

# School of Arts

## Research Student Guide for Applicants 2012-2013

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*This document is for reference only. Every effort was made to ensure that information was correct at time of print, but discrepancies may still occur due to the nature of this document. Any changes will be communicated to you via your registered email address as soon as the School of Arts is made aware of any issues. Document created by: Mandy-Shea Eason and Penny Luker-Brown.*

# Introduction

## College

When Birkbeck College was established in 1823, its principal mission was to provide education and training to working adults who earlier in life had lacked educational opportunity. A College of the University of London since 1920, Birkbeck is committed to the concept of lifelong education, and especially within the world of work. Birkbeck and the other member colleges of the University of London have many research interests in common and share the same standards and degrees structures, but in one important respect Birkbeck is unique. Our mission is 'to provide courses of study to meet the changing educational, cultural and training needs of adults who are engaged in earning their livelihood, and others who are able to benefit' (Birkbeck College Charter).

Birkbeck College has built up special expertise in providing a stimulating, positive learning in the heart of a vibrant, world-class research environment. We award undergraduate degrees in a full range of disciplines and have an unusually high proportion of students following taught Masters and MPhil/PhD courses.

You will probably find postgraduate research very different from the kind of study that you have been used to up to now. Inevitably, a large amount of your time will be spent working on your own. You will need to get used to taking responsibility for your research, initiating and following up ideas yourself, evaluating your progress, projecting and sticking to targets and schedules of writing. This intellectual autonomy is one of the most exciting and rewarding features of postgraduate research in the arts.

At Birkbeck, we believe that it is really important to develop and sustain your sense of belonging to an intellectual community here at Birkbeck and in the School of Arts in particular. This sense of belonging is important because it makes your life as a postgraduate more stimulating and enjoyable and also because it will help to deepen and diversify your own work. Indeed, we regard it as part of your intellectual responsibility as a postgraduate student to discuss your own research and that of others, and to contribute generally to the intellectual life of the School and the College.

The School of Arts provides an exciting research community, with over 200 students undertaking postgraduate research. We welcome applications for a traditional MPhil or PhD thesis (an MPhil does not normally exceed 60,000 words, a PhD does not normally exceed 100,000 words, and both are assessed by a *viva voce* examination). We also welcome applications for MPhil or PhD degrees by practice-based research, which have slightly different requirements. We welcome interdisciplinary and multidisciplinary applications too.

The School of Arts is ideally located near a range of world-class research institutions – such as the British Library, the British Museum, Senate House Library, the Wellcome Library – and has world-class resources to support your research.

# Applying to the MPhil/PhD Programme

## Making your Application

In order to be considered for a place on our MPhil/PhD Programme you must complete an online application form. The link to this form may be found at [www.bbk.ac.uk/research](http://www.bbk.ac.uk/research). You cannot be offered a place without a formal application.

We ask students to apply in good time before the start of the academic session in October. Although University of London Regulations allow students to begin their period of study at the start of any term in the year (i.e. October, January or April), we strongly encourage students to begin in October.

## What else is needed to apply?

Progression of your application is dependent upon the following being received with your application:

- **2000 word research proposal**
  - Birkbeck College has a minimum requirement of 500-1000 words, but competition within the School of Arts is high and we require a proposal of approximately 2000 words. Information for approaching this task can be found at:  
<http://www.bbk.ac.uk/mybirkbeck/services/administration/enrolment/guidelines-in-writing-a-research-proposal>
- **2 academic references**
- **Indication of possible supervisors within the School of Arts**
  - Research interests of permanent academic staff can be found on prospective research student pages and on their respective Departmental websites. <http://www.bbk.ac.uk/arts/>
  - If you have already made contact with a member of staff, or have an idea of the staff member(s) with whom you would like to work, please feel free to mention this in your application. However, it is important to understand that individual members of staff may be unavailable to undertake the supervision and we reserve the right of proposing alternate supervisors, if you are accepted.

The following **may** be required:

- Degree transcripts from previous study (requirement for overseas applicants)
- Copy of passport and any qualifying residency visas (requirement for overseas applicants)
- English language certification (TOFEL/IELTS) for overseas applicants.

