
WELCOME FROM THE MASTER

I am delighted you have chosen to study at Birkbeck and it gives me great pleasure to welcome you.

I want you to enjoy your studies, be successful during your time here and for your learning to enrich your life.

You will find Birkbeck enables you to choose as much or as little of the standard university experience as you like. You might work during the day, study in one of Bloomsbury's world-famous libraries, undertake an internship or do something completely different. Many people are drawn to Birkbeck because we support and enable diverse life choices.

Our unique approach to higher education enables and encourages ambitious students of all ages and from a huge range of backgrounds and cultures to study. Many bring these experiences to the classroom providing unrivalled opportunities to network and collaborate.

Our approach also allows our academics to combine their groundbreaking research with teaching.

The combination of dedicated, experienced students and committed, influential academics makes studying at Birkbeck an intense, intellectually challenging and enjoyable experience.

I am sure you will enjoy your time here while achieving great results in your studies, building networks to enhance your career and making friendships which will last for the rest of your life.



Please use this book to explore the wide range of facilities, support and advice available to you.

I encourage you to engage actively in your studies and make the most of the opportunities open to you in London. I hope you will be challenged and will grow as your studies progress. Each year, I thoroughly enjoy hearing students' success stories at graduation and I am looking forward to yours.

*Professor David Latchman CBE,
Master of Birkbeck*

WELCOME FROM THE STUDENTS' UNION

We would like to congratulate you on joining us as a student at Birkbeck. We hope that you have a fantastic, fulfilling and engaging experience here.

As Birkbeck's elected student leaders, we look forward to representing and championing your interests, alongside those of all Birkbeck's students.

As well as organising and supporting a range of activities, campaigns and events, which you can read more about in this booklet, as your representatives, we act as the voice of students at Birkbeck, ensuring your interests are represented in decision-making.

We encourage you to make the most of your time as a student at Birkbeck and one of the best ways you can do so is by becoming involved with the Students' Union and the activities run by our members.

We look forward to meeting you at the Freshers' Fayre or seeing you around the campus.

*Nicholas Baker and Sara Hurley,
Student Leaders*

*Read more about the Students' Union
on page 24.*



THE UNIVERSITY OF LONDON

By joining Birkbeck you have become a student at the prestigious University of London. Made up of 19 self-governing colleges and a further nine smaller, specialist research centres, the University of London includes University College London (UCL), King's College London (KCL), the School of Oriental and African Studies (SOAS) and the London School of Economics and Political Science (LSE) among others.

You have joined one of the largest, most highly-regarded and diverse universities in the UK with over 120,000 students in London, and a further 50,000 studying across 180 countries for a University of London degree.

Established for the public benefit in 1836 by Royal Charter and recognised globally, the University of London has pioneered change in Higher Education. It was the first university to admit students regardless of their gender, race or religion and the first to admit women to degree programmes.

Birkbeck joined the University of London in 1920.



BIRKBECK

The College has been enabling people to access higher education and transform their lives since it was founded nearly 200 years ago.

Today it hosts around 10,000 students and its focus – providing flexible, full-time and part-time higher education and maintaining and developing excellence in research – remains close to that of its founder, George Birkbeck, whose vision in establishing the College which went on to bear his name was to educate the working people of London.

Birkbeck is unique among UK higher education institutions in that the vast majority of our teaching takes place in the evening from 6–9pm. This allows our students to choose as much or as little of the standard university experience as they like. Many, but not all, combine university with work advancing their career as they study, whilst others pursue a huge range of diverse life choices. Our students tell us that the variety of life experiences that students bring to classes enriches the learning experience and provides excellent opportunities for networking.

The College comprises five academic schools:

- the School of Arts which comprises the departments of: English and Humanities; Cultures and Languages; History of Art; Film, Media and Cultural Studies
- the School of Business, Economics and Informatics which comprises the departments of: Economics, Mathematics and Statistics; Computer Science and Information Systems; Management; Organizational Psychology
- the School of Law, which comprises the departments of: Criminology and Law
- the School of Science which comprises the departments of: Biological Sciences; Earth and Planetary Sciences; Psychological Sciences
- the School of Social Sciences, History and Philosophy which comprises the departments of: Applied Linguistics and Communication; Geography; History, Classics and Archaeology; Philosophy; Politics; Psychosocial Studies.

