

**“Welcome to the London Consortium, one of the most exciting and innovative graduate programmes in the world. By combining the resources and expertise of the University of London and four leading cultural institutions, we hope to provide a uniquely rich academic and cultural experience for our students. You can expect from us the highest standards of academic instruction and support. But we are more than an academic programme. Our unique collaboration offers students the opportunity to generate ideas and projects that can respond to and make use of the resources, programmes and audiences of the participating institutions.**

**The London Consortium is what students make of it: so we urge you to make the best and most creative use you can of the opportunities we offer.**

**Please take the time to read both this handbook and the more detailed information on the Consortium website regarding procedures and regulations.”**

*Steven Connor*  
*Academic Director*

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## **GENERAL INFORMATION**

### **THE LONDON CONSORTIUM STRUCTURE**

Chairman: **Professor Anthony Julius**

Vice-Chairman: **Marko Daniel**

Academic Director: **Professor Steve Connor**

Associate Director: **Professor Colin MacCabe**

### **BOARD OF MANAGEMENT**

The Board meets twice yearly and holds overall executive responsibility for the Consortium. The Board is made up of representatives from each of the constituent institutions:

Samantha Ashenden (Birkbeck)  
Tim Boon (Science Museum)  
Steven Connor (Academic Director)  
Mark Cousins (AA School)  
Ekow Eshun (ICA)  
Anthony Julius (Chairman)

Nigel Llewellyn (Tate)  
Peter Morris (Science Museum)  
Dean Pateman (Birkbeck)  
Guy Perricone (ICA)  
Brett Steele (AA School)  
Two student representatives

### **STEERING COMMITTEE**

The Steering Committee meets monthly and oversees the day-to-day running of the Consortium and reviews student progress. The Committee is made up of teaching faculty and Consortium Fellows, although others may be co-opted as appropriate. Current members are:

Parveen Adams  
Samantha Ashenden  
Steve Connor  
Mark Cousins  
Barry Curtis  
Marko Daniel

Colin MacCabe  
Peter Morris  
Aura Satz  
John Sellars  
Patrick Wright  
Two student representatives

### **ADMINISTRATION**

Programme Manager: Karen Wong  
Admissions Tutor: Matthew Taunton



## CONSORTIUM CORE FACULTY BIOGRAPHIES

**Parveen Adams** is known for her work, in the field of psychoanalysis and feminism, on the journal *m/f* (1978-86), [selected papers in *The Woman in Question* (1990)]. Since then she has focused on the use of psychoanalysis in the analysis of art. She guest edited a Special Issue 'Rendering the Real' for *October* (1992). Her books include *The Emptiness of the Image* (1996) and *Art: Sublimation or Symptom* (2003). She has published extensively on Cronenberg's *Crash* (2000-2005). Her work on Thomas Demand has been published in *Grey Room* (2006) and 'Art and the time of Repetition' by the Generali Foundation in Vienna (2007). A part of 'Hanged, Drawn and Quartered', a consideration of Jake and Dinos Chapman and their relation to Goya, appeared in *Savoir et Clinique* (no 10, 2009) and the full version is to be published shortly by Liverpool University Press. Parveen is working with the Lacanian idea of the body, currently in an analysis of David Lynch's *Inland Empire*. She is on the Board of the *Journal of Lacanian Studies* and *Savoir et Clinique*.

**Samantha Ashenden** is a Senior Lecturer in Sociology at Birkbeck College where she teaches political sociology and social and political theory. Her research interests span contemporary social and political theory, feminist theory and sociology of gender, governance and theories of the state, legal theory and the sociology of law. She has published on problems of power, authority and legitimacy in constitutional states, the role of expertise in contemporary governance, feminist theory, and child sexual abuse. She is co-editor of *Foucault Contra Habermas: Recasting the Dialogue Between Genealogy and Critical Theory* (Sage 1999), and author of *Governing Child Sexual Abuse: Negotiating the Boundaries of Public and Private, Law and Science* (2004). Her current work is focused on violence, guilt and legitimacy. She is managing editor of the journal *Economy and Society* and is reviews editor for the journal *Critical Review of International Social and Political Philosophy*.

**Steven Connor** is the Academic Director of the London Consortium and Professor of Modern Literature and Theory at Birkbeck College. His books include *Postmodernist Culture* (1989), *Theory and Cultural Value* (1992), *The English Novel in History 1990-1995* (1995), *Dumbstruck - A Cultural History of Ventriloquism* (2000), *The Book of Skin* (2003) and *Fly* (2006). Two books, *Paraphernalia*, on modern magical objects, and *Next to Nothing*, an historical poetics of the air, will appear in 2010, and he is currently at work on *A Philosophy of Sport*. He has many interests in 19<sup>th</sup>- and 20<sup>th</sup>-century literature as well as in cultural theory and history. He has written extensively on contemporary art for *Cabinet*, *Tate Etc*, *Modern Painters* and others, and is a regular broadcaster for radio. His areas of interest include magical thinking; the history of medicine; the cultural life of objects and the material imagination; relations between culture and science; the philosophy of animals; and the history of the senses. A full list of publications, along with the texts of many unpublished essays, broadcasts and lectures can be found at [www.stevenconnor.com](http://www.stevenconnor.com).

**Mark Cousins** is Senior Fellow of the London Consortium and Director of Histories and Theory at the Architectural Association. He has been Visiting

Professor of Architecture at Columbia University and at the Architecture School of the University of Navarre. He is Senior Fellow at the London Consortium. He has been a member of the *Arts Council* and consultant to the practice of Zaha Hadid. He has written on the relation of the human sciences and psychoanalysis. His publications include *Michel Foucault* (with Athar Hussain), the Introduction to a new translation of a selection of Freud's papers on the unconscious, in a series edited by Adam Phillips, and a series of articles on 'The Ugly' in *AA Files*, which has been translated into several languages. He has published on the work of Tony Fretton and on many artists, most recently catalogue essays for Cerith Wynn-Evans and Anthony Gormley, and has contributed to many journals including *Harvard Design Magazine*, *m/f*, *October*, *Economy and Society*, and *Art History*. He is currently working on *Odysseus* and the history of homecoming.

**Barry Curtis**, Emeritus Professor of Visual Culture at Middlesex University, is a tutor at the Royal College of Art where he teaches Architecture and Design students and supervises research degrees. He edits the 'Locations' series for Reaktion Books, and wrote 'Building the Trip' for the *Summer of Love* exhibition at Tate (2006), Liverpool; 'War Games' for the *Cold War Modern* exhibition at the V&A (2008) and 'Looking Sharp' (with Claire Pajaczkowska) for a recent *Fashion and Film* (2008) conference/publication (ICA). *Dark Places: The Haunted House in Film* appeared in 2009, and an essay on dinosaurs and design is forthcoming in 2010. He is working on a book for Reaktion on imaginary architecture.

