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1 General Information

1.1 Important Contacts

Programme Administrator: Zahra Syed (pg@dcs.bbk.ac.uk)
Admissions Tutor: Carsten Fuhs (carsten@dcs.bbk.ac.uk)
Projects Coordinator: Oded Lachish (oded@dcs.bbk.ac.uk)
Learning Development Tutor (General Skills): Richard Carabine (r.carabine@bbk.ac.uk)
Learning Development Tutor (Maths & Stats): Eva Szatmari (e.szatmari@bbk.ac.uk)
Learning Development Tutor (Maths & Stats): Daniel McVeagh (d.mcveagh@bbk.ac.uk)
Programme Director: Dell Zhang (dell@dcs.bbk.ac.uk)

1.2 Programme Overview

The MSc in Information Technology (MSc IT) is a programme for graduates of disciplines other than computing, focusing on practical aspects of information systems development, modern management topics, and professionalism in IT. Students who complete this programme will have gained in-depth knowledge which they will be able to use in:

- analysis of problems arising in information systems and in the management of IT
- evaluation of technology options
- information systems development
- technology-driven organisational change
- technology-based innovation.

Full-time students follow 7 taught modules and undertake a 3-4 month project. Part-time students follow 3 to 4 taught modules in each of the two years and the project component in the second year.

1.3 Student Support

Academic problems should first be addressed to the module tutor concerned. If the problem is not resolved or it does not relate to a specific module, then the Programme Director should be contacted.

The Learning Co-ordinators of the School offer study/math skills support to students, including: returning to study, note taking, critical reading skills, essay writing, referencing, making presentations, taking part in seminars, managing time and workload, avoiding plagiarism, writing a dissertation, coping with exams, motivation, pre-algebra, formulae, equations, functions, basic calculus, basic statistics, basic data analysis, and a number of other areas.

http://www.bbk.ac.uk/business/current-students/learning-co-ordinators

On Moodle, there is a School study skills area which offers tutorials and resources:
https://moodle.bbk.ac.uk/course/view.php?id=3905

Every student is allocated a personal tutor in the first weeks of the programme. The personal tutor is someone students can contact to discuss any problems of a non-academic nature. These may relate to special needs or personal problems that may affect
the student’s academic performance. The Department also has a disability officer whom students can contact.

On the College’s MyBirkbeck site http://www.bbk.ac.uk/mybirkbeck, students can find more details on

- rules and regulations
  http://www.bbk.ac.uk/mybirkbeck/services/rules
- information and advice (including the complaints procedure)
  http://www.bbk.ac.uk/mybirkbeck/aig
- student support services
  http://www.bbk.ac.uk/mybirkbeck/services
- student guides
  http://www.bbk.ac.uk/mybirkbeck/guides

It is expected that students familiarise themselves with these pages so that they are aware of the services and regulations.

There is a Birkbeck Informatics Society set-up and run by computing students in our BSc & MSc programmes. Its website is at http://www.bbkinformatics.uk/, and the Facebook page is http://www.bit.ly/bbkinformatics.

### 1.4 Additional Information

More detailed and updated information about the programme is available from the

- Internet page
  http://www.dcs.bbk.ac.uk/courses/mscit/
- Intranet page (for enrolled students)
  https://www.dcs.bbk.ac.uk/intranet/index.php/MSc_IT_Intranet

Important notices are posted throughout the year using an electronic whiteboard on the intranet or departmental group email aliases.

It is your responsibility to familiarise yourself with the contents of both of this handbook as well as the programme’s website, and to consult the website on a regular basis, since additional information will be posted there during the year. Furthermore, you should also check your College emails on a regular basis.
2 Programme Content

An MSc IT student needs to take seven taught modules (including three compulsory and four optional), plus a final MSc project (in the form of either a research dissertation or a software implementation). Each taught module is worth 15 credits (except for the ISD module that is worth $15 \times 2 = 30$ credits), while the project is worth 60 credits.

Our recommendations regarding the choice of modules would be given in the induction sessions (see Section 3.1.1).

http://www.dcs.bbk.ac.uk/site/assets/files/2478/mscit-induction.pdf

2.1 Primer

The Department provides a pre-term short course “Programming Primer – A Short Introduction to Computer Programming” (with minimal charges) in September, which aims to help new students get better prepared for their studies in this intensive postgraduate programme.

http://www.dcs.bbk.ac.uk/study-with-us/modules/programming-primer/

Although it is not compulsory, all students who newly joined the MSc IT programme are strongly encouraged to take this primer course.

There will be a test at the end. Passing this final test is a prerequisite for the modules FOC (see Section 4.12) and CS (see Section 4.13). Furthermore, those part-time students who can pass this final test (and thus take the modules FOC and CS) will be allowed to pursue a transfer to MSc Computer Science in their second year of study, see:

http://www.dcs.bbk.ac.uk/courses/mscit#prereq

2.2 Pre-Course Reading

All students should work through the *compulsory* pre-course reading for ISD before the course starts. Please refer to Section 4.1.

2.3 Compulsory Modules

There are three compulsory modules (with 60 credits in total) which need to be taken by every student studying on the MSc IT:

- **BUCI021S7**: Introduction to Software Development (ISD) (30 credits)
- **COIY059H7**: Information Systems (IS) (15 credits)
- **BUCI050H7**: Software Engineering in Practice (SEP) (15 credits)

... *unless* FOC is taken

Please note that those part-time students who wish to migrate to MSc Computer Science must choose FOC instead of SEP as the compulsory module, see:

http://www.dcs.bbk.ac.uk/courses/mscit#prereq

Such students should have already passed the test of the pre-term short course “Programming Primer” (see Section 2.1).
### 2.4 Optional Modules

In addition to the above compulsory modules, students choose four additional modules from a range of available options. The optional module selection will be conducted online via an in-house system for this purpose.

Please note that the list of optional modules available may vary from year to year, and that choices are subject to timetabling constraints and student demand. In the event that an optional module is oversubscribed, available places will be allocated on a first-come, first-served basis determined by the date you return your module choice form to the Programme Administrator. The optional modules listed here are indicative and may be substituted by similar modules consonant with the aims of the programme with the approval of the Programme Director.

#### 2.4.1 CSIS Modules

The following level 7 optional modules are provided by the Dept of CSIS.
- **COIY058H7**: Fundamentals of Computing (FOC) (15 credits)
- **COIY060H7**: Computer Systems (CS) (15 credits)
- **BUCI040H7**: Information and Network Security (INS) (15 credits)
- **BUCI059H7**: Interactive Systems (IRS) (15 credits)
- **COIY063H7**: Internet and Web Technologies (IWT) (15 credits)
- **BUCI041S7**: Project Management for Informatics (PMI) (15 credits)
- **COIY062H7**: Software Design and Programming (SDP) (15 credits)
- **COIY023H7**: Search Engines and Web Navigation (SEWN) (15 credits)
  - [PT only due to prerequisite and timetabling]
- **BUCI023H7**: Strategic Information Systems Planning (SISP) (15 credits)

The following level 6 optional modules are provided by the Dept of CSIS.
- **COIY028H6**: Database Management (DM) (15 credits)

The optional modules cover more sophisticated technical details and usually should only be taken *after* completing the compulsory modules ISD and IS.

