CONTENTS

1 GENERAL INFORMATION ................................................................. 1
1.1 People, and how to reach them ................................................. 1
1.2 Communication between Students and the Department .............. 2
1.3 Academic Calendar ......................................................................... 3
1.4 Studying ................................................................................................. 4
1.4.1 Private study ....................................................................................... 4
‘Skills for Study’ Programme ................................................................. 4
1.5 College Procedures and Regulations .............................................. 4
1.6 Financial Support .............................................................................. 5
1.7 Complaints Procedure ...................................................................... 5
1.8 Harassment......................................................................................... 5
1.9 Health Issues ................................................................................... 5
1.9.1 Studying with Disabilities .............................................................. 5
1.9.2 The Disability Office ................................................................. 5
1.9.3 The Disabled Students Allowance ............................................... 6
1.9.4 The Personal Assistance Scheme ............................................... 6
1.9.5 Support in your Department ....................................................... 6
1.9.6 Support in IT Services and Library Services ................................. 7
1.9.7 Specific Learning Difficulties (Dyslexia) ................................. 7
1.9.8 Examinations ................................................................................. 7
1.9.9 The Disability Handbook ........................................................... 7
1.9.10 Counselling .................................................................................. 7
1.10 Other Student Services ................................................................. 8
1.10.1 Birkbeck Students’ Union ............................................................ 8
1.10.2 Catering and Social Facilities .................................................. 8
1.10.3 Careers and Employability Service ........................................... 8
1.10.4 Birkbeck Talent: a dedicated in-house recruitment service for students .... 9
1.10.5 Business Engagement Team ..................................................... 9
1.11 Business Engagement team ......................................................... 9
1.11.1 Mentoring Pathways ................................................................. 10
1.11.2 Enterprise Pathways ................................................................. 10
1.11.3 School Events ............................................................................ 10
1.11.4 Insiders’ Guides ......................................................................... 10
1.11.5 Employer Sponsorship .............................................................. 10
1.11.11 Business Engagement Event schedule ...................................... 11
1.11.2 Evening Nursery .................................................................... 11

2 LIBRARY ............................................................................................ 12
2.1 Birkbeck eLibrary ........................................................................ 13
1 General Information

Welcome to the Department of Economics, Mathematics and Statistics. This Handbook aims to provide a quick guide to your academic programme. For more detailed and current information visit the Department website (http://www.bbk.ac.uk/ems/) and College website (www.bbk.ac.uk).

1.1 People, and how to reach them

The Programme Administrator handles all administrative aspects of the Programme, and is usually the first point of contact for students.

Programme Administrator for BSc Economic and Business
Melanie Green
Room 717, Malet Street
Tel: 020 7631 6428
Email: esp@bbk.ac.uk

Course Lecturers and Contact Details

The course lecturers are the first point of contact for academic issues. The easiest way to initiate contact with your lecturers is via email. The email address of faculty members is initial.surname@bbk.ac.uk.

Programme Director

The Programme Director is in charge of the overall academic content and structure of the Programme.

- Programme Director: Stephen Wright
- Email: s.wright@bbk.ac.uk

Department Computer Representative

For any queries relating to your College computer account and other IT services, contact:
Nigel Foster
Room 759
Tel: 020 7631 6402
Email: n.foster@bbk.ac.uk

Personal Tutor System

Each student will have a Personal Tutor.

Your Personal Tutor is there to discuss problems and to help you assess your academic progress. If you have any difficulty or query regarding a particular course or personal difficulties about work, family, money or health, you should contact your Personal Tutor. It is especially important that you inform your Personal Tutor if you are considering withdrawing from the course.

Whom you should consult for academic support depends on the nature of your query or problem:
• When you need help with specific topics relating to a particular course unit or component, you should seek the advice of the lecturer who teaches that unit. You may also seek the advice of your Personal Tutor.

• When you have questions relating to your degree programme (e.g. ‘can I change to another degree programme?’) or to your academic progress (e.g. ‘what course units should I take this year?’), you should consult your Personal Tutor who may then suggest you speak to the Programme Director for your particular degree programme.

1.2 Communication between Students and the Department

General communication is principally through on the programme web pages in the ‘For students’ section (http://www.ems.bbk.ac.uk/for_students/bsc_esp) or via the course Moodle page https://moodle.bbk.ac.uk/course/view.php?id=3677. Please check regularly for changes in schedules, class lists etc.

Phone numbers: Occasionally we need to contact you directly and at short notice. It is essential that you keep the My studies at Birkbeck area of the web site up to date with your contact details during your period of study

Email: We may need to email you about programme information and, as above, at short notice. Ensure that your contact details on the My studies at Birkbeck area of the website are up to date.

Student Feedback

It is essential for the success of the degree programme that we are able to find out what you think of it. It is our policy to seek from student’s feedback about all the courses and lecturers, and to act upon this information. We are, of course, fond of compliments, but we appreciate constructive criticism as well. There are several ways in which you can give us feedback.

Class Representatives

These are elected to represent the class in the Students’ Union and the Staff/Student Exchange Committee meetings, and can also approach the Programme Director on behalf of the class.

Staff/Student Exchange Committee Meetings

These are timetabled each term for the Class Representatives who will receive notice of the meetings and will ask the class if there are any issues that should be discussed.