Find out more about our schools and departments at bbk.ac.uk/departments



**“I REALLY FELL IN
LOVE WITH THE
CAMPUS AND THE
UNIVERSITY’S
VALUES. I KNEW
THAT BIRKBECK WAS
WHERE I BELONGED.”**

Madeline
BA Creative Writing and English

GETTING STARTED

To help you settle in at the beginning of your first term, here is your checklist.



- COMPLETE ENROLMENT**
Go to My Birkbeck and complete your enrolment to become an official Birkbeck student.
bbk.ac.uk/mybirkbeck

- ORDER A STUDENT ID CARD**
Upload a photo and update your details via My Birkbeck. Show your friends and family you are now studying for a prestigious University of London degree.

- SET UP YOUR EMAIL**
Confirm your Birkbeck email account via My Birkbeck. Use your Birkbeck email address to spread the word you are at Birkbeck.

- VIEW YOUR TIMETABLE**
Once you've enrolled, log in to My Birkbeck to see your class timetable.

- EXPLORE THE CAMPUS**
Find the locations and facilities you think you'll use such as the Student Advice Centre, Library, the Students Union, Student Central, your classrooms and the best places for refreshments.

- ATTEND A STUDY SKILLS WORKSHOP**
Check out the academic skills support and development available online and face-to-face. Start to plan your future success!
bbk.ac.uk/study-skills

□ GET TO KNOW MOODLE AND MY BIRKBECK

Moodle provides your course-related information such as your programme handbook, reading lists and assessments online.

Check out your key dates and put them in your calendar.

moodle.bbk.ac.uk

Your online portal ‘My Birkbeck’ includes your student information and is your home for accessing Birkbeck’s online services – it’s vital you check it regularly.

bbk.ac.uk/mybirkbeck

□ GET TO KNOW YOUR CLASSMATES

Enhance your studies by sharing your thoughts on the course with the other students. Join a club or society and get to know other students from across the College. Start networking.

□ MEET YOUR PERSONAL TUTOR AND PROGRAMME ADMINISTRATOR

These are key contacts throughout your time at Birkbeck. Get to know them during your programme induction sessions. Find out who your subject librarian is and your department’s learning development tutor.

□ JOIN A CLUB OR SOCIETY

Meet like-minded people, explore a new interest and augment your student social life. You can join clubs at Birkbeck, Student Central and SOAS through a reciprocal agreement we have arranged for you.

□ EXPLORE BLOOMSBURY

Visit an exhibition at the British Museum, find the house where Vladimir Lenin lived, hang out at one of the delightful independent cafés or search the volumes at a specialist bookshop and once you’ve explored Bloomsbury, take a trip to Stratford where you can also use the facilities.

□ FIND OUT WHAT’S ON

Keep updated on news and events by following Birkbeck on social media:

Twitter:

@BirkbeckNews

Instagram:

@birkbeckuni

Facebook:

@BirkbeckUniversityofLondon and read the monthly Birkbeck Bulletin e-newsletter which will be sent to your Birkbeck email address.

□ LET YOUR FRIENDS KNOW YOU’RE A BIRKBECK STUDENT

Make an announcement on social media – tell your friends you’ve joined Birkbeck.

Find out more:

bbk.ac.uk/student-services/orientation

ENROLMENT

If you haven't enrolled already, it is essential that you do so as soon as possible and definitely before your teaching begins.

If you need support with enrolment, visit the Student Advice Centre at Malet Street or go to Ask: bbk.ac.uk/ask

Once you have enrolled, you will be a Birkbeck student and able to:

- choose your modules
- view your timetable on My Birkbeck
- attend your lectures and seminars
- access student loan funding and financial support
- access your module information on Moodle (where reading lists and course-related information are posted)
- use Birkbeck Library
- order your student card and use it to gain discounts
- join the Students' Union
- use the College support services such as the Careers and Employability Service
- progress applications for Disabled Students' Allowance (DSA).

If you're studying for a direct-enrolment short course or a modular Certificate of Higher Education, you don't need to complete the online enrolment process. You will have enrolled onto the course when you applied to do it and paid the fee online.

HOW TO ENROL AS A NEW STUDENT

You'll receive an email inviting you to enrol online when:

- you've been formally accepted on a programme of study
- you've accepted your offer of admission
- there are no outstanding offer conditions.

bbk.ac.uk/mybirkbeck

The email will contain your username and password. You will need to enrol by logging into My Birkbeck.

During enrolment you may be asked to upload an identity document (ID). This is usually a valid passport. You will not be able to complete enrolment until your ID document has been verified.