**Marko Daniel** has been Curator of Public Programmes at Tate Modern since May 2006. Before then, he was Director of the Graduate School at Winchester School of Art, University of Southampton, where he was responsible for the School's PhD students in art history and theory, fine art, design, museum studies and conservation. Between 2000 and 2003, he was a visiting lecturer at the Center for Art and Technology, Taipei National University of Arts, where he set up a critical theory programme for visual artists, musicians and computer programmers working across a wide range of electronic and multi-media arts. He recently curated a show by the Taiwanese artist Tsui Kuang-yu (City Crevice, Winchester Gallery, 2006).

**Colin MacCabe** is Associate Director of the London Consortium, Distinguished Professor of English and Film at Pittsburgh University and Professor of English and Humanities at Birkbeck College, London. He has published widely on film and literature with particular emphasis on Joyce, Godard and topics in the history and theory of language. His most recent publications are *T.S. Eliot* (2006) and *The Butcher Boy* (2007). He has been producing documentary and fiction films since 1985. His most recent productions are Chris Marker's *Owls at Noon: Prelude the Hollow Men* and Isaac Julien's *Derek*. He was Chairman of the London Consortium 1995-2005.

**Tom McCarthy** is a writer and artist. His first novel, *Remainder*, which deals with questions of trauma and repetition, has been translated into more than ten languages and is currently being adapted for cinema by Film Four / Cowboy Films. In 2008 it won the fourth annual Believer Book Award. His second novel,

*Men in Space*, set in a Central Europe rapidly disintegrating after the collapse of communism, was published in 2007. His non-fiction book *Tintin and the Secret of Literature*, an exploration of the themes and patterns of Hergé's comic books, was published in 2006. He is also founder and General Secretary of the International Necronautical Society (INS), a semi-fictitious avant-garde network of writers, philosophers and artists whose work has been exhibited internationally at venues including the Palais de Tokyo Paris, ICA London and Moderna Museet Stockholm.

**Peter Morris** has been in charge of research at the Science Museum since 2004, having been Senior Curator of Chemistry since joining the museum in 1991. Before then, he was the first Royal Society-British Academy Research Fellow in the History of Science and Assistant Director (Programs) at the Centre for the History of Chemistry at the University of Pennsylvania. He has published on the history of chemistry and of the chemical industry, including a book on the development of modern chemical instrumentation, and is currently investigating the relationship between innovation in the chemical industry and the fear of overpopulation. He also has a long-standing interest in the dichotomy between natural and synthetic.

**Laura Mulvey** is Professor Emeritus of Film and Media Studies at Birkbeck College, University of London. She is the author of: *Visual and Other Pleasures* (1989), *Fetishism and Curiosity* (1996), *Citizen Kane* (1996) and *Death Twenty-four Times a Second: Stillness and the Moving Image* (2006). Her films include, with Peter Wollen, *Riddles of the Sphinx* (1978) and *Frida Kahlo and Tina Modotti* (1980), and, with Mark Lewis, *Disgraced Monuments* (1994).

**Aura Satz** is an artist and writer. She completed a theory/practice PhD at the Slade School of Fine Art, where she held a Henry Moore Foundation Post-doctoral Sculpture Fellowship. She has taught at the Slade, Central Saint Martin's, and the History of Art Department of UCL, and been invited to speak at venues such as the Henry Moore Institute, Baltic, the Hayward Gallery and Goldsmiths College. She was a regular contributor to *Tema Celeste*, and has published in a variety of journals, including *Performance Research*, *New Formations*, *New York Arts* magazine, *Journal of Visual Culture*, and the *Financial Times*. She is co-editor of *Articulate Objects: Voicing and Listening to Sculpture and Performance* (2009), and has published essays on tableaux vivants, iconoclasm, automata, phantom limbs and spiritualism. She has performed, exhibited and screened her work nationally and internationally, including FACT (Liverpool), Site Gallery (Sheffield), Galleria Civica di Arte Contemporanea di Trento (Italy), De La Warr Pavilion (Bexhill-on-Sea), the Zentrum Paul Klee (Switzerland), Whitechapel Gallery and the Victoria & Albert Museum (London). In 2008 she had solo shows at Beaconsfield Gallery and Artprojx Space. She is currently completing a film on gramophone grooves funded by the Wellcome Trust. Her previous projects can be seen online at [www.iamanagram.com](http://www.iamanagram.com).

**John Sellars** is a Senior Lecturer in Philosophy at the University of the West of England. Before joining UWE he held a post-doctoral fellowship at King's College London and was a Junior Research Fellow at Wolfson College, Oxford. He has

wide research interests in the history of philosophy, including ancient, early modern and modern European philosophy. He is the author of *The Art of Living: Stoic Ideas Concerning the Nature and Function of Philosophy* (2003) and *Stoicism* (2006).

**Patrick Wright** is an author and broadcaster, and a Professor at the Institute for Cultural Analysis at Nottingham Trent University.. His first book, *On Living in an Old Country* (1985), tracked the rise of 'national heritage' as a theme in post-war British life. *A Journey Through Ruins* (1991) told the story of the Thatcher years through the experience of Dalston Lane, a not entirely distressed street in East London. *The Village that Died for England* (1995) used the story of an area of land requisitioned to form a military firing range to trace the relations between nature and technology in the twentieth century. More recently he has published *Tank: the Progress of a Monstrous War Machine* (2000), a book that treats the tank as a partly cultural phenomenon, which was engineered out of Edwardian fantasy, and still works as a symbol of overbearing power, and *Iron Curtain: From Stage to Cold War* (2008). He has written regularly for diverse magazines and newspapers, including the *London Review of Books*, the *Guardian*, the *Washington Post*, the *Independent* and the *Observer*. He has been a presenter of Radio 3's *Night Waves* and continues to make documentaries on cultural themes for both BBC Radio 3 and 4. His television work includes *The River*, a four part BBC2 series on the Thames (1999), *A Day to Remember*, a documentary history of Remembrance Day, broadcast by Channel 4 in 1999, and a number of more recent programmes on BBC4. He has been a member of the Art Panel of the Arts Council of England, and was co-curator of Tate Britain's exhibition of Stanley Spencer's work in 2001.

