



ACADEMIC YEAR 2018/2019

**Certificate of Higher Education  
ECONOMICS**

**Student Handbook**

**Noticeboard for current students:**

**[http://www.bbk.ac.uk/ems/for\\_students/CertHE-Economics](http://www.bbk.ac.uk/ems/for_students/CertHE-Economics)**

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## INTRODUCTION

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### Economics

Economic and financial issues are top of the agenda in today's world. If you do not have the time to devote to taking an undergraduate or postgraduate degree, our programme of short courses on economics and finance can still help you to get to grips with these crucial subjects. Each module allows you to develop a critical understanding of economic theories and data, and their application to current debates and controversies in economics. You will get an introduction to the key tools and techniques economists use to investigate contemporary economic issues, both at home and abroad. Topics covered include: core economic principles, and their relevance to key policy issues; financial markets; changes in economic structure and regulation; the developing world; globalisation; history of economic thought.

### Certificate of Higher Education Economics

The Certificate of Higher Education in Economics is equivalent to level 4, year one of an undergraduate degree. It is designed for students who have not studied Economics before, or would like to refresh their knowledge in the subject.

To gain the Certificate of Higher Education, you must successfully complete 120 credit points. You must take **at least one** of the 30 credit compulsory modules and option modules to a total of 90 credits. Within the 90 credits, you can take a maximum of two 15-credit half-modules. You can also study the modules as short courses without completing the Certificate.

### Modules

#### **Compulsory Modules - 30 credits, normal and fast track**

Economic Principles

International Economics and Finance (fast track January start only in 2018-19)

#### **Option Modules - 30 credits, normal track**

Macroeconomics

#### **Option Modules - 30 credits, fast track**

Development Economics

Post-Crash Economics

Quantitative Economic Methods

Applied Data Interpretation and Analysis

#### **Option Modules - 15 credits**

Financial Markets

From Adam Smith to Mr Keynes - A Short History of Economic Thought

Economics of Natural Resources

Emerging Markets

### Module Duration

Normal track: 22 weeks (22 evening meetings, 2 hours each week)

Fast track: 11 weeks (11 evening meetings, 3 hours each week. Plus 2 Saturday Schools)

Half modules: 11 weeks (11 evening meetings, 2 hours each week)

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## Further study opportunities

If you successfully complete 2 specified modules in 1 year you can apply for admission to a range of undergraduate programmes at Birkbeck.

For [BSc Financial Economics](#)/[BSc Financial Economics with Accounting](#), you must pass Economic Principles and Quantitative Economic Methods with 60% or above.

For [BSc Economic and Social Policy](#)/[BSc Economics and Business](#), you must pass Economic Principles and International Economics and Finance with 60% or above. Please contact us for more information.

Graduates in non-economics subjects who have taken one of our Certificate of Higher Education modules or programmes in economics and are then keen to pursue economics and finance in more depth may wish to proceed on to one of our [Graduate Diploma programmes](#). These teach the core elements of an undergraduate programme in 1 or 2 years at a much more intensive and technical level. Students who successfully complete these programmes regularly proceed on to MSc programmes at Birkbeck and elsewhere.

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## ENROLMENT

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### Entry Requirements

The module is open to anyone with an interest and enthusiasm for the subject. The module does not assume prior knowledge of the subject. Students will need to be able to commit 6 hours per week, in addition to classes, to read the core texts and to complete the coursework. Students should be able to read and write English fluently. Students whose first language is not English and who feel their language or study skills are not quite sufficient are strongly advised to enrol on an appropriate course in the English Department. Students who enrol and find the level of English too difficult will not be refunded. Students cannot join the class after the third week.

Although there are no formal entry requirements, the module Quantitative Economic Methods requires a strong command of mathematics. We therefore advise you to take the preparatory Mathematics for Economists short course before you start your studies. To enrol on Quantitative Economic Methods, you must first complete Economic Principles or show evidence of study at an equivalent level prior to enrolment.

Please see our website, <http://www.bbk.ac.uk/study/2018/certificates/programmes/UEHECNMC/> for more information on the Economics programme.

