

Programme Specification

| 1 | Awarding body | University of London |
|----|-------------------------------------|-----------------------------------------------------------|
| 2 | Teaching Institution | Birkbeck College |
| 3 | Programme Title(s) | BSc Information Systems and Management |
| | | BSc Information Systems and Management with |
| | | Foundation Year |
| 4 | Programme Code(s) | UBSIYMNG_C (4 year part-time) |
| | | UUBSIMNG _C (3-year full-time) |
| | | UBSIYMND _C (6 years decelerated) |
| | | UUBFIMNG_C (4-years full-time with Foundation Year) |
| 5 | UCAS code (if applicable) | 1L55/IN22 (with Foundation Year) |
| 6 | Home Department | Computer Science and Information Systems |
| 7 | Exit Award(s) | Diploma of Higher Education, Certificate of Higher |
| | | Education, Certificate of Continuing Education |
| 8 | Duration of Study (number of years) | 4 years part time or 3 years full time or 6 years |
| | | decelerated |
| 9 | Mode of Study | (FT/PT/DL) Part Time or Full Time |
| 10 | Level of Award (FHEQ) | 6 |
| 11 | Other teaching depts or institution | Management |
| 12 | Professional, Statutory Regulatory | Accredited by the British Computer Society – Partial |
| | Body(PSRB) details | fulfilment of the requirements for Chartered IT |
| | | professional (CITP) from 1.9.16 intake with the condition |
| | | that students pass a project of type 3 or type 4. |
| 13 | QAA Benchmark Group (if applicable) | N/A |

¹⁴ **Programme Rationale & Aims**

Main Aims

The programme embodies Birkbeck College's mission which concerns the education of mature students, who are in work, hence the part-time focus, and who may have missed out on earlier educational opportunities. The programme philosophy is that computing and information systems concepts and practice have to be complemented by organisational and management concepts and practice, and visa versa, to be effective. Thus information systems and management are regarded as complementary disciplines. It recognises that people with purely computing and technical skills may not apply these skills successfully in a company or other organisation. The programme aims to provide students with an opportunity to gain theoretical knowledge and practical skills in both computing and management. Graduates are able to contribute to the effective development and exploitation of information systems and technology in companies, other organisations, and society as a whole. In the areas of computing and information systems, but also in management, today's skills are often transitory. Therefore the programme seeks to ensure that a balance is struck between learning current techniques, which the students see as important in the market place, and learning the underlying fundamentals and theories, which will be longer lasting and which will provide a sound basis for understanding and evaluating new approaches, techniques and technologies, and indeed even new theories.



Distinctive Features

Part-time, evening, face-to-face study.

The programme aims to produce graduates who, with appropriate experience, will become hybrid managers i.e. managers/information systems analysts/computer scientists well versed in the tools, techniques, approaches and philosophies necessary for the successful introduction of complex information and communication technologies in today's fast changing world.

BSc Information Systems and Management with Foundation Year

The BSc Information Systems and Management with Foundation Year is designed for applicants who do not meet the entry requirements for direct entry to an undergraduate degree, who do not feel they are quite ready for an undergraduate degree, or who are returning to study after a significant break and need extra help and support with their studies.

The foundation year element of the Programme provides the core knowledge and skills required for the successful study of Information Systems and Management at undergraduate level. It includes modules covering introductory, subject-specific areas such as information systems, systems analysis, business and management. It also includes more transferable skills modules, covering approaches to study, academic writing and working in teams. Successful completion of the foundation year enables students to progress to the BSc element of the Programme.

The BSC element of the Programme aims to develop the knowledge, technical skills, and selfdirected learning skills required by employers in the fast-evolving world of Information Systems and Management. The primary focus is on developing strong understanding of the role of information systems in businesses and organizations. Emphasis is also placed on exploring the socio, ethical and legal aspects of Information Systems and Management. At the end of the BSc element of the Programme, students carry out a complex, real-world project.