## **09/10 AWARD HOLDERS**

### **AHRC Award Holders**

Jonathan Gross  
Matthew Clements  
Alice Gavin  
Oliver Harris  
Alex Mackintosh  
Richard Martin  
William Viney  
Helen Stokes

### **Birkbeck College Overseas Studentship Award Holders**

Nicole Falkof

### **College Research Studentship Award Holders**

Samantha Hulston  
Timothy Ivison  
James Wilkes  
Katherine Hunt

### **London Consortium Bursary Holders**

Nicole Falkof  
Cécile Guédon  
Shain Shapiro  
Robert Gallagher  
Meredith Walsh

### **Leverhulme 'Art School Educated' Bursaries**

Elena Crippa  
Alex Massouras

## **CONSORTIUM MEMBERSHIPS**

As members of the London Consortium, students are encouraged to participate in the event programmes of all the contributing institutions as well as institutions that will enhance your learning experience:

### **Architectural Association**

You are granted Visiting Membership of the AA, which entitles you to:

- Access to the weekly programme of lectures, talks and screenings (collect the listings from AA Reception, or check [www.aaschool.ac.uk](http://www.aaschool.ac.uk) )
- Use of the AA bar and restaurant
- Reference access to AA Library

### **ICA**

You are granted membership of the ICA, the benefits of which include:

- Advance Members' emailings plus priority booking for events.
- Unlimited free entry to all ICA Exhibitions and the late night bar and café.
- Ticket savings on all ICA events and screenings.
- Invitations to ICA private views and members-only events including preview screenings and exclusive artists' talks.

A full list of membership benefits is available from: [www.ica.org.uk/membership](http://www.ica.org.uk/membership).

You are also advised to sign up for the ICA's other email lists that interest you via the ICA website: [www.ica.org.uk/myica](http://www.ica.org.uk/myica).

### **Science Museum**

The London Consortium encourages students to become members of the Science Museum, and will cover the cost of membership for any student who chooses to do so. Please find out more about membership at the Science Museum's website at [www.sciencemuseum.org.uk/about\\_us/membership.aspx](http://www.sciencemuseum.org.uk/about_us/membership.aspx). If you choose to join, please submit the receipt for membership to the London Consortium office for reimbursement.

### **Tate**

You are granted free entry to Tate exhibitions on production of your Birkbeck Student ID card. Tate will also provide free tickets for Consortium students to screenings, seminars, talks, etc where possible. Please request tickets in advance via the London Consortium office. You are also advised to sign up for Tate's email bulletin, which you can do via the Tate website: [www.tate.org.uk/bulletins](http://www.tate.org.uk/bulletins).

### **British Film Institute**

The London Consortium encourages students to become members of the British Film Institute, and will cover the cost of membership for any student who chooses to do so. Please find out more about membership at the BFI's website at [www.bfi.org.uk/members](http://www.bfi.org.uk/members). If you choose to join, please submit the receipt for membership to the London Consortium office for reimbursement.

### **Wellcome Collection**

The London Consortium encourages students to become members of the Wellcome Collection Club, and will cover the cost of membership for any student who chooses to do so. Please find out more about the Club at the Wellcome's website at <http://www.wellcomecollection.org/aboutus>. If you chose to join, please submit the receipt for membership to the London Consortium office for reimbursement.

## **CONSORTIUM EVENTS**

Students are encouraged to develop ideas for events such as lectures, conferences, screenings, exhibitions and performances that can be held under the auspices of the London Consortium. The Consortium is particularly keen for students to make proposals for events that involve working with one or more of the constituent institutions. Proposals stemming from the reading and discussions in classes and seminars are also encouraged. Examples of current and past projects can be found on the Consortium website and reveal the various types of ideas that have been developed.

## **EVENTS AND DEVELOPMENT MEETINGS**

Events and Development Meetings take place once a term and are an opportunity for students to make proposals and air ideas about projects and events they might wish to pursue through the Consortium. The proposals are discussed and recommendations made for improvements before they might be put forward as formal proposals to the Consortium Steering Committee or to one of the institutions. The Events and Development Meeting is open to all students who wish to attend and not just those wishing to make proposals. It is also attended by available faculty and institutional representatives.

## **CONSORTIUM WEBSITE**

The Consortium website provides extensive and up-to-date information on all matters relating to life as a Consortium student. All students are expected to read the guidelines regarding academic matters such as referencing, plagiarism and submission regulations which are available on the Consortium website. Students are also asked to check the website regularly for updates. The following information may be of particular interest:

- London Consortium Calendar: up-to-date details of class times and locations, the Academic Director's office hours and other important events. [www.londonconsortium.com/calendar](http://www.londonconsortium.com/calendar)
- Noticeboard: information on accommodation, jobs and internships, calls for papers and conferences (forward any notices you think appropriate to the office for posting). [www.londonconsortium.com/category/noticeboard](http://www.londonconsortium.com/category/noticeboard)
- Tips and full details about essay-writing, referencing and plagiarism. [www.londonconsortium.com/info/academicworkguidelines.php](http://www.londonconsortium.com/info/academicworkguidelines.php)
- Full information about the process of submitting and being examined for a PhD.
- Suggestions of where to apply for funding and research grants.
- Student, faculty and alumni biographies (on the 'About the London Consortium' pages).

## **CONSORTIUM FINANCIAL ASSISTANCE FOR STUDENTS**

Students are able to apply to the Consortium for financial assistance with research and academic costs incurred during their studies. This might include conference attendance, equipment costs, costs of visiting archives and research centres, subscriptions, library memberships etc. Applications are assessed by the Steering Committee in terms of their merit and their value to the student and the Consortium. There is no specific limit to the amount of support that may be

applied for, but the total funds available for each term will be determined by the annual budget set by the Board of Management. As retrospective applications in respect of expenditure already incurred are not eligible and the Steering Committee meets only once a month students are strongly advised to note the deadlines detailed on the application form. Payments will normally be made by reimbursement and full receipts must be provided for all items of expenditure. Students are reminded that they are also eligible to apply to the University of London's Central Research Fund - <http://www.lon.ac.uk/crf.html>.

**How to apply:** Students should email a completed application form to the Consortium office giving full details of the expenses to be incurred and making a case for support. Full information about the procedure can be found on the application form, available from the website: [www.londonconsortium.com/info](http://www.londonconsortium.com/info).

## **LIBRARIES**

Consortium students have access to the following libraries:

- Architectural Association Library (reference only)
- Birkbeck College Library
- British Library (ask for letter from Consortium Office to apply for readership)
- Institute of Education Library (MRes students reference only)
- London School of Economics Library (MRes students reference only)
- Schools of Advanced Study (all students reference only)
- School of Oriental and African Studies
- Senate House Library
- Tate Archive (ask for letter from Consortium Office to apply for readership)
- University College Library (MRes students reference only)
- Wellcome Institute for the History of Medicine (all students reference only)

Consortium students will need to pay for membership of the following libraries, but will be reimbursed by the Consortium on production of a receipt:

- Architectural Association Library (£50 for borrowing rights – AA subscribing membership).
- British Film Institute (£6 day membership, £15 weekly membership, £25 student rate annual membership). The London Consortium office holds a Library Pass card that can be used by London Consortium students for access to the Reading Room; please contact the office if you are considering day or weekly membership.

