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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.

Programme Director
The Programme Director for GDE/GDQE (Stephen Wright, s.wright@bbk.ac.uk) is in charge of the overall academic content and structure of the Programme. He is also personal tutor (see below) for year 2 students and students on the 1-year intensive programme (IP). All students should feel free to contact him if there are problems that are not being dealt with effectively via other means.

Lecturers
Your lecturers are the first point of contact for academic issues relating to any given module. All lecturers will have regular office hours while the module is being taught. The easiest way to initiate contact with your lecturers is via email. The email address of faculty members is initial.surname@bbk.ac.uk.

Personal Tutors

Year 1 Students: Ron Smith (r.smith@bbk.ac.uk)
Year 2/Intensive Programme students: Stephen Wright (s.wright@bbk.ac.uk)

It is important to keep your personal tutor informed of any problems, including health, personal or work issues. It is especially important that you inform your personal tutor 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

**Departmental Student IT Help Desk**

The Department's IT 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. At the following times:

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

At other times please contact by email: helpdesk@ems.bbk.ac.uk

**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

**General Information for Students**

The college website ([http://www.bbk.ac.uk](http://www.bbk.ac.uk)) and the departmental website ([http://www.bbk.ac.uk/ems/](http://www.bbk.ac.uk/ems/)) both provide a wealth of information. On both pages, click through on the “current students” tab.
1.2 Key Dates, 2016/17

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-sessional course in Mathematics (Y1/IP)</td>
<td>21-30 September 2016</td>
</tr>
<tr>
<td></td>
<td>All new students should attend the first lecture, on 21 September, which will start with a brief introduction of the programme as a whole by the programme director.</td>
</tr>
<tr>
<td>Mid-Term Tests, Autumn Term</td>
<td></td>
</tr>
<tr>
<td>Microeconomics final examination (Y2)</td>
<td>6 January 2017 (tbc)</td>
</tr>
<tr>
<td>Applied Statistics &amp; Econometrics (Y1) project proposal deadline</td>
<td>6 March 2017</td>
</tr>
<tr>
<td>Macroeconomics (Y2) Mid-Term Test</td>
<td>Spring Term Week 6 (Reading Week)</td>
</tr>
<tr>
<td>Mathematics for Economists (Y1) Final Exam</td>
<td>10 April 2017 (tbc)</td>
</tr>
<tr>
<td>Macroeconomics (Y2) Final Exam</td>
<td>19 April 2017 (tbc)</td>
</tr>
<tr>
<td>Applied Statistics &amp; Econometrics (Y1) project submission deadline</td>
<td>15 May 2017 (tbc)</td>
</tr>
<tr>
<td>Applied Statistics &amp; Econometrics (Y1) Final Exam</td>
<td>Late May/June 2017 (tba in March 2017)</td>
</tr>
<tr>
<td>Topics in Mathematical Economics &amp; Econometrics Exam (GDQE)</td>
<td>Late May/June 2017 (tba in March 2017)</td>
</tr>
</tbody>
</table>

The precise dates of examinations and assessment deadlines will be confirmed as the year proceeds, and it will be your responsibility to be available for them. If this is not possible, please contact the programme administrator.

Full dates of Birkbeck terms can be found at [www.bbk.ac.uk/about-us/term-dates](http://www.bbk.ac.uk/about-us/term-dates)
2 About the Programme

2.1 Overview

The Graduate Diploma in Economics (GDE) and its new pathway, the Graduate Diploma in Quantitative Economics (GDQE), are two companion programmes that fill a crucial gap in the market for graduate training in economics. There are many able students from other backgrounds who wish to switch into economics, but lack the prior knowledge and training. The GDE and GDQE offer such students the opportunity to compete on equal terms with students with undergraduate qualifications. Both programmes aim to provide a grounding in the core of economics and finance (including econometrics), such that by the end, students can compete with those who have studied these subjects full-time in a three- or four-year undergraduate degree.