### Class Cancellations

If a tutor needs to cancel a class for any reason, students will be informed by email. Therefore, please make sure that we have a valid email address for you. Hotmail accounts are known to block emails from Birkbeck. Please provide either a work email address or a yahoo account address.

Occasionally, a class may be cancelled during term time; the College reserves the right to reschedule these classes on an alternative date which may be outside of the term time. Refunds are not available for any classes that are rescheduled.

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## STUDYING AT BIRKBECK

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### My Birkbeck

The My Birkbeck helpdesk is your first point of reference for support during your studies with us - with a team of friendly and helpful staff on hand to provide the information and advice you need. If you need more specialist advice, our team will be able to refer you to the right person for more in-depth professional support, as well as book you an appointment with an advisor. We can help you with:

- general information about any aspect of your studies at Birkbeck
- getting referred to specialist staff for more in-depth professional support
- making an appointment for one-to-one advice
- general information about all our courses at Birkbeck

The My Birkbeck helpdesk is based at reception in the main building.

Staff are on hand to provide help and advice:

Monday to Thursday: 11.00 am to 7.00 pm  
Friday: 11.00 am to 5.00 pm  
Saturday: 12.00 noon to 5.00 pm  
Sunday: closed

Out-of-term opening hours:

Monday to Thursday: 11.00 am to 6.00 pm  
Friday: 11.00 am to 5.00 pm  
Saturday: 12.00 noon to 5.00 pm  
Sunday: closed

If you can't come in, you can telephone us on 020 7631 6316:

Monday to Thursday: 11.00 am to 6.00 pm  
Friday: 11.00 am to 5.00 pm  
Saturday and Sunday: closed  
Stratford key contact details  
Our fax number: 020 7079 0641

If calling from outside the UK: +44 (0)20 7631 6249 / 6435 / 6692. You can also use the self-service terminal to access information. The My Birkbeck Helpdesk is located in the main building at Torrington Square (WC1).

There is an extensive **My Birkbeck website** (<http://www.bbk.ac.uk/mybirkbeck>) which contains a range of information, including

- *Student guides*: these guides are designed for different groups of students so whether, for example, you're a certificate-level student, a PhD student or studying in Stratford, you can use these guides to find the information most relevant to you.
- *Course administration*: all the procedural information you need, from application, enrolment and registration, to exams and assessment.
- *Student support*: we offer you a range of student support services, including learning support and skills training, careers advice, computing and IT support and library services.
- *About you*: get information on your student records, student card(s), getting proof that you're a student and other personal information.
- *Forms and cover sheets*
- *Rules and regulation*

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## Contact Us

### My Birkbeck Helpdesk

Birkbeck, University of London, Malet Street London, WC1E 7HX

#### Opening hours:

Monday to Thursday: 11.00 am to 7.00 pm

Friday: 11.00 am to 5.00 pm

Saturday: 12.00 noon to 5.00 pm

Sunday: closed

#### Out-of-term opening hours:

Monday to Thursday: 11.00 am to 6.00 pm

Friday: 11.00 am to 5.00 pm

Saturday: 12.00 noon to 5.00 pm

Sunday: closed

Phone: 020 7631 6316

Link: <http://www.bbk.ac.uk/mybirkbeck/services/facilities/helpdesk>

### Department of Economics, Mathematics and Statistics

7<sup>th</sup> Floor, Malet Street, Birkbeck Main Building

For enquires about the Certificate of Higher Education Economics

Ian Munro

Phone: 020 7631 6640

E-mail: [I.Munro@bbk.ac.uk](mailto:I.Munro@bbk.ac.uk)

Room: 717

Department Staff contact details: <http://www.ems.bbk.ac.uk/contact>

## Attendance

Attendance is monitored by registers. Students are strongly recommended to attend all the meetings however, they will not be penalised for missing meetings. Please also note that in-class participation will be assessed as pass or fail, which will count towards the overall final module result (see Coursework and Assessment in the module outline(s) for details).

If you have any difficulties in attending more than 3 meetings, please contact the administration team.



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## Lateness

Please ensure that you arrive on time for the start of your class. A prompt start ensures maximum learning time and minimum disruption to your classmates.

