Contents

1 GENERAL INFORMATION .................................................. 1
  1.1 People, services and how to reach them ......................... 1
  1.2 Academic Calendar .................................................. 3

2 PROGRAMME STRUCTURE .............................................. 5
  2.1 The 1-year vs 2-year route ....................................... 5

3 ONLINE PROVISION ........................................................... 6
  3.1 Online Resources ...................................................... 6
  3.2 Provision for purely online GDE students ....................... 6

4 COURSE STRUCTURE ....................................................... 7
  4.1 Examinations and Assessment ..................................... 8
  4.2 Diploma Classification ............................................. 9
  4.3 Results ..................................................................... 9
  4.4 Failure and Reassessment of a Module ......................... 10
  4.5 Mitigating Circumstances ......................................... 10
  4.6 Continuation to the second year ................................ 11
  4.7 Break in studies ....................................................... 11
  4.8 Continuation to further study ..................................... 11

5 GDE COURSE UNITS ........................................................ 12
  5.1 Preliminary Mathematics Course (September only) .......... 12
  5.2 Quantitative Techniques (GDE & GDF Year 1) ............... 12
  5.3 Applied Statistics & Econometrics (GDE & GDF Year 1) .... 12
  5.4 Microeconomics (GDE Year 2) .................................. 13
  5.5 Macroeconomics (GDE Year 2) .................................. 13
  5.6 Introduction to Mathematical Economics (GDE Year 2) ..... 13

6 PROVISIONAL TIMETABLES .............................................. 14

7 OTHER INFORMATION ...................................................... 15
  7.1 Careers and Employability Service ............................. 15
  7.2 Birkbeck Talent: a dedicated in-house recruitment service for students ........................................... 15
  7.3 Business Engagement Team ..................................... 15
7.4 Mentoring Pathways ......................................................16
7.5 Enterprise Pathways ......................................................16
7.6 Events .................................................................16
7.7 Insiders’ Guides .........................................................16
1 General Information

Welcome to the Department of Economics, Mathematics and Statistics. This Handbook aims to provide a quick guide to your academic programme. It also tells you how to locate more detailed and current information on the Department website (www.bbk.ac.uk/ems) and College website (www.bbk.ac.uk)

1.1 People, services and how to reach them

Programme Administrator: Alex Melville
Room: 720 (Malet Street)
Tel: 020 7631 6406
Fax: 020 7631 6416
Email: a.melville@bbk.ac.uk

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

Course Lecturers
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 for GDE (Stephen Wright, s.wright@bbk.ac.uk) is in charge of the overall academic content and structure of the Programme. It is important to keep the programme director informed of any relevant problems, including health, personal or work issues. It is especially important that you inform your Programme Director if you are having problems coping with the workload; are considering withdrawing from the programme; or changing your status.

Department Computer Representative: Nigel Foster

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

The Help Desk is run by the Department computing staff, Nigel Foster (room 759), tel 020 7631 6402, and Awuku Danso (room 758), tel 020 7631 6433.

Email: helpdesk@ems.bbk.ac.uk at the following times:

- **Term:** Mon – Fri 16.00 – 18.00
- **Vacations:** Mon – Thurs 16.00 – 18.00

**ITS Reception Help Desk**

Ground floor, Main Building
Tel.: 020 7631 6543.

- **Term:** Mon – Fri 09.00 – 20.00
- **Vacations:** Mon – Fri 09.00 – 18.00

**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 10 and 11, 43 Gordon Square;
- Rooms 402, 412, 413, 422, 423 and 536 Main Building;
- Open access from library

