BIRKBECK COLLEGE
UNIVERSITY OF LONDON

BSc (Hons) Computing
part time four year programme

PROGRAMME BOOKLET
(2013/2014)

This copy is produced for the non-visually impaired. If you need a copy for the visually impaired please contact the Programme Administrator.
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1. GENERAL INFORMATION

1.1. Welcome

Welcome to all students of the BSc Computing. The Programme Director is Dr Igor Razgon (igor@dcs.bbk.ac.uk, 020 7631 6700). Igor is a member of the Department of Computer Science and Information Systems which is located in the Main Building of Birkbeck College. The department is part of the School of Business, Economics and Informatics. The Programme Administrator is Karolina Kokura (bscadmin@dcs.bbk.ac.uk, 020 7631 6724).

1.2. Enrolment

Enrolment can be carried out online at www.bbk.ac.uk/mybirkbeck. It is necessary to have a username and a password issued by IT Services. Enrolment should be carried out no later than 27th September 2013, or within two weeks of notification from the Registry that you are eligible to enrol.

1.3. Fees/Finance

Fees may be paid by direct debit in instalments and this is probably the best method to adopt. Additional expenses will be incurred and in particular it is important to budget for the purchase of books. An amount of £300 - £350 per year is normal. The College may be able provide financial support. Please see http://www.bbk.ac.uk/mybirkbeck/finance/studentfinance

1.4. Change of Address

If during the year you change your address from your enrolment address, please make sure you inform both the Registry and the Programme Administrator in the DCSIS. Failure to inform the Programme Administrator will mean that you may miss important information concerning the programme and the examinations.

1.5. Workloads

Please note that you are expected to work hard for your degree. Birkbeck offers part-time degrees in four years as compared to the normal full-time degrees of other universities which take three years. There is only one extra year in part-time mode. To maintain equivalent standards you will have to put in a lot of effort. As a minimum you are expected to devote at least as much time outside classes as in classes, i.e. 9 or 10 hours extra a week. Poor attendance at classes and too little study outside the classes usually lead to failure.

1.6. Questions

Any questions or queries concerning the programme should be directed to the Programme Administrator either on 020 7631 6724 or via email at bscadmin@dcs.bbk.ac.uk.

1.7. First Day of Attendance

The autumn term starts the week beginning Monday 30th September 2013. You should be able to work out when to attend from the information in this booklet.

1.8. First Year Students
There is an induction evening on Tuesday 1st October 2013, but please note that there is a lecture on Monday 1st October. The induction evening replaces the lecture for Introduction to Computer Systems (ICS) normally scheduled for Tuesday evenings in the autumn term. The location for the induction evening will be the usual location for ICS, which will be available on MyBirkbeck.

1.9. International Students

International students (i.e. not home students and not EU students) must notify the BSc Administrator of any absences, including holidays, and any return, temporary or permanent, to their country of origin. This information will be passed to the UK Border Agency.

1.10. Moodle

Information about most modules can be found on the Moodle virtual learning environment. The login page is http://moodle.bbk.ac.uk/. Further information about Moodle can be obtained from this page.

1.11. Birkbeck Evening Nursery

Birkbeck College has an evening nursery, which is available for students and current members of staff and accepts children aged 2-10 years. In exceptional circumstances, children up to 12 will be accepted. However, Staff reserve the right not to accept older children if they are disruptive. Full details, including opening times, may be found at http://www.bbk.ac.uk/mybirkbeck/services/facilities/nursery

1.12. Fourth Year Project

The fourth year project, which is compulsory but not timetabled, has a value of 30 credits. There are two types of project: Information Systems Development and Computing.

Fee for a “project only” year: if supervision is required, then a fee equal to one third of the normal programme fee will be charged.

Further information about the project can be found at http://www.dcs.bbk.ac.uk/dcswiki/index.php/BSc_ISM_Projects

1.13 Coursework deadlines

There are usually two deadlines for the submission of coursework. The mark for coursework submitted after the first deadline but before the second line is capped at 40% unless a claim for mitigation has been accepted. No coursework can be submitted after the second deadline. Unless otherwise stated, the second deadline is two weeks after the first deadline.
2. TIMETABLE

Dates of term
Autumn Term: Monday 30\textsuperscript{th} September 2013 - Friday 13\textsuperscript{th} December 2013
Spring Term: Monday 6\textsuperscript{th} January 2014 - Friday 21\textsuperscript{st} March 2014
Summer Term: Monday 28\textsuperscript{th} April 2014 - Friday 11\textsuperscript{th} July 2014

Credits
Students must obtain at least 360 credits of which at least 120 credits must be at level 6. The total value of the modules taken in a single year should not exceed 90 credits. In this timetable, modules which are taught in a single term have a value of 15 credits. Modules which are taught over two terms have a value of 30 credits.

Fourth year project
The fourth year project, which is compulsory but not timetabled, is level 6 and has a value of 30 credits. There are two types of project: 3) Information Systems Development; and 4) Computing. The labels 3, 4 are compatible with the project types for the BSc Information System and Management. The optional module Research Methods in Management may be a useful preliminary to the project, but note that the project proposal prepared in RMM as coursework is not suitable for a type 3 or a type 4 project.

The optional modules are displayed in three tables, one for each of the autumn, spring and summer terms.

ITApps modules are shown with an asterisk. There are alternative times for many of the ITApps modules. Please see the list at the end of this timetable. Further information can be found at http://www.dcs.bbk.ac.uk/itapps/docs/schedule1314.pdf

All modules shown below are taught from 6.00-9.00pm, unless indicated otherwise.

Lecture Rooms
Information about rooms can be found in MyBirkbeck. You are advised to check before each lecture because room bookings can change at short notice.

Year 1, Autumn Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Mathematics for Computing</td>
<td>Andy Purkiss-Trew</td>
<td>None</td>
<td>4</td>
</tr>
<tr>
<td>Tues</td>
<td>Introduction to Computer Systems</td>
<td>Steve Maybank</td>
<td>None</td>
<td>4</td>
</tr>
<tr>
<td>Wed</td>
<td>Problem Solving for Programming*</td>
<td></td>
<td>None</td>
<td>4</td>
</tr>
<tr>
<td>Thu</td>
<td></td>
<td></td>
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<td>Fri</td>
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Year 1, Spring Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Information Systems Concepts</td>
<td>Roman Kontchakov</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Tues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>Introduction to Web Authoring*</td>
<td>PC and Internet skills</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Fri</td>
<td>Introduction to Programming</td>
<td>Steve Maybank</td>
<td>None</td>
<td>4</td>
</tr>
</tbody>
</table>
### Year 2, Autumn Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Data Structures and Algorithms</td>
<td>Igor Razgon</td>
<td>ITP or SPI</td>
<td>5</td>
</tr>
<tr>
<td>Tues</td>
<td>Web Programming using PHP*</td>
<td></td>
<td>IWA, (PSP or JS)</td>
<td>5</td>
</tr>
<tr>
<td>Wed</td>
<td>E-Business</td>
<td>George Roussos</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Fri</td>
<td></td>
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</tbody>
</table>