| 15 | Entry Criteria |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | BSc Information Systems and Management UCAS tariff points: 112-128 points. The UCAS tariff applies where applicants have recently studied a qualification that has UCAS tariff equivalence. A-levels: BBC-ABB, including mathematics or science. Grade B or grade 5-6 in GCSE mathematics and English, or equivalent. |
| | We welcome applicants without traditional entry qualifications as we base decisions on our own assessment of qualifications, knowledge and previous work experience. We may waive formal entry requirements based on judgement of academic potential. Students without formal qualifications will need to complete an admission test including English comprehension and mathematical knowledge |
| | Overseas Applications, including English language qualifications: A level equivalent study is assessed on a case by case basis. The required English language qualifications are i) TOEFL: 91 in the Internet based test, with at least 24 out of 30 in the reading and writing subtests, and 23 out of 30 in the listening and speaking subtests; ii) IELTS: a score of 6.5 with not less than 6.0 in each of the sub-tests. Equivalent test results accepted. |
| | BSc Information Systems and Management with Foundation Year UCAS tariff points: 48 The UCAS tariff applies where applicants have recently studied a qualification that has UCAS tariff equivalence. |



GCSEs: Applicants are expected to have GCSE grade C or new grade 4, or equivalent, in English and mathematics.

We welcome applicants without traditional entry qualifications as we base decisions on our own assessment of qualifications, knowledge and previous work experience. We may waive formal entry requirements based on judgement of academic potential

| 17 | Learning Outcomes | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| | The Programme learning outcomes are: | | | |
| | Foundation year specific: | | | |
| | To provide students with the subject specific skills and knowledge required to study Information Systems and Management at undergraduate level. | | | |
| | To provide students with the generic skills and knowledge required to study Information Systems and Management at undergraduate level. | | | |
| | BSc | programme: | | |
| | Sub | ject Specific: | | |
| | 1. | Computer literacy | | |
| | 2. | General management practice | | |
| | 3. | Ability to discuss various forms and levels of information | | |
| | 4. | Structured techniques for information systems analysis and design | | |
| | 5. | The context of business and administrative information systems | | |
| | 6. | Number systems, computer architectures, data structures, algorithms, software engineering fundamentals | | |
| | 7. | Micro and macro-economic principles that have an important bearing on organisational information decisions | | |
| | 8. | Company material such as is found in balance sheets and other published financial statements | | |
| | 9. | Principles and practice of Management Accounting | | |
| | 10. | Fundamentals of corporate finance and investment appraisal | | |
| | 11. | Process of information systems development in sizable organisations | | |
| | 12. | Computer networking from the perspective of the internet and organisations | | |
| | 13. | Critically evaluate methodologies of Information Systems Development in terms of their philosophies, constructs, themes, tools and techniques with respect to various real-world settings. | | |
| | 14. | Make a reasoned input into the shaping of an organisation's Information Systems Development approaches and methodologies | | |
| | 15. | Knowledge of strategic management | | |
| | 16. | Knowledge of the strategic use of information systems and issues surrounding the strategic deployment of technology and strategies for managing information and communication technology | | |
| | 17. | For those students whose final year project is in management or information systems: extensive knowledge and understanding of organizations or an aspect of an organization or a functional area of management or an Information Systems phenomenon | | |
| | Intellectual | | | |



- 18. Understand, appraise and interpret quantitative and company material
- 19. Critically evaluate arguments and evidence
- 20. Construct and present theoretical and empirical arguments
- 21. Construct an algorithm that solves an organisational problem

Practical

- 22. Apply quantitative skills to data analysis
- 23. Make informed decisions
- 24. Define organisational problems solvable with the deployment of information systems
- 25. Develop designs to solve such problems; to model organisational data and process structures
- 26. Code an algorithm into a programming language; design, test and evaluate a programme for an organisational problem
- 27. Make a reasoned input into the shaping of an organisation's Information Systems Development approaches and methodologies
- 28. Write a substantial report
- 29. Describe and justify management and business decisions
- 30. Search for information
- 31. Argue a case
- 32. The ability to define a complex organisational problem, develop models of a candidate solution, a plan of action and a tested implementation of the solution either in a third generation programming language for an Implementation Project or a fourth generation language for an Analysis/Design/Prototype project
- 33. Appraise and conduct research into business and management
- 34. For those students whose final year project is in management or information systems: construct and present theoretical and empirical arguments and communicate them to others in a project report.

Personal and Social

- 35. Work under pressure
- 36. Communicate using appropriate interpersonal skills
- 37. Work in teams
- 38. Convince management through a written report
- 39. Take responsibility for own learning and time management
- 40. Communicate appropriately with peers and supervisors (oral and written) fostering cooperation, trust and loyalty
- 41. Orally present ideas to a critical audience

¹⁸ Learning, teaching and assessment methods

Lecturing

This is a major vehicle of knowledge transfer. However, most modules mix other activities with lectures on any particular evening. Mature students can be highly interactive and staff are encouraged to obtain student feedback about areas that may need deeper attention.