Please note that those part-time students who wish to migrate to MSc Computer Science must take CS in year 1, see:

http://www.dcs.bbk.ac.uk/courses/mscit#prereq

Such students should have already passed the test of the pre-term short course “Programming Primer” (see Section 2.1).

#### 2.4.2 MGMT Modules

The following level 7 optional modules are provided by the Dept of MGMT.
- **MOMN011H7**: Research Methods in Management (RMM) (15 credits)
- **MOMN001H7**: The Creative Industries: Theory and Contexts (CITC) (15 credits)
- **MOMN061H7**: Digital Creativity and New Media Management (DCNMM) (15 c.)
- **MOMN088H7**: Intellectual Capital and Competitiveness (ICC) (15 credits)
- **MOMN043H7**: Innovation: Management and Policy (IMP) (15 credits)
- **MOMN082H7**: Strategic Management (SM) (15 credits)
Students intending to undertake a research dissertation as the final project must take RMM.

For a description of the modules offered by the Dept of MGMT, please refer to their webpages here:
http://www.bbk.ac.uk/management/prospective-students/postgraduate/modules
and also their Postgraduate Handbook which is available at:
http://www.bbk.ac.uk/management/prospective-students/postgraduate/handbook

2.4.3 GEDS Modules

The following level 7 optional modules are provided by the Dept of GEDS.

- GGPH035H7: Introduction to Geographic Information Systems (IGIS) (15 credits)

Students would need to use College ITS or GEDS labs for GIS software systems, as we do not have any installed in our labs.

For a description of the modules offered by the Dept of GEDS (on geographical information science), please refer to their webpages here:
http://www.bbk.ac.uk/study/modules/ggph/GGPH035H7
and also their Postgraduate Handbook which is available at:
http://www.bbk.ac.uk/geds/current-students/
2.5 MSc Project

Tutors

Supervisor of the project.

Aims

In the MSc project a student will be able to demonstrate his or her skills in organising and completing a task that goes beyond a typical coursework assignment. That means either planning and undertaking an orderly piece of social science research in an Information Systems and Management context (called a research dissertation), or planning and executing a major piece of information systems development work, and placing the approach in the wider context (called an implementation project).

The MSc IT programme is accredited as partially meeting the educational requirements for Chartered IT Professional (CITP) registration by the British Computer Society (BCS), subject to students completing an implementation project.

Students who want to do an implementation project will have to register for the MSc CS project module (COIY065D7), and they should attend a brief series of lectures given for MSc CS students. Students intending to do a research dissertation will need to enrol on the MSc IT dissertation module (BUCI039D7), and they should take the RMM module.

Students are encouraged to come up with their own ideas for projects. In order to arrange supervision for the project, a student should discuss possible projects with the module tutor who seems the most appropriate for the topic, the Project Coordinator, or the Programme Director. The Department of Computer Science and Information Systems intranet provides information about the research interests and potential project ideas of different members of staff and also their current supervision load. It is possible to have a supervisor from the Department of Management for a research dissertation.

A student is supervised by a staff member only if they get formal approval by the Project Coordinator in the form of an e-mail from either the Postgraduate Administrator or the Project Coordinator.

Please find the College guidelines on ethical review at the following page.
http://www.bbk.ac.uk/committees/research-integrity/

Syllabus

The main part of the module will be done by a student on his or her own (supported by the supervisor).

There is a small taught part of the module (for implementation projects) in which the students are acquainted with

- How to formulate the objectives/aims of an MSc project;
- How to write a project proposal;
- How to organise and plan the project;
- How to research literature;
• How to write a project report.

Prerequisites
Passing all taught modules.

Assessment
A written project proposal (of about 2,000 – 3,000 words) and a written project report (of about 8,000 – 12,000 words for an implementation project; 10,000 – 16,000 words for a research dissertation), weighting 20% and 80%, respectively.

Recommended Reading
• As recommended by the supervisor.

Online Material
For overall information regarding the project (including the deadlines and the forms), see:
http://www.dcs.bbk.ac.uk/dcswiki/index.php/MSc_IT_project
For implementation projects, see the following pages:
http://www.dcs.bbk.ac.uk/dcswiki/index.php/MSc_CS_project, and
http://www.dcs.bbk.ac.uk/r/courses/msccs/project.html
For research dissertations, check the RMM module out.

Submission
Students should submit two hard copies of the project report to the Programme Administrator, and one electronic copy of the project report (in PDF) via Moodle which would be checked by the plagiarism detector Turnitin.
https://moodle.bbk.ac.uk/
3 Dates and Timetables

3.1 Dates

3.1.1 Induction

We kick off the programme with induction talks to new students:

- Part-time students:
  18:00 – 21:00, Thursday, 28 September 2017
  (Room 407, Birkbeck Main Building, Malet Street)
- Full-time students:
  10:30 – 13:00, Monday, 2 October 2017
  (Room 403, Birkbeck Main Building, Malet Street)

It is essential for all new students to attend the induction session. The MSc IT Programme Director’s welcome message is at:

http://www.dcs.bbk.ac.uk/site/assets/files/2478/mscit-induction.pdf

These will be a short hands-on introduction to the departmental computer system.

https://www.dcs.bbk.ac.uk/intranet/index.php/Essential_Information_for_new_users
https://moodle.bbk.ac.uk/course/view.php?id=7631

There will also be short presentations by the school learning coordinators, the library, the disability office, and the students’ union, et al.

http://www.bbk.ac.uk/business/current-students/learning-co-ordinators/
http://www.bbk.ac.uk/lib/life/
http://www.bbk.ac.uk/mybirkbeck/services/facilities/disability/
http://www.birkbeckunion.org/

3.1.2 Terms

Lectures will commence in the week starting on Monday, 2 October 2017. The teaching (i.e. not including exams and projects) covers two terms of eleven weeks each (autumn and spring term). The summer term is given over to revision, exams, and the beginning of projects.

- Autumn term: Monday, 2 October 2017 – Friday 15 December 2017
- Spring term: Monday 8 January 2018 – Friday 23 March 2018
- Summer term: Monday 23 April 2018 – Friday 6 July 2018

The College term dates and holiday closings can be found here:

http://www.bbk.ac.uk/about-us/term-dates

Students should attend lectures during term time as shown in the timetables in Section 3.2. If students are unable to attend lectures, they should arrange with lecturers or fellow-students to obtain copies of any material distributed in class.

Any student who decides to withdraw from the course should inform the Programme Administrator, in writing or by email. Students who simply stop turning up for lectures without formally withdrawing from the course will still be held liable for fees.

It is especially important for international students that they inform the department about any absence, see Section 5.14.
3.2 Timetables

3.2.1 Overview

Detailed information about the programme curriculum can be found in Section 2. Please note that due to timetabling constraints not all modules are available each year. Occasionally there might be changes (e.g. swapping of lectures between modules, or additional tutoring sessions). Please check regularly the webpages of each module and the virtual learning environment Moodle (https://moodle.bbk.ac.uk/) for up-to-date information.