## **Progress of Application**

Please see below for a general overview of the application procedure.

### **Application Received Online**

- Registry confirm qualifications are sufficient to study at a postgraduate level.
- Registry confirm international student status and the International Student Administration Section of the Registry will advise the School and applicant about required documentation.

### **Application Passed to Postgraduate Administrator**

- Postgraduate Administrator to confirm that the student has provided the research proposal, references and other required documentation.
- Postgraduate Administrator will notify the relevant Graduate Tutor when all documentation has been provided.

### **Application sent to Department for Review**

Provided your qualifications are suitable, the Graduate Tutor examines your proposal and application. They will then seek to identify appropriate supervisor(s) for it, who will also help with its assessment. Your request of supervision by a specific staff member will be noted and discussed. At this point a decision of acceptance or interview will be made. Although, we try to reach a decision on applications as quickly as possible, it often takes a few weeks as staff may be away on leave and need to be contacted or we may be under pressure of applications.

### **Application Decision**

- You will be notified of a decision as soon as it is practicable by the relevant administrator for your programme via email.
- All offers are provisional until confirmed by registry.
- Conditional offers must be resolved as soon as possible to prevent delays in enrolment.

### **Please note the following regarding applications**

We try to accept as many good applications as we can. However, we currently have over 200 MPhil/PhD candidates in the School and this means that some areas of our supervisory expertise are under intense pressure. We place great and equal emphasis on the quality of our supervision and the postgraduate student experience at Birkbeck. To maintain this quality, for practical reasons of numbers, we currently have to turn down a number of highly regarded applications.

Applications in July and August will experience a slower processing than those submitted earlier in the year due to availability of staff on research leave. Students applying at this time should not expect a decision on their application until mid-September and should make accommodation for that time scale. You are strongly encouraged to apply as soon as possible to avoid delays in processing. You may be contacted by both administrative and academic representatives to discuss your application or interview, so please provide up-to-date contact details in your application.

In order to be considered for AHRC and School of Arts Studentships you *must* apply for a place on the course before the College funding application deadline (further details about the AHRC/ARS funding application process will be advertised on the College and School of Arts websites).

## Key Staff

### Administrative Staff

<b>Departmental Office</b>	
<b>Mailing Address</b>	School of Arts Birkbeck, University of London 43 Gordon Square London WC1H 0PD
<b>Office Hours</b>	Monday to Friday: 1-6pm
<b>Administrative Staff</b>	
The Postgraduate Administrator is able to provide admissions information and advise you about the progress of your application.	
<b>Penny Luker-Brown</b> <i>Postgraduate Administrator</i>  0203 073 8374 <a href="mailto:p.luker-brown@bbk.ac.uk">p.luker-brown@bbk.ac.uk</a> G22, 43 Gordon Square	

### Academic Staff

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<b>Assistant Dean (Research: Postgraduate Students), School of Arts</b> Dr Anthony Bale <a href="mailto:a.bale@bbk.ac.uk">a.bale@bbk.ac.uk</a>	
<b>Graduate Tutors</b>	
<b>Department of English and Humanities</b>  Dr Anthony Bale <a href="mailto:a.bale@bbk.ac.uk">a.bale@bbk.ac.uk</a>  Deputies: Dr Joanne Winning from Oct to Dec 2011 <a href="mailto:j.winning@bbk.ac.uk">j.winning@bbk.ac.uk</a> Dr Laura Salisbury from January 2012 <a href="mailto:l.salisbury@bbk.ac.uk">l.salisbury@bbk.ac.uk</a>	<b>Department of European Cultures and Languages</b>  Dr Eckard Michels <a href="mailto:e.michels@bbk.ac.uk">e.michels@bbk.ac.uk</a>
<b>Department of History of Art and Screen Media</b>  History of Art: Dr Tag Gronberg <a href="mailto:t.gronberg@bbk.ac.uk">t.gronberg@bbk.ac.uk</a>  Screen Media: Professor Laura Mulvey (SM) from Oct to Dec 2011 <a href="mailto:l.mulvey@bbk.ac.uk">l.mulvey@bbk.ac.uk</a> Dr Dorota Ostrowska (SM) from Jan to Sept 2012 <a href="mailto:d.ostrowska@bbk.ac.uk">d.ostrowska@bbk.ac.uk</a>	<b>Department of Iberian and Latin American Studies</b>  Dr John Kraniauskas <a href="mailto:j.kraniauskas@bbk.ac.uk">j.kraniauskas@bbk.ac.uk</a>
<b>Department of Media and Cultural Studies</b>  Dr Tim Markham <a href="mailto:t.markham@bbk.ac.uk">t.markham@bbk.ac.uk</a>	<b>Interdisciplinary Arts and Humanities</b> (supervision required from two from different Departments within the School of Arts)  Dr Luisa Calè <a href="mailto:l.cale@bbk.ac.uk">l.cale@bbk.ac.uk</a>  Dr Patrizia Di Bello <a href="mailto:p.dibello@bbk.ac.uk">p.dibello@bbk.ac.uk</a>