### Year 2, Spring Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues</td>
<td>Computer Networking</td>
<td>Andrea Cali</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Wed</td>
<td>Software and Programming 1</td>
<td>Roman Kontchakov</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Thu</td>
<td>Information Systems Management</td>
<td>Andrea Cali</td>
<td>ISC</td>
<td>5</td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

### Year 3, Autumn Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Information Security</td>
<td>David Weston</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Tues</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Wed</td>
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<td>Thu</td>
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<tr>
<td>Fri</td>
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</table>

### Year 3, Spring Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>Database Management</td>
<td>Peter Wood</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
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</tr>
</tbody>
</table>

### Year 4, Autumn Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues</td>
<td>Social and Organisational Issues in computing</td>
<td>Brian Gannon</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Wed</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Thu</td>
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<td></td>
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<tr>
<td>Fri</td>
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</tr>
</tbody>
</table>

### Year 4, Spring Term, compulsory modules: none
### Years 3 and 4, Autumn Term, optional modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Proof and Structure in Mathematics</td>
<td>Sarah Hart, Amarpreet Rattan</td>
<td>A-Level Mathematics</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><em>(Department of Economics, Mathematics and Statistics. The second half of this 30 credit module runs in the spring term.)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues</td>
<td>Software and Programming 2</td>
<td>Trevor Fenner, Keith Mannock</td>
<td>SP1</td>
<td>6</td>
</tr>
<tr>
<td>Wed</td>
<td>Programming Language Paradigms</td>
<td>Keith Mannock</td>
<td>SP2</td>
<td>6</td>
</tr>
<tr>
<td>Thu</td>
<td>Concepts of Intelligent Technologies</td>
<td>George Magoulas</td>
<td>Years 1 and 2 of the BSc or FDIT</td>
<td>6</td>
</tr>
<tr>
<td>“</td>
<td>Organizational Behaviour</td>
<td>Huadong Yang</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Fri</td>
<td>Cloud Computing Concepts</td>
<td>Dell Zhang</td>
<td>SP2</td>
<td>6</td>
</tr>
<tr>
<td>“</td>
<td>Principles of Geographical Information Systems</td>
<td>Joana Barros</td>
<td>Experience using PC software</td>
<td>6</td>
</tr>
<tr>
<td>“</td>
<td>Calculus 2 <em>(Department of Economics, Mathematics and Statistics. The second half of this 30 credit module runs in the spring term.)</em></td>
<td>A Level Mathematics</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

### Years 3 and 4, Spring Term, optional modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Proof and Structure in Mathematics</td>
<td>Sarah Hart, Amarpreet Rattan</td>
<td>A-Level Mathematics</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><em>(Department of Economics, Mathematics and Statistics. The first half of this 30 credit module runs in the autumn term.)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“</td>
<td>XML*</td>
<td>Dionisis Dimakopoulos</td>
<td>IWA, knowledge of HTML and CSS</td>
<td>5</td>
</tr>
<tr>
<td>Tues</td>
<td>Building Web Applications Using MySQL and PHP*</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Thu</td>
<td>Strategic Information Systems</td>
<td>Dave Wilson</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>“</td>
<td>JavaScript*</td>
<td></td>
<td>IWA, PSP</td>
<td>5</td>
</tr>
<tr>
<td>Fri</td>
<td>Enterprise Computing</td>
<td>Keith Mannock</td>
<td>Experience with web applications and Java</td>
<td>6</td>
</tr>
<tr>
<td>“</td>
<td>Principles of Geographical Information Systems</td>
<td>Joana Barros</td>
<td>Experience using PC software</td>
<td>6</td>
</tr>
<tr>
<td>“</td>
<td>Calculus 2 <em>(Department of Economics, Mathematics and Statistics. The first half of this 30 credit module runs in the autumn term.)</em></td>
<td>Manuel Breuning</td>
<td>A-Level Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>
Years 3 and 4, Summer Term, optional modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Developing Multimedia Assets Using Fireworks and Flash*</td>
<td>IWA, Dreamweaver</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Tues</td>
<td>Building Web Applications using MySQL and PHP*</td>
<td></td>
<td>Web prog using PHP, Database design using MySQL or equivalent</td>
<td>5</td>
</tr>
<tr>
<td>Thu</td>
<td>Research Methods in Management (See note on the final year project at the beginning of this timetable.)</td>
<td>Marion Frenz</td>
<td>QM1 or MfC</td>
<td>6</td>
</tr>
<tr>
<td>Fri</td>
<td>Commercial Law for Business</td>
<td>Luca Andriani, Jacqueline Bartley</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

Alternative times for ITApps modules

Note that lectures on Saturday take place during the day.

<table>
<thead>
<tr>
<th>Module</th>
<th>Autumn</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Programming Using PHP*</td>
<td></td>
<td></td>
<td>Tuesday Saturday</td>
</tr>
<tr>
<td>Introduction to Web Authoring*</td>
<td>Thursday</td>
<td>Saturday</td>
<td>Monday Thursday</td>
</tr>
<tr>
<td>Problem Solving for Programming*</td>
<td></td>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>JavaScript*</td>
<td>Monday</td>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Building Web Applications using MySQL and PHP*</td>
<td></td>
<td>Saturday</td>
<td></td>
</tr>
</tbody>
</table>

3. COMPULSORY MODULES

The summaries of all the compulsory modules are given below. The information in the module summaries may change. In particular, you are advised not to purchase books until after the first meeting of any particular module. Confirmation of the recommended books should be provided in the first meeting.

**Computer Networking**

15 credits  
BUCI036H5  
**Lecturer:** Andrea Cali

Level 5
Outline: The module covers several fundamental aspects of modern computer networks, especially the Internet and its protocols. Foundations are given for networking at all layers, from the physical layer to applications, and the course topics are presented together with their real-world applications.

Aims: The module aims at providing the student the tools for understanding and building network applications, by analysing Internet protocols, the interaction among them, and their applications. There is an emphasis on real-world applications, so as to provide the basic tools to understand and design network hardware and software.

On successful completion of this module the student will be able to:
• Understand the fundamental network protocols and interfaces at any network layer
• Know basic design and performance issues in computer networks
• Write simple Java networking code with sockets

Syllabus
• Computer Networks and their applications
• The physical layer
• The data link layer, LAN and WAN
• The network layer and IP
• The transport layer and TCP
• The application layer, DNS, email, and FTP
• Network security and cryptography

Assessment: A two-hour written examination (80%) and programming coursework (10%).

Recommended reading

Optional reading

Data Structures and Algorithms
15 credits
BUC1030H5

Short name: DSA
Lecturer: Igor Razgon

Prerequisites: Introduction to Programming or Software and Programming 1.

Aims.
At this stage of your studies you know to write programs for simple computational tasks. Now it is time to learn how to write *efficient* programs, that is those that complete the task as fast as possible and do not consume much memory. Writing such a program means:
• Organising the data operated by the program into structures (classes in terms of Java) that allow quick data extraction and do not occupy too much memory.
Designing an algorithm that queries the above structures only regarding the data needed for the given computational task.