**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.bbk.ac.uk/ems/for_students](http://www.bbk.ac.uk/ems/for_students)
### 1.2 Academic Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-sessional course in Mathematics (Year 1)</strong></td>
<td>Starts 16 September. All new students should attend the first lecture, which will start with a brief introduction of the programme as a whole by the programme director.</td>
</tr>
<tr>
<td><strong>Mid-Term Tests, Autumn Term 2015</strong></td>
<td>(GDE Year 2) Microeconomics - Week 6 (Reading Week)</td>
</tr>
<tr>
<td></td>
<td>((GDE &amp; GDF Year 1) QT – end of Autumn Term)</td>
</tr>
<tr>
<td><strong>GDE Year 2 Microeconomics final examination</strong></td>
<td>4 January 2016 (tbc)</td>
</tr>
<tr>
<td><strong>GDE &amp; GDF Year 1 Applied Statistics &amp; Econometrics (ASE) project proposal deadline</strong></td>
<td>2 March 2016</td>
</tr>
<tr>
<td><strong>Year 2 Mid-Term Tests, Spring Term 2016</strong></td>
<td>Macroeconomics (GDE Year 2) - Week 6 (Reading Week)</td>
</tr>
<tr>
<td><strong>Final Examinations, Easter 2016</strong></td>
<td></td>
</tr>
<tr>
<td>1. Quantitative Techniques (GDE &amp; GDF Year 1)</td>
<td>11 April 2016 (tbc)</td>
</tr>
<tr>
<td>2. Macroeconomics (GDE Year 2)</td>
<td>15 April 2016 (tbc)</td>
</tr>
<tr>
<td><strong>GDE &amp; GDF Year 1 ASE project submission deadline</strong></td>
<td>16 May 2016</td>
</tr>
<tr>
<td><strong>Final Examinations, Summer Term 2016</strong></td>
<td></td>
</tr>
<tr>
<td>1. ASE (GDE &amp; GDF Year 1)</td>
<td>Late May/June 2016 (tba in March 2016)</td>
</tr>
<tr>
<td>2. Mathematical Economics (GDE Year 2)</td>
<td></td>
</tr>
</tbody>
</table>

Please note that the precise dates of examinations and assessment deadlines will be confirmed by the Examinations Office in March, and it will be your responsibility to be available for them. If this is not possible, please contact the programme administrator.
**Term Dates 2015 – 2016**

Birkbeck term dates are located: [www.bbk.ac.uk/about-us/term-dates](http://www.bbk.ac.uk/about-us/term-dates)

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Autumn term</strong></td>
<td>Monday 28 September 2015 to Friday 11 December 2015</td>
</tr>
<tr>
<td><strong>Christmas and New Year closure</strong></td>
<td>There will be no teaching and most services will be unavailable from 6pm on Wednesday 23 December 2015, re-opening at 9am on Monday 4 January 2016</td>
</tr>
<tr>
<td><strong>Spring term</strong></td>
<td>Monday 4 January 2016 to Friday 18 March 2016</td>
</tr>
<tr>
<td><strong>Easter closure</strong></td>
<td>There will be no teaching and most services will be unavailable from 6pm on Wednesday 23 March 2016 to Tuesday 29 March 2016. Normal services will resume from 9am on Wednesday 30 March 2016.</td>
</tr>
<tr>
<td><strong>Summer term</strong></td>
<td>Monday 18 April 2016 to Friday 1 July 2016</td>
</tr>
</tbody>
</table>
2 Programme Structure

The Graduate Diploma in Economics (GDE) provides an introduction to economics to students who have a degree (or equivalent qualification) in another subject, or enables those who have taken a degree in economics some time ago to revise their knowledge and bring it up to date. The GDE covers a range of material, from introductory up to advanced undergraduate level.

Students who have completed the programme will have a level of knowledge of the core material comparable to those who have completed an undergraduate degree programme in economics. The GDE can be taken as a free-standing programme, but also prepares students for MSc programmes in Economics at Birkbeck or elsewhere.

The GDE can be taken over two years or as an intensive one-year programme. The one-year course is equivalent to a full-time course in terms of its workload, although all courses are taught in the evenings. It is compatible in principle with those who are in full-time employment but you should be aware that it is very demanding.

Economics is a technical and quantitative subject. In Year 1, students are provided with the necessary mathematical toolkit through a course in Quantitative Techniques, and are introduced to the interpretation and analysis of data through a course in Applied Statistics & Econometrics. Students are not required to have any prior training in mathematics beyond GCSE level; but prior maths & stats training at a higher level than this is inevitably a considerable advantage, and thus is usually a prerequisite for any student attempting the one year intensive programme.

The Quantitative Techniques course provides common lectures to both GDE and Graduate Diploma in Finance (GDF) students during Autumn Term, and then provides separate lectures in Spring, with different applications of, and extensions to, the common material learnt in Autumn Term. The ASE course has common lectures throughout, with applications from both economics and finance, and students are free to choose the subject matter of their ASE project.

In Year 2 of the two-year programme GDE students take Microeconomics, Macroeconomics and Mathematical Economics (each over a single term). Year 2 courses progressively introduce students to more advanced techniques, and thus provide preparation for an MSc.

