Please be aware that as College policies may be subject to change during the academic year, we reserve the right to change the information contained within this handbook. Any changes will be made to the online version on the handbook available on Moodle and on the Management website.
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Appendix 3: Using feedback to improve your work ................................... 84
Introduction

The purpose of this handbook is to provide you with key information regarding the Department of Management and to explain how our programmes work. It is important that you read this handbook to familiarise yourself with your programme of study and departmental policies. It is also a useful resource throughout the academic year. An electronic copy is on the Department website and on Moodle.
### Dates for 2017/18

Our modules are taught across three terms of 11 weeks in the autumn, spring and summer. The 11 week period includes nine weeks of teaching followed by a revision week. The exam period for each term is in week 11. Resit exams and resubmission of coursework take place outside of term time.

#### Undergraduate induction evening
6pm on Thursday 28 September 2017

---

### Term dates

#### Autumn term
Monday 2 October 2017 – Friday 15 December 2017
Christmas: the College closes at 6pm on 21 December 2017, and re-opens at 9am on 3 January 2018.

#### Spring term
Monday 8 January 2018 – Friday 23 March 2018
Easter: the College closes at 6pm on 28 March 2018, and re-opens at 9am on 4 April 2018.

#### Summer term
Monday 23 April 2018 – Friday 6 July 2018

The College will be closed all day on the following bank holidays:
May Day Bank Holiday: Monday 7 May 2018
Spring Bank Holiday: Monday 28 May 2018
August Bank Holiday: Monday 27 August 2018

---

### Assessment dates

#### Examination periods
Autumn term modules: Monday 11 December – Friday 15 December 2017
Spring term modules: Monday 19 March – Friday 23 March 2018
Summer term modules: Monday 2 July – Friday 6 July 2018

Examinations are usually held on the day the module is taught starting at 6pm, but may take place in the morning, afternoon or evening on any day during the exam week. Students therefore need to ensure they are able to attend at any point during the exam week and it is your responsibility to obtain time off work for your examinations.

The exam timetable is released by the Examinations Office, usually in week 8 of each term.

#### Re-sit examination periods
Autumn term module resits; Monday 26 March – Wednesday 28 March 2018*
Spring term module resits; Monday 9 July – Wednesday 11 July 2018
Summer term module resits; Tuesday 28 August – Thursday 30 August 2018

*Please note, this is immediately before the Easter break
Re-sit examinations are usually at 10am or 2pm but may take place in the morning, afternoon or evening. The exam timetable is released by the Examinations Office as soon as they have been confirmed.

**Coursework resubmission**
Autumn term coursework resubmission: Wednesday 4 April 2018
Spring term coursework resubmission: Wednesday 11 July 2018
Summer term coursework resubmission: Sunday 26 August 2018

**Student engagement events**
The department runs the following events for students to meet with academic staff to discuss experiences, clarify issues of concern and talk about future study, in addition to general social interaction and networking. Drinks and snacks will be provided.

**First year students:** Monday 8 January 2018, 8pm (after Financial Accounting)
This event is about reflecting on your first term and how to stay focussed and succeed for the rest of the academic year. We will look at some important College policies which will affect everyone.

**Finalists:** Monday 15 January 2018, 6pm
This event is about how to get the most from your final year and beyond.

**Module options:** Monday 11 June 2018, 6pm
This event is for students who are continuing their studies in 2018/19 and will focus on module selection for the next year of study. There will also be the opportunity for year 1 BSc Business students to ask questions about moving on to a pathway.
How do I find an answer to my query?

My Birkbeck Profile
http://www.bbk.ac.uk/mybirkbeck/my-birkbeck-profile
- Where and when is my class?
- What is my confirmed assessment or module mark?
- Where is my exam timetable?
- Who is my personal tutor and how can I contact them?

Programme administrator
See the next page for a list of administrators and their contact details
- I have a query about my studies or student record
- I need to submit a mitigating circumstances claim
- I am going to miss a class
- I’m not sure who to contact with my query

Student handbook
- What is the structure of my degree programme?
- What is the Department of Management policy on retakes, assessment criteria etc.?

Module convenor
The convenor’s name and contact details are posted in the Moodle shell for each module
- I want some additional feedback on my assessment, e.g. on my exam paper
- I have an assessment-related question (mid-term /online test/ essay/exam)

Module lecturer
The lecturer’s name and contact details are posted in the Moodle shell for each module
- I don’t understand or want to discuss something in my class

Personal tutor
To find out who your personal tutor is, log in to your My Birkbeck profile and under ‘my studies and timetable’ / ‘studies’ / ‘my personal tutors’ you can see the name of your personal tutor.
- I have personal problems which are affecting my studies
- I need to discuss my degree progression
- I want to discuss which modules to choose for next year

Learning support co-ordinators
http://www.bbk.ac.uk/business/current-students/learning-co-ordinators
- I need some support with the maths or statistics on my course, with writing essays, understanding referencing or with other study skills

My Birkbeck Helpdesk
Located in the main Birkbeck building. Opening hours and contact details here.
- I need help with enrolment
- I need to pay my fees or I have a query about my fees
Department staff

Administrative staff

Office details
Location: room G01, Clore Management Centre, Torrington Square, WC1E 7JL
Opening hours: 10am - 6pm Monday – Friday all year, except bank holidays and College closures
Phone hours: 12pm - 6pm

General enquiries: management-ug@bbk.ac.uk 020 7631 6689

Contact details
BA Management, BSc Marketing, BBA Chartered Management, Foundation Degree and Cert HE team
• Katherine Hogan; k.hogan@bbk.ac.uk; 020 7079 0710
  Administrator for BA Management, BBA Chartered Management and Foundation Degrees

• Nicola Jackson; n.jackson@bbk.ac.uk; 020 7631 6479
  Administrator for BSc Marketing and all Cert HE programmes

• Simon Dunderdale; s.dunderdale@bbk.ac.uk; 020 7631 6528
  Undergraduate Team Leader

BSc Business team
• Matthew Greenway; m.greenway@bbk.ac.uk; 020 7079 0760
  Administrator for BSc Business:
  ▪ BSc Business (part-time)
  ▪ BSc Business and Marketing
  ▪ BSc Business and Accounting
  ▪ BSc Business and Human Resource Management
  ▪ BSc Business and Information Systems
  ▪ BSc Business and Management

• Ana Hickmann; a.hickmann@bbk.ac.uk; 020 7631 6894
  Administrator for BSc Business:
  ▪ BSc Business (full-time)
  ▪ BSc Business (Stratford)
  ▪ BSc Business and Languages

• Nimali Udukalage; n.udukalage@bbk.ac.uk; 020 7631 6775
  Undergraduate Team Leader

Accounting team (all BA/BSc Accounting programmes)
• Ed Clarkson; e.clarkson@bbk.ac.uk; 020 7631 6761
  Administrator for all BA/BSc Accounting programmes

• Chantelle Joseph; c.joseph@bbk.ac.uk; 020 7631 6540
  Undergraduate Team Leader
Academic staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Tel.</th>
<th>Email</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Kevin Ibeh</td>
<td>020 7631 6876</td>
<td><a href="mailto:k.ibeh@bbk.ac.uk">k.ibeh@bbk.ac.uk</a></td>
<td>205 Clore</td>
</tr>
<tr>
<td>Deputy Assistant Dean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Geoff Walters</td>
<td>020 7631 6884</td>
<td><a href="mailto:g.walters@bbk.ac.uk">g.walters@bbk.ac.uk</a></td>
<td>303 Clore</td>
</tr>
<tr>
<td>Undergraduate Director of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Libon Fung</td>
<td>020 7631 6766</td>
<td><a href="mailto:l.fung@bbk.ac.uk">l.fung@bbk.ac.uk</a></td>
<td>308 Clore</td>
</tr>
</tbody>
</table>

Programme directors

<table>
<thead>
<tr>
<th>Programme</th>
<th>Programme director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates</td>
<td>Dr Ian Harrison</td>
</tr>
<tr>
<td>Foundation Degrees</td>
<td>Mr Nick Pronger</td>
</tr>
<tr>
<td>BA Management</td>
<td>Dr Marion Frenz</td>
</tr>
<tr>
<td>BA Accounting and Management</td>
<td>Dr Julian Sims</td>
</tr>
<tr>
<td>BSc Accounting and Management with Finance</td>
<td>Dr Karin Shields</td>
</tr>
<tr>
<td>BSc Accounting</td>
<td>Dr Christine Guo</td>
</tr>
<tr>
<td>BSc Accounting with Finance</td>
<td>Dr Pierre Nadeau</td>
</tr>
<tr>
<td>BSc Applied Accounting and Business (ACA)</td>
<td>Dr Anita Walsh</td>
</tr>
<tr>
<td>BSc Business – Bloomsbury (not pathways)</td>
<td>Dr Federica Rossi</td>
</tr>
<tr>
<td>BSc Business – all pathways</td>
<td>Dr Ellen Pei-yi Yu</td>
</tr>
<tr>
<td>BSc Business – Stratford</td>
<td>Mr Nick Pronger</td>
</tr>
<tr>
<td>BSc Marketing</td>
<td>Mr Nick Pronger</td>
</tr>
<tr>
<td>BSc Professional Studies</td>
<td>Dr Anita Walsh</td>
</tr>
</tbody>
</table>

Academic staff may be away from Birkbeck outside term time.

There is a full list of academic staff and their contact details on the department [website](#).

**Joint Degree Liaison Officers**

If you are taking Department of Management modules as part of a joint degree hosted elsewhere, please contact the hosting department for general enquiries.

If you have questions specifically related to the Management part of your programmes, please contact the following joint degree liaison officers:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Programme director</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc Information Systems and Management</td>
<td>Dr Julian Sims</td>
</tr>
<tr>
<td>BSc Economics and Business</td>
<td>Dr Christine Guo</td>
</tr>
<tr>
<td>BSc Financial Economics with Accounting</td>
<td>Dr Pierre Nadeau</td>
</tr>
<tr>
<td>BSc Mathematics and Accounting</td>
<td>Dr Libon Fung</td>
</tr>
<tr>
<td>BSc Mathematics and Management</td>
<td>Dr Libon Fung</td>
</tr>
<tr>
<td>BA degrees in French / German / Japanese / Portuguese / Spanish and Management</td>
<td>Dr Marion Frenz</td>
</tr>
</tbody>
</table>
Programmes

This section provides a background to our undergraduate programmes and sets out the programme structures for each programme.

Study load
Part-time students study 90 credits in an academic year. Where students are required to resit modules, the maximum credits allowed may be increased to 120, but only subject to programme director approval.

Full-time students study 120 credits in an academic year. Where students are required to resit modules, the maximum credits allowed may be increased to 150, but only subject to programme director approval.

Professionally accredited programmes

<table>
<thead>
<tr>
<th>Professional accreditation body</th>
<th>Programme(s)</th>
<th>Academic contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCA</td>
<td>All Accounting programmes</td>
<td>Dr Christine Guo</td>
</tr>
<tr>
<td>CFA UK</td>
<td>BSc Accounting with Finance</td>
<td>Dr Pierre Nadeau</td>
</tr>
<tr>
<td></td>
<td>BSc Accounting and Management with Finance</td>
<td></td>
</tr>
<tr>
<td>CIM</td>
<td>BSc Marketing</td>
<td>Mr Nick Pronger</td>
</tr>
<tr>
<td>CIMA</td>
<td>All Accounting programmes</td>
<td>Dr Julian Sims</td>
</tr>
<tr>
<td>CMI</td>
<td>BSc Business*</td>
<td>Dr Federica Rossi</td>
</tr>
<tr>
<td></td>
<td>BSc Business and Management, BSc Business and Human Resource Management*,</td>
<td>Dr Marion Frenz</td>
</tr>
<tr>
<td></td>
<td>BSc Business and Marketing*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BA Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Subject to optional modules taken</td>
<td></td>
</tr>
<tr>
<td>ICAEW</td>
<td>All Accounting programmes</td>
<td>Dr Libon Fung</td>
</tr>
</tbody>
</table>

Working while studying
Our programmes are offered full-time and part-time. Deciding on the pace of study that’s best for you so it fits around your life is important. Your choice will depend on how intensively you want to study, what your daytime work, family or personal commitments are, and how quickly you want to complete your course. You also need to take into consideration the time commitment for attending classes and undertaking study at home.

We strongly recommend that students do not work and study full-time because of the hours needed outside of the classroom to successfully complete a module.
**Hours of study guidelines**

In accordance with nationally agreed guidelines, for each 15-credit module students are expected to spend around 150 learning hours in total across 11 weeks.

This comprises:
- 27 hours of contact time (lectures and seminars) across the 9 weeks of teaching; and
- 123 hours of additional work, across the 11 weeks of the module, which will include all or some of the following activities (depending on the module):
  - Reading before and after lectures;
  - Preparing and writing assignments;
  - Preparing individual, or group, presentations;
  - Revising for and attending exams and in-class tests.

This works out to around **14 hours per week on each module**. Of course, this will vary across the 11 weeks of the module, as you will probably spend more time working in the weeks when you are writing assignments, for example, or revising for exams. On average, though, for every 15 credit module you take, you should be prepared to spend around 3 hours per week in class and around 11 hours per week working outside of class.
Programme structures

BSc Accounting

The components of this programme provide students with a good understanding of accounting and finance, the environments in which they operate, and the ability to apply a wide range of accounting and finance skills and competencies.

The BSc degree in Accounting aims:
- to provide a programme in accounting that is appropriate for both part time and full time students
- to enable students to develop knowledge and understanding of the theory and practice of accounting
- to enable students to interpret complex material and relate theory to practice in a number of subject areas in the field of accounting
- to enable students to develop a range of analytical skills that will enable them to critically appraise and challenge existing accounting practices
- to enable students to develop the skills required for the preparation of financial statements from the transactions of the reporting entity
- to enable students to develop an understanding of organisations and how decisions are made in organisations
- to enable students to acquire quantitative skills that can be applied in the analysis of management and accounting problems
- to provide a context within which students can further develop their communication and interpersonal skills
- to encourage lifelong learning

Transferable Skills

The programme of study takes into account the fact that students will develop their existing transferable skills and a number of new transferable skills. The programme of study has been designed so that students can search for and effectively process information (library skills); attend a module that facilitates the development of computer-related skills; and follow various learning initiatives that result in presentation skills being acquired and developed.

