



Department of Computer Science and  
Information Systems

BSc Digital and Technology Solutions  
Degree Apprenticeship

Student Handbook  
2020-21

## **About this Handbook**

This handbook has been designed to provide you with essential information about the BSc (Hons) Digital and Technology Solutions (Software Engineering), the Department of Computer Science and Information Systems and Birkbeck College. Other sources of information are available to help you at [www.bbk.ac.uk](http://www.bbk.ac.uk) and [www.dcs.bbk.ac.uk](http://www.dcs.bbk.ac.uk). If you have any questions that are not covered by the contents of this handbook, please do not hesitate to ask the Programme Administrator, Systems Support team, or the Programme Director.

## **Welcome from the Programme Director**

Welcome to the BSc (Hons) Digital and Technology Solutions (Software Engineer) Degree Apprenticeship. We hope you will find your time with us stimulating and enjoyable, and that we can help you to realise your professional and academic goals. There will be lots of support available to you over the next four years. However, if there is anything we can do for you that we are not already doing, please do not hesitate to ask.

Paul Yoo

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## **BSc (Hons) Digital and Technology Solutions – Key Roles**

### **Programme Director**

Dr Paul Yoo

[paul@dcs.bbk.ac.uk](mailto:paul@dcs.bbk.ac.uk)

020 7631 6557

Room 150 Birkbeck main building

Responsible for oversight and management of academic matters, including syllabus, assessment and progression.

### **Academic Programme Administrator**

Matt Spence

[bsc@dcs.bbk.ac.uk](mailto:bsc@dcs.bbk.ac.uk)

020 7631 6772

Room 263 Birkbeck main building

Responsible for day-to-day administrative enquiries relating to enrolments, timetables, payments, attendance, options, etc.

### **Apprenticeships Administrator**

Jenna Flye

[wbl@bbk.ac.uk](mailto:wbl@bbk.ac.uk)

020 3926 1343

Room 711 Birkbeck main building

Responsible for the day-to-day administrative enquiries relating to degree apprenticeships at Birkbeck.

### **Systems Support Team**

[sg@dcs.bbk.ac.uk](mailto:sg@dcs.bbk.ac.uk)

Tel: 020 6731 6730

Room 261 Malet Street

Responsible for administration of DCSIS network, and maintenance of DCSIS workstation rooms. Manage student usernames and passwords. Manage student file storage.

### **Academic Mentor**

Responsible for day-to-day academic supervision and support of apprentices. Monitors apprentice progress and communicates progress reports. Works with the employer mentor to align workplace and academic learning. You will be appointed an academic mentor at the beginning of your degree.

**Peer Mentor**

Responsible for helping new undergraduate students transition into the HE environment, allowing them to address any concerns they may have in an informal relationship. You will be appointed a peer mentor at the beginning of your degree.

**Workplace Mentor**

Assigned by the employer to support the apprentice in the workplace, and to monitor and ensure apprentice progress. The workplace mentor will meet the apprentice regularly and meet the apprentice's academic mentor on a termly basis.

## General Information

### College, School and Department

Birkbeck is a College within the [University of London](#). Birkbeck is divided into several schools. Schools are further sub-divided into departments. The BSc (Hons) Digital and Technology Solutions is taught within the [Department of Computer Science and Information Systems](#) (DCSIS), which is a department within the [School of Business, Economics and Informatics](#) (BEI).

### The Department of Computer Science and Information Systems

The Department of Computer Science and Information Systems at Birkbeck traces its roots back to 1946 when Dr A Booth started building the College's first computer in his Computer Laboratory. The Department of Computer Science was established in 1957 (find [a short history here](#)). Today the Department continues as a leading centre of computing expertise, specialising in programming, information and knowledge management, web and pervasive technologies, computational intelligence, and information systems development.

Head of Department: [Professor Mark Levene](#)

Head of Undergraduate Studies: [Roman Kontchakov](#)

Assistant School Manager: [Tara Orlanes-Angelopoulou](#)

The Department has its own computer network and four [newly equipped laboratories](#) (Main building, rooms 403, 404, 405 and 407). All the labs are air-conditioned. They provide different platforms (Unix, Windows and Linux) and an extensive range of specialist and production software.

Note that offices are not open until further notice due to COVID-19.