## Student ID Card

Once you have completed your enrolment, you will be entitled to an ID card - here's what you need to do:

- The simplest way to get your ID card is by ordering it via your My Birkbeck profile. Upload a recent image of yourself and submit your order. If you having difficulties placing your order, please visit the My Birkbeck Helpdesk.
- The ID card will remain valid for the duration of your studies, and you will not be issued with a new card for each subsequent academic year.
- For details, visit <http://www.bbk.ac.uk/mybirkbeck/services/you/cards>.

## Birkbeck Library

Although lectures are an essential element of your programme, success in learning also depends on the additional study and reading that you undertake. Most items on module reading lists can be found in Birkbeck Library and it is important that you familiarise yourself with the Library as soon as you can. Birkbeck Library is accessible from the ground floor of the main Malet Street building (entrance on Torrington Square). Your College ID card gives you automatic access to the Library. There is no need to register. The opening times of the Library are designed to meet the needs of part-time students in full-time work. During term-time the Library is open:

- 7 days a week 8.30am – 11.45pm.

The Library is fully staffed for most of the above hours but self-service machines allow you to take out and return books when the Library is not staffed:

- Before 10.00am every day.
- After 10.30pm week days.
- After 6.00pm on Saturdays and Sundays.

Library inductions are arranged at the beginning of term. Please contact: 020 7079 0875 for more information. As a member of Birkbeck Library you may be able to access stocks from other universities via the SCONUL Access scheme.

Further details are available from the Library's website:

<http://www.bbk.ac.uk/lib/otherlibs/> (Access rights may be limited to reference only.)

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## I.T.S. ACCOUNT

The I.T.S. Helpdesk will email you your new username and password once you have completed your enrolment, using the email address you provided when you applied. You will need your ITS username and password to log in to our online services. Your username and password will remain with you throughout your time at Birkbeck. See this link for details:

<http://www.bbk.ac.uk/mybirkbeck/services/facilities/computing/username>.

If you have any problems, please contact:

### **ITS Helpdesk**

Phone: 020 7631 6543

E-mail: [its-helpdesk@bbk.ac.uk](mailto:its-helpdesk@bbk.ac.uk).

## Print Account

All Birkbeck students get a print account, which they can use to print from computers while in Birkbeck, central London.

For details, see <http://www.bbk.ac.uk/mybirkbeck/services/facilities/computing/printing>.

## Moodle

Moodle is used as a tool for tutors to share course materials and for coursework submissions. You are automatically registered on modules on Moodle after you are enrolled, can log in using your ITS username and password, which was sent to you via email from the ITS Helpdesk after you enrolled (see page 10).

Please speak to your tutor regarding the availability of Moodle on your module(s).

To log in, visit <http://moodle.bbk.ac.uk/>.

## Disability Support

There is a wide range of support available to students with disabilities. (This covers physical disabilities and also mental health issues, and learning disabilities such as dyslexia and dyspraxia.) It is important that this support is properly assessed so that Birkbeck can provide you with the best help we can.

Birkbeck has a dedicated disability co-ordinator, Mark Pimm, who is happy to meet with any student to discuss the options available. If you have a disability, we recommend that you arrange an appointment with Mark as soon as possible. You can make an appointment at the My Birkbeck help desk at the entrance to the main Birkbeck building. Alternatively you can contact the disability office directly:

There is more information at the disability office website:

### **Disability Office**

Phone (via My Birkbeck helpdesk): 020 7631 6316

Email: [disability@bbk.ac.uk](mailto:disability@bbk.ac.uk)

Minicom: 020 7631 6630

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Link: <http://www.bbk.ac.uk/disability/>

## Employability

### Careers and Employability Service

We provide comprehensive careers, recruitment and employability advice, events and information services for our students, both online and face-to-face at our dedicated support space on the Birkbeck campus in Bloomsbury. These include: speaking to a careers advisor; panel discussions with employers, Birkbeck alumni and careers consultants; workshops and events on finding work, CV and application writing, and preparing for interviews; and online social media support.

