Programme Specification

1	**Awarding body**	University of London
2	**Teaching Institution**	**Birkbeck College**
3	**Programme Title(s)**	**BSc Business and BSc Business with Pathways** BSc Business (Central London, UCAS entry) BSc Business (central London, October entry) BSc Business and Accounting (UCAS entry) BSc Business and Accounting (central London, October entry) BSc Business and Human Resource Management (UCAS entry) BSc Business and Human Resource Management (central London, October entry) BSc Business and Marketing (UCAS entry) BSc Business and Marketing (central London, October entry)
4	**Programme Code(s)**	UUBSBUSN_C - BSc Business 3-yr, full-time, central London UBSBUSNS_C - BSc Business 4-yr, part-time, central London UUBSBUAC_C - BSc Business and Accounting 3-yr, full-time UBSBUAAC_C - BSc Business and Accounting 4-yr, part-time UUBSBUHR_C - BSc Business and Human Resource Management, 3-yr, full time UBSBUAHR_C - BSc Business and Human Resource Management, 4-yr, part time UUBSBUMK_C - BSc Business and Marketing, 3-yr, full-time UBSBUAMK_C - BSc Business and Marketing, 4-yr, part-time
5	**UCAS code**	N100
6	**Home Department**	Management
7	**Exit Award(s)**	Certificate of HE, Certificate of Continuing Education, Diploma of HE
8	**Duration of Study** (number of years)	3 years, 4 years
9	**Mode of Study**	FT		X	PT	X	DL	
10	**Level of Award (FHEQ)**	Level: 6

11	**Other teaching depts. or institution (if applicable)**	Departments of Higher Education Introductory Studies; Computer Science
12	**Professional, Statutory Regulatory Body(PSRB) details (if applicable)**	*(include URL to PSRB)* N/A
13	**QAA Benchmark Group (if applicable)**	General Business and Management

14	**Programme Rationale & Aims**
	This programme launched in 2010 aims to provide an understanding of the different functional areas of business and a solid foundation for a career in Business Management. The programme is distinctive in its flexibility and the range of pathways offered, giving students the option to gain a general business degree or specialize in management, accounting, human resource management or marketing. The first 120 credits of modules which focus on generic business study skills are common for all students in the programme. They are designed to provide students with the basic understanding of the business environment which paves the way for future development and progression within the degree. Students in their second year can then pick up one of the specialist pathways.

Distinctive features include full-time, part-time, evening, face-to-face study, a range of teaching methods (lectures, tutorials, seminars involving case studies and formal presentations), various types of assignments (ranging from essays to mid-term tests), and an emphasis on unseen, formal examinations at the end of the academic term.

The programme's main aims are:

- To provide a course of part time study in business and management that is appropriate for part time students who are in full time employment;
- To enable students to develop knowledge and understanding of the theory and practice of Business and management;
- To enable students more flexibility in years 3 and 4 to select a suitable specialist pathway, e.g. management or accounting in 2010/11 and other areas in the BEI school from 2011 such as HRM;
- To enable students to interpret complex material and relate theory to practice in a number of subject areas in the field of business and management;
- To enable students to develop a range of analytical skills that will enable them to critically appraise and challenge existing managerial and/or business practices;
- To enable students to develop an understanding of organisations, their management, the environment 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 accounting problems;
- To provide a context within which students can further develop their communication and interpersonal skills; and
- To encourage life-long learning.

15	**Entry Criteria**

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	Applicants will normally need a minimum of three 'A' levels BBC or equivalent to 112 Tariff points. IB 26.
	Students may also be admitted as mature students based on their qualifications, skills, or relevant experience which may include:
	    - Any level 3 qualification (Such as A-level or Access to HE Diploma, NVQ Level 3 etc)
	     - Relevant work experience
	Applicants will normally be expected to have grade 'C' GSCE level English and Maths. Applicants who do not hold this level of qualification may be required to carry out a skills audit at a selection evening, which comprises Maths and English. This audit assesses an applicant's potential to cope with and benefit from a particular programme of study.
	Some applicants may be advised to take the Cert HE Management or Cert HE Introductory Studies (Business Pathway) or any Access to HE course or equivalent at a Further Education College before re-applying to the BSc Business.