Course Evaluations

These are handed out at the end of each unit for your comments. In these, you are asked to comment on the quality of the teaching. Responses are reviewed at the Department’s Teaching Sub-Committee, and any important responses will be provided to students at the Staff/Student Exchange Committee meetings.
1.3 Academic Calendar

| Examinations | May/June 2017 although always check individual modules as management modules hold exams at the end of each term. |

**Term Dates 2016 – 2017**

<table>
<thead>
<tr>
<th>Term Dates</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn term</td>
<td>Monday 3 October 2016 to Friday 16 December 2016</td>
</tr>
<tr>
<td>Autumn Term Reading Week</td>
<td>7-11 November 2016, unless you have been informed otherwise. However different departments do not always have the same reading week, and will make their own announcements. We would also advise students to check their timetables via their personal profiles (MyBirkbeck profile) regarding up-to-date and accurate information.</td>
</tr>
<tr>
<td>Christmas and New Year closure</td>
<td>There will be no teaching and most services will be unavailable from College will close at 6pm on 22 December, and normal services will resume from 9am on 3 January.</td>
</tr>
<tr>
<td>Spring term</td>
<td>Monday 9 January 2017 to Friday 24 March 2017</td>
</tr>
<tr>
<td>Spring Term Reading Term</td>
<td>13-17 February 2017, unless you have been informed otherwise. However different departments do not always have the same reading week, and will make their own announcements. We would also advise students to check their timetables via their personal profiles (MyBirkbeck profile) regarding up-to-date and accurate information.</td>
</tr>
<tr>
<td>Easter closure</td>
<td>There will be no teaching and most services will be unavailable from 6pm College will close at 6pm on 12 April, and normal services will resume from 9am on 18 April.</td>
</tr>
<tr>
<td>Summer term</td>
<td>Monday 24 April 2017-Friday 7 July 2017</td>
</tr>
<tr>
<td>May Day bank holiday</td>
<td>There will be no teaching, and most services will be unavailable on Monday 1 May 2017.</td>
</tr>
<tr>
<td>Spring bank holiday</td>
<td>There will be no teaching and most services will be unavailable on Monday 29 May 2017.</td>
</tr>
<tr>
<td>August bank holiday</td>
<td>College will be close and most services will be unavailable on Monday 28 August 2017.</td>
</tr>
</tbody>
</table>
1.4  Studying

1.4.1  Private study

Attendance is required normally required for three evenings a week, between 6pm and 9pm. However, lectures and classes are only part of your overall learning experience. Private study is equally important. You are expected to spend at least as long in private study - reading material on the reading lists, working through problems and exercises, writing essays, completing other assignments, revising for examinations - as you spend in lectures and classes. You must devote enough time each week to keeping up with the programme.

‘Skills for Study’ Programme

Richard Carabine and Eva Szatmari are the Learning Coordinators for the School of BEI. Their role is to support students in their studies.

Richard offers advice on academic writing skills:
https://moodle.bbk.ac.uk/course/view.php?id=12219 Or email r.carabine@bbk.ac.uk

Eva offers advice on math’s and statistics:
https://moodle.bbk.ac.uk/course/view.php?id=7759 Or email e.szatmari@bbk.ac.uk

Further information can be found at: http://www.bbk.ac.uk/management/current-students/bei-study-skills-support

Study Skills: Useful guide


1.5  College Procedures and Regulations

Information about the enrolment process, fees and general College regulations can be obtained from the College web site http://www.bbk.ac.uk/.

- **ENROLMENT**: You will be invited to enrol online before you start the Programme. Enrolment will provide a College Membership Card, which is essential for access to College facilities including the Library.

- **FEES**: Self-financing students are offered the facility of paying by instalments either by direct debit or termly cheque, but only if this is arranged by the beginning of October. Queries on fee issues should be addressed to the Fee Office.

- Information on enrolment and fees can be found at: http://www.bbk.ac.uk/prospective/undergraduate/how-to-apply/enrolment

- **WITHDRAWAL**: The College operates strict procedures regarding withdrawals. You must inform the School and the Registry in **writing** if you decide to withdraw. For further information, please use the following link: http://www.bbk.ac.uk/mybirkbeck/services/administration/withdrawing

  **Fees to be paid if you withdraw or interrupt your studies**

  - Withdrawal before 31 October: liable only for an administration fee.
Withdrawal in the first term after 31 October: full fees for that term.
Withdrawal after the end of the first term: full fees for subsequent terms unless we receive written notification from you before the end of the first week of the term in which you withdraw.

1.6 Financial Support
You will be eligible to apply for a government loan if you are a ‘Home’ student and you have not already obtained a UK undergraduate degree. Other support includes the government Access to Learning Fund or Birkbeck College Awards. For information about all aspects of student finance, go to the College web pages
http://www.bbk.ac.uk/mybirkbeck/finance/studentfinance

1.7 Complaints Procedure
The College recognises that students may have legitimate complaints relating to their course of study, the availability or quality of facilities, other students or staff of the College. It is hoped that most complaints can be resolved speedily by means of students pursuing matters informally but directly with the person concerned. Your Programme Director or Head of Department may be consulted for the purpose of discussing problems and complaints and advising on their resolution.

1.8 Harassment
Harassment is defined by the College as ‘unreasonable behaviour that degrades, humiliates, or belittles through actions, words or gestures’. The College is committed to providing an environment that is free from any form of harassment. The College Code for Staff and Students regarding harassment covers many issues and scenarios and can be obtained from the Students’ Union or found on the College website.