With respect to the content of the programme, the subject matter can be classified as:
- Intellectually challenging;
- Knowledge specific; and
- Highly relevant

Bearing these points in mind, the programme of study has been designed so that as well as receiving information (in the form of a formal lecture), a student can take charge of their own learning by adopting a participative approach to learning. The tutorial/seminar sessions allow students to interact with their peers and develop insights into analysing and interpreting a wide and varied subject matter. Students will develop their intellectual capability through arguments; learn how to question existing knowledge and approaches; develop a critical appreciation of the subject matter; improve their communicative style; and develop their interpersonal skills. They will also develop quantitative skills that can be applied in the analysis of data and in problem solving.

During the programme, the student will learn how to work on an individual basis and in a small group. Students will need to be highly motivated, well disciplined, and accountable to their peers for their actions. Students will develop their decision-making ability through coursework and mid-term tests; and sharpen their perceptive abilities vis-à-vis preparation for the unseen, formal examinations. Group work in some modules develops students’ learning to make group
decisions; and this in turn will allow the student to be more confident and adopt a leadership role.
Students will gain conceptual and practical knowledge that they can use in the workplace, and will learn to relate theory and practice. As a result, they will develop new insights into accounting and finance decision-making. They will also develop supervisory and management skills through peer accountability and responsibility and will learn to take on more challenges which will in turn lead to greater fulfilment.

**FULL TIME 3 YEARS**

<table>
<thead>
<tr>
<th>Year</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>MOMN022H4</td>
<td>Quantitative Methods</td>
<td>Core</td>
<td>15</td>
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<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN077H4</td>
<td>Management Studies I</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN078H4</td>
<td>Management Studies II</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
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<tr>
<td>Level 5</td>
<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>N/A</td>
<td>BUMN091N0</td>
<td>Success in Academic Writing</td>
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<tr>
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<td>BUMN092N0</td>
<td>Success in Numerical Skills</td>
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<table>
<thead>
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<th>Credits</th>
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<tbody>
<tr>
<td>Level 5</td>
<td>MOMN018H5</td>
<td>Commercial Law for Business</td>
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<tr>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting</td>
<td>Compulsory</td>
<td>30</td>
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<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
<td>30</td>
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<tr>
<td>Level 6</td>
<td>BUMN052S6</td>
<td>Financial Management</td>
<td>Compulsory</td>
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<tr>
<td>Level 5/6</td>
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<td>Option</td>
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<table>
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<tr>
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<tr>
<td>Level 6</td>
<td>MOMN040H6</td>
<td>Taxation</td>
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<td>Level 6</td>
<td>MOMN042H6</td>
<td>Auditing</td>
<td>Compulsory</td>
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<tr>
<td>Level 6</td>
<td>BUMN050S6</td>
<td>Applied Financial Management</td>
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<td>Options</td>
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**PART TIME 4 YEARS**

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<tbody>
<tr>
<td>Level 4</td>
<td>MOMN022H4</td>
<td>Quantitative Methods</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN077H4</td>
<td>Management Studies I</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN078H4</td>
<td>Management Studies II</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
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<td>Core</td>
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<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>N/A</td>
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<td>Success in Academic Writing</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>N/A</td>
<td>BUMN092N0</td>
<td>Success in Numerical Skills</td>
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<thead>
<tr>
<th>Year 2</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Level 5</td>
<td>MOMN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
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</tr>
<tr>
<td>Level 5</td>
<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
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<tr>
<td>Level 5</td>
<td>MOMN018H5</td>
<td>Commercial Law for Business</td>
<td>Compulsory</td>
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<tr>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting</td>
<td>Compulsory</td>
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</tr>
</tbody>
</table>
Options
BSc Accounting students can choose any modules offered by the Department of Management and up to 60 credits outside the Department, subject to timetable restrictions and their personal tutor’s and the programme director’s approval. Please refer to the appropriate website.

BSC ACCOUNTING TOP-UP FROM FOUNDATION DEGREE

For graduates of the Foundation Degree in Management with Accounting. Obtaining the BSc (Hons) Degree in Accounting requires completing an additional 180 credits over two additional years, as follows:

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN042H6</td>
<td>Auditing</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN052S6</td>
<td>Financial Management</td>
<td>Compulsory</td>
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<tr>
<td>Level 5/6</td>
<td></td>
<td>Options</td>
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</table>

One of the following compulsory modules, which has not been completed in the foundation degree

<table>
<thead>
<tr>
<th>Year 4</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting*</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
<td>30</td>
</tr>
</tbody>
</table>

* if Financial Reporting is taken in year 1, due to timetabling constraints and pre-requisites, both Auditing and Taxation will be moved to year 2. Students would need to choose Commercial Law for Business and a 15-credit optional module in year 1.

BSC ACCOUNTING TOP-UP PROGRAMME FROM CERTIFICATE

For graduates of the Certificate in Management. Obtaining the BSc (Hons) Degree in Accounting requires completing an additional 270 credits over three additional years, as follows:

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>MOMN022H4</td>
<td>Quantitative Methods</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level</td>
<td>Module Code</td>
<td>Module name</td>
<td>Status</td>
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<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>M0MN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>M0MN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>Year 3</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 5</td>
<td><strong>M0MN018H5</strong></td>
<td>Commercial Law for Business</td>
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</tr>
<tr>
<td>Level 6</td>
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<td>Level 5/6</td>
<td><strong>Options</strong></td>
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<td>Option</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>Year 4</strong></td>
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<td></td>
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</tr>
<tr>
<td>Level 6</td>
<td><strong>M0MN074S6</strong></td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td><strong>M0MN042H6</strong></td>
<td>Auditing</td>
<td>Compulsory</td>
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</tr>
<tr>
<td>Level 6</td>
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<td>Applied Financial Management</td>
<td>Compulsory</td>
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</tr>
<tr>
<td>Level 6</td>
<td><strong>M0MN040H6</strong></td>
<td>Taxation</td>
<td>Compulsory</td>
<td>15</td>
</tr>
</tbody>
</table>
BSc Accounting with Finance

The ‘with finance’ degree offers students who are interested in finance-related modules the opportunity to obtain recognition for a specialisation in finance. To qualify for this degree, students must complete at least two full modules (60 credits) of finance-related options which are normally taken in the final year of study. There are two ways of gaining admission: first is direct admission to the ‘with finance’ pathway at the time of application; second is a deferred admission - you need to gain admission to the BSc Accounting programme, and after the first two years of study, subject to satisfactory academic progress and availability, you may be eligible to apply for a transfer.

**FULL TIME 3 YEARS**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Level 4</td>
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<td>Quantitative Methods</td>
<td>Core</td>
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</tr>
<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN077H4</td>
<td>Management Studies I</td>
<td>Core</td>
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<tr>
<td>Level 4</td>
<td>BUMN078H4</td>
<td>Management Studies II</td>
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</tr>
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<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Core</td>
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<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
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<td>Core</td>
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<tr>
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<td>Macroeconomics for Business</td>
<td>Compulsory</td>
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<tr>
<td>N/A</td>
<td>BUMN092N0</td>
<td>Success in Numerical Skills</td>
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<table>
<thead>
<tr>
<th>Year 2</th>
<th>Module Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>Level 5</td>
<td>MOMN018H5</td>
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<td>Compulsory</td>
<td>15</td>
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<tr>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
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</tr>
<tr>
<td>Level 6</td>
<td>BUMN052S6</td>
<td>Financial Management</td>
<td>Compulsory</td>
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</tr>
<tr>
<td>Level 5/6</td>
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<td>Option</td>
<td>Option</td>
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<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>MOMN042H6</td>
<td>Auditing</td>
<td>Compulsory</td>
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<tr>
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<td>BUMN050S6</td>
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<td>Level 5/6</td>
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<td>Option</td>
<td>Option</td>
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Of the 60 credits, students must take at least 30 credits of options from the following finance modules:

- Level 6 BUMN113H6 Investing in Securities Markets Option 15
- Level 6 BUMN111S6 International Financial Management Option 30
- Level 6 EMEC027S6 International Finance Option 30
- Level 6 EMEC028S6 Portfolio Management Option 30

The remaining options come from approved modules in the Department of Management.

<table>
<thead>
<tr>
<th>Level 5/6</th>
<th>Options</th>
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### PART TIME 4 YEARS

<table>
<thead>
<tr>
<th>Year</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>MOMN022H4</td>
<td>Quantitative Methods</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN077H4</td>
<td>Management Studies I</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN078H4</td>
<td>Management Studies II</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Core</td>
<td>15</td>
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<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
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<tr>
<td>N/A</td>
<td>BUMN092N0</td>
<td>Success in Numerical Skills</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**Year 2**

| Level 5 | MOMN012H5 | Microeconomics for Business | Compulsory | 15 |
| Level 5 | MOMN033H5 | Macroeconomics for Business | Compulsory | 15 |
| Level 5 | MOMN018H5 | Commercial Law for Business | Compulsory | 15 |
| Level 6 | MOMN075S6 | Financial Reporting         | Compulsory | 30 |
| Level 5/6 |          | Option                      | Option     | 15 |

**Year 3**

| Level 6 | MOMN074S6 | Advanced Management Accounting | Compulsory | 30 |
| Level 6 | BUMN052S6 | Financial Management           | Compulsory | 30 |
| Level 6 | MOMN042H6 | Auditing                      | Compulsory | 15 |
| Level 6 | MOMN040H6 | Taxation                      | Compulsory | 15 |

**Year 4**

| Level 6 | BUMN113H6 | Investing in Securities Markets | Option | 15 |
| Level 6 | BUMN111S6 | International Financial Management | Option | 30 |
| Level 6 | EMEC027S6 | International Finance          | Option | 30 |
| Level 6 | EMEC028S6 | Portfolio Management           | Option | 30 |

The remaining options come from approved modules in the Department of Management.

**Options**

BSc Accounting with Finance students can choose any module offered by the Department of Management and up to 60 credits outside the Department, subject to timetable restrictions and their personal tutor’s and the programme director’s approval. Please refer to the appropriate website.
BSC ACCOUNTING WITH FINANCE TOP-UP FROM FOUNDATION DEGREE

For graduates of the Foundation Degree in Management with Accounting, obtaining the BSc (Hons) Degree in Accounting with Finance requires completing an additional 180 credits over two additional years, as follows:

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Level 6</td>
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<tr>
<td>Level 5</td>
<td>MOMN018H5</td>
<td>Commercial Law for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN052S6</td>
<td>Financial Management</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 4</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>BUMN050S6</td>
<td>Applied Financial Management</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN040H6</td>
<td>Taxation</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5/6</td>
<td></td>
<td>Option module</td>
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</table>

Students must take at least 30 credits of options from the following finance modules:

<table>
<thead>
<tr>
<th>Year 4</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>BUMN113H6</td>
<td>Investing in Securities Markets</td>
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<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN111S6</td>
<td>International Financial Management</td>
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<tr>
<td>Level 6</td>
<td>EMEC027S6</td>
<td>International Finance</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>EMEC018S6</td>
<td>Portfolio Management</td>
<td>Compulsory</td>
<td>30</td>
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</tbody>
</table>

* due to timetabling constraints and pre-requisites, this programme is only available to students who have already completed Financial Reporting in the Foundation Degree.
BSC ACCOUNTING WITH FINANCE TOP-UP FROM CERTIFICATE

For graduates of the Certificate in Management. Obtaining the BSc (Hons) Degree in Accounting with Finance requires completing an additional 270 credits over three additional years, as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 4</td>
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</tr>
<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
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<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>BUMN052S6</td>
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<tr>
<td>Level 5</td>
<td>MOMN018H5</td>
<td>Commercial Law for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting</td>
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</tr>
<tr>
<td>Level 5/6</td>
<td></td>
<td>Options</td>
<td>Option</td>
<td>15</td>
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<table>
<thead>
<tr>
<th>Year 4</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
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<tr>
<td>Level 6</td>
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<td>BUMN050S6</td>
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<td>Compulsory</td>
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</tr>
<tr>
<td>Level 6</td>
<td>MOMN040H6</td>
<td>Taxation</td>
<td>Compulsory</td>
<td>15</td>
</tr>
</tbody>
</table>

Top up will be over three years with year 1 – 90 credits, year 2 – 90 credits and year 3 for the remaining 105 credits. Cert HE students can only top up to the ‘with Finance’ programme provided that they achieve 50% in all Cert HE modules and 60% for Mathematics for Business and Making Financial Decisions.
BA Accounting and Management

The components of this programme provide students with a good understanding of business and accounting, the environments in which they operate, and the ability to apply a wide range of management and accounting skills and competencies.

The BA degree in Accounting and Management aims:
- to enable students to develop knowledge and understanding of the theory and practice of management and accounting;
- to enable students to develop the skills required for the preparation of financial statements;
- to enable students to develop an understanding of organisations, their management and the environments in which they operate;
- to enable students to acquire quantitative skills that can be applied in the analysis of problems;
- to enable students to develop a range of analytical skills that will enable them to challenge existing managerial and/or accounting practices;
- to provide a context within which students can further develop their communication and interpersonal skills; and
- to prepare students for lifelong learning

Transferable skills
The programme of study takes into account the fact that students will develop their existing transferable skills and a number of new transferable skills. The programme of study has been designed so that students can search for and effectively process information (library skills); attend a module that facilitates the development of computer-related skills; and follow various learning initiatives that result in presentation skills being acquired and developed.

With respect to the content of the programme, the subject matter can be classified as:
- Intellectually challenging;
- Knowledge specific; and
- Highly relevant

Bearing these points in mind, the programme of study has been designed so that as well as receiving information (in the form of a formal lecture), a student can take charge of their own learning by adopting a participative approach to learning. The tutorial/seminar sessions allow students to interact with their peers and develop insights into analysing and interpreting a wide and varied subject matter. Students will develop their intellectual capability through arguments; learn how to question existing knowledge and approaches; develop a critical appreciation of the subject matter; improve their communicative style; and develop their interpersonal skills. They will also develop quantitative skills that can be applied in the analysis of data and in problem solving.