Please bring or post your receipt to the office for reimbursement.

Access to other libraries, archives, or other research resources can be arranged by the Consortium where necessary. Please contact the office in the first instance.

## **BIRKBECK COLLEGE / UNIVERSITY OF LONDON FACILITIES**

### **Accommodation**

The University of London Accommodation Office can provide information and advice on finding suitable accommodation: [www.london.ac.uk/accom](http://www.london.ac.uk/accom). Consortium students are eligible to apply for places in the various University of London Halls of Residence. Many of these are independently run and applications should be made to the residence directly. Lots of useful information and advice about privately rented rooms and flats is also available from their website which contains a database of properties. Please note that student pressure on these offices and services is considerable so be prepared to be persistent. In addition, private flat shares and rooms for rent are advertised in various newspapers and websites: for example, the newspaper *LOOT*, and websites such as [www.gumtree.com](http://www.gumtree.com) and [www.spareroom.co.uk](http://www.spareroom.co.uk).

### **My Birkbeck Helpdesk**

All London Consortium students are required to have enrolled with Birkbeck before attending classes. Students are encouraged to enrol online. If you have not received enrolment information by the start of term, please let the Consortium office know.

The 'My Birkbeck Helpdesk' can issue letters embossed with the College stamp that confirm your enrolment with Birkbeck.

'My Birkbeck Helpdesk' is based on the ground floor of the main Birkbeck building in Malet Street and is open as follows:

Term time: Monday to Friday 10am – 10pm  
Vacations: Monday to Friday 10pm – 8pm  
All year: Saturday & Sunday 11am – 5pm

For specific enquiries regarding overseas students, including visa issues, please contact La Young Jackson ([l.jackson@bbk.ac.uk](mailto:l.jackson@bbk.ac.uk)) or Ben Goodrum ([b.goodrum@bbk.ac.uk](mailto:b.goodrum@bbk.ac.uk)) in the Registry (020 7631 6306).

### **Career Services**

The Specialist Institutions' Careers Service [SICS], part of the Careers Group, University of London, provides a dedicated careers guidance and careers research service to students of the London Consortium. Whether you are looking for a part-time job whilst studying, graduate employment or further study options, we can help you. Careers advisers are on hand most days of the week for one-to-one sessions and we have an extensive careers information and reference library. For full information about the services available see the SICS website at [www.careers.lon.ac.uk/sics](http://www.careers.lon.ac.uk/sics)

Specialist Institutions' Careers Service:  
1st Floor, Stewart House, 32 Russell Square, London WC1B 5DN  
Tel: 020 7863 6030 Email: [sics@careers.lon.ac.uk](mailto:sics@careers.lon.ac.uk)

## **Computer Services**

Computer terminals are available for student use in most of the Birkbeck College buildings. Wireless access to the college network is also available in the Malet Street building. Birkbeck degree students who have accepted a place are sent a letter containing their ITS username and password to their personal email address as held within Birkbeck's student system. Initially, the username and password can be used to complete enrolment on-line, and once enrolment has been completed, the computer account will be created automatically. Registration as a Birkbeck computer user is necessary to gain access to the large range of online research sources to which Birkbeck subscribes. A large number of computer courses, both introductory and advanced, are also available to students through the ITS office. For full information about the College's IT facilities see the IT Services website at [www.bbk.ac.uk/its](http://www.bbk.ac.uk/its).

## **Disabilities**

The College's Disability Office is located in Room G018 in the Malet Street building. The Disability Co-ordinator, Mark Pimm, and the Disability Administrative Assistant, Steve Short, can provide advice and support on travel and parking, physical access, the Disabled Students Allowance, special equipment, personal support, examination arrangements etc. Academically focused support for students with mental health needs and chronic medical conditions is also available through the Disability Mentor, Caroline Grattan. Private appointments can be made with individual Disability team members to discuss your specific needs. Full contact details are available at [www.bbk.ac.uk/disability/contact/office](http://www.bbk.ac.uk/disability/contact/office).

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:

[www.bbk.ac.uk/disability/policies](http://www.bbk.ac.uk/disability/policies).

Further information about the support available can be found at: [www.bbk.ac.uk/disability](http://www.bbk.ac.uk/disability).

## **Medical Facilities**

Students living in central London can register with the Gower Street Medical Practice, located just around the corner from the Malet Street main building at 20 Gower Street; other students can also benefit from the facilities. Consultations are free and completely confidential. In addition to normal GP services, the Gower Street Practice offers psychotherapy and cognitive behaviour therapy, and is experienced in helping students.

Opening Hours: 9.00 - 5.30 Monday to Friday                      Tel: 020 7636 7628

Always ring to make an appointment unless it's an emergency.

Web: <http://gowerstreetpractice.org.uk>

All full-time overseas students are eligible for free medical treatment under the UK's National Health Service (NHS) for the duration of their studies. It is possible to have basic dental treatment on the NHS, although there will be a

charge for every visit. If you are unfamiliar with the UK health system guidance notes are available from the UK Council for International Student Affairs (UKCISA) website: [www.ukcisa.org.uk/student/information\\_sheets.php](http://www.ukcisa.org.uk/student/information_sheets.php).

General advice and comprehensive information regarding health and how to deal with minor medical problems can be accessed 24 hours a day from NHS Direct: Tel: 0845 4647; [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk).

### **Nursery**

The College operates a well-equipped evening nursery for students and members of staff at a moderate cost. The nursery is open during term time from 5.30pm to 9pm. Children aged from two to ten years of age are accepted. Further information can be found at: [www.bbk.ac.uk/su/support/Nursery](http://www.bbk.ac.uk/su/support/Nursery).

### **School of Arts Media Library**

Students may make use of the reference and loan collection of DVD and (mainly) VHS material located near the Cinema in the Centre for Research in Film and Visual Media accessed on the ground floor at 43 Gordon Square. There are many English, French, Spanish, German and Italian language films and documentaries. As well as exploring cultural and historical reference material, some of the collection supports the learning of languages. London Consortium students are strongly encouraged to support their research through the development of their language skills. The nearby Viewing Space in the Centre provides individual monitors, VHS and DVD machines, and a large LCD screen for small group viewing. This is often available from 8.00 am to 5.00pm. Check with the reception desk at Gordon Square. Collections include the London Screen Study Collection. This can be viewed on site. The LSSC provides free afternoon screenings in the Cinema during the week. Further information about the screenings and the Media Library Catalogue can be found on their website: [www.bbk.ac.uk/hafvm/programmes/resources](http://www.bbk.ac.uk/hafvm/programmes/resources)

How to Join: The School of Arts Media Library is not part of the main Birkbeck Library. However, membership is free to all School of Arts BA, MA and Research students.

A separate registration is required using your current student ID card.