The ability to write efficient programs is fundamental for a qualified software developer. The module Data Structures and Algorithms will give you a gentle introduction into the beautiful art of writing efficient programs. It will equip you with the skills and intuitions that will be much needed in your future career in software development.

Teaching and learning methods include lectures and reading materials describing techniques for analysing algorithms and applications of data structures. Students will have an opportunity to examine practical problem solving for this area.

**Syllabus**
- Introduction to Data Structures and Algorithms;
- Runtime of algorithms, big O notation;
- Data structures: arrays, lists, queues, stacks, and sets;
- Trees: binary trees;
- Recursion - Traversing binary trees;
- Binary search trees.
- Algorithms for sorting and searching;
- Elementary graph algorithms.

**Assessment:**
two hour written examination (80%) and coursework (20%).

**Reading list:** the material we cover in the module appears in any reasonable book on Data Structures and Algorithms. Choose any book covering the topics of the syllabus. Some books stick to a particular programming language, our working language will be Java. Please note that books are often written to fit a large audience of readers from undergraduate students to advanced graduates and professional researchers. Therefore your book would probably contain much more material that we will study in this module and some material will be very advanced. Please do not be scared away by this fact: our coverage of material will be elementary with intuition coming before mathematical precision.

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**Database Management**
15 credits
COIY028H6

**Short name:** DM
**Lecturer:** Peter Wood

**Prerequisites:** ISC, ISM, ITP and ICS

**Aims.** To familiarise the student with the main concepts underlying Database Management, and in particular with the Relational Database model which is the dominant database system used within corporate IT departments. The course has three main strands: (1) Fundamental concepts introduced using the Entity-Relationship model, (2) Querying a relational database, and (3) Relational database design.
Syllabus

- Entity Relationship Diagrams
- Relational Model
- Querying a Relational Database
- Creating Relational Schemas
- Modifying a Relational Database
- Integrity Constraints in the Relational Model
- Relational Database Design
- Normal Forms
- Normalisation Algorithms
- Object Relational Databases
- Databases and the Web

Assessment: 2-hour written examination and practical coursework, weighting 80% and 20% respectively.

Reading list


E-business

COIY042H5
Short name: EBUS
Lecturer: George Roussos

Outline. The module is an introduction to the basic concepts of electronic business, aiming to discuss both business strategies appropriate in this setting and the technologies involved. It covers basic concepts of e-commerce, explores theoretical and practical issues of conducting business over the internet and the Web, and presents methods for evaluating user needs. Topics covered include:

- E-business Revenue Models
- Selling and Marketing on the Web
- A primer on internet and web technologies
- Web advertising
- Payment systems
- User Experience
- Virtual Communities and Social Commerce
- RFID-based Resource Tracking
- Mobile commerce

Aims. The aim of this module is to introduce and discuss the main concepts and challenges of e-business, including a balanced coverage of both technical and management aspects. It explores appropriate business strategies, and the technologies involved in the design and deployment of business on the internet and World Wide Web.

On completion of the module, students should be able to:
• discuss modern computing infrastructures from the perspective of the internet and organisations
• discuss and explain theoretical and practical issues of conducting business over the internet and the Web
• reflect on general principles revealed through practical exploration of specific tools, techniques and methods in e-business.

Assessment: A 4000-word essay (25%) and a two-hour written examination (75%)

Recommended Reading

Information Security Level 6
COIY045H6

Lecturer: David Weston

Aims. Information security is about protecting information (and information systems) against unauthorised access and tampering. Avoiding security breaches has a high priority for organisations storing and handling confidential data. This module provides students with an introduction to information security. This covers technical aspects, such as cryptography, but also extends to management aspects, such as security policies, as having the technical infrastructure in place is only part of the solution. Students will learn how to employ technical solutions effectively in an organisation-wide context.

Syllabus
• Overview of Information Security
• Access Control Matrix Model
• Security Policies
• Social Engineering
• Basic Cryptography
• Identity Management
• Access Control Mechanisms
• Confinement
• Assurance and Trust
• Network Intruders and Intrusion Detection
• Firewalls and Malicious Software
• Cryptographic Protocol Concepts

Prerequisites: None

Assessment
Two-hour written examination (80%) and practical coursework (20%).

Recommended Reading
Information Systems Concepts
COIY016H4
Short name: ISC

Lecturer: Roman Kontchakov

Outline. The goal of this module is to introduce the basic concepts of information systems and basic techniques for systems analysis and design.

Aims. On completion of this course a sound student will have a preliminary understanding of object oriented technology; know a process through which information systems are developed; be able to build requirements models for information systems using UML 2.

Syllabus
- What Are Information Systems
- Problems in Information Systems Development
- Avoiding the Problems
- What Is Object-Orientation
- Modelling Concepts
- Requirements Capture
- Requirements Analysis
- Refining the Requirements Model
- Object Interaction
- Specifying Operations
- System Design
- Human Computer Interaction
- Software Development Methodologies

Prerequisites: None

Coursework: Two in-class tests and one group project.

Assessment: Coursework (20%) and Examination (80%).

Recommended Reading
Information Systems Management                     Level 5
COIY019H5

**Short name:** ISM
**Lecturer:** Andrea Cali

**Description.** This module aims at providing a wide range of tools for information system management and design, including object-oriented design principles, database design, architecture design and project management techniques.

**Aims and Objectives**
On successful completion of this module a student will be expected to:
- have knowledge and understanding of object oriented design, database design, architecture design and project management
- model and design classes for object-oriented computer based systems
- develop strategies for solving design problems
- carry out a requirements analysis
- evaluate projects in terms of cost and benefits
- manage a project in its various phases
- apply several software development processes, according to the requirements
- design and manage data in an information system
- understand and design architectures in information systems
- have acquired skills in reporting, analysis and problem solving
- have knowledge and understanding of commercial and economic issues

**Prerequisites:** None.

**Assessment:** coursework (20%) in the form of in-class tests, examination (80%) .

**Recommended reading**

Introduction to Computer Systems                     Level 4
BUCI008H4

**Short name:** ICS
**Lecturer:** Steve Maybank

**Syllabus**
- history of computing
- number representations
- Boolean algebra
- data storage
- structure of a computer
- file management
- algorithms
- relational databases
Prerequisites: None
Assessment: One two-hour written examination (80%) and an in-class test (20%)

Recommended Reading

Introduction to Programming
BUCI007H4

Short name: ITP
Lecturer: Steve Maybank

Syllabus
- context of Java
- integrated development environment
- variables
- number types
- arithmetic and Boolean operations
- if and switch statements
- loops
- methods
- arrays
- examples of algorithms

Prerequisites: None
Assessment: One two-hour written examination (70%) and an in-laboratory test (30%)

Recommended Reading
Cay S. Horstmann Java for Everyone: compatible with Java 5, 6, and 7, Wiley, 2011.

Introduction to Web Authoring
SSCS004H4

Aims
- to design and build a website for a case study small business or optionally for an organisation of the students' choice
- to validate a website so that it complies with current web standards (HTML5 and CSS3)
- to publish a website online
- to encourage students to acquire self-study skills so they can keep up in the context of rapidly-changing technologies, tools, techniques and methods.