During the programme, the student will learn how to work on an individual basis and in a small group. Students will need to be highly motivated, well disciplined, and accountable to their peers for their actions. Students will develop their decision-making ability through coursework and mid-term tests; and sharpen their perceptive abilities vis-à-vis preparation for the unseen, formal examinations. Group work in some modules develops students’ learning to make group decisions; and this in turn will allow the student to be more confident and adopt a leadership role.

Students will gain conceptual and practical knowledge that they can use in the workplace, and will learn to relate theory and practice. As a result, they will develop new insights into management issues and accounting and business decision-making. They will also develop
supervisory and management skills through peer accountability and responsibility and will learn to take on more challenges, which will in turn lead to greater fulfilment.

**FULL TIME 3 YEARS**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>MOMN022H4</td>
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<td>Core</td>
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<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
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<td>Level 4</td>
<td>BUMN077H4</td>
<td>Management Studies I</td>
<td>Core</td>
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<td>BUMN078H4</td>
<td>Management Studies II</td>
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<td>Level 5</td>
<td>BUMN083H5</td>
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<td>MOMN033H5</td>
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<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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<td>Compulsory</td>
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<tr>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting</td>
<td>Compulsory</td>
<td>30</td>
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<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN052S6</td>
<td>Financial Management</td>
<td>Compulsory</td>
<td>30</td>
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<tr>
<td>Level 5</td>
<td>MOMN018H5</td>
<td>Commercial Law for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
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<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN069H6</td>
<td>Strategic Management</td>
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<td>Compulsory</td>
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<td>Options</td>
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**PART TIME 4 YEARS**

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<td>Business Information Systems</td>
<td>Compulsory</td>
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<td>BUMN077H4</td>
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<td>Core</td>
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</tr>
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<tr>
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<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
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<tr>
<td>Level 5</td>
<td>MOMN043H5</td>
<td>Marketing Principles and Practices</td>
<td>Compulsory</td>
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<tr>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN018H5</td>
<td>Commercial Law for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
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<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
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<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN069H6</td>
<td>Strategic Management</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Year 4</td>
<td>Module Code</td>
<td>Module name</td>
<td>Status</td>
<td>Credits</td>
</tr>
<tr>
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<td>-------------</td>
<td>------------------------------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN052S6</td>
<td>Financial Management</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 5/6</td>
<td>Option</td>
<td></td>
<td>Option</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN050S6</td>
<td>Applied Financial Management</td>
<td>Compulsory</td>
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<td>Level 5/6</td>
<td>Options</td>
<td></td>
<td>Option</td>
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</tr>
</tbody>
</table>

**Options**

BA Accounting and Management students can choose any modules offered by the Department and up to 60 credits outside the Department, subject to timetable restrictions and their personal tutor’s and the programme director’s approval. Please refer to the appropriate website.
BA ACCOUNTING AND MANAGEMENT TOP-UP FROM FOUNDATION DEGREE

For graduates of the Foundation Degree in Management with Accounting, Obtaining the BA (Hons) Degree in Accounting and Management requires completing an additional 180 credits over two additional years, as follows:

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 5</td>
<td>MOMN043H5</td>
<td>Marketing Principles and Practices</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN069H6</td>
<td>Strategic Management</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN052S6</td>
<td>Financial Management</td>
<td>Compulsory</td>
<td>30</td>
</tr>
</tbody>
</table>

One of the following compulsory modules, which has not been completed in the foundation degree

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting*</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
<td>30</td>
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</table>

Year 4

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>BUMN050S6</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 5/6</td>
<td>Optional modules**</td>
<td>Option</td>
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</table>

* if Financial Reporting is taken in year 1, due to timetabling constraints, Strategic Management will be moved to year 2. Students would need to choose a 15-credit optional module in year 1.

** at least one 15 credit module at level 6 should be chosen

BA ACCOUNTING AND MANAGEMENT TOP-UP PROGRAMME FROM CERTIFICATE

For graduates of the Certificate in Management. Obtaining the BA (Hons) Degree in Accounting and Management requires completing an additional 270 credits over three additional years, as follows:

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>MOMN022H4</td>
<td>Quantitative Methods</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 5</td>
<td>MOMN043H5</td>
<td>Marketing Principles and Practices</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting</td>
<td>Compulsory</td>
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<tr>
<td>Level 5</td>
<td>MOMN018H5</td>
<td>Commercial Law for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN051S6</td>
<td>Financial Management</td>
<td>Compulsory</td>
<td>30</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Year 4</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN069H6</td>
<td>Strategic Management</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN050S6</td>
<td>Applied Financial Management</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 5/6</td>
<td></td>
<td>Options</td>
<td>Option</td>
<td>15</td>
</tr>
</tbody>
</table>
BSc Accounting and Management with Finance

The ‘with finance’ pathway offers students who are interested in finance-related modules the opportunity to obtain recognition for a specialisation in finance. To qualify for this degree, students must complete at least two full modules (60 credits) of finance-related options, which are normally taken in the final year of study. There are two ways of gaining admission: first is direct admission to the ‘with finance’ pathway at the time of application; second is a deferred admission - you need to gain admission to the BA Accounting and Management programme and after the first two years of study, subject to satisfactory academic progress and availability, you may be eligible to apply for transfer.

FULL TIME 3 YEARS

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>MOMN022H4</td>
<td>Quantitative Methods</td>
<td>Core</td>
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</tr>
<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN077H4</td>
<td>Management Studies I</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN078H4</td>
<td>Management Studies II</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Core</td>
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</tr>
<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
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<td>BUMN092N0</td>
<td>Success in Numerical Skills</td>
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<tr>
<th>Year 2</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 5</td>
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<td>15</td>
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<tr>
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<td>MOMN075S6</td>
<td>Financial Reporting</td>
<td>Compulsory</td>
<td>30</td>
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<td>Financial Management</td>
<td>Compulsory</td>
<td>30</td>
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<tr>
<td>Level 5</td>
<td>MOMN018H5</td>
<td>Commercial Law for Business</td>
<td>Compulsory</td>
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<tr>
<th>Year 3</th>
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<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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<tr>
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<td>Option</td>
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</table>

Of the 105 credits, students must take at least 60 credits of options from the following finance modules:

| Level 6 | BUMN113H6   | Investing in Securities Markets    | Option     | 15      |
| Level 6 | BUMN050S6   | Applied Financial Management       | Option     | 30      |
| Level 6 | BUMN111S6   | International Financial Management | Option     | 30      |
| Level 6 | EMEC027S6   | International Finance              | Option     | 30      |
| Level 6 | EMEC028S6   | Portfolio Management               | Option     | 30      |

The remaining options come from approved modules in the Department of Management

| Level 5/6 |            | Option                            |            |         |
## PART TIME 4 YEARS

<table>
<thead>
<tr>
<th>Year</th>
<th>Module Code</th>
<th>Module Name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
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<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
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<td>Level 4</td>
<td>BUMN077H4</td>
<td>Management Studies I</td>
<td>Core</td>
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<tr>
<td></td>
<td>Level 4</td>
<td>BUMN078H4</td>
<td>Management Studies II</td>
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<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Core</td>
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<td>Level 5</td>
<td>BUMN083H5</td>
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<td>Success in Academic Writing</td>
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<td>N/A</td>
<td>BUMN092N0</td>
<td>Success in Numerical Skills</td>
<td>0</td>
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<tr>
<td>Year 2</td>
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<td>Microeconomics for Business</td>
<td>Compulsory</td>
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<td>Level 5</td>
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<td>Compulsory</td>
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<td>Level 5</td>
<td>MOMN043H5</td>
<td>Marketing Principles and Practices</td>
<td>Compulsory</td>
</tr>
<tr>
<td></td>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting</td>
<td>Compulsory</td>
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<td></td>
<td>Level 5</td>
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</tr>
<tr>
<td>Year 3</td>
<td>Level 6</td>
<td>MOMN074S6</td>
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<td>Compulsory</td>
</tr>
<tr>
<td></td>
<td>Level 6</td>
<td>MOMN069H6</td>
<td>Strategic Management</td>
<td>Compulsory</td>
</tr>
<tr>
<td></td>
<td>Level 6</td>
<td>BUMN052S6</td>
<td>Financial Management</td>
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</tr>
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<td></td>
<td>Level 5/6</td>
<td>Option</td>
<td>Option(s)</td>
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<tr>
<td>Year 4</td>
<td>Level 5/6</td>
<td>Option</td>
<td>Option(s)</td>
<td>90</td>
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</table>

Of the 90 credits, students must take at least 60 credits of options from the following finance modules:

| Level 6 | BUMN113H6 | Investing in Securities Markets | Option | 15 |
| Level 6 | BUMN050S6 | Applied Financial Management | Option | 30 |
| Level 6 | BUMN111S6 | International Financial Management | Option | 30 |
| Level 6 | EMEC027S6 | International Finance | Option | 30 |
| Level 6 | EMEC028S6 | Portfolio Management | Option | 30 |

The remaining options come from approved modules in the Department of Management.

**Options**

BSc Accounting and Management with Finance students can choose any modules offered by the Department and up to 60 credits outside the Department, subject to timetable restrictions and their personal tutor’s and the programme director’s approval. Please refer to the appropriate website.
BSC ACCOUNTING AND MANAGEMENT WITH FINANCE TOP-UP FROM FOUNDATION DEGREE

For graduates of the Foundation Degree in Management with Accounting. Obtaining the BSc (Hons) Degree in Accounting and Management with Finance requires completing an additional 180 credits over two additional years, as follows:

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 5</td>
<td>MOMN043H5</td>
<td>Marketing Principles and Practices</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN069H6</td>
<td>Strategic Management</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN052S6</td>
<td>Financial Management</td>
<td>Compulsory</td>
<td>30</td>
</tr>
</tbody>
</table>

One of the following compulsory modules, which has not been completed in the Foundation Degree

<table>
<thead>
<tr>
<th>Year 4</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 5</td>
<td>MOMN075S6</td>
<td>Financial Reporting*</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Module name</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 5</td>
<td>MOMN018H5</td>
<td>Commercial Law for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5/6</td>
<td>EMEC018S6</td>
<td>Portfolio Management</td>
<td>Compulsory</td>
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<tr>
<td>Level 5/6</td>
<td>BUMN111S6</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN113H6</td>
<td>Investing in Securities Markets</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>EMEC028S6</td>
<td>International Finance</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN050S6</td>
<td>Applied Financial Management</td>
<td>Compulsory</td>
<td>30</td>
</tr>
</tbody>
</table>

* if Financial Reporting is taken in year 1, due to timetabling constraints, Strategic Management will be moved to year 2. Students would need to choose a 15 credit optional module in year 1.

BSC ACCOUNTING AND MANAGEMENT WITH FINANCE TOP-UP FROM CERTIFICATE

For graduates of the Certificate in Management. Obtaining the BSc (Hons) Degree in Accounting and Management with Finance requires completing an additional 270 credits over three additional years, as follows:

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>MOMN022H4</td>
<td>Quantitative Methods</td>
<td>Core</td>
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<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Core</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
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<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Level 5</td>
<td>MOMN043H5</td>
<td>Marketing Principles and Practices</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting</td>
<td>Compulsory</td>
<td>30</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN018H5</td>
<td>Commercial Law for Business</td>
<td>Compulsory</td>
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<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
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<table>
<thead>
<tr>
<th>Year 4</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN069H6</td>
<td>Strategic Management</td>
<td>Compulsory</td>
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</tr>
<tr>
<td>Level 6</td>
<td>BUMN052S6</td>
<td>Financial Management</td>
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Students must take 60 credits from the following finance modules
<table>
<thead>
<tr>
<th>Level 6</th>
<th>Code</th>
<th>Course Title</th>
<th>Option</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>BUMN113H6</td>
<td>Investing in Securities Markets</td>
<td>Option</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN050S6</td>
<td>Applied Financial Management</td>
<td>Option</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>BUMN111S6</td>
<td>International Financial Management</td>
<td>Option</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>EMEC027S6</td>
<td>International Finance</td>
<td>Option</td>
<td>30</td>
</tr>
<tr>
<td>Level 6</td>
<td>EMEC028S6</td>
<td>Portfolio Management</td>
<td>Option</td>
<td>30</td>
</tr>
</tbody>
</table>

Top up will be over three years with year 1 – 90 credits, year 2 – 90 credits and year 3 for the remaining 105 credits. Cert HE students can only top up to the ‘with Finance’ programme provided that they achieve 50% in all Cert HE modules and 60% for Mathematics for Business and Making Financial Decisions.
BSc Applied Accounting and Business

(In partnership with the ICAEW - Institute of Chartered Accountants in England and Wales)

The BSc Applied Accounting and Business degree is a partnership degree between Birkbeck, University of London and ICAEW and enables ACA trainees, those part-way through their ACA training or those who have completed their training to obtain a ‘top-up’ degree – at around half the usual cost in combination with their professional training, and without having to take extra time off work. Trainees continue to study for their ACA using training providers organised by their employer, and take top-up modules at Birkbeck in the evenings part-time or delivered through weekend workshops, on-line or work-based. They could graduate in 4–5 years with ACA and with a degree specifically designed to complement it. Of the 360 credits required for a University of London honours degree, 180 credits comes from the successful completion of the ACA Professional Stages.