Please check office hours with individual staff members. We ask you visit offices only when you have made an appointment. Please ring or email in advance. Staff members are available for meetings at other times by appointment. Staff is subject to change and their listing in this booklet is not a guarantee that they will be with the Department in the 2012/13 academic year. Please see our website for queries regarding academic staff's research interests and Departmental responsibilities.

# Taking up your Offer

## **Enrolment: important information**

After receiving an offer of a place on the degree course, you need to enrol as soon as possible. After accepting an offer, you will receive enrolment information from the Registry Department and an email from ITS with your new user name and password. Late applicants (those interviewed in September) may experience some delay in receiving their enrolment letters at what is the busiest time of the year for Registry. Please be patient, but also persistent, and if you have difficulties contact your administrator.

## **Fees/ Finance**

College fees may be paid by many methods. Additional expenses will be incurred and it is important to budget for the purchase of books. Please contact the Fees Department if you have queries or concerns.

## **Contact Details**

Birkbeck students are required to maintain your personal details via your My Studies at Birkbeck Portal (student intranet). Failure to inform maintain this information via your student portal will mean that you may miss important information concerning the course and other events that will be of interest. You may nominate an email via your My Studies at Birkbeck Student Portal. If you encounter any difficulty with this process please visit the MyBirkbeck Helpdesk in the main Malet Street building. Email is the School of Arts' normal means of communication.

## **The Administrative Office**

The Administrative Office for all School of Arts programmes is in room G22, 43 Gordon Square, and is open from 1.00 to 6.00pm, from Monday to Friday. Your relevant administrator is ready to answer your enquiries, take calls relating to absence, messages for academic staff, and help with any information they can. Outside of the office hours of 1.00-6.00pm please contact them by phone or email to discuss your query or to book an appointment.

# Starting a Research Degree

## Part-time and Full-time Research

It is possible to study either full-time or part-time on a research degree at Birkbeck. Part-time students have additional complications of creating time for research in competition with demands made by other professional or domestic activities. Fortunately, Birkbeck is a college specifically designed to cater for part-time students. The Department is acutely aware of the difficulties of doing research part-time and will do all it can to help. Ultimately however, the responsibility for finding the time and doing the research rests with each individual student.

It is possible to change registration between full-time and part-time status, if personal circumstances change. Students are advised to discuss which form of registration will be most appropriate before beginning enrolment.

## Getting Started

At the beginning of their research, students have formulated their plans with varying degrees of clarity. In many cases, you will have discussed and planned your project with one or more members of staff before being accepted by the Department. To begin with, the university will not formally require you to register anything more than a general area of research. Your first term or so is likely to be spent surveying the primary and secondary literature in your field and planning the precise nature of your contribution to it. But, it is very easy to allow this process of general orientation to go on for far too long. Reading which is not directed toward some end, or is not framed by some hypothesis or enquiry is unlikely to be of much lasting value to your research.