Content
Prerequisites
Basic PC and internet skills. IN is normally the first module studied
File compression tools (compress files, extract compressed files using WinZip)
Folder and file management (create, rename and organise folders, recognise filetypes from their file extension, change folder options)
Searching the web using a browser (save a web page, view a page source, open local files, adding to favourites, change browser settings, use History menu, download resources)

Mathematics for Computing  
COIY040H4  
15 credits

Module Convenor: Trevor Fenner  
Lecturer: Andy Purkiss-Trew

Outline
This module covers the fundamentals of mathematics commonly applied to computing. It aims to introduce the basic elements of discrete mathematics that provide a foundation for the understanding of algorithms and data structures used in computer science.

Aims
On successful completion of this course you will:
  • Be competent with the basic elements of discrete mathematics
  • Be familiar with algorithms
  • Have an understanding of the data structures used in computer science

Prerequisites
Mathematical methods or equivalent

Assessment
Coursework (30%)
One two hour written examination (70%).

Recommended Reading
Lipshutz, S, Schaum’s Outline Essential Computer Mathematics

Problem Solving for Programming  
BUCI006H4  

Aims
• to understand the relationship between programming, problem solving and algorithms
• to use a problem solving framework and a range of problem solving strategies to solve programming problems.
• to deal with elements of sequence, condition and iteration in complex problems.
• to work with data, data types, logical operators and Boolean algebra
• to help students create algorithmic solutions using both a procedural and an object-orientated approach to problem solving.

Content
• Introduction: programming, algorithms and pseudo code.
• Problem Solving frameworks and strategies: sequence, choice and repetition, control structures.
• Data types, variables, logical operators.
• Procedural and object-orientated paradigms.

Project
Level 6
Type 3: BUCIO26S6
Type 4: BUCIO27S6

Projects Coordinator: Oded Lachish

The project must be taken in the fourth year. There are two types of project, labelled 3 and 4. For further information, see the project briefing document on the departmental intranet at http://www.dcs.bbk.ac.uk/dcswiki/index.php/BSc_ISM_Projects.

Recommended reading

Social and Organisational Issues in Computing
Level 6
COIY030H6

Short name: SOIC
Lecturer: Brian Gannon

Aims. This module aims to raise awareness about social implications, rights and duties related to actions we take in our role as computer scientists. This will be achieved by a combination of lectures and seminars given by students.

Syllabus
• A brief history of commercial computing
• The role of IS in everyday life
• Data Protection
• Freedom of Information
• Intellectual Property
• Computer Misuse
• Software Contracts
• Information Services and the Law (defective software)
• Employment and Career Development
• E-commerce
Coursework: Essay, Presentation
Assessment: Examination (80%), Essay (10%), Presentation (10%)
Recommended Reading

Software and Programming I
COIY018H5
Short name: SP1

Lecturer: Roman Kontchakov

Aims. On successful completion of this module, students should be able to understand and explain basic procedural and object-oriented features of the Java programming language. In addition, they will be able to edit, compile and run small Java programs using the BlueJ integrated development environment.

Syllabus
- review of primitive data types and arrays
- branching and loops
- objects and classes
- methods and constructors
- instance and static variables and methods
- public and private access
- inheritance and polymorphism
- exception handling
- strings and input/output
- basic data structures and algorithms

Prerequisites: None. However, a general familiarity with computer programming is assumed and successful completion of the module Introduction to Programming would be advantageous.

Assessment: Two in-class tests (25%) and Examination (75%)

Reading list

Web Programming using PHP
SSCS025H5

Aims
- to introduce the PHP programming language
- to develop the PHP skills required to create dynamic websites, process forms, read and write external file data, and analyze and manipulate such data.
- to encourage good programming practice by writing efficient well-documented code that can be easily understood by colleagues.
• to help students to acquire the self-study skills and resources to enable them to further enhance their knowledge and capabilities with PHP.

Content
• Introduction to PHP: Open Source origins. PHP syntax (variables, control structures, functions)
• Data Analysis: Using PHP to open, read, write and close external files and manipulate data. Pattern matching with regular expressions.
• Form Processing: Using PHP to process submitted form data. Validating and displaying data/redisplaying form.
• Security: Avoiding security pitfalls by careful coding.
• Maintaining State With PHP: Cookies. Session management.

Prerequisites
Introduction to Web Authoring.
Problem Solving for Programming and/or JavaScript.
Or equivalent web authoring (HTML/CSS) and programming skills.

4. COMMON AWARDS SCHEME (CAS)

Introduction
1. The majority of Birkbeck’s undergraduate programmes are offered as part of the College’s Common Awards Scheme. Programmes within the Scheme have common regulations, and a common structure, and this makes it possible for you to take modules from programmes across the College which are outside of your normal programme (subject to programme regulations and timetable constraints).

2. This is a brief introduction to the Common Awards Scheme. Further details on programme regulation and areas of interest are available on the Registry website:

   http://www.bbk.ac.uk/mybirkbeck/services/rules

Structure of Programmes
3. All programmes offered as part of the Common Awards Scheme consist of modules, each of which is “credit-rated”. In order to achieve your award you will need to gain at least the following, and meet the requirements outlined in your programme specification:
<table>
<thead>
<tr>
<th>Qualification</th>
<th>Credits needed</th>
<th>Minimum at upper level</th>
<th>Maximum at lower level</th>
<th>Number of Birkbeck modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honours Degree</td>
<td>360</td>
<td>120 level 6</td>
<td>120 at level 4 (level 4 modules are not included in the calculation for the final classification)</td>
<td>12 modules</td>
</tr>
<tr>
<td>Graduate Diploma</td>
<td>90 (some Birkbeck Graduate Diplomas require 120 credits)</td>
<td>90 level 6</td>
<td>30 level 5 (120 credit Diplomas only)</td>
<td>3/4 modules</td>
</tr>
<tr>
<td>Graduate Certificate</td>
<td>60</td>
<td>45 level 6</td>
<td>15 level 5</td>
<td>2 modules</td>
</tr>
<tr>
<td>Foundation Degree</td>
<td>240</td>
<td>90 level 5</td>
<td>120 at level 4</td>
<td>8 modules</td>
</tr>
<tr>
<td>Diploma of Higher Education</td>
<td>240</td>
<td>90 level 5</td>
<td>120 at level 4</td>
<td>8 modules</td>
</tr>
<tr>
<td>Certificate of Higher Education</td>
<td>120</td>
<td>90 level 4</td>
<td>30 at A Level or NVQ level 3</td>
<td>4 modules</td>
</tr>
<tr>
<td>Certificate of Continuing Education</td>
<td>60</td>
<td>60 level 4</td>
<td>60 level 4</td>
<td>2 modules</td>
</tr>
</tbody>
</table>

4. Each undergraduate degree programme has three levels – level 4 (certificate), level 5 (intermediate) and level 6 (honours). The Common Awards Scheme offers, for undergraduate programmes, half modules (15 credits), modules (30 credits) or double modules (60 modules).