The programme has been designed for maximum flexibility so there is no prescribed order in which students should take modules from either the Professional Stage modules of ACA or their top up modules from Birkbeck. This is to allow students and employers to tailor training programmes and degree structures according to business needs. However, it is normally expected that Critical Reflection on Practice is the first module taken, and Research Project Management is normally the last from Birkbeck.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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<tbody>
<tr>
<td>6</td>
<td>FFWL004S6</td>
<td>Critical Reflection on Practice</td>
<td>Compulsory</td>
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<table>
<thead>
<tr>
<th>Year 2</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>5/6</td>
<td></td>
<td>Optional modules from Business</td>
<td>Options</td>
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</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>FDPD025S6</td>
<td>Approaches to Research</td>
<td>Compulsory</td>
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<tr>
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<table>
<thead>
<tr>
<th>Year 4</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>FDPD026D6</td>
<td>Researching the Workplace</td>
<td>Compulsory</td>
<td>60</td>
</tr>
</tbody>
</table>
BSc Business

The components of this programme provide students with a good understanding of business, the environment in which business operates, and the ability to understand and apply a wide range of business and management skills and competencies. The Business degree offers students flexibility to choose a specialist pathway from a range of Business functions if desired.

The BSc degree in Business aims:

- to provide a course of part time or full time study in business and management that is appropriate for part time students who are in full time employment and for full time students who wish to understand more about the world of Business;
- to enable students flexibility from year 2 to select a suitable specialist pathway to develop knowledge and understanding in different aspects of Business, e.g. Management, Accounting, Human Resource Management, Information Systems and Languages;
- to enable students to develop an understanding of organisations, their management and the environments in which they operate and how decisions are made in organisations;
- to enable students to acquire quantitative skills that can be applied in the analysis of management and business problems;
- to enable students to develop a range of analytical skills that will enable them to challenge existing managerial and/or business practices;
- to provide a context within which students can further develop their communication and interpersonal skills; and
- to prepare students for lifelong learning.

Transferable skills

Students will develop their existing transferable skills and a number of new transferable skills. The programme of study has been designed so that students can search for and effectively process information; attend a module that facilitates the development of computer and data analysis-related skills; and follow various learning initiatives that result in presentation skills being acquired and developed.

With respect to the content of the programme, the subject matter can be classified as:

- Intellectually challenging;
- Knowledge specific; and
- Highly relevant

The programme of study has been designed so that as well as receiving information (in the form of a formal lecture), a student can take charge of their own learning by adopting a participative approach to learning. The tutorial/seminar sessions allow students to interact with their peers and develop insights into analysing and interpreting a wide and varied subject matter. Students will develop their intellectual capability through arguments; learn how to question existing knowledge and approaches; develop a critical appreciation of the subject matter; improve their communication skills; and develop their interpersonal skills. They will also develop quantitative skills that can be applied in the analysis of data and in problem solving.

During the programme, the student will learn how to work on an individual basis and in a small group. Students will develop their decision-making ability through coursework and tests; and sharpen their perceptive abilities vis-à-vis preparation for unseen, formal examinations. Group work in some modules develops students' learning to make group decisions; and this in turn will allow the student to be more confident and adopt a leadership role.

Students will gain conceptual and practical knowledge that they can use in the workplace, and will learn to relate theory and practice. As a result, they will develop new insights into management and business issues and decision-making. The BSc Business programme can be
studied either part time or full time at both the Bloomsbury and Stratford campuses. The BSc Business with pathways programmes are only available part-time and full-time at the Bloomsbury campus.

**BSc Business (full-time)**

**BSc Business (3 years full-time) – Bloomsbury students**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>SSEA025S4</td>
<td>Introductions: Understanding the Business World</td>
<td>Core</td>
<td>30</td>
</tr>
<tr>
<td>Level 4</td>
<td>MOMN022H4</td>
<td>Quantitative Methods</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>N/A</td>
<td>BUMN091NO</td>
<td>Success in Academic Writing</td>
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<tr>
<td>N/A</td>
<td>BUMN092NO</td>
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<table>
<thead>
<tr>
<th>Years 2/3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4/5/6</td>
<td></td>
<td>Optional Modules</td>
<td>Options</td>
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</tbody>
</table>

BSc Business students at Bloomsbury can choose any business modules offered by the Department and up to 60 credits outside the Department, subject to timetable restrictions and their personal tutor’s and the programme director’s approval. Please refer to the appropriate website.
BSc Business (3 years full-time) – Stratford students

<table>
<thead>
<tr>
<th>Year</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>SSEA025S4</td>
<td>Introductions: Understanding the Business World</td>
<td>Core</td>
<td>30</td>
</tr>
<tr>
<td>Level 4</td>
<td>MOMN022H4</td>
<td>Quantitative Methods</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
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<tr>
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<td>Success in Academic Writing</td>
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<td>Success in Numerical Skills</td>
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<table>
<thead>
<tr>
<th>Year 2</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN035H6</td>
<td>Research Methods in Management</td>
<td>Compulsory</td>
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<tr>
<td>Level 4/5/6</td>
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<td>Optional Modules</td>
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<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN039D6</td>
<td>Research Project (in the major discipline)</td>
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<td>60</td>
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<tr>
<td>Level 4/5/6</td>
<td></td>
<td>Optional Modules</td>
<td>Options</td>
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</table>

BSc Business students at Stratford can choose any business modules offered by the Department at Stratford. In addition, students may choose modules offered by the Department at Bloomsbury, subject to timetable restrictions and their personal tutor’s and the programme director’s approval.
BSc Business Pathway Structures (available at Bloomsbury only) include:

**BSc Business and Accounting (3 years full-time)**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>SSEA025S4</td>
<td>Introductions: Understanding the Business World</td>
<td>Core</td>
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<tr>
<td>Level 4</td>
<td>MOMN022H4</td>
<td>Quantitative Methods</td>
<td>Compulsory</td>
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<tr>
<td>Level 4</td>
<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
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<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Compulsory</td>
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<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>N/A</td>
<td>BUMN091N0</td>
<td>Success in Academic Writing</td>
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<tr>
<td>N/A</td>
<td>BUMN092N0</td>
<td>Success in Numerical Skills</td>
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<table>
<thead>
<tr>
<th>Year 2</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN075S6</td>
<td>Financial Reporting</td>
<td>Compulsory</td>
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<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Compulsory</td>
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<tr>
<td>Level 6</td>
<td>MOMN035H6</td>
<td>Research Methods in Management</td>
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<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Level 6</td>
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<td>Compulsory</td>
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</tr>
<tr>
<td>Level 6</td>
<td>MOMN042H6</td>
<td>Auditing</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 6</td>
<td>MOMN039D6</td>
<td>Research Project (in the major discipline)</td>
<td>Compulsory</td>
<td>60</td>
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<td>Level 5/6</td>
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<td>Optional modules</td>
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</table>
# BSc Business and Management (3 years full-time)

<table>
<thead>
<tr>
<th>Year</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Level 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSEA025S4</td>
<td>Introductions: Understanding the Business World</td>
<td>Core</td>
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<tr>
<td></td>
<td>MOMN022H4</td>
<td>Quantitative Methods</td>
<td>Compulsory</td>
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<td>BUMN051H4</td>
<td>Business Information Systems</td>
<td>Compulsory</td>
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<td></td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Compulsory</td>
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<td>BUMN083H5</td>
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<td>Compulsory</td>
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<td>Microeconomics for Business</td>
<td>Compulsory</td>
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<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>BUMN091N0</td>
<td>Success in Academic Writing</td>
<td>Option</td>
<td>0</td>
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<tr>
<td></td>
<td>BUMN092N0</td>
<td>Success in Numerical Skills</td>
<td>Option</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Level 5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MOMN047H5</td>
<td>Organizational Behaviour</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>MOMN019H5</td>
<td>Operations Management</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>MOMN068H5</td>
<td>Employment Relations &amp; Human Resource Management</td>
<td>Compulsory</td>
<td>15</td>
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<tr>
<td></td>
<td>MOMN043H5</td>
<td>Marketing Principles and Practices</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>MOMN069H6</td>
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### BSc Business and Information Systems (3 years full-time)

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## BSc Business and Marketing (3 years full-time)

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BSc Business with French, German, and Spanish (Lower entry level) (3 years full-time)

Students would need to be tested to find out what level language module they can start from. This is mainly for those who are doing a higher level module than beginners’ module.

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BSc Business students with pathway at Bloomsbury can choose any business modules offered by the Department and up to 60 credits outside the Department, subject to timetable restrictions and their personal tutor’s and the programme director’s approval. Please refer to the appropriate website.
### BSc Business (part-time)

**BSc Business (4 years part-time) - Bloomsbury students**

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BSc Business students at Bloomsbury can choose any business modules offered by the Department and up to 60 credits outside the Department, subject to timetable restrictions and their personal tutor’s and the programme director’s approval. Please refer to the appropriate website.
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BSc Business students at Stratford can choose any business modules offered by the Department at Stratford. In addition, students may choose any modules offered at Bloomsbury by the Department, subject to timetable restrictions and their personal tutor’s and the programme director’s approval.
**BSC BUSINESS TOP-UP FROM FOUNDATION DEGREE**

For graduates of the Foundation Degree in Management. Obtaining the BSc (Hons) in Business requires completing an additional 180 credits of which at least 120 credits must be level 6 modules. Students can choose any modules offered by the School of Business, Economics and Informatics.

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**BSC BUSINESS TOP-UP PROGRAMME FROM CERTIFICATE**

For graduates of the Certificate in Management. Obtaining the BSc (Hons) Degree in Business requires completing an additional 270 credits over three additional years, as follows:

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Specific BSc Business Pathway Structures (available at Bloomsbury only) include:

**BSc Business and Accounting (4 years part-time)**

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<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
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<td>Compulsory</td>
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<td>Level 5</td>
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BSc Business and Human Resource Management (4 years part-time)

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<td>Business Information Systems</td>
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## BSc Business and Information Systems (4 years part-time)

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<td>Core</td>
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<td>Operations Management</td>
<td>Compulsory</td>
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BSc Business with French, German, and Spanish (Lower entry level) (4 years part-time)

Students would need to be tested to find out what level language module they can start from. This is mainly for those who are doing a higher level module than beginners’ module.

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<thead>
<tr>
<th>Year 1</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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</tr>
<tr>
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<td>Language stage 1 or 2</td>
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<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>M0MN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
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<tr>
<td>Level 5</td>
<td>M0MN033H5</td>
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<td>Compulsory</td>
<td>15</td>
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<tr>
<td>Level 4/5</td>
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<td>Language stage 2 (level 4) or 3 (Level 5)</td>
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<tbody>
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<td>Language stage 3, 4 or 5</td>
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<td>Optional Language/Culture Modules</td>
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<td>Level 6</td>
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<td>Optional modules</td>
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BSc Business students with pathway at Bloomsbury can choose any business modules offered by the Department and up to 60 credits outside the Department, subject to timetable restrictions and their personal tutor’s and the programme director’s approval. Please refer to the appropriate website.
BA Management

The components of this programme provide students with a good understanding of business and management, the environments in which they operate, and the ability to apply a wide range of management skills and competencies. They also allow students to follow options which provide specialist knowledge of selected areas related to their particular skills and career objectives.

The BA degree in Management aims:

- to enable students to develop knowledge and understanding of the theory and practice of management;
- to provide a programme of part-time study that is appropriate for mature students who are in full time employment;
- to enable students to develop an understanding of organisations, their management and the environment in which they operate;
- to enable students to acquire quantitative skills that can be applied in the analysis of problems;
- to enable students to develop a range of analytical skills that will prepare them to challenge existing managerial and/or accounting practices;
- to provide a context within which students can further develop their communication and interpersonal skills;
- to prepare students for lifelong learning; and
- to enable students to develop the ability to critically appraise and conduct research into management.

Transferable skills
The programme of study takes into account the fact that students will develop their existing transferable skills and a number of new transferable skills. The programme of study has been designed so that students can search for and effectively process information (library skills); attend a programme that facilitates the development of computer-related skills; and follow various learning initiatives that result in presentation skills being acquired and developed.

With respect to the content of the programme, the subject matter can be classified as:

- Intellectually challenging;
- Knowledge specific; and
- Highly relevant

Bearing these points in mind, the programme of study has been designed so that as well as receiving information (in the form of a formal lecture), a student can take charge of their own learning by adopting a participative approach to learning. The tutorial/seminar sessions allow students to interact with their peers and develop insights into analysing and interpreting a wide and varied subject matter. Students will develop their intellectual capability through arguments; learn how to question existing knowledge and approaches; develop a critical appreciation of the subject matter; improve their communicative style; and develop their interpersonal skills.

During the programme, the student will learn how to work on an individual basis and in a small group. Students will need to be highly motivated, well disciplined, and accountable to their peers for their actions. Students will develop their decision-making ability through coursework and mid-term tests; and sharpen their perceptive abilities vis-à-vis preparation for the unseen, formal examinations. Group work in some modules develops students’ learning to make group decisions; and this in turn will allow the student to be more confident and adopt a leadership role.

Students will gain conceptual and practical knowledge that they can use in the workplace, and will learn to relate theory and practice. As a result, they will develop new insights into
management issues and business decision-making; they will also develop supervisory and management skills through peer accountability and responsibility; and will learn to take on more challenges which will in turn lead to greater fulfilment.