Group Tutorials

Several modules mix lectures with work in small groups, in which higher levels of student interaction are possible. This works particularly well with complicated topics such as those



covered in the modules Quantitative Methods and Management Studies.

Written Exercises (Essays)

Feedback from written essays encourages students to develop appropriate formal and precise writing habits. It leads students to express themselves in a structured manner in writing. Major Essays are completed in several Management modules as well in the module Social and Organisational Issues in Computing.

Laboratory Based Exercises

Computing laboratory exercises are used to give the students hands-on experience in developing information systems artifacts such as systems analysis and design models and computer programs. Some of these exercises are assessed.

Group Exercises

Group exercises are used in several modules e.g. Information Systems Concepts. Group exercises improve students' social interactions and their ability to work in teams.

Presentations

Presentations are a powerful learning experience. Students giving presentations develop their powers of information discovery, equip themselves with a deep understanding of the topics to be presented and transfer some of their knowledge to their peers who at the same time acquire skills in verbal academic discourse. Presentations are used for example, in the module Social and Organisational Issues in Computing.

Final Year Project

Projects are of four types, 1) Management; 2) Information Systems Research; 3) Information Systems Development; 4) Computing. All projects require the students to take an integrative approach to a major piece of work. They are required to set a boundary for the work, formulate their aims and objectives, gather information, analyse information, reflect on their work and produce a substantial report.

Students must obtain a mark of at least 40% to pass a module. A maximum of three attempts are allowed for any module assessment.

¹⁹ **Programme Structure**

Description

The programme consists of modules. The syllabus for each module consists of a closely related set of topics, as indicated by the title of the module. Each module has a level, which indicates the academic level of the module, and a value in credits. Most modules are taught over one term and have a value of 15 credits. Some modules are taught over two terms and have a value of 30 credits. The final year project has a value of 30 credits. In order to graduate it is necessary to accumulate 360 credits. Under normal circumstances the maximum number of credits that can be accumulated in an academic year is 90 credits for the four year part time programme, 120 credits for the three year full time programme and 60 credits for the six years decelerated part time programme.

Four years part time programme: all of the modules in years 1 and 2 are compulsory. There is a mix of compulsory and optional modules in years 3 and 4. Modules in year 1 have level 4. Modules in year 2 have level 5 and modules in years 3 and 4 have either level 5 or level 6. In order to graduate it is necessary to accumulate at least 120 credits at level 6.



An optional module can be chosen only if its prerequisites are satisfied. The final year project has four types, of which one must be chosen. The module Research Methods in Management is compulsory for students who choose a final year project of type 1 or type 2, otherwise it is optional.

Three years full time programme: all of the modules in year 1 are compulsory. There is a mix of compulsory and optional modules in years 2 and 3. Modules in year 1 have level 4 or 5. Modules in years 2 and 3 have level 5 or 6. In order to graduate, it is necessary to accumulate at least 120 credits at level 6. Optional modules can also be chosen in year 3. An optional module can be chosen only if its prerequisites are satisfied.

Level 5 ITApps modules such as Web Programming using PHP, JavaScript or Web Data with XML, JSON and AJAX can be chosen as options provided the prerequisites are satisfied. These prerequisites are not included in the BSc in ISM, but they may be met by prior learning acquired, for example, by working as a programmer or from a previous programme of study.

BSc Information Systems and Management with Foundation Year

The BSc Information Systems and Management with Foundation Year provides a perfect route to study for those who do not meet the entry requirements for direct entry to an undergraduate Information Systems and degree, who do not feel they are quite ready for an undergraduate degree, or who are returning to study after a significant break and need extra help and support.

The foundation year helps build confidence and provide skills to study successfully at undergraduate level. It also provides students with a strong foundation in the main subject area of Information Systems and Management.

