

**LONDON'S  
EVENING  
UNIVERSITY**



**Birkbeck**  
UNIVERSITY OF LONDON

# Your Student Guide

**2016–2017**

For more information visit  
[bbk.ac.uk/new-student](http://bbk.ac.uk/new-student)

Orientation 2016



# Welcome to Birkbeck

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**We are delighted you have chosen to study with us.**

Our unique evening study means ambitious students of all ages, professions, backgrounds and cultures can study without putting their careers or lives on hold. It also allows our academics to combine their ground-breaking research with teaching.

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

This is your guide to the services and support available during your studies at Birkbeck.

# Getting started

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

- ☐ **Complete enrolment:** Go to your My Birkbeck Profile online and complete enrolment within the first 28 days of term.
- ☐ **Pay your fees:** Set up a payment plan via your My Birkbeck Profile.
- ☐ **Create an identity card:** Upload a photo and update your details via your My Birkbeck Profile.
- ☐ **Set up your email:** Create a student email account via your My Birkbeck Profile.
- ☐ **View your timetable:** Login to your My Birkbeck Profile to access your class timetable.
- ☐ **Explore the campus:** Familiarise yourself with key locations, such as the Student Advice Centre.
- ☐ **Attend a study support workshop:** Online and face-to-face academic skills support is available for all students.
- ☐ **Set up wifi:** Students have access to wifi on campus through eduroam.



- ☐ **Join a Students' Union club or society:** Meet like-minded people and enhance your student social life.
- ☐ **Keep updated about news and events:** Follow Birkbeck on social media and read the monthly Birkbeck Bulletin e-newsletter.
- ☐ **Watch our student videos:** Get top tips from current students on our YouTube channel.

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**Find out more:**

[bbk.ac.uk/new-students](http://bbk.ac.uk/new-students)

# Study support



The academic skills you will need to develop as a student include essay writing, referencing, academic reading and research.

You will be expected to identify which of these skills you need to develop. We can help.

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**Moodle**

Online portal Moodle contains information about the help available to improve your learning skills:

[moodle.bbk.ac.uk](https://moodle.bbk.ac.uk)

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**Interactive tutorials**

There is a range of Get Ahead: Stay Ahead interactive tutorials designed to help improve your study skills: [bbk.ac.uk/ahead](https://bbk.ac.uk/ahead)

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**Free workshops**

We run a range of free academic workshops, including academic writing, academic English, computing and IT skills, reading and note making, and presentation skills:

[bbk.ac.uk/workshops](https://bbk.ac.uk/workshops)

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**Learning Development Tutors**

There are a number of Learning Development Tutors who run workshops and may be available for one-to-one help:

[moodle.bbk.ac.uk](https://moodle.bbk.ac.uk)

# Campus facilities

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## **Student Advice Centre**

Based in the main building on Torrington Square, students can use the self-service terminals to access information or speak to the support team with general enquiries.

The team can also refer you for more in-depth professional support.

During term time, the Centre is open  
Monday–Thursday 11am–7pm; Friday 11am–5pm;  
and Saturday 12pm–5pm.

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## **IT Services**

Birkbeck offers a range of modern IT facilities, services and training to all students, including technical support and assistive technologies to help with specific disabilities.

Face-to-face support is available Monday–Friday at the IT Helpdesk, located in the main building in Torrington Square, and by email and telephone: [bbk.ac.uk/its](http://bbk.ac.uk/its)





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## Library

Your student ID card will allow you to borrow books and access the range of services and facilities, including subject librarians designated to your academic department, online journals, e-books and databases.

