uk">b.zollner@bbk.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Lecturer in Islamic Studies</td>
<td></td>
</tr>
<tr>
<td>Administrative staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBC: Programme</td>
<td>020 7631 6789</td>
<td><a href="mailto:ugpolitics@bbk.ac.uk">ugpolitics@bbk.ac.uk</a></td>
</tr>
<tr>
<td>Administrator</td>
<td>(BA Global Politics &amp; International Relations and BA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Politics and BA Politics)</td>
<td></td>
</tr>
<tr>
<td>Imran Islam:</td>
<td>020 7631 6780</td>
<td><a href="mailto:i.islam@bbk.ac.uk">i.islam@bbk.ac.uk</a></td>
</tr>
<tr>
<td>Postgraduate</td>
<td>10 Gower St G02</td>
<td></td>
</tr>
<tr>
<td>Programmes Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kira McPherson:</td>
<td>020 7631 6423</td>
<td><a href="mailto:k.mcpherson@bbk.ac.uk">k.mcpherson@bbk.ac.uk</a></td>
</tr>
<tr>
<td>Programme Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anne-Marie Taylor:</td>
<td>020 7631 6422</td>
<td><a href="mailto:a.taylor@bbk.ac.uk">a.taylor@bbk.ac.uk</a></td>
</tr>
<tr>
<td>Team Leader</td>
<td>10 Gower St G02</td>
<td></td>
</tr>
<tr>
<td>Jane Halstead:</td>
<td>020 3073 8092</td>
<td><a href="mailto:j.halstead@bbk.ac.uk">j.halstead@bbk.ac.uk</a></td>
</tr>
<tr>
<td>Assistant School</td>
<td>26 Russell Sq 101</td>
<td></td>
</tr>
<tr>
<td>Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex: Important Information about Enrolment, Contact Details, and Access

Enrolment and Fees
Students are expected to have enrolled by the end of October or they may not be eligible to continue their studies.

College fees may be paid by many methods. Whilst we have great sympathy with students who find difficulties in paying their fees, the Programme Director does not have the power to waive fees or sanction delays in payment. It is the College Finance Office that deals with fees and you should communicate with them on 020 7631 6295 or visit their counter, G14 Malet Street. Students who fail to pay their fees may become ineligible to continue the course. Any student who has a debt to the College at the end of the year will not have their marks relayed to them. The College Fees Policy may be accessed here.

Change of Address/Email
If during the year you change your address, contact telephone numbers or email address, please inform ugpolitics@bbk.ac.uk. In addition, you must also change your personal details via your My Birkbeck student profile. Failure to change your contact details via your student profile will mean that you may miss important information concerning the course and examinations.

Access
You will need your Birkbeck ID card throughout your time at Birkbeck, since it acts as your College ID card, library card and access card. Once you have completed your enrolment, you will be entitled to an ID card. The simplest way to get your ID card is by ordering it via your My Birkbeck profile. Just upload a recent image of yourself and submit your order. Alternatively, visit the My Birkbeck Helpdesk where they can take a photo of you and produce a card. Please note you may be required to queue during busy periods. The ID card will remain valid for the duration of your studies, and you will not be issued with a new card for each subsequent academic year.

If you lose or damage your Birkbeck student card, a replacement can be ordered for a non-refundable fee of £10.00.
Annex: Disclaimer and Useful links

Regulations, procedures and codes of practice:
Every effort has been made to ensure that the information provided in this programme handbook is accurate at the time of going to press. For full, up-to-date information about College regulations, please see:

http://www.bbk.ac.uk/reg/regs

Other useful links

Department of Politics
http://www.bbk.ac.uk/politics

Department of History, Classics and Archaeology
http://www.bbk.ac.uk/history/

Department of Philosophy
http://www.bbk.ac.uk/philosophy/

Moodle:
http://moodle.bbk.ac.uk

Regulations, procedures and codes of practice:
http://www.bbk.ac.uk/reg/regs

Regulations for Taught Programmes of Study:
http://www.bbk.ac.uk/mybirkbeck/services/rules/casregs.pdf

Mitigating Circumstances Policy, Procedure and Guidance:
http://www.bbk.ac.uk/mybirkbeck/services/rules/mitcircspol.pdf

Break-in-Study Policy:
http://www.bbk.ac.uk/mybirkbeck/services/rules/bis.doc

College Policy on Plagiarism and other Assessment Offences
http://www.bbk.ac.uk/mybirkbeck/services/rules/assmtoff.pdf

Disability and dyslexia support
http://www.bbk.ac.uk/mybirkbeck/services/facilities/disability

Birkbeck data protection policy
http://www.bbk.ac.uk/hr/policies_services/policies_az/data_protection_policy