Department of Politics

Postgraduate Programme Handbook

MPhil/PhD Programme

2016-2017
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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 ground breaking 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 organizations 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 18\textsuperscript{th} 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.

**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**


You can also follow the Department on Twitter [https://twitter.com/bbkpolitics](https://twitter.com/bbkpolitics) and Facebook [https://www.facebook.com/BirkbeckPolitics](https://www.facebook.com/BirkbeckPolitics), and listen to our podcasts on Soundcloud [https://soundcloud.com/british-politics-centre](https://soundcloud.com/british-politics-centre).

**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. 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/](http://www.csbppl.com/).
Your Programme of Study

Questions about your programme
If you have questions about your programme, please do not hesitate to contact your supervisor, the Politics Office or the Departmental Postgraduate Research Committee Chair, Dr Dermot Hodson.

See section on Current MPhil/PhD Students on page 22 for a list of supervisors.

<table>
<thead>
<tr>
<th>Postgraduate Research Committee Chair</th>
<th>Dr Dermot Hodson</th>
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The SSHP Doctoral Students’ Centre
The Department of Politics is part of Birkbeck’s School of Social Sciences, History and Philosophy (SSHP). Within SSHP there are currently over 260 postgraduate research students, working on cutting-edge projects and gaining up-to-date specialised skills across the departments of Applied Linguistics and Communication, Geography, Environment and Development Studies, History, Classics and Archaeology, Philosophy, Politics and Psychosocial Studies.

The SSHP Doctoral Students’ Room (B02, 27/28 Russell Square, WC1B 5DP) is available for use by all research students in the School of Social Sciences, History & Politics. Access is via a swipe system activated by your student ID card.

http://www.bbk.ac.uk/sshp/our-research/sshp-doctoral-students2019-centre

The Doctoral Students’ Centre offers hot-desking space for doctoral students. Facilities include PCs, workspaces for laptops, lockers and a kitchen area.

Seminars for Birkbeck Politics MPhil/PhD Students
During 2016/17 the Department will be running a range of events for MPhil and PhD students.

• The first event is a welcome back event for all MPhil/PhD students on 17 November 2016 at 8pm (Room TBC).

• The second is a two-evening seminar in the Autumn term on 12 and 13 December 2016 on the fundamentals of research design, which will introduce key topics such as formulating a research question, choosing theories and case study selection. This seminar is mandatory for all first-year MPhil and PhD students and open to all others (Room TBC).
• The third is a two-week seminar in the Spring term on 27 and 28 March 2017 on advanced research methods in which at which all MPhil/PhD students will revisit the fundamentals of research design and talk about their research in progress (Room TBC).

• The fourth is a two-week seminar in the Summer Term on 11 and 12 May at which all MPhil/PhD students will present their research in progress to an audience of peers and faculty members (Room TBC).

• MPhil/PhD students are also expected to attend the Departmental Research in Progress Seminar, which will take place at various points in the year, at which Birkbeck faculty and outside speakers will talk about their research in progress in an intellectually stimulating environment. Please come along irrespective of the topic as even topics that appear unrelated to your research will help you to think about research design. The scheduled dates for the seminars are:

  • Tuesday 27 September 2016, 17:00-19:00 (101, 30 Russell Square)
  • Tuesday 15 November, 11.00-13.00 (PHSR, 10 Gower Street)
  • Tuesday 13 December 2016, 11:00-13:00 (PHSR, 10 Gower Street)
  • Tuesday 21 February 2017, 11.00-13.00 (PHSR, 10 Gower Street)
  • Tuesday 28 March, 17.00-19.00 (PHSR, 10 Gower Street)

Students may also wish to attend seminars organised by the Birkbeck Institute for Social Research [http://www.bbk.ac.uk/bisr/postgraduate](http://www.bbk.ac.uk/bisr/postgraduate).

**Moodle**

All MPhil/PhD students and supervisors have access to the ‘Politics Research’ portal on the virtual learning environment known as Moodle. This portal contains electronic copies of programme-related materials, such as this handbook, PowerPoint presentations and selected readings; there is also a discussion board that allows you to communicate with portal members. This resource can be accessed at [http://moodle.bbk.ac.uk](http://moodle.bbk.ac.uk) by logging on with your ITS username and password (which you should receive when you have enrolled at Birkbeck). If you don’t see the link for ‘Politics Research’ when you log on, filter by ‘show all’ under ‘My Modules and Communities’.

**Research Training and Ethics**

Research students are initially admitted to an MPhil. The MPhil programme involves training in appropriate research methods and individual work under the guidance of a supervisor with appropriate expertise.

At the beginning of their studies, research students meet with their supervisors and the Departmental Postgraduate Research Committee Chair to assess whether the student should attend specific modules. On the basis of these discussions, the Departmental Postgraduate Research Committee Chair draws up a training programme that may include,
for example, a requirement to attend one or more modules in research methods or on substantive issues of relevance to the MPhil/PhD.

Student performance on these modules is taken into account by the Department’s Graduate Teaching Committee, which decides whether students should progress into the next year of study and/or from MPhil to PhD status.

**Department Training Provision**

Students are expected to attend the seminars listed above. Where students have not already done so, they may also be required to complete one of the modules that make up the MSc Social Research:

- Quantitative Social Research
- Qualitative Social Research
- Theorising Social Research
- Masterclass in Social Research

Please see here for the timetable for these and other modules, with links to module descriptions (see sidebar): [http://www.bbk.ac.uk/politics/study-here/postgraduate-degrees](http://www.bbk.ac.uk/politics/study-here/postgraduate-degrees)

Please see Dr Dermot Hodson ([d.hodson@bbk.ac.uk](mailto:d.hodson@bbk.ac.uk)) at the start of the Autumn term or as soon as possible thereafter if you wish to enrol on one of these modules.

In addition, individual tutorials on methods are provided on request to research students who need further methods training at intermediate and advanced levels. These might involve, for example, an introduction to a software package, the development and assessment of questionnaires or interview schedules and suggestions of suitable reading. Students undertaking qualitative research may arrange a session to seek advice over the development of their interview schedule and again after the piloting stage. For more information, please contact Dr Dermot Hodson ([d.hodson@bbk.ac.uk](mailto:d.hodson@bbk.ac.uk)).

**School Training Provision**

The School organizes research-skills-training, either through its MSc in Social Research or occasional bespoke modules, such as Introduction to Statistics. For more details, please see:

[http://www.bbk.ac.uk/sshp/research/current-research-students/postgraduate-research-skills-training](http://www.bbk.ac.uk/sshp/research/current-research-students/postgraduate-research-skills-training)

**College Level Research Training**

Research students are also members of the Birkbeck Graduate Research School, which provides training and other resources throughout their enrolment. [http://www.bbk.ac.uk/research/research-school](http://www.bbk.ac.uk/research/research-school)

Workshops offered by the Graduate Research School include:

- an all-day getting started workshop
- finishing your PhD
- postgraduate funding
- graduate seminars for social science students
- courses offered by the Bloomsbury Postgraduate Network
For further details, please see here: http://www.bbk.ac.uk/mybirkbeck/global/workshop_timetable?orgunit=GRS

The Graduate Research School website contains a number of useful training videos, including:

- The Good Viva Video
- The Good Supervision Video
- The Good Presentation Video
- The Good Doctorate Video
- Research methods film
- The UK Doctorate
- PhD Survival

**College Level Language Training**

The Birkbeck Languages Unit offers a range of language courses, from beginner's to advanced, in French, German, Japanese, Portuguese and Spanish. Note that there may be a charge for these modules so please be sure to speak to your supervisor and or the Departmental Postgraduate Research Committee Chair before you sign up.

http://www.bbk.ac.uk/blu/

**Bloomsbury Postgraduate Skills Network**

Birkbeck is a member of the Bloomsbury Postgraduate Skills Network (BSPN) along with King's College London, the London School of Economics, London School of Hygiene and Tropical Medicine, School of Advanced Study, the School of Oriental and African Studies, the Royal Veterinary College.

The BSPN offers a shared skills training programme for research students in participating institutions to enhance their generic research skills and personal transferable skills, through attending training courses and workshops at other member institutions. Courses fall under four broad headings:

- Knowledge and intellectual abilities
- Personal effectiveness
- Research organisation and governance
- Communication, influence and impact

For more details, see: http://courses.grad.ucl.ac.uk/bloomsbury/

**Bloomsbury ESRC Doctoral Training Centre**

Birkbeck is a member of the Bloomsbury Economic and Social Research Council (ESRC) Doctoral Training Centre with the Institute of Education, the School of Oriental and African Studies (SOAS), the London School of Hygiene and Tropical Medicine (LSHTM). The Doctoral Centre awards and administers ESRC studentships and organizes research training and other events for award holders. For more details, please see: http://bloomsburydtc.ac.uk

**External Training and Support**

All students are encouraged to take advantage of training opportunities offered by summer schools (for example the Essex Summer School in Social Science Data Analysis and Collection
http://www.essex.ac.uk/methods/ and the various ECPR affiliated summer schools http://www.essex.ac.uk/ECPR/ and to access training networks such as UK GRAD http://www.grad.ac.uk, the graduate sections of the ECPR, the PSA, BISA, the BSA and their various specialist subject groups.