### The Academic Year

The academic year is divided into three terms: autumn, spring and summer. Most teaching occurs in the autumn and spring terms. Examinations normally take place the summer term. The College is closed for the Christmas and Easter holidays.

### Term Dates (2020 – 2021)

Full details of [term dates and closures](#) can be found on the main Birkbeck website.

### Opening Hours

Programme Office (Malet 263). 10am to 6pm. Mon – Fri.

Systems Group (Malet 261). 10am to 6pm. Mon – Fri.

[Department workstation rooms \(Birkbeck login required\)](#)

[College workstation rooms](#)

[Library](#)

[My Birkbeck Helpdesk](#)

## **My Birkbeck**

[My Birkbeck](#) is a one-stop online gateway to student services (including the Birkbeck Library, Disability and Dyslexia Services, Career Services, etc.). My Birkbeck also allows you to access your [My Birkbeck Profile](#). Profile access allows you to:

- Enrol online.
- Maintain your contact information.
- View your study schedule.
- View your assignment grades.
- Set up a break in studies.

## **Enrolment**

Once you have accepted a formal offer of admission onto the Programme, you will be sent an email inviting you to enrol online. The email will contain your username and password, which you will need to access Birkbeck's IT services. When you have completed your enrolment, you will be able to:

- Attend lectures and seminars.
- Use Moodle, the Birkbeck virtual learning environment, to access learning materials and assignments.
- Use the Birkbeck Library.
- Order your Birkbeck ID Card
- Join the Birkbeck College Students Union
- Gain full access to all College support services, such as the Careers and Employability.

## **ID Cards**

Once you have completed your enrolment, you will be issued a Birkbeck identity card. You can order your card via your My Birkbeck profile (Simply upload a recent image of yourself and submit your order). Your card will be posted to your contact address. Once you have ordered your card, you can print out a temporary identity card from your My Birkbeck profile, which will give you library access. You will receive your card approximately 5 days before your temporary card expires.

If you are having difficulty acquiring an ID card, please contact the [My Birkbeck Advice Service](#)

If you lose or damage your Birkbeck student card, you can [replace the card](#) for a non-refundable fee of £10.00.

## **Induction**

There will be a formal induction session the week before the first week of term, at which you will meet the programme staff and your fellow students. At this session, you will be given lots of important introductory information regarding the Programme. This will include information on study schedules, IT services, library services, disability services, etc. You will also be instructed how to login to the college and departmental computer networks, and how to access Moodle and your My Birkbeck accounts.

## **Contact Information**

### **Staff**

Please use the contact details provided in the Key Roles section of this document to contact core programme staff. Contact details for teaching staff, and other department staff can be found at the [department website staff pages](#).

### **Students**

We will use the contact details you have provided us with to periodically contact you with important information with regard your studies. You need to make sure that your contact details are current at all times. If you need to make a change to your contact details, you can do this via your My Birkbeck profile.

### **Fees**

Degree apprenticeship fees are paid by the employer and the Education and Skills Funding Agency (ESFA). Your employer will already have an arrangement in place with Birkbeck to pay their contribution towards your fees. If you or your employer have questions about fees, please contact the Apprenticeships Manager.

### **IT Accounts**

BSc (Hons) Digital and Technology Solutions students are provided with two IT accounts: one for the College as a whole, and one specifically for DCSIS.

The College account provides you with access to:

- College workstations.
- Your Birkbeck library account.
- Moodle.
- My Birkbeck.

The DCSIS account provides you with access to:

- Departmental workstations (Main building, Rooms 403, 404, 405 and 407).
- Departmental intranet.
- Departmental student web services (e.g. FTP).
- VPN services.

The username for both accounts is the same. However, the password may differ. Both accounts provide file storage space and printing.

### **Code of Student Discipline**

Birkbeck students are expected at all times to adhere to the [Code of Student Discipline](#). Failure to abide by this code may lead to disciplinary proceedings and censure.

You are also expected to adhere to the Birkbeck regulations for the [safe and ethical use of IT](#).

## The Programme

### Degree Apprenticeship

The BSc (Hons) Digital and Technology Solutions (Software Engineer) is a degree apprenticeship. You will be studying for the Degree whilst working full-time in a professional capacity in a software engineering related area.