The three compulsory modules — ISD, IS, and SEP — which have to be taken by every student studying on the MSc IT (except those allowed to take FOC instead of SEP) are shown in **bold** below. All these compulsory modules are on level 7 (postgraduate). Almost all the optional modules are on level 7 as well; the only exceptions are those shown underlined that are on level 6 (final year undergraduate).

All the compulsory modules and most of the optional modules in this programme are provided by us the Department of Computer Science and Information Systems (CSIS). There are some optional modules that are offered by the Department of Management (MGMT) or the Department of Geography, Environment and Development Studies (GEDS).

The complete lecture timetable (with locations) of our Department will be announced online at the following address (under the heading “Modules”):

- [http://www.dcs.bbk.ac.uk/courses/](http://www.dcs.bbk.ac.uk/courses/)
- [http://www.bbk.ac.uk/management/current-students/copy_of_timetables](http://www.bbk.ac.uk/management/current-students/copy_of_timetables)

The Dept of MGMT publishes a timetable for their modules:

- [http://www.bbk.ac.uk/management/current-students/copy_of_timetables](http://www.bbk.ac.uk/management/current-students/copy_of_timetables)

The Dept of GEDS publishes a timetable for their modules:

- [http://www.bbk.ac.uk/geds/current-students/timetables](http://www.bbk.ac.uk/geds/current-students/timetables)

For an overview of the teaching venues, please refer to:

- [http://www.bbk.ac.uk/mybirkbeck/guides/help/class-information](http://www.bbk.ac.uk/mybirkbeck/guides/help/class-information)
### 3.2.2 Full-time (FT) Students

<table>
<thead>
<tr>
<th>2017/18 Autumn Term</th>
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<tbody>
<tr>
<td><strong>Day</strong></td>
<td><strong>Module</strong></td>
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<tr>
<td>Monday</td>
<td>INS</td>
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<td></td>
<td>IGIS</td>
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<tr>
<td>Tuesday</td>
<td>ICC</td>
</tr>
<tr>
<td></td>
<td>FOC* - tutorial (week 2,4,6,8,10,11)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>IMP</td>
</tr>
<tr>
<td>Thursday</td>
<td>IS</td>
</tr>
<tr>
<td></td>
<td>FOC*</td>
</tr>
<tr>
<td>Friday</td>
<td>MSc Project – lecture (week 3)</td>
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<tr>
<td></td>
<td>ISD</td>
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<tr>
<th>2017/18 Spring Term</th>
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<tbody>
<tr>
<td><strong>Day</strong></td>
<td><strong>Module</strong></td>
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<tr>
<td>Monday</td>
<td>ISD</td>
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<tr>
<td>Tuesday</td>
<td>SDP</td>
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<tr>
<td></td>
<td>RMM²</td>
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<td></td>
<td>IWT</td>
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<td></td>
<td>PMI</td>
</tr>
<tr>
<td>Wednesday</td>
<td>CS*</td>
</tr>
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<td></td>
<td>DM [level 6]</td>
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<tr>
<td>Thursday</td>
<td>IS</td>
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<td></td>
<td>FOC*</td>
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<td></td>
<td>IRS</td>
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<td></td>
<td>SISP</td>
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<td></td>
<td>DCNMM</td>
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<td></td>
<td>SM</td>
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<tr>
<td>Friday</td>
<td>SEP</td>
</tr>
<tr>
<td></td>
<td>FOC* - tutorial (week 3,5,7,9,10,11)</td>
</tr>
<tr>
<td>Saturday</td>
<td>RMM² - SPSS/Stats</td>
</tr>
</tbody>
</table>

² RMM is required for all the students who would like to do a research dissertation project (see Section 2.5).

² MSc Project - lectures is required for those planning to do a software implementation project (see Section 2.5).

* FOC and CS are only available to the students who have already passed the test of the pre-term short course “Programming Primer” (see Section 2.1).
### 3.2.3 Part-time (PT) Students Year 1

Year 1 part-time students must take the three compulsory modules — ISD, IS, and SEP — and may take up to one other module from the available options.

#### 2017/18 Autumn Term

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>INS</td>
<td>18:00 – 21:00</td>
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<tr>
<td></td>
<td>IGIS</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>ICC</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td></td>
<td>FOC* - <em>tutorial</em> (week 2,4,6,8,10,11)</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>FOC*</td>
<td>18:00 – 19:30</td>
</tr>
<tr>
<td></td>
<td>IS</td>
<td>19:30 – 21:00</td>
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<tr>
<td>Thursday</td>
<td>ISD</td>
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<tr>
<td></td>
<td>IS</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>ISD</td>
<td>18:00 – 21:00</td>
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</table>

#### 2017/18 Spring Term

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>ISD</td>
<td>18:00 – 21:00</td>
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<tr>
<td>Tuesday</td>
<td>RMM★</td>
<td>18:00 – 21:00</td>
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<tr>
<td></td>
<td>PMI</td>
<td>18:00 – 21:00</td>
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<tr>
<td>Wednesday</td>
<td>IS</td>
<td>18:00 – 19:30</td>
</tr>
<tr>
<td></td>
<td>FOC*</td>
<td>19:30 – 21:00</td>
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<tr>
<td>Thursday</td>
<td>IRS</td>
<td>18:00 – 21:00</td>
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<td></td>
<td>SISP</td>
<td>18:00 – 21:00</td>
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<tr>
<td></td>
<td>DCNMM</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td></td>
<td>SM</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td></td>
<td>CS*</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td>Friday</td>
<td>SEP</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td></td>
<td>FOC* - <em>tutorial</em> (week 3,5,7,9,10,11)</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>RMM★ - <em>SPSS/Stats</em></td>
<td>10:00 – 17:00</td>
</tr>
</tbody>
</table>

★ RMM is required for all the students who would like to do a research dissertation project (see Section 2.5).

* FOC and CS are only available to the students who have already passed the test of the pre-term short course “Programming Primer” (see Section 2.1).
3.2.4 Part-time (PT) Students Year 2

Year 2 part-time students should select as many options as necessary to complete their set of four optional modules:

### 2017/18 Autumn Term

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>INS</td>
<td>18:00 – 21:00</td>
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<tr>
<td></td>
<td>IGIS</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>ICC</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>IMP</td>
<td>18:00 – 21:00</td>
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<td>Thursday</td>
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<td>18:00 – 21:00</td>
</tr>
<tr>
<td>Friday</td>
<td>MSc Project(\oplus) - lecture (week 3)</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td></td>
<td>RMM(\ominus)</td>
<td>18:00 – 21:00</td>
</tr>
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</table>

### 2017/18 Spring Term

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>CITC</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>RMM(\ominus)</td>
<td>18:00 – 21:00</td>
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<tr>
<td></td>
<td>IWT</td>
<td>18:00 – 21:00</td>
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<td></td>
<td>PMI</td>
<td>18:00 – 21:00</td>
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<tr>
<td>Wednesday</td>
<td>DM [level 6]</td>
<td>18:00 – 21:00</td>
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<tr>
<td>Thursday</td>
<td>IRS</td>
<td>18:00 – 21:00</td>
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<td></td>
<td>SISP</td>
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<td>SDP</td>
<td>18:00 – 21:00</td>
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<td>DCNMM</td>
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<td>SM</td>
<td>18:00 – 21:00</td>
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<tr>
<td>Friday</td>
<td>RMM(\ominus) - SPSS/Stats</td>
<td>10:00 – 17:00</td>
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</tbody>
</table>

\(\oplus\) RMM is required for all the students who would like to do a research dissertation project (see Section 2.5).