1.9 Health Issues
Birkbeck subscribes to the Gower Street Practice, located just around the corner from the Malet Street main building at 20 Gower Street. Students living in central London can register with the doctors for full NHS general practitioner services, but other students can also benefit from some of their facilities.
For details of their service, visit http://gowerstreetpractice.org.uk/

1.9.1 Studying with Disabilities
At Birkbeck there are students with a wide range of disabilities including dyslexia, visual or hearing impairments, mobility difficulties, mental health needs, HIV, M.E., respiratory conditions etc. Many of them have benefited from the advice and support provided by the College’s disability service.

1.9.2 The Disability Office
The College has a Disability Office located on the main corridor of the Malet Street building. The office is staffed by:
Disability coordinator: Mark Pimm, who is your central point of contact at Birkbeck, manages the disability service at Birkbeck.

Mark is your first point of referral for disability enquiries at the College. He can provide advice and support on travel and parking, physical access, financial support, special equipment, personal support, examination arrangements etc. If you have a disability or dyslexia, we recommend you make an appointment to see him as soon as possible after commencing your course. Appointments last one hour are available from 12 noon to 5 pm Monday to Friday and are booked by Steve (details below).

At your first appointment at the Disability Office they will ask you to complete a Confidentiality Consent Form. This allows you to state who in the College can be informed of your disability. Remember, if you wish, we do not need to inform people of the exact nature of your disability, just your disability related needs.

The office will also complete a Support Plan, confirming your support requirements and send this to your Department and relevant Departments at the College so they are informed of your needs.

1.9.3 The Disabled Students Allowance

UK and most EU students with disabilities on undergraduate and postgraduate courses are eligible to apply for the Disabled Students’ Allowance (DSA). The DSA usually provides thousands of pounds worth of support and all the evidence shows that students who receive it are more likely to complete their courses successfully. The Disability Office can provide further information on the DSA and can assist you in applying to Student Finance England for this support.

1.9.4 The Personal Assistance Scheme

Some students need a personal assistant to provide support on their course, for example a note-taker, sign language interpreter, reader, personal assistant, disability mentor or dyslexia support tutor. Birkbeck uses specialist agencies to recruit Personal Assistants and they may be able to assist you with recruiting, training and paying your personal assistant. Please contact the Disability Office for information on this scheme.

1.9.5 Support in your Department

The provision which can be made for students with disabilities by Departments is set out in the Procedures for Schools for Compliance with the Disability Discrimination Act. This is available from the Disability Office and the Disability Office website.

As mentioned above your Department will receive a copy of your Individual Student Support Agreement from the Disability Office. This will make specific recommendations about the support you should receive from the Department.

Whilst we anticipate that this support will be provided by the Programme Director, tutors and Department Administrator, the Department of Economics, Mathematics and Statistics also has a Student Disability Liaison Officer, Nigel Foster. If you experience any difficulties or
require additional support from the Department then he may also be able to assist you. He can be contacted on 020 7631 6402 or at: n.foster@bbk.ac.uk.

1.9.6 Support in IT Services and Library Services

There is a comprehensive range of specialist equipment for students with disabilities in IT Services. This includes an Assistive Technology Room, which may be booked by disabled students. We have software packages for dyslexic students (e.g. Claroread and Inspiration), screen reading and character enhancing software for students with visual impairments available in our computer laboratories, specialist scanning software, large monitors, ergonomic mice and keyboards, specialist orthopaedic chairs, etc. We have an Assistive Technology Officer, who can be contacted via IT Services.

The Library has an Assistive Technology Centre, where there is also a range of specialist equipment, including a CCTV reading machine for visually impaired students, as well as specialist orthopaedic chairs and writing slopes. The Disability Office refers all students with disabilities to the Library Access Support service, who provide a comprehensive range of services for students with disabilities.

1.9.7 Specific Learning Difficulties (Dyslexia)

Mature students who experienced problems at school are often unaware that these problems may result from their being dyslexic. Whilst dyslexia cannot be cured, you can learn strategies to make studying significantly easier. If you think you may be dyslexic you can take an online screening test in the computer laboratories, the instructions for the screening test are available on the Disability Office website. If appropriate, you will be referred to an Educational Psychologist for a dyslexia assessment. Some students can receive assistance in meeting this cost, either from their employer or from Birkbeck.

1.9.8 Examinations

Students with disabilities and dyslexia may be eligible for special arrangements for examinations e.g. extra time, use of a word processor, amanuensis, enlarged examination papers etc. In order to receive special arrangements students must provide Medical Evidence of their disability (or an Educational Psychologists Report if you are dyslexic).

1.9.9 The Disability Handbook

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

For further information or to make an appointment to see Mark, please call on 020 7631 6336 or email disability@bbk.ac.uk
1.9.10 Counselling

The Counselling Service provides assistance to students who are experiencing emotional difficulties which may be impacting upon their studies or overall experience at Birkbeck. It offers a range of services which include:

- One-off Consultation
- Individual brief focused Counselling
- Psycho-educational Workshops
- Self-Help Resources including MP3 Downloads, a self-help library and useful web links.
- Referrals to other services.

The service aims to respond to the needs of students struggling with emotional and psychological issues, and to allow students to maintain emotional wellbeing by developing effective coping strategies at times of stress.

For further information please visit the following link:
http://www.bbk.ac.uk/mybirkbeck/services/facilities/counselling-service-1

1.10 Other Student Services

1.10.1 Birkbeck Students’ Union

The Students’ Union offers a range of facilities including a shop, Study Skills courses and welfare services. The Union represents you on many important College committees and can be a powerful force for change in the College.