5. The detailed requirements for each programme are published in the relevant programme specification. Each module on a programme is designated as one of the following:

- **core** the module must be taken and passed to allow the student to complete the degree
- **compulsory** the module must be taken, and Programme Regulations must stipulate the minimum assessment that must be attempted
- **option** students may choose a stipulated number of modules from a range made available to them. Option modules are clearly identified in Programme Regulations.
- **elective** students may replace an option module with modules from another programme, subject to approval of Programme Directors, availability of places and timetable requirements.

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.
Degree Classification

6. An honours classification may only be awarded for undergraduate honours programmes (single, joint and major/minor) once the programme requirements have been fulfilled. The degree classification formula is as follows:
   a) Module results at Level 4 DO NOT contribute to the determination of classification.
   b) Each module has a weighting (w), - level 5 modules have a weighting of 1, and level 6 modules have a weighting of 2.
   c) Each module has a value (v), where v= one thirtieth of the credit value of the module.
   d) Each module has a result (m), assigned by the relevant board of examiners
   e) The weighted average result will be calculated by the sum of the products (w*v*m) for all level 5 and 6 modules, divided by the sum of the products (w*v)
   f) The final degree classification is decided by the relevant board of examiners – as a guide, results are usually in line with the following:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Average Weighted Module Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>70% or above</td>
</tr>
<tr>
<td>Upper Second</td>
<td>60% or above</td>
</tr>
<tr>
<td>Lower Second</td>
<td>50% or above</td>
</tr>
<tr>
<td>Third</td>
<td>40% or above</td>
</tr>
</tbody>
</table>

7. 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.

8. Certificates of Higher Education and Diplomas of Higher Education may be awarded with Distinction, usually where the weighted average of the modules taken exceeds 70%. Full details on how an award of distinction may be made are available in the Regulations for Taught Programmes of Study.

9. Graduate Certificates and Graduate Diplomas may be awarded with Merit or with Distinction. A Merit is usually awarded where a student has achieved an average result of between 60% and 70% for modules taken at level 6, while a Distinction is usually awarded where a student has achieved an average result of over 70% for modules taken at level 6. Full details are available in the Regulations for Taught Programmes of Study.

Failure and Re-assessment of a Module

10. The Regulations for Taught Programmes of Study outline how a Sub-board of Examiners should treat a failed module when considering progression and awards. However, each Sub-board of Examiners is responsible for judging, within these regulations, whether a fail can be “compensated” (ie whether you can be awarded credit for that module even if you have not actually passed), whether you will need to re-take the module (see paragraph 11) or whether you will be able to attempt a re-assessment (see 12)

11. For any module on an undergraduate programme, if you fail to pass a module at your first attempt then you may be “re-assessed” or you may be required to “re-take”. Re-assessment
is where a student will re-attempt a failed element of a failed module; it does not require attendance at lectures and seminars. A re-take requires attendance at the module’s lectures and seminars as well as another attempt at the assessment. A decision on whether you will be permitted to be re-assessed in one or more elements of a module that has not been passed is at the discretion of the sub-board of examiners.

12. A Sub-board of Examiners may offer an alternative form of assessment for failed elements as part of a re-assessment regime.

13. The timing of any re-assessment will be at the discretion of the Sub-board of Examiners; this will normally be either at the next normal assessment opportunity or in some instances before the beginning of the next academic year.

14. You will normally be offered three attempts at passing a module (the original attempt plus two further attempts, each of which will either be a re-assessment or a re-take). After this, if the module has not been passed it will be classed either as a “compensated fail” (see 15) or a fail. In some cases this will mean that it will not be possible for you to gain the award that you have registered for; in such cases, your registration will normally be terminated.

15. If your module result is between 30 and 39% your Board of Examiners may award a “compensated fail”. This will mean that you retain the module result, but are awarded credit for that module. A Foundation Degree may be awarded to a student carrying no more than 30 credits as compensated fail, and a BA / BSc may be awarded to a student carrying no more than 60 credits as compensated fail. A core module may not be treated as a compensated fail; core modules must be passed in order to gain the award.

Common Award Scheme Policies

1. As part of the introduction of the Common Awards Scheme, the College has implemented a number of College-wide policies. The full policies can be seen at http://www.bbk.ac.uk/mybirkbeck/services/rules
Some brief details on key policies are included here:

Late Submission of work for assessment

2. College policy dictates how Schools will treat work that is due for assessment but is submitted after the published deadline. Any work that is submitted for formal assessment after the published deadline is given two marks: a penalty mark of 40% for undergraduate students, assuming it is of a pass standard, and the ‘real’ mark that would have been awarded if the work had not been late. Both marks are given to the student on a cover sheet. If the work is not of a pass standard a single mark is given.

3. If you submit late work that is to be considered for assessment then you should provide written documentation, medical or otherwise, to explain why the work was submitted late. You will need to complete a standard pro-forma and submit it, with documentary evidence as appropriate, to your Tutor or Programme Director. The case will then be considered by the appropriate sub-board or delegated panel.

4. If no case is made then the penalty mark will stand. If a case is made and accepted then the examination board may allow the ‘real’ mark to stand.
Assessment Offences

5. The College Policy on Assessment Offences incorporates the College policy on plagiarism.

6. The policy describes two stages in the process for dealing with assessment offences (which include plagiarism, collusion, examination offences and other offences). The first stage allows for a formal school investigation, of an allegation; Stage 2 involves a centrally convened panel for serious offences, dealt with under the Code of Student Discipline.

7. The College treats all assessment offences seriously. It makes strenuous efforts to detect plagiarism, including using web-based software that can provide clear evidence. If you are in any doubt as to what constitutes acceptable conduct you should consult your personal tutor or another member of academic staff. The College has a wide range of sanctions that it may apply in cases of plagiarism, including the termination of a student’s registration in the most serious cases.

Mitigating Circumstances

8. The College Policy on Mitigating Circumstances determines how Sub-boards of examiners will treat assessment that has been affected by adverse circumstances. Mitigating Circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt your performance in assessment. This should not be confused with long term issues such as medical conditions, for which the College can make adjustments before assessment (for guidance on how arrangements can be made in these cases please see the College’s Procedures for Dealing with Special Examination Arrangements).

9. A Mitigating Circumstances claim should be submitted if valid detrimental circumstances result in:

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

10. For a claim to be accepted you must produce independent documentary evidence to show that the circumstances:
    a) have detrimentally affected your performance or will do so, with respect to 9a, 9b and 9c above;
    b) were unforeseen;
    c) were out of your control and could not have been prevented;
    d) relate directly to the timing of the assessment affected.

11. Documentation should be presented, wherever possible, 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. If you need an original document for another purpose, you should bring the original into the Departmental Office so that a copy can be made by a member of College staff. (Where a photocopy is made by a member of staff they should indicate on the copy that they have seen the original).
12. Discussing your claim with a member of staff does not constitute a submission of a claim of mitigating circumstances.

13. You are encouraged to submit your claim for mitigating circumstances in advance and at the earliest opportunity. The final deadline for submission of a claim is normally 1 week after the final examination unless otherwise stated by your Department. Where possible, claims should be submitted using the standard College Mitigating Circumstances claim form (available from your Department office) which should be submitted in accordance with the procedure for submission published by your Department. Claims should always be supported by appropriate documentary evidence.