We also work closely with Birkbeck Talent, our in-house recruitment service, to provide bespoke support for student pursuing employment and internship opportunities.

To find out more, visit [www.bbk.ac.uk/careers](http://www.bbk.ac.uk/careers)

### Birkbeck Talent: a dedicated in-house recruitment service for students

Birkbeck Talent is a professional recruitment service aimed exclusively at assisting Birkbeck students to find work whilst studying and after graduation. We work with London's top employers to offer innovative internships, prestigious job vacancies and exciting graduate opportunities.

To find out more, visit [www.bbk.ac.uk/talent](http://www.bbk.ac.uk/talent)

## Learning and Development Personal Tutors

We offer a range of learning support and study skills workshops to help you succeed on your course.

For more information and for help in your studies, please contact the BEI personal tutors:

Website: <http://www.bbk.ac.uk/business/current-students/learning-co-ordinators>

**Richard Carabine** – [r.carabine@bbk.ac.uk](mailto:r.carabine@bbk.ac.uk)

Richard's role is to support students in their studies. He is available 4 days a week to meet with students and to discuss their needs. Richard can help with issues such as, returning to study, note taking, critical reading skills, essay writing, referencing, motivation and much more.

**Daniel McVeagh** – [d.mcveagh@bbk.ac.uk](mailto:d.mcveagh@bbk.ac.uk)

Daniel's role is to support students in their studies. He is available 4 days a week to meet with students and to discuss their needs. He can offer advice on a variety of mathematics skills, including: Algebra, Equations, Functions and Calculus.

**Eva Szatmari** – [e.szatmari@bbk.ac.uk](mailto:e.szatmari@bbk.ac.uk)

Eva's role is to support students in their studies. She is available 4 days a week to meet with students and to discuss their needs. She can offer advice on a variety of mathematics skills, including: Algebra, Equations, Functions and Basic calculus.

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### Frequently Asked Questions by Students

Please use the following link if you require further information about the different services offered at Birkbeck, as well as personal tutor information and course related administrative questions our students may have while studying at Birkbeck: [www.ems.bbk.ac.uk/for\\_students/](http://www.ems.bbk.ac.uk/for_students/)

## THE STUDENTS' UNION, REFRESHMENTS AND OTHER FACILITIES

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### The Students' Union

Birkbeck Students' Union provides a wide range of services for students. As well as organising various social events and running many student societies, it provides a free counselling service for any student seeking counselling and a drop-in advice centre where you can go to discuss any problems, academic or otherwise, that you may be having. The union runs popular study skills sessions which many people find very useful, particularly those who may have been away from formal education for a while.

For further information email the organisers at [administrator@bcu.bbk.ac.uk](mailto:administrator@bcu.bbk.ac.uk) or phone on 0207 631 6335. The students' union website at <http://www.bbk.ac.uk/su/> provides information about all these services and more.

### Refreshments and other facilities

#### **Malet Street Fifth Floor Eatery** (Room E505, 5th Floor Ext., Malet Street)

The Fifth Floor Eatery offers a wide selection of freshly prepared sandwiches, freshly prepared soup, pasties, cakes, confectionery, hot and cold beverages for a quick and easy grab and go service. They also offer a wide range of classic & modern meals, daily vegetarian choices, jacket potatoes, salads & made to order deli-bar & light bites. Opening hours are as follows:

Term-time - Monday to Friday: 10.00 - 20.00  
Out of term - Monday to Friday only: 10.00 - 16.00

Lunch time service is 12.00 - 2.30  
Dinner time service is 5.00 - 7.00

**Café on the Square** (Costa Coffee) Located on the ground floor of the Malet Street building facing Torrington Square you will find a 'Fair Traded' Costa Coffee outlet with freshly baked pastries and muffins, a premium range of Panini, sandwiches & snacks. Opening Hours:

Term-time - Monday to Friday: 08:30 – 20:00, Saturday 08:30 – 19.00, Sunday 09:30 – 19:00  
Out of term - Monday to Friday only: 08:30 – 17:00, Saturday 9.00 – 17.00, Sunday 10.00 - 17.00

#### **Gordon Square Snack Bar** (42-47 Gordon Square)

The snack bar on the Ground Floor of the Gordon Square site offers a choice of cakes, sweets, sandwiches and savouries, as well as hot and cold drinks. Term-time opening hours are 9am – 8pm, Monday to Friday and 10am-7pm Saturday.