The learning you do at Birkbeck will inform your practice in your workplace. Likewise, your practice in the workplace will inform your university studies. The tie-in between your academic studies and professional practice will be underpinned by close collaboration between you, your employer mentor, and your academic mentor. As a team, you will meet on a termly basis to review progress, troubleshoot problems and set goals. The tie-in between work and study will also be underpinned through the completion of two work-based learning modules, and a software development project in your final year.

Birkbeck will assign you an academic mentor upon your arrival. This will be a member of academic staff. Your employer will assign you a workplace mentor. This can be your line manager or other suitably qualified individual within your organisation.

### Commitment Statement

As a degree apprentice, you will be required to complete and sign a commitment statement upon commencement of your studies. A commitment statement is a tripartite agreement between the apprentice, employer, and university. It outlines each party's obligations with respect to the programme, and will be kept on file by the University as per the [Education and Skills Funding Agency \(ESFA\) requirements](#).

### Programme Aims

The Degree will equip you with the theoretical knowledge and practical skills required by professionals working in Software Engineering and related fields. The Degree also aims to equip you with the transferable skills you will need to function effectively in the workplace (e.g. writing, research, presentations, etc.).

### Programme Learning Outcomes

The programme implements the required [learning outcomes](#) for the Digital and Technology Solutions Degree Apprenticeship (Software Engineering), as described in the employer- and government- approved apprenticeship standard. These learning outcomes are summarized below:

- 1. Demonstrate knowledge and competence in all core areas of software engineering practice, including systems analysis, systems design, systems implementation, systems verification and validation, systems deployment, and systems evolution.*
- 2. Demonstrate knowledge and competence in areas informing software engineering practice; notably, cyber security, risk assessment and management, data design and management, networking, and usability engineering.*
- 3. Show a clear understanding of software engineering theory, through systematic research and evaluation of relevant sources.*
- 4. Show a clear understanding of business and management practices in the area of software development.*
- 5. Demonstrate an understanding of, and ability to work-within, professional codes of practice, and legal boundaries, and to engage in ongoing professional development.*
- 6. Show clear evidence of the ability to produce high quality output to strict deadlines as both an individual and as part of a team.*
- 7. Demonstrate the ability to produce high level written, oral, and graphical communication in both technical and non-technical environments.*
- 8. Demonstrate the ability to plan and project manage all aspects of a software development project, involving a real-world client.*
- 9. Be able to think critically, logically analyse, and adapt, as necessary.*
- 10. Demonstrate the ability to identify, formulate, and solve software engineering problems using established processes.*

## **Programme Regulations**

Undergraduate programmes at Birkbeck are governed by a common set of regulations called the [Common Awards Scheme](#). The Common Awards Scheme lays out in detail the rules governing: admissions, enrolment, withdrawal from a programme, progression from one stage of a programme to another, assessment, and awards. All students should familiarise themselves with the CAS regulations

## Programme Structure

### Modules

The BSc (Hons) Digital and Technology Solutions is sub-divided into modules. A module is a discrete, self-contained unit of assessed learning. There are 22 modules on the BSc (Hons) Digital and Technology Solutions.

### Level

Modules are assigned a level depending on their difficulty. On the BSc (Hons) Digital and Technology Solutions modules are at either level 4, level 5 or level 6. Level 4 modules are taken in year 1, and level 5 and 6 modules are taken in subsequent years.

### Credit

Each module is assigned a credit value. The credit value refers to the value of the module in academic terms. On the BSc (Hons) Digital and Technology Solutions, 20 modules have a value of 15 credits, whilst two modules have a value of 30 credits.

To graduate from the BSc (Hons) Digital and Technology Solutions students must pass modules with a value of 360 credits. 90 of those credits will be at level 4, 120 credits will be at level 5, and 150 credits will be at level 6.

### Core, Compulsory and Option

Modules on the BSc are designated as either *core*, *compulsory* or *optional*. Core modules must be taken and passed. Compulsory modules must be taken but can be compensated (See below). Option modules are chosen by the student from a list provided by the programme team. On the BSc, there are 21 compulsory modules and 1 core module.