## Planning

For this reason, you should try from the very first day of your research and, of course, in close and regular contact with your supervisor, **to formulate and articulate the questions to which you are seeking the answers**. One way in which you might ensure this is to keep a log of your research, in which you regularly record and evaluate the work you have been doing, the reasons for doing it and the ways in which it has advanced your project. Such a log can also be used productively to plan and project the stages of your work in the future. In order for this exercise to be effective, it must be done regularly; once a week is not too often. Some supervisors may even require students to keep such logs and to show them periodically. Each year you will be required to write a short report on your own progress, which will include your projected timetable for completion; keeping a log will make this easy to do.

## Writing

Another and more important way to maintain the momentum and focus of your research is by *writing regularly*. Sometimes the impression is conveyed that the process of research consists of two distinct stages: a long period of intake – enquiry, exploration and gathering of evidence – followed by a paroxysm of output – in a concentrated period of ‘writing up’. However appropriate this model may seem to certain kinds of experimental science (and it is doubtful that it is appropriate even here) it is certainly *not* appropriate to research in the arts and humanities, for which writing cannot be thought of merely as the vehicle for communicating the results of

research but must be seen as one of the most important forms in and through which research is conducted. For this reason you should take responsibility for regularly producing and submitting to your supervisor pieces of written work – which need not always be full-blown chapters – in which you develop ideas and deploy materials and evidence. Some research students are anxious about producing work when they are only at a preliminary stage of their thinking about a topic; but often it is precisely the students who do not write about their topics regularly who fail to identify the problems, see the connections and define the themes which enable their research to develop. As W.H. Auden's wise aphorism has it: 'I don't know what I think until I see what I say.' Very few research students fail to complete because they have not done enough research; most failures are the result of not writing enough or early enough.

## **Supervision**

Among the responsibilities of your supervisor(s) are the following:

- ✓ to advise you on the formulation and following through of your research and to advise you about work already published in your area
- ✓ to discuss with you questions of approach and methodology
- ✓ to guide you in the use of primary and secondary literature, as well as historical, archive and other source materials
- ✓ to comment in detail and in a reasonable time upon the written work that you submit
- ✓ to advise you on how to acquire skills and techniques necessary for your research (for example, learning another language, or editorial or bibliographical skills)
- ✓ to advise you where to go or whom to consult if you have difficulties which your supervisor cannot herself or himself resolve
- ✓ to put you in touch with students and teachers with whom you may share research interests
- ✓ to keep you informed about how far your work meets the standards required by the university and about university regulations and requirements regarding the organisation and submission of your thesis
- ✓ to provide pastoral advice and support
- ✓ to write references as and when these may be requested

You, in turn, have a responsibility, in addition to those more formal responsibilities specified in above, to keep your supervisor informed at all times about the progress of your work, and to take part in the academic life of the Department.

Every research student is appointed a primary supervisor or supervisors who are best suited to give the advice and direction that he or she needs. Sometimes, students will be supervised jointly by more than one person in the Department or between Departments, although there will usually be one principal supervisor who will be responsible for formal and administrative arrangements. In the case of joint supervision, both your supervisors should specify clearly the ways in which the sharing will operate.

You will also be assigned a deputy supervisor by the end of your first autumn term. During the course of your degree, your supervisor may be absent for a period, if, for example, she or he travels abroad during a period of research leave. In this case it is likely to be your deputy supervisor who will look after your work until the supervisor returns. Your supervisor should give you good warning about planned absences and organise alternate supervision. If you are not aware of these arrangements, you should contact the Graduate Tutor in your Department or the Assistant Dean immediately.

Although a student's principal point of contact at Birkbeck is his or her supervisor(s), the School as a whole has responsibility for each student's academic progress and well-being. It exercises this responsibility through Graduate Panels and progress meeting, which monitors the progress of all research students and approves transfers from MPhil to PhD status. The annual interview you have with a staff member is an opportunity for you to report on and discuss your satisfaction or dissatisfaction with your research progress, your supervision and others aspects of the Department's provision for graduate study.

It occasionally happens that a student wants to change to another supervisor, for example because their research interests have begun to diverge from their supervisor's. If you find yourself in this position you should contact the Graduate Tutor or Assistant Dean.