\(\ominus\) MSc Project - lectures is required for those planning to do a software implementation project (see Section 2.5).

△ In 2017/18, SEWN will not run due to the module tutor’s teaching sabbatical. In 2018/19, SEWN will be scheduled on Thursdays in the evening (18:00 – 21:00) and therefore become available for part-time students.
4 Module Outlines

Lectures aim to introduce the key concepts of each module. The specific objectives of each module and the principal readings are circulated at the start of the term. The reading lists for individual modules given below are indicative — lecturers will specify, usually at the first lecture, whether or not specific books should be purchased for particular modules.

Most modules have dedicated webpages that provide links to relevant online literature. Depending on the nature of the material, some lecturers use lecture slides or notes to support their teaching and may distribute such learning materials via their webpages.

Students can also contact lecturers outside the classroom to discuss the material. They can meet the lecturers during scheduled office hours or can contact them via e-mail either to discuss a problem or to make an appointment. Lecturers’ contact details are given on the Department’s website.

The outline of each module offered by our Department is given here mainly for the convenience of prospective students, but they could be obsolete. For the most up-to-date description of a module, please refer to its corresponding webpage at: http://www.dcs.bbk.ac.uk/courses/mscit#section-course_content
4.1 Introduction to Software Development (ISD)

Tutors
David Weston (module leader) and Igor Razgon

Aims
The main aim of this module is to allow students who hold a first degree in a subject other than computing to gain understanding of solving computational problems and of the software development process, which are fundamental to the study of information systems and informatics. The module covers the principles of designing, implementing and testing programs, with a specific focus on object-oriented design. The module explains the fundamental aspects of these techniques utilising a series of practical lab sessions. Students will be able to apply this knowledge in learning new programming languages, developing software systems, and managing software development projects within given time constraints.

Syllabus

- The software development process.
- Principles of programming and programming languages
- Solving computational problems (problem decomposition, abstraction, sequencing, branching, iteration).
- Classes, objects, variables, values, types, arithmetic operations, control expressions, methods, string manipulation, exceptions, arrays, collections, I/O, GUIs, documentation.
- Designing, implementing and testing programs.

Prerequisites
None. However, students should work through the first chapter of the course text, see recommended reading.

Assessment
By a 2-hour unseen written examination and practical coursework, weighting 50% and 50% respectively.

Coursework
Several pieces of practical coursework will be set.
Recommended Reading

- Python for Everyone, 2nd Edition by Cay S. Horstmann and Rance D. Necaise, John Wiley & Sons; 2016. (Course text)
- Practical Programming: An Introduction to Computer Science Using Python 3 by Paul Gries, Jennifer Campbell, and Jason Montojo, Pragmatic Bookshelf; 2013.
  ISBN: 978-1937785451
  ISBN: 978-1501000867
  ISBN: 978-1593274078
- Think Python by Allen B. Downey, O’Reilly Media; 2012.
  ISBN: 978-1449330729
- Learning Python by Mark Lutz, O’Reilly Media; 2013.
  ISBN: 978-1449355739

Online Material

https://moodle.bbk.ac.uk/
4.2 Information Systems (IS)

Tutors
Brian Gannon

Aims
The primary aim of the module is to help students understand how information and communications technologies are deployed and to make informed professional decisions about IS development in fast changing socio-technical environments. This includes understanding how to use information processing constructs including files and data schemata, programs and other coded units, and the contexts to which they will be fitted. A subsidiary aim is to introduce students to some of the practical aspects associated with a career as an IS professional, and to describe key social and organisational aspects of enterprise computing.

Outline
The module describes approaches, processes, methodologies and techniques commonly used for large-scale information systems development. It covers the systems development life cycle (SDLC), including project initiation, analysis, design and implementation, addressing key aspects and techniques at each stage, such as the use of class and object diagrams. Several project methodologies are described, including Agile (Scrum) methodology. The module also incorporates insights into professional and legal issues surrounding Information Systems development.

Syllabus
- Theories of Information Systems
- The Information Systems Development Life Cycle
- Project Initiation - Identification and Selection
- Requirements Analysis & High Level Design
- Detailed design, including Architecture, DB design and UI design
- IS implementation
- Agile methodologies
- IS in everyday life
- IS contracts and legal issues
- Data Protection, Freedom of Information and Intellectual Property Rights
- Computer Misuse and Information Surveillance

Prerequisites
None.
Assessment

By a 2-hour unseen written examination and coursework exercises, weighting 80% and 20% respectively.

Coursework

To be determined, but will include at least one in-class test.

Recommended Reading

- Other supplementary readings will be advised.

Online Material

http://moodle.bbk.ac.uk/
4.3 Software Engineering in Practice (SEP)

Tutors
Oded Lachish

Aims
Understand the different approaches to managing the software development process. Produce practical specifications from informal briefs. Understand how to test, debug and change programs. Understand how to represent formal program requirements. Understand how to create and deploy an effective plan for testing software systems. How to apply software engineering methodologies in practical scenarios. How to evaluate, select and deploy appropriate tools and techniques. Deploy a software development methodology, and to test and debug software, independent of programming language.

Outline
This module provides a general understanding of Software Engineering; the typical phases of the software lifecycle with particular reference to practical specification, design and testing techniques. It serves to prepare students for the various software development projects undertaken throughout their studies and introduces them to important concepts that can be studied in more detail later in the programme.

Syllabus
- Introduction and overview
- Software processes
- Agile software development
- Requirements engineering
- System modelling
- Architectural design
- Design and implementation
- Software builds
- Software testing
- Software evolution

Prerequisites
Introduction to Software Development (ISD) and Information Systems (IS).

Assessment
By a 2-hour unseen written examination and practical coursework, weighting 80% and 20% respectively.
Coursework

A team project, each team consisting of up to four members. Selected from a set of topics on Software Engineering. Presentation to module cohort and written submission.

Recommended Reading

N/A

Online Material

https://moodle.bbk.ac.uk/
4.4 Database Management (DM)

Tutors

Peter Wood

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,
3. Relational database design.

Syllabus

- Entity-Relationship Model
- Relational Model
- Querying Relational Databases using SQL
- Updates, Views and Transactions
- Integrity Constraints in the Relational Model
- Relational Database Design
- Normal Forms
- Normalisation Algorithms
- Non-Relational Databases
- SQL Programming and the Web

Prerequisites

Introduction to Software Development (ISD) and Information Systems (IS).

Assessment

By a 2-hour unseen written examination and practical coursework, weighting 80% and 20% respectively.

Recommended Reading

Online Material

http://www.dcs.bbk.ac.uk/~ptw/teaching/DBM/
4.5 Information and Network Security (INS)

Tutors
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.

The main aim of this module is to provide broad coverage of the field of information security. This course covers the technical as well as the management side of security in information systems. Despite being an essential part of security, technical methods such as cryptography are not enough to guarantee a high level of security. They have to be embedded into a wider context in order to make them more effective. Users of technology have to understand the underlying principles and follow certain policies to avoid security breaches. This module introduces the fundamental approaches to security engineering and includes a detailed look at some important applications.

