BSc Induction

BSc Computing

BSc Data Science

BSc Information Systems and Management
Timetable of Events

- 18:00-19:00 Programme Introduction
- 19:00-19:15 Library
- 19:15-19:30 Study Skills
- 19:30-19:45 Student Services
- 20:00-20:45 Systems Group
  Rooms 403, 404, 405 & 407

23 September 2019  Birkbeck College, U. London
DCSIS Computer Network

- You have an account on the departmental computer network
- Username supplied on enrolment
- PCs in labs 403, 404, 405, 407
- Technical support up to 6.30pm, room 261
- Support page at https://www.dcs.bbk.ac.uk/contact
IT Services Computer Network

- College wide
- Wireless connectivity from laptop
- Workstation rooms
- Email
- Moodle virtual learning environment
- Service desk in Student Centre, ground floor (its@bbk.ac.uk)
- See www.bbk.ac.uk/its/
BSc Basics

- 4 years part time or 3 years full time
- Administered by the DCSI S
- The BSc ISM is taught jointly with the Department of Management
- The DCSI S and the DoM are in the School of Business, Economics and Informatics
BSc Computing People

Dr David Weston
Programme Director
DCSI S

Steve Morgan
Programme Administrator
DCSI S
BSc Data Science People

Dr Taolue Chen
Programme Director
DCSI S

Zahra Syed
Programme Administrator
DCSI S
BSc ISM People

Professor Steve Maybank
Programme Director
DCSI S

Dr Libon Fung
Director of undergraduate studies
DoM.

Zahra Syed
Programme Administrator
DCSI S

Simon Dunderdale
Team Leader
Undergraduate DoM.
BSc Web Pages

- All three are accessible from https://www.dcs.bbk.ac.uk/study/undergraduate/

- Check the timetable for your modules

- Read the Programme Handbook
Terminology

- **Degree Programme**
- **Module**: self contained part of a programme, e.g. Management Studies
- **Level of a module**: 4, 5, or 6
- **Value of a module**
  - taught in one term: 15 credits
  - taught in two terms: 30 credits
Credits

- Required total: 360 credits
- Average, 4 years part time: 90 credits/year
- Average, 3 years full time: 120 credits/year
- Compulsory modules: BSc Comp and BSc ISM: 285 credits, BSc DS: 315 credits
- Optional modules: BSc Comp and BSc ISM: 75 credits, BSc DS: 45 credits
Module Marks

- Pass mark for all modules: 40%
- Most module marks are weighted averages of coursework marks and an examination mark.
- Eg. Introduction to Computer Systems:
  20% CW and 80% exam.
- Marks of 60% for CW and 30% for exam give a total of
  \[ 60 \times \left( \frac{20}{100} \right) + 30 \times \left( \frac{80}{100} \right) = 36\% \]
The GPA is calculated using the marks for level 5 and level 6 modules.

- Level 6: weight 2  
  - 30 credits: weight 2
- Level 5: weight 1  
  - 15 credits: weight 1

The GPA is a weighted average of the best level 5 and 6 modules with a total value of 240 credits.

- Level 4 modules are excluded
Degree Class

BSc with honours

- **First**: GPA $\geq 70\%$
- **2.1**: $70\% >$ GPA $\geq 60\%$
- **2.2**: $60\% >$ GPA $\geq 50\%$
- **Third**: $50\% >$ GPA $\geq 40\%$
- **Fail**: $40\% >$ GPA

- If the GPA is no more than 2\% below a boundary, then the higher degree class may be awarded, under the preponderance rule. See paragraph 52.1, [http://www.bbk.ac.uk/registry/policies/documents/CAS-regds-18-19.pdf](http://www.bbk.ac.uk/registry/policies/documents/CAS-regds-18-19.pdf)

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Examinations

- DCSI S examinations: held in the summer term, during the day.

- DoM examinations: held in the teaching term

- Register for DCSI S examinations in December.