**The Union Shop** (in the basement of the Malet Street building) stocks drinks, snacks, stationary, some medicines and Birkbeck memorabilia such as scarves, ties, and fleeces. The Union Shop also issues NUS cards and is run by Union Assistants who are able to provide information about the Union and its services.

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**Birkbeck College Bar**

The bar is on the 4th floor of the Malet Street building. It is open Monday to Friday, 12-2pm and 5-11pm. There is a pool table and plasma screen TV.

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### **University of London Union Facilities**

The College pays an annual subscription to the University of London Union, so all Birkbeck Degree students are automatically full members. This means that you have access to all the Clubs & Societies, bars and sports facilities that ULU has to offer. You can get a ULU membership card from the Union Office if you show your college ID card and provide a passport photograph.

ULU is the central Students' Union for the University of London. It represents the interests of students throughout the University, complimenting the activities of Birkbeck Students' Union and the Unions of the other Colleges.

At its main building in Malet Street (next door to Birkbeck) ULU provides a range of facilities and services. There is a shop, opticians, photocopying facilities, coffee shop, bars, a café and a gym and swimming pool with reduced membership fees for students. The ULU Website has full details:

<http://www.ululon.ac.uk>

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## TERMINATION OF STUDIES

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### Transfer

If you wish to transfer to another module, or class within the Certificate of Higher Education in Economics, you may be able to do so during the first two weeks of the module. You can only transfer to another module or class within the same academic year. Module transfer requests must be submitted at an early stage, therefore, please contact the Department as early as possible.

You cannot transfer to another module / class outside of Certificate of Higher Education Economics.

### Withdraw

Should you have any difficulties in attending and / or completing the module and would like to withdraw; **you must email the administration team to process a formal withdrawal** as early as possible. We do not automatically withdraw students from the modules due to non-attendance. Please note that you will be liable to pay for the module fee(s) if you are not formally withdrawn.

In your correspondence, you must include the following details:

- Your full name and student number
- The full title of the programme you are withdrawing from
- How you paid for the course (including if you have applied for/received through PTG1/Government funding)
- Your reason(s) for withdrawing
- If you are also requesting a refund, a medical certificate is required, where applicable.

Further information: <http://www.bbk.ac.uk/mybirkbeck/services/administration/withdrawing>.

If you applied for Financial Support, you must inform the Funding Advice Service regarding your withdrawal, you may contact them via email.

### Funding Advice Service

Birkbeck, University of London,  
Registry, Malet Street, London, WC1E 7HX

Tel: 020 7631 6316 (select option 2)

Lines open:

Monday-Friday: 12:00-17:00  
Saturday and Sunday: CLOSED

Email: [fundingadvice@bbk.ac.uk](mailto:fundingadvice@bbk.ac.uk)

The Funding Advice Service is strictly appointment only.

Link: <http://www.bbk.ac.uk/mybirkbeck/finance/studentfinance/contact-us>

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## Refund

Please note that if you are requesting a refund, a medical certificate is required, where applicable.

Please refer to our refund policy below to check your eligibility. Please note that we only accept scanned pdf medical certificates with the medical practice and doctor's name and signature clearly visible. We are unable to accept word documents.

The date of withdrawal for fees purposes will be the date that you notify the college of your withdrawal via your My Birkbeck profile, unless your academic department has confirmed in writing an earlier last date of attendance.