# Events and Opportunities for Research Students

## Research Skills, Methods and Seminars

Every Department within the School of Arts has research skills and methods classes available to their research students that are focused specifically on their discipline. Research Seminars are very popular and frequently have guest speakers. You are more than welcome to attend research seminars that are taking place in other Departments. There are also several Graduate Lecture Seminar Series that run within the School of Arts. These events attract a high attendance and will include attendees from outside of the School of Arts. Frequency and attendance requirements vary by Department and full details will be available in your full handbook upon enrolment. We take our research students' development very seriously, and aim to equip you with the transferable skills needed to undertake first-rate research.

## Teaching Development

The School of Arts runs a course entitled 'Teaching Arts in Higher Education.' This series of seminars, taught in the Spring Term, and is an excellent introduction to the practical and theoretical issues involved in university teaching. Attendance on the course is a pre-requisite for any student who wishes to apply for part-time undergraduate teaching in the School of Arts.

The College provides various support for teaching, including a course called 'The Fundamentals of Teaching', which all postgraduate teachers should undertake.

## Conferences

Attending and speaking at conferences are seen as essential activities for research students. As well as conferences organised locally by the School of Arts, the College and its institutes, you will probably want to attend others in your own specialisation.

The Department has a limited fund available for help with expenses: if you are giving a paper at a conference you can apply to the Director of Graduate Studies for help, subject to certain conditions and up to a maximum of £300 annually. Applications must be made **before** the date of the conference.

The School of Arts also actively funds our own students' research activities, including in-house conferences and our own postgraduate journal, *Dandelion*.

## Student Led Events

Within the School of Arts, research students participate in an exceptionally lively and active culture of research, discussion and collaborative work. In addition to the statutory provision of research skills and seminars from staff, graduate students frequently set up conferences, symposia as well as their own reading groups as a way of making connections with other scholars and creating spaces to discuss issues arising in research.

We have a lively programme of research students reading groups and seminars, on a variety of themes, periods and topics, from Old Norse to Debord, from Space to Contemporary Fiction. While these reading groups arise from particular students' research interests, they are inclusive and interdisciplinary, welcoming researchers across all the departments of the School - such as Film Studies, Literature, Media, Languages and Art History - as well as researchers from other institutions.

A good site for finding out more about student led events and online activity is the Dandelion network, <http://dandelionnetwork.org>, Launched by postgraduate students across the School of Arts in May 2010, this has become an important communication medium for postgraduate researchers in the School and in the wider postgraduate community. Dandelion can make it easier for you as a postgraduate at the beginning of your period of research to see what is happening in the local research community (e.g. discussion groups, symposia, student conferences). You can sign up to groups and events that are relevant to your work, and set up your own groups and promote your own events. Discussion forums provide space for discussing issues relating to arts research and skills training.

Dandelion Journal, <http://dandelionjournal.org>, which launched at the same time as the network, is an interdisciplinary journal supporting a range of postgraduate research from across the arts and humanities. With a bi-annual publication rate and occasional themed issues, Dandelion publishes articles, reviews, features and creative content from postgraduate researchers across the School of Arts and the wider academic community. The journal offers a good opportunity for all our postgraduates to publish ongoing research in a variety of formats: emergent ideas in shorter pieces, collaborative material, or elements of research that are adjacent to the larger structure of a thesis.

The *Lampanelle* is a magazine written, edited and published by Birkbeck journalism students. It's designed to provide a forum for original writing, insightful analysis and investigative research, and aims for a high profile in the London media scene as well as to give you the opportunity to develop your portfolio for future employment prospects. You can also follow *Lampanelle* on Facebook (search for 'Lampanelle Magazine') and Twitter (<http://twitter.com/lampanelle>)

### **Postgraduate Rooms and Facilities**

The School of Arts has its own postgraduate room in 43 Gordon Square for postgraduate events within the School. The room is equipped with two computers, presentation equipment and a library. There is a schedule of events posted on the door weekly and research students are very welcome to book the room for Reading Groups, Presentations, Study Groups and any like events.