The ESRC’s National Centre for Research Methods has a useful database for research methods training events across the UK. http://www.ncrm.ac.uk/training/

Research Ethics

Students are expected to be aware of the ethical considerations that relate to scholarly research. All students should consult the School’s ethics committee and procedures: http://www.bbk.ac.uk/sshp/research/sshp-ethics-committee-and-procedures

Professional codes of ethics for research in politics http://www.psa.ac.uk/ and sociology http://www.bsa.ac.uk/ and may be downloaded from their websites.

The key point to keep in mind here is that all research that is carried out by Birkbeck students involving intervention or interaction with human participants, or the collection and / or study of data derived from living human participants, requires ethical approval before the research is carried out. This is so no matter where the investigations are carried out.

Students seeking ethical approval should complete the following proposal form after consultation with their supervisor.

http://www.bbk.ac.uk/sshp/research/sshp-ethics-committee-and-procedures/SSHP%20Ethics%20Form%20revised%202015.docx

The form should be passed on to your supervisor who must make sure, before signing the form, that they are satisfied that ethical issues have been properly considered and, if necessary, discussed in detail with the student.

If the proposal has been assessed as Routine by the supervisor, it should be sent by the supervisor to the Departmental Ethics Officer to confirm approval and send to the departmental repository; it may in the future be audited by the School Ethics Committee. Research can begin immediately and no further approval is required.

If the proposal has been assessed as Non-Routine by the supervisor, the form should be sent to the Departmental Ethics Officer for further consideration. The Departmental Ethics Officer should determine whether s/he considers the proposal as Routine or Non-Routine. If the Officer considers the proposal as Routine they will return the form to the investigator/supervisor who will inform the student that the project may commence and send this form to the departmental repository. Research can begin immediately.

If the Officer considers the proposal as Non-Routine, but after working with the applicant and/or supervisor to address ethical implications, confirms that the ethical implications have been addressed, they may grant approval for a redrafted application. In this case they will
return the redrafted form to the investigator/supervisor who will inform the student that the project may commence and send this form to the departmental repository. All proposals stored in departmental repositories may be audited by the School Ethics Committee.

If the Departmental Ethics Officer does not approve the application, they should submit the application to the SSHP Ethics Committee email sshpethics@bbk.ac.uk and indicate an appropriate reviewer external to the department (but within the college), who may be more cognisant of specific disciplinary issues in regard to ethics. In most cases, applicants will receive a response within four weeks of submission.

Supervision
Supervisors are appointed when an MPhil/PhD student is first registered, on the basis of their expertise and availability. Supervisors are appointed by the Department of Politics and adhere to the Birkbeck Code of Practice for MPhil and PhD degrees (see annex). In accordance with these guidelines each research student will have two supervisors: either a first and second supervisor or two co-supervisors. Second supervisors act as a back up to first supervisors while co-supervision normally involves a process of joint supervision for example when a student’s research area combines two subfields.

Supervisory relationships will vary according to the needs and expectations of both parties. Such variation reflects sensitivity to the diverse needs of researchers. It is therefore not possible to regulate every aspect of the relationship. However, two general principals are central to the Department’s supervisory regime. Firstly, at the beginning of a research student’s registration and at intervals thereafter, supervisor and research student must discuss, agree and record their expectations of each other on the understanding that their objective is the production of a high quality dissertation within a timely period. Secondly, the relationship is subject to certain minimum standards of good practice on both sides, in accordance with the Birkbeck Code of Practice for MPhil and PhD degrees (see Annex).

In addition students have access to other members of the department. For example many students seek and receive special advice on methods and research design at various times in their research. Supervision is overseen and co-ordinated by the Departmental Postgraduate Research Committee Chair. A supervisory committee consisting of the supervisors and Departmental Postgraduate Research Committee Chair monitors the progress of each student, normally in the context of the annual review meeting of the Graduate Teaching Committee. If necessary the supervisory committee will convene at other times of the year to consider matters relating to research student progress.

Change of supervisor
Sometimes a student and his/her supervisor may decide that it would help the student to be supervised by an alternative academic, perhaps because the student’s research interests have shifted or because a different perspective would be useful. If a student wishes to initiate a change of supervisor he/she should contact the Departmental Postgraduate Research Committee Chair. Because no supervisor should have an excessive number of students the Department cannot guarantee that a student will be transferred to the supervisor of their choice.

Supervisory arrangements when staff take leave from College are as follows:
Research leave
Normally, staff continue with the supervision of students during research or study leave. Prior to the commencement of the leave, students are notified in writing by their supervisors. At the same time arrangements for supervision during the leave period are agreed with the Departmental Postgraduate Research Committee Chair. Once agreed, the office sends a letter to the student notifying them of the arrangement.

Other leave (Maternity, Illness or Emergency leave)
Normally the second or co-supervisor will take over primary supervision and an additional or co-supervisor will be appointed and the student notified in writing. Arrangements for such supervision will follow standard Department practice.

Academic Networks
It is possible that you will be the only student working on your topic in the Department. While you have much to learn from Birkbeck students working in other areas, joining an academic association will allow you to meet students from the UK and abroad, who are working in similar fields, through academic conferences and workshops. Such events can be a little daunting at first, but they can lead to academic connections and friendships that will flourish long after you complete your studies. The contacts you make in these networks may be your colleagues for many years to come.

You should aim to join one association of relevance to your research by the end of your first year of part-time or full-time study at Birkbeck.

The Political Studies Association is an important academic network in the UK: they offer a discount for graduate members (including reduced rates at the annual conference and free attendance at their Graduate Conference) and there is a graduate network for PhD students across the country, which has regional groups including a London group. For further details, see: http://www.psa.ac.uk/

The British International Studies Association runs a range of interesting activities for scholars working in the field of international relations. Postgraduate membership is open to full-time or part-time, Masters or PhD postgraduate students with the support of tutors/supervisors. For further details, see: http://www.bisa.ac.uk/

The University Association for Contemporary European Studies (UACES) has a very active Student Forum, which runs events in London, the rest of the UK and abroad. For further details, see: http://www.uaces.org/sf/

The department is a member of the European Consortium for Political Research (ECPR). The ECPR http://www.essex.ac.uk/ECPR/ has a graduate students’ network that you are entitled to join. This network brings together doctoral students from universities throughout Europe at conferences and workshops. In addition the ECPR welcomes advanced doctoral students to its so-called Joint Sessions and General Conferences.
Evaluation of Progress
Arrangements for monitoring student progress are part of the supervisory relationship overseen by the Graduate Teaching Committee. Annual assessments of the Graduate Teaching Committee are made available to students and supervisors. The Graduate Teaching Committee will agree targets proposed by supervisor and student to be met in the coming year.

First year-review
All students are reviewed at the end of their first year of registration. All first year students must submit a report that sets out (1) the structure and argument of their planned research, (2) what they have accomplished in the preceding year, (3) what they intend to accomplish in the subsequent year. This report will normally be submitted with the year’s written work in readable form to the Departmental Postgraduate Research Committee Chair by 1 June of the year in question (The date may vary depending on the date of initial registration).

The work will be read and assessed by members of a staff panel established to assess year one progress. Supervisors will be asked for an indication that the quality and quantity of written work are sufficient, that the student is on track for timely completion and to estimate the likely completion date. The panel will consider the assessment and if appropriate make a recommendation that the student’s progress is satisfactory and they may therefore proceed to the next year of registration. Part time students will go through this procedure at the end of both year 1 and year 2 of their registration. If progress is unsatisfactory the procedure described below under interim reviews will be followed.

Annual review
Thereafter, in the summer term of each academic year supervisors write reports on research student progress and students are asked to write self-assessments of their progress. These form a major part of the research student monitoring and evaluation process. The progress of research students is reviewed once a year at a full meeting of the Graduate Teaching Committee. External funding bodies such as the ESRC and the AHRC require the Department to evaluate progress on each student who is in receipt of a grant. Grants may be terminated if the student’s progress is deemed inadequate.

Interim reviews
Problems of student progression that appear between annual reviews are reported to the Departmental Postgraduate Research Committee Chair by both student and supervisor when they occur. When a supervisor forms the view that a student’s rate of progress is unsatisfactory, the supervisor will notify the student in a timely manner and discuss with the student in consultation with second or co-supervisor, how best to achieve the objectives of the student’s research plan. If progress continues to be unsatisfactory, the supervisor(s) will notify in writing the Departmental Postgraduate Research Committee Chair, Graduate Teaching Committee and the Head of Department. (see Code of Practice for MPhil and PhD degrees, paragraph 25 in Annex).