For students who withdraw or take a break in studies from a modular enrolment programme, student fee liability will be adjusted for each individual module withdrawn from as follows

### ***Modular Enrolment - Tuition Fee Liability for withdrawal or break in studies***

<b>All payment methods</b>		
<b>One term module</b>	Up to day 14 of first term*	0%
Day 15 of first term to module end date		100%
<b>Two term module</b>	Up to day 14 of first term	0%
Day 15 of first term to day 14 of second term of module*		50%
Day 15 of second term to module end date		100%
<b>Three term module</b>	Up to day 14 of first term*	0%
Day 15 of first term to day 14 of second term of module		33.33%

*\*Or 14 days after enrolment whichever is later*

Fee Policy 2018/2019: <http://www.bbk.ac.uk/registry/policies/documents/fees-policy.pdf>

## Defer / Break-in-Studies

Deferrals or break-in-studies are not available for this course. Should you wish to defer your modules to the next academic year, you need to withdraw and enrol again. You will have to pay for the new fee when you return.



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## COURSEWORK AND ASSESSMENT

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### How Certificates of Higher Education are assessed

General requirements for written assessment (coursework):

- **Importance of meeting deadlines:** All written assignments must be submitted by the deadline specified by your class tutor. Any assessment that is submitted late (without valid mitigating circumstances) will be capped at 40%.
- **Format of individual assessment:** Coursework should be completed in English on A4 paper, preferably in double-spaced typescript.
  - You will be expected to attach an individual assessment cover sheet (available from your lecturer) to each piece of coursework submitted, and you will have to sign each one to declare that the work is your own.
  - The lecturer will record his or hers marks on the cover sheet.
  - After the work has been marked, it will be returned to you with the cover sheet.
  - You must retain the work and the cover sheet(s), in case you are asked to resubmit your work for final moderation.
- **Final Moderation:** At the end of your class, you may be required to submit all of your assessed coursework to your lecturer.
  - If required to do this, you will need to resubmit all of your coursework.
  - Your lecturer will provide you with an assessment folder cover sheet upon which they will record your component marks and enter a recommended overall mark for the coursework folder.
  - All coursework submitted for final moderation will be returned to you. However, we advise you to keep a duplicate copy of all your coursework and its coversheet.
- **Submitting coursework electronically:** Some Birkbeck departments require coursework to be submitted electronically, either via email or uploaded through turnitin on Moodle. You should refer to your module or programme guide for instructions on how to submit, or contact the programme administrator.

### Coursework submission

Assignment deadlines are stated in the module outline, these are usually on week 10 and 20 for normal track modules, and week 5 and 10 for fast track modules (subject to change). Assignments are normally submitted on Moodle, hard copy by hand or electronic copy via email directly to your tutor.

Please check with your tutor regarding how you should submit your assignments. You are required to fill in and submit a coursework coversheet together with your assignment, which is sent to you via email.

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## Late Submission - Mitigating Circumstances Claim

No individual member of staff can grant extensions for work, so please do not ask them to do so. If you are going to face difficulties meeting a deadline for coursework, please let the Department know at the earliest opportunity. **This should be prior to the due submission date.**

If the assignment is submitted after the **final class of the term** (week 11 for essay one, and week 22 for essay two for normal track modules, and week 11 for all fast track modules), it will be given two marks – a penalty mark of 40% (pass standard) and the ‘real’ mark that would have been awarded if the work had not been late. Both marks will be recorded on the coursework coversheet. If the work is not of a pass standard a single mark will be given.

All students submitting work after the final class of the term are allowed to provide written evidence (medical or otherwise) of mitigating circumstances. This should be submitted to the subject administrator, with supporting documentation **within seven days of the submission date**. This documentation will then be considered by the Mitigation sub-committee of the exam board, and will be treated as confidential.

If no documentation is received prior to the meeting of the Mitigation Sub-Committee the ‘real’ mark will not be considered and the penalty mark will stand. If the evidence of mitigation is considered to be sufficient then the ‘real’ mark will go forward to the exam board. Details of mitigating circumstances considered by the College to be of sufficient gravity to allow the “real” mark to be recorded.

Details can be found here:

<http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/exams/mitigating-circumstances>

## In-Class Test and Examination

On several modules, you are required to complete an in-class test, which are scheduled to take place in the final meeting of each module. For Quantitative Economic Methods, you will be required to complete an examination in July. The date of the exam will be confirmed to you via email around a month prior to the final meeting.

If you are unable to attend the scheduled in-class test(s), or examination, please contact the Department as early as possible.