## Programme Structure Detail

### Core and Compulsory Modules

Module Title	Status	Study Year	Level	Credits	Prerequisites
Computer Networking	Comp	1	4	15	None
Mathematics for Computing	Comp	1	4	15	None
Introduction to Programming	Comp	1	4	15	None
Management Studies I	Comp	1	4	15	None
Personal and Professional Development I	Comp	1	4	15	None
Systems Analysis and Design I	Comp	1	4	15	None

Software Engineering I	Comp	2	5	15	None
Software and Programming I	Comp	2	5	15	ITP
Systems Analysis and Design II	Comp	2	5	15	SAD1
Work-based Learning project	Comp	2	5	30	None
Working in Teams	Comp	2	5	15	None
Database Management	Comp	3	5	15	ITP and SAD1
Data Structures and Algorithms	Comp	3	5	15	ITP or SP1
Professional Issues in Computing	Comp	3	6	15	None
Software and Programming II	Comp	3	6	15	SP1
Software Engineering II	Comp	3	6	15	SE1
Cloud Computing Concepts	Comp	3	6	15	None
Final Year Project (Software Engineer)	Core	4	6	30	ITP and SAD1
Enterprise Computing	Comp	4	6	15	None
Information Security	Comp	4	6	15	None
Programming Language Paradigms	Comp	4	6	15	SP2
Software and Programming III	Comp	4	6	15	SP2

## Prerequisites

Several modules on the Programme have prerequisites. These are modules you must pass before taking another module at a more advanced level. If you have not passed a prerequisite for a module, you will not be allowed to take the module under any circumstances.

## Break in Studies

If circumstances dictate, you can take a [break in studies](#) for up to two years during your programme of study. This may either be for an unbroken period of two years, or a series of non-consecutive shorter periods that add up to a total of two years or less. The minimum period for a break in studies is one term. You can apply for a break in studies via your My Birkbeck Profile, or via the Program Administrator.

## Student Support

### Academic Mentor

Upon induction, all BSc Digital and Technology Solutions students will be allocated an academic mentor. This will normally be a member of teaching and research staff from DCSIS. The academic mentor will be responsible for:

- Day-to-day academic supervision and support of apprentices.
- Monitoring apprentice progress.
- Communicating progress reports to the workplace mentor.
- Working with the workplace mentor to align workplace and academic learning.

### Workplace Mentor

Your employer should appoint a workplace mentor to supervise your apprenticeship before or upon commencement of your academic studies. The workplace mentor will be responsible for:

- Day-to-day supervision of learning in the workplace.
- Monitoring apprentice progress.
- Communicating progress reports to the academic mentor.
- Working with the academic mentor to align workplace and academic learning.

### Peer Mentor

Birkbeck runs a [peer mentoring scheme](#) for all new undergraduate students. Peer mentors are responsible for helping new undergraduate students transition into the HE environment, allowing them to address any study-related or personal concerns they may have in an informal relationship. You will be allocated a peer mentor in your first term of study.

### Study Skills Support

The College offers a wide range of [study skills support services](#) (e.g. academic writing, mathematics, exam technique, presentations, etc.). This includes:

- Workshops.
  - Essay writing
  - Report writing
  - Research
  - Mathematics
  - Online support

- One-to-one tutorials.
- Drop-in sessions.
- Online resources.

The Department also offers more tailored study support in the form of [study skills workshops](#). There are also two [departmental learning coordinators](#) who can help you should you require additional support.

Please note that it is up to you to access and take advantage of the above services. We can recommend that you attend but the onus is on you to show up and learn.

## IT Support

### College

Support for College IT services is provided by [Information Technology Services](#) (ITS).

Tel: 020 3926 3456

Email: [its@bbk.ac.uk](mailto:its@bbk.ac.uk)

Student Centre, Ground Floor, Malet Street Main Building.

ITS is responsible for:

- College account usernames and passwords.
- [College workstation rooms](#)
- Moodle.
- My Birkbeck.

### Department

Support for departmental IT services is provided by [Systems Group](#).

[sg@dcs.bbk.ac.uk](mailto:sg@dcs.bbk.ac.uk)

Room 261, Malet Street Main Building.

Systems Group is responsible for:

- Departmental account usernames and passwords.
- Departmental workstation rooms.
- Department intranet.

- Department web services (e.g. FTP).
- VPN.

## Printing

The College provides a comprehensive [printing service](#). College printing is a paid-for service.

The Department provides a basic printing service. Each student receives a one-off free mono-laser printer quota of 3500 pages upon enrolment.