Media Library: Room G18, in the Film Centre, Gordon Square WC1H 0PD  
Opening hours: Monday–Thursday, 4.45pm–7.45pm (term-time only).

Viewing Space: Room B17, under the Cinema is usually open from 10.30am - 8pm. The viewing space is self-access. Ask in the Media Library or at the front desk.

### **University of London Union (ULU)**

All Consortium students are automatically members of the Birkbeck Student Union and the University of London Students' Union (ULU). ULU is the central Students' Union for the University of London. It represents the interests of students throughout the University, complementing the activities of Birkbeck

Students' Union and the Unions of other Colleges. You can get a ULU membership card from the ULU reception on the ground floor of the ULU building in Malet Street (you will need to show your college ID card and provide a passport photo). Together they provide access to a wide range of facilities and support. These include leisure facilities such as a gymnasium and health club, spa room, swimming pool, saunas etc. as well as a good selection of general and social support services, societies and clubs, two bars and a restaurant and snack bar. Further information about these are available from:

Birkbeck Student Union: [www.bbk.ac.uk/su](http://www.bbk.ac.uk/su)

University of London Students' Union: [www.ulul.co.uk](http://www.ulul.co.uk)

## **MRes & PhD Yr 1 TIMETABLE 2009/2010**

### **TERM DATES:**

Autumn term: Monday 28 September 2009 to Friday 11 December 2009

Spring term: Monday 4 January 2010 to Friday 19 March 2010

Summer term: Monday 19 April 2009 to Friday 2 July 2010

### **TEACHING LOCATIONS:**

MAL 153, MAL B36 and MAL B18: Main Building, Malet Street

CLO 101 and G01: Clore Management Centre, Torrington Square

Room 101 and room 103: 30 Russell Square

GOR B03: 43 Gordon Square

Map: <http://www.bbk.ac.uk/maps>

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### **AUTUMN TERM 2009/10**

#### **RESEARCH SKILLS AND METHODS**

**Taught by:** Steve Connor

**Time:** 10am – 1pm

#### **Course Meetings:**

Tuesday 29 September Room MAL153

Tuesday 6 October Room MAL153

Friday 16 October Room MAL153

Tuesday 20 October Room MAL153

Tuesday 10 November Room MAL153

Tuesday 17 November Room MAL153

Tuesday 24 November Room MAL153

Tuesday 1 December Room MAL153

#### **CATASTROPHE**

**Taught by:** Tom McCarthy and Marko Daniel

**Time:** 10am – 1pm (unless otherwise stated)

#### **Course Meetings:**

Friday 2 October Room MAL153

Friday 9 October Room MAL153 (ALL DAY)

Screening 10am–1pm (Birkbeck Cinema) Discussion 2pm–5pm (Room GOR B03)

Tuesday 13 October Room MAL153

Friday 23 October Room MAL153

Tuesday 27 October Room MAL153 (ALL DAY)

Screening 10am–1pm (Birkbeck Cinema) Discussion 2.30pm–5pm (Room GOR B03)

Friday 30 October Room MAL153

- **Essay Deadline:** Thursday 12 November
- **Essay Feedback:** Week of 30 November

### **GODARD'S 'CONTEMPT'**

**Taught by: Colin MacCabe and Laura Mulvey**

**Time: 10am – 1pm (unless otherwise stated)**

#### **Course Meetings:**

Friday 13 November	9.30am–1.30pm Screening/discussion (Birkbeck Cinema)
Friday 20 November	Room MAL153
Friday 27 November	Room MAL153
Friday 4 December	Room MAL153
Tuesday 8 December	Room MAL153
Friday 11 December	9.30am–1.30pm Screening/discussion (Birkbeck Cinema)

- **Essay Deadline: Tuesday 5 January**
- **Essay feedback: Week of 25 January**

### **SPRING TERM 2009/10**

#### **RESEARCH DEVELOPMENT WORKSHOP**

**Taught by: Steve Connor**

**Time: 9.30am – 1pm**

#### **Course Meetings:**

Tuesday 5 January	Room MAL153
Tuesday 12 January	Room MAL153
Tuesday 19 January	Room MAL153
Tuesday 26 January	Room MAL153
Tuesday 9 February	Room MAL153
Tuesday 16 February	Room MAL153
Tuesday 23 February	Room MAL153
Tuesday 2 March	Room MAL153
Tuesday 9 March	Room MAL153

- **Research Juries Presentation Title Deadline: Thursday 18 March**

### **ST PAUL**

**Taught by: Parveen Adams and Mark Cousins**

**Time: 10am – 1pm**

#### **Course Meetings:**

Friday 8 January	Room MAL153
Friday 15 January	Room MAL153
Friday 22 January	Room MAL153
Friday 29 January	Room MAL153
Tuesday 2 February	Room MAL153
Friday 5 February	Room MAL153

- **Essay Deadline: Thursday 18 February**

- **Essay Feedback: Week of 8 March**

### **FLAT BAROQUE**

**Taught by: Patrick Wright and Barry Curtis**

**Time: 10am – 1pm**

#### **Course Meetings:**

Friday 19 February	Room MAL153
Friday 26 February	Room MAL153
Friday 5 March	Room MAL153
Friday 12 March	Room MAL153
Tuesday 16 March	Room MAL153
Friday 19 March	Room MAL153

- **Essay Deadline: Friday 9 April**
- **Essay Feedback: Week of 3 May**

### **SUMMER TERM 2009/10**

#### **RESEARCH JURIES**

<b>Day One:</b>	Thursday 22 April	Room MAL B18
<b>Day Two:</b>	Friday 23 April	Room MAL B18
<b>Day Three:</b>	Monday 26 April	Room MAL B18
<b>Day Four:</b>	Tuesday 27 April	Room MAL B18
<b>Day Five:</b>	Wednesday 28 April	Room MAL B18

**Time: 10am-5pm**

- **Research Juries Presentation Write-up Deadline: Tuesday 18 May**

#### **CULTURES OF COLLECTING**

**Taught by: Steve Connor and John Sellars**

**Time: 10am – 1pm**

#### **Course Meetings:**

Friday 7 May	Room CLO 101	(Break out room G01)
Friday 14 May	Room CLO 101	(Break out room G01)
Friday 21 May	Room CLO 101	(Break out room G01)
Friday 28 May	Room CLO 101	(Break out room G01)
Tuesday 1 June	Room 101	(Break out room 103)
Friday 4 June	Room CLO 101	(Break out room G01)

- **Essay Deadline: Thursday 17 June**
- **Essay Feedback: Week of 28 June**

## **MRES EXAMINATION SCHEDULE**

- Dissertation deadline: Thursday 30 September
- Examiners' Meeting: Mid-November