16	**Learning Outcomes**

	Upon the successful completion of this programme students should be able to:
	
	Subject Specific
	    1. Demonstrate knowledge and understanding of the contexts in which business and management operate;
	    2. Demonstrate the knowledge and understanding of the theory of business and

management;

3. Understand the practice and language of business and management;
4. Evaluate and critically appraise business and management practices;
5. Understand and evaluate recent developments in business and management research and practice;

Intellectual

6. Approach problems systematically and to present reasoned responses;
7. Read and synthesise literature;
8. Formulate testable hypotheses;
9. Formulate and pursue research problems;
10. Adopt a broad and informed approach to a range of policy related problems;
11. Demonstrate cognitive skills including the capacity to critically evaluate arguments and evidence;
12. Use quantitative and qualitative data in problem solving;
13. Structure and communicate ideas effectively;
14. Demonstrate the capacity for independent and self managed learning;

Practical

15. Demonstrate a range of library skills;
16. Demonstrate essay writing skills
17. Demonstrate IT skills
18. Locate, extract and analyse data
19. Present data in a variety of formats and to a variety of audiences

Personal and Social

20. Demonstrate well developed communication (oral and written) skills
21. Work in teams
22. Improve interpersonal skills
23. Apply decision making skills

17	**Learning, teaching and assessment methods**
	The programme of study has been designed so that as well as receiving information in the form of formal lectures, 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. This programme is assessed through a range of assessment methods. Modules that emphasise the learning of numerical skills lean toward the use of mid-term tests coupled with unseen, formal examination at the end of each term. Mid-term tests are short tests set during the term and are designed to provide early feedback on performance. Other modules use individual or group presentations, written essays, or formal end of term examinations, as sole assessments or in combination. In the final year of studies, students independently design and complete a large written assignment, in the form of a research project/dissertation.

18	Programme Structure
	Description
	This programme can be studied: full time over 3 years or part time over 4 years (equivalent to 75% intensity of full time). Two sets of degree structures, 3 and 4 year structures are provided below.

3 year programme (full-time) BSc Business
Bloomsbury UUBSBUSN_C

Year 1

Level	Module Code	Module Title	Credits	Status
4	BUMN077H4	Management Studies I	15	Core
4	BUMN078H4	Management Studies II	15	Core
4	MOMN022H4	Quantitative Methods	15	Comp
4	BUMN051H4	Business Information Systems	15	Comp
4	BUMN138H4	Personal and Academic Skills for Success	15	Comp
4	BUMN131H4	Introduction to Accounting	15	Comp
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Comp
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Comp

Year 2

Level	Module Code	Module Title	Credits	Status
5	MOMN033H5	Macroeconomics for Business	15	Comp
5	BUMN150H5	Critical Perspectives on People Management	15	Comp
5	BUMN147H5	Management of Innovation (level 5)	15	Comp
5	BUMN067H5	Buyer Behaviour	15	Comp
5	BUMN151H5	International Business (level 5)	15	Comp
5		Option modules - free choice from modules in the Department of Management	45	Option

Year 3

Level	Module Code	Module Title	Credits	Status
6	BUMN057H6	Entrepreneurship and Small Business	15	Comp
6	BUMN140S6	Business Project	30	Comp
6		Option modules - free choice from modules in the Department of Management	75	Option

3 year programme (full-time) BSc Business and Accounting
Bloomsbury UUBSBUAC_C

Year 1 BSc Business and Accounting

Level	Module Code	Module Title	Credits	Status
4	BUMN077H4	Management Studies I	15	Core
4	BUMN078H4	Management Studies II	15	Core
4	MOMN022H4	Quantitative Methods	15	Comp
4	BUMN051H4	Business Information Systems	15	Comp
4	BUMN138H4	Personal and Academic Skills for Success	15	Comp
4	BUMN131H4	Introduction to Accounting	15	Comp
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Comp
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Comp