The two pathways differ only by a single module, reflecting different exit trajectories for different students.

A significant proportion of students use the programme as a rapid route to a high degree of economic literacy, to complement other qualifications. They then exit directly to the job market (and sometimes to non-specialist Masters's programmes) where demand for such skills continues to be strong. The mainstream GDE equips them with the skills they need to compete in this arena with students emerging from undergraduate programmes.

The GDQE pathway is designed for students who plan to move on to specialist MSc programmes in economics or related disciplines, that, in Birkbeck, as well as in many other universities, require a higher level of training in the technical aspects of the discipline. This programme therefore includes an additional module that introduces students to more technical material, and bridges the gap between undergraduate and postgraduate study in economics.

All students are admitted to the GDE in the first instance, but are offered the opportunity to transfer to the GDQE pathway, subject to performance.

2.2 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 programme 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.

2.3 Programme Structure

Year 1
Pre-sessional Mathematics (September)
Mathematics for Economists (compulsory for GDE; pre-requisite for GDQE, 30 credits)
Applied Statistics & Econometrics (compulsory, 30 credits)

Year 2
Microeconomics (compulsory, 30 credits)
Macroeconomics (compulsory, 30 credits)
Topics in Mathematical Economics & Econometrics (core for GDQE, 30 credits)

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

2.4 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

2.5 Transferring from GDE to GDQE

Students who transfer to the GDQE pathway must have taken Mathematics for Economists (MFE) as a pre-requisite, hence will always start out on the GDE.

Subject to performance on MFE and ASE, students may transfer to the GDQE, after consultation with the Programme Director (usually at the start of Year 2, or for IP students, during Spring Term).
For students admitted on or before October 2016 there will be no additional fee for transferring to the GDQE pathway (future students will pay a fee supplement, since they will have taken 5 modules in total).

### 2.6 Learning Elements

**Lectures and Classes**

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

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.

**Online Resources**

All lecture notes and problem sets for the GDE programme are available via module 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.

All lectures will also 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 module 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 over recent 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 (as outlined above).

2.7 Provision for purely online GDE students

We are currently trialling the provision of the GDE programme on a purely online basis, to a small number of online students. While this is only the second 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.

2.8 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 Mathematics for Economists module (see Section 3.1).

Students who have not studied economics, who want to do advance reading before the programme 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)

As an alternative to a conventional textbook, you may also wish to use the online resources from the CORE Economics project [http://www.core-econ.org/](http://www.core-econ.org/) which are used as the primary material for our undergraduate module, *Introduction to Economics*.

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

2.9 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.

The precise dates of examinations will be confirmed during the year.
There will also be Mid-Term Tests in Microeconomics, Macroeconomics, and Mathematics for Economists. These are held during lectures, or sometimes in combination with online tests. For the Applied Statistics & Econometrics module, 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>Course</th>
<th>Assessment Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics for Economists</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>Topics in Mathematical Economics &amp; Econometrics</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>Interpretation</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>

### 2.10 Diploma Classification

**GDE Students:** Your overall classification will be based on marks in the following four modules:


**GDQE Pathway:** Your overall classification will be based on marks in the following four modules:

Mathematics for Economists, Applied Statistics and Econometrics, Microeconomics and Macroeconomics; Topics in Mathematical Economics and Econometrics

Both programmes share a common classification scheme, under the College’s Common Award Scheme:

**Pass:** You must pass at least three modules (worth 90 credits) with an overall average of 40% or more. To pass GDQE you must pass the Topics in Mathematical Economics and Econometrics

**Merit:** You must pass all four modules (worth 120 credits) with an overall average of 60% or more

**Distinction:** You must pass all four modules (worth 120 credits) with an overall average of 70% or more
Further information about Birkbeck’s Common Award Scheme can be found here: www.bbk.ac.uk/reg/regs/cas

2.11 When will you get your 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/mybirkbeck/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 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.