The Students’ Union Office and Advice Centre are found on the fourth floor of the extension wing of the Main Building, Malet Street. Contact details are as follows:

Tel.: 020 7631 6335
Fax: 020 7631 6349
http://www.birkbeckunion.org/

1.10.2 Catering and Social Facilities

There is an eatery on the fifth floor of the main building, a bar on the fourth, a coffee bar on the ground floor and a shop in the basement.

As a student of Birkbeck College, you are also a member of ULU which is conveniently located next door to the College in Malet Street. It is one of the largest students’ unions in the country and has a vast array of services and facilities. Its sports facilities, including a swimming pool, are excellent. It also has bars and restaurants and provides regular entertainment.

1.10.3 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 [bbk.ac.uk/careers](http://bbk.ac.uk/careers)

1.10.4 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 [bbk.ac.uk/talent](http://bbk.ac.uk/talent)

1.10.5 Business Engagement Team

1.11 Business Engagement team

The School of Business, Economics and Informatics has a dedicated Business Engagement team where you can take advantage of extra support - in addition to what is offered by Birkbeck Talent and Birkbeck Careers.

The Business Engagement team deliver a range of activities to support you in your career aspirations including:
1.11.1 Mentoring Pathways

Mentoring Pathways pairs successful applicants with industry professionals for individual advice and guidance. There are approximately 100 places available for final year undergraduates and postgraduate students. We have partnerships with a number of key organisations and work alongside Birkbeck alumni who provide mentors. Please email mentoring@bbk.ac.uk

1.11.2 Enterprise Pathways

Whether you are setting out in your journey as an entrepreneur or have already established a thriving business, we offer various pathways to support you. These include a non-credit bearing module with workshops once a month throughout the academic year, access to digital resources, and enterprise boot camps to help you to develop your ideas and network with other students. Please email enterprise@bbk.ac.uk or visit www.bbk.ac.uk/enterprise

1.11.3 School Events

From time to time we run events, competitions or offer the opportunity to attend conferences, with the aim to help you to find out more about industry sectors, entrepreneurs and professional bodies.

1.11.4 Insiders’ Guides

We take a small number of students to visit workplaces and ask questions about the culture, the roles and career progression. If you would like to participate please email developus@bbk.ac.uk

1.11.5 Employer Sponsorship

Talk to a member of the team about how your current employer might sponsor you through your studies. Please email: developus@bbk.ac.uk

You can also follow BEI on social media for information and conversations:

- Twitter: @BirkbeckBEI
- Facebook, Google+ and LinkedIn: Search ‘BirkbeckBEI’

Please visit our website www.bbk.ac.uk/business/business-services for resources and information about all of these initiatives.

We send a regular email newsletter with details of all upcoming events and activities to students in the School of Business, Economics and Informatics who allow marketing communications through their MyBirkbeck Profile.
## Event schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Enterprise Pathways</th>
<th>Mentoring Pathways</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Briefing sessions Week commencing 31/10/16</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Community Launch &amp; Brunch 05/11/16</td>
<td>Training sessions Weeks commencing 12/11/16 and 19/11/16</td>
</tr>
<tr>
<td></td>
<td>Global Entrepreneurship Week Event 16/11/16</td>
<td>Launch event 21/11/16</td>
</tr>
<tr>
<td>December</td>
<td>Who are you? What type of entrepreneur can you be? 03/12/16</td>
<td>1-1 Mentoring</td>
</tr>
<tr>
<td>January</td>
<td>Get LEAN 07/01/16</td>
<td>1-1 Mentoring</td>
</tr>
<tr>
<td>February</td>
<td>Dynamic Business Plans 04/02/16</td>
<td>1-1 Mentoring</td>
</tr>
<tr>
<td>March</td>
<td>Pitch Perfect and Santander Competition Launch 04/03/16</td>
<td>1-1 Mentoring</td>
</tr>
<tr>
<td>April</td>
<td>Sources of Finance 01/04/16</td>
<td>1-1 Mentoring</td>
</tr>
<tr>
<td>May</td>
<td>Take-off 06/05/16</td>
<td>1-1 Mentoring</td>
</tr>
<tr>
<td>June</td>
<td>Birkbeck Angels 03/06/16</td>
<td>1-1 Mentoring</td>
</tr>
<tr>
<td>July</td>
<td>Awards Evening 15/07/16</td>
<td>Celebration event 05/07/16</td>
</tr>
</tbody>
</table>

### Evening Nursery

The College runs a nursery for children of staff and students. It is open between 17.30 and 21.00, five evenings per week, during term time. Children between 6 months and 10 years are accepted, but places are limited. See [http://www.bbk.ac.uk/mybirkbeck/services/facilities/nursery](http://www.bbk.ac.uk/mybirkbeck/services/facilities/nursery) for further details.
2 Library

Although lectures and seminars are an essential element of your course, success in learning also depends on the additional reading and research 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. At times, you will also find it useful to use other libraries.

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.

You can borrow up to 10 items and they can be renewed as long as no-one else requests them. Most books can be borrowed for 3 weeks. Some books, videos and DVDs can be borrowed for 1 week. A few items can only be issued for 1 day. There is also a Reading Room Collection with reference access to key course readings.

Please be a responsible Library user. The smooth running of the Library depends on your cooperation. Please renew or return items promptly, especially if someone else has requested them. If you fail to return items on time you will incur fines and your borrowing rights will be suspended. Students who have overdue items at the end of the academic year will have examination results withheld until they return the items.