Year 2 BSc Business and Accounting

Level	Module Code	Module Title	Credits	Status
5	MOMN033H5	Macroeconomics for Business	15	Comp
5	BUMN133S5	Financial Reporting (level 5)	30	Comp
5	BUMN134S5	Management Accounting (30 credits)	30	Comp
5	BUMN146H5	Research Methods in Management (Undergraduate) (level 5)	15	Comp
5		Option modules - free choice from modules in the Department of Management	30	Option

Year 3 BSc Business and Accounting

Level	Module Code	Module Title	Credits	Status
6	MOMN042H6	Auditing	15	Comp
6	MOMN040H6	Taxation	15	Comp
6	MOMN039D6	Research Project: Management	60	Comp
6		Option modules - free choice from modules in the Department of Management	30	Option

3 year programme (full-time) BSc Business and Human Resource Management
Bloomsbury UUBSBUHR_C

Year 1 BSc Business and Human Resource Management

Level	Module Code	Module Title	Credits	Status
4	BUMN077H4	Management Studies I	15	Core
4	BUMN078H4	Management Studies II	15	Core
4	MOMN022H4	Quantitative Methods	15	Comp
4	BUMN051H4	Business Information Systems	15	Comp
4	BUMN138H4	Personal and Academic Skills for Success	15	Comp
4	BUMN131H4	Introduction to Accounting	15	Comp
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Comp
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Comp

Year 2 BSc Business and Human Resource Management

Level	Module Code	Module Title	Credits	Status
5	MOMN033H5	Macroeconomics for Business	15	Comp
5	BUOB091H5	Organizational Change	15	Comp
5	MOMN047H5	Organizational Behaviour	15	Comp
5	BUMN150H5	Critical Perspectives on People Management	15	Comp
5	BUOB090H5	Motivation, Engagement and Job Design	15	Comp
5	BUMN146H5	Research Methods in Management (Undergraduate) (level 5)	15	Comp
5		Option modules - free choice from modules in the Department of Management	30	Option

Year 3 BSc Business and Human Resource Management

Level	Module Code	Module Title	Credits	Status
6	MOMN084H6	Introduction to Corporate Governance and Ethics	15	Comp
6	BUMN152H6	Contemporary Perspectives in Employment Relations	15	Comp
6	MOMN039D6	Research Project: Management	60	Comp
6		Option modules - free choice from modules in the Department of Management	30	Option

3 year programme (full-time) BSc Business and Marketing

Bloomsbury UUBSBUMK_C

Year 1 BSc Business and Marketing

Level	Module Code	Module Title	Credits	Status
4	BUMN077H4	Management Studies I	15	Core
4	BUMN078H4	Management Studies II	15	Core
4	MOMN022H4	Quantitative Methods	15	Comp
4	BUMN051H4	Business Information Systems	15	Comp
4	BUMN138H4	Personal and Academic Skills for Success	15	Comp
4	BUMN131H4	Introduction to Accounting	15	Comp
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Comp
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Comp

Year 2 BSc Business and Marketing

Level	Module Code	Module Title	Credits	Status
5	MOMN033H5	Macroeconomics for Business	15	Comp
5	MOMN019H5	Operations Management	15	Comp
5	BUMN150H5	Critical Perspectives on People Management	15	Comp
5	BUMN067H5	Buyer Behaviour	15	Comp
5	BUMN147H5	Management of Innovation (level 5)	15	Comp
5	BUMN146H5	Research Methods in Management (Undergraduate) (level 5)	15	Comp
5		Option modules - free choice from modules in the Department of Management	30	Option

Year 3 BSc Business and Marketing

Level	Module Code	Module Title	Credits	Status
6	MOMN044H6	Marketing Strategy	15	Comp
6	BUMN065H6	Brand Development	15	Comp
6	MOMN039D6	Research Project: Management	60	Comp
6		Option modules - free choice from modules in the Department of Management	30	Option

4 year programme (part-time) BSc Business

Year 1

Level	Module Code	Module Title	Credits	Status
4	BUMN077H4	Management Studies I	15	Core
4	BUMN078H4	Management Studies II	15	Core
4	MOMN022H4	Quantitative Methods	15	Comp
4	BUMN051H4	Business Information Systems	15	Comp
4	BUMN138H4	Personal and Academic Skills for Success	15	Comp
4	BUMN131H4	Introduction to Accounting	15	Comp