14. You should be aware that individual marks will almost never be changed in the light of mitigating circumstances. Assessment is designed to test your achievement rather than your potential; it is not normally possible to gauge what you would have achieved had mitigating circumstances not arisen. Where mitigating circumstances are accepted, and it is judged by an examination board that these circumstances were sufficiently severe to have affected your performance in assessment the usual response will be to offer you another opportunity for assessment without penalty, at the next available opportunity.

15. Guidance on what may constitute acceptable mitigating circumstances is available as an appendix to the policy, available from http://www.bbk.ac.uk/mybirkbeck/services/rules or your Departmental office; you should note that this is not an exhaustive list, and that each case will be treated on its merits by the relevant sub-board or delegated body.

Break-in-Studies Policy

16. The Common Awards Scheme regulations allow you to suspend studies for a maximum of two years in total during your programme of study. This may be for one period of two years, or for non-consecutive shorter periods (see 17) that add up to a total of two years or less.

17. Any break-in-studies on an undergraduate programme would normally be for a minimum of one year; breaks may also be permitted for a period of one or two terms, dependent on the structure of the programme.

18. Any application for a break-in-studies should be made in writing to your programme director or personal tutor. If you are applying for an approved break-in-studies, you should give details of the length of the proposed break and the reasons for the application.

19. You will not be liable for fees while on an approved break-in-studies. If you have attended for part of a term you will normally be liable for the fees due in that term.

20. If you are on a break-in-studies you will not have access to the Library or ITS unless you make an application and pay the appropriate fee to use these facilities. Applications must be made directly to the Library and/or ITS.

21. If you do not re-enrol after having completed two years of break-in-studies you will be deemed to have withdrawn from your programme. If you wish to resume your programme after having been withdrawn, you will normally be required to re-apply for admission.
Other Policies

22. In addition to the policies above, other College academic-related policies include:

Accredited Prior Learning
Termination of Registration
Procedures for Dealing with Special Examination Arrangements
Suspension of Regulations
The Operation of Boards and Sub-Boards of Examiners
The Role of External & Intercollegiate Examiners
Marking and Moderation
Feedback on Assessment

To see these policies, please see the Common Awards Scheme website:

http://www.bbk.ac.uk/reg/regs

23. The College also operates a Procedure for Appeals Against Decisions of Boards of Examiners; this is also available from this website.

5. IT SERVICES (ITS)

ITS is an academic service department responsible for the central communications and IT infrastructure of the College. We provide a wide range of network services to support the teaching & learning, research and administrative activities of College staff and students.

ITS facilities and services include:
- Extensive campus data network providing high speed connectivity to the Internet
- Purpose-built computer classrooms equipped with up-to-date networked PCs and high-quality printers (at least one open 24 hours a day)
- Wide range of general software applications (e.g. word-processing, email, web) and specialist packages
- Wireless connectivity to the College network from your laptop or other personal computer equipment
- Facilities for students with special needs, including technical support and advice on the use of assistive technologies to help with specific disabilities
- Service Desk for general computing queries
- Practical, hands-on training workshops on general applications and self-training materials to enable you to work at your own pace
- Remote access to College electronic resources and services
- Moodle (an online electronic course management system to support learning)

You can find out more about these services and others by visiting the 'My Birkbeck' website.
Access to all IT services is via a username and password (issued by email) and includes personal storage space on a networked server.

You need to provide and maintain an email address that can be used for all College correspondence. Alternatively, you can apply for a web-based Birkbeck email account (hosted by Google). You are expected to access your ‘My Birkbeck Profile’ to update your email address and other personal details and to access information about your programme of study.

We offer support Monday to Friday, the Service Desk is located in the Student Centre (and open when the Student Centre is open), email and telephone support is available 9am – 6pm in vacations, and 9am – 8pm during term time.

<table>
<thead>
<tr>
<th>IT Service Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Person: The Student Centre, Ground Floor, Main Building, Malet Street</td>
</tr>
<tr>
<td>Email: its @bbk.ac.uk</td>
</tr>
<tr>
<td>Telephone: 020 7631 6543</td>
</tr>
</tbody>
</table>

6. LIBRARY SERVICES

Although lectures and computing sessions are essential elements of your programme, success in learning depends largely on the reading and research that you undertake. Most items on module reading lists can be found in Birkbeck Library and it is important that you familiarise yourself with the Library as soon as you can. You may also find it useful to use other libraries during your studies.

The entrance to Birkbeck Library is on the ground floor of the main building in Malet Street. Your College ID card gives you automatic access to the Library. There is no need to register. The opening times of the Library are designed to meet the needs of part-time students in full-time work. During term-time, the Library is open 7 days a week, 8.30am – 11.45pm.

The Library is fully staffed for most of the above hours but self-service machines allow you to take out and return books when the Library is not staffed:

- Before 10.00am every day.
- After 10.30pm week days.
- After 6.00pm on Saturdays and Sundays.

You can borrow up to 10 items and they can be renewed as long as no-one else requests them. Most books can be borrowed for 3 weeks. Some books, videos and DVDs can be borrowed for 1 week. A few items can only be issued for 1 day. There is also a Reading Room Collection with reference access to key course readings.
The Library welcomes considerate users. Please remember to renew your items in good time, or return them if other users have requested them. You can find out more about borrowing, renewing and making requests at http://www.bbk.ac.uk/lib/about/borrowing/.

You can access a whole host of electronic journals and databases from any PC in College. These resources can also be accessed from outside College with your IT Services (ITS) username and password.

The Library website is at http://www.bbk.ac.uk/lib. As well as giving comprehensive information about the Library’s services and collections, you can also:

- Search the Library catalogue, renew your books and place reservations on items that are out on loan.
- Read articles in over 25,000 electronic journal titles and newspapers.
- Search databases to help you find out what has been written about the subject you are researching, including the ACM Digital Libraries, Business Source Premier, IEEE Magazines, Nexis UK and the Science and Social Sciences Citation Index (also see the subject guide for further information: http://www.bbk.ac.uk/lib/subguides/business/compsci).
- Access past exam papers.
- Work through LIFE – an online tutorial to help you make the most of the Library.

Birkbeck students can also use a range of other libraries. Students have reference access to most University of London college libraries. In addition, part-time students can join the SCONUL Access Scheme which allows limited borrowing rights at most other higher education libraries. See the Library web site for more information.

If a book you need is not available in the Library or you require any assistance using the resources or finding information, please ask at the Help Desk. Telephone: 020 7631 6063. Alternatively, contact your Subject Librarian, Aidan Smith, directly. Telephone: 020 7631 6062. Email am.smith@bbk.ac.uk

7. STUDENTS’ UNION

You are automatically a member of the Birkbeck Students’ Union, the University of London Union and NUS upon taking up the offer of a place to study at Birkbeck. NUS cards are available online (NUS Extra) or from the Union Office, Malet Street. Application can be made to become a member of the International Students’ Association by completing a form that can also be obtained from their shop.

**Location and Telephone:** Offices on the 4th Floor of the extension building in Malet Street. General Union Office is in Room 456, Tel: 020 7631 6335. Enquiries: administrator@bcusu.bbk.ac.uk. Visit the website at http://www.birkbeckunion.org/.