- If you are absent from an examination without good reason then it is recorded as a fail.
Coursework Deadlines

- All coursework assignments have a first deadline and a late deadline.
- Assignments submitted after the first deadline and before the late deadline are capped at 40%.
- Assignments submitted after the late deadline are rejected unless a claim for mitigation has been accepted.
Information on the Web

- MyBirkbeck (includes personal timetable)
  www.bbk.ac.uk/student-services

- Departmental web pages
  http://www.dcs.bbk.ac.uk/

- Intranet
  http://www.dcs.bbk.ac.uk/intranet/index.php/Main_Page

- Moodle virtual learning environment
  http://moodle.bbk.ac.uk/
Other Sources of Information

- General information: BSc Administrator
  (BScAdmin@dcs.bbk.ac.uk)

- Information about fees: The Registry

- Accreditation, non-standard module choices etc:
  Programme Director (dweston@dcs.bbk.ac.uk,
  taolue@dcs.bbk.ac.uk, sjmaybank@dcs.bbk.ac.uk)
Enrolment

- Online at [http://www.bbk.ac.uk/mybirkbeck/](http://www.bbk.ac.uk/mybirkbeck/)

- ITS username and password required

- After enrolment, apply for a Birkbeck Student Card via MyBirkbeck
Avoiding Plagiarism

- Whenever possible use your own words in coursework.

- If you quote then
  i) make clear what is quoted;
  ii) reference the quote clearly.

- If you use code from libraries or automatically generated code then clearly identify the source.

- See
  http://www.bbk.ac.uk/student-services/exams/plagiarism-guidelines
Example

Original: *To work as part of a team, to be able and prepared to continue to learn throughout one’s career, and, most important, to take on board both care for the individual and the community, are essential aspects of a doctor’s role today.*


Plagiarism: *The essential aspects of a doctor’s role today are to work as part of a team, be able and prepared to continue to learn throughout one’s career, and, most importantly, to take on board both care for the individual and the community.*

Acceptable: *One social writer believes that the essential aspects of a doctor’s role today are to work as part of a team, be able and prepared to continue to learn throughout one’s career, and, most importantly, to take on board both care for the individual and the community (Greengross, 1997).*
Turnitin

- Essays and reports are checked using Turnitin. For examples see http://www.citadel.edu/root/images/plagiarism/examples-from-turnitin.pdf

- A single sentence can be matched reliably from one document to another

- If you cut and paste without referencing then your degree can be in jeopardy

- See also http://www.bbk.ac.uk/student-services/exams/plagiarism-guidelines
Mitigation

- Illness or other events disrupt coursework or examinations.
- Submit a claim for mitigation with original or scanned documentary evidence.
- Any claim for mitigation should be submitted within **two weeks** after the assessment date or assessment deadline.
- If the claim is accepted, then the usual result is an opportunity to repeat the assessment.

[www.bbk.ac.uk/registry/policies/policies-1](http://www.bbk.ac.uk/registry/policies/policies-1)
Consequences of Failing a Module

- Total mark $\leq$ 29%: retake, attend lectures again, redo all elements.
- $30 \leq$ total mark $\leq 39$: reassessment, not necessary to attend lectures again, redo all failed elements, but with a 40% cap.
- Redo failed examinations at earliest opportunity.
- Total number of attempts allowed: 4
Summer Resits

- If a module is failed, then there will be an automatic reassessment in the summer (Typically late August/ early September)

- This reassessment will count as a second attempt
Consequences of a Retake

- Total mark $\leq 29\%$: retake, attend lectures again, redo all elements.
- The quotas of 90 credits/year and 120 credits/year include retakes but not reassessments.
- Fulltime: a single retake can postpone graduation by a year.
- Part time: limited flexibility.
- A fee will be charged for any retake module, in addition to the normal fees.
Worst Case Scenario

- If more than half the examinations are failed then you may not be allowed to continue the programme.

- You may resit the failed examinations next year as an examination only student.
Academic Support

- Personal tutor
- Advice sessions on study skills: planning, writing, reading
- Workshops: essay writing, examination revision and learning strategies
- Help with the English language
- Learning development tutors: Richard Carabine, Eva Szatmari, Andrew Silverman
Staff Student Exchange Committee

- Meets once in autumn, once in spring

- Attended by lecturers and student reps, one for each year

- Opportunity to complain, request or seek explanations
Examples of SSE Issues

- Lecture room conditions
- Delays in informing students of changes
- Delays in receiving marks or feedback
- Problems with the lecture (audibility, clarity)
- Any volunteers for student reps?
International Students

- International = non European Union
- Sign the register in each lecture
- Notify the DCSIS of any absences.
- The college may pass information to the UK Border Agency.
Behaviour

- Respect College property
- Refrain from eating and drinking except in designated areas
- Transfer between classes in a quiet and dignified manner
Orientation Day

- 9.30am-3.00pm Saturday 28th September, Main Building
- Includes Students’ Union Freshers’ Fair (clubs and societies)
- See
  http://www.bbk.ac.uk/student-services/orientation/whats-on-during-orientation
Finally…

- Good Luck
- Work Hard