Year 2

Level	Module Code	Module Title	Credits	Status
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Comp
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Comp
5	MOMN033H5	Macroeconomics for Business	15	Comp
5	BUMN150H5	Critical Perspectives on People Management	15	Comp
5	BUMN147H5	Management of Innovation (level 5)	15	Comp

Level	Module Code	Module Title	Credits	Status
5		Option modules - free choice from modules in the Department of Management	15	Option
Year 3				
5	BUMN151H5	International Business (level 5)	15	Comp
5	BUMN067H5	Buyer Behaviour	15	Comp
5		Option modules - free choice from modules in the Department of Management	30	Option
6		Option modules - free choice from modules in the Department of Management	30	Option
Year 4				
6	BUMN057H6	Entrepreneurship and Small Business	15	Comp
6	BUMN140S6	Business Project	30	Comp
6		Option modules - free choice from modules in the Department of Management	45	Option

4 year programme (part-time) BSc Business and Accounting

Year 1 BSc Business and Accounting

Level	Module Code	Module Title	Credits	Status
4	BUMN077H4	Management Studies I	15	Core
4	BUMN078H4	Management Studies II	15	Core
4	MOMN022H4	Quantitative Methods	15	Comp
4	BUMN051H4	Business Information Systems	15	Comp
4	BUMN138H4	Personal and Academic Skills for Success	15	Comp
4	BUMN131H4	Introduction to Accounting	15	Comp

Year 2 BSc Business and Accounting

Level	Module Code	Module Title	Credits	Status
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Comp
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Comp
5	MOMN033H5	Macroeconomics for Business	15	Comp
5	BUMN133S5	Financial Reporting (level 5)	30	Comp
5		Option modules - free choice from modules in the Department of Management	15	Option

Year 3 BSc Business and Accounting

Level	Module Code	Module Title	Credits	Status
5	BUMN134S5	Management Accounting (30 credits)	30	Comp
5	BUMN146H5	Research Methods in Management (Undergraduate) (level 5)	15	Comp
5		Option modules - free choice from modules in the Department of Management	15	Option
6		Option modules - free choice from modules in the Department of Management	30	Option

Year 4 BSc Business and Accounting

Level	Module Code	Module Title	Credits	Status
6	MOMN040H6	Taxation	15	Comp
6	MOMN042H6	Auditing	15	Comp
6	MOMN039D6	Research Project: Management	60	Comp

4 year programme (part-time) BSc Business and Human Resource Management				
Year 1 BSc Business and Human Resource Management				
Level	**Module Code**	**Module Title**	**Credits**	**Status**
4	BUMN077H4	Management Studies I	15	Core
4	BUMN078H4	Management Studies II	15	Core
4	MOMN022H4	Quantitative Methods	15	Comp
4	BUMN051H4	Business Information Systems	15	Comp
4	BUMN138H4	Personal and Academic Skills for Success	15	Comp
4	BUMN131H4	Introduction to Accounting	15	Comp
Year 2 BSc Business and Human Resource Management				
Level	**Module Code**	**Module Title**	**Credits**	**Status**
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Comp
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Comp
5	BUOB091H5	Organizational Change	15	Comp
5	MOMN047H5	Organizational Behaviour	15	Comp
5	BUOB090H5	Motivation, Engagement and Job Design	15	Comp
5		Option modules - free choice from modules in the Department of Management	15	Option
Year 3 BSc Business and Human Resource Management				
Level	**Module Code**	**Module Title**	**Credits**	**Status**
5	MOMN033H5	Macroeconomics for Business	15	Comp
5	BUMN150H5	Critical Perspectives on People Management	15	Comp
5	BUMN146H5	Research Methods in Management (Undergraduate) (level 5)	15	Comp
5		Option modules - free choice from modules in the Department of Management	15	Option
6	MOMN084H6	Introduction to Corporate Governance and Ethics	15	Comp
6		Option modules - free choice from modules in the Department of Management	15	Option
Year 4 BSc Business and Human Resource Management				
Level	**Module Code**	**Module Title**	**Credits**	**Status**
6	BUMN152H6	Contemporary Perspectives in Employment Relations	15	Comp
6	MOMN039D6	Research Project: Management	60	Comp
6		Option modules – free choice from modules in the Dept of Management	15	option
4 year programme (part-time) BSc Business and Marketing				
Year 1 BSc Business and Marketing				
Level	**Module Code**	**Module Title**	**Credits**	**Status**
4	BUMN077H4	Management Studies I	15	Core
4	BUMN078H4	Management Studies II	15	Core
4	MOMN022H4	Quantitative Methods	15	Comp
4	BUMN051H4	Business Information Systems	15	Comp
4	BUMN138H4	Personal and Academic Skills for Success	15	Comp
4	BUMN131H4	Introduction to Accounting	15	Comp