## **PhD RESEARCH SEMINAR TIMETABLE**

### **TERM DATES:**

Autumn term: Monday 28 September 2009 to Friday 11 December 2009

Spring term: Monday 4 January 2010 to Friday 19 March 2010

Summer term: Monday 19 April 2009 to Friday 2 July 2010

### **TEACHING LOCATIONS:**

MAL 153 and MAL B36: Main Building, Malet Street

Map: <http://www.bbk.ac.uk/maps>

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### **AUTUMN TERM 2009/10**

**Seminar leader: Colin MacCabe**

Day & Time: Thursday, 10am – 12noon

Location: Room MAL 153

Dates: October: 8, 15, 22, 29

November: 5, 12, 19, 26

December: 3, 10

### **SPRING TERM 2009/10**

**Seminar leader: Barry Curtis**

Day & Time: Thursday, 10am - 12noon

Location: Room MAL 153

Dates: January: 7, 14, 21, 28

February: 4, 11, 18, 25

March: 4, 11, 18

### **SUMMER TERM 2009/10**

**Seminar leader: Marko Daniel**

Day & Time: Thursday, 10am - 12noon

Location: Room MAL B36

Dates: May: 6, 13, 20, 27

June: 3, 10, 17, 24

July: 1

## **PRODECURES & GUIDELINES**

### **STUDENT COMPLAINTS PROCEDURE**

The London Consortium welcomes constructive comment from students and will endeavour, whenever possible, to act upon suggestions that improve the overall quality of the programme.

There will be several opportunities throughout the year at which First Year students are invited to give feedback on the progress of the taught courses to the Academic Director, the Administrator and the Chairman.

Students elect two representatives to serve on the Steering Committee, one for the MRes and one for the PhD programme. Representatives have observer status at meetings of the Consortium's Board of Management and can make representations on behalf of the students.

If students wish to raise complaints or problems outside these fora, they should do so directly with the members of faculty concerned, and it is to be hoped that most problems can be addressed quickly and satisfactorily.

If a student has a grievance related to their course, which they are unable to resolve with the Faculty member concerned, they should bring the matter to the attention of the Academic Director in the first instance.

A formal complaint will be examined by the Academic Director and the Consortium Chairman.

If the matter cannot be satisfactorily resolved within the Consortium, students ultimately have recourse to the complaints procedures of Birkbeck College: <http://www.bbk.ac.uk/reg/regs/complaints.pdf>.

# MRes / Year 1 PROCEDURES & GUIDELINES

## GUIDELINES FOR SUBMITTING WORK

### Late Work

No written work will be accepted after the advertised deadline. Students who do not submit completed essays by the deadline will be assessed on whatever drafts, plans and outlines (but **not** general notes relating to the topic) they have submitted by the deadline, though only very well-advanced drafts are likely to pass. Students may indicate in writing, and using the College Mitigating Circumstances Claim Form - [www.bbk.ac.uk/reg/regs/mitcircsform.doc](http://www.bbk.ac.uk/reg/regs/mitcircsform.doc) - circumstances that may be considered by the Examinations Sub-Board at the end of the academic year. This form should be accompanied by original independent documentary evidence. Only evidence of unforeseeable, unpreventable circumstances can be accepted in mitigation (poor time-management, pressure of paid employment and failure to back up computing data cannot therefore be accepted as mitigating circumstances). All marks remain provisional until they have been confirmed by the Examinations Sub-Board at the end of the academic year.

### Plagiarism

Students are reminded that all work submitted as part of the requirements of the University of London must be expressed in their own words and incorporate their own ideas and judgements. See full Guidelines on Plagiarism on the Consortium website:

<http://www.londonconsortium.com/info/academicworkguidelines.php#plagiarism>

### Presentation

- All students must submit **3 copies of each piece of written work** (core course essays and MRes dissertation) in its **completed** form to the Consortium Administrative Office by 5pm by the deadline specified in the course timetable.
- All dissertations and PhD chapters must employ consistently a recognised scholarly system of referencing and include a List of Works Cited. See full Guidelines on Referencing  
<http://www.londonconsortium.com/info/academicworkguidelines.php#referencing>
- Course essays should be approximately **4,000** words in length.
- MRes dissertations should be **12,000** words in length.
- All essays and dissertations should be typed on A4 paper, using one side of the page only, with double-spaced text and numbered pages. Drawings, illustrations, etc. can be included at the back of the dissertation.
- All essays should be securely fastened (stapled) and pages must be consecutively numbered.
- Students must take personal responsibility for ensuring that their dissertations are written in clear, correct English. Students are

encouraged to take advice, from supervisors and others, about their written English, but may not submit dissertations that have been rewritten or substantially improved by other parties.

- Dissertations should be securely bound (spiral-binding is acceptable, but submission in a folder or ring-binder is not) and should have the following information clearly printed on the cover:
  - the name of the candidate
  - the dissertation title
  - the year of submission

## **MARKING SCHEME**

All work is assessed independently by two markers, who write separate comments. Students will be given an agreed mark, along with either both sets of comments or an agreed amalgamation of them. If the two markers cannot agree on a mark, the essay will be read and moderated by a third marker. In any case, all work is subject to review by our External Examiner (an expert external to the University of London, who oversees the conduct of our course assessment). The External Examiner may be asked to adjudicate in the case of disagreed marks and can recommend adjustments of marks in the light of rereading s/he may undertake. Therefore all marks should be regarded as provisional until they are confirmed by the college-constituted Examination Board in November.

The weightings for the coursework elements are as follows for the Master of Research:

Core Course Essays (5)	50% of final mark
Dissertation	50% of final mark

Marking will be on a scale of 1 to 100, with 50% as a Pass mark, Merit 60-69%, and Distinction 70% and above.

### **Distinction**

An overall mark of Distinction will normally be awarded when a student **either** gains 5 marks of Distinction (70%) out of the 6 pieces of work submitted (one of these must be the Dissertation), **or** has an overall (weighted) average of 70%. In exceptional circumstances, there is the possibility of an oral examination.

### **Merit**

An overall mark of Merit will normally be awarded **either** when a student gains 5 marks of Merit (60-69%) out of the 6 pieces of work submitted (one of these must be the Dissertation), **or** when a student has an overall (weighted) average of 60% or above.

### **Pass Mark**

A student normally must pass 5 papers (50%) including the Dissertation and have an overall (weighted) average of 50% in order to pass the MRes.

### **Fail**

A student may only fail one paper (excluding the Dissertation) and may request to re-submit once in this case.

## **RESEARCH JURIES:**

Year One Research Juries allow students to showcase and measure the progress they have made with their individual research projects, whether for PhD or MRes dissertation. Each student gives a 20-30 minute presentation, to an audience made up of London Consortium students and faculty, along with invited experts. Each presentation is followed by up to 30 minutes discussion, in which the presenters answer questions and defend their arguments. Written versions of the Jury presentations must subsequently be submitted, following a period to allow the incorporation of revisions arising from the discussion. These texts may often provide the basis for a first discussion with an MRes dissertation supervisor or a PhD second supervisor.