FULL TIME 3 YEARS

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
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<td>Level 4</td>
<td>BUMN078H4</td>
<td>Management Studies II</td>
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<td>MOMN019H5</td>
<td>Operations Management</td>
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PART TIME 4 YEARS

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<td>BUMN077H4</td>
<td>Management Studies I</td>
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<td>Management Studies II</td>
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<td>Optional modules</td>
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Options

BA Management students can choose any business modules offered by the Department and up to 60 credits outside the Department, subject to timetable restrictions and their personal tutor’s and the programme director’s approval. Please refer to the appropriate website.
### BA MANAGEMENT TOP-UP FROM FOUNDATION DEGREE

For graduates of the Foundation Degree in Management. Obtaining the BA (Hons) Degree in Management requires completing an additional 180 credits over two additional years, as follows:

<table>
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<th>Module Code</th>
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<td>Level 5</td>
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<td>Marketing Principles and Practices</td>
<td>Compulsory</td>
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<td>MOMN019H5</td>
<td>Operations Management</td>
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### BA MANAGEMENT TOP-UP PROGRAMME FROM CERTIFICATE

For graduates of the Certificate in Management. Obtaining the BA (Hons) Degree in Management requires completing an additional 270 credits over three additional years, as follows:

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<td>Business Information Systems</td>
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<td>Management Accounting</td>
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<tr>
<td>Level 5</td>
<td>MOMN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
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<table>
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<tr>
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<th>Module name</th>
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<tbody>
<tr>
<td>Level 5</td>
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<td>Employment Relations and HRM</td>
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<td>Level 5</td>
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<td>Marketing Principles and Practices</td>
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<td>Level 5</td>
<td>MOMN019H5</td>
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<td>MOMN047H5</td>
<td>Organizational Behaviour</td>
<td>Compulsory</td>
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<tr>
<td>Level 6</td>
<td>MOMN035H6</td>
<td>Research Methods in Management</td>
<td>Compulsory</td>
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<td>MOMN069H6</td>
<td>Strategic Management</td>
<td>Compulsory</td>
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<table>
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<tr>
<th>Year 4</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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<tr>
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<td>MOMN039D6</td>
<td>Research Project</td>
<td>Core</td>
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</table>
BSc Marketing

This programme aims to prepare students for a career in Marketing. Its distinctive focus is on equipping students with the requisite knowledge and skills-set for excelling in a Marketing job, whilst also familiarising them with the role of other business functions to organisational success. The first year modules are biased toward providing students with a broad-based grounding on the functional areas of business, while the second and third year modules increasingly focus on more specialist and cutting edge marketing education.

The programme’s main aims are:

- To provide students with an intellectually challenging platform for acquiring best-in-class Marketing education and developing transferable personal and technical skills that may assist their future career in Marketing and beyond;
- To facilitate students’ appreciation of the links between Marketing theory and practice through a range of avenues, including the use of appropriate guest speakers, work-based assignments and company dissertations;
- To enable students to develop an understanding of the dynamic and increasingly international environment within which organisations operate and make Marketing decisions;
- To encourage students to fully leverage the research expertise of academic staff to strengthen their knowledge and understanding of contemporary Marketing theory and best practice;
- To enable students to develop a range of analytical skills that will enable them to critically appraise and challenge existing Marketing theory and/or business practices, as well as quantitative skills that can be applied in the analysis of marketing problems;
- To provide a platform within which students can further develop their communication, interpersonal and intercultural skills, as well as hone their skills for lifelong learning.

Transferable skills

The programme of study takes into account the fact that students will develop their existing transferable skills and a number of new transferable skills. The programme of study has been designed so that students can search for and effectively process information (library skills); attend a programme that facilitates the development of computer-related skills; and follow various learning initiatives that result in presentation skills being acquired and developed.

With respect to the content of the programme, the subject matter can be classified as:

- Intellectually challenging;
- Knowledge specific; and
- Highly relevant

Bearing these points in mind, the programme of study has been designed so that as well as receiving information (in the form of a formal lecture), a student can take charge of their own learning by adopting a participative approach to learning. The tutorial/seminar sessions allow students to interact with their peers and develop insights into analysing and interpreting a wide and varied subject matter. Students will develop their intellectual capability through arguments; learn how to question existing knowledge and approaches; develop a critical appreciation of the subject matter; improve their communicative style; and develop their interpersonal skills.

During the programme, the student will learn how to work on an individual basis and in a small group. Students will need to be highly motivated, well disciplined, and accountable to their peers for their actions. Students will develop their decision-making ability through coursework and midterm tests; and sharpen their perceptive abilities vis-à-vis preparation for the unseen, formal examinations. Group work in some modules develops students’ learning to make group decisions; and this in turn will allow the student to be more confident and adopt a leadership role.
Students will gain conceptual and practical knowledge that they can use in the workplace, and will learn to relate theory and practice. As a result, they will develop new insights into management issues and business decision-making; they will also develop supervisory and management skills through peer accountability and responsibility; and will learn to take on more challenges which will in turn lead to greater fulfilment.

FULL TIME 3 YEARS

<table>
<thead>
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AND 15 credits of options from the following:

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For these 15 credits of options, students must choose from this list of options:

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<th>Credits</th>
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<td>International Marketing</td>
<td>Option</td>
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### Options

BSc Marketing students can choose any business modules offered by the Department and up to 60 credits outside the Department, subject to timetable restrictions and their personal tutor’s and the programme director’s approval. Please refer to the appropriate website.
BSc Professional Studies

The main aim of this programme is to allow students who have successfully completed a Foundation Degree (an important element of which is the integration of work-based learning) to continue with their academic studies to Honours Level, while at the same time including further work-based learning in their programme.

The programme will enable students who have achieved Foundation Degrees at other institutions to build on their prior formal and professional learning, and to demonstrate the integration of learning from academic and professional contexts. In addition, they will develop skills both as producers and consumers of research. There will also be the opportunity for students to extend their personal and professional capabilities by providing them with the opportunity to undertake research based on their own professional context.

Students from Birkbeck Foundation Degrees take 120 Level 6 credits and complete the programme in one year and one term. External entrants take 60 Level 5 credits and take two years to complete the programme.

Internal entrants - 1 year plus 1 term programme

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<tr>
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<th>Module name</th>
<th>Status</th>
<th>Credits</th>
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Year 2

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External entrants – 2 year programme

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Year 2

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## Foundation Degrees

The Foundation degrees cover a range of areas, which enable students to understand the business world and how management theory and concepts apply. There are two pathways in two locations: Foundation Degree in Management and Foundation Degree in Management with Accounting, in both Bloomsbury and Stratford.

### Foundation Degree in Management

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<tr>
<td>Level 5</td>
<td>BUMN082H5</td>
<td>Financial Accounting</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN083H5</td>
<td>Management Accounting</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>BUMN109H5</td>
<td>Groupwork in Practice</td>
<td>Compulsory</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 3</th>
<th>Module Code</th>
<th>Module name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 5</td>
<td>MOMN012H5</td>
<td>Microeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>MOMN033H5</td>
<td>Macroeconomics for Business</td>
<td>Compulsory</td>
<td>15</td>
</tr>
<tr>
<td>Level 5</td>
<td>FDPD023S5</td>
<td>Work Based Learning Module</td>
<td>Compulsory</td>
<td>30</td>
</tr>
</tbody>
</table>
Top up from Foundation Degree

The Foundation Degree in Management is designed so that any student who is awarded the degree may be admitted to an undergraduate degree programme at Birkbeck with a further period of part-time study, normally of two academic years.

The programme structures for students topping up from a Foundation Degree to an undergraduate degree in the Department of Management are listed below each BA/BSc programme. Students may also be considered for admission to other degree programmes in which additional requirements and a further period of study of more than two academic years may apply.

<table>
<thead>
<tr>
<th>Level 6</th>
<th>MOMN075S6</th>
<th>Financial Reporting</th>
<th>Option</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 6</td>
<td>MOMN074S6</td>
<td>Advanced Management Accounting</td>
<td>Option</td>
<td>30</td>
</tr>
</tbody>
</table>
Studying in the department

Modules

Module level
Undergraduate modules have three levels – level 4, 5 and 6 have different credit values 15, 30 and 60. An undergraduate degree consists of 360 credits and you should avoid choosing level 4 options in the final year of your undergraduate degree.

Module content
Information about module content can be found on the departmental website. Once you are enrolled on a module you can see further information in the module’s Moodle shell.

Module status
Core modules must be taken and must be passed
Compulsory modules must be taken but a compensated fail can be applied for a mark between 30 and 39
Option modules can be selected from a stipulated range. Option modules are identified in the programme structure.

Pre-requisites
Modules may also be designated as pre-requisite modules, meaning they must be taken and passed to allow for progression to a specified follow-up module.

Timetable
Personal timetables with times and class locations are on your My Birkbeck Profile. The full departmental timetable is on the website.

Please note that the timetable for 2018-19 and subsequent years is not finalised and that the days on which the modules take place is subject to change.

Selecting option modules
You choose your modules for the following academic year in the summer term. Students are sent information about selecting their modules and then attend the module selection event to find out more about different modules and how they can support their future study and career plans.

Module confirmation
You are required to confirm all modules you are taking each academic year. The department will email you during the autumn term with details. You should check and confirm the modules on your My Birkbeck Profile otherwise you will not be able to sit examinations and your marks and grades cannot be recorded.

Modules in Stratford
If a module is compulsory on a programme which runs in Stratford, the module will run in Stratford, unless the module has too few students, in which case students will be asked to attend the module in Bloomsbury. Students will usually be contacted before the start of term if this will happen.

Modules in other departments
If you take a module in another department you will be subject to their policies and timescales. Other departments may have different class dates, assessment dates, reassessment dates and policies around assessments. If you are unsure, check with the relevant department.
Moodle
Moodle is Birkbeck’s online learning environment for delivering web-based course materials. Log in using your Birkbeck username and password to see your modules. You will be sent these details once you enrol as a student. The undergraduate student area provides important information as well as the latest announcements.

If there are modules missing on your Moodle profile, please contact management-ug@bbk.ac.uk.

Attendance
Classes for taught modules run from 6pm to 9pm, usually with a short break in the middle.

Students are expected to attend at least one lecture for each module on their timetable by week two of the term at the latest. If there are circumstances preventing attendance, please let the administrative team know as soon as possible and before the end of week two.

Students who fail to attend a module during the first two weeks of term are unlikely to be allowed to take the module.

Regular attendance at lectures is a requirement of the degree and registers are kept. It is your responsibility to ensure you swipe your student card on the card reader to register attendance at each lecture and/or seminar, or to sign the paper register where no card reader is available. You are expected to attend your lectures and seminars in order to complete a module. It is not uncommon, however, for Birkbeck students to find attendance difficult on occasions during their course. Any student who misses more than three lectures for a module in any one term will be contacted by the administrative team to discuss if there are any difficulties.

Students who cannot make a particular class for any reason should email their programme administrator. It is the responsibility of students, not the lecturer, to ensure that they receive any materials or instructions that may be given out in lectures that they miss.

If you find it difficult to maintain regular attendance you must discuss this with your personal tutor, as it may be possible to arrange a break in studies while you deal with any problems.

Tier 4 students
Students on tier 4 visas who have absences of more than two weeks need to submit an authorised absence request with supporting evidence that needs to be approved by the programme director. The College is obliged to report unauthorised absences to the UK visas and immigration department and could withdraw sponsorship of a student’s visa.

Termination of studies
- Non-attendance is taken seriously and can result in the termination of your studies, in particular: students who have enrolled but do not attend any lectures, or who do not contact us, may be withdrawn from their programme.
- Non-attendance of multiple assessments can result in termination of your studies.
- Lack of progression (attempts assessments and passing modules) without suitable mitigating circumstances can also result in termination of studies.

Lecture recording
Some lectures are recorded and posted on Moodle for students to review after class. If this does not happen, we recognise that students from time to time will wish to record lectures in audio or visual/audio media for a variety of reasons. The Department of Management has reviewed student needs on this issue and balanced these against the legal issues of privacy and
copyright for students, staff and visitors. The department will permit recording of lectures as a reasonable adjustment that would be made for a student with a relevant disability. Any student who requires recording of lectures, seminars or tutorials as a reasonable adjustment must seek permission to do so from the person(s) delivering the material to be recorded, which may, in the case of a seminar for example, include fellow students. If permission is not granted, a recording should not be made.

Students should note that the copyright in the content of a recording belongs to the lecturer and may not be reproduced without their consent. A student making a recording may use it for personal study only and may not reproduce or distribute it to others without the express consent of all those recorded. The policy can be found here.
Assessments in the department

All modules in the department are assessed by one or more of the following methods:

- Coursework
- Presentation
- Group work
- Online test
- In-class test
- Examination

How assignments are graded

Marking ranges

The following table gives an indication of what is expected for each range of marks.

<table>
<thead>
<tr>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-100%</td>
<td>Excellent work going beyond the very competent level required for an Upper Second. Very well constructed arguments; ability to engage with published scholarship and use it to support arguments; ambitious in scope with imaginative use of examples; written in good English; sources thoroughly cited</td>
</tr>
<tr>
<td>60-69%</td>
<td>A thorough examination of the question with very competent performance. Sound grasp of critical issues; high standard of argument; informative, backed up by appropriate examples; less ambitious in scope than First Class; sources accurately cited.</td>
</tr>
<tr>
<td>50-59%</td>
<td>Competent performance on most aspects but lacking the comprehensiveness, accuracy and/or cohesiveness expected of an Upper Second. Evidence of good understanding of the subject and good examples used to support arguments; awareness of critical debates but may be too descriptive or generalised. Some gaps in argument, planning and use of evidence; would benefit from sharper focus and more reflection; sources adequately cited.</td>
</tr>
<tr>
<td>40-49%</td>
<td>Candidate fails to demonstrate competence in a number of aspects. Evidence of reading and attempt to address question. May be rather descriptive with uncritical coverage of debates and issues. Skills of planning, structuring and presentation relatively weak; barely adequate understanding of concepts, and use of reading and sources; some attempt to cite sources.</td>
</tr>
<tr>
<td>40%-49% Fail</td>
<td>Marks in this range do not quite meet the minimum standards for a pass, with considerable levels of weaknesses on one or more dimensions. Work in this range may suffer from flawed arguments, weak structure and presentation, an inadequate command of course materials, or a serious failure to reflect on those materials. It will however demonstrate a basic understanding of the course being examined and show evidence of reasonable attention to the course materials.</td>
</tr>
<tr>
<td>30-39%</td>
<td>Very minimal level of achievement. Reliant on a minimal range of reading and poor attention to detail. May be repetitious, consisting of a string of weak assertions/opinions which may not relate to each other. Assertions without supporting evidence; minimal reflection, poor planning and presentation; some attempt to cite sources.</td>
</tr>
<tr>
<td>0-29% Fail</td>
<td>Inadequate work. Little or no understanding of the subject; insufficient evidence that the candidate has adequately benefited from the course under assessment. Poorly organised or confused argument; little or no evidence of analysis, planning or presentation skills; sources inadequately cited.</td>
</tr>
</tbody>
</table>
Marking criteria
The department has standard marking criteria, the ‘rubric’, consisting of 8 separate areas. The marker uses these criteria (listed below) to inform the mark they award. You can use these criteria to prepare your assignments. When your coursework assignment is marked you will also be able to refer to the completed rubric in Moodle to understand where you did well and where you can improve for next time.