## Failure and Re-assessment of a Module

Re-take for modules where a student obtained less than 30% at first attempt. In this case the student will be required to re-enrol on the module, attend lectures and classes and retake all the assessment associated with that module. A module mark achieved under this mode will not be capped at the pass mark. Note that: students re-taking a module will be charged for the module.

Re-assessment for modules where a student obtained between 30% and 39%, students are allowed to re-assess for up to three attempts for the Certificate of Higher Education Economics. The student is not required to attend lectures and will only need to re-attempt any failed element of that module (in

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most cases, the examination). Note that a reassessment will be capped at the pass mark at 40%. If an application for consideration of mitigating circumstances has been accepted and a deferral awarded by the sub-board, the reassessment may be submitted without penalty and the reassessment will not be capped at the pass mark.

Further information about Alternative Assessment, Re-assessment & Re-takes, and a Compensated Fail can be found in the 'Common Award Scheme Regulations' document located on the My Birkbeck website: <http://www.bbk.ac.uk/registry/policies/documents/CAS-regs-18-19.pdf>

Please note students cannot re-sit in order to improve a pass mark. Courses often evolve from one year to the next, with changes in content and emphasis and it is your responsibility to keep track of any variations in the syllabus. If you require further guidance about re-assessments, please contact your Programme Director.

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## MODERATION AND RESULTS

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All students MUST read the College Policy on Assessment Offences, please visit the following link: <http://www.bbk.ac.uk/reg/regs/assmtoff>.

### Moderation

You will be contacted by the assessment office at the end of your module if your course has been selected for moderation. You may be required to resubmit marked coursework to the department. It is your responsibility to keep a copy of your marked work. Moderation is a part of our quality assurance procedures which ensure that modules are being taught and assessed to the correct standard.

### Results

#### Provisional results

This will be sent to you via email once they are marked and returned to the Department by the tutors, which is normally around 3 weeks after your final meeting.

#### Final results

This will be published on your 'My Birkbeck Profile' after the Exam Board in September (<http://www.bbk.ac.uk/mybirkbeckprofile>). You can print a document confirming your final results, access your programme of study, and amend contact details and enrolment information from 'My Studies'.

For ITS log on details, please contact the ITS Helpdesk (details as stated on page 8).

#### Official Transcript

If you have completed 120 credits within the Cert HE Economics, an official transcript will automatically be sent to your home address by the Examinations & Assessment Office. If you wish to request interim copies of your transcript, please visit this link, <http://www.bbk.ac.uk/mybirkbeck/services/administration/your-transcript>.

For any enquiries, please contact:

#### Examinations & Assessment Office

Phone: 0207 380 3028

E-mail: [examinations@bbk.ac.uk](mailto:examinations@bbk.ac.uk)

### Module Evaluation

During the module, students will be asked to complete a Module Evaluation form which gives the opportunity to provide feedback on all aspects of their learning experience.

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## AWARD CLASSIFICATION AND OFFICIAL CERTIFICATES

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### Award Classification

Certificates of Higher Education will adhere to the Birkbeck College Regulations for Taught Programmes of Study, in line with the Common Awards Scheme.

Classification:

Distinction:  $\geq 70\%$

Merit:  $\geq 60\%$

Pass:  $\geq 40\%$

### Official Certificates

Certificates of Higher Education programmes are produced and sent to finalists by Senate House, University of London. This normally takes place six months after the date of award.

Certificates are sent by recorded delivery to your home address. Please make sure that your home address is up to date in your My Birkbeck Profile.

If you do not receive your certificate, or if it is lost or damaged and you require a replacement, please contact the University of London Diploma Production Office:

#### **Diploma Production and Despatch Office**

University of London, Stewart House, 32 Russell Square, London, WC1B 5DN

Fax: +44 (0)20 7862 8287

E-mail: [diploma.enquiries@london.ac.uk](mailto:diploma.enquiries@london.ac.uk)

Link: <http://www.london.ac.uk/contact.html>

Details: [http://www.bbk.ac.uk/mybirkbeck/services/administration/degree\\_certificates](http://www.bbk.ac.uk/mybirkbeck/services/administration/degree_certificates)