Level	Module Code	Module Title	Credits	Status
Year 2 BSc Business and Marketing				
Level	**Module Code**	**Module Title**	**Credits**	**Status**
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Comp
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Comp
5	MOMN033H5	Macroeconomics for Business	15	Comp
5	MOMN019H5	Operations Management	15	Comp
5	BUMN150H5	Critical Perspectives on People Management	15	Comp
5		Option modules - free choice from modules in the Department of Management	15	Option
Year 3 BSc Business and Marketing				
Level	**Module Code**	**Module Title**	**Credits**	**Status**
5	BUMN067H5	Buyer Behaviour	15	Comp
5	BUMN147H5	Management of Innovation (level 5)	15	Comp
5	BUMN146H5	Research Methods in Management (Undergraduate) (level 5)	15	Comp
6	MOMN044H6	Marketing Strategy	15	Comp
5		Option modules - free choice from modules in the Department of Management	15	Option
6		Option modules - free choice from modules in the Department of Management	15	Option
Year 4 BSc Business and Marketing				
Level	**Module Code**	**Module Title**	**Credits**	**Status**
6	BUMN065H6	Brand Development	15	Comp
6	MOMN039D6	Research Project: Management	60	Comp
6		Option modules - free choice from modules in the Department of Management	15	Option

Level	Module Code	Module Title	Credits	Status
4 year programme (part-time, January start) BSc Business				
Year 1				
Level	**Module Code**	**Module Title**	**Credits**	**Status**
4	BUMN078H4	Management Studies II	15	Core
4	BUMN131H4	Introduction to Accounting	15	Comp
4	BUMN144H4	Principles of Marketing (Undergraduate)	15	Comp
4	BUMN051H4	Business Information Systems	15	Comp
4	MOMN022H4	Quantitative Methods	15	Comp
4	BUMN149H4	Microeconomics for Business (Level 4)	15	Comp
Year 2				
Level	**Module Code**	**Module Title**	**Credits**	**Status**
4	BUMN077H4	Management Studies I	15	Core
4	BUMN138H4	Personal and Academic Skills for Success	15	Comp
5	MOMN033H5	Macroeconomics for Business	15	Comp
5	BUMN150H5	Critical Perspectives on People Management	15	Comp
5	BUMN147H5	Management of Innovation (level 5)	15	Comp
5		Option modules - free choice from modules in the Department of Management	15	Option

Year 3				
5	BUMN151H5	International Business (level 5)	15	Comp
5	BUMN067H5	Buyer Behaviour	15	Comp
5		Option modules - free choice from modules in the Department of Management	30	Option
6		Option modules - free choice from modules in the Department of Management	30	Option
Year 4				
6	BUMN057H6	Entrepreneurship and Small Business	15	Comp
6	BUMN140S6	Business Project	30	Comp
5/6		Option modules - free choice from modules in the Department of Management	45	Option