More information on the library opening hours can be found at:

http://www.bbk.ac.uk/lib/about/hours
2.1 Birkbeck eLibrary

You can access a whole host of electronic journals and databases from any PC in College. These resources can also be accessed from outside College with your IT Services (ITS) username and password.

The Library website is at http://www.bbk.ac.uk/lib. As well as giving comprehensive information about the Library’s services and collections, you can also:

- search the Library catalogue, renew your books and place reservations on items that are out on loan;
- read articles in over 25,000 electronic journal titles and newspapers;
- search databases to help you find out what has been written about the subject you are researching, including Business Source Premier, Nexis UK and the Social Sciences Citation Index;
- access UK and international statistical data via the Economic and Social Data Service;
- access past exam papers;
- work through LIFE – an online tutorial to help you make the most of the Library.

2.2 Other libraries

Birkbeck students can also use a range of other libraries. Students have reference access to most University of London college libraries. In addition, part-time undergraduate students can join the SCONUL Access Scheme which allows access to most other higher education libraries with limited borrowing rights. See the Library web site for more information.

2.2.1 Further information and help

If a book you need is not available in the Library or you require any help using the resources or finding information, please ask at the help desk (020 7631 6063). Email library-help@bbk.ac.uk. Alternatively, contact your Subject Librarian, Aidan Smith, directly. Telephone 020 7631 6062. am.smith@bbk.ac.uk.
3 Computing

3.1 How Do I Get a Computer Account?
All students are given an account on the College network which is activated on payment of fees. This gives access to College and Department resources, the web and an (optional) email account. Usernames and passwords can be obtained from the Department Help Desk (see below) on production of a College Membership Card.

- Student email addresses are username@mail.bbk.ac.uk
- College staff email addresses are initial.surname@bbk.ac.uk

3.2 How Do I Get Help?
The Department provides computing support for all Department students. IT Services (ITS) ([http://www.bbk.ac.uk/its](http://www.bbk.ac.uk/its)) is a College service that supports students throughout the College. The seventh floor noticeboards have information on courses, software and hardware offers and other computer services.

3.3 IT Support in the Department
General computing support in the College is provided by IT Services (ITS). They provide a number of workstation rooms around the College and support general application software including email and web browsers. You require a *username* and *password* to use ITS facilities. These can be obtained either from ITS reception (Room 151) or from the Department Computer Help Desk.

As a student in the Department of Economics, Mathematics & Statistics, your first line of support, however, is likely to be from the Department Computer Help Desk. As well as providing general computing help, the Help Desk provides support for software specific to the Department.

You can contact the Department staff directly for queries on the following:

<table>
<thead>
<tr>
<th>Awuku Danso</th>
<th>Nigel Foster</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:a.danso@bbk.ac.uk">a.danso@bbk.ac.uk</a></td>
<td><a href="mailto:n.foster@bbk.ac.uk">n.foster@bbk.ac.uk</a></td>
</tr>
<tr>
<td>Room 758</td>
<td>Room 759</td>
</tr>
<tr>
<td>020 7631 6433</td>
<td>020 7631 6402</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Datastream</th>
<th>Econometrics/statistical software</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linux</td>
<td>College computer account</td>
</tr>
</tbody>
</table>
ITs is open at the following times:

Term: Mon – Fri 16.00 – 18.30
Vacations: Mon – Thurs 16.00 – 18.00

3.4 ITS Reception Help Desk

Room: Ground floor, Main Building
Tel: 020 7631 6543
Email: its@bbk.ac.uk

Term: Mon – Fri 09.00 – 20.00
Vacations: Mon – Fri 10.00 – 18.00

3.5 Workstation Rooms

The Department has its own Workstation Room, Room 742, for specialized software.

For more general software, ITS run the following Workstation Rooms:

- Rooms 109, 412, 413, 422, 423, 457, 458 and 536 Main Building;
- Open access from the Library.

3.6 Online Module Support - MOODLE

Moodle is an online ‘learning environment’ for delivering web-based course materials. Every undergraduate management module is listed in Moodle and when you log on it will show you the modules you are registered for - http://moodle.bbk.ac.uk/. It also contains an ‘Undergraduate Students’ section which provides you with important administrative information as well as the latest announcements.

You can access Moodle from any location with an Internet connection and web browser, using your ITS username and password to log on. Central Computing Services will send you these details once you officially enrol as a student - go to http://www.bbk.ac.uk/its/ for more details. For help, go to the ITS Helpdesk, on the ground floor in the main building in Malet Street or phone 020 7631 6543.

If there are modules missing on your Moodle account, you will need to contact the Undergraduate Administration Office.
4 Programme Structure

4.1 Introduction
Birkbeck's undergraduate programmes are offered as part of the College’s Common Award Scheme. Programmes have common regulations and a common structure. This will help to ensure greater consistency of practice amongst programmes and will also make it possible for you to take modules from departments across the College which is outside of your normal programme (subject to programme regulations and timetable constraints).

The following is a brief introduction to the Common Awards Scheme. Detailed regulations are available in the Regulations for Taught Programmes of Study, which can be downloaded from http://www.bbk.ac.uk/reg/regs.

4.2 Structure of Undergraduate Programmes
All programmes offered as part of the Common Awards Scheme consist of 360 credit units.

Each undergraduate degree programme has three levels – level 4 (certificate), level 5 (intermediate) and level 6 (honours).