2.1 The 1-year vs 2-year route

Most GDE students are initially registered for the two-year route, but may attend all lectures in the first instance, to allow them at least the possibility of transferring to the one-year programme. The programme director will decide on suitability for the one-year programme on the basis of performance in mid-term tests in mathematics and microeconomics taken during the Autumn Term.

- **GDE students who are initially registered for the two-year programme** will be allowed to transfer to the one-year route if they get a mark above 60% in the mid-term tests.

- **GDE Students who are registered for the one-year programme**, but receive below 60% in their mid-term test results should seriously consider switching to the two-year route (note that this is not possible for international students on student visas).

- Any student who transfers in either direction at this stage will be charged the fee for the programme they transfer to as from the start of the Autumn Term. Please ensure you inform the course administrator if you wish to transfer.
The college also allows one-year students to transfer to the two year programme at a later stage in the academic year if they find the programme too demanding. But any one-year student who transfers later in the academic year will usually be charged fees at the one-year rate for the period preceding the transfer. Please note, students must contact the programme administrator if they wish to transfer.

3 Online Provision

3.1 Online Resources

All lecture notes and problem sets the GDE programme are available via course pages on our online platform Moodle (moodle.bbk.ac.uk). Sketch answers for problem sets will usually be put up on Moodle within a week of the relevant class. Past examinations with sketch answers are also usually available, although the extent of this provision is a personal choice of individual lecturers.

From the academic year 2015/16 all lectures will be available on video, usually within a few hours of the lecture taking place. Videos can be streamed via the Panopto panel on the right of the course Moodle page, and can also be downloaded as podcasts. For most lectures videos will include both slides (if used), which allow rapid navigation through the lecture and, where required, direct video of the lecturer to allow boardwork to be followed when material is not on slides. At least one sitting of each problem set class will also be provided on video.

Experience of provision of lecture videos on a trial basis over the past two years suggests that, used carefully, videos can be an extremely valuable resource. Students can review material that was not fully understood on first hearing (it is a not uncommon problem with lectures of up to 3 hours in the evening that your attention can lapse!), and the software allows fairly rapid navigation to sections of the lecture where review is helpful. However, we would caution that lecture videos are not a substitute for the other crucial parts of the learning process (see below).

3.2 Provision for purely online GDE students

From the academic year 2015/16, we are trialling the provision of the GDE programme on a purely online basis, to a small number of online students. While this is the first year that the GDE programme has been provided online, other departments within Birkbeck have extensive experience of online provision. This experience suggests that it is essential that online students remain in regular contact with the college. Any student wishing to study online for all or indeed a substantial part of the programme should contact the programme director before the start of the academic year for further details.
4 Course Structure

Year 1

Preliminary Mathematics (September only)
Quantitative Techniques
Applied Statistics & Econometrics

Year 2

Microeconomics
Macroeconomics
Mathematical Economics

Students on the intensive one-year programme complete all elements of the programme in one academic year.

Note: all individual modules are assigned 30 credits except microeconomics and macroeconomics, which are assigned 15 credits. The lower credit value assigned to these modules is an unfortunate and unavoidable consequence of the rules of the Birkbeck Common Awards System, which only allows modules to be assigned credits in multiples of 15. Students should be aware that the lower credit value of these modules does not indicate that they are less important, or require less work than other modules. The “counting rule” for classification of the GDE (see Section ?? below) also effectively means that all modules end up being equally important in determining your overall grade.

Further information about the Common Award Scheme can be found here: www.bbk.ac.uk/reg/regs/cas

The Role of Lectures and Classes

Lectures are the major teaching input on the course. Individual lecturers will present their own emphasis within the structure of the course. Detailed reading lists will be distributed at the beginning of each course.

Problem set classes, usually in smaller groups, allow elaboration of the problems and issues that arise in lectures by focusing on worked problems. Classes also enable greater student participation and are a crucial opportunity to ask questions about material (particularly technical material) covered in lectures.

Usually, the lecturer will set a weekly problem set which the class teachers will go through with you. It is common for students to struggle with problem set questions on first reading. But always bear in mind that these questions are usually derived from (but often extend) material covered in lecture notes. If you initially struggle with questions, do not give up! Lecture notes, together with compulsory reading from textbooks, should
be regarded as a resource to help you answer problem set questions. **This takes time!** You should allow at least two hours, sometimes more, to work through problem sets and do the necessary reading to attempt them thoroughly. Finding things out for yourself is a crucial part of the learning process: learning should be an active, not just passive process.

**Private study**

Lectures and classes are only part of your overall learning experience. Private study is equally important. As a rough rule of thumb you should spend **at least** as long in private study - reading material on the reading lists, working through problems and exercises, completing other assignments, revising for examinations - as you spend in lectures and classes. This is however only a very rough indication of workload: some students may well require to spend longer.

**Preparatory Reading**

The single most important element of the programme to prepare for is its mathematical content. This is especially so if you have little prior training in mathematics, or you studied it some time ago. If you fall into this category we recommend you work through some early chapters of one of the introductory textbooks recommended for the Quantitative Techniques course (see Section 3.1).

Students who have not studied economics, who want to do advance reading before the course begins, might also like to work through early chapters of an introductory economics textbook be. For preparatory reading we recommend:


(earlier editions are also fine)

Note that once the full schedule of lectures start, your time is likely to be fully taken up with reading recommended by lecturers!

4.1 **Examinations and Assessment**

Examinations will normally be held on weekdays during the daytime (either morning or afternoon). You will need to ensure that you will be available to attend examinations on the dates set. If necessary you should obtain leave from your work or other commitments. Note that each examination is held on one date only. The precise dates of examinations will be confirmed during the year.

There will also be Mid-Term Tests in Microeconomics, Macroeconomics, and Quantitative Techniques. These are held during lectures, or sometimes in combination with online tests. For the Applied Statistics & Econometrics course, students are required to undertake an empirical project, which will count towards the final assessment.
Final marks for each module depend on a weighted average of examinations and other forms of assessment, as shown below:

<table>
<thead>
<tr>
<th>Module</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantitative Techniques</td>
<td>Test (20%) + April exam (80%)</td>
</tr>
<tr>
<td>Applied Statistics &amp; Econometrics</td>
<td>Project (30%) + June exam (70%)</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>Test (20%) + Jan exam (80%)</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>Test (20%) + April exam (80%)</td>
</tr>
<tr>
<td>Mathematical Economics</td>
<td>June exam (100%)</td>
</tr>
</tbody>
</table>

The mark for each unit is interpreted as follows:

<table>
<thead>
<tr>
<th>Mark Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 or higher</td>
<td>Distinction (Equivalent to 1st)</td>
</tr>
<tr>
<td>60 to 69</td>
<td>Merit (Equivalent to 2.1)</td>
</tr>
<tr>
<td>40-59</td>
<td>Pass</td>
</tr>
<tr>
<td>Below 40</td>
<td>Fail</td>
</tr>
</tbody>
</table>

### 4.2 Diploma Classification

Final overall grades for the GDE programme will be awarded as follows:

- **Distinction**: Pass (or better) in all five elements, with Distinction marks in three elements and a Merit (or better) mark in a fourth, and weighted average mark ≥70
- **Merit**: Pass (or better) in all elements, with Merit marks (or better) in four elements, and weighted average mark ≥60

(Note that in both cases the weighted average mark uses credit values for each modules as weights. In practice the “counting rule” is almost invariably the key determinant of the merit and distinction classifications.)

- **Pass**: In order to obtain a Pass grade, GDE students are required to pass at least 4 modules. This requires students to pass modules with a total value of at least 90 credits.

### 4.3 Results

The examination scripts are marked by two internal examiners and then a selection of scripts is sent to our external examiners. All this takes time. The Examiners’ Meeting usually takes place towards the end of the first week of July, letters will be sent out with marks on a provisional basis. Final transcripts are usually provided by the University in September. Information about the publication of results can be found at:

[www.bbk.ac.uk/mbirkbeck/services/administration/assessment/exams/results](http://www.bbk.ac.uk/mbirkbeck/services/administration/assessment/exams/results)

If you have qualified for entry on to our MSc we will indicate this in the letter from the Department and include an application form.

Marks for mid-term tests, and for the GDE microeconomics final examination, are released on a provisional basis to students to allow them to assess their progress. Students should however be aware that all marks released early are in principle
subject to modification at the Examiners’ Meeting, in consultation with the external examiners.

4.4 Failure and Reassessment of a Module

Graduate Diploma candidates will normally be offered two attempts at passing a module (the original attempt plus one further attempt which will either be a re-assessment or a retake). Where a student fails a module, examination boards have different routes open to them to allow the student further attempts to pass. Please see a brief list below:

**Re-takes** means that a student obtained less than 30% and will be required to re-enrol on the module, attend lectures and seminars and retake all the assessment associated with that module. **Students re-taking a module will be charged for that module.**

**Re-assessment** means that a student obtained between 30% and 39% and will not be required to attend lectures and seminars and will only need to re-attempt a failed element of a failed module (in most cases an examination). **Note that from 2015/6 onward re-assessment marks will be capped at a pass mark of 40%, in a change to College Policy.**

The earliest you can take a re-assessment is usually the next academic year. 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.

Further details can be found under the ‘Reassessment in or Re-take of a Module to Improve a Mark’ clause which is located in the College’s Common Awards Scheme (CAS) regulations.

Be aware that College rules dictate that **if you pass an exam you cannot take it again to improve your mark.**

The only exception to this rule is if there are are mitigating circumstances, which must be officially registered with the College (see next section).

For further details on College regulations, see:

[www.bbk.ac.uk/mybirkbeck/services/rules/](http://www.bbk.ac.uk/mybirkbeck/services/rules/)

4.5 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):

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

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

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

4.6 Continuation to the second year

For Year 1 students, continuation to the second year of the programme is conditional upon passing both first year modules.

Additionally, we usually advise students that unless they achieve marks above 50% in both modules, with a mark above 60% in at least one, they are likely to struggle with Year 2. If you do not achieve this standard at the end of Year 1 you will be asked to speak to the Programme Director to discuss your prospects for Year 2.

For Year 1 students who pass both modules, but who decide to withdraw after the first year, for whatever reason, the college will award the Graduate Certificate in Quantitative Methods for Economics and Finance

4.7 Break in studies

It commonly happens that new circumstances mean that students are not able to keep up with their studies. If you find yourself in this situation, it is straightforward to request a break in studies from the programme director, which allows you to suspend your studies, and resume them at the same time the following academic year, at no additional cost.

4.8 Continuation to further study

The Graduate Diploma is a qualification in its own right, but many students take it as preparation for entry into a Masters course.

GDE students will automatically be offered entry to our MSc Economics or MSc Financial Economics programmes, if they obtain an overall grade of at least a merit. You may also ask to be considered for one of our other MSc programmes – if so please contact the relevant programme director.

The Department may also offer an MSc place to students who do not achieve an overall merit if they show sufficient strength in quantitative papers (especially mathematical economics/finance) and have an overall average mark above 60%, but any such offer cannot be guaranteed.
5  GDE Course Units

Please note: this section provides only summary information; up-to-date information on individual courses is provided on the College website. Please follow links provided below.

5.1 Preliminary Mathematics Course (September only)

Important: All new students should attend the first session 16 September. This will start with an introduction by the programme director, followed by a short self-marked test in mathematics to assess whether you need to attend the rest of the preliminary course.

This short mathematics course is designed solely to reacquaint people with their algebra. Outlined below is a brief summary of the elements of the course:

- Operations on fractions.
- Simplifying algebraic expressions, factorising algebraic expressions.
- Solving simple equations.
- Investigating linear equations, simultaneous linear equations.
- Investigating quadratic equations.
- Operations using exponents (powers).

5.2 Quantitative Techniques (GDE & GDF Year 1)

EMEC029S6
One-Year and Year 1 students
Autumn and Spring Terms
Lecturer: Dr Tony Humm

Course Details: www.bbk.ac.uk/study/modules/emec/EMEC029S6

5.3 Applied Statistics & Econometrics (GDE & GDF Year 1)

EMEC002S6
One-Year and Year 1 students
Autumn Term (second half) and Spring Term
Lecturer: Ron Smith

Course Details: www.bbk.ac.uk/study/modules/emec/EMEC002S6
5.4 Microeconomics (GDE Year 2)

EMEC030H6

One-Year and Year 2 students
Autumn Term

Lecturers: Stephen Wright & Emanuela Sciubba

Course Details: www.bbk.ac.uk/study/modules/emec/EMEC030H6

5.5 Macroeconomics (GDE Year 2)

EMEC031H6

One-Year and Year 2 students
Spring Term

Lecturer: Stephen Wright

Course Details: www.bbk.ac.uk/study/modules/emec/EMEC031H6

5.6 Introduction to Mathematical Economics (GDE Year 2)

EMEC015S6

One-Year and Year 2 students
Summer Term

Lecturer: Gylfi Zoega

Course Details: http://www.bbk.ac.uk/study/modules/emec/EMEC015S6
6 PROVISIONAL TIMETABLES

September Preliminary Mathematics Course

Compulsory attendance for all one-year and Year 1 students which will start with a brief introduction to the whole programme by the programme director, Stephen Wright this will then be followed by a mathematics test from Tony Humm.

All lectures from 6-9 pm

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>16 September</td>
<td>17 September</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room: B34 Malet Street</td>
<td>Room: B35 Malet Street</td>
<td></td>
</tr>
<tr>
<td>21 September</td>
<td>22 September</td>
<td>24 September</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room: B35 Malet Street</td>
<td>Room: B35 Malet Street</td>
<td>Room: B35 Malet Street</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The single most important thing to do is to ensure that you are as fluent as possible in at least basic mathematics. While the quantitative techniques/mathematics course (mentioned above) starts from a very low level (essential of GSCE) it moves forward very rapidly. In our experience, difficulties with use of mathematics are by far the most common cause of problems in the early stages of the course. The key thing is to get into the habit of doing maths, even if only quite basic algebraic manipulations.

We also recommend that you borrow one of the following books from a library:

- GCSE algebra book
- The BBC’s Bitesize Maths page is good for algebra: [www.bbc.co.uk/education](http://www.bbc.co.uk/education)
- Countdown to Mathematics (Open University/BBC publications), only read the algebra texts.
All timetables will be available through the My Birkbeck Profile portal from early September. However, provisional Autumn Term timetables will be available through the departmental website from August.

Students currently registered for the 2-year programme wishing to take the first 5 weeks of the 1-year programme can the Autumn Term timetable through the departmental programme webpage:

www.bbk.ac.uk/ems/for_students/grad_dip_economics

If you decide to attend these additional lectures you will need to enrol on the relevant modules. Please contact the programme administrator.

7 Other Information

7.1 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

7.2 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

7.3 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 the Careers and Employability Service. Based in Malet Street, the team deliver a range of activities to support you in your career aspirations including:
7.4 **Mentoring Pathways**

Mentoring Pathways pairs successful applicants with industry professionals for individual advice and guidance. There are approximately 100 places available for final year under-graduates and post-graduate students. We have partnerships with a number of employers including Credit Suisse, PwC, University London College Hospital, Enfield Council, Hounslow Council and work alongside Birkbeck alumni, who are employed in a range of exciting and dynamic businesses.

7.5 **Enterprise Pathways**

Whether you are setting out in your journey as an entrepreneur or have already established a thriving business, we offer a range of initiatives to support you. These include workshops, access to digital resources, opportunities for networking, competitions and coaching.

7.6 **Events**

An events schedule can be found at the website address given overleaf and our events will also be advertised through emails, the Business Engagement student newsletter and social media. These events will help you to find out more about industry sectors, entrepreneurs and professional bodies.

To accommodate for busy lives and responsibilities at work, many of these events are filmed and later uploaded to our bespoke on demand video service, BEInspired.

Please visit our website [www.bbk.ac.uk/business/business-services](http://www.bbk.ac.uk/business/business-services) for resources and information about all of these initiatives.

7.7 **Insiders’ Guides**

We would like to take a small number of students to visit workplaces and ask questions about the culture, the roles and career progression. If your employer would like to participate, or you have a particular industry or sector that you would like included as part of this series, please contact us at [developus@bbk.ac.uk](mailto:developus@bbk.ac.uk) for further details. Look out for opportunities to be part of the student group via our newsletter and social media.

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

- Twitter: @BirkbeckBEI
- Facebook: BirkbeckBEI
Get Ahead: Stay Ahead
www.bbk.ac.uk/ahead

Helping you get the best possible start to your course

At Birkbeck we want to make sure you get all the help you need to get your studies off to a great start and to provide you with support during your course. On the Get Ahead: Stay Ahead website you can access a range of online resources to help you:

• consider how you can achieve your goals
• find out what studying at Birkbeck is like
• improve your study skills and succeed on your course

The online materials are interactive tutorials that are free to use and you can work through them at your own pace.

www.bbk.ac.uk/ahead