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
- Authentication
- Key Exchange
- Economics of Information Security

Prerequisites
None.

Assessment
By a 2-hour unseen written examination and practical coursework, weighting 80% and 20% respectively.
Recommended Reading

  ISBN: 978-0-19-969559-1
  ISBN: 978-0-470-06852-6
  ISBN: 978-0136097044
  ISBN: 978-0201440997

Online Material

http://www.dcs.bbk.ac.uk/~dweston/
4.6 Interactive Systems (IRS)

Tutors

George Magoulas

Aims

The module aims to present a coherent introduction to the practical issues of creating interactive systems and products from a human-centred perspective. It covers fundamental concepts of interactive systems design, essential processes, and techniques for the design, development, and evaluation of interactive systems in different contexts.

On successful completion of this module, the student will be able to:

• Discuss essential facts, concepts, principles, and theories of interactive systems design.
• Discuss fundamental issues relating to the design and implementation of interactive systems.
• Describe processes, methodologies and techniques involved in the design, implementation and effective deployment of interactive systems.
• Recognise social, ethical & professional issues and risk involved in the design of interactive systems.
• Apply theoretical understanding of design methodologies to interactive systems.
• Evaluate interactive systems in terms of general quality attributes and possible trade-offs within a particular context.
• Demonstrate advanced level of critical analysis of specifications and guidelines to design interactive systems for a particular context.
• Demonstrate advanced level of knowledge of interactive systems design and development.
• Demonstrate advanced understanding of the principles and practices of interactive systems.

Outline

Modern software systems are interactive and personalised, and operate in a large variety of contexts. Systems and digital artefacts vary enormously in size and complexity, and utilise a range of technologies. There is no ‘one size fits all’ approach that can deal with this variety. The Interactive systems module offers an introduction to the practical issues of creating interactive systems and products from a human-centred perspective. It covers methodologies, techniques, and technologies involved in the design of high quality interactive systems, products and services, and techniques for reflecting on a design throughout the development of the interactive system. The focus is on the design and evaluation of interactive system rather than on the programming aspect.
Syllabus

The module covers theory, methods, and techniques used for the design of interactive systems. Indicative topics are listed below.

• Essentials of designing interactive systems: key concepts and how these are applied to different types of systems.
• The process of human-centred design
• Usability
• Techniques for designing interactive systems: understanding the requirements, prototyping and evaluating design ideas.
• Methods for understanding users
• Design methods
• Evaluation methods
• Task analysis
• Contexts for designing interactive systems: case studies of interaction design in contexts that are dominating the subject today.
• Web-based interactive systems
• Agents and avatars
• Mobile computing

Prerequisites

None.

Assessment

By a 2-hour unseen written examination and coursework exercises, weighting 80% and 20% respectively.

Recommended Reading


Online Material

https://moodle.bbk.ac.uk/
4.7 Internet and Web Technologies (IWT)

Tutors
Peter Wood

Aims
To provide students with an understanding of how network protocols work, particularly those used on the Internet, and the ability to present and manipulate information on the World Wide Web, with an emphasis on XML.

Syllabus
- Introduction to the Internet and its applications
- Web languages (e.g., HTML, XHTML, XML, JSON)
- Languages for defining Web document types (e.g. DTDs)
- Web query and transformation languages (e.g. XPath, XSLT)
- Client-side processing (e.g. using Javascript, DOM, jQuery)
- Server-side processing (e.g. using CGI, Perl and PHP)
- The transport layer (e.g., TCP, UDP)
- The network layer (e.g., IP, DHCP, ICMP)
- The link layer (e.g., Ethernet, ARP)

Prerequisites
Introduction to Software Development (ISD).

Assessment
By a 2-hour unseen written examination and coursework exercises, weighting 80% and 20% respectively.

Recommended Reading
Online Material

http://www.dcs.bbk.ac.uk/~ptw/teaching/IWT/index.html
4.8  Project Management for Informatics (PMI)

Tutors
Dave Wilson

Aims
Following study of the unit students will understand the issues surrounding Project Management in Information Systems projects. They will be able to effectively schedule tasks in a project and will have a clear knowledge and understanding of the frameworks and terminology of a widely used Project Management Methodology to the extent that they will be able to explain the tailoring of the methodology to typical IS projects.

Outline
The course is run in a mix mode: a number of issues being taught by lectures, a project management methodology being taught by an external provider, and current issues being examined in student led seminars. Students will also develop skills in exploring current research literature and confidence in presenting their critical views to an audience.

Syllabus
- Project Management (PM) and the SDLC
- Methodologies of PM
- Estimating for Informatics Projects
- Scheduling & resourcing
- Critical Path, PM Tools & monitoring progress
- Methodology components & techniques
- Rationale, tailoring & deployment of the methodology

Prerequisites
None.

Assessment
By a 2-hour unseen written examination and coursework exercises, weighting 80% and 20% respectively.

Coursework
Critique (10%). Presentation (10%).
Recommended Reading

- The manual provided by the external methodology education company.
- Selected research papers.

Online Material

http://www.dcs.bbk.ac.uk/~dave/PMI/
4.9 Search Engines and Web Navigation (SEWN)

Tutors

Mark Levene

Aims

To familiarize the student with the main technologies that underpin search and navigation on the World-Wide-Web.

Outline

The module has three main strands: (1) technical foundations, (2) core search and navigation technologies, and (3) emerging technologies.

Syllabus

- How the WWW Operates - Some History and Terminology
- The Structure of the Web
- Link Analysis
- Searching the Web
- Navigating the Web
- Web Usage Mining
- Recommender Systems and Collaborative Filtering
- Web 2.0 and Collective Intelligence

Prerequisites

Introduction to Software Development (ISD).

Assessment

By a 2-hour unseen written examination and practical coursework, weighting 80% and 20% respectively.

Coursework

See the online material.

Recommended Reading

  ISBN: 047052684X
Online Material

http://www.dcs.bbk.ac.uk/~mark/webtech.html
4.10 Software Design and Programming (SDP)

Tutors
Keith Mannock (module leader), external speakers

Aims
The main aim of the module is to provide students with the necessary skills for developing software utilising the object-oriented and functional programming paradigms through Java 8 and Scala.

Syllabus
A selection from the following topics:
- The object model and how it is realised in various object-oriented languages (e.g., Java, Scala, Ruby, C++, ...)
- Further development the ideas of inheritance and polymorphism
- Language features: inner classes, closures, higher-order functions, meta-objects, etc.
- An introduction to Test Driven Design (TDD) and Behavioural Driven Design (BDD)
- The use of an Integrated Development Environment (IDE) for software development: e.g., editing, debugging, compilation, etc.
- Modularity, versioning, packaging, and managing the build process
- Design Patterns and Anti-Patterns and their application to software design
- The SOLID (Single responsibility, Open-closed, Liskov substitution, Interface segregation and Dependency inversion) approach to object oriented programming and design
- Code refactoring and analysis
- Concurrency and agents/actors

Please note that the materials for this module are presented using a combination of blended learning techniques together with the inverse curriculum approach to teaching.