2018–2019 TERM DATES

AUTUMN TERM DATES

Monday 1 October 2018–
Friday 14 December 2018.

CHRISTMAS CLOSURE

Saturday 22 December 2018–
Tuesday 1 January 2019.

SPRING TERM DATES

Monday 14 January 2019–
Friday 29 March 2019.

EASTER CLOSURE

Thursday 18 April 2019–
Tuesday 23 April 2019.

SUMMER TERM DATES

Monday 29 April 2019–
Friday 12 July 2019.

Term dates for the next three years can
be found at: bbk.ac.uk/about-us/term-dates



GETTING ONLINE AND DIGITAL RESOURCES

We offer excellent IT facilities to students. These include technical support and assistive technologies to help with specific disabilities. For help with IT questions, use the ASK service: bbk.ac.uk/ask or visit the IT Helpdesk in the Student Advice Service from 10.30am to 6.30pm, Monday to Friday.

WIFI

You can connect to wifi at Birkbeck through Eduroam, a worldwide education roaming service available in nearly 90 countries. Once your wireless device is set up for use at Birkbeck, it will work at thousands of educational and research institutions in London and around the world.

To set up your device, download an installer before you connect to the Eduroam network at Birkbeck. Installers for numerous operating systems are available in My Software in My Birkbeck.

Go to: [My Birkbeck](#) > [My Software](#)



OPEN-ACCESS COMPUTERS

A large number of PCs are provided for you to use during your studies. These are located in the library and in 11 workstation rooms in the main building of Malet Street.

View live availability at:
bbk.ac.uk/its/timetables

EMAIL

You need to have a valid email address in order for us to contact you. You can also use this email address as your username for My Birkbeck. To update your email address, go to the 'My Birkbeck user and email account' option in My Birkbeck, where you can also opt to create a Birkbeck email address (Birkbeck Gmail – powered by Google).

BIRKBECK LIBRARY

Birkbeck Library gives you access to a wealth of online resources including journals, eBooks and databases. See page 21 for more details, or visit bbk.ac.uk/library

MY BIRKBECK

My Birkbeck is your online Birkbeck portal and it is important that you access it regularly. My Birkbeck includes your student information and is your home for accessing Birkbeck services online.

On My Birkbeck you can:

- log in to Moodle
- see your class and exam timetable
- find contact details for your personal tutor and learning development tutor
- enrol and confirm funding arrangements
- order your student card
- view your registered modules – your programme administrator is responsible for adding you to a module
- view your approved assessment results
- check your print balance
- view your attendance history.

bbk.ac.uk/mybirkbeck

MOODLE

Moodle, an online learning system, will be an important resource for you. You'll find all of your course resources in Moodle and you'll need to use it to submit assessments online. You will find details of the help available to improve your learning skills, as well as a number of interactive learning activities created to support your study. You can access Moodle on desktop, laptop and mobile devices.

ASK

Ask is our online query system and the best way for you to ask us a question. By using Ask, you will be able to track your query and get a quick response. Go to My Birkbeck and click Ask. Any question? just Ask!
bbk.ac.uk/ask

FREE MICROSOFT OFFICE

Microsoft Office 365, which includes Word, Excel, PowerPoint and OneNote software is available free for Birkbeck students. You can also save your coursework in OneDrive. Get your free version of Office by going to My Software in My Birkbeck.

LYNDA ONLINE RESOURCES

Lynda.com, an extensive library of video-based training resources is available free to all Birkbeck students. Get log-in details via 'My Software' in 'My Birkbeck'. Lynda allows you to access 'how to ...' help anytime of the day or night.

ACADEMIC SUPPORT

Whether you are joining us straight from another education provider or returning to learning after a period away, we know study is challenging. We want you to fulfil your potential and achieve your best so we provide a range of high quality support to help you. If you find things get too difficult, talk to us!

PERSONAL TUTORS

Every student is assigned a personal tutor who will contact you during your first few weeks of term. Personal tutors provide advice and respond to concerns, whether they relate to your personal circumstances or academic performance. They can help with optional module choices, study skills or direct you to other support services, all to help you achieve your goals. Find your personal tutor's contact details on My Birkbeck.

STUDY SKILLS

Study Skills offer online and face-to-face guidance to help students develop the skills they need for academic success. You may be stuck on a particular problem, need a confidence boost or want to push yourself further.