## **CONTINUING FROM MRes to PhD:**

- All MRes students wishing to continue onto the PhD programme at the end of the first year should submit a 2,000-word research proposal to the Academic Director by the end of March.
- These proposals will be considered by the Consortium Steering Committee in conjunction with essay marks, at the beginning of April.
- Students wishing to continue onto the PhD programme will normally be expected to achieve a mark of at least 65% in the Dissertation and an average of at least 60% in their core course essays.
- The Steering Committee's decisions will be communicated to the students concerned before the end of the summer term.

## **GUIDELINES FOR DRAFTING PhD PROPOSALS:**

A PhD research proposal should be approximately 2,000 words long.

A PhD thesis must form a distinct contribution to knowledge on the subject. It must afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power. The completed work must be of a publishable standard, either as a whole or in part.

When drafting a PhD proposal, students should address the following points:

- (1) What do you propose to write about? It is better to frame a proposal in terms of questions or problems to be addressed rather than just areas to be studied.
- (2) How will you carry out your project? What theoretical approach or techniques will you employ? What resources will you need?
- (3) Why is this research important and what will it add to existing knowledge or scholarship in your subject area?

## **PHD PROCEDURES & GUIDELINES**

### **COMPLETING THE TAUGHT FIRST YEAR AS YEAR 1 of the MPhil/PhD COURSE**

Students undertaking the first year of their PhD are required to:

- i. Complete all core course essays, achieving an average mark of at least 60% in their core course essays;
- ii. During the summer term, present their research to a Jury of their peers, Steering Committee members and senior PhD students (20 minute presentation followed by questions);
- iii. Submit an initial 10,000 words, to their first supervisor (and second, if applicable), no later than 30th September (electronic copies to be lodged with the office by e-mail).

### **MILESTONES IN COMPLETING A PhD**

Students working towards a PhD should keep the following milestones in mind. They represent a guide to the level of progress required for successful completion within the usual 3 to 4 year period.

- |        |  |
|--------|--|
| Year 1 | Completion of at least 10,000 words of continuous writing which will form part of the final thesis.  |
| Year 2 | Upgrade from MPhil to PhD registration. See the following page for information about the requirements for upgrade. They include completion of at least 2 chapters and evidence that the student is already producing work of PhD standard and has completion of the thesis clearly and achievably in view. |
| Year 3 | Complete full draft of the thesis.   |
| Year 4 | After three years students may apply for 'writing-up' status (see next pages). This is a period during which students who are very near to completing their PhDs and require very little supervision may enrol at a minimal fee.   |

**Progression into each year of the Doctoral Programme is subject to satisfactory performance in the previous year.**

## **UPGRADING FROM MPhil to PhD:**

Like all UK universities, Birkbeck College, which deals with student registration on the London Consortium's behalf, normally requires that all students joining the PhD programme are registered for the MPhil in the first instance. In order to be upgraded from MPhil to PhD status, students must be able to demonstrate that they are on track to complete a thesis that meets the criteria of a PhD. Thereafter, PhD registration applies retrospectively to the whole period of the student's enrolment.

Early in their 2<sup>nd</sup> year of independent study – usually January – doctoral students will be invited to submit work to an upgrade panel. The panel will be looking for clear signs that the student is already producing work of PhD scope and quality, has a strong, particularised conception of the thesis as a whole and a credible plan for how the remainder of the thesis is to be written, normally within two years. The student ought to have made enough progress and have enough command over their topic to be able to treat the panel like a small, friendly, proleptic viva. If the panel feel that any student's work is not sufficiently advanced to justify an upgrade, there will be a second chance to submit work in June. Students with AHRC funding must have been upgraded before the end of their 2<sup>nd</sup> year.

In order to be upgraded from MPhil to PhD status, students will be asked to submit three copies of the following material:

- at least 2 chapters or 20,000 words (the work submitted should be fully completed, including full referencing)
- a timetable for completion
- a chapter plan
- a bibliography

Students will be notified in writing of the date of the upgrade and the deadline by which work must reach the panel members - normally not less than two weeks before the date of the upgrade.

The upgrade panel will be appointed by the Steering Committee. It is usually made up of the first and second supervisors and a third member, usually drawn from the steering group.

Following the upgrade, a report will be written by the panel outlining the discussions that took place during the upgrade meeting and confirming the outcome. The outcome may be confirmation that the student has met the upgrade requirements, as outlined above, or that further work is required to demonstrate that the student is ready to upgrade to PhD registration. In the latter case, the panel will give the student clear indications of what further work needs to be undertaken and give a deadline for completing that work. The panel may choose to ask the student to attend another upgrade panel, or may review the work and agree an outcome without reconvening.

## 'WRITING-UP'

PhD students who have completed three years of registration are eligible to apply for 'writing-up' enrolment status, which carries a greatly-reduced enrolment fee. Students paying this reduced fee will have continued access to libraries and other academic facilities, but it is assumed that they will need only minimal supervisory contact, and therefore with only one of their two supervisors. If either a student or supervisor feels that more extensive supervisory contact is required, it is not appropriate to apply for 'writing-up' status. Students must be able to demonstrate that they have at least three-quarters of the thesis in draft before transfer to writing-up status can be approved. Students may be enrolled as writing-up for one year only; students who re-enrol after this period will be liable for the full tuition fee.

## PhD COMPLETION, SUBMISSION AND EXAMINATION

The University of London's PhD Regulations can be viewed in full on the web at [http://www.london.ac.uk/research\\_degrees](http://www.london.ac.uk/research_degrees)

***Full details are also available on the Consortium website and all students are expected to familiarise themselves with these full procedures and regulations of submission and examination.***

The basic procedure is as follows:

**Entrance Form:** an examination entrance form, obtainable from Birkbeck Registry, must be submitted at least **four months** before the thesis is due to be submitted. The entrance form must be signed by your supervisor. It must also indicate who will be responsible for organising the viva voce (oral) examination. Normally this latter will be the Academic Director of the London Consortium. This form must be accompanied by a form nominating two examiners, completed by the supervisor or Academic Director.

**Appointment of Examiners:** two examiners are appointed, one external to the University, the other a teacher at a college other than the student's host institution (in the case of the Consortium, this is Birkbeck College). The College's Nominations Panel will normally expect at least one of the examiners to have had experience of examining University of London PhDs. The supervisor and student should discuss eligible examiners before the entrance form is submitted.

**Completion:** Enough time should be built in to allow both for the final draft to be read by one or both of your supervisors and for you to respond to last-minute suggestions for improvement. Time should also be allowed for chasing up missing references and other information and checking all quotations and transcriptions.