Prerequisites
Part-time MSc IT students wishing to take this module in their second year should have a Distinction (70%+) in the ISD module.
Full-time MSc IT students wishing to take this module in the same year as ISD must contact the module tutor in advance and pass a test first to gain entry into this module. Please note: Students qualifying via the ISD route will need to complete an additional (free) short course prior to commencing the SDP module as experience has shown that
students will otherwise struggle with this module. The short course “bridges” the gap
to the ISD module coverage and that of the PiJ module. It is recommended that
this short course be attempted in the term prior to taking the SDP module and details
of the “bridges” are sent out at the beginning of that term.
http://www.dcs.bbk.ac.uk/~keith/javabridge/

Assessment
By a 3-hour unseen written examination and coursework exercises, weighting 80% and
20% respectively.

Coursework
A coursework “portfolio” consisting of individual, pair programming, group assignments,
and weekly exercises.

Recommended Reading
- Programming in Scala, Third Edition, by Martin Odersky, Lex Spoon, and Bill
- Core Java for the Impatient, by Cay S. Horstmann. Addison-Wesley Professional.
  2015.
  ISBN: 0-321-99632-1
  ISBN: 978-09565758-4-5

Online Material
https://moodle.bbk.ac.uk/
4.11 Strategic Information Systems Planning (SISP)

Tutors
Dave Wilson

Aims
Following study of the unit students will be able to contribute to IS Planning and Strategy formulation in corporate enterprises and complex administrations. They will have a deep understanding of a Socio-Technical approach to the deployment of Information Technology in modern organisations. They will have an understanding of frameworks for analysing strategic issues of IS deployment and a familiarity with the most cogent current issues. They will develop insight into cases of the strategic planning of Information Systems often demand as well as confidence in addressing an audience and skills of explanation and persuasion.

Outline
This course builds on both Management and Information Systems skills. It ties the study of management and computing together at the top level and focuses on issues that bring modern partially automated organisations competitive advantage.

Syllabus
- IS,IM,IT Strategy
- Alignment & Maturity
- Packages & Information Infrastructures
- The CIO & IT Governance
- Knowledge Management
- Outsourcing & Offshoring
- Evaluation & Risk Management

Prerequisites
None.

Assessment
By a 2-hour unseen written examination and coursework exercises, weighting 60% and 40% respectively.

Coursework
Critique (20%). Presentation (20%).
Recommended Reading

  ISBN: 0415996473
- Selected research papers.

Online Material

http://www.dcs.bbk.ac.uk/~dave/SIS/
4.12 Fundamentals of Computing (FOC)

Tutors
Michael Zakharyaschev (module leader), Trevor Fenner

Aims
Discrete mathematics, mathematical logic, and the related fundamental areas of data structures and algorithms lie at the heart of any modern study of Computer Science. Any understanding of how computers operate and how to use them effectively and efficiently, in terms of either their hardware or software, inevitably involves numerous mathematical concepts.

Syllabus
- Digital logic. Arithmetic for computers.
- Elements of set theory.
- Finite state machines (automata). Nondeterministic automata.
- Regular languages.
- Context-free languages and pushdown automata.
- Data structures: representations and operations.
- Lists, stacks, queues and dequeues.
- Trees, forests, binary trees.
- Tree traversal and other operations; binary search trees.
- Organisation of disk storage; methods of file organisation; B-trees.
- Design and analysis of algorithms. Sorting and searching.

Prerequisites
MSc IT students who wish to enrol on this module should have already passed the test of the primer course (see Section 2.1).

Assessment
By a 3-hour unseen written examination and coursework exercises, weighting 80% and 20% respectively.

Recommended Reading
Online Material

http://www.dcs.bbk.ac.uk/~michael/foc/foc.html
http://www.dcs.bbk.ac.uk/~trevor/FoC/focTF2018.html
4.13 Computer Systems (CS)

Tutors
Szabolcs Mikulas

Aims
To learn the basics of computer architecture and organisation, and the role and mechanism of operating systems.

Syllabus
- Introduction: Computer architecture (CA) and Operating system (OS) overview
- Processors
- Processes and threads
- Concurrency
- Memory management
- I/O and file systems
- Protection and security
- Distributed and parallel processing

Pre-requisites
MSc IT students who wish to enrol on this module should have already passed the test of the primer course (see Section 2.1).

Assessment
By a 2-hour unseen written examination and coursework exercises, weighting 90% and 10%, respectively.

Coursework
Two sets of problems relating to the computer architecture and the operating systems content of the module.

Recommended Reading
Online Material

http://www.dcs.bbk.ac.uk/~szabolcs/compsys.html
5 Administration and Assessment

For detailed College rules and regulations see
http://www.bbk.ac.uk/mybirkbeck/services/rules
and, in particular,
http://www.bbk.ac.uk/mybirkbeck/services/rules/casregs.pdf
Below we summarize the most relevant rules for the MSc in Information Technology.

5.1 Requirements for the Award of the MSc

Each taught module (all modules except the project) is assessed by a written exam and, in most cases, by additional coursework. Additionally, there is a 60 credit project module which is assessed by the project proposal document (20%) and the project report (80%).

For each module, a Pass requires at least 50% of the available marks (computed according to the corresponding weights of the parts of the assessment).

To gain an award the following is required:

- **Master of Science (MSc):**
  a student must have accumulated 180 credits at level 7 or level 6 (of which no more than 30 credits may be from level 6). This implies passing all the seven taught modules worth 120 credits and the final project worth 60 credits.

- **Postgraduate Diploma (PGDip):**
  a student must have passed modules to the value of 120 credits at level 7 or level 6 (of which no more than 30 credits may be from level 6);

- **Postgraduate Certificate (PGCert):**
  a student must have passed modules to the value of 60 credits at level 7;

Up to 30 credits of the taught modules with a mark between 40% and 49% (called marginal fail) can be compensated (assuming that the total weighted average mark is above 50%) on the MSc or PGDip (note that College regulations do not allow compensation on PGCert).

The final grade is computed by taking the weighted average (according to the credits) of the module assessment marks. The following has to be satisfied:

- Pass requires at least a 50% weighted average pass mark;
- Merit requires at least a 60% weighted average pass mark;
- Distinction requires at least a 70% weighted average pass mark and, normally, at least 70% on the project.

The level 6 modules do not contribute to the determination of the final grade, though students do need to pass them to get the degree.

5.2 Announcement of Results

The Sub-board of Examiners meets in July to consider the results of the written exams and coursework, and in November to consider the results of the projects and to award degree.
Shortly after the meeting of the Sub-board you will receive a letter from the Department about your results. Your results and grades will be officially confirmed by a letter (and/or via the MyBirkbeck site) some time later by the College.

Keep the Department notified of any change of address; the letters after the Sub-board go to whatever address the Department holds for you. The College letters go to whatever address you put on your examination entry forms.

Students who have not paid their fees are given no information at all about their examination results.

5.3 Exam Entry Forms

You receive your exam entry forms from the Registry and return them to the Programme Administrator for the MSc IT in the Department’s admin office. You have to list all modules (including project) that you want to be assessed that year.