The Study Skills web page has everything you need to develop your academic skills with online study resources, workshops and one-to-ones with our specialist learning development staff.

bbk.ac.uk/studyskills

LEARNING DEVELOPMENT TUTORS

Each school has a learning development tutor who runs study skills workshops, specifically designed for the school. Learning development tutors may also be available for one-to-one help. Your learning development tutor will send you an introductory email.

STUDY CLINICS

Come along to one of our solution-focused Study Clinics which are held weekly during the spring and autumn terms. For details, visit bbk.ac.uk/study-skills

Study Clinics are open to all students who need timely support with their studies. They can help you to:

- identify your preferred study strategies
- identify skills to develop to help you stay ‘on track’
- plan ahead to make assignments more successful and less stressful
- find out about other helpful resources and workshops
- locate further specialist support e.g. dyslexia/ADHD

FREE WORKSHOPS

Our learning development staff run themed workshops each term including academic writing, academic English, computing and IT skills, note taking and presentation skills. Find upcoming workshops at bbk.ac.uk/studyskills



LEARNING AND TEACHING

ASSESSMENT AND FEEDBACK

A tutor's assessment of your work and the feedback they give is intended to help you understand how you did, hone your academic skills and indicate how you can improve. Remember to use the feedback, as well as the mark, to reflect on how you can develop. Before you submit your next piece of work, review the assessment criteria and feedback from other assignments. Feedback comes in various forms – verbal as well as written; to groups and individually; formal or informal. You will be provided with clear marking criteria and you should expect to receive feedback on your coursework within four weeks of the submission deadline. Marking schemes can be found on each Moodle homepage.

To learn more and get the most out of your assessment and feedback visit here: bbk.ac.uk/student-services/exams/marking



TEACHING

Your classroom experience is critical to your learning at Birkbeck. During your studies you will experience a range of teaching methods including lectures, seminars, practical classes and group work. Moodle will be vital to your learning and you must use it to access a range of online resources related to your study. We also use Panopto, a video system to record lectures, allowing you to review past classes.

ATTENDANCE

We recognise students have many demands on their time but the Birkbeck experience is about face-to-face teaching, so it is important you attend classes.

You are far more likely to do well in your studies, feel fulfilled and enjoy your learning experience if you attend your lectures regularly.

All students are issued with student cards and you should make sure that you ‘tap’ into each learning and teaching session so you appear on the e-register. You can find an e-register at each of our teaching rooms. We will contact you and offer support if our records show that you have not attended regularly nor engaged with your studies.



ACADEMIC SUPPORT

We offer online and face-to-face advice, guidance and support to help you develop the study skills you need for academic success. Make use of your personal tutor, study skills sessions, learning development tutors, study and the resources on the Birkbeck website to get the most from your course.

bbk.ac.uk/study-skills

PAST EXAM PAPERS

Past exam papers are available in the library. They can help you prepare for forthcoming exams.

bbk.ac.uk/library/exam-papers

POLICIES AND REGULATIONS

Our policies and regulations describe important information about your studies. You can find our policies at

bbk.ac.uk/registry/policies

ACADEMIC MISCONDUCT

If you have difficulty completing an essay or assignment for any reason, talk to us. Please don't be persuaded to use someone else to complete an assessment for you. We use the Turnitin system to check all submitted work and we also undertake spot checks of work to maintain academic standards.

YOUR VOICE

There are a number of ways in which we consult with and students to ensure that you can input into courses and shape your learning.



COURSE REPRESENTATIVES

Departments have student course representatives tasked with representing students' views, opinions and experiences to the department to help it improve. You can volunteer to be a course representative or provide feedback through your nominated rep. Any student can be a rep and they are elected at the beginning of each term to represent their course-mates. Full details of the Course Rep role and elections will be available on birkbeckunion.org in October.


STUDENTS' UNION

The Students' Union is led by students, for students. The SU will ask you for feedback regularly so your views are represented.

STUDENT SURVEYS

Your feedback helps us to improve your student experience. During your course, we will ask you to share your views in a number of ways including: staff-student liaison meetings; module surveys; an annual satisfaction survey; and, sometimes, focus groups. Your feedback makes a difference to the services we offer you, so we encourage you to tell us what you think

Please take the time to provide your feedback and contribute to further developments at Birkbeck. See here for more information: bbk.ac.uk/survey-feedback



**“YOU WON’T GET
A LEARNING
EXPERIENCE LIKE
THIS ANYWHERE
ELSE: A PLETHORA
OF DIFFERENT
OPINIONS AND
PERSPECTIVES.
EVERYONE, FROM
LECTURERS TO
CLASSMATES, IS
WILLING TO SHARE.”**

Edwin
MA Text and Performance

CAMPUS FACILITIES

Birkbeck provides a huge range of onsite facilities and services from its campuses in Bloomsbury and Stratford. Located in central London and Stratford respectively, there is a huge range within easy reach.