Upon successful completion of the Foundation Year, students automatically progress to our three-year, full-time evening study BSc Information Systems and Management. The BSc focuses on key software development skills, including algorithms and data structures, systems analysis and design, programming, software testing and project management.

| 4 year part-time programme | | | | | |
|----------------------------|-------------|----------------------------------|---------|------------|--|
| Year 1 | Year 1 | | | | |
| Level | Module Code | Module Title Credits Status | | Status | |
| 4 | BUCI008H4 | Introduction to Computer Systems | 15 | Compulsory | |
| 4 | BUCI007H4 | Introduction to Programming | 15 | Compulsory | |
| 4 | COIY016H4 | Systems Analysis and Design I | 15 | Compulsory | |
| 4 | BUMN149H4 | Microeconomics for Business | 15 | Compulsory | |
| 4 | BUMN077H4 | Management Studies 1 | 15 | Compulsory | |
| 4 | BUMN078H4 | Management Studies 2 15 Compuls | | Compulsory | |
| Year 2 | Year 2 | | | | |
| Level | Module Code | Module Title | Credits | Status* | |
| 5 | COIY019H5 | Systems Analysis and Design II | 15 | Compulsory | |
| 5 | COIY018H5 | Software and Programming 1 | 15 | Compulsory | |
| 5 | COIY042H5 | E-Business 15 Compute | | Compulsory | |
| 4 | BUMN131H4 | Introduction to Accounting | 15 | Compulsory | |
| 5 | BUMN096H5 | Services Marketing | 15 | Compulsory | |
| 4 | MOMN022H4 | Quantitative Methods15Compulsory | | Compulsory | |

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| Year 3 | 8 | | | |
|--------|-------------|---------------------------------------------------|---------|----------------|
| Level | Module Code | Module Title | Credits | Status* |
| 6 | COIY045H6 | Information Security | 15 | Compulsory |
| 5 | | Research Methods in Management | 15 | Compulsory (if |
| | | (Compulsory if a Type 1 or Type 2 project is | | type1 or 2 |
| | | selected, otherwise optional) | | project) |
| 5/6 | | Options (level 5, 45 credits, level 6, 15credits) | 60 | optional |
| Year 4 | Year 4 | | | |
| Level | Module Code | Module Title | Credits | Status* |
| 6 | COIY030H6 | Professional Issues in Computing | 15 | Compulsory |
| | | One of the following: | | |
| | BUMN062S6 | Project in Information Systems Management – | 30 | Compulsory |
| 6 | | Type 1 or | | |
| | BUCI025S6 | BSc Project Type 2 or | | |
| | BUCI026S6 | BSc Project Type 3 or | | |
| | BUCI027S6 | BSc Project Type 4 | | |
| 6 | MOMN069H6 | Strategic Management | 15 | Compulsory |
| 6 | | Options | 30 | Optional |

| 3 year full-time programme | | | | | |
|----------------------------|---------------|-----------------------------------------------------------------------------------------------------------------|---------|------------------------------------------|--|
| Year 1 | Year 1 | | | | |
| Level | Module Code | Module Title | Credits | Status* | |
| 4 | BUCI008H4 | Introduction to Computer Systems | 15 | Compulsory | |
| 4 | BUCI007H4 | Introduction to Programming | 15 | Compulsory | |
| 4 | COIY016H4 | Systems Analysis and Design I | 15 | Compulsory | |
| 4 | MOMN022H 4 | Quantitative Methods | 15 | Compulsory | |
| 4 | BUMN077H4 | Management Studies 1 | 15 | Compulsory | |
| 4 | BUMN078H4 | Management Studies 2 | 15 | Compulsory | |
| 4 | BUMN131H4 | Introduction to Accounting 15 | | Compulsory | |
| 4 | BUMN149H4 | Microeconomics for Business 15 Compu | | Compulsory | |
| Year 2 | | | | | |
| Level | Module Code | Module Title | Credits | Status* | |
| 5 | COIY019H5 | Systems Analysis and Design II | 15 | Compulsory | |
| 5 | COIY018H5 | Software and Programming 1 | 15 | Compulsory | |
| 5 | BUMN096H5 | Services Marketing 15 Cc | | Compulsory | |
| 5 | COIY042H5 | E-Business 15 Co | | Compulsory | |
| 6 | COIY045H6 | Information Security 15 0 | | Compulsory | |
| 5 | BUMN146H5 | Research Methods in Management (Compulsory if a Type 1 or Type 2 project is selected, otherwise optional) | 15 | Compulsory (if type1 or 2 project) | |
| | | Optional modules (level 5) | 50 | | |



| Year 3 | Year 3 | | | | |
|--------|-------------|--------------------------------------------------------|----|------------|--|
| Level | Module Code | Module Title Credits Status* | | Status* | |
| 6 | COIY030H6 | Professional Issues in Computing | 15 | Compulsory | |
| 6 | MOMN069H6 | Strategic Management | 15 | Compulsory | |
| | | One of the following: | | | |
| 6 | BUMN062S6 | Project, Information Systems and Management – | 30 | Compulsory | |
| | | Type 1 or | | | |
| | BUCI025S6 | BSc Project Type 2 or | | | |
| | BUCI026S6 | BSc Project Type 3 or | | | |
| | BUCI027S6 | BSc Project Type 4 | | | |
| 5/6 | | Options (min level 6 45 credits, level 5 15)60Optional | | Optional | |