**Counselling**
The Students’ Union offers counselling free of charge.
8. DISABILITY

At Birkbeck there are students with a wide range of disabilities including dyslexia, visual or hearing impairments, mobility difficulties, mental health needs, medical conditions, respiratory conditions. Many of them have benefited from the advice and support provided by the College’s Disability Office.

8.1. The Disability Office
The College has a Disability Office located in room G12 on the ground floor of the Malet Street building. We have a Disability Service Manager, Mark Pimm, a Disability Administrator, John Muya and a Mental Health Advisor, Elizabeth Hughes. We will shortly be appointing an SpLD Advisor.

All enquiries should come to the Disability Office, who will determine the appropriate referral to specialist staff. They can provide advice and support on travel and parking, physical access, the Disabled Students Allowance, special equipment, personal support, examination arrangements etc. If you have a disability or dyslexia, we recommend you come to our drop in session where we can discuss support and make follow up appointments as necessary. The drop-in sessions are between 4pm and 6pm Monday to Thursday.

The Disability Office can also complete an Individual Student Support Agreement form with you, confirming your support requirements and send this to your School and relevant Departments at the College so they are informed of your needs.

8.2. Access at Birkbeck
Birkbeck's main buildings have wheelchair access, accessible lifts and toilets, our reception desks have induction loops for people with hearing impairments and we have large print and tactile signage. Disabled parking, lockers, specialist seating in lectures and seminars and portable induction loops can all be arranged by the Disability Office.

8.3. The Disabled Students Allowance
UK and most EU students with disabilities on undergraduate and postgraduate courses are eligible to apply for the Disabled Students' Allowance (DSA). The DSA usually provides thousands of pounds worth of support and all the evidence shows that students who receive it are more likely to complete their courses successfully. The Disability Office can provide further information on the DSA and can assist you in applying to Student Finance England for this support.

8.4. The Personal Assistance Scheme
Some students need a personal assistant to provide support on their course, for example a note-taker, sign language interpreter, reader, personal assistant, disability mentor or dyslexia support tutor. Birkbeck uses a specialist agency to recruit Personal Assistants and they can assist you with recruiting, training and paying your personal assistant. Please contact the Disability Office for information on this scheme.

8.5. Support in your School
The provision which can be made for students with disabilities by Schools is set out in the Procedures for Students with Disabilities. This is available from the Disability Office and on the disability website (see below).

As mentioned above your School will receive a copy of your Individual Student Support Agreement from the Disability Office. This will make specific recommendations about the support you should receive from the School. Whilst we anticipate that this support will be provided by the Programme
Director, tutors and School Administrator. The School of Arts also has a Student Disability Liaison Officer. If you experience any difficulties or require additional support from the School then they may also be able to assist you. They may be contacted through the School Office or the Disability Office.

8.6. Support in IT Services and Library Services
There is a comprehensive range of specialist equipment for students with disabilities in IT Services. This includes software packages for dyslexic students (e.g. Claroread and Inspiration), screen reading and character enhancing software for students with visual impairments, specialist scanning software, large monitors, ergonomic mice and keyboards, specialist orthopaedic chairs etc. For advice and assistance please contact Disability IT Support. There is also a range of specialist equipment in the Library including a CCTV reading machine for visually impaired students as well as specialist orthopaedic chairs and writing slopes. The Disability Office refers all students with disabilities to the Library Access Support service who provides a comprehensive range of services for students with disabilities.

8.7. Specific Learning Difficulties (Dyslexia)
Mature students who experienced problems at school are often unaware that these problems may result from their being dyslexic. Whilst dyslexia cannot be cured, you can learn strategies, which make studying significantly easier. If you think you may be dyslexic you should contact the Disability Office who can screen you and where appropriate refer you to an Educational Psychologist for a dyslexia assessment. These assessments cost £225. Some students can receive assistance in meeting this cost from their employer. In exceptional cases students may receive assistance from the Access to Learning Fund.

8.8. Examinations
Students with disabilities and dyslexia may be eligible for special arrangements for examinations e.g. extra time, use of a word processor, amanuensis, enlarged examination papers etc. In order to receive special arrangements a student must provide medical evidence of their disability (or an Educational Psychologists report if you are dyslexic) to the Disability Office. For School examinations you should contact your Programme Director to request special arrangements at least 2 weeks before the examination. For main College summer examinations you are given the opportunity to declare that you require special provision on your assessment entry form. Students who require provision should then attend an appointment with the Disability Office to discuss and formalise the appropriate arrangements. The closing date for making special examination arrangements in College examinations is the 15th March and beyond this date consideration will only be given to emergency cases.

8.9. Further information
Full information on disability support can be found at:
http://www.bbk.ac.uk/mybirkbeck/services/facilities/disability
For further information or to make an appointment to see the Disability office, please call the Student Centre on 020 7631 6316 or email disability@bbk.ac.uk. Alternatively you can go to the Disability Office in room G12 between 4pm and 6pm Monday – Thursday for during their drop-in hours.

9. CAREER GUIDANCE
Please see
http://www.bbk.ac.uk/mybirkbeck/services/facilities/careers/individual-and-group-careers-support
10. EXAMINATIONS

Most examinations take place over a three week period (it can be slightly longer) beginning at about the middle of May of each year and are held during the day (not in the evening). Examinations for some but not all modules taught by the Department of Management are held in the autumn or the spring terms, and may be examined in the evening. Students need to ensure that they are able to attend the examinations for each module they are taking. The timetable for the summer examinations is usually available in late March or early April.

Examinations Regulations will be received from Registry prior to the examinations and must be strictly followed. Students should take care not to place themselves under suspicion in any way during examinations. Such care should include divesting themselves of all revision notes before entering the examination venue. Students who are found cheating will be severely dealt with.

10.1. Marking

All examination scripts are double marked. They are marked first by an examiner, usually the person who initially set the examination, and secondly by another examiner, usually someone else in the Department. The scripts are then approved by an external examiner (someone from outside the College, e.g. from another university). The external examiner is able to look at every script but generally only reviews a selection of scripts to see if the standard of marking is consistent with other universities.

10.2. Past Examination Papers

Past papers are available in electronic form via the library web site at http://www.bbk.ac.uk/lib/elib/exam.

10.3. Examination Entry Forms

As an enrolled student on the programme, you are not automatically entered for examinations. It is your responsibility to enter for the appropriate examinations each year. To enter you must fill in an Examination Entry Form on the MyBirkbeck web pages. The Examinations Office will contact students by email, to ask for confirmation of the modules in which they are to be examined. In cases of difficulty, advice should be sought from the Programme Director. Late submission of the Examination Entry Form may result in you being excluded from the Examination Halls.

If you have been advised to re-take a module there may be a timetable clash. In such cases you should discuss your situation with the Programme Director who will normally advise that you "knock forward" the module displaced by the re-take. The Programme Director may withdraw a module from your examinations if these rules are breached.