BLOOMSBURY

The majority of Birkbeck's teaching, learning and leisure facilities are located in and around the Bloomsbury Campus. Our main building in Malet Street is home to a number of classrooms, the library, the Student Advice Service, the Students' Union and a café, alongside other facilities.

STUDENT ADVICE SERVICE

The Student Advice Service offers in-depth advice and guidance on financial support and many other areas of university life. Based in the main building, students can use the self-service terminals to access information or speak to support staff. The team can also refer you for more in-depth specialist advice and support. Drop in to see the advisers or get in touch through the online Ask form.

Submit an Ask query: bbk.ac.uk/ask
Call: 020 3907 0700 (Mon to Thurs noon to 6pm, Fri noon to 5pm).

G20, which is located on the ground floor of the main Malet Street building, offers a range of student facing services and resources. These include the Students' Union, career sessions, support for international students and graduate students.

To find out what's available, visit: bbk.ac.uk/student-services/student-advice-service

LIBRARY

The Library is located in the main building on Torrington Square and is open seven days a week, late into the evening. It offers a range of study areas for different study needs, including PC desks, quiet study spaces and group study areas. Screens in the Library and a dedicated live web page show you which desks are available. Find out more about the library at bbk.ac.uk/library and its opening hours at bbk.ac.uk/library/opening-hours

Your student ID card gives you access to the Library and all of its services and facilities, while your Birkbeck username and password unlock online resources, such as online journals, eBooks and databases.

Subject librarians designated to your academic department are available to support you. You can also book an appointment for one-to-one support in researching a topic or using a particular database or online resource. The individual checking availability link below will show an online calendar of times and dates your subject librarian is available, otherwise, email your subject librarian with some information about what you need help with and two or three times and dates that would be convenient for you. Find out who your subject librarian is at bbk.ac.uk/library/contact-us

There are specialist library services and facilities for students with disabilities and dyslexia:

bbk.ac.uk/library/disability-service

As a Birkbeck student you can access other University of London libraries – and other university libraries generally – through the SCONUL Access scheme, as well as being able to make use of the rich cultural centres in Bloomsbury.

FOOD AND DRINK

Located in the Malet Street building, the Fifth Floor Eatery offers a wide selection of meals as well as sandwiches, soups, pasties, cakes, confectionery and hot and cold drinks from 8am to 8pm.

There's also a Costa café in Malet Street, a shop and vending machines in the basement and the Birkbeck bar, the George, is on the fourth floor.

There are cafés serving hot and cold drinks and snacks in 43 Gordon Square and 30 Russell Square.

Our restaurants and cafes cater for a range of dietary requirements including religious dietary restrictions, food intolerances and allergies.

A farmers' market is held on Thursdays in Torrington Square offering a range of freshly cooked foods from a vibrant collection of stalls.

CINEMA AND THE PELTZ GALLERY

Our School of Arts at 43 Gordon Square houses a cinema which frequently screens films open to all students, and the Peltz Gallery, which hosts exhibitions for students and the wider public.

STUDENT CENTRAL

Located next to the main Malet Street building, Student Central provides a huge range of facilities and opportunities for all of the University of London's 120,000 students. These include shops, a cafe, bars, a gym, fitness classes and the largest indoor pool in central London. It's a great place to hang out and meet friends and it's also where Birkbeck Futures is located.

Membership is free to all. See page 25 for further details, or visit studentcentral.london

NURSERY

Our dedicated evening nursery for children aged two to six enables you to study safe in the knowledge your children are in the care of an affordable and professional evening nursery. Based on our Bloomsbury campus, the nursery has a large playroom and a secure garden, and offers up to 20 places. The fee is £15 per child, per evening: bbk.ac.uk/nursery

ACCOMMODATION

While the majority of our students live in private accommodation, we offer a wide range of student accommodation. This includes places in University of London intercollegiate halls, run by specialist provider UNITE, and we can assist with renting privately. Contact the accommodation service:

bbk.ac.uk/accommodation

STRATFORD

University Square Stratford (USS), our campus in east London shared with the University of East London, is located a few minutes' walk from Stratford International Station, Westfield Stratford City shopping centre and the Queen Elizabeth Olympic Park.