| 4-year Full Time BSc Information Systems and Management with Foundation year | | | | |
|------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------|
| Found | ation: Year 0 | | | |
| Level | Module Code | Module Title | Credits | Status* |
| 4 | COIY067H4 | Fundamentals of IT | 15 | Compulsory |
| 3 | BUCI084H3 | IT Tools and Techniques | 15 | Compulsory |
| 4 | BUCI006H4 | Problem-solving for Programming | 15 | Compulsory |
| 3 | BUMN166H3 | Mathematics for Business | 15 | Compulsory |
| 3 | CASE002S3 | Fundamentals of Study: Learning through the Global City | 30 | Compulsory |
| 3 | BUCI075H3 | Teamwork | 15 | Compulsory |
| 3 | BUCI076H3 | Computing Foundation Year Project | 15 | Compulsory |
| BSc: Ye | ear 1 | | | |
| Level | Module Code | Module Title | Credits | Status* |
| 4 | BUCI007H4 | Introduction to Programming | 15 | Compulsory |
| 4 | BUMN077H4 | Management Studies 1 15 | | Compulsory |
| 4 | COIY016H4 | Systems Analysis and Design 1 15 | | Compulsory |
| 4 | BUCI008H4 | Introduction to Computer Systems 15 | | Compulsory |
| 4 | BUMN078H4 | Management Studies 2 15 | | Compulsory |
| 4 | BUMN131H4 | Introduction to Accounting 15 Com | | Compulsory |
| 4 | BUMN149H4 | Microeconomics for Business 15 Compu | | Compulsory |
| 4 | MOMN022H4 | Quantitative Methods 15 Compuls | | Compulsory |
| BSc: Ye | ear 2 | | | |
| Level | Module Code | Module Title | Credits | Status* |
| 6 | COIY045H6 | Information Security | 15 | Compulsory |
| 5 | COIY042H5 | E-Business 15 | | Compulsory |
| 5 | COIY019H5 | Systems Analysis and Design II 15 C | | Compulsory |
| 5 | COIY018H5 | Software and Programming 1 15 Cor | | Compulsory |
| 5 | BUMN096H5 | H5Services Marketing15 | | Compulsory |
| 5 | BUMN146H5 | N146H5Research Methods in Management (Compulsory if a Type 1 or 2 project is selected, otherwise optional)15Compulsor if final project is type 1 or | | Compulsory if final project is type 1 or 2 |
| 5 | | Options (level 5) | 30 | Optional |



| BSc: Year 3 | | | | |
|-------------|---------------------|-------------------------------------------------|----------------------|------------|
| Level | Module Code | Module Title | Credits *Status* | |
| 6 | COIY030H6 | Professional Issues in Computing | 15 Compulsory | |
| | BUMN062S6 | Project, Information Systems Management – | | |
| _ | | Type 1 or | | |
| 6 | BUCI025S6 | BSc Project Type 2 or | 30 | Compulsory |
| | BUCI02656 | BSC Project Type 3 Or BSC Project Type 4 | | |
| 6 | MOMN069H6 | Strategic Management | 15 | Compulsory |
| 5/6 | | Options (min level 6 45 credits, level 5 15) | 60 | Optional |
| | | | | · · |
| inaica | tive list of option | S: | 4.5 | Ontinual |
| 6 | BUCI048H6 | Introduction to Semantic Technologies | 15 | Optional |
| 6 | BUCI046H6 | Wireless and Mobile Computing | 15 | Optional |
| 6 | BUCI045H6 | Introduction to Data Analytics Using R | 15 | Optional |
| 5 | BUMN145S5 | Financial Management | 30 | Optional |
| 6 | BUCI032H6 | Programming Language Paradigms | 15 | Optional |
| 6 | COIY026H6 | Software and Programming 2 | 15 | Optional |
| 6 | BUMN057H6 | Entrepreneurship and Small Business | 15 | Optional |
| 5 | MOMN047H5 | Organizational Behaviour | 15 Optional | |
| 5 | BUCI066H5 | Software Engineering 1 | | Optional |
| 5 | BUCI030H5 | Data Structures and Algorithms | 15 | Optional |
| 6 | BUMN111S6 | International Financial Management 15 | | Optional |
| 5 | BUMN147H5 | Management of Innovation 15 | | Optional |
| 5 | BUCI055H5 | Computer Organization and Systems Software | 15 Optional | |
| 6 | GGPH036S6 | Principles of Geographic Information Systems | 30 Optional | |
| 6 | COIY028H6 | Database Management | 15 | Optional |
| 5 | MOMN033H5 | Macroeconomics for Business | 15 | Optional |
| 6 | BUMN143H6 | Introduction to Corporate Responsibility | 15 | Optional |
| 6 | BUCI056H6 | Software and Programming 3 | 15 | Optional |
| 6 | MOMN084H6 | Introduction to Corporate Governance and Ethics | 15 Optional | |
| 5 | BUMN150H5 | 5 Critical Perspectives on People Management 15 | | Optional |
| 6 | BUCI034H6 | Concepts of Machine Learning 15 | | Optional |
| 5 | BUCI036H5 | Computer Networking 15 | | Optional |
| 6 | BUCI028H6 | Cloud Computing Concepts 15 | | Optional |
| 6 | BUCI067H6 | Software Engineering II 15 | | Optional |
| 6 | BUMN136H6 | Project Management | 15 | Optional |
| 5 | MOMN019H5 | Operations Management | 15 | Optional |
| 5 | BUMN151H5 | International Business | 15 | Optional |
| 5 | MOMN018H5 | Commercial Law for Business | Business 15 Optional | |