Indicative list of module options				
Level	Module Code	Module Title	Credits	Status
5	MOMN018H5	Commercial Law for Business	15	Option
5	BUMN109H5	Groupwork in Practice	15	Option
5	BUMN142H5	International Business Environment	15	Option
5	BUMN094H5	International Marketing	15	Option
5	BUMN093H5	Marketing Communications	15	Option
5	MOMN019H5	Operations Management*	15	Option
5	BUMN096H5	Services and Retail Marketing	15	Option
5	BUMN097H5	Sustainability and Stakeholder Marketing	15	Option
5	BUMN133S5	Financial Reporting*	30	Option
5	FDPD023S5	Work-Based Learning Module	30	Option
6	BUMN132H6	Accounting Theory	15	Option
6	MOMN042H6	Auditing*	15	Option
6	BUMN065H6	Brand Development*	15	Option
6	BUMN141H6	International Strategy and Operations	15	Option
6	MOMN084H6	Introduction to Corporate Governance and Ethics	15	Option
6	BUMN143H6	Introduction to Corporate Responsibility	15	Option
6	BUMN113H6	Investing in Securities Markets	15	Option
6	MOMN044H6	Marketing Strategy*	15	Option
6	BUMN136H6	Project Management	15	Option
6	MOMN069H6	Strategic Management (Undergraduate)	15	Option
6	MOMN040H6	Taxation*	15	Option
6	BUMN145S5	Financial Management (level 5)	30	Option
6	BUMN111S6	International Financial Management	30	Option
6	BUMN134S5	Management Accounting (30 credits)*	30	Option

*Please note: these modules are available as options for the straight BSc Business pathway, but may be compulsory on some pathways of the programme and so should not be chosen as options for students following those pathways.

Intermediate award:

Cert HE Business (no pathways):

Level	Module Code	Module Title	Credits	Status
4	BUMN077H4	Management Studies I	15	Core
4	BUMN078H4	Management Studies II	15	Core
4	MOMN022H4	Quantitative Methods	15	Comp
4	BUMN051H4	Business Information Systems	15	Comp
OPTIONS				
4	BUMN138H4	Personal and Academic Skills for Success	15	Comp
4	BUMN131H4	Introduction to Accounting	15	Comp
4	FFMN014H4	People Management and Diversity	15	Option
4	FFMN015H4	Leadership and Team Building	15	Option
4	BUCI008H4	Introduction to Computer Systems	15	Option
4	COIY016H4	Information Systems Concepts	15	Option
4	BUMN101H4	Marketing Simulation	15	Comp

19	**Regulations**
	Admissions
	This programme adheres to the College Admissions Policy
	http://www.bbk.ac.uk/registry/policies/documents/admissions-policy.pdf
	Applicants will normally need a minimum of three 'A' levels BBC or equivalent to 112 Tariff points. IB 24.
	All other students may be admitted as mature students based on their qualifications, skills, or relevant experience which may include: - Any level 3 qualification (Such as A-level or Access to HE Diploma, NVQ Level 3 etc) - Relevant work experience Applicants will normally be expected to have grade 'C' GSCE level English and Maths. Applicants who do not hold this level of qualification may be required to carry out a skills audit at a selection evening, which comprises Maths and English. This audit assesses an applicant's potential to cope with and benefit from a particular programme of study. Some applicants may be advised to take the Cert HE Management or Cert HE Introductory Studies (Business Pathway) or any Access to HE course or equivalent at a Further Education College before re-applying to the BSc Business.
	Credit Transfer
	Accredited Prior Learning will be considered in line with the College Policy on Accredited Prior Learning 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 (if applicable)
	Students can be awarded the 'BSc Business with a language' degree title if they complete 90 credits of language modules and have completed a minimum of Language 3 – the languages that can be studied are French, German or Spanish.

20	**Student Attendance Framework – in brief**
	The full version of the 'Student Attendance Framework' is available http://www.bbk.ac.uk/mybirkbeck/services/rules/Attendance-Framework.pdf . **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.

21	**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/mybirkbeck/services/facilities

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

23	**Programme Director**	Dr. Muthu De Silva
24	**Start Date** *(term/year)*	October 2012
25	**Date approved by TQEC**	Feb 2010
26	**Date approved by Academic Board**	Summer 2010
27	**Date(s) updated/amended**	March 2021