Boasting purpose-built state-of-the-art teaching facilities, some of you will have all or part of your course taught at USS.

You can use the study facilities and access the advice and guidance services at USS even if your modules are not delivered there. Students who are taught at Stratford can use the University of East London Library, and all others can join UEL Library through the SCONUL Access scheme: bbk.ac.uk/stratford

THE ALUMNI COMMUNITY

Graduation will be here before you know it. Upon graduating, you will automatically become a member of an active network of over 50,000 alumni worldwide and will be able to take advantage of a number of benefits and services.

Birkbeck's Development and Alumni Team will invite you to public lectures, school events and other activities.

As we approach Birkbeck's 200th anniversary in 2023, you will be able to support the College's future by volunteering your time and helping our current and prospective students:

bbk.ac.uk/alumni



THE STUDENTS' UNION

Birkbeck Students' Union is here for you and led by you, representing and supporting the diverse population of students. You automatically become a member of the Students' Union, giving you access to a range of extra-curricular activities enabling you to make friends and have fun. The Union works to build a community through events, clubs, societies and campaigns and props up your university experience. Come and see us on the fourth floor of the Malet Street building.

GET INVOLVED

You can see what we're about and what we're up to through birkbeckunion.org or search for Birkbeck Students' Union on Twitter, Facebook and Instagram.



DEMOCRACY

Birkbeck Students' Union is a democratically run organisation, led by Student Leaders and Liberation Officers who are elected each spring. We campaign on issues that will improve the student experience at Birkbeck. And there's loads of ways to get involved, such as submitting motions to Student Council, voting in the elections, standing as a candidate for an officer role or simply filling out the Student Life Survey, so we know what's important to you.

CLUBS AND SOCIETIES

Clubs and societies are a vital part of socialising, getting to know your fellow students and meeting new people. There are many to join including Big Band, archery and the ten-pin bowling club to name a few. A full list is on our website.

Don't see what you're looking for? Do you want a society for your course? You can easily start your own through our website.

COURSE REPS

Student course reps help relay students' opinions to lecturers. We want to give students the opportunity to provide input to courses and shape their learning. Any student can be a rep and they are elected at the beginning of each term to represent their course-mates. Keep your eyes peeled at the beginning of term for details of your course elections.

STUDENT CENTRAL

Student Central is the home for all University of London students and is conveniently located next door to the main Birkbeck building. As a Birkbeck student, you automatically become a member. Use the gym or swimming pool, join a wide range of pan-London societies and sports clubs or simply use the bars.

studentcentral.london

DISCOUNTS

TOTUM, the new name for the National Union of Students (NUS) extra card, allows you to access over 200 UK student discounts on food, clothes, travel, technology and more. Buy a card from just £12 through the Birkbeck Students' Union at *birkbeckunion.org*



INTERNATIONAL COMMUNITY

London is one of the world's most international cities and Birkbeck is ranked as one of the most international universities in the world. Studying in a new country is exciting and you will have lots of fun exploring the city and meeting other students. But we know it can also be challenging, so we provide special support for international students, tailored to your needs.

ADVICE

If you have a query about any aspect of your course, you should speak to your personal tutor in the first instance.

Each school also has an assistant dean and an assistant school manager responsible for developing our offer to international students.

Staff in the Student Advice Service are trained in and experienced at providing help to students from overseas and can provide more general advice about all aspects of student life. See page 27 for further details about the Student Advice Service.

ACCOMMODATION

We can help you find accommodation if you have not already done so.

Contact the accommodation service:
bbk.ac.uk/accommodation

See page 22 for further details.

VISA ADVICE

We have an immigration expert who is available for appointments to discuss any aspect of living in the UK as an international student.

bbk.ac.uk/international/visa

STUDY SKILLS

Studying in the UK may be very different to the studies you have done previously. We provide online and face-to-face Study Skills to ensure you are prepared: bbk.ac.uk/study-skills

See page 14 for further details

EMPLOYMENT

Many of our international students work part-time during the day, gaining experience of the UK workplace and working practices.

You will need to be aware of the work restrictions if you have a Tier 4 visa.