## Moodle

[Moodle](#) is Birkbeck's virtual learning environment. You will be given a Moodle account upon enrolment. You will use Moodle to:

- Access learning materials for your modules.
- Access assignments.
- Submit assignments.
- Receive grades and feedback on assignments.
- Communicate with your module tutors and classmates.

## Wellbeing Services

### Disability and Dyslexia Service

At Birkbeck we welcome students with disabilities. Our commitment is to help you meet the challenges and seize the opportunities that study at Birkbeck presents. We aim to provide all of our students with a study environment that enables them to participate fully in our courses.

The [Disability and Dyslexia Service](#) can provide advice and support to students with conditions that impact their ability to study, such as:

- Specific learning difficulties (Dyslexia, Dyspraxia, Dyscalculia, AD(H)D)
- Sensory impairments (blind/partially sighted, d/Deaf/hearing impaired)
- Mobility conditions (including RSI, arthritis, neck back and knee conditions etc.)
- Medical conditions (e.g. HIV, CFS, diabetes, cancer, chest and respiratory conditions etc.)
- Autism spectrum conditions (Autism or Asperger's Syndrome)

Support available includes:

- Additional time for coursework completion.
- Additional time for exams.
- Sheltered exam conditions.
- Assistive technologies (e.g. Hearing loop).
- Scribe services.

You can contact the Disability & Dyslexia Service by emailing [disability@bbk.ac.uk](mailto:disability@bbk.ac.uk), or calling 020 3907 0700.

### **Counselling Service**

The Counselling Service provides assistance to students who are experiencing emotional difficulties which may be impacting upon their studies, or overall experience at Birkbeck. It offers a range of services, including:

- One-off consultation.
- Individual brief focused counselling.
- Self-help resources including MP3 downloads, a self-help library and useful web links.
- Referrals to other services.

The service aims to respond to the needs of students struggling with emotional and psychological issues, and to allow students to maintain emotional wellbeing by developing effective coping strategies at times of stress.

You can contact the Counselling Service by emailing [counselling-services@bbk.ac.uk](mailto:counselling-services@bbk.ac.uk).

### **Mental Health Service**

The Mental Health Service provides support to students who have a formally diagnosed with a mental health difficulty, such as anxiety or depression, or a psychiatric condition.

You can contact the Mental Health Service by emailing [mentalhealth@bbk.ac.uk](mailto:mentalhealth@bbk.ac.uk), or by calling 020 3907 0700

### **Birkbeck Library**

The [Birkbeck Library](#) provides a substantial collection of general and subject specific resources. This includes:

- Books
- Periodicals
- Journals
- E-resources.

The library also offers a quiet and convenient place to study.

The subject librarian for computing is Aidan Smith: [am.smith@bbk.ac.uk](mailto:am.smith@bbk.ac.uk)

Alden can advise on the availability of resources on specific topics, and order new resources where demand dictates.

### **Student Union**

The [Birkbeck Student Union](#) provides a focal point for the social and cultural life of the College. The Union also provides a political focus for students and provides advice and counselling services.

### **Childcare**

If you are studying in central London or Stratford during the evening, you can use the Birkbeck [Evening Nursery Service](#). The nursery is open from 5.30 – 9.00 pm (Monday to Friday) and accepts children aged 2-6 years (or older if your child is already attending the nursery). The cost is £15.00 per evening for block bookings, or £20 for one-off bookings.

### **Careers and Employability**

The [Careers Service](#) is Birkbeck's in-house service for enhancing career development and employability. The service provides a comprehensive careers advice, events, and information services for current students, both in person and online. This support includes:

- Individual career counselling
- Workshops
- Job updates

## Teaching and Learning

### Delivery

Teaching and learning on the BSc (Hons) Digital and Technology Solutions is delivered online until further notice due to COVID-19.

Face-to-face learning is delivered through a combination of lectures, seminars and practical (lab-based) sessions. Class sizes vary depending upon the subject taught and the module popularity. If a class size exceeds thirty students, tutors are supported by one or more demonstrators. Demonstrators are PhD students, or professionals working in IT roles.

Face-to-face study at Birkbeck is augmented through online study. All students have access to the College virtual learning environment, Moodle. A Moodle account provides students with 24/7 access to learning materials, assignments, and subject discussions. It also provides a quick and efficient method of submitting assignments and accessing grades and feedback.