10.4. Results

Detailed examination results can only be communicated by the Registry. You should not ask the module lecturers, Programme Administrator or Programme Director about your examination marks. Module lecturers may supply coursework marks but these cannot be taken as the final coursework marks. Each student will receive a written statement of their module marks each year from the Registry and these should be preserved carefully. You will also be written to by the Programme Director to inform you of the decision of the Progression Board as to whether you can proceed to
the next year of study. If your results are poor then you may be excluded from the programme. Please note that if you have a debt with the College you will not be informed of your examination results or of your progression until the debt is paid. You will not be allowed to proceed with the programme. Delays may occur if you have not returned books to the library.

11. OTHER INFORMATION

11.1 Organisation of Terms

Birkbeck College operates a term system with three terms per academic year. Normally, teaching takes place in the autumn and the spring terms, but note that some modules are taught in the summer term. Modules that are taught in the autumn term, and that have a summer term examination, are revised in the first two weeks of the summer term. Modules that are taught in the spring term and that have a summer term examination are revised in weeks three and four of the summer term. The summer term revision classes are usually on the same week day as in the earlier terms. These rules may vary, for example if there is a clash with a bank holiday.

Revision sessions are very important, and you are strongly advised to attend them.

11.2 Returning to Study

Some new students will not have studied for some time, perhaps since school, and returning to education can prove difficult. The necessary study skills have sometimes been lost (or perhaps never obtained). For some these skills are easily developed but others need to study how to study. There are a number of books and guides on the subject which should prove helpful.

The following study guides are in the College library.

The following book, which is also in the College library, covers essay writing,

The College offers learning support and skills training. See http://www.bbk.ac.uk/mybirkbeck/services/facilities/support

11.3 Communication and email

Information is communicated to students in a number of ways, including

- announcements in classes and on lecturers’ home pages;
- Moodle virtual learning environment;
- student e-mail.
E-mail

All BSc students will be connected to the College e-mail system upon registration with IT Services (ITS) (Note ITS registration is not the same as College Registration/Enrolment.) Access to the e-mail software and your messages is made from the PCs in the various laboratories.

Because of the part-time nature of the degree much use is made of e-mail and the programme web site, including the circulation of important information about the programme and administrative arrangements. You should, therefore, regularly look at your e-mail messages. We make an assumption that you will do so. **Failure to read your e-mail is not a legitimate excuse for being unaware of information which has been circulated.** We find that students tend to look at their e-mail on a regular basis when they are undertaking a module that involves logging on to the PCs but they tend to forget when their modules do not involve use of the PCs. You should make sure that you regularly check your e-mail.

If you wish to send a message to another BSc Computing student, then you should address the e-mail to username@students.bbk.ac.uk. To send a message to a member of staff see their e-mail addresses which are available from http://www.dcs.bbk.ac.uk/dept/staff05.asp

11.4. The Programme Web Site

The Programme home page, from which all the other BSc Computing pages can be reached easily, is [http://www.dcs.bbk.ac.uk/courses/bsccomp/](http://www.dcs.bbk.ac.uk/courses/bsccomp/). Information which pertains to one module only, e.g. the times of in-class tests and coursework deadlines, is the responsibility of the module tutor and is likely be announced in class or posted on Moodle. It is the responsibility of the student to find out the times for in-class tests. A list of useful web pages is included as the last item in this booklet.

11.5. Submission of coursework

Most modules include course work assessments which contribute to the overall mark for the module. Coursework should be handed in on time. The mark for coursework handed in after the deadline but within two weeks of the deadline will be capped at 40% unless a claim for mitigation has been accepted. Submission of coursework may be paper based or it may be electronic, via the Moodle virtual learning environment, as stipulated by the module tutor.

All paper based coursework for DCSIS modules should be prefaced with a completed copy of the form available at [http://www.dcs.bbk.ac.uk/dcswiki/index.php/BSc_ISM_Intranet](http://www.dcs.bbk.ac.uk/dcswiki/index.php/BSc_ISM_Intranet)

A list of received coursework or of the marks for the coursework may be displayed in Moodle. It is your responsibility to ensure that receipt of your coursework has been logged.

Some items of coursework are received in electronic form e.g. program source code, web pages etc. The responsibility of ensuring receipt of such items still rests with the student. Students must also submit an appropriate coursework form even for electronically submitted coursework.

Coursework policies vary across the College. The above policies apply to modules taught by the DCSIS.
11.6. Personal Tutors

At the beginning of the autumn term new students will be allocated a Personal Tutor. Birkbeck College is committed to helping students achieve their full potential and the Personal Tutor is an important element of this commitment. The Personal Tutor is the first port of call for general advice and information. Specific difficulties should be discussed with the Personal Tutor and any illness or personal problems that may affect students’ performance should be communicated to the Personal Tutor. Questions and issues relating to a particular module would in the first instance normally be directed to the lecturer concerned with that module.

11.7. Financial Difficulties

Students who encounter financial difficulties should see the Programme Director to discuss a way forward. Students who fail to pay their fees are ineligible to continue the programme in any way and are ineligible to sit examinations. Any student who has a debt to the College at the end of the academic year will not be informed of his or her marks until the debt has been cleared. This may result in a delay in progression or a delay in the award of a degree.

11.8. Staff/Student Exchange Committees

Student representatives of each year of the degree programme sit on the Staff/Student Exchange Committee which usually meets once in the autumn term and once in the spring term. The Committee is a forum for an exchange of views, suggestions, feedback and the discussion of any problems, in relation to the degree programme and the various modules.

11.9. Locations

MAIN BUILDING (MB) is the main College building in Malet Street. This houses the Library, some lecture rooms and the computer laboratories.

The CLORE MANAGEMENT CENTRE (CMC) is where the Department of Management is located. It is in Torrington Square behind the Main Building.

GORDON SQUARE is situated north of Malet Street towards Euston Station.

RUSSELL SQUARE is to the east of Senate House.

UCL. The Roberts building is opposite Waterstones on Torrington Place. Foster Court is off Malet Place which is North of Malet Street. The Rockefeller building is on the corner of Gower Street and University Street opposite the Cruciform building. See map available at: www.ucl.ac.uk/maps.

11.12. Contacts

Department of Computer Science and Information Systems

BSc Programme Administrator, 020 7631 6724, bscadmin@dcs.bbk.ac.uk
Adam Towner, Assistant School Manager, adam@dcs.bbk.ac.uk
Igor Razgon, BSc Computing Programme Director, 7631 6700, igor@dcs.bbk.ac.uk
Useful Web Pages

Programme home page: http://www.dcs.bbk.ac.uk/courses/bsccomp/
Staff (Computer Science): http://vili.dcs.bbk.ac.uk/dept/staff05.asp
1) 26 Bedford Way  
2) Waterstones Bookshop  
3) Gordon House and Ingold Laboratories  
4) 39-47 Gordon Square.  
5) 10-16 Gower Street  
6) 7-15 Gresse Street  
7) Main Building  
8) 26 Russell Square  
9) Senate House (North Block)  
10) South Wing, UCL  
11) 32 Tavistock Square  
12) 27,28b,32 Torrington Square  
13) University of London Union  
14) Nursery, 59 Gordon Square  
15) 30 Russell Square  
16) London Knowledge Lab