Transfer of status MPhil to PhD
Research students are normally first admitted to an MPhil. Thus students wishing to complete a PhD will need to make a transfer of status. Such a transfer must be approved by
the Graduate Teaching Committee, which meets annually in the summer term. Full-time students should normally apply to the Committee in the second year of their research, part-time students in their third year. In each case, a student can only make an application after obtaining the approval of his or her supervisor. The submission should be made in May and students should state their intention to transfer in his or her Progress Report.

Transfer of status is usually decided by the Graduate Teaching Committee. The decision is based on the recommendation of a specially-convened Transfer of Status Panel, whose members include the student's supervisors and one or more members of the academic staff not involved in the student's supervision. Students are required to submit the following documentation to the Panel:

- a detailed synopsis of the whole thesis
- a minimum of two chapters totalling at least 20,000 words
- a bibliography of primary and secondary sources consulted to date
- a clear, coherent plan for completion within not more than two years from the time of application for full-time students, and not more than three years for part-time students.

The student's supervisors will be asked to report to the Panel on his or her progress and on the quality of the work submitted.

In reaching its decision, the Panel will consider whether the student's submission shows evidence of PhD standard in the quality of its argument, its compliance with appropriate scholarly conventions in relation to its use of documentation and resources, as well as its referencing of sources, and its engagement with relevant scholarship. In addition, students should have presented their research to the Research Student Seminar or at an academic conference. The Panel will normally interview the student concerned and pose questions relating to the work submitted, the project, in its entirety and plans for the completion of the thesis. On the basis of the student's submission, the supervisor's report and the interview with the student, the Panel will make a recommendation to the Graduate Teaching Committee, that the transfer of status be approved unconditionally, that the transfer of status be approved subject to specified conditions, or that transfer of status be denied. The Panel may also recommend in certain cases where work is unsatisfactory and where there is insufficient evidence of progress or promise that the student is not capable of completing a research degree and that study be discontinued.

In the event that an application is not successful, the panel will provide the student with a set of targets to be achieved within a designated period (not usually more than a year). In such cases, a student may appeal in writing to the Departmental Postgraduate Research Committee Chair. The appeal will be referred to the next Department meeting, which will appoint a panel of two members of academic staff to consider whether the decision not to permit transfer was justified.

Termination of studies
Each year the Graduate Teaching Committee reviews the progress of each research student and decides if the student is permitted to register in the subsequent year. If a student's work is not up to standard and the Graduate Teaching Committee recommends that the
course be terminated, the Head of Department will write to the Registrar with the evidence and recommendation and request that the student’s programme of study be terminated. The Department will follow the procedures outlined in the College Calendar on Termination of a Student on Academic Grounds.

Submission
A candidate must have the title or his/her title approved by his/her supervisor before being submitted to the university. At a point where the supervisors agree that the PhD has met (or will soon meet) the required standards, the candidate and supervisor must complete the entry for examination forms for the college. Students should notify the college of intention to submit their thesis at least four but not more than six months in advance. Entry forms must be submitted to the Birkbeck registry.

Where candidates insist they wish to submit against the advice of their supervisors, their work may be submitted to another expert in the relevant field, whether within the Department or without, who will act as a pre-submission referee. This referee will be asked to express his/her view as to (1) whether the work in question is ready, or almost ready, for submission, and (2) whether, if the answer to the first question is no, the referee believes the work can reasonably be developed into a thesis of PhD standard within an acceptable time frame.

Examiners
Examination forms and associated documentation may be obtained by the candidate from the College Registry. As stated above, examination forms must be submitted at least four months prior to anticipated submission. After the examination form is submitted, the supervisor will be asked to specify examiners for the thesis, one internal (to the University of London) and one external (not from the University of London). The supervisor will be expected to approach possible examiners, but the decision should be the result of agreement between the candidate and the supervisor. Examiners are appointed by the University of London. Once examiners have agreed and the thesis is completed, bound copies should be sent to both examiners and the candidate.

Viva Voce
The viva will normally take place at Birkbeck. The supervisor may be present, but not necessarily; this should be the decision of the supervisor and the candidate. The candidate should bring an additional copy of the thesis to the viva.

There are six options open to examiners in determining the results of the examination. For full details, see University of London Regulations; they are summarised as follows:

1. If the thesis has fulfilled the criteria set out above, then the candidate is deemed to have passed the PhD degree.

2. If the thesis fulfils the criteria but requires minor amendments, the examiners may require the candidate to make, within one month, amendments specified by them. The amended thesis is then submitted to one or both of the examiners for confirmation that the amendments are satisfactory.
3. If the thesis is deemed inadequate but still of sufficient merit to make it likely that it could be revised to meet the criteria above, the examiners may give the candidate eighteen months to present the thesis in revised form. Examiners have the discretion to decide, after this period, whether another oral examination is necessary.

4. If the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis and undertake a further oral examination within a specified period, not exceeding eighteen months.

5. If the examiners determine that a candidate has not reached the standard required for the award of the degree nor for the re-presentation of the thesis in a revised form, they will consider whether the thesis might be able to satisfy the requirements for an MPhil degree, and provide a report that either specifies how the criteria for an MPhil are satisfied, or what action would need to be taken for them to be satisfied. Any amendments asked for need to be satisfied within one year, and resubmitted to the examiners for determination as to whether the amendments have been completed satisfactorily.

6. Finally, the examiners may determine that the candidate has not satisfied them in the examination. In such a case, the candidate will not be permitted to re-enter for the examination, but may apply to register anew for a further period of study leading to the submission of a thesis on a different topic, the title of which has been approved.

**Appeals**
Under certain circumstances students may appeal decisions made by the Graduate Teaching Committee or Examiners. The Student Complaints Procedure is described in the College Calendar and is posted on the College website [http://www.bbk.ac.uk/](http://www.bbk.ac.uk/)

**Change of research topic**
Changes of research topic must be made in consultation with, and approved by, the supervisors and the Departmental Postgraduate Research Committee Chair. Sometimes students wish to change their research topic. On occasion such changes may move the research topic out of the range of subjects that the Department can supervise. The Department cannot guarantee to offer supervision on a changed research topic, and in such circumstances the research student may be required to seek supervision and registration elsewhere.

**Period of study**
The minimum time for study for a full-time PhD and MPhil is two full calendar years for full time students and three years for part time students. There is no maximum time for study specified by the University of London, but the College Code of Practice stipulates four years as the maximum period for completion for full-time students and seven years for part-time students. Those who take longer are considered on a case by case basis. However, if both the supervisor and the Graduate Teaching Committee come to the conclusion at the end of the annual review that a candidate is not making sufficient progress to provide a significant likelihood of them finishing a PhD, then the Graduate Teaching Committee may decide at the annual review that the student should attempt to complete an MPhil (see above) or that the period of study should terminate. In such cases, the student may appeal to the
Department of Politics, with further details of extenuating circumstances and progress plans. The appeal will be considered at the next Department meeting. The decision of the Department in this instance will be final.

Plagiarism
All work submitted as part of the requirements for any examination of the University of London must be expressed in the candidate’s own words and incorporate his/her own ideas and judgements. Plagiarism is the presentation of another person’s thoughts or words as though they were the candidate’s own and is an examination offence. Direct quotations from the published or unpublished work of another must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism as much as does a single unacknowledged long quotation from a single source. Equally, if another person’s ideas or judgements are summarised, the candidate must refer to that person in his/her text, and include the work to which reference is made in the bibliography.

Allegations of plagiarism will fall to be considered under the College’s Assessment Offences Policy, as will any other allegations of examination misconduct including, but not limited to (i) deliberate attempts to represent falsely or unfairly the ideas or work of others; (ii) the invention or fabrication of data; (iii) the submission of work commissioned from another person. See annex to this document for guidelines on plagiarism.

Problems Affecting Study
Being an MPhil/PhD student is an exciting opportunity that will hopefully bring intellectual and personal rewards. All research brings challenging moments and some MPhil/PhD can feel isolated and lonely. Keep going, if you can, in such circumstances and don’t suffer in silence.

Peer support is essential for a PhD. Attending seminars at Birkbeck and beyond and joining an academic association (see above) serves an important function in this regard. Please look out for your fellow students, help them where you can and accept help from them if needed.

Feel free to contact your supervisors, the Departmental Postgraduate Research Committee Chair (d.hodson@bbk.ac.uk) or the Head of Department (a.colas@bbk.ac.uk) to discuss any problems that might be affecting your study.

Birkbeck Student Union also offers a counselling service: http://www.bbk.ac.uk/mybirkbeck/services/facilities/well-being-service/counselling-service

Break in Studies
If necessary, you can suspend studies for up to two years during your programme of study. This may either be for a period of two years or non-consecutive shorter periods that add up to a total of two years or less (although applications for a break in studies of less than one term will not be considered). Please be sure to discuss this in advance with your supervisor and the Departmental Postgraduate Research Committee Chair.
For further details, please see:
http://www.bbk.ac.uk/mybirkbeck/services/administration/break-in-studies#dont_reenrol_on_time

**Withdrawing**
If for any reason you decide to withdraw from your course, 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. It may be that in the course of your study you or your supervisor comes to the conclusion that you are not going to complete a PhD, and that the most sensible course of action would instead be to terminate your studies or complete the MPhil only.

For further details on withdrawing completing from your studies, please see:
http://www.bbk.ac.uk/mybirkbeck/services/administration/withdrawing

**Fees**
Current information about fees for part-time, full-time, home/EU and overseas students can be found here: http://www.bbk.ac.uk/mybirkbeck/finance/fees-information

Under Birkbeck’s fees policy (see: http://www.bbk.ac.uk/mybirkbeck/services/rules) students fully enrolled as research students will be charged the appropriate full PhD programme fee. Students on writing up status will be charged a lower ‘writing up’ fee.

**College Policy on Writing Up**
Students only move to write up status once the supervisor is satisfied that they have completed the research element of their programme; there is no automatic right to move to write up status after a given length of time on fully enrolled status.

Normal practice is for the full time research programme to last for 3 years, with one further year to “write up”, and for part time programmes to last for 5 years, with two further years to “write up”.

Students moving to write up status should normally be given a maximum of one year (full time) and two years (part-time) to move to submission. In exceptional circumstances this can be extended by a further year, at the request of the relevant Department and on the approval from the Pro-Vice Master (Research).

**Where an application for an extension of writing up status is rejected then the student will normally be considered to have made insufficient academic progress and will have their registration terminated. Students should therefore be aware that, if they do not complete the writing up phase of their research in a timely fashion, they are at risk of being unable to submit their thesis.**

For further details, please see: http://www.bbk.ac.uk/mybirkbeck/services/rules/Write-up-Exam-Only-Policy.pdf/view
Note: students who have been examined for a doctoral programme of study are liable to pay a fee for each re-assessment of their dissertation, thesis or equivalent. The fee charged is available on the My Birkbeck website.

**Mixed mode students**
There are also special fees for mixed mode students who, for professional reasons may not be in full time continuous attendance at the College. Mixed mode study is available in exceptional circumstances to well-qualified students who are based in academic, or similar, institutions outside the UK. If you think you may wish to undertake study as a mixed mode research student, please contact Dr Dermot Hodson d.hodson@bbk.ac.uk explaining your circumstances and he will advise you if you are eligible.

**Funding for Current Students**
The Department of Politics offers ESRC studentships each year, along with funding under the Bloomsbury Studentship. ESRC funding typically applies to students who have not yet started on their MPhil/PhD studies, but other sources of funding are available for current students. Students cannot apply directly to the Bloomsbury Studentship.

**Departmental Conference Funding**
Research students can apply to the Departmental Postgraduate Research Committee Chair for funding for up to half of conference fees, travel and accommodation costs (to a maximum of £400 per annum).

**School Postgraduate Support Fund**
Thanks to a very generous benefactor’s donation from the estate of Ms Evelyn Pullin, the School of Social Sciences, History and Philosophy is delighted to announce the establishment of a ‘Postgraduate Support Fund’ for postgraduate research students.

New and existing postgraduate research students within SSHP are invited to apply for financial assistance for research-related costs; this includes expenses associated with specific training needs; fieldwork or research trips; and conferences, workshops or other academic events where the applicant is presenting a paper or chairing a session. Use of the award will not normally be allowed for purchasing books or computer software/hardware.

Awards will not be approved in excess of £500 per student (per annum).

Deadlines for applications are usually in January and July.

For further details, please see: [http://www.bbk.ac.uk/sshp/research/current-research-students/postgraduatesupportfund](http://www.bbk.ac.uk/sshp/research/current-research-students/postgraduatesupportfund)

**School Postgraduate Support Fund**
The School of Social Sciences, History and Philosophy offers a number of fully funded postgraduate research positions each year. This funding is typically for new students but current students can apply in exceptional circumstances. The usual deadline is in April of each year. For further details, please see: [http://www.bbk.ac.uk/sshp/study-here/funding-for-research-students](http://www.bbk.ac.uk/sshp/study-here/funding-for-research-students)
Childcare
Postgraduate students may be entitled to childcare support from the college http://www.bbk.ac.uk/mybirkbeck/finance/studentfinance/pgt_finance/childcare

General Advice on External Funding
For details on funding from charities/trusts, see:

- www.prospects.ac.uk
- www.rcuk.ac.uk
- www.turn2us.org.uk
- www.postgrad.com
- www.postgraduatestudentships.co.uk

Birkbeck subscribes to the ‘Alternative guide to postgraduate funding’, which provides a comprehensive list of funding for PhD students. For more details, see: https://www.postgraduate-funding.com/

Small grants for specific purposes are available from some educational trust funds and charities. Lists of these may be consulted in most public reference libraries. The following UK print publications have information about smaller grants (usually under £500). Most of them are updated annually:

*The Directory of Grant-making Trusts*, published by the Charities Aid Foundation.
*Guide to University Scholarships & Awards*, by Brian Heap published by Trotman.

Overseas research studentships
Overseas Research Studentships (ORS) awards are available for partial remission of tuition fees to international postgraduate students of outstanding merit and research potential. The scheme is administered by the Committee of Vice-Chancellors and Principals of the United Kingdom, whose ORS committee is responsible for the selection of award holders. Applications must be made through the Assistant Registrar’s office. For more details, please see:

http://www.postgraduatestudentships.co.uk/study-or-funding/phd-or-doctoral/overseas-research-studentships

Eligibility: students liable for the full rate of Overseas fee who are entering the their first or second year of doctoral research

Tenure: up to three years
Information: from Birkbeck Registry

Deadline: usually late April

Value of award: the difference between the home and the international tuition fee. Please note there is no maintenance element.
The American Association of University Women is the largest source of funding exclusively for graduate women in the world. Visit [http://www.aauw.org/](http://www.aauw.org/)—eligibility criteria and applications for fellowships and grants may be downloaded from this site.

Two other useful sites, The American Council of Learned Societies ([http://www.acls.org/fellows.htm](http://www.acls.org/fellows.htm)) and The College Art Association ([http://www.collegeart.org/caa/resources/caanews/grants_fellow.html](http://www.collegeart.org/caa/resources/caanews/grants_fellow.html)) have many links to art and humanities fellowships and grants, including the Henry Luce Foundation fellowship on American art. The College Art Association’s site is geared mainly to US-based research, but also includes funding for international programmes.

The Arts and Humanities Research Board (see AHRC above) has a good link to other sources of funding for the humanities; see their website at: [http://www.AHRC.ac.uk/funders/index.htm](http://www.AHRC.ac.uk/funders/index.htm).


For international students, the British Council website is well worth a visit: see [http://www.britishcouncil.org/](http://www.britishcouncil.org/). Some of the awards they offer include:

- British Council Fellowships
- Foreign and Commonwealth Office Scholarships and Award Scheme (FCOSAS)
- British Chevening Scholarships

There are currently no British Council awards for US citizens, but the Council administer some schemes for which US students can apply and you may learn more by consulting their website. If you are not a United States national, you may be able to apply for the awards mentioned listed above while you are still in your country of origin. It is very important that international students research funding sources before coming to Britain: many schemes can only be accessed while still in your country of origin. Go to the main website listed above for a list of British Council websites worldwide.

The British Federation of Women Graduates Charitable Foundation (Tel: 020 7404 6447 or email BFWG.charity@btinternet.com) has studentships and hardship funds for UK and overseas postgraduates. They provide Foundation Grants of up to £2,500, with the majority being about £1,000. Send self-addressed envelope (SAE) size C5 for application form to The Grants Administrator, BFWG Charitable Foundation, 28 Great James Street, London WC1N 3ES. Deadline March; decisions announced late July. They can also make Emergency Grants of up to £500 to graduate women who face an unforeseeable financial crisis. Requests must be marked Emergency Grant and include the £5 administration fee and a C5 UK stamped SAE.

Other awards include the Theodora Bosanquet bursary for research in History or English Literature, more details from their website [http://www.bcfgrants.org.uk/](http://www.bcfgrants.org.uk/). The criteria for awarding grants are the proven needs of the applicants and their academic calibre.
Teaching Opportunities
Some research students have the opportunity to do paid teaching for one or two hours a week on Birkbeck’s undergraduate and Masters programmes; where this is the case, they receive close supervision from full-time staff and are required to attend the part time teacher training sessions. The Department encourages students to attend lecturer-training courses provided through the College, including the Fundamentals of Teaching Workshop and the Graduate Certificate in Supporting Learning and Teaching.

The Fundamentals of Teaching Workshop runs every term and will be compulsory for all current research students also working as part-time Associate Tutors/Teaching Assistants, who are contracted to teach for between 6-30 hours in a year. For more details, please see: http://www.bbk.ac.uk/learning-and-teaching/supporting-teaching/professional-development-opportunities/fundamentals-of-teaching-and-learning

This Graduate Certificate in Supporting Learning and Teaching offers the opportunity for research students who are also employed as part-time Associate Tutors/Teaching Assistants to gain a lower level teaching qualification. It is compulsory for all current research students also working as Teaching Assistants who are contracted to teach for more than 30 hours in a year at Birkbeck.