5.4 Deferral

In exceptional cases, students may be permitted to defer the written exams and/or the project to the following year. They must apply by filling in a Mitigating Circumstances claim form (see Section 5.5) setting out the reasons for wishing to defer. They have to do this before 1 May for exams and before 1 September for the project. A student who defers an element of assessment has to enter for that element the following year; usually no further deferrals are permitted.

Simply not turning up for an exam or failing to submit a coursework or project, without permission to defer, will be considered to be the same as failing it, in the sense that it will count as one of the two attempts that you are permitted to make at passing that element.

5.5 Mitigating Circumstances

The Academic Board has approved the following guidelines for dealing with mitigating circumstances in relation to examinations and other forms of assessment in order to ensure consistent and fair practice across the College. For further information, students may consult the document on mitigating circumstances through MyBirkbeck: http://www.bbk.ac.uk/mybirkbeck/services/rules

A mitigating circumstances claim should be submitted if valid detrimental circumstances result in:

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

If a student feels their circumstances warrant consideration by the Sub-board of Examiners they should notify the Programme Director, in writing, in advance, at the earliest opportunity (within 7 days of the assessment deadline or examination) using a Mitigating Circumstances claim form (that can be downloaded from http://goo.gl/HR39vf
or obtained from the Programme Administrator). In the form, students should state whether the circumstances relate to non-attendance at an examination or late submission of an assignment and should include supporting evidence (e.g., a medical certificate giving the nature and duration of any illness). They may inform their personal tutor, in confidence, of any problem they may not wish to disclose in writing. They should also complete late submission of coursework forms. If they discover subsequently that there are circumstances they could not report in advance, these should be notified to the Programme Director in writing as soon as possible. Students should be aware that discussing their claim with a member of staff does not constitute a submission of a claim of mitigating circumstances.

For a claim to be accepted a student must produce independent documentary evidence to show that the circumstances:
- have detrimentally affected their performance/submission/attendance in assessment or will do so;
- were unforeseen;
- were out of their control and could not have been prevented;
- relate directly to the timing of the assessment affected.

### 5.6 Reassessment and Retake

One resit (but only one) is allowed for each element of assessment.
- Students who have passed a module cannot be reassessed in any element of that module.
- Students who have marginally failed a module (between 40% and 49%) can choose to be reassessed on those elements that they did not pass (below 50%).
- Students who have failed a module (below 40%) are required to retake the whole module (including attendance at the lectures, submission of the coursework, and so on).

There are no special resit exams. Students resit alongside the other candidates; they normally do so a year after their first attempt. When the syllabus has changed, we set a paper that is suitable for resit candidates, providing alternative questions where necessary. Note, however, that we do this only for candidates from the previous year, not from further in the past.

Any reassessment for which no application for consideration of mitigating circumstances (see Section 5.5) has been accepted will be subject to a cap at the pass mark (i.e., 50% for postgraduate modules). Where an application for consideration of mitigating circumstances is accepted and a deferral awarded by the Sub-board of Examiners, the work may be submitted without penalty and the reassessment will not be capped.
- The cap is applied at the reassessment element level.
- Assessments taken as part of a retake (i.e., retaking a module with attendance) are not capped.
- Students with accepted mitigating circumstances will not be capped.
5.7 Re-enrolment

Repeat students, i.e. students who have to retake some modules (and are not taking any new modules), will be charged pro-rata based on the number of credits they retake.

Assessment only students, i.e. those students who
- are being reassessed for coursework and/or examinations only; or
- have deferred their examinations and are not taking any new modules; or
- have deferred the project and do not require supervision (re-submitting only)

pay a reduced fee that will allow them access to College facilities (Library and workstation rooms). While deferred students are classified as “assessment only”, they are allowed to attend lectures for revision purposes. They should formally seek the permission of module tutors to ensure classes are not oversubscribed.

Dissertation only students, i.e. students who retake the project with supervision, pay one third of full fees.

Note that
- a student who has to re-submit the dissertation and be reassessed for examination or coursework will be progressed as “dissertation only”;
- a student who has to re-submit the dissertation and also repeat modules will be progressed as “repeat” and fees are based pro-rata on the number of credits.

5.8 Alternative Modules

In the event that a failed core or compulsory module is no longer available the student must attempt an alternative module determined by the relevant Examination Board.

Where an optional module has been failed, the student may attempt an alternative module on approval from the Examination Board. Students would normally retake the original option module unless it is no longer running or the School agrees that an alternative option is appropriate.

Where an alternative module is attempted the student will have only the same number of attempts to pass the module as would have applied if the original module was available.

5.9 Attendance

The College’s attendance framework can be found at
http://www.bbk.ac.uk/mybirkbeck/services/rules/Attendance-Framework.pdf
Please see below the information about eRegisters (electronic class register system).
http://www.bbk.ac.uk/eregisters

5.10 Coursework

A number of modules require students to submit coursework as part of the assessment. Please consult the webpage of the relevant module or contact the teaching staff of the
module for particular details. Training on on-line coursework submission through Moodle is offered by ITS: http://www.bbk.ac.uk/its/help/training

Submitted coursework must always be the students’ own work, except where explicitly noted. Students are required to confirm in writing or via e-mail that each item of coursework submitted is indeed their own work. The Department and College have strict guidelines and penalties associated with plagiarism, and routinely submit students’ work to plagiarism detection services. More details are given in Section 5.13.

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 but before the cut-off date (normally ten working days after the deadline) is given two marks: a penalty mark of 50% for postgraduate 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.

If your submission of work to be considered for assessment was late due to mitigating circumstances, then you should submit a mitigating circumstances form and provide written documentation, medical or otherwise, to explain why the work was submitted late (see Section 5.5). The case will then be considered by the appropriate sub-board or delegated panel of the Board of Examiners. If no case is made then the penalty mark will stand. If the case is made and accepted then the examination board may allow the “real” mark to stand.

College policy about the provision of feedback on assessment is as follows. http://www.bbk.ac.uk/mybirkbeck/services/rules/Feedback-on-Assessment.pdf

5.11 Examinations

Please consult the programme’s intranet webpage (for enrolled students): https://www.dcs.bbk.ac.uk/intranet/index.php/MSc_IT_Intranet

5.12 Projects

Please consult the programme’s intranet webpage (for enrolled students): https://www.dcs.bbk.ac.uk/intranet/index.php/MSc_IT_Intranet

5.13 Assessment Offences and Plagiarism

For the College Policy on Assessment Offences, see at MyBirkbeck: http://www.bbk.ac.uk/mybirkbeck/services/rules/AssessmentOffences.pdf

One particular assessment offence is plagiarism that is defined as “copying a whole or substantial parts of a paper from a source text (e.g., a website, journal article, book or encyclopedia), without proper acknowledgement; paraphrasing of another’s piece of work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained; piecing together sections of the work of others into a new whole; procuring a paper from a company or essay bank (including Internet sites); submitting
another student’s work, with or without that student’s knowledge; submitting a paper written by someone else (e.g., a peer or relative), and passing it off as one’s own; representing a piece of joint or group work as one’s own”. Also, a “student who knowingly assists another student to plagiarise (for example by willingly giving them their own work to copy from) is committing an examination offence.”