Each module on a programme is designated as one of the following:

- core: the module must be taken and passed to allow the student to complete the degree
- Compulsory: the module must be taken
- option: students may choose a stipulated number of modules from a range made available to them. Option modules are clearly identified in programme Regulations.

4.3 BSc Economics and Business: Programme Structure
To obtain the degree a student must complete modules to the value of 360 CATS points.

The points are accumulated:

- 210 points of CORE modules of which: 105 points at level 4, 75 points at level 5
- 180 points from optional modules. In order to graduate with an honours degree you must have a minimum of 120 credits in Level 6 modules.
The programme is built on the philosophy that you obtain broad proficiency across business and economics disciplines. This breadth is provided by the core programme modules studied in years 1 & 2. These are CORE and must be passed to proceed to the third year.

Some of the core modules are taught only in alternate years and are therefore shared across two year cohorts.

**Indicative Yearly Study Structure for Students entering First year in September 2016.**

**Economics and Business (Part time)**

<table>
<thead>
<tr>
<th>Year and Cohort Entry</th>
<th>Level 4</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 4</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yr 1 cohort entry 2016</strong></td>
<td>Management Studies I&lt;br&gt;15 credits</td>
<td>Management Studies II&lt;br&gt;15 credits</td>
<td>Commercial Law for Business&lt;br&gt;15 credits</td>
<td>Introduction to Economics&lt;br&gt;30 credits</td>
<td>Mathematics for Business&lt;br&gt;15 credits</td>
</tr>
<tr>
<td><strong>Yr 2 cohort entry 2016</strong></td>
<td>Marketing Principles &amp; Practices&lt;br&gt;15 credits</td>
<td>Data Analysis for Social Scientists&lt;br&gt;30 credits</td>
<td>IT and Professional Skills&lt;br&gt;30 credits</td>
<td>Employment Relations and Human Resource Management&lt;br&gt;15 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Yr 3 &amp; 4 cohort entry 2016</strong></td>
<td>Select from the approved list of level 6 option modules. You must select modules equivalent to a total of 90 credits in each year.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Economics and Business (Full time)

<table>
<thead>
<tr>
<th>Yr 1 cohort entry 2016</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 4</th>
<th>Level 4</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to Economics</td>
<td>Commercial Law for Business</td>
<td>Management Studies 1</td>
<td>Management studies 2</td>
<td>IT and Professional Skills</td>
</tr>
<tr>
<td></td>
<td>30 credits</td>
<td>15 credits</td>
<td>15 credits</td>
<td>15 credits</td>
<td>30 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yr 2 cohort entry 2016</th>
<th>Level 5</th>
<th>Level 5</th>
<th>Level 5</th>
<th>Option modules</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Data Analysis for Social Scientists</td>
<td>Employment Relations and Human Resource Management</td>
<td>Marketing Principles &amp; Practices</td>
<td>60 credits</td>
</tr>
<tr>
<td></td>
<td>30 credits</td>
<td>15 credits</td>
<td>15 credits</td>
<td></td>
</tr>
</tbody>
</table>

| Yr 3 cohort entry 2014/15 | Level 6 options: 120 credits |

To ensure that standards are maintained we make the following additional requirements:

- candidates who fail TWO core units in any one year will normally have to repeat that year;
- candidates will not normally be allowed to proceed to the 3rd year carrying more than one failed core unit;
- candidates who do not sit an examination will have their right to proceed to the next year of study reviewed as for failed units.

Your BSc degree will be complete ONLY if you have accumulated the requisite number of course units. The Programme Director will help to ensure that you are taking the correct number of course units each year and that you are making progress toward finishing on schedule. If you are in any doubt as to your status, please contact the Programme Director urgently.
4.4 Degree Classification

An honours classification may only be awarded for undergraduate honours programmes once the programme requirements have been fulfilled. The degree classification formula is as follows:

a) Module results at Level 4 DO NOT contribute to the determination of classification, although if they are core modules, they have to be passed.

b) Each module has a weighting \( w \), - level 5 modules have a weighting of 1, and level 6 modules have a weighting of 2.

c) Each module has a value \( v \), where \( v \) reflects the credit value of the module.

d) Each module has a result \( m \), assigned by the relevant board of examiners

e) The weighted average result will be calculated by the sum of \( (w*v*m) \) for all level 5 and 6 modules, divided by \( (w*v) \)

f) The final degree classification is decided by the relevant board of examiners – as a guide, results are usually in line with the following:

**First:** 70% or above for the average weighted module results

**Upper Second:** 60% or above for the average weighted module results

**Lower Second:** 50% or above for the average weighted module results

**Third:** 40% or above for the average weighted module results

However, if the average is within two marks of the upper class boundary, then the profile of marks may be considered:

i) The simple average mark of a finalist may be adjusted to take account of an individual profile. Where 50% or more of course grades are in a category above that awarded on the basis of the simple average, and no more than one is more than a grade below that awarded on the basis of the simple average, then the student may be awarded the higher grade.

OR
ii) If more than 80% of marks are in the higher grade, the higher grade may be awarded so long as remaining units are all above the pass standard.

This scheme is indicative only and may be subject to alteration from time to time. It is published for the general guidance of students and is not the sole determinant of the class of a degree.