2.12 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 re-take). 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 re-assessment marks are capped at a pass mark of 40%.**

Some modules offer re-assessments in September, before the start of the next academic year, but this cannot be guaranteed. For some modules you may need to take a re-assessment in the next academic year.

Modules 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/

2.13 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

2.14 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.

2.15 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.

If you wish to proceed to our MSc Economics or MSc Financial Economics programmes, we will guarantee you a place if you complete the GDQE pathway, with an overall classification of at least a merit.
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, but any such offer cannot be guaranteed.

Other universities offering MSc programmes with a strong quantitative component will usually require you to have taken the GDQE pathway.

You may also ask to be considered for one of our other MSc programmes – if so please contact the relevant programme director.
3 GDE Modules

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

3.1 Preliminary Mathematics Course (September only)

*Important: All new students should attend the first session 21 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).

3.2 Mathematics for Economists

Module code: EMEC029S6
GDE Year 1, pre-requisite for GDQE
Autumn and Spring Terms

**Lecturer: Dr Tony Humm**

*Module details: [www.bbk.ac.uk/study/modules/emec/EMEC029S6](http://www.bbk.ac.uk/study/modules/emec/EMEC029S6)*

3.3 Applied Statistics & Econometrics

Module code: EMEC002S6
GDE/GDQE Year 1
Autumn Term (second half) and Spring Term

**Lecturer: Ron Smith**

*Module details: [www.bbk.ac.uk/study/modules/emec/EMEC002S6](http://www.bbk.ac.uk/study/modules/emec/EMEC002S6)*
3.4 Microeconomics

Module code: BUEM070S6
GDE/GDQE Year 2
Autumn Term
Lecturers: Stephen Wright & Emanuela Sciubba

Module details: http://www.bbk.ac.uk/study/modules/buem/BUEM070S6

3.5 Macroeconomics

Module code: EMEC011S6
GDE/GDQE Year 2
Spring Term
Lecturer: Stephen Wright

Module details: http://www.bbk.ac.uk/study/modules/emec/EMEC011S6

3.6 Topics in Mathematical Economics & Econometrics

EMEC015S6
GDQE Year 2
Summer Term
Lecturers: Gylfi Zoega, Zacharias Psaradikis

Module details: http://www.bbk.ac.uk/study/modules/emec/EMEC015S6
4  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>
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<tbody>
<tr>
<td></td>
<td></td>
<td>21 September</td>
<td>22 September</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Room B33</td>
<td>Room B35</td>
<td></td>
</tr>
<tr>
<td>26 September</td>
<td>27 September</td>
<td></td>
<td>29 September</td>
<td>Room B35</td>
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<tr>
<td>Room B35</td>
<td>Room B35</td>
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<td>Room B35</td>
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</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 Mathematics for Economists module 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.

Timetables for full term will be available through the My Birkbeck Profile portal from early September and on the programme Moodle page.

Students currently registered for the 2-year programme, but who wish to be considered for a transfer to the intensive programme may enrol on microeconomics module for the first 5 weeks of term. Please contact the programme administrator.
5 Other Information

5.1 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

5.2 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 www.bbk.ac.uk/talent

5.3 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 Birkbeck Careers.

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

5.3.1 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

5.3.2 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
5.3.3 **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.

5.3.4 **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

5.3.5 **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](http://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

### 5.1 **BUSINESS ENGAGEMENT EVENT SCHEDULE 2016/17**

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

### 5.2 Other Practical Information

The college website has a wealth of additional information, not specific to students in our department. For example:

**Accommodation**

http://www.bbk.ac.uk/prospective/accommodation/home/

**Child Care:**

http://www.bbk.ac.uk/mybirkbeck/services/facilities/nursery

**Child care costs:**

http://www.bbk.ac.uk/mybirkbeck/finance/studentfinance/ug_finance/childcare

If you can’t find the information you need, you can contact the My Birkbeck Help Desk:

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