Check our website for more details.

bbk.ac.uk/international/workinggraduates

FINANCE AND MONEY

To ensure you can make the most of your time at university, it will be important for you to manage your money effectively. We provide financial advice and guidance to help you do this.

STUDENT ADVICE SERVICE

The Student Advice Service can provide advice on all aspects of finance and funding, including student loans and bursaries.

FINANCIAL SUPPORT

We have a range of financial support services. This includes a hardship fund for students who are on a low income or who have faced an unforeseen change of circumstances. For details, contact the Student Advice Service or get help online at: bbk.ac.uk/financial-support

CITIZENS ADVICE

Free advice and information on debt, housing, employment, benefits, consumer issues and other legal problems is available to all students. The service is impartial and confidential and is provided by Citizens Advice Camden, exclusively for Birkbeck. Appointments are available at the

Student Advice Centre every week in Malet Street. To book an appointment, go to the Student Advice Service or bbk.ac.uk/financial-support

BLACKBULLION

Blackbullion is an online tool that can help you budget and plan your expenditure. Birkbeck provides students with free access to the service. Access through: bbk.ac.uk/financial-support

SUPPLEMENTING YOUR INCOME

Most students at Birkbeck work during their studies. See the careers section on page 28 for details of the Careers team who can help you find work during your studies and strengthen your career.

TEAM BIRKBECK

We employ current students who are passionate about Birkbeck to represent, promote and enhance the College at a variety of events and activities such as open evenings. Become part of Team Birkbeck to earn money, gain experience and develop new friendships. Find out more at bbk.ac.uk/team-birkbeck

FEES AND PAYMENT

If you are having difficulty paying your fees, or would like to discuss your payment plan, please call the Income team on 020 3907 0700. You can also speak to one of our team in person, by visiting the Cash Office, based in the Student Centre. For more about tuition fees and payment options visit bbk.ac.uk/student-services/fee-payment

BIRKBECK FUTURES

Birkbeck Futures is your go-to service for everything career-related. From inspiring workshops with employers and one-to-one careers support, to snapping up your ideal job and enhancing your skills, we support you to achieve your future ambitions.

CAREERS

We run a host of programmes that will help you excel in your career, be it with your current organisation, a new business or working for yourself.

UpSkill organises employer-led events with exciting employers and individuals, designed to empower you to pursue the work you love.

Enterprise Pathways will help you on your journey starting a business, freelancing or developing enterprise skills.

Complete an invaluable extracurricular short course, participate in bootcamps and hear from inspiring entrepreneurial speakers. Visit us and sign up to our services at:

bbk.ac.uk/careers-service/service



“THANK YOU SO MUCH FOR THE ONE-TO-ONE SESSION! I AM TAKING IT ALL INTO CONSIDERATION AND WILL AMEND MY CV AS SUGGESTED.”

LLB Law student

“IT’S REALLY GOOD TO KNOW WHAT IS OUT THERE, AND TO HEAR DIRECT FROM ENTREPRENEURS; THE NETWORKING WAS REALLY USEFUL TOO.”

MSc Educational Neuroscience student

“THANKS SO MUCH FOR ORGANISING THE WORKSHOP. IT WAS INFORMATIVE AND THE ACTIVITIES WERE ENGAGING.”

MSc Management Consultancy and Organisational Change student

TALENT

Birkbeck Talent is the College’s own in-house professional recruitment service. The service helps students to find work while studying and after graduation. We match your unique skillset with exciting paid internships and roles with London’s top employers, helping you gain relevant work experience to launch your career.

Sign up and view all of our live roles on your My Birkbeck profile. bbk.ac.uk/talent talent@bbk.ac.uk; 020 3073 8100

CAREERS FAIR

Book your place at the Birkbeck Careers Fair 2018: Saturday 3 November 2018 (11am to 3pm), Senate House.

The Careers Fair is a chance to get great advice and build your network. The event includes:

- exhibition hall with a host of organisations and selection of hubs including graduate hires, experienced hire roles, start-ups, work-and-learn and voluntary opportunities
- speed-interviewing sessions
- workshops and seminars with guest speakers.

To book your place, visit: bit.ly/BBKcareersfair18

HEALTH AND WELLBEING

We are committed to creating and maintaining an inclusive environment at Birkbeck and to supporting the health and wellbeing of our students. Our Counselling Service, Mental Health Advisory Service and Disability and Dyslexia Service offer discreet and welcoming services. Come to see us and explore how we might be able to help make your time as a student a little easier and more fulfilling.