Status*

CORE – Module must be taken and passed by student; COMPULSORY – Module must be taken, mark can be reviewed at sub-exam board; OPTIONAL – Student can choose to take this module



| 20 | Regulations | | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| | Admissions | | | | |
| | This programme adheres to the College Admissions Policy <u>http://www.bbk.ac.uk/registry/policies/documents/admissions-policy.pdf</u> | | | | |
| | Credit Transfer | | | | |
| | Accredited Prior Learning will be considered in line with the College Policy on Accredited | | | | |
| | http://www.bbk.ac.uk/registry/policies/documents/accreditation-prior-learning.pdf | | | | |
| | Programme Regulations | | | | |
| | This programme adheres to the College Common Awards Scheme | | | | |
| | http://www.bbk.ac.uk/registry/policies/regulations | | | | |
| | Programme Specific Regulations (or not applicable) N/A | | | | |
| 21 | Student Attendance Framework – in brief | | | | |
| | The full version of the 'Student Attendance Framework' is available <u>http://www.bbk.ac.uk/mybirkbeck/services/rules/Attendance-Framework.pdf</u> . | | | | |
| | Principle Consistent and regular student attendance in class (or equivalent) promotes and affords student success. Inconsistent and irregular attendance is less likely to result in student success and is consistent with lower marks and degree classifications being achieved and awarded. | | | | |
| | Attendance expectation Birkbeck, University of London expects you to consistently attend all timetabled sessions, including lectures, seminars, group and individual tutorials, learning support sessions, workshops, laboratories, field trips, inductions and demonstrations. | | | | |
| | E-Registers All Birkbeck students are issued with student cards. Students are expected to take them to | | | | |
| | classes and to assessment venues and to present them to a member of staff if requested. This is for the purpose of identifying Birkbeck students. | | | | |
| 22 | Student Support and Guidance | | | | |
| | All Birkbeck students have access to a range of student support services, details can be found on our website here: http://www.bbk.ac.uk/student-services | | | | |

| 23 | Methods of Enhancing Quality and Standards |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | The College has rigorous procedures in place for the monitoring and enhancing its educational provision. This includes regular monitoring of programmes drawing on feedback from various sources including external examiner's reports, student feedback, student achievement and progression data. In addition, departments are reviewed every four to five years through the internal review process that includes external input. |



Year of entry: 2020/21

For more information please see the Academic Standards and Quality website http://www.bbk.ac.uk/registry/about-us/operations-and-quality .

| 24 | Programme Director | Professor S.J. Maybank/ |
|----|---------------------------------|-----------------------------------|
| | | Gordon McIntyre (Foundation Year) |
| 25 | Start Date (term/year) | October 2012 |
| 26 | Date approved by TQEC | Autumn 2011 |
| 27 | Date approved by Academic Board | Spring 2012 |
| 28 | Date(s) updated/amended | 2 November 2020 |