The College considers plagiarism a serious offence, and as such it warrants disciplinary action. This is particularly important in assessed pieces of work where plagiarism goes so far as to dishonestly claim credit for ideas that have been taken by someone else.

The College also provides learning support for exams and assessments, see:
http://www.bbk.ac.uk/mybirkbeck/services/facilities
and guidelines on plagiarism
http://www.bbk.ac.uk/mybirkbeck/services/administration/assessment/offences/plagiarism

5.14 Overseas Students

Overseas students must notify their department of their intention to: (1) withdraw from a programme; or (2) return to their country of origin (either temporarily or permanently); or (3) take a holiday. Department staff will then ensure that the Registry is notified without delay. Records will be kept of all approved holidays and breaks and students must ensure that they notify department staff on their return so they can be checked back in.

Students must report any permanent withdrawal from a programme which Birkbeck will then report to UKBA immediately.

Any intention or approval to change programme or change of programme or study period must be reported to admin staff who will then inform the Registry immediately. Failure to comply could lead to your visa being revoked.
6 Careers and Employability

6.1 Career Development

Birkbeck is different: gaining useful work experience while you study for your University of London degree can give you a head start on other graduates in a highly competitive jobs market.

The Careers and Employability Service is our new in-house service for enhancing career development and employability throughout your time at Birkbeck, from enrolment through to graduation.

http://www.bbk.ac.uk/careers/careers-service

The Birkbeck Talent is a professional recruitment service linking employers with Birkbeck students and graduates.

http://www.bbk.ac.uk/careers/birkbeck-talent

The UpScale Programme is a partnership between Birkbeck College and The J.P. Morgan Foundation that offers a series of events and workshops exploring a diversity of skills, designed to inspire you to pursue careers especially in technology and social work, two high-growth and high-potential sectors in the UK and beyond.

http://www.upscaleprogramme.com/

For more information, please visit

http://www.bbk.ac.uk/careers

Furthermore, the Careers Group, University of London which is nearby also offers great expertise and experience in working with students and graduates of all ages and at all stages of career development.

http://www.thecareersgroup.co.uk/

6.2 The Business Engagement Team

The School of Business, Economics and Informatics (BEI) has a dedicated Business Engagement team where you can take advantage of extra support — in addition to what is offered by Birkbeck Talent and Birkbeck Careers.

The Business Engagement team deliver a range of activities to support you in your career aspirations.

- **Mentoring Pathways**
  
  Mentoring Pathways pairs successful applicants with industry professionals for individual advice and guidance. There are approximately 100 places available for final year undergraduates and postgraduate students. We have partnerships with a number of key organisations and work alongside Birkbeck alumni who provide mentors.

  Please email mentoring@bbk.ac.uk

- **Enterprise Pathways**
  
  Whether you are setting out in your journey as an entrepreneur or have already established a thriving business, we offer various pathways to support you. These include a non-credit bearing module with workshops once a month throughout the
academic year, access to digital resources, and enterprise boot camps to help you to
develop your ideas and network with other students.
Please email enterprise@bbk.ac.uk or visit http://www.bbk.ac.uk/enterprise

• School Events
  From time to time we run events, competitions or offer the opportunity to attend
  conferences, with the aim to help you to find out more about industry sectors,
  entrepreneurs and professional bodies.
• Insiders’ Guides
  We take a small number of students to visit workplaces and ask questions about
  the culture, the roles and career progression.
  Please email developus@bbk.ac.uk
• Employer Sponsorship
  Talk to a member of the team about how your current employer might sponsor you
  through your studies.
  Please email developus@bbk.ac.uk

Please visit our website for resources and information about all of these initiatives.
http://www.bbk.ac.uk/business/business-services

You can also follow the School of BEI on social media for information and conversa-
tions.
  • Twitter: @BirkbeckBEI
  • Facebook: BirkbeckBEI
  • LinkedIn: Search BirkbeckBEI
  • Google+: Search BirkbeckBEI

We send a regular email newsletter with details of all upcoming events and activities
to students in the School of BEI who allow marketing communications through their
MyBirkbeck Profile.
7 Disability Support Services

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

7.1 The Disability Office

The College has a Disability Office located on the main corridor of the Malet Street building. We have a Disability Service Manager, Mark Pimm, and a Disability Advisor, Steve Short.

Mark is your first point of referral for disability enquiries at the College whilst Steve is for dyslexia. 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 make an appointment to see them as soon as possible after commencing your course. Appointments lasting one hour are available from 12 noon to 5 pm Monday to Friday and are booked by Steve (details below).

At your first appointment at the Disability Office they will ask you to complete a Confidentiality Consent Form. This allows you to state who in the College can be informed of your disability. Remember, if you wish, we do not need to inform people of the exact nature of your disability, just your disability related needs.

They will also complete an Individual Student Support Agreement form, confirming your support requirements and send this to your Department and relevant Departments at the College so they are informed of your needs.

7.2 The Disabled Students Allowance

Students with disabilities or dyslexia on undergraduate or most postgraduate courses who meet the eligibility criteria regarding residency are eligible to apply for the Disabled Students Allowance (DSA). This can meet the cost of special equipment e.g. computers, cassette recorders, etc, non-medical personal help e.g. note-takers, interpreters, readers, etc, book and photocopying allowances and additional travel costs. The Disability Service Manager can assist you in applying to your Local Education Authority (LEA) for this.

7.3 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 has a Personal Assistant’s Scheme to assist you with recruiting, training and paying your personal assistant. Please contact Steve for information on this scheme.
7.4 Support in Your Department

The provision which can be made for students with disabilities by Departments is set out in the Procedures for Departments for Compliance with the Disability Discrimination Act. This is available from the Disability Office and the Disability website (see below).

As mentioned above your Department 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 Department.

If you experience any difficulties or require additional support from the Department then you can contact the Programme Directors, tutors and the course Administrator.

7.5 Support in IT Services and Library Services

There is a comprehensive range of specialist equipment for students with disabilities in IT Services. This includes screen reading and character enhancing software for students with visual impairments, specialist scanning software, large monitors, dyslexia software, ergonomic mice and keyboards, specialist orthopaedic chairs etc. For advice and assistance please contact the Disability IT Officer. There is also some specialist equipment in the Malet Street Library, including a CCTV and students with disabilities may benefit from using the Library’s LAMP service for postal deliveries.

7.6 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 Steve, he can screen you and where appropriate refer you to an Educational Psychologist for a dyslexia assessment. These assessments cost 300. Some students can receive assistance in meeting this cost from their employer. In exceptional cases students may receive assistance from the Access Fund.

7.7 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 students must provide Medical Evidence of their disability (or an Educational Psychologists Report if you are dyslexic). The closing date for making special examination arrangements is the 15th March and beyond this date consideration will only be given to emergency cases.

7.8 The Disability Handbook

The Disability Handbook provides detailed information on the support available from the College. Copies are available from all main reception areas, the Disability Office and
from the College disability website at:
http://www.bbk.ac.uk/mybirkbeck/services/facilities/disability

7.9 Contact Details

For further information or to make an appointment to see Mark or Steve, please call
Steve Short (Disability Advisor) on 020 7631 6336 or email disability@bbk.ac.uk.