Addresses the question: The relevance of content in addressing the question (e.g. discuss, compare and contrast).
Use of research and examples: The use of material, including course readings, research findings or other forms of evidence.
Analysis and development of argument: The construction of a coherent and convincing argument for holding a particular view.
Depth of knowledge and critical understanding: Depth of knowledge of relevant literature and ability to use complex concepts and ideas.
Originality: Provision of new insights or original ideas based on independent thought or creative thinking.
Structure: A logical arrangement of the work into sections (introduction, main points, conclusion) with appropriate paragraphs, linking and signposting.
Presentation: Putting across ideas clearly, succinctly and without grammatical and spelling errors.
Referencing and bibliography: Acknowledgement of sources using appropriate citation conventions e.g. Harvard Business standards.

Some assignments or modules may have different criteria for marking and therefore a different rubric. Please refer to the module outline in the Moodle shell to confirm which criteria your assignment will be marked against.

Assessment type

Coursework
Presentation
All coursework should be free of spelling, typographical and other technical errors. These can be avoided by using an appropriate spell-checking programme and by proofreading the final draft closely. Headings and captions in diagrams and tables must be self-explanatory. All diagrams and tables must have their sources clearly cited at the foot of the diagram or table.

Word limits
Students are advised to keep to the word limits given for each assignment, as going over or under the word limit (normally more than 10%) may be seen as failure to meet the ‘structure’ criteria (see above). Please note that the cover or title page, table or figures, references or any appendices do not count toward the word limit. Check with your module convenor if you are not sure.

Referencing
References are scholarly acknowledgements of work referred to or quoted. Failure to reference works used or quoted is plagiarism. To avoid this it is vital that you read the section on plagiarism below. Proper citation of sources is an essential part of academic work. The preferred method of referencing is the Harvard system – for full details see Harvard Business School Citation Guide

Deadlines
Coursework deadlines will be in the module outline on Moodle. Students should leave plenty of time to upload and do so from a stable source, not a tablet or a phone. Students can submit until the absolute cut off deadline, which is two weeks after the deadline. Assignments submitted in
this period will be marked but capped at the pass mark (unless you have had a mitigating circumstances claim accepted). Assignments cannot be uploaded after the absolute cut off deadline – if you miss the absolute cut off deadline you will receive a mark of 0 and will have used an attempt.

**Submission**
Students must submit coursework electronically via Moodle in the relevant module shell. It is the student’s responsibility to check their submission has uploaded. Students whose submission does not upload properly risk receiving a mark of 0.

**Presentations and group work**

**Working in a group**
Effective group work depends on all group members playing a role and taking collective responsibility for the tasks to be undertaken.

Dealing with conflict and tensions within the group is an important part of the learning process and group members should maintain open lines of communication and make every effort to resolve any difficulties that emerge within the group. Where problems persist, students should report these to their tutor as early as possible.

**Assessment of group work**
The assessment of group work will take into account the following five criteria:

- Structure: evidence of planning / preparedness; introduction, main points and conclusion; clear, logical sequence of ideas
- Content: appropriateness of subject matter; sources of information used; description vs analysis
- Communication skills: delivery; timing; interaction with audience; response to questions
- Resources: appropriate use of presentation aids; list of references
- Group dynamics: evidence of effective team-working

Group work is normally assessed and awarded a mark by academic staff, and in a majority of cases, this mark will apply equally to all group members. However, where varying contribution levels are reported among group members, via the group peer assessment form, and substantiated with documentary evidence, the module convenor has the right to intervene and decide how marks are allocated.

**Submission**
A written summary of an individual presentation (typically the slides) must be uploaded to the designated portal on Moodle. The lecturer attending the presentation should add the feedback provided in the session.

In the case of group presentations, unless otherwise directed by the module convenor, it is the responsibility of all members of the group to make sure that the presentations are submitted on Moodle before the submission deadline.

**Online tests**
These are completed in the module’s Moodle shell during the term. Each module will have its own rules for the number of attempts you can make, the time limits for making an attempt and the deadlines for doing so. Please refer to the Moodle shell to confirm the details. Where a module is assessed by an online test and a final assessment, you will be emailed your mark before the final assessment. However results are unconfirmed until they are released on your My Birkbeck Profile in the term after you finish the module. We will send you an email once you can access your results. However, some online tests may allow you to access a provisional mark immediately for feedback purposes.
**In-class tests**
These are completed in class time and are in the same format as an exam; the paper will be unseen and you will complete the test under exam conditions. Where a module is assessed by an in-class test and a final assessment, you will be emailed your mark before the final assessment. However results are unconfirmed until they are released on your My Birkbeck Profile in the term after you finish the module. We will send you an email once you can access your results.

**Examinations**
Exams take place at the end of the module in the exam week; see the dates section for details.

**Examination regulations**
Students should read Birkbeck’s examination guide before sitting examinations. Students should also read appendix 2: conduct during examinations. This includes what you can and cannot take into an examination. Students can also read the regulations for taught programmes of study.

All mobile phones and any other devices capable of displaying or receiving data, including smart watches or any other wearable technology must be switched off before you enter the examination hall and deposited as instructed by the invigilator. If you are found with a communication device on your desk or about your person it will be treated as an assessment offence. It is also an offence to send or receive calls or messages during the examination, or allow ringtones or pre-set alarms to cause a disturbance.

Exam scripts are handwritten. It is the responsibility of the student to make their scripts legible. In case a script is illegible the examiners may refuse to mark the script and award a mark of 0 (or only mark the legible part of the script). In some cases a student may be asked to have the answers typed/transcribed at their expense using exactly the same line breaks as in the written version under exam conditions.

**Sitting examinations outside of Birkbeck**
If you live within a 100 mile (161 km) radius of London, you will be expected to attend your examinations at Birkbeck. If you have had to return to your home country because of the requirements of your Tier 4 visa, you can apply to sit an exam overseas.

**Research projects**
Several BSc/BA programmes require that students undertake a research project. The research project is a piece of independent research supervised by a member of staff, in an area that is of interest to the student.

Students are expected to complete a dissertation on a topic that is related to their programme of study.

To undertake the research project you should be registered on the Research Project: Management module from the beginning of the academic year. Students will not be permitted to join the research project module after the end of week 3 of the autumn term.

Further information can be found in the research project handbook in the Research Project: Management Moodle shell.

**Results and feedback**

**Mid-term assessments**
Most modules have an assessment in the middle of the module and a final assessment at the end. To help you prepare for the final assessment we provide feedback on the mid-term
assessment within three weeks of the deadline and before the final assessment. You will receive your provisional mark, a feedback comment and a completed rubric (where appropriate).

**Examinations**
Exam marks are released on your [My Birkbeck Profile](#) in the middle of the term after you finish the module. We will send you an email once you can access your results.

In addition to your mark, you should also refer to the exam feedback form posted in the Moodle shell once results are released. This is a summary of students’ performance and includes a breakdown of the questions attempted, overall minimum / maximum / average marks, and suggested approaches and comment on the attempts made. This is intended to support your future approach to exams.

**Confirmation of module results**
Results for final assessments, confirmed mid-term assessments and the overall module mark will be released on your [My Birkbeck Profile](#) in the term after you finish the module. We will send you an email once you can access your results.

All marks (including coursework marks given to students as part of the feedback process) are provisional until they have been ratified at the exam board. Any marks that are not available to the examiners because of late submission may not be considered until the following term. The department is not able to disclose overall module marks until they have been officially released to students on their My Birkbeck Profile.

Students who are registered as having any debt with the College will not receive their results until the debt has been cleared and all library books returned.

**Appealing against decisions of the board of examiners**
The policy and process for appealing against a decision of a board of examiners are [here](#).

Any formal appeal must be made within six weeks of the official notification of results. This means within six weeks of the marks or award being published on your [My Birkbeck Profile](#).

You cannot appeal the academic judgements of the markers/examiners. Academic judgement is the considered view of a subject specialist on your academic performance.

**Passing a module**
The pass mark for undergraduate modules is 40%. Students are allowed three attempts to pass a module. Most modules have two elements of assessment. Although you do not need to pass each piece of coursework and each examination, you do need to obtain an overall pass mark of 40% in each module.

**Failing a module**
Students are allowed a maximum of three attempts to pass a module. Students who fail a module after the second attempt must retake a module. Students who fail after the third attempt will have their studies terminated but may be eligible for an [exit award](#).

If a student is enrolled on a module but does not submit assessments or attend exams, they will be deemed to have failed the module and to have used up one attempt. A result of 0 will be recorded for that module.
**Resitting a module**

This means taking a failed element of assessment again – either re-sitting an exam and/or re-submitting a piece of coursework without the need to re-attend classes.

**Capping**

All re-assessments are capped at the pass mark (40%) except in cases where mitigating circumstances have been accepted.

Only the assessment element being reassessed is capped, i.e. the overall module mark is not capped unless the module is assessed 100% exam/coursework.

If a module contains more than one element of assessment and the student fails both assessments (e.g. exam and coursework), the student will be required to take the higher weighted element of assessment (usually the exam). This element will then be weighted at 100% and capped at the pass mark.

Reassessments are decided on the following basis:

<table>
<thead>
<tr>
<th>Overall module result</th>
<th>Exam</th>
<th>Coursework / Mid-term test assessment</th>
<th>Re-assessment decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fail</td>
<td>Fail</td>
<td>Fail</td>
<td>Resit the exam&lt;br&gt;Exam is weighted 100% and capped at 40</td>
</tr>
<tr>
<td>Fail</td>
<td>No submission</td>
<td>No submission</td>
<td>Resit the exam&lt;br&gt;Exam is weighted 100% and capped at 40</td>
</tr>
<tr>
<td>Fail</td>
<td>Fail</td>
<td>Pass</td>
<td>Resit the exam&lt;br&gt;Exam is usual weighting and capped at 40</td>
</tr>
<tr>
<td>Fail</td>
<td>Pass</td>
<td>Fail</td>
<td>Resubmit the coursework/mid-term test&lt;br&gt;Coursework/mid-term test is usual weighting and capped at 40</td>
</tr>
<tr>
<td>Pass</td>
<td>Pass</td>
<td>No submission</td>
<td>No resubmission of coursework/mid-term test is required or permitted as module has been passed</td>
</tr>
</tbody>
</table>

**Exam resits**

These take place at the end of the following term. Dates are [here](#).

If a student defers the re-sit to the following academic year they will usually sit it at the same time as students taking the module for the first time i.e. in week 11 of term. You can only defer a re-sit as a result of a successful mitigating circumstances claim.

Where a student is re-sitting an assessment for the second time, and both the syllabi and examination format have changed the department has the right to stipulate which syllabus and examination format the student must take. The onus is on the student to confirm with their module tutor/programme administrator, which syllabus they will be examined on and what form the examination will take.

**Coursework re-submission**

Students who are eligible to resubmit coursework will be provided with a new question; students cannot resubmit the same piece of coursework with improvements. If students do this they will run the risk of being penalised for self-plagiarism. Resubmission questions will be released after the exam board of the relevant term and the coursework should be submitted by the resubmission [deadline](#).
Retaking a module
This means attending lectures and completing all assessments again, even if some elements of assessment have already been passed. Retakes are not capped. Where a student has achieved an overall module mark lower than 30% after the second attempt, the exam board would normally recommend the student retakes the module in the following academic year. However, students can opt to resit the assessment(s) at the next opportunity against the exam board’s recommendation.

Retaking a module may impact on when students can graduate.

If a student chooses to retake a module in the following academic year rather than resitting the assessments an additional modular fee may be incurred.

Compensated fail
A compensated fail is offered when a student has exhausted three attempts at a module and has an overall module mark between 30% and 39%. A compensated fail cannot be awarded for a core module.

A student may be able to include up to 60 credits as compensated fails for BSc/BA degrees or 30 credits for foundation degrees. No more than 30 credits at any one level may be compensated.

A student may request a compensated fail after one attempt. Once a compensated fail has been accepted it cannot be retrospectively removed.

Assessment offences
Further details on assessment offences can be found in the College assessment offences policy.

Plagiarism
Plagiarism is defined as “the presentation of another person's thoughts or words or artefacts or other output in such a way that they could be assumed to be your own.”

Plagiarism can take a variety of forms and can include any of the following:

- copying a whole or substantial parts of a paper from a source text (e.g. web site, journal article, book or encyclopaedia), without proper acknowledgement;
- paraphrasing of another’s piece of work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- piecing together sections of the work of others into a new whole;
- procuring a paper from a company or essay bank (including internet sites);
- submitting another student’s work, with or without that student’s knowledge;
- submitting a paper written by someone else (e.g. a peer or relative), and passing it off as one’s own;
- representing a piece of joint or group work as one’s own;
- submitting work that was previously submitted for another assignment at Birkbeck or another institution. Only some pieces of assessment that are explicitly related to one another in a module’s assessment guidelines can include some degree of overlap (e.g. research proposal and dissertation).

Students can speak to a learning co-ordinator about how to avoid plagiarism.

Collusion
Collusion is defined as “producing a piece of work for formal assessment with the assistance of another person, or persons, when the assignment was to have been undertaken and completed by you working individually.”
This includes cases where two or more students submit work for assessment that is identical in its entirety or in substantial parts. It also includes cases where a student knowingly assists another student to plagiarise (for example by willingly giving them their own work to copy from).

**Examination offences**

An examination offence is defined as “any action which could give you an unfair advantage over other students in an examination setting. Examples can include, but are not limited to:

- Taking unauthorised material into the examination room
- Removing examination scripts from the examination room
- Communicating with other candidates during the examination
- Copying work from other candidates during the examination
- Assuming a false identity in the examination room
- Adding or amending to examination scripts after the official end of the examination

Students can also read [appendix 2: conduct during examinations.](#)
Changes to your study plan

You may find you cannot continue with your intended study plan because of changes in your circumstances. There are several options to help you continue your studies.