The classification of each candidate may be determined not only on the basis of the grades or marks awarded to the candidate in the individual elements of the examination, but also on the assessment of the examiners, taking account of advice of Visiting Examiners, of the overall performance of the candidate. Various factors may be taken into account in arriving at the final result, such as the distribution of the marks awarded to the candidate over the various elements, the strength or weakness shown in certain elements in relation to that in other elements, any special difficulties known to have been experienced by the candidate at the time of the examination (e.g. illness).

If you have accumulated 300 credits and passed all the prescribed core modules, but have not fulfilled the requirements for honours then you may be eligible for a Pass degree.

4.5 Examinations

4.5.1 Examination Regulations

Examination procedures and regulations can be found on the Registry website at http://www.bbk.ac.uk/reg. It is important to note requirements on entry and withdrawal from examinations. Students are deemed to have failed an examination if they do not notify the appropriate authorities of their withdrawal.

4.5.2 Examination Registration

The registration process for examinations is controlled by the Examinations Office. You will need to check the modules you have been registered for on your My Birkbeck account and once you are happy your record is correct you must confirm this online. Once this is done you will be given an Exam Candidate Number and you will be advised which exam room you have been allocated, along with your personalized exam timetable.
4.6 Policy on Plagiarism

- You are reminded that all work submitted as part of the requirements for any course must be expressed in your own words and incorporate your own ideas and judgments.

- Plagiarism – that is, the presentation of another person’s thoughts or words as though they were your own – must be avoided, particularly in coursework essays and reports written in your own time.

- Direct quotations from published and unpublished work or from web sites must always be identified as such by being placed inside quotation marks, and a full reference to the source must be provided in the proper form.

- Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged quotation from a single source.

- If you summarise another person’s ideas or judgments, you must refer to that person in the text and include the work referred to in your bibliography.

- Failure to observe these rules may result in an allegation of cheating.

- Copying another student’s work is also a form of plagiarism.

- You must consult your tutor or course co-ordinator if you are in doubt over what is permissible.

Remember, the marker of your assignment requires evidence of your understanding and effort. Borrowed material that is unacknowledged attracts no marks. Unacknowledged copying of text and/or ideas is called plagiarism, and **YOU MUST NOT PLAGIARISE**.

You must ensure that all work you submit is entirely your own, unless you declare otherwise. Plagiarism will incur severe penalties, which may include exclusion from your degree programme.

There are two situations in which plagiarism commonly occurs:

- **Fraud.** This applies when a student submits the written work of another person (who might be a fellow student), in whole or part, as his/her own. Such fraud may occur with or without the author’s consent, but having obtained the author’s consent does not excuse the crime! Deception of this kind devalues the coursework of the perpetrator and is grossly unfair to his/her peers. Markers find this easy to spot as they keep some record of the coursework of past and present students.
- **Pirated text.** This refers to copying (sometimes word for word) from a publication. Pirated text is not difficult to detect, for even if the marker does not know the source of the text (but often he/she will), the style of the plagiarised text betrays the fraud. The cohesiveness of argument, the structure of the text (formal scientific writing has a form seldom found in student essays) and English usage differ substantially from the usual output of the plagiariser.

**Group work** is an area where students may be unsure, justifiably, about whether their submitted work constitutes plagiarism. The key to dealing with group work is to ensure that your coursework assignment has a content that is distinctively your own. For example, if you are collecting and commenting on data, even where the data are the same, your work will have different introductory sections, different tabular or graphic presentation and different discussion. Such elements must be your own effort and not be copied from others.

Recourse to the services of “ghost-writing” agencies (for example in the preparation of essays or reports) or of outside word-processing agencies which offer “correction/improvement of English” is strictly forbidden, and students who make use of the services of such agencies render themselves liable for an academic penalty.

**Birkbeck subscribes to an on-line service which detects plagiarism and cites the sources. In order to help you avoid plagiarism we have produced a web based AVOIDING PLAGIARISM module. This is available on the BLE, and you will need to register as follows:**

Go to [http://www.ems.bbk.ac.uk/](http://www.ems.bbk.ac.uk/)

- Click on the “For students” link;
- Click on the Moodle link;
- Logon;
- In any of your courses, under Assignments, there is a link to the "Avoiding Plagiarism" course.

Lecturers, tutors and administrators are also registered on this module and can check which students have accessed (and therefore read) the material.
4.7 Failure and Re-assessment of a Module

- The Regulations for Taught Programmes of Study outline how an examination board should treat a failed module when considering progression and awards. However, each examination board is responsible for judging, within these regulations, whether a fail can be “compensated” (i.e., whether you can be awarded credit for that module even if you have not actually passed), whether you will need to re-take the module or whether you will be able to attempt a re-assessment.

- For any module on an undergraduate programme, if your module result is less than 30%, any subsequent attempt to pass the module will normally be a “re-take” – a re-take requires attendance at the module’s lectures and seminars as well as another attempt at the assessment.

- The pass mark for modules is 40%. If you obtain a module result of between 30% and 39% for any module on an undergraduate programme then the Board of Examiners may offer “re-assessment” as an alternative to a “re-take”. Re-assessment is where a student will re-attempt a failed element of a failed module; it does not require attendance at lectures and seminars. You will not normally be reassessed in elements that you have already passed. From September 2015 any re-assessments incurred will be capped at 40%.

- The Board of Examiners may offer an alternative form of assessment for failed elements as part of a re-assessment regime.

- The timing of any re-assessment will be at the discretion of the Board of Examiners; this will normally be either at the next normal assessment opportunity or in some instances before the beginning of the next academic year.