**Submission:** Two bound copies of your thesis must be submitted to the Research Degree Examinations Office of Senate House. There are strict regulations about the presentation of the thesis and these, along with the list of binders, should be consulted. You must also submit at this time a form signed

by your supervisor to confirm that the thesis does not exceed the specified maximum number of words.

**Viva (oral examination):** The viva will normally be held in the supervisor's office, or some other suitable location, in one of the constituent institutions of the Consortium or in Senate House. Normally, only the student and his or her two examiners are present, though the supervisor may also be present, if he or she wishes, and if the student agrees. There is no prescribed format or duration for vivas, though in practice they follow a fairly standard pattern and most will last for between 1 ½ and 2 hours. The examiners will usually focus closely upon the structure and detail of the thesis, though they are also permitted to explore the student's knowledge of the field of research of the thesis more generally.

**Outcomes:** The viva can lead to a range of different outcomes:

- The thesis is failed.
- The thesis is awarded an MPhil.
- The thesis is awarded an MPhil following the completion of specified amendments.
- The thesis is referred. This means that the candidate is asked to do specified forms of rewriting. This can vary from, for example, the reworking of an introductory chapter or conclusion, to the systematic rewriting of the thesis. The maximum period allowable for completion of these specified forms of rewriting in the case of referred theses is eighteen months, though examiners may specify a shorter period. In order to resubmit a thesis following a referral, the student must enter again for the examination and the examiners (normally the original examiners) must be reappointed. In the case of a resubmitted thesis, the examiners may waive the necessity for another viva.
- The examiners fail to agree. In this case, a third examiner will be appointed to provide a resolution.
- The thesis is passed, subject to the satisfactory completion of specified minor amendments. This may not amount to anything more than the correction of typos and similar errors. These must be completed within three months, though they will often take much less time than this. This is the commonest outcome of PhD vivas in the UK.
- The thesis is passed without conditions and the student is awarded the PhD.

**Reports:** At the end of the viva, the examiners will draw up a joint report in which they make their recommendations. This joint report will be made available to the student and supervisor by the University.

## **SUPERVISION GUIDELINES**

### **Appointment of Supervisors: MRes and First Year PhD students**

Incoming PhD students will be appointed an initial supervisor from the start of the programme to help and advise them through the early stages of their work. As the work develops it may be felt appropriate to bring in an alternative supervisor. Second Supervisors will normally be appointed in the summer term of the first year or the autumn term of the second year, as felt appropriate.

Supervisors may come from core faculty, one of the partner institutions or elsewhere. However, for PhD students, at least one internal supervisor is preferred. For MRes students it is usually the case that an internal supervisor will be appointed.

Students should arrange to see their supervisor regularly (see **Responsibilities of Students**).

### **Frequency of PhD Supervision Meetings:**

- First supervisors will expect to meet/consult with the students they supervise on average three times a term.
- Second supervisors will expect to meet/consult with the students they supervise on average four times a year.
- Writing-Up Students - A student who has been enrolled for three years and whose work has advanced to the point where it can be expected to be completed with only minimal supervision (normally this will mean that at least three-quarters of the thesis is in draft), can enrol, for up to one year only, as a writing-up student, at a reduced fee, and with a single supervisor. Supervisors of such students will expect to meet / consult with the students they supervise once a term on average.

### **Recommended Best Supervision Practice**

The Consortium suggests that the following practices are good examples of ways to manage the student-supervisor relationship:

- Set dates for a number of meetings in advance, for example setting the dates of three meetings at the start of each term, and stick to those dates.
- The student should set objectives in advance of each meeting.
- The student should write a report summarising the discussion after each meeting.
- Students should keep notes of all their reading and thoughts in an on-going log throughout the course of their research and discuss these with their supervisors at regular intervals.

## **RESPONSIBILITIES OF THE STUDENT**

London Consortium students are enrolled with Birkbeck College, which is part of the University of London. Students should acquaint themselves with College and University Regulations relating to their course of study:

- Regulations for Students for Masters' Degrees
- Regulations for Internal Students Proceeding to the Degrees of MPhil and PhD

These can be obtained from Birkbeck College Registry.

### **MRes / First Year students only:**

- To attend all scheduled classes, and where this is impossible, to notify the Consortium office in advance of any absence, giving reasons.
- To submit the required pieces of course-work on time (three hard copies of each to be delivered to the Consortium office).

### **Students in all Years:**

- To discuss with your supervisors the type of guidance and comment you would find most useful, and to agree a schedule of regular meetings. In the case of MRes students this will be your dissertation advisor. In the case of MPhil students this will be your First and Second supervisors (MPhil/PhD students should aim to have a minimum of three meetings per term with their first supervisors).
- To agree with your supervisor each term a schedule of research work, which must be executed in full during each term of the academic year.
- To take the initiative in raising problems and difficulties, however elementary they may seem.

### **MPhil / PhD Students only:**

- All MPhil / PhD students should submit a short report (200-300 words) on progress at the end of each term. These reports should give details of work drafted and contact with supervisors. Students are strongly encouraged to maintain a personal research log at more frequent intervals, in which they measure progress, set out plans and identify problems.
- Your First Supervisor is your primary source of advice, and you should submit all written work to them in the first instance.
- Your Second Supervisor should also be given a copy of written work, and will comment when relevant. Second supervisors will also take part in major consultations on changes in studies, examinations etc.

## **RESPONSIBILITIES OF THE SUPERVISOR**

Supervisors are appointed by the London Consortium and must adhere to the Birkbeck College Code of Practice relating to Postgraduate Training. The full version can be downloaded from the Birkbeck College website: [http://www.bbk.ac.uk/reg/regs/pg\\_code](http://www.bbk.ac.uk/reg/regs/pg_code).

### **Responsibilities of the Supervisor include:**

- Giving guidance on the nature of research and the standard of work expected, the planning of a research programme, advising on literature, sources and requisite techniques (arranging for additional instruction where necessary), and on the problem of plagiarism.
- Maintaining contact with the student through regular tutorial and seminar meetings, in accordance with the College and Consortium policy, and as informed by discussion with the student.
- Being accessible to the student at other appropriate times when advice might be needed.
- Requesting written work and returning such work with appropriate comments and constructive criticism within a reasonable period of time.
- Arranging for the student to talk about his/her work to staff or graduate seminars, as appropriate, and to have practice in oral examinations.
- Ensuring that students are made aware of any problems should their work fall below the expected standard or if the student fails to make adequate progress.
- First and Second supervisors must submit a written progress report on each supervisee to the Consortium office before the end of every term (three reports per year).
- First Supervisors should undertake a detailed reading of the thesis prior to submission for examination, paying particular attention to matters of referencing, presentation, and other academic matters.