**Break in studies**
If you want or need to, you can suspend your studies for up to two years. This can be either for a period of two years or two non-consecutive one year periods. A break in studies request will usually only be approved for a period of one calendar year.

Requests to take a break in studies should be made by the end of the preceding term.

For example, if a student requests a break in studies at the end of the autumn term they would be expected to return at the beginning of the spring term in the following academic year. The credit load cannot be increased when a student returns from a break in studies.

Students do not pay fees when on a break in studies. You will be charged termly fees for any term(s) you attend in the year you take the break. When you return you will be charged a termly fee for any remaining terms at the rate of fees set for that year.

Students are not permitted to go on a break in studies in the first term of their first year; you would need to withdraw from your programme and re-apply when you are ready to start studying again.

If you would like to request a break in studies you can discuss your intention with your personal tutor and then submit a request through your My Birkbeck Profile.

- Login to your My Birkbeck Profile
- Once logged in, under ‘My studies and timetable’ click on ‘Request a change to study status’
- Click on the ‘break in studies (interruption)’ tab
- Fill in the requested details on the form and click on ‘submit request’
- You will receive a notification that your request has been submitted
- Once the request has been considered and a decision made you will be notified of the outcome by email. Please be aware that this will not happen immediately as several departments will need to review and process the request. A normal time frame is four weeks.

**Mitigating circumstances**
The College policy on mitigating circumstances can be found here.

Mitigating circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt a student’s 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. See appendix 1 for examples of what will usually be accepted or rejected.

Submitting a claim for mitigating circumstances should be exceptional: students should strive to meet all deadlines set for assessed work in order to avoid falling behind in their studies.
A mitigating circumstances claim can be submitted if valid detrimental circumstances result in:

- the late or non-submission of assessment;
- non-attendance at examination(s);
- poor performance in assessment

**Mitigating circumstances claims must be received within seven days of an examination or test and within two weeks of a coursework submission deadline.**

Mitigating circumstances submitted for resubmissions and resits which take place in August or September may cause the date of your graduation to be delayed.

Claims will not be considered unless they are accompanied by independent documentary evidence. Documentation must be presented on the official headed paper of the issuing body, and should normally include the dates of the period in which the circumstances applied. Copies of documentary evidence will not normally be accepted.

Claims must be submitted using the specified mitigating circumstances claim form downloadable through the [undergraduate student area](#) on Moodle.

Individual marks will almost never be changed in the light of mitigating circumstances. Assessment is designed to test students’ achievement rather than potential. It is not normally possible to gauge what you would have achieved had mitigating circumstances not arisen. Where mitigating circumstances are accepted the normal response will be to offer you another opportunity for assessment without penalty, at the next available opportunity.

**Deferring a module**

If a student wants to defer a module until the following academic year they can do so at any point **up to the end of the second week of term**. If a student wishes to defer after week two they can only do so before the first assessment deadline on the module, or before the end of week six (whichever is earliest). Their programme director must send written confirmation of their approval to the relevant programme administrator.

If a student wants to apply to defer a module after this, they must submit a mitigating circumstances claim to their programme administrator.

If a student defers a module to the following academic year and therefore extends their prescribed programme of academic study there will be a modular fee charged for taking the module(s). This may also delay when graduation is scheduled.

**Deferring an assessment**

If a student has attended a module (not missed more than three sessions) and submitted the mid-term assessment (where applicable and unless mitigating circumstances have been accepted) but wants to defer the final assessment until the resit period or the following academic year they must get the approval of their programme director. This can be done **up to the end of week eight of the module**.

If deferral is approved a student will be allowed to defer the assessment to the next time the assessment on the module is offered and will be assessed without losing an attempt.

If a student wishes to apply to defer an assessment after the end of week eight, they must submit a mitigating circumstances claim to their programme administrator.
The department reserves the right to refuse repeated requests to defer assessments and may also require a student to retake a module instead.

**Deferring a re-assessment**
This can only be done through submitting a mitigating circumstances claim and cannot be approved by the programme director. Students should submit a mitigating circumstances claim to their programme administrator.

**Withdrawing from an option module**
Students who want to change their option module choice(s) must notify the administration team by the end of week two. If a student wishes to withdraw outside this period then they must contact their programme administrator stating why they want to withdraw.

The decision to allow a student to withdraw from a module after week two and enrol onto another option module is subject to the approval of the Undergraduate Director, in consultation with the module convenor, and will depend on the number of students already taking the module, how much work will have been missed, as well as whether it fits with the student’s timetable. If a student is allowed to withdraw from an option module and take another option, the new module will be considered a first attempt.

If a student fails an option module and doesn’t wish to resit or retake it, they may select another option module, however this will be considered as the second (or third) attempt and if the student’s studies go into an additional year, a pro-rata fee would be applied. This may also delay when graduation is scheduled.

Students are not allowed to withdraw from an option module once they have passed the module.

**Withdrawing from your programme**
Please contact the administrative team or your personal tutor if you are considering withdrawing or experiencing difficulties with your studies.

To withdraw, students submit the request through their My Birkbeck Profile.

Students who have stopped attending lectures for three weeks or more and who do not respond to follow-up emails or phone calls will be withdrawn at the relevant termly examination board.

Students on a tier 4 visa must inform the department they are withdrawing from their programme. The College is required to monitor and confirm to the UK visas and immigration department the attendance and study status for Tier 4 students.

Students who withdraw from their programme may be eligible for an exit award.
Finishing your studies

**BA/BSc programmes (with honours)**
To be awarded an honours degree you must fulfil these programme requirements:

- Complete the minimum period of study prescribed for the degree.
- Meet the approved programme specifications including passing all core modules.
- Accumulate at least 360 credits
- Accumulate no more than 120 credits at Level 4.
- Accumulate at least 120 credits at Level 6.
- Accumulate no more than 60 credits as a compensated fail, with no more than 30 credits of compensated fail at any level.

It is the student's responsibility to ensure that they have fulfilled the programme requirements in order to finalise.

BA/BSc degrees are awarded in four grades: first, upper second, lower second, and third. The grade is calculated on the weighted average of module marks. Level 4 module results do not contribute to the determination of the classification. The classification scheme for degrees is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>70% or above for the average weighted module results</td>
</tr>
<tr>
<td>Upper second</td>
<td>60% or above for the average weighted module results</td>
</tr>
<tr>
<td>Lower second</td>
<td>50% or above for the average weighted module results</td>
</tr>
<tr>
<td>Third</td>
<td>40% or above for the average weighted module results</td>
</tr>
</tbody>
</table>

You can find information about how the weighted average is calculated in section 43 of the [regulations](#) for taught programmes of study.

There is also a spreadsheet called ‘calculating your degree classification’ in the finalists section of the [undergraduate student area](#) on Moodle. The spreadsheet has the relevant formulas already inputted to calculate the weighted average. You can therefore enter your modules marks to see your current degree classification. Although this will give you some guidance on your classification, the final degree classification is agreed through the assessment process based on academic judgement and the spreadsheet can only be used as a guide.

Once you have fulfilled the criteria for the foundation degree you may not undertake further modules in order to improve your average result.

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

**Exit awards from a BSc/BA degree**
Where a student has not fulfilled the necessary programme requirements to complete a particular programme an exit award can be given. These will be made in two instances:

- if a student withdraws from the programme and has achieved enough credits for an exit award;
- if a student fails a module for the third time and has achieved enough credits for an exit award.
<table>
<thead>
<tr>
<th>Qualification</th>
<th>Credits needed</th>
<th>Minimum credits at upper level</th>
<th>Maximum at lower level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Higher Education</td>
<td>240</td>
<td>90 at level 5</td>
<td>120 at level 4</td>
</tr>
<tr>
<td>Certificate of Higher Education</td>
<td>120</td>
<td>90 at level 4</td>
<td></td>
</tr>
<tr>
<td>Certificate of Continuing Education</td>
<td>60</td>
<td>60 at level 4</td>
<td></td>
</tr>
</tbody>
</table>

Certificates of Higher Education and Diplomas of Higher Education may be awarded with a distinction, usually where the weighted average of the modules taken exceeds 70%. Full details on how an award of distinction is awarded are in the regulations for taught programmes of study.

**Foundation degrees**

To be awarded a foundation degree you must fulfil these programme requirements:

- Meet the approved programme specifications including passing all core modules.
- Accumulate at least 240 credits, of which at least 210 credits will be at Level 4 or above and at least 90 credits will be at Level 5 or above
- Accumulate no more than 30 credits as a compensated fail.

It is the student’s responsibility to ensure that they have fulfilled the programme requirements in order to finalise.

Foundation degrees are awarded in four grades: first, upper second, lower second, and third. The grade is calculated on the weighted average of module marks. Level 4 module results do not contribute to the determination of the classification. The classification scheme for degrees is as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>70% or above for the average weighted module results</td>
</tr>
<tr>
<td>Merit</td>
<td>60% or above for the average weighted module results</td>
</tr>
<tr>
<td>Pass</td>
<td>40% or above for the average weighted module results</td>
</tr>
</tbody>
</table>

You can find information about how the weighted average is calculated in section 39 of the regulations for taught programmes of study.

The final degree classification is agreed through the assessment process based on academic judgement and the spreadsheet can only be used as a guide.

Once you have fulfilled the criteria for the foundation degree you may not undertake further modules in order to improve your average result.

**Exit awards from a foundation degree**

Certificates of higher education and certificates of continuous education may be awarded in the case where students do not complete the required number of credits but meet the requirement for these exit awards.
**Graduation**
Graduation for undergraduate programmes takes place in November each year. Exact dates are confirmed closer to the time. Students completing their studies in 2017/18 will be invited to graduation in November 2018. Graduations are organised by the College’s External relations department who will email students with booking details around six weeks before their ceremony. There is more information online on the graduation section of the [website](#).

**Prizes**
The department awards a number of prizes to graduating students.

**Best overall degree mark:** 2 prizes based on subject areas:

- **Accounting:** BSc Accounting; BSc Accounting with Finance; BSc Accounting and Management with Finance; BA Accounting and Management

- **Business/Management/Marketing:** BSc Business; BA Management; BSc Marketing

**Best research project mark**

**Best module mark** quantitative module; qualitative module

**IMC Scholarship** Two students on either BSc Accounting with Finance or BSc Accounting and Management with Finance will be recommended to receive an [IMC scholarship](#).
Fees

Fee status
Student fees are payable on either a monthly, termly or annual basis. Student fees are decided by individual student status: the status categories are set out below. More detailed information on fees can be found on the fees page of the website.

Enrolled students
All enrolled students attending a full year will be charged the applicable annual programme fee.

Retaking modules
Where students need to retake modules, i.e. re-attend classes, and are not paying programme fees, a modular fee will be charged.

Assessment only – resits or deferrals
Where a student is not attending classes but has access to College facilities (e.g. library) and is registered for one or more assessments, an administrative fee may be charged.

Attending part-year
Where a student has permission to enrol for the programme year, but is taking a reduced study load, the full fee may be pro-rated to the credits being taken.

International students
The College is required to monitor and confirm to the UK visas and immigration department the attendance for international students with Tier 4 visas. Students who have an assessment only or unsupervised dissertation status will be assumed to be not attending. The College cannot sponsor any students with these statuses for Tier 4 visas.

Questions about fees for your course? Please contact the Student Advice Service
Questions relating to payment of your fees? Please contact the Income Office

Additional study costs
You might be required to purchase books, although many texts and readings are made available in the library or electronically on Moodle. As a general rule, students can expect to buy one textbook per 15 credit module. This will vary from module to module and will depend on a student’s research and academic needs.
International students

Support
At school level, Andrea Williams is responsible for international students, for any queries or support you can contact her on a.williams@bbk.ac.uk / 020 3073 8048.

At College level the International Office can provide support and advice for students studying from overseas.

Tier 4 visas
Birkbeck are required to monitor and report to the UK visas and immigration department on student attendance, change of circumstance and withdrawal for all students on tier 4 visas.

Students on this visa must therefore notify their programme administrator of their intention to:

- withdraw from a programme
- transfer to another programme
- change their period of study
- return to their country of origin (either temporarily or permanently)
- take a holiday
- conduct research in another country

Failure to comply could lead to your visa being revoked.

Students on tier 4 visas who have absences of more than two weeks need to submit an authorised absence request with supporting evidence that needs to be approved by the programme director. The College is obliged to report unauthorised absences to the UK visas and immigration department and could withdraw sponsorship of the student’s visa. See also the attendance section of the handbook.
Student services and support

Department services and support

Study skills workshops
During the first weeks of the autumn term there are study skills workshops for new students. The purpose is to provide students with the general skills required for successful undergraduate study.

The Success in Academic Writing workshops cover the topics including:
- Reading and research skills
- Essay writing
- Referencing and plagiarism
- Critical thinking and writing
- Personal/professional development planning: presentation skills, time management, teamwork, and how to cope with cultural differences etc.

The Success in Numerical Skills workshops help students brush up on the mathematics that they learned at school but might have forgotten. The ideas are all essential to understanding the mathematics covered in modules like Microeconomics for Business, Macroeconomics for Business, Quantitative Methods and accounting modules.

Information about the time and location of the workshops will appear on new students’ timetable on their My Birkbeck profile.

Learning Coordinators
Our Learning Coordinators support students in their studies. They work closely with module convenors to ensure that support structures are in place and to ensure that students have every opportunity to be successful in their studies. Students can also contact them directly to get individual support.

Richard Carabine │ 020 7631 6464 │ r.carabine@bbk.ac.uk │ 715a Malet Street
Richard offers advice, one-to-ones and workshops on:
- Returning to study
- Note taking
- Critical thinking and reading skills
- Essay writing
- Referencing
- Giving presentations
- Taking part in seminars
- Managing time and workloads
- Avoiding plagiarism
- Writing a dissertation
- Coping with exams
- Motivation

Eva Szatmari │ 020 7631 6464 │ e.szatmari@bbk.ac.uk │ 707 Malet Street
Eva offers advice, one-to-ones and workshops on:
- Maths
- Statistics

Online support
School of BEI Study Skills
School of BEI Study Skills in Mathematics
Study skills sessions
Disability and dyslexia

Study support plans
We will receive a copy of your study support plan from the Disability and Dyslexia Service. This will make specific recommendations about the support you should receive from the department. Support will be arranged by the programme director, tutors and administration team.