### Timetable

Your timetable will be available in your My Birkbeck profile prior to the start of the academic year. The timetable will include:

- Module names
- Venues
- Session dates
- Session times
- Tutors

If you have any queries regarding your timetable, please contact the Programme Administrator.

A list of classes held at Birkbeck on any given day is available at the My Birkbeck Timetables and Maps section.

### Work-based Learning

The BSc (Hons) Digital and Technology Solutions includes a work-based learning module. This module provides an opportunity to assess your ability to apply theory, practical skills, and norms of professional practice in the work environment.

The work-based learning module will be aligned as far as possible with your normal duties in the workplace.

The aspects of your work-based activity to be assessed via the work-based learning module will be decided by the workplace mentor in collaboration with the academic mentor at the start of the academic year. Together they will produce a list of intended learning outcomes taken from the [Apprenticeship Standard](#) which you will be expected to meet during the course of the work-based learning module.

### **Final Year project**

You must complete and pass a final year software development project to successfully graduate from the BSc. The project is work-based and designed to provide you with an opportunity to demonstrate the full range of skills, knowledge and behaviours required by software engineers.

The topic of the final year project will be decided in collaboration between you, the workplace mentor, and the academic mentor. The topic will be decided prior to commencement of the final year of the degree. It should derive from your current responsibilities within the workplace.

The project will be broken down into the following elements:

- Proposal
  - Proposal
  - Completion Plan
- Portfolio
  - Software
  - Report
  - Presentation

The project will be completed as per the following schedule in your final year of study:

July to September	Meet supervisor. Decide project.
October to November	Project proposal and completion plan.
November	Submit proposal and completion plan.
November to April	Project portfolio completion.
April	Submit project portfolio draft.

May	Refine draft portfolio.
May	Submit project portfolio.
June	Project presentation.

## E-portfolio

As part of the BSc (Hons) Digital and Technology Solutions Degree Apprenticeship (Software Engineering), you will be required to document your work and achievements in an e-portfolio. The e-portfolio will be reviewed each year as part of the work-based learning module assessment. It will also be reviewed during the final year project presentation. The e-portfolio is not part of the formal assessment of the Degree. No grade will be allocated to it.

## Teaching Venues

Teaching takes place in Birkbeck venues (e.g. Malet Street, Gordon Square), and also in [external venues](#) (e.g. [SOAS](#), [UCL](#), [LSE](#)). You can find venue details for your module by checking your teaching schedule in your My Birkbeck profile.

## Accreditation of Prior Learning

If a student has previously studied at university level, or has relevant work equivalent experience, we may be able to offer [Accreditation of Prior Learning](#). For APL to be agreed, the prior learning must:

- Be at an equivalent academic level.
- Be current.
- Must be certified (e.g. by an academic transcript, or employer's letter).
- Have been attained at a bona fide academic or professional institution.
- Have been attained in English.

## Study Time

In addition to scheduled study hours, you will need to devote significant time to independent and work-based learning. A typical week during term time will break down as follows:

Scheduled study hours	6 hours	Lectures, seminars, practical sessions
Independent learning	15 hours	E-learning, assignments, e-portfolio
Work-based learning	5 hours	Reflective practice, project work

## Attendance

Birkbeck, University of London takes [attendance](#) at taught sessions very seriously. The

College expects you to consistently attend all timetabled sessions, including lectures, seminars, group and individual tutorials, learning support sessions, workshops, laboratories, field trips, inductions, and demonstrations.

Our students are often in full- or part-time employment and may have other commitments such as childcare or caring responsibilities; however, the College does expect you to manage these commitments around timetabled sessions to take part in the programme fully.

If you expect to be absent for any length of time, you are expected to inform the module tutor and Programme Administrator and plan to ensure you complete work you miss during your absence.

If your attendance falls below an acceptable minimum, the Programme Director reserves the right to inform your employer, and where appropriate withdraw your enrolment.

### **Progress Monitoring**

As part of your degree there will be regular meetings between you, the academic mentor, and the workplace mentor. These meetings will provide an opportunity for a review of your progress, and for short- and medium-term goal setting.

Meetings will take three times per academic year. A minimum of one meeting will take place face-to-face in the workplace or at the University; other meetings can be held remotely, via video or audio conferencing.