As part of a recent move by the School of Arts to its new premises at 43 Gordon Square, the Birkbeck Journalism Society has been provided with a dedicated newsroom (Room 103). The Newsroom houses two high-grade PCs, with professional software such as Adobe Creative Suite and InDesign installed, a colour printer, scanner, camera tripod, telephone and two microphones. A professional broadcast standard digital video camera, three good quality web standard digital video cameras, and a number of digital voice recorders are also available. As a newsroom is about far more than just the equipment it houses – perhaps more

important is developing a newsroom culture - our hope is that over time our students will personalise the Newsroom in line with their interests and requirements.

### **School of Arts Research Centres and Activities**

The School has a dynamic research culture with numerous research centres across the various Departments. The website has details and further information can be found at the following link <http://www.bbk.ac.uk/arts/>

For example research students can also join the Birkbeck's Centre for Media, Culture and Creative Practice. Research expertise in the Centre is diverse, spanning such areas as: film and television studies; arts policy and management; museum studies; curating; cultural heritage; visual arts; journalism; media theory; new media; digital aesthetics; activism, politics and creativity; arts, media and cities; performance; music; and Japanese and East Asian cultural studies. The Centre stages research events throughout the year, including speaker events, methods training and research seminars.

Students can also access the Vasari Research Centre which has a range of unique connections to other media research institutions in the UK and abroad and working relationships with museums, galleries and the creative industries that flourish in this area. It hosts a lively cycle of symposia and conferences to showcase ideas and provide networking opportunities. Students are welcome to access and use image collections held in the Vasari. Assistance is available for advice on preparing presentations and working with analogue and digital media by appointment with the Arts Media Assistant.

## **Student Support and Available Resources**

### **Student Support**

#### **Disability Support**

The Disability Handbook provides detailed information on the support available from the College. Copies are available from all main reception areas, the Disability Office and from the College disability web site at: <http://www.bbk.ac.uk/mybirkbeck/services/facilities/disability>

#### **Study Skills Programmes**

Every Department within the School of Arts has a provision for student support and the programmes vary as they are targeted at specific degree requirements. Please contact your administrator if you are having ***any*** difficulties in completing your coursework. There is help available to you at every point in your degree, and we are more than happy to point you in the right direction.

#### **English Language and Study Skills**

English Language and Study Skills courses are available, see the website at: <http://www.bbk.ac.uk/study/ce/subjects/academicwriting/enggenstud>

## **Birkbeck College Resources**

### **Birkbeck Library**

The College Library (<http://www.bbk.ac/lib/>) has a solid and growing core of books, journals and reference. There is an e-mail enquiry, reservation and renewal service, an on-line catalogue and bibliographical service (including Art Index on CD-ROM). The College Library also runs an inter-library loan service for a small fee to enable you to obtain copies of books and articles not held in its own collections. As it can take a couple of weeks to obtain copies of requested materials, you are advised to plan ahead in your general reading and essay preparation so as to make use of this facility.

The Library has a separate periodicals, A/V and "Reading Room Collection". The latter consists of photocopies of articles and essential books which have been placed there at a lecturer's request and are for reference use only within the Library.

### **Birkbeck eLibrary**

As well as its physical holdings, the Library has a comprehensive range of e-resources including bibliographic databases (which tell you what has been written on a topic), and electronic journals. Most of the electronic resources can be accessed from outside the College using your IT Services username and password. If you did not receive this upon enrolment, please ask for them at IT Services reception (Malet Street). You'll be introduced to the College Library at the start of your research.

### **Senate House Library**

Postgraduate students in the Department are also entitled to use the main University of London Library on the 4th floor of Senate House where there is an excellent collection of books and journals in the Arts and Humanities.

## **Other Resources and Organisations**

### **Birkbeck Student Union**

You are automatically a member of the Birkbeck Students' Union, the University of London Union and NUS upon taking up the offer of a place to study at Birkbeck. NUS cards are available online (NUS Extra) or from the Union Office, Malet Street. Application can be made to become a member of the International Students' Association by completing a form that can also be obtained from the shop.

### **Counselling**

The Students' Union offers counselling free of charge.

### **Birkbeck Evening Nursery**

Birkbeck College has an Evening Nursery, which is available for students and current members of staff and accepts children aged 2-10 years. In exceptional circumstances, children up to 12 will be accepted. However, Nursery Staff reserve the right not to accept older children if they are disruptive. Full details, including opening times, may be found at: [www.bbk.ac.uk/pers/nursery](http://www.bbk.ac.uk/pers/nursery).

## **Career Development**

Most students are interested in developing their careers, either within their current field of work or in a completely new direction. **The Specialist Institutions' Careers Service [SICS]**, part of The Careers Group, University of London, offers great expertise and experience in working with students and graduates of **all** ages and at **all** stages of career development. And it's Birkbeck's next-door neighbour!

During term-time they offer an Early Evening Advisory Service specifically and exclusively for evening students and a Drop-In Advice Service, which is always very popular with the Birkbeck students.

Longer Advisory Interviews can be arranged if necessary - for complete career beginners, for people wanting a practice job interview, and for every stage and situation in between.

They also offer Psychometric Testing and Personality Assessment Workshops, Employer Presentations, Computer-based Career Guidance Programs, Insight Career Courses as well as invaluable information on Course Funding.

**For more information and opening times visit The SICS website at:  
<http://www.careers.lon.ac.uk/sics> .**

# Upgrading to a PhD

All research students of the University of London are initially registered as MPhil students at the outset and are then normally subsequently upgraded to PhD status. This does not affect the overall period of your registration.

For both the School and yourself, the upgrading process acts as a type of stock-taking, usually at the mid-point of your degree, to make sure that you are on course, whether you are part-time or full-time, to complete your doctorate in a proper time frame.

## **When to upgrade**

All full-time students should upgrade during their second year. For publicly funded, full-time AHRC students and holders of many overseas awards it is a requirement that you upgrade during this year.

Part-time students should upgrade during their third or fourth year.

## **What you need to have accomplished**

The principal requirement is to have completed at least 2 chapters of your thesis (or at least 20,000 words) that are deemed to be of PhD quality. In addition you need to have a clear timetable for completion within the following 18 months (for full time students) or 2 or 3 years for part-time students.

## **What your upgrade submission should include**

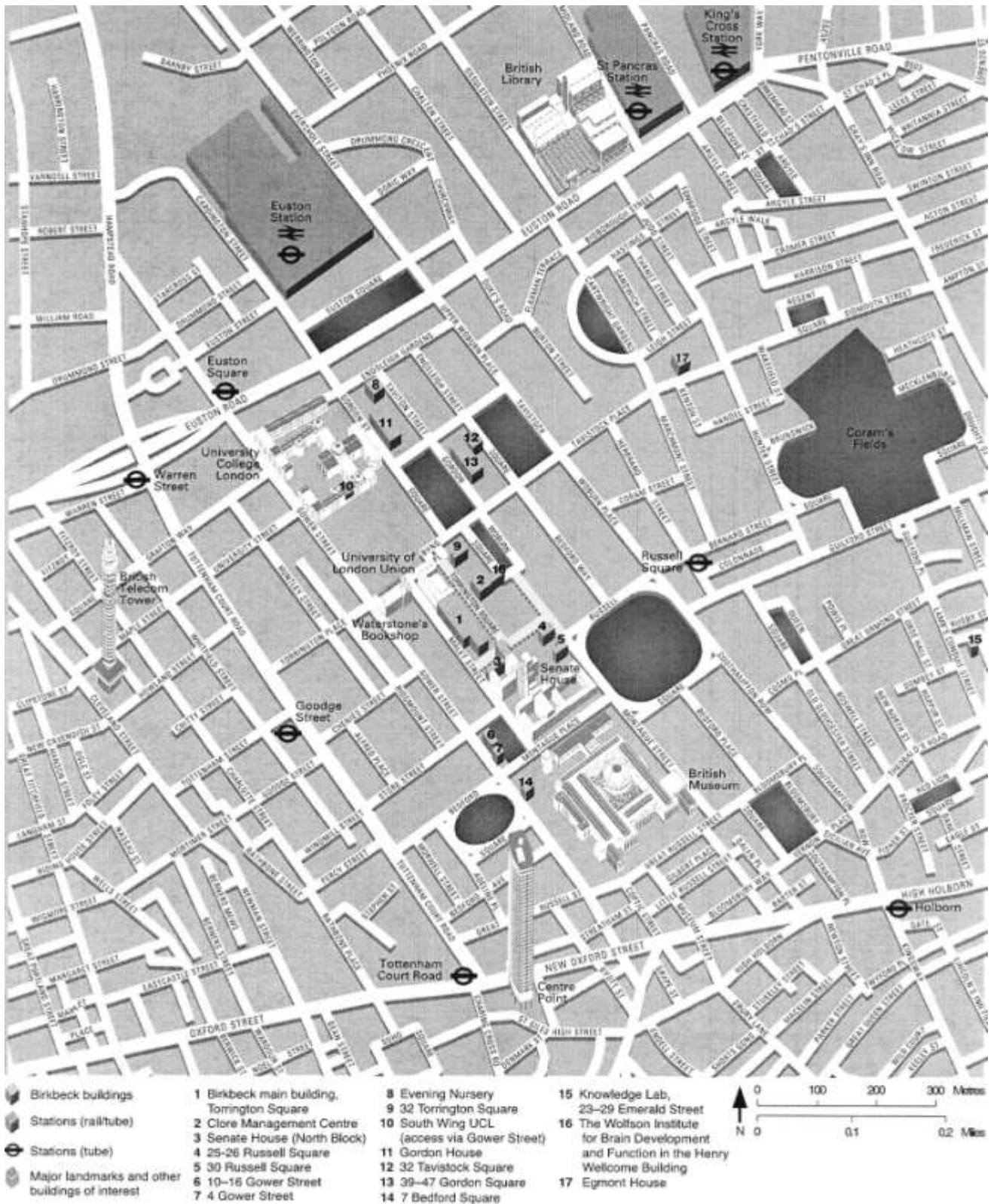
- A Statement (no longer than 2 sides of A4) confirming that you have written two chapters and detailing what they contain and an indication of your work to date.
- The completed chapters
- A Plan for Completion (no longer than 3 sides of A4) providing a description, chapter by chapter, of your intended thesis and a timetable for the completion of each chapter.
- The name of your supervisor, so that we can contact her/him for a reference.

## **Outcomes**

There is normally one of three possible outcomes to the upgrading process:

- You will be upgraded
- You will be asked to clarify information or to complete further work within a specified time frame (normally a month or two). If you accomplish this, you will be upgraded by Chair's action during the current academic year.
- You will not be upgraded this session but asked to complete further work and reapply the following year.

# Appendix A: Campus Map



<http://www.bbk.ac.uk/maps/centrallondon.pdf>

## Appendix B: Term and College Closure Dates

### Academic Year: 2011/12

<b>Autumn term</b>	<b>Monday 3 October 2011 to Friday 16 December 2011</b>
<b>Christmas and New Year closure</b>	There will be no teaching and most services will be unavailable from 5pm on Thursday 22 December 2011, re-opening at 9am on Tuesday, 3 January 2012
<b>Spring term</b>	<b>Monday 9 January 2012 to Friday 23 March 2012</b>
<b>Easter closure</b>	There will be no teaching and most services will be unavailable from 6pm on Wednesday 4 April 2012 to Tuesday, 10 April 2012. Normal services will resume from 9am on Wednesday, 11 April 2012.
<b>Summer term</b>	<b>Monday 23 April 2012 to Friday 6 July 2012</b>
<b>Early May Bank holiday</b>	There will be no teaching and most services will be unavailable on Monday 7 May 2012
<b>Spring bank holiday and Queen's Diamond Jubilee</b>	There will be no teaching and most services will be unavailable on 4 and 5 June 2012
<b>August bank holiday</b>	There will be no teaching and most services will be unavailable from 8pm on Friday 24 August 2012 to Monday 27 August 2012. Normal services will resume from 9am on Tuesday 28 August 2012.

### Academic Year 2012/2013

<b>Autumn term</b>	<b>Monday 1 October to Friday 14 December 2012</b>
<b>Spring term</b>	<b>Monday 7 January to Friday 22 March 2013</b>
<b>Summer term</b>	<b>Monday 22 April to Friday 5 July 2013</b>