The Library is located in the main building on Torrington Square, and is open 7 days a week and late into the evening during term-time: [bbk.ac.uk/lib](http://bbk.ac.uk/lib)

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**Find out more:**

[bbk.ac.uk/new-students](http://bbk.ac.uk/new-students)

# Health and wellbeing

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## **Counselling Service**

We offer all students the opportunity to talk in confidence about any personal issues that may be affecting their studies or overall experience at Birkbeck. This includes one-off consultations, individual brief focused counselling, referral to specialist services, psycho-educational workshops, and self-help resources:

[bbk.ac.uk/counselling](http://bbk.ac.uk/counselling)

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## **Mental Health Service**

This service is available to students with a formally diagnosed condition, or any other form of mental health difficulty, such as anxiety or depression. We also offer mentoring support to students with long-term mental health problems and conditions:

[bbk.ac.uk/mentalhealth](http://bbk.ac.uk/mentalhealth)



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### **Disability and Dyslexia Service**

We provide advice and support on travel and parking, physical access, the Disabled Students' Allowance, specialist equipment, personal support, and examination arrangements. Staff can help you to complete a Study Support Plan and will confirm your support requirements with your department. Enquire at the Wellbeing Centre, in the main building on Torrington Square, where referral to specialist staff can be determined:

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

# Career development

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## Careers and Employability Service

The service provides careers, recruitment and employability information and advice, as well as support to build your professional networks and explore your interests with other students and colleagues.

A dedicated support space is located in the main building on Torrington Square, and is supplemented by a comprehensive online service: [bbk.ac.uk/careers](http://bbk.ac.uk/careers)

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## Birkbeck Talent

Birkbeck Talent is an in-house professional recruitment service solely aimed at helping Birkbeck students find work while you study and after graduation.

The service works with some of London's top employers to offer innovative paid internships, prestigious job vacancies and exciting graduate opportunities: [bbk.ac.uk/talent](http://bbk.ac.uk/talent)



# Student life



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### **Birkbeck Students' Union**

Run by students, for students, BBKSU is led by part-time sabbatical officers who are elected in cross-campus elections each year. BBKSU seeks to provide opportunities, guidance and events to enhance your student experience while you study at Birkbeck:

[bbk.ac.uk/su](http://bbk.ac.uk/su)

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### **Nursery**

The nursery aims to provide a pleasurable experience for your child, so that students can feel confident about studying. The nursery has a large playroom and a secure garden, and offers up to 20 places for children aged 2 to 6 years. The fee is £15 per child, per evening:

[bbk.ac.uk/nursery](http://bbk.ac.uk/nursery)

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### **Studying at Stratford**

Some students will have all or part of their course taught at University Square Stratford (USS). A unique partnership

between Birkbeck and the University of East London (UEL), all Birkbeck students can use the study facilities, access the advice and guidance services, and use the library at Stratford:

[bbk.ac.uk/stratford](http://bbk.ac.uk/stratford)

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### **Alumni community**

Upon graduation, 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 special benefits and services.

[bbk.ac.uk/alumni](http://bbk.ac.uk/alumni)

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### **Your voice**

At certain stages during your student journey, you will be asked to participate in research on the student experience at Birkbeck in order to help us offer the best services:

[bbk.ac.uk/survey/feedback](http://bbk.ac.uk/survey/feedback)

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## Term dates

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### Autumn term dates

Monday 3 October 2016 to  
Friday 16 December 2016.

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### Christmas closing

Friday 23 December 2016  
to Monday 2 January 2017.

College will close at 6pm on  
Thursday 22 December, and  
services will resume from 9am  
on 3 January.

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### Spring term dates

Monday 9 January 2017 to  
Friday 24 March 2017.

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### Easter closing

Thursday 13 April 2017 to  
Tuesday 18 April 2017.

College will close at 6pm on  
Wednesday 12 April, and  
services will resume from 9am  
on Wednesday 19 April.

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### Summer term dates

Monday 24 April 2017 to  
Friday 7 July 2017.

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### May Day Bank Holiday

College will be closed on  
Monday 1 May 2017, and  
services will resume from 9am  
Tuesday 2 May 2017.

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### Spring Bank Holiday

College will be closed on  
Monday 29 May 2017,  
and services will resume from  
9am Tuesday 30 May 2017.

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### Summer Bank Holiday

College will be closed on  
Monday 28 August 2017,  
and services will resume from  
9am Tuesday 29 August 2017.