For further details, please see: http://www.bbk.ac.uk/learning-and-teaching/supporting-teaching/professional-development-opportunities/grad-cert-in-supporting-learning-and-teaching

The Graduate Certificate in Supporting Learning and Teaching counts towards the Postgraduate Certificate in Higher Education, which in turn entitles you to become a Fellow of the Higher Education Academy.

This fellowship is a requirement for passing probation for full-time academic appointments at Birkbeck (i.e. Lectureships) and other Universities so it is worth investing in these qualifications during your MPhil/PhD studies if you plan on an academic career. For further details, please see here:

http://www.bbk.ac.uk/learning-and-teaching/supporting-teaching/awards-grants-and-opportunities/higher-education-academy-membership-1/higher-education-academy-membership

MPhil/PhD students who are interested in teaching should talk to the supervisors and the Head of Department.

Keep an eye out too for other external teaching opportunities on http://jobs.ac.uk but keep in mind that teaching takes a lot of preparation and will get in the way of your research.

Visiting MPhil/PhD Students
The Department of Politics welcomes short visits from doctoral students from different universities. Visiting research students must be registered on a PhD/MPhil or Masters by Research programme with another Higher Education Institution, and be coming to Birkbeck College to gain research experience and/or study, which will contribute to their degree.
The student will be registered as a non-graduating student and normally liable to pay tuition fees pro rata to the time spent at Birkbeck. A visiting student is registered with Birkbeck but not eligible to be awarded a degree or any other qualification. However an official record of the time spent at Birkbeck will be issued and provided to the student’s host institution if required.

The student will have access to supervision with a named host supervisor, library access, IT facilities and hot-desking space in the SSHP Doctoral Student Centre (B02, 28 Russell Square), and will receive an official record of their time spent at Birkbeck.
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<thead>
<tr>
<th>First Name</th>
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<th>Start Date</th>
<th>Topic/Title</th>
<th>First Supervisor</th>
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<td>Rowan</td>
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<td>How does gender impact political support in Palestine?</td>
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<td>Kamellard</td>
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<td>Andrieu</td>
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<td>Rethinking bio-political borders: understanding the self-securing dynamics of migrants through their resistance/resilience to containment policies</td>
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<td>Azzam</td>
<td>Al Kassir</td>
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<td>Continuity and Change in the Thought and Praxis of Salafi-Jihadist Movements:</td>
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<td>Cyra</td>
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<td>Gendered Subjectivities And The Distribution Of Violence In The Law And Politics Of The War On Terror</td>
<td>Sam Ashenden</td>
<td>TBC</td>
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Aims and objectives
The Department’s principal aims are:

• to enable mature students in full-time employment to undertake undergraduate and postgraduate study in Politics in fulfilment of the mission of the College;

• to enable students to develop and deepen their understanding of the conceptual and theoretical bases of the disciplines, their methods of inquiry, and their domains of knowledge;

• to offer students the opportunity to develop and deepen their skills of critical evaluation and analysis;

• to enable students to develop and extend their key skills as a foundation for personal development, employment or further academic study; and

• to contribute to the needs of local, national and international communities.

Against the backdrop of these objectives, all graduating students from the Department will:

• be able to demonstrate the ability to apply critically the main theories, models and concepts used in the study of politics to the analysis of political ideas, institutions, processes, practices, developments and events;

• have developed an understanding and substantive knowledge of political processes and/or social and political theory;

• have extended and developed their analytical, evaluative and critical capacities;

• have developed transferable skills, including the ability to take responsibility for their own learning, learning how to learn, making oral and written presentations, planning and producing written assignments, working independently, and using information technology; and

• have developed, where they complete a dissertation, the ability to undertake independent research.

Appendices
# Appendix A: Staff in the Department of Politics

## 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>
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<th>Name</th>
<th>Qualifications</th>
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<tr>
<td>Samantha Ashenden</td>
<td>BA (Kingston), MPhil (Cantab), PhD (Lond)</td>
<td>Senior Lecturer in Sociology</td>
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<td><a href="mailto:j.edwards@bbk.ac.uk">j.edwards@bbk.ac.uk</a></td>
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<tr>
<td>Ali Burak Güven</td>
<td>BSc, MSc (Middle East Technical University), PhD (Toronto)</td>
<td>Lecturer in International Relations &amp; International Political Economy</td>
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<tr>
<td>Dermot Hodson</td>
<td>BA (Trinity College Dublin), MA (College of Europe), PhD (LSE)</td>
<td>Reader in Political Economy</td>
<td><a href="mailto:d.hodson@bbk.ac.uk">d.hodson@bbk.ac.uk</a></td>
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<td>BA (Western Ontario), MSc/MRes (LSE), PhD (LSE)</td>
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<td>Professor of Public Policy</td>
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<td>Robert Singh</td>
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<td>Professor of Politics</td>
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<tr>
<td>David Styan</td>
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<td>Matthijs van den Bos</td>
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<td></td>
<td><a href="mailto:b.worthy@bbk.ac.uk">b.worthy@bbk.ac.uk</a></td>
</tr>
</tbody>
</table>
Appendix B: 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 http://www.bbk.ac.uk/mybirkbeck/finance/fees-information 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 http://www.bbk.ac.uk/registry/policies/documents/fees-policy-16.7.pdf.

Change of Address/Email
If during the year you change your address, contact telephone numbers or email address, please inform pgpolitics@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.

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

IT Access
We aim to provide you with the computing and IT support you need as a student at Birkbeck, including:

- your own computer account, with a username and password, so you can access all of our online services
- email accounts, unless you prefer to use your own
- computing facilities to use while you're at Birkbeck, including printing facilities (if you're studying in Stratford, you will get additional access to computers at UEL)
- wireless and mobile computing facilities at Birkbeck
- access to wireless at other institutions
- remote access to our online services when you're not at Birkbeck
- learning support and skills training

If you are having computing problems, please contact our Service desk staff, who will do their best to help you: http://www.bbk.ac.uk/its/contact/index.html#servicedesk

Appendix C: Birkbeck, University of London Code of Practice for Postgraduate Training and Research for Research Degrees

Introduction
The Mission Statement of Birkbeck, University of London (referred to as “the College” throughout the rest of this Code of Practice) states:

The **principal aims** of Birkbeck are to:

- Provide part-time higher education courses which meet the changing educational, cultural, personal and career needs of adults; in particular those who live or work in the London region.
- Enable adult students from diverse social and educational backgrounds to participate in our courses.
- Maintain and develop excellence in research and provide the highest quality research training in all our subject areas.
- Make available the results of research, and the expertise acquired, through teaching, publication, partnerships with other organisations and the promotion of civic and public debate.

The **key supporting objectives** are to:

- Offer our students an integrated range of flexible, research-led courses across all levels of provision.
- Achieve and maintain strong research cultures in support of interdisciplinary work in each school and faculty.
- Ensure the College provides an inclusive working and learning environment for its students and staff so that all may develop to their full potential.
- Develop the College’s capacity to respond rapidly to new and changing opportunities in higher and further education.
- Develop sustainable partnerships within the London region and beyond.

2. The College undertakes to provide the following for all research students, sometimes in conjunction with neighbouring or collaborating university and college institutions:

- appropriate environments in which to work, which are conducive to interaction with fellow researchers and academic staff;
- appropriate library and laboratory facilities;
- access to appropriate computing facilities and accompanying technical support.

3. The purpose of this Code of Practice is to establish clear and explicit mutual expectations between the College and its research students, and to minimise the risks and problems of personal difficulties, inadequate supervision, or unsatisfactory student performance.

4. This Code of Practice is informed by the QAA Code of Practice Section 1 (Postgraduate Research Programmes) as well as the expectations of the research councils in relation to induction, training, monitoring, supervision, examination and award of research degrees.

5. In addition to this Code of Practice, Departments and/or Schools may publish as necessary more specific statements of School / Departmental requirements and arrangements.

6. For the purposes of this Code of Practice the term “Department” includes all of the academic departments of the College and the School of Law.

7. This Code of Practice was considered and recommended for approval by the Research Student Sub-Committee on 3 November 2011. It was approved by Academic Board on behalf of the College on 27 February 2012.

**Institutional Arrangements**

8. All research students of the College are registered and enrolled within the Department that is the primary focus of their research.

9. The College awards research degrees of the University of London. The College’s research degree regulations define the conditions that each student must satisfy in order to qualify for the award of this research degree.
10. The College has established a Research Student Sub-Committee, reporting via the Research Committee to Academic Board, to oversee the development and implementation of research student policy and regulation. The Research Student Sub-Committee will monitor the success of postgraduate research programmes by, *inter alia*, monitoring submission rate data from departments and results of appropriate surveys such as the Postgraduate Research Experience Survey.

**Research Environment**

11. Departments should outline to their research students the resources available to them and the opportunities to take part in seminar and other programmes, both to present their own research and participate in the research of academic colleagues and other students.

12. Postgraduate research students are expected to participate in and benefit from the postgraduate life of the College. It is the responsibility of the student’s Department to create and sustain the sense of intellectual and academic community among its research students. Departments should encourage students to participate in College, School and Departmental workshops, research seminars and reading groups, especially those which provide an opportunity for students to present and discuss their own work. Departments should also encourage students to participate in academic conferences, in order to extend their understanding of the subject and its context, to present their work to specialists in their area of research, to make contact with researchers from other institutions and countries, and to provide opportunities for relevant collaboration.

13. The College has established the Birkbeck Graduate Research School, which provides training and other resources open to all research students of the College.

14. The key aim of the Birkbeck Graduate Research School (BGRS) is to enhance the student experience of the College’s research students. The BGRS is led by its academic director, and managed from Registry Services; it reports regularly to the College’s Research Student Sub-Committee.

15. The BGRS facilitates and advises departments in the provision of generic research training appropriate to their disciplinary research area and in other matters relating to postgraduate training and research. It delivers training for staff and students in a range of generic skills as well as facilitating the delivery of generic skills training within departments and schools.

16. Departments should maintain and make available as required information on welfare and support systems for research students, as well as information regarding sources of professional and medical help and advice. Students should be made aware of specialised support available to them beyond the Department, such as advice from the College Disabilities Officer, Students Union, or Student Financial Support Office.

17. Departments should ensure that students and their supervisors, are made aware of the procedures which allow suspension of registration in the case of illness or special personal problems.

**Selection, Admission and Induction**

18. The College’s policy on admission of research students will be defined by its Research Student Admission Policy.

19. Departments must ensure that all newly registered research students receive, following their admission, advice, information and guidance on the key aspects of the research degree programme, the student’s workplace environment, the Department’s research environment and culture, the wider School and College environment, and access to library, computing and laboratory facilities. A copy of this Code of Practice should be distributed to research students, and the key responsibilities expected of research students discussed with them. Students should also be informed of the induction events offered by the Birkbeck Graduate Research School.

**Supervision**

20. All academic staff undertaking the supervision of postgraduate research students should have received training in respect of postgraduate supervision as part of their staff development. The training of supervisors and updating of supervisory skills, for example in the light of new research sources, methods and technologies, should be a normal part of continuing staff development, and should apply not just to new or inexperienced supervisors. Departments should ensure that the appointed supervisors have appropriate research expertise
for the student’s research project and can provide appropriate guidance on research techniques and methodologies. Supervisors who have not themselves successfully completed a PhD thesis will be expected to have equivalent research and publications experience.

21. In addition to at least one Principal Supervisor, a Second Supervisor should normally be appointed for every research student:

**Principal Supervisor.** The duties of principal supervisors are set out in subsequent paragraphs of this document. There may be occasions in which it is advantageous to have two or more joint principal supervisors, particularly in inter- or multi-disciplinary research projects. In cases of more than one principal supervisor, care must be taken to ensure that irresolvable conflicts between the principal supervisors are not likely to occur, by clarifying at the outset the role of each supervisor and reviewing this regularly. There will be occasions where it is appropriate to appoint as a principal, joint principal or second supervisor a person who is an externally-funded member of staff and/or a person who is a member of another academic institution or a collaborating body. In these cases the College’s Policy on the Appointment of External Supervisors applies.

**Second Supervisor:** A second supervisor must be familiar with the student's work throughout the programme of study, and available to the student for consultation about the student’s research. A second supervisor should be able to take on the role of principal supervisor during any periods of leave of absence of the principal supervisor e.g. sabbaticals, unless the Department is able to make alternative arrangements in such cases. It may also be appropriate for the second supervisor to have a role in the pastoral care of a research student.

22. Individual members of staff with a normal teaching load should not normally act as Principal Supervisor for more than 8 students; any proposal to exceed this limit should be considered by the Research Student Sub-Committee or its Chair acting on behalf of the Sub-Committee.

23. The supervisory team should provide the student with advice on the nature of research and the standards expected; about the planning and due scope of the student’s research programme; about the primary sources and secondary literature required to support the project; about the availability of and requirements for attendance at relevant seminars and taught classes; about research techniques (including arrangements for instruction where necessary); and questions of originality, plagiarism and publication of research results.

24. The Principal Supervisor should normally meet with the student for formal consultation three times a term in the case of full-time students, and twice a term in the case of part-time students. The Second Supervisor should be available to meet with the student at least once per term. The number of formal consultations may be varied by mutual agreement as circumstances may require, and may include “virtual” supervision1, with the agreement of both parties. Supervisors may also maintain contact through regular seminar meetings. Supervisors are responsible for structuring at least the minimum number of supervisory meetings, and for maintaining written records which record the student’s progress and forward plans and the need for future supervisory meetings.

1 For instance by use of internet-based software that will enable telephone or video conferencing

25. Supervisors should be accessible to students at other appropriate times when advice may be needed.

26. A clear understanding between the supervisor and student should be established at an early stage about the supervisor’s responsibilities in relation to the student’s written submissions. The understanding must accord with University or College regulations, of which the student should be made aware, and must cover the nature and frequency of guidance or comment that the supervisor will offer.

27. Supervisors should give detailed advice on the importance of planning and the necessary completion dates of successive stages of the work so that the thesis may be submitted within the required time.

28. Supervisors should advise on matters relating to the presentation of work in the form of conference and journal papers, including the avoidance of plagiarism and the process of due acknowledgement.

29. Supervisors should, when appropriate, facilitate contacts with specialists in other institutions and, where possible, access to necessary materials and facilities in other institutions and research sources.
30. Written work should be requested as appropriate, and returned with constructive criticism in reasonable time.

31. Arrangements should be made as appropriate for the student to talk about his or her work to staff or research seminars, and to have practice in oral examinations.

32. Guidance should be given to award-holders regarding the submission of periodic reports on their progress, and other regulations and procedures stipulated by their funding bodies.

33. Supervisors should ensure that students are made aware of any inadequacy of progress or of standard of work which is below that generally expected.

34. Where appropriate, supervisors should be prepared to refer students for professional guidance in respect of personal or other problems not necessarily directly related to the research.

35. Supervisors must inform students at the appropriate stage about procedures for the submission of the thesis, about arrangements for the oral examination, and what will be expected of them in defending their thesis, and about the range of possible outcomes of the examination. It may be appropriate to prepare students for the oral examination with a mock examination in the Department.

36. Particular care should be taken with overseas students who may need greater support in the early stages of their research. The assistance needed may include help with language problems and advice about language training. The supervisor should be aware that the period of time available for the completion of the thesis will normally be determined by the funding available and in many instances will be less than the maximum four-year period prescribed above.

37. Supervisors should ensure that students are aware of their responsibilities, as set out in paragraphs 61-68.

38. Occasionally cases can arise in which difficulties in the relationship between the supervisor and student begin to jeopardise the successful completion of the thesis. Departments should ensure that procedures for requesting consideration of a change of supervisor in such cases exist, and are clearly communicated to research students during their induction period. Such procedures should state that any request for a change in supervisor must be made in writing to the appropriate officer of the College. It is important that Departments make clear that, if a student feels that an effective working relationship is not being established with the supervisor, these procedures provide a means of discussing the possibility of changing supervisors. It is necessary that these procedures should operate expeditiously to avoid loss of time in regard to the research or its funding. However, it should be noted that it is the Department that is responsible for the allocation of supervisors, and that a Department may refuse a request to change the supervisory arrangements where it considers it appropriate to do so. Any allegations of misconduct by supervisors should be dealt with via the Student Dispute Resolution Policy.

39. Departments should provide and communicate to research students procedures by which students can make representations to the Director of Graduate Studies within that Department, or other designated person, if they feel that their work is not proceeding satisfactorily for reasons outside their control.

**Progression and Review Arrangements**

40. It is the responsibility of Departments to monitor the progress of their research students, to ensure that they are progressing satisfactorily towards completion, normally within 4 years (full-time) or 7 years (part-time).

41. The student and their principal supervisor(s) will report annually to the Department on the student’s progress and any problems encountered during the year; the Principal Supervisor will also comment as appropriate on the student’s annual report (see paragraph 64). The Department will decide annually whether re-admission should be offered to a student, in accordance with the College’s Policy on the Termination of a Student’s Registration, and will agree the targets proposed by the supervisor and student to be met in the
following academic year; the Department will communicate these targets to the student. Departments must report progression decisions for each research student to the Research Student Unit of Registry Services.

42. In the case of publicly-funded students, supervisors are responsible for submitting formal reports on progress as required by the funding bodies.

43. The regular consultation between supervisor and student should be used to establish and maintain an agreed view of the direction and progress of the research and to identify in a timely fashion any remedial action necessary to redirect the student’s work or to revise the agreed schedule for completion within the specified period.

44. If at any time the supervisor forms the view, on the available evidence, that the student’s rate of progress is such that the student is unlikely to achieve within the specified period the degree for which he or she is registered, the supervisor should notify the student in writing without delay and discuss with the student ways of achieving the objectives of the student’s research plan. If progress remains unsatisfactory the Department should proceed in accordance with the College’s Policy on the Termination of a Student’s Registration.

45. Departments should give students the opportunity to comment on all supervisory and other arrangements which bear on their work at regular intervals. Research students should be consulted where appropriate on matters of policy relating to their supervision. Students should be made aware that they can also raise issues for discussion at meetings of the Department Student/Staff Exchange Committee or for forwarding to the Research Student Sub-Committee via the student representative on that committee.

Transfer from MPhil to PhD

46. For students who are registered initially for the MPhil or MPhil/PhD, the procedures and timescales for upgrading to PhD registration should be clearly set out in Departmental documentation and communicated in writing to research students.

47. Departments must have a formal procedure for considering the transfer of students’ registration from MPhil to PhD. All staff concerned with the supervision of research students should be familiar with the procedure and should comply with it in all respects.

48. The Department’s procedure for transfer must indicate the criteria for consideration for transfer together with deadlines and any documentary requirements. It should specify the point in a student’s course when such consideration would normally be appropriate if satisfactory progress is being made. If award-holders have received funding from UK public sources, their transfer from MPhil to PhD registration should occur in accordance with the funding body’s guidelines and requirements.

49. Applications to transfer should be agreed by the student’s Principal Supervisor and considered by panels, the majority of whom will not be the student’s supervisors. Transfer procedures should specify the constitution of panels that will consider applications to transfer, and the appeal process.

50. If the application is unsuccessful, the student should be informed within 10 working days in writing and given the reasons for its rejection. In appropriate cases, the student should be given detailed guidance on the measures to be taken before any further application for transfer would be considered.

51. A student whose application for transfer is unsuccessful and who disputes the decision on grounds other than the academic judgement of the panel making the decision should have the right of appeal within one month of notification of the decision. Appeals should be made in writing to the Director of Graduate Studies within the Department and should be considered by the Director of Graduate Studies (or appropriate replacement, to be appointed by the Assistant Dean with responsibility for the Department concerned, where the Director of Graduate Studies was a member of the original panel) The Director of Graduate Studies or appropriate replacement may choose to reject the appeal, or to convene a new panel to hear the application; the decision of the Director of Graduate Studies will be final. The outcome of the appeal should be conveyed to the student in writing.

52. There will be no further right of appeal. If, however, the student has good reason to believe that the case has not been fully and fairly considered in accordance with the School’s declared procedures, the student has
the right to make a written complaint to the Academic Registrar. On receipt of the complaint the Academic Registrar may consult with other members of the College as considered appropriate. This review will be confined to considering whether the Department, in reaching its decision, did so fully in accordance with its procedures. The conclusions will be conveyed to the student in writing. If the Academic Registrar finds that Departmental procedures have not been observed the Assistant Dean with responsibility for the relevant Department will be asked to arrange for further consideration of the student’s application in accordance with those procedures.

**Development of Research and Other Skills**
53. Departments should ensure that training in research methods appropriate to the discipline is made available during the first year of study and is adequately publicised to students. Training may be continued in subsequent years as the Department considers necessary. In the case of some Departments, it may be appropriate to arrange training in collaboration with other Departments or external bodies.

54. Departments should ensure that training is available to their students in generic research skills, as recommended in Research Councils UK’s Statement of Expectations Regarding Researcher Development. Such training may be provided in collaboration with other Departments or the Birkbeck Graduate Research School.

55. The College provides training for any teaching duties undertaken by the student; it is mandatory for all research students engaged in teaching to receive such training when taking up teaching opportunities. Departments should monitor the amount of teaching/demonstrating offered to and undertaken by research students, in order to ensure that these do not adversely affect the timescale for submission of the thesis.

56. Throughout their studies, students should be encouraged to develop their knowledge of their research field and their presentational skills by such activities as participating in seminars, making oral presentations of their research in the Department, School or College, or attending relevant conferences or colloquia.

**Feedback Mechanisms**
57. Departments should provide mechanisms that enable students to comment on all aspects of their studies and to receive responses from the Department, School and/or College, on at least an annual basis. This may be by survey, establishment of student / staff liaison committee, representation on existing committee or other consultative method and may be conducted at School level where appropriate. These mechanisms will be published in Departmental documentation.

58. The College will participate in the annual Postgraduate Research Experience Survey, with results analysed and fed to the College’s Research Student Sub-Committee and appropriate School body for information. The College’s Research Student Sub-Committee will invite a representative from the Students Union to its membership.

**Assessment**
59. Examiners will be appointed by the College’s research degree examiner panels; examiners will normally be nominated by supervisors. The detailed procedures on the appointment of these examiners is defined within the College’s “Procedures for the Appointment of Research degree Examiners”, (available at http://www.bbk.ac.uk/reg/assessment/phd_external/appointment_examiners or from the Registry). Examinations are conducted in accordance with the College and University research degree regulations

**Student Representations and Complaints**

**Appeals**
60. Any appeal against the decision of the examiners for a research degree will be considered in accordance with the College’s “Policy and Procedure for Appeals Against Decisions of Research Degree Examiners”.

**Students’ Responsibilities**
61. The student should select his or her research topic, in consultation and agreement with the supervisor. In some cases, the choice may be determined by research projects in progress in the Department or by an external funding body.

62. A detailed research plan must be formulated in consultation between the student and the supervisor as soon as possible and no later than the end of the first term of study for full-time students or first two terms of
study for part-time students, in the context of what is appropriate for the discipline. The student and supervisor will complete an agreed outline of the research plan, to include the scope and timescale of the programme of study, which will be submitted for approval via the appropriate process as stipulated by the Department.

63. Publicly-funded students must accept a commitment to make and maintain a research plan which ensures the completion of their thesis within the timescales specified by funding bodies. Funded students must familiarise themselves with the guidelines of their awarding body.

64. Students should monitor their progress against their research plan, and keep their progress under regular review by maintaining a written "research log" or other appropriate form of periodic written self-evaluation which is made available to the supervisor. A formal progress report must be submitted annually to the Department for consideration in accordance with Departmental procedures. These reports will normally be made on a template provided by the Department and should include a self-assessment of academic progress, participation in the activities described in paragraphs 12 and 54 above, supervision, provision of resources, administrative and any other relevant matters.

65. Students should take the initiative in notifying their supervisors of any additional training needs they have identified or any difficulties that have arisen with the progress of their work, however elementary these problems may seem.

66. Students should discuss with their supervisors the type of guidance and comment they find to be most helpful, and agree a schedule of meetings for reporting to their supervisor on the progress of their work.

67. Students should take full account of the scholarly guidance offered by their supervisors and attend the required and recommended training programmes and research seminars. Students should accept a commitment to developing their presentational skills by making oral presentations of their research in their Department, School or College, and attending relevant conferences and workshops.

68. The student should decide when to submit the thesis, in consultation with the supervisor. The supervisor’s guidance will be of crucial importance in assisting the student to make this decision. If Departmental procedures require, the student must also consult with the relevant Departmental forum before reaching a decision.

Academic Board
February 2012
Appendix D: Requirements of a Thesis (Excerpt from Birkbeck, University of London Regulations for the Degrees of MPhil and PhD).

Birkbeck, University of London Regulations for the Degrees of MPhil and PhD

6. The scope of the thesis should be what might reasonably be expected after three or at most four years of full-time study.

7. The thesis must:

(a) consist of the candidate’s own account of his/her investigations, the greater proportion of which must have been undertaken during the period of registration under supervision for the degree and must indicate how they appear to him/her to advance the study of the subject;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the candidate and supervisor.]

(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;

(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. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

(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 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 judgement in complex situations and autonomous work in that field;

(e) be written in English and the literary presentation must be, in the judgement of the examiners, satisfactory, although the College may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study.; in such cases the thesis must include additionally a submission of between 10,000 and 20,000 words which must be written in English and must summarise the main arguments of the thesis;

(f) not exceed 100,000 words or the lesser number of words prescribed by the College for the subject area concerned as set out in Appendix 1;

[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]

(g) 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).

Thesis for the MPhil degree

8. The scope of the thesis must be what might reasonably be expected after two or at most three years of full-time study.

9. The thesis must:

(a) consist of the candidate’s own account of his/her investigations, the greater proportion of which must have been undertaken during the period of registration under supervision for the degree;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the candidate and supervisor]
(b) be either a record of original work or of an ordered and critical exposition of existing knowledge and must provide evidence that the field has been surveyed thoroughly;

(c) be an integrated whole and present a coherent argument;
[...]

(d) give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings;

(e) be written in English and the literary presentation must, in the judgement of the examiners, be satisfactory, although the College may permit on an exceptional basis a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which must be written in English and must summarise the main arguments of the thesis;

(f) include a full bibliography and references;

(g) must not exceed 60,000 words or the lesser number of words prescribed by the College for the subject area concerned as set out in Appendix 1. [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.]

Requirements applicable to Theses submitted for the Degrees of MPhil and PhD

10. The greater proportion of the work submitted in a thesis must have been done after the initial registration for a research degree, except that in the case of a student accepted under the provisions of the Research Student Admissions Policy for exemption from part of a programme there will be allowance for the fact that the student commenced his/her registration at another institution.

11. A candidate will not be permitted to submit as his/her thesis one which has been submitted for a degree or comparable award of this or any other University or institution, but a candidate will not be precluded from incorporating in a thesis covering a wider field work which he/she has already submitted for a degree or comparable award of this or any other University or institution provided that he/she indicate on his/her entry form and also on his/her thesis any work which has been so incorporated.

12. A candidate may submit the results of work done in conjunction with his/her supervisor and/or with fellow research workers provided that the candidate states clearly his/her own personal share in the investigation and that the statement is certified by the supervisor. (see also Regulation 21)

13. A candidate must have the title of his/her thesis approved by his/her supervisor.

14. The decision to submit a thesis in any particular form rests with the candidate alone and the outcome of the examination is determined by two or more examiners acting jointly.

15. A candidate must include in each copy of his/her thesis a signed declaration that the work presented in the thesis is his/her own (see also paragraph 18) and that the thesis presented is the one upon which the candidate expects to be examined.

16. A thesis must be presented for examination in a final form in typescript or print and be bound in accordance with the instructions issued by the University (see http://www.london.ac.uk/binding)

17. A request for the thesis to be submitted in A3 format and/or printed on both sides of the pages may be approved by the College where there is a demonstrable need
18. The form of the retainable documentation submitted by a candidate who is undertaking practice / performance research in accordance with Regulations 8 - 10 or 13 - 15 above will be approved by the College on an individual basis.

19. After the examination has been completed and before the degree is awarded, successful candidates are required to submit to the College, for lodging in the College and University libraries, two copies of the final version of their theses, one hard-bound and one electronic version.

20. Every candidate is required to present a short abstract of his/her thesis of not more than 300 words and bound with each copy of the thesis submitted to the College. One additional loose copy of the abstract must also be provided (see Regulation 23 below).
Appendix E: Birkbeck Plagiarism Guidelines

Written by Birkbeck Registry and adapted for TSMB by Nicholas Keep

What is plagiarism?
Plagiarism is the most common form of examination offence encountered in universities, partly because of the emphasis now placed on work prepared by candidates unsupervised in their own time, but also because many students fall into it unintentionally, through ignorance of what constitutes plagiarism. Even if unintentional, it will still be considered an examination offence.

This document, developed as guidelines to departments by Birkbeck Registry, is intended to explain clearly what plagiarism is, and how you can avoid it. Acknowledgement is made to guidance issued by the USA Modern Language Association (MLA, 1998).

Plagiarism is the publication of borrowed thoughts as original, or in other words, passing off someone else's work as your own. In any form, plagiarism is unacceptable in the Department, as it interferes with the proper assessment of students' academic ability. Plagiarism has been defined as “the false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own” (Lindey, 1952, p2). Therefore, using another person’s ideas or expressions or data in your writing without acknowledging the source is to plagiarise.

Borrowing others’ words, ideas or data without acknowledgement. It is acceptable, in your work, to use the words and thoughts of another person or data that another person has gathered but the borrowed material must not appear to be your creation. This includes essays, practical and research reports written by other students including those from previous years, whether you have their permission or not. It also applies to both ‘hard-copy’ material and electronic material, such as Internet documents. Examples include copying someone else’s form of words, or paraphrasing another’s argument, presenting someone else’s data or line of thinking. This form of plagiarism may often be unintentional, caused by making notes from sources such as books or journals without also noting the source, and then repeating those notes in an essay without acknowledging that they are the data, words or ideas belonging to someone else. Guard against this by keeping careful notes that distinguish between your own ideas and researched material and those you obtained from others. Then acknowledge the source.

Example 1

Original source:

To work as part of a team, to be able and prepared to continue to learn throughout one’s career, and, most important, to take on board both care for the individual and the community, are essential aspects of a doctor’s role today.


Plagiarism:

The essential aspects of a doctor’s role today are to work as part of a team, be able and prepared to continue to learn throughout one’s career, and, most importantly, to take on board both care for the individual and the community.

Acceptable:

One social writer believes that the essential aspects of a doctor’s role today are to work as part of a team, be able and prepared to continue to learn throughout one’s career, and, most importantly, to take on board both care for the individual and the community (Greengross, 1997).

Example 2
Original source:
The binary shape of British higher education, until 1992, suggested a simple and misleading, dichotomy of institutions. [...] Within their respective classes, universities and polytechnics were imagined to be essentially homogeneous. Their actual diversity was disguised. [...] The abandonment of the binary system, whether or not it encourages future convergence, highlights the pluralism which already exists in British Higher Education.


Plagiarism:

Prior to the removal of the binary divide between polytechnics and universities in 1992, there was a misleading appearance of homogeneity in each sector. Now there is only one sector, the diversity of institutions is more apparent, even if convergence may be where we’re heading.

Acceptable:

Peter Scott has argued that prior to the removal of the binary divide between polytechnics and universities in 1992, there was a misleading appearance of homogeneity in each sector. Now there is only one sector, the diversity of institutions is more apparent, even if convergence may be where we’re heading. (Scott, 1994)

In each revision, the inclusion of the author’s name acknowledges whose ideas these originally were (not the student’s) and the reference refers the reader to the full location of the work when combined with a footnote or bibliography. Note that in the second example, the argument was paraphrased – but even so, this is plagiarism of the idea without acknowledgement of whose idea this really is. In writing any work, therefore (whether for assessment or not) you should document everything that you borrow – not only direct quotations and paraphrases but also information and ideas. There are, of course, some common-sense exceptions to this, such as familiar proverbs, well-known quotations or common knowledge. But you must indicate the source of any appropriated material that readers might otherwise mistake for your own. If in doubt, cite your source or sources.

Copying material verbatim

Another example of plagiarism is the verbatim copying of chunks of material from another source without acknowledgement even where they are accepted facts, because you are still borrowing the phrasing and the order and the idea that this is a correct and complete list. Also, you might be infringing copyright (see below). For example if you wrote based on example 2 above ‘The binary shape of British higher education, until 1992, suggested a simple and misleading, dichotomy of institutions. (Scott, 1995)’ then this still could be regarded as plagiarism as you used his exact words. It is important to rephrase the ideas in your own words, to show that you understand them while still acknowledging the source.

Re-submission of work

Another form of plagiarism is submitting work you previously submitted before for another assignment. While this is obviously not the same as representing someone else’s ideas as your own, it is a form of self-plagiarism and is another form of cheating. If you want to re-work a paper for an assignment, ask your lecturer whether this is acceptable, and acknowledge your re-working in a preface.

Collaboration and collusion

In collaborative work (if this is permitted by the lecturer) joint participation in research and writing does not constitute plagiarism in itself, provided that credit is given for all contributions. One way would be to state in a preface who did what; another, if roles and contributions were merged and truly shared, would be to acknowledge all concerned equally. However, where collaborative projects are allowed, it is usually a requirement that each individual’s contribution and work is distinguishable, so check with your lecturer. Usually, collusion with another candidate on assessed work (such as sharing chunks of writing or copying bits from each other) is not allowed.

Copyright infringement

Finally, you must guard against copyright infringement. Even if you acknowledge the source, reproducing a significant portion of any document (including material on the Internet) without permission is a breach of
copyright, and a legal offence. You may summarise, paraphrase and make brief quotations (as I have done from my sources), but more than this risks infringing copyright.

References


Appendix F: Disclaimer and Useful Links
Every effort has been made to ensure that the information provided in this handbook is accurate at the time of publication. However, the Department of Politics reserves the right to change any information included in the handbook without prior notice. For current rules and information, please check the links listed below.

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

College Rules and Regulations

Regulations, procedures & codes of practice: http://www.bbk.ac.uk/registry/policies/regulations

Common Award Scheme: http://www.bbk.ac.uk/registry/policies/documents/cas-16.7.pdf

Mitigating Circumstances Policy, Procedure and Guidance:  

College Policy on Plagiarism and other Assessment Offences:  


Examinations and Assessment:  
http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment

Resources

Birkbeck Library: http://www.bbk.ac.uk/lib/

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

Computing & IT Support: http://www.bbk.ac.uk/mybirkbeck/services/facilities/computing

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

Mental Health Service: http://www.bbk.ac.uk/mybirkbeck/services/facilities/well-being-service/mental-health-service

Counselling Service: http://www.bbk.ac.uk/mybirkbeck/services/facilities/well-being-service/counselling-service

English Language Support for Non-Native Speakers:  
http://www.bbk.ac.uk/mybirkbeck/services/facilities/support