- You will normally be offered three attempts at passing a module (the original attempt plus two further attempts, each of which will either be a re-assessment or a re-take). After this, if the module has not been passed it will be classed either as a “compensated fail” or a fail. In some cases this will mean that it will not be possible for you to gain the award that you have registered for; in such cases, your registration will normally be terminated.
• If your module result is between 30 and 39% your Board of Examiners may award a “compensated fail”. This will mean that you retain the module result, but are awarded credit for that module. A BSc may be awarded to a student carrying no more than 60 credits as compensated fail. A core module may not be treated as a compensated fail; core modules must be passed in order to gain the award.

• Further information about Alternative Assessment, Re-assessment & Re-takes, and a Compensated Fail can be found in the ‘Common Award Scheme (CAS) Reassessment Policy’ document located on the Registry Services website:
  
  http://www.bbk.ac.uk/reg/regs/casfaq/casbrief/bp_4

4.8 Common Award Scheme Policies
As part of the introduction of the Common Awards Scheme, the College has implemented a number of College-wide policies. The full policies can be seen at

http://www.bbk.ac.uk/reg/regs.

Please use the following links to view important information on key CAS policies:

4.9 Late Submission of work for assessment
Information about College Policy which dictates how Departments will treat work that is due for assessment but is submitted after the published deadline, can be found at: http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/coursework/late-submission

Any submission made two weeks after the original deadline will be given an automatic 0 unless a mitigating circumstances has been accepted.

4.10 Assessment Offences
The College treats all Assessment Offences seriously and they are categorised as Plagiarism, Collusion, Examination Offences and Other Offences. Detailed information about these offences can be found at:

http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/offences

4.11 Mitigating Circumstances
The College Policy on Mitigating Circumstances determines how boards of examiners will treat assessment that has been affected by adverse circumstances. Mitigating Circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt your performance in assessment. This should not be confused with long term issues such as
medical conditions, for which the College can make adjustments before assessment (for
guidance on how arrangements can be made in these cases please see the College’s
Procedures for Dealing with Special Examination Arrangements):

http://www.bbk.ac.uk/reg/regs/cas/assessment/specialexam

For important and detailed information about Mitigating Circumstances, please use the
following link:

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

4.12 Break-in-Studies Policy
The Common Awards Scheme regulations allow you to suspend studies for a maximum of
two years in total during your programme of study. This may be for one period of two years,
or for non-consecutive shorter periods that add up to a total of two years or less. More
details about the Break in Studies policy can be found at:

http://www.bbk.ac.uk/mybirkbeck/services/administration/break-in-studies

4.13 Other Policies
In addition to the policies above, other College academic-related policies include:

- Termination of Registration
- Procedures for Dealing with Special Examination Arrangements
- Suspension of Regulations

To see these policies, see the Registry website http://www.bbk.ac.uk/reg/regs

4.14 Results
The examination scripts are marked by two internal examiners and then a large selection of
scripts is sent to our external examiners. All this takes time. The Examiners’ Meeting usually
takes place in July. Information about the publications of results can be found at:

http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/exams/results

4.15 Marking Scheme
Work is assessed with reference to core criteria:
• relevance of answer to question set;
• coverage of answer: appropriate range of facts and ideas;
• accuracy of information and calculation;
• structure and organisation of argument;
• quality of argument, critical evaluation, insight and originality;
• clarity of expression and quality of presentation;
• evidence of ability to: sustain logical argument, deal with theoretical and conceptual matters, make appropriate use of evidence from a variety of sources, present quantitative analysis when relevant.
**Interpreting the Marking Scheme:**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class (80+)</td>
<td><em>An outstanding answer,</em> showing exceptional ability for an undergraduate on most criteria</td>
</tr>
<tr>
<td>First Class (70-79)</td>
<td><em>An excellent answer.</em> The performance on most criteria going beyond the very competent level required for an Upper Second or an exceptional performance on certain criteria that are particularly pertinent to the question or task.</td>
</tr>
<tr>
<td>Upper Second (60-69)</td>
<td>Very competent performance on <em>most criteria or on certain criteria that is particularly pertinent to the question or task.</em> Compared to a Lower Second answer there is, for example, evidence of greater clarity of thought and organisation of material; more sharply focused argument and ability to discuss theoretical issues; more accurate and relevant material drawn from a greater variety of sources; evidence of greater breadth of reading; better presentation; more evidence of originality, depth of knowledge or evaluative skills.</td>
</tr>
<tr>
<td>Lower Second (50-59)</td>
<td><em>A competent performance</em> on most criteria or on certain criteria that is particularly pertinent to the question or task. This grade can also be achieved by a mixed performance on the differing elements.</td>
</tr>
<tr>
<td>Third (40-49)</td>
<td>Weak performance on a number of criteria that is particularly pertinent to the question or task. For example, there is relevant material but the answer lacks sufficient focus on the question; there is sparse coverage of the material; key theoretical aspects, or points of information, are lacking. There may be important inaccuracies, weak presentation, and conceptual and evaluative skills are weakly evidenced.</td>
</tr>
<tr>
<td>Fail (0-39)</td>
<td><em>Insufficient evidence of achievement</em> on any of the criteria: there is insufficient evidence that the candidate has adequately benefited from the course. For example, misunderstanding of the basic material, failure to answer the question or anything like it, inadequate information; incoherent presentation.</td>
</tr>
</tbody>
</table>
5  BSc Economics and Business: Modules

- The Economics modules you will be studying can be found here
- The management modules you will be studying can be found here