COUNSELLING SERVICE

We offer a non-judgmental and confidential Counselling Service to support students. If you are experiencing emotional distress and psychological difficulties that are adversely impacting your life and your studies, you may find counselling helpful.

We offer therapeutic consultations, short-term counselling, self-help resources and workshops:

bbk.ac.uk/counselling



MENTAL HEALTH ADVISORY SERVICE

The Mental Health Advisory Service provides specialist advice and support in a safe, non-judgmental environment. Like the Counselling Service, we are here to help you when you are going through emotional or psychological difficulties.

The Mental Health Advisory Service emphasises practical support to enable you to progress through your studies, while the Counselling Service focuses on therapeutic interventions. We offer a tailored programme of support that spans the first year of study to build the resilience and skills needed to successfully participate in all aspects of university life. Mental health/disability support sessions are run on Saturdays during term time. bbk.ac.uk/mentalhealth

DEPRESSED OR ANXIOUS?

The Counselling and Mental Health Services have teamed up with the nearby YMCA Club in order to offer eight-week gym memberships to some students who suffer from depression and anxiety. You will need to meet certain criteria and as this will be part of a research project, we would like to monitor your progress. Email us at counsellingservices@bbk.ac.uk quoting ‘Mind Body Matters’ (conditions apply and limited spaces are available).

DISABILITY AND DYSLEXIA SERVICE

If you tell us that you are disabled, we will ask you to complete a Study Support Plan (SSP) and to provide medical evidence of your disability or dyslexia. By completing the Study Support Plan, you will give us a clearer understanding of how we can support you during your studies.

We are committed to helping you meet the challenges and seize the opportunities that studying at Birkbeck presents, providing you with a study environment that enables you to participate fully in your course. Our Disability and Dyslexia Service works with all departments of the College to make reasonable adjustments to ensure you are not substantially disadvantaged as a result of any disability. It will also help you to apply for external support, including the Disabled Students’ Allowance. Find out more at bbk.ac.uk/disability

Dyslexia Awareness Week is from Monday 1 to Sunday 7 October. Pick up an Adult Dyslexia Checklist at the Disability Stand to explore whether you may have dyslexia.

CONTACT WELLBEING SERVICES

Call: 020 3907 0700
Monday to Thursday, 11am to 4pm,
Friday 11am to 2pm
Email: disability@bbk.ac.uk
bbk.ac.uk/disability

WELLBEING SERVICES DROP-IN

Student Advice Service, Monday to Thursday, 4pm to 6.30pm (4pm to 6pm out of term).

STAYING SAFE AT BIRKBECK

We all work together to ensure Birkbeck is a safe place to study. Here are some tips to help you stay safe while living, working and studying in London.

REPORT IT

- Report all security-related incidents or suspicions on Birkbeck premises to reception. In Bloomsbury, call 6031 from the phones in Birkbeck rooms or in an emergency call 555. In Stratford call extension 7888 for security.
- If safe to do so, challenge those who do not appear to have any right to be where they are or who are acting suspiciously.
- Never put yourself at risk. In an Emergency call 999 or if you need to report a crime that is not an emergency call 101.
- You can also report an incident of violence, harassment or hate crime online at bbk.ac.uk/ask and select 'Reporting an incident'.

BE AWARE OF WHAT IS AROUND YOU

- Avoid wearing headphones – your ability to hear traffic, strangers or potential trouble is severely restricted.
- Walk facing traffic so no one can pull up behind you.

- Be aware of anyone trying to 'tailgate' you, such as someone trying to gain access to a secure area by closely following you as you enter.
- Consider carrying a personal panic alarm.

PROTECT YOUR PROPERTY

- Try not to carry personal valuables with you and never leave valuables unattended.
- Beware of thieves on mopeds stealing mobile phones.
- Keep all valuables separate and take a note of card details so you can cancel them quickly.
- Use cash machines during the day where possible – never write down your PIN.

REGISTER YOUR VALUABLES

- Protect yourself with insurance – keep lists of the make, model and serial numbers of your electronic items to help the police track them down if they are stolen.
- When locking bikes, use a good quality D-lock and remember to lock your wheels as well as the frame. Register your bike on the 'immobilise' register (immobilise.com) and find a bike marking event (bikeregister.com).
- Be vigilant when using your mobile phone. If your phone is stolen call your network, or to immobilise it call **08701 123123**.