Welcome

Welcome to Birkbeck University of London and the Department of Geography, Environment and Development Studies (GEDS).

The Handbook for Undergraduate students is designed to orientate you to Birkbeck College as you begin this journey. It contains information on the many resources to help you find advice and make good choices.

The Handbook clarifies the essential details of the curriculum and what is required from you in order to successfully complete your study, the values and standards we hold as a community and that we expect you to honour in your conduct as a student in the College.

As you read this Handbook, you will identify who to contact in the Department and elsewhere in the College if you have questions relating to programme administration, academic roles and responsibilities, the undergraduate programme structure, timetabling and attendance, regulation and assessment of coursework and exams, useful information, career development and finally My Birkbeck Student Services.

Life at the College, as anywhere, can be confusing and feel overwhelming. Remember that there are many people available here to help you work through these moments and think through your choices, both academic and otherwise.

We hope that you will read this Handbook carefully and use it to find the support you need.

If there is anything we in the Department of Geography, Environment and Development Studies can do to help you better navigate your College life, please let us know. Our teaching and administrative staff look forward to welcoming you on one of our many programmes.

We wish you a happy, healthy, and fruitful time of study with us.
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The Department

Geography, Environment and Development Studies (GEDS)
With over 25 fulltime academic staff and many more researchers, professional and support staff, the Department is a lively and stimulating environment in which to study.

We have a vibrant and supportive research environment and most staff are involved in critical research, working towards social and environmental justice.

Visit our website www.bbk.ac.uk/geds for the latest news and events, browse the full list of GEDS courses, meet our staff, check out our academic research and much more.

Professional Support Staff
The Administrative Team provides operational support of processes and procedures related to your programme. All programmes are made up of modules. Each administrator supports a range of modules from different programmes, therefore your programme administrator and module administrator may vary. Your programme administrator will contact you at the start of the academic year. Details of your module administrator are available in your module outline (see Module Tutor).

If you require general support or advice please contact us at geds@bbk.ac.uk or telephone +44(0)20 3073 8000.

Our office hours are Monday to Friday 10:00 to 18:00 (excluding bank holidays)

Programme Directors
There are two undergraduate programme directors who oversee the Departments academic content of undergraduate degrees.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geography, Environment</td>
<td>Sue Brooks</td>
<td>Andrea Ballatore</td>
<td>Simon Pooley</td>
<td>Kezia Barker</td>
</tr>
<tr>
<td>Community Development</td>
<td>David Toss</td>
<td>David Toss</td>
<td>Jawiria Naseem</td>
<td>Jawiria Naseem</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Jan Etienne</td>
<td>Richard Baxter</td>
<td>Tarek Qureshi</td>
<td>Mark Donnarumma</td>
</tr>
</tbody>
</table>

Personal Tutor
You will be allocated a Personal Tutor who will contact you at the start of the academic year. Your personal tutor is there if you want to discuss your academic progress, change programmes, take a break-in-studies or withdraw from your programme. It is essential that you inform the Administrative Team of any changes related to these issues.
Module Tutor
If you wish to discuss or find out more about the content or assessment of any module you should contact the module tutor. This is the lecturer teaching your module. Your module tutor will provide you with a module outline before the start of each academic term which the tutor will upload onto Moodle. A module outline has full details of the module content, module tutor and module administrator.

GEDS Undergraduate Degrees
Click the links below to view the online course listing for each undergraduate degree within the Department. By clicking the ‘course structure’ dropdown menu you can view a breakdown of the programme structure and links to each module.

- Community Development and Public Policy (BSc) Part-time
- Community Development and Public Policy (BSc) Full-time
- Development and Globalisation (BSc) Part-time
- Development and Globalisation (BSc) Full-time
- Environmental Management (BSc) Part-time
- Environmental Management (BSc) Full-time
- Geography (BSc) Part-time
- Geography (BSc) Full-time
- Social Science (BSc) Part-time (central London)
- Social Science (BSc) Part-time (Stratford)
- Social Science (BSc) Full-time (central London)
- Social Science (BSc) Full-time (Stratford)

Additional Costs
Our programmes are supported by a range of exciting fieldtrips to destinations in the UK and beyond. Compulsory fieldtrips are paid for by GEDS, apart from travel costs to / from the venue within the UK. Optional fieldtrip costs are detailed on the GEDS fieldwork page www.bbk.ac.uk/geds/study-here/fieldwork.

Undergraduate Programme Structure
All programmes offered as part of the Common Awards Scheme will consist of modules, each of which will be “credit-rated”. In order to achieve your award you will need to gain the following, meeting the requirements outlined in your programme specification.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Credits needed</th>
<th>Minimum at upper level</th>
<th>Maximum at lower level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours Degree</td>
<td>360</td>
<td>120 level 6</td>
<td>120 at level 4 (level 4 modules must be passed in order to progress to the next year of study but the marks awarded do not count towards the final degree classification)</td>
</tr>
</tbody>
</table>

Each undergraduate degree programme has three levels, level 4, level 5 and level 6. The Common Awards Scheme offers modules at 15 credits (CATS), 30 credits (CATS) or 60 credits (CATS) for undergraduate programmes.

- Birkbeck Common Awards Scheme requires 360 credits in total at levels 4, 5 and 6 for completion of an undergraduate degree
- You will normally have taken 90 credits (3 modules) per year over 4 years part time OR 120 credits (4 modules) per year over 3 years full time
- Level 4 (foundation) modules would normally have been taken first in years 1 or 2
- Level 5 (intermediate) modules are normally taken in years 2 or 3
- Level 6 (advanced) modules are normally taken in years 3 and 4
- You must take NO MORE than 120 CATS at level 4 and NO LESS than 120 CATS at level 6
**Timetable**
You can view your modules online in your personal timetable using My Birkbeck Profile.

**Attendance**
Birkbeck, University of London expects you to consistently attend all timetabled sessions, including lectures, seminars, group and individual tutorials, learning support sessions, workshops, laboratories, field trips, inductions and demonstrations.

www.bbk.ac.uk/mybirkbeck/services/rules/Attendance-Framework.pdf

All Birkbeck students are issued with student ID cards. Students are expected to take them to classes and to assessment venues and to present them to a member of staff if requested. This is for the purpose of identifying Birkbeck students and to record attendance.

In most Birkbeck rooms, at Friends House and University Square Stratford, ‘touching’ your Birkbeck student card ID card against a reader records your attendance. Your attendance will be recorded by a member of teaching staff in rooms without card readers.

Students can view their attendance data using the eRegisters option on My Birkbeck Profile.

Classes normally run 18:00 to 21:00. Some may finish earlier to give you time to visit the library and some practical classes may continue to 21:30. Weekend attendance is also required for some modules, including fieldwork.

**Safety and Ethics**
Health, safety and risk assessment are of paramount importance both in the laboratory and the field. Please follow the information given www.bbk.ac.uk/geds/current-students/health-and-safety to access the necessary steps you must take.

Ethical issues may also arise when conducting fieldwork, therefore students are strongly advised to familiarise themselves with, and observe, the code of conduct and ethical principles www.bbk.ac.uk/sshp/research/sshp-ethics-committee-and-procedures.
Coursework, Exams and Assessment

Coursework
Coursework is submitted during and after completion of a module. Your coursework must be submitted by the published deadline or your mark will be capped if the deadline is not met.

All GEDS undergraduate students submit their coursework electronically and anonymously. Online submission allows you to submit your coursework from anywhere with an internet connection with no need to print or physically submit your essays. Additionally, you will receive your marks and feedback using Moodle. Some module tutors also require you to submit hard copies of your work in addition to electronic submission, e.g. dissertation modules require hard and electronic copies. Check your module outline for further information.

For further information on submitting assignments online please visit Moodle support.

Coursework Submission Deadlines (GEDS)
Deadlines for coursework may differ between programmes and Departments. Make sure you understand what your deadlines are for each module.

Submission dates can be found on your module outline through Moodle.

- Your coursework must be submitted by the published deadline in order to gain a mark.
- If your coursework is submitted after the published deadline but before the final deadline (the final deadline is four weeks after the published deadline) your coursework will be capped with a maximum mark of 40% unless mitigating circumstances are accepted (see below).
- Work submitted after the final deadline will be given a mark of zero for non-submission and will count as your first attempt.

Feedback and Release of Marks to Students
Your provisional marks and comments are released on Moodle 4 weeks after the published deadline. Marks remain provisional until they have been approved by a Board of Examiners.

Late Submission
Mitigating circumstances are unforeseen, unpreventable circumstances that significantly disrupt your academic performance, such as an illness or bereavement.

If you wish mitigating circumstances to be taken into consideration:

1. You must complete a mitigating circumstances form (using the link below) and submit it, with documentary evidence as appropriate, to your programme administrator, normally within seven days of the published final assessment deadline or examination.
   www.bbk.ac.uk/mybirkbeck/services/administration/assessment/coursework/mitigating-circumstances

2. The case will then be considered by the Mitigation Sub-Committee of the relevant Board of Examiners. This is in confidence and you may request that only the Chair of the panel has sight of your form. Read the full mitigating circumstances procedure here
Exams are normally held in January, April, May and sometimes the first week of June. At the end of the Spring Term Registry publish examination details including Admission Notice (EANs), candidate number, the dates, times and location of all your examinations, which are available via your My Birkbeck Profile page. Please ensure you print off your ENA and bring this, along with your Birkbeck Student ID card to each of your examinations.

You must not annotate the EAN as this could constitute an Examination offence. It is your responsibility to ensure that you are able to attend examinations. Holidays are not accepted as mitigating circumstances for nonattendance at examinations.

For general guidance on exam support, procedures and timetable information please visit www.bbk.ac.uk/mybirkbeck/services/administration/assessment/exams.

Passing a Module
To pass a module you must obtain an overall mark at or above 40%. The overall module mark is the result of the combined weighted mark awarded for each piece of assessment within the module. Assessment patterns vary from module to module. You can find specific information on module assessment patterns in the online module outline or in the module documentation (module handbook) in Moodle.

Failing a Module
Your programme administrator will notify you if you have failed an assessment and confirm the resubmission deadline shortly after the Department’s Sub Board of Examiners meeting. You may have the opportunity to resubmit your assessment or retake the module. For guidance please visit www.bbk.ac.uk/mybirkbeck/services/administration/assessment/coursework/re-entry.

Reassessment
Reassessment is subject to a cap at the pass mark 40% for Undergraduate students, unless mitigating circumstances are accepted. Please visit www.bbk.ac.uk/mybirkbeck/services/rules for Regulations, Policy and Procedure for students.

Criteria for Assessing Coursework
Please visit our website www.bbk.ac.uk/geds/current-students/guidelines-and-marking to find the assessment guidelines for marking. www.bbk.ac.uk/mybirkbeck/services/administration/assessment/award-criteria/ug-criteria

Assessment Offences and Common Award Scheme Regulations
For full details please visit www.bbk.ac.uk/mybirkbeck/services/rules.

Plagiarism and Referencing
Plagiarism, the act of taking somebody else’s work and presenting it as your own, is an act of academic dishonesty and Birkbeck takes it very seriously. Many potential problems relating to plagiarism are eliminated if sources of information are always properly cited in your work and listed with full details in a bibliography or reference list at the end. Guidance on referencing can be found at www.bbk.ac.uk/lib/about/learn/citing.

The College makes strenuous efforts to detect plagiarism, including the use of Turnitin web based software, which can provide clear evidence of copying of sources without attribution. If you are in any doubt as to what constitutes acceptable conduct you should consult your module tutor. The College has a wide range of sanctions that it may apply in cases of assessment offences, including the termination of a student’s registration in the most serious cases.

Read our advice on how to avoid plagiarism.
**Break In Studies**
If necessary, you can suspend studies for up to two years during your programme of study. This may either be for a period of two years or non-consecutive shorter periods that add up to a total of two years or less (although applications for a break in studies of less than one term will not be considered). Please visit www.bbk.ac.uk/mybirkbeck/services/administration/break-in-studies for further information. Please submit your request through your My Birkbeck Profile.

**Withdrawing from your Programme**
If for any reason you decide to withdraw from your programme, we hope you will talk to us first. Students choose to withdraw for a wide range of reasons and it may be that we will be able to make arrangements to help you complete your programme. Please visit our website for advice before making a decision www.bbk.ac.uk/mybirkbeck/services/administration/withdrawing.

**Degree Classification**
Your official result will be made available to you via your My Birkbeck Profile. Results are not confirmed until ratified by the appropriate Birkbeck Board of Examiners. You can read the Common Award Scheme regulations at www.bbk.ac.uk/mybirkbeck/services/rules.
My Birkbeck Student Services are designed to ensure that you have the best possible experience as a student at Birkbeck.

My Birkbeck will support you in every aspect of studying with us from when you arrive as a student for your first class, right up until graduation day.

We offer a wide range of services and information to help you while you are at Birkbeck. If you would like to talk to someone or get face-to-face advice, please contact our My Birkbeck helpdesk or visit the My Birkbeck Student Centre at our Central London Campus.

Follow us

www.bbk.ac.uk/mybirkbeck your gateways to student support services.

About Birkbeck

- Term dates
- Schools and departments
- Birkbeck website
- Birkbeck's location
- Birkbeck alumni
- BBK magazine
- Stratford campus information

About you

- My Birkbeck Profile login
- Your computer account
- Get your student card
- Update your mailing address
- Find out how to register (if you're a new student)
- Your ITS username and password
- Top-up your print account online

Application and enrolment

- Enrolment
- Enrolling on Certificate of Higher Education or short course
- Fees information
- Applying for an undergraduate or postgraduate course
- Payment information
- Student loans and financial support
Exams and assessment

- Exam results
- View the exam timetable
- Past exam papers
- Exams and assessment
- Exams and revision, learning support

Get help

- Contact us
- Library helpdesk
- Class locations and timetables
- My Birkbeck Profile troubleshooting guide
- ITS helpdesk
- My Birkbeck helpdesk opening hours

Graduation

- Graduation ceremonies

Guides

- Student guides
- New Students
- International students
- MPhil / PhD students
- Services for students studying in Stratford
- Future students

Student support

- Moodle
- Birkbeck Library
- Computing and IT support
- Learning support / skills training
- Career services
- Disability and dyslexia support
- Accommodation
- Past exam papers
- Financial support
- Computer workstation availability

Please visit www.bbk.ac.uk/mybirkbeck your gateway to the many student support services available to you.
Useful Information

Getting Started
We have provided you with the following guides to help you settle in. We also recommend you attend the orientation events in September at Student Orientation.

- What’s next
- Study support
- Student life

If you want talk to someone, please contact the My Birkbeck helpdesk where a member of staff will be able to advise you or point you in the right direction for help.

Disability and Dyslexia Support
At Birkbeck we welcome students with disabilities. Our commitment is to help you meet the challenges and seize the opportunities that study at Birkbeck presents. We aim to provide all of our students with a study environment that enables them to participate fully in our programmes. These pages (please contact us) describe what support we can provide and who can help you. If you want to talk to someone or make an appointment with the Disability Office, please telephone +44 (0)20 7631 6316 or email disability@bbk.ac.uk.

Birkbeck Library
Library tours will run during the first few weeks of the new academic year. To find our more visit www.bbk.ac.uk/lib/about/userinfo.

For information on other Libraries you can access as a Birkbeck student visit www.bbk.ac.uk/lib/otherlibs.

For more in depth information, please telephone Noemi Defossez, GEDS Subject Librarian on +44 (0)20 7631 6063 or email n.defossez@bbk.ac.uk.

The Library website has individual subject guides to Geography, Environmental Management and Development Studies. They each have information about the different books, journals and databases that the library owns for each subject.

- www.bbk.ac.uk/lib/subguides/socialscience/geography
- www.bbk.ac.uk/lib/subguides/socialscience/envman
- www.bbk.ac.uk/lib/subguides/socialscience/devstudies
- www.bbk.ac.uk/lib/subguides/socialscience/commd

Please ensure you bring your ID card with you every time you visit the Library to activate the turnstile at the entrance.

Computing and IT Support
Access to College IT facilities and services is controlled by a username and password. IT Services (ITS) usernames and passwords are allocated to registered students of Birkbeck College. Once you are accepted on your programme, you will receive your login details from ITS for the purpose of online enrolment. Following completion of enrolment, registered students will be able to access the full range of IT Services. Returning students should continue to use the same account they were previously allocated.
IT Service Desk
If you are experiencing computing problems, please contact our Service desk staff located on the Ground Floor, Malet Street www.bbk.ac.uk/maps. Telephone +44 (0)20 7631 6543 or email its@bbk.ac.uk. Staff offer help with access to IT services, including wireless, desktop PCs and Moodle.

Please visit www.bbk.ac.uk/mybirkbeck/services/facilities/computing to see the full range of IT services and support Birkbeck provide.

Moodle
Moodle support for students is designed to enhance your learning by allowing you to view programme materials and learning resources online. You can also use it to talk online with your lecturer or other students about the programme using discussions, chat or email.

For more information please visit www.bbk.ac.uk/mybirkbeck/services/facilities.

Turnitin
Turnitin is an online submission tool within Moodle. It provides tools to check originality and aid online marking.

- If your module tutor has set up an online assignment submission link in your module on Moodle this will usually be found under the heading assignments. Your tutor will tell you if you should be submitting assignments online through Moodle.

- Click on the assignments link within the course module.

- You will then see the Summary page with “start date, due date and postdate”.

- Click on My Submissions tab and enter a title and browse for the file you want to submit on your computer. Always confirm that this submission is your own work by ticking the box.

- Click on Add Submission.

Learning Support and Skill Training
Academic skills workshops are available for undergraduate students in the School of Social Sciences, History and Philosophy www.bbk.ac.uk/sshp/activities/sshp-study-support-workshops.

Academic skills are crucial to your success in your studies. They help you to become an efficient and effective learner. These workshops will introduce you to the academic skills that are expected of you as an undergraduate student.

Birkbeck offers a range of academic development courses and workshops, guides and interactive tutorials to help you consider how you can achieve your goals, find out what studying at Birkbeck is like and improve your academic skills.

If you are enrolled on a programme in Stratford you can also get learning support in Stratford.
The Student Union

The Birkbeck Students Union provides a host of student welfare services, clubs and societies and a student bar. For more information visit the website, email info@bcsu.bbk.ac.uk or telephone +44 (0)20 7631 6335.

Sports and Social Life

Our Central London Campus is located in the heart of historic Bloomsbury, an area of leafy squares and parks steeped in intellectual history. Bloomsbury remains a hub of cultural heritage and education. Surrounded by bars, restaurants and galleries and within walking distance from the West End cinemas, theatres, clubs, popular shopping areas such as Oxford Street and Regent Street and Covent Garden with all of its cafés, market stalls and street performers. This central location offers an extensive and developed transportation network which includes both private and public services.

Our Stratford Campus, close to the Olympic Park, has undergone extensive refurbishments offering purpose built facilities and a brand new £15 million library. Stratford has a thriving town centre, including Westfield Stratford City, the largest indoor shopping mall in Europe, providing a vast range of shops, cafés, bars and restaurants. In addition, Stratford has two multi-screen cinemas, a famous theatre, an arts centre and much more, as well as excellent transport links.

To find out more about sports and social life at our Central London and Stratford campus visit www.bbk.ac.uk/mybirkbeck/sports.
Career Development

Getting Graduates Into Careers

Most students are interested in developing their careers, either within their current field of work or in a completely new direction. The Careers Group offers expertise and experience in working with students and graduates of all ages and at all stages of career development.

www.thecareersgroup.co.uk

The Careers Group
University of London
Stewart House
32 Russell Square
London WC1B 5DN

+44 (0)20 7863 6030
sics@careers.lon.ac.uk

We hope you enjoy studying at Birkbeck. Please feel free to let us know if there are any ways in which the programme can be improved for the benefit of future students.

Good luck with your studies!