Examinations
Students with disabilities and dyslexia may be eligible for special arrangements for examinations. To receive special arrangements a student must provide medical evidence of their disability or dyslexic to the Disability Office when they enrol.

Tests
For in-class tests you should contact your programme administrator to request special arrangements at least two weeks before the test.

Contact
If you have any questions or want to discuss the support you can receive, you can contact the Department of Management disability lead, Dr Rebecca Gumbrell-McCormick. She can be contacted on 020 7631 6777 or r.gumbrell-mccormick@bbk.ac.uk

School services and support

Business Engagement
The School of Business, Economics and Informatics has a Business Engagement team who deliver a range of activities to support students in their career aspirations.

Mentoring pathways
Mentoring pathways pairs successful applicants with industry professionals for individual advice and guidance. There are a number of places available for final year undergraduate students. We have partnerships with a number of key organisations and work alongside Birkbeck alumni who provide mentors. Applications open in the autumn. Please email mentoring@bbk.ac.uk or visit the website for more information.

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

Keeping in touch
You can also follow BEI on social media for information and conversations:
• Twitter: @BirkbeckBEI
• Facebook, Google+ and LinkedIn: search ‘BirkbeckBEI’

Visit the business engagement website for more resources and information.
College services and support
http://www.bbk.ac.uk/student-services

Birkbeck talent
http://www.bbk.ac.uk/student-services/birkbeck-talent-service/

Careers and employability
http://www.bbk.ac.uk/student-services/careers-service/

Childcare
http://www.bbk.ac.uk/student-services/childcare-services

Counselling
http://www.bbk.ac.uk/student-services/counselling-service

Disability and dyslexia
http://www.bbk.ac.uk/student-services/disability-service

Fees
http://www.bbk.ac.uk/student-services/fee-payment

IT services
http://www.bbk.ac.uk/its/helpdesk_team

Learning development
http://www.bbk.ac.uk/student-services/learning-development

Library
http://www.bbk.ac.uk/lib/
The Management subject librarian is Aidan Smith 020 7631 6062 am.smith@bbk.ac.uk

Mental health advisory service
http://www.bbk.ac.uk/student-services/mental-health-advisory-service

Student accommodation
http://www.bbk.ac.uk/student-services/accommodation

Student advice centre
http://www.bbk.ac.uk/student-services/student-advice-service

Students’ union
http://www.birkbeckunion.org/
Your student experience

We are committed to providing you with effective and helpful feedback and would in turn welcome any additional feedback you may have regarding our delivery of this feedback charter.

Feedback charter

Feedback from us to you
Feedback can take many forms, including the following:

- Written or oral guidance on what is required for each element of coursework, including the criteria by which assessments will be marked;
- Assessment question and answer forum during class sessions;
- Dedicated “assessment feedback drop-in sessions” during staff availability hours preceding assignment submissions and after results have been returned to you. You can discuss any concerns or issues relating to assessment during these sessions;
- Class discussion on the aggregate strengths, weaknesses and improvement areas for each completed coursework;
- Summary aggregate comments on students’ examination performance for each module, including answer guide, class average mark, range of marks and characteristics of good and poor answers to each question. These comments will be placed on Moodle after exam boards.
- Formal feedback within 3 weeks of the coursework submission date, i.e. before the exam week.

Students should also read appendix 3: using feedback to improve your work.

The College policy on feedback is available here.

Feedback from you to us
You will have a number of opportunities to give us feedback about your study. Please take the time to complete the following individual module surveys when sent to you to allow us to evaluate and improve our teaching, learning and feedback practices:

- Week 3 feedback forms: forms will be circulated in the third week of the module for you to provide feedback to the lecturer/tutor while the module is still being taught;
- End of term module evaluation forms: forms will be circulated in the final lecture of each module for you to provide feedback about your experience on the module. You can view the summary of these on Moodle here.

You can also email us at the following dedicated email address managementfeedback-ug@bbk.ac.uk

National student survey (NSS)
This annual student satisfaction survey is a national survey run by the Higher Education Funding Council for England (HEFCE) and supported by Birkbeck. The survey is for all final year undergraduate students. Eligible students are invited in January to complete the survey online.

Personal tutors
The department operates a mentoring system and encourages students to seek advice from their personal tutors. Your personal tutor is there to advise and support you with all sorts of problems. You’ll be able to talk to your tutor about things like:
• modules and your course of study
• difficulties meeting deadlines
• exam revision and study concerns
• timetabling difficulties
• problems outside of Birkbeck that may have an effect on your studies

To find out who your personal tutor is, log in to your My Birkbeck profile and under ‘my studies and timetable’ / ‘studies’ / ‘my personal tutors’ you can see the name of your personal tutor.

Student conduct
Students are expected to take responsibility for their own studies and to seek help from academic and administrative staff where necessary.

At all times, students are expected to communicate with Birkbeck staff in a polite and respectful manner. Any abusive, threatening or aggressive behaviour may result in disciplinary proceedings against the student.

Birkbeck’s policy regarding student conduct and disciplinary proceedings can be found here.

The department’s expectation of students
What we expect from you:
• That you submit assignments in the form and format required, in the manner requested, and by the times indicated. Failure to do this can hold up the marking process;
• That you collect, read and act on any written feedback, and attend any lectures or seminars where general feedback is provided.

Working together to improve your student experience

Birkbeck student surveys and feedback
We listen to what our students have to say by asking them to participate in one of four surveys:
• the National Student Survey (NSS)
• the Birkbeck Student Survey
• the Postgraduate Taught Experience Survey (PTES)
• the Postgraduate Research Experience Survey (PRES).

You said, we did
You said: You wanted the College to offer more academic support
• We are giving more detailed guidance about plagiarism for students doing essays and dissertations.
• We have provided an extra learning support co-ordinator especially dedicated to mathematics and statistics support.
• We are increasing contact with students through social events attended by programme directors.
• The role of personal tutors has been strengthened in student academic support.
• We have improved the information on our student service pages to provide you with academic support information and contact details.

You said: Good-quality assessment, and speedy and useful feedback is important to you
• There has been continued improvement of the departmental rubric for assessing coursework.
• There has been continuing provision of generic examination feedback, available to students via Moodle.
• There has been a continuing commitment to the timely return of coursework feedback before the examinations.
• We have improved the information on the My Birkbeck pages to better provide you with better information regarding assessment and feedback.

You said: The College could offer better services to support your experience
• Extensive use has been made of Panopto and Collaborate to record lectures so students can either revisit sessions or catch up if they have missed a lecture.
• An extended module questionnaire has been introduced to gather more detailed information regarding assessment, feedback and academic support at the individual module level. Completed forms will be reviewed by the Directors of Studies and the Head of Department to identify where there is a need for improvement and/or where there is best practice which can be disseminated.
• More resources are being put on Moodle including full lecture notes for all modules.
Appendix 1: Mitigating circumstances

Examples of circumstances beyond the reasonable control of the student:
- bereavement (near relative only)
- serious accident or illness
- serious infectious disease
- burglary and theft
- childbirth

Examples of situations which may be considered beyond the reasonable control of the student:
- medical operation (if approved prior to the point of assessment or an emergency)
- hospital tests (if approved prior to the point of assessment or an emergency)
- being taken ill during an examination
- significant accident, injury, acute ailment or condition
- unanticipated and unavoidable Professional obligations
- private or public transport failure leading to delays of more than 1 hour (corroborative evidence is required to verify such a delay)

Examples of circumstances that would NOT ordinarily be considered mitigating circumstances:
- accidents to friend or relatives (unless within 3 days prior to deadline or examination or where student is sole carer)
- family illness (except in an emergency or where the student is the sole carer)
- examination nerves
- feeling generally anxious, depressed or stressed (unless medically certificated and notified in advance i.e. at least 2 weeks)
- clash with paid employment
- minor accidents or injuries
- pregnancy
- cold, cough, upper respiratory tract infection, throat infection, unspecified viral infection
- childcare problems that could have been anticipated
- domestic problems (unless supported by independent evidence)
- mistaking the deadline, or time management problems (including alarm not going off)
- private or public transport failure leading to delays of less than 1 hour
- general financial problems
- legal problems (unless required to attend Court on the day of an examination or assessment)
- holidays or booked travel arrangements
- house moves
- notes burned or stolen (unless supported by a fire or police report)
- intermittent or last minute computing equipment problems (discs, machines, printers, viruses)
- handing-in problems
- inclement weather (unless exceptional/severe conditions)
- ignorance of the Regulations or examination/assessment arrangement
- late enrolment preventing inclusion in assessments

MC guidelines for Turnitin upload failure
These cases tend to fall into three categories:

1) They are often where students have attempted to upload a file just prior to the deadline, and have been unable to complete the upload. This is possibly due to too many students all trying to upload at the last minute. They then either keep trying until they manage to upload late, or email the file to the module convenor, supervisor or lecturer.
2) Students try to upload a file in a file format not supported by Moodle or Turnitin. They then upload a correct file type or email the file to the module convenor, supervisor or lecturer.

3) Students attempt to upload a file but only realise there's been a problem when they receive no confirmation email. They then either keep trying until they manage to upload late, or email the file to the module convenor, supervisor or lecturer.

Case 1: students who can produce a screenshot of a failed file upload attempt and then successfully submit their coursework by email or retrying Turnitin through Moodle within 12 hours will have MC accepted and the work will be marked without penalty.

Case 2: students who can produce a screenshot of a failed file upload attempt and then successfully submit their coursework in an alternative file format by email or retrying Turnitin through Moodle within 12 hours will have MC accepted and the work will be marked without penalty.

Case 3: students who can produce a screenshot of a failed file upload attempt and then successfully submit their coursework by email or retrying Turnitin through Moodle within 24 hours, and the file properties show that it was last edited prior to the submission deadline, will have MC accepted and the work will be marked without penalty.
Appendix 2: Conduct during examinations

It is the responsibility of the student to know the date, time and place of each of the examinations to be taken.

Admission to the examination
You must bring your Examination Admission Notice to each examination, together with your Birkbeck photo ID card. These must be shown to gain admission to the examination hall.

You will be admitted to the examination room by an invigilator shortly before an examination is due to start. Once admitted to the room examination conditions apply so no talking is permitted.

Students who arrive late may be admitted to an examination during the first thirty minutes of an examination. No additional time will be given.

Conduct during the examination
You must sit at the desk bearing your candidate number. Place your Examination Admission Notice with the candidate number showing and your ID card with the photography clearly displayed on your desk for the duration of the examination.

Students must bring their own pens, pencils, rulers and any other required equipment to each examination. Additional items may only be used if issued by an invigilator or where it is specifically allowed in the examination paper rubric.

Talking or communicating in any other way with other students in the examination room before, during or after an examination is forbidden. Failure to observe this requirement will be treated as a disciplinary offence.

If a student wishes to speak to an invigilator s/he should raise a hand and stay seated.
The use of mobile phones or other electronic devices is not permitted. If a mobile telephone or other electronic device is found on a student during the course of an examination it will be regarded as a disciplinary offence.

The College operates a zero tolerance policy in relation to cheating in examinations. The possession of notes, documents or other unauthorised material and the writing of information on the body or clothing is an offence. If any student is discovered with such material or with information written on their body it will automatically be assumed that cheating has taken place.

Students are not permitted to leave the examination room in the first thirty minutes or the last fifteen minutes of the examination.

If you wish to leave the examination after the first 30 minutes, you must first notify the invigilator of your intention to leave and then wait until your paper has been collected before leaving your place. You should leave the hall quietly with minimum disturbance both inside and immediately outside the examination room.

Food and drink (other than clear bottles of water) are not permitted in the examination room.

You are strongly advised to bring only essential items to the examination, and to leave valuable personal belongings at home.

Trips outside the examination room to use the toilet are permitted at the discretion of the invigilators but will be accompanied and recorded on the attendance sheet against your name.

If you leave the examination room without the permission of an invigilator, it will be assumed that you have withdrawn from the examination and you will not be allowed to return.
Any student causing a disturbance in the examination room may be required to withdraw from the examination.

Immediately the invigilator announces the end of the examination you must stop writing. You must remain seated and silent until all scripts have been collected by the invigilators and you are told that you may leave. Please do so quietly and with consideration for students who may be taking examinations nearby.
Appendix 3: Using feedback to improve your work

In addition to teaching, your tutors spend a considerable amount of time both giving advice about assessments in advance and marking and providing feedback on your work. Feedback is an important aspect of helping you improve your academic performance which helps you improve your marks. So how can you make best use of it?

What format does feedback take?
Feedback takes a number of forms – try to take advantage of them all.

First of all, ‘feedback’ can happen before you submit your assessment – for example, when your tutor discusses the requirements of the assessment and explains what markers will be looking for. You should take note of these comments, and remember them when you are drafting your work. You can also use the written marking criteria as a form of checklist for your work before submission.

Tutors’ comments on plans for essays or reports or on drafts of work are also ‘feedback’ because they give you guidance on how to improve the quality of your submission.

Your role in the feedback process
Attendance at classes is important, but much learning happens during private study when you have the space to think about your subject, and part of this time is spent preparing for assessments.

Submitting an assessment may seem like a ‘test’ but it is actually more of an exchange between you and the tutor – when you come to university you are beginning to develop skills relating to self-evaluation and self-supervision. These skills can take a while to develop. Feedback will provide you with an insight into the strengths and weaknesses in your work, which gives you guidance on which areas you need to improve.

However, although tutors can provide comments which can help you improve your work, without your active involvement in using the feedback you get effectively, nothing will happen. You will not learn much by just checking the mark at the end of an assignment – it will tell you if you have passed or failed, but the mark alone will not contribute to your learning. It is important that you understand why you received the mark you did, and feedback can help explain this. By reading feedback carefully you will gain a better idea of what is expected of you in your assessments, and, by acting on suggestions in the feedback, you will improve the quality of your work.