In addition to progress meetings, your academic mentor will maintain regular contact with you throughout the academic year to assess progress. The academic mentor will also discuss your progress with individual subject tutors and the Programme Director, as required. Workplace mentors will be kept informed of any issues affecting apprentice progress. The Programme Administrator will monitor your attendance.

## Assessment

### Mode of Assessment

Modes of assessment on the Programme include coursework, exam, and project. The mode of assessment varies from module to module. Most modules use a combination of coursework and exam. However, some modules are coursework only.

### Coursework

Coursework can take the form of essays, reports, practical assignments, and in-class tests. Each piece of coursework will be assigned a weighting and a deadline for submission. These will be communicated to you by your tutor at the time the coursework is set. It is your responsibility to make sure you are aware of the requirements for each piece of coursework you are given.

### Exams

Exams are administered by the [Birkbeck Examinations office](#).

Exams at Birkbeck happen during the summer term, in May and June. You will be sent an [exam timetable](#) during the spring term. Please note that all exams happen during the daytime. You will thus need to arrange time off work with your employer so that you can attend.

### Group work

Most of the coursework that you complete the Programme will be done as an individual. However, some modules require you to complete group coursework (e.g. Working in Teams and Software Analysis and Design I). On these modules, your grades will be dependent on your performance as part of the team. The teamwork element of these modules is not optional. It must be completed by all students.

### Assessment Entry Forms

An [Assessment Entry Form](#) will be sent to you by the Examination Officer. It will include all the modules that you are taking in the current academic year, even if they are 100% coursework assessed. In addition, it will include any modules that you are not currently taking (but have taken previously) on which you are being re-assessed. Failure to complete and return this form to the Programme Administrator could affect your progression to the next stage of the degree.

## Deadlines and Late Deadlines

For each coursework assignment you are set, you will be issued with a deadline and the late deadline. To achieve full marks for the assignments, you must submit by the assignment deadline. If you submit after the deadline, but before the late deadline, your grade will be capped at 40%. If you submit after the late deadline, your work will be awarded 0%.

Deadlines are published by module tutors in Moodle and publicised in class. If you are not sure about your deadlines for coursework assignment, please speak to your module tutor at the earliest possible opportunity.

## Submission

The submission of written assignments on the Programme is done electronically, usually through Moodle. Software will be submitted in digital format, either in an appropriate file format, or uploaded to a specified URL.

## Marking

The length of time it takes to mark a piece of work depends on its weighting work (i.e. its relative importance in the marking schema). However, as a general rule, formative assignments usually take about 2 to 4 weeks to mark, whilst summative assignments usually take about 6 to 8 weeks to mark. If you need to know when a piece of work will be marked and your grade returned, please contact your module tutor.

All assessed work at level 5 or above that represents 30% or more of the overall module grade is [second marked](#).

## Grades and Feedback

All assignments are given a percentage mark, as follows:

70% –100%	Excellent/outstanding
60 – 69%	Very good
50 – 59%	Satisfactory to good
40 – 49%	Bare pass to adequate
0 – 39%	Fail

Grades are determined on the basis of demonstration of skills, knowledge and understanding, and grammar and presentation. Conformance to word-count guidelines and submission in the correct format may also affect a grade.

When grades are available, they will be released to you via Moodle and via your My Birkbeck profile.

Grades will be accompanied by detailed feedback on your work. If you have any queries about your grade or your feedback, please contact your module tutor.

## Appeals

If you have a grade query, and this cannot be resolved between you and the tutor, you have the option to use the [appeals process](#). However, be aware that there are only three acceptable grounds for appeal, and disagreement with academic judgement of your work is not one of them.

- Where you can provide adequate evidence that your examination was adversely affected by illness and/or other factors that you were unable (or, for valid reasons, unwilling) to divulge before the Board of Examiners reached their decision.
- Where there is clear evidence of administrative error (e.g. omission of an assessment or mark; where someone has made an error in adding up different marks; incorrect application of any special assessment conditions or penalties that may apply to the case; incorrect application of published assessment schemes).
- Where there is clear evidence that the examination was not conducted in accordance with the relevant regulations.

If you wish to appeal an assessment decision, please complete the [appeals form](#) and email it to [studentappeals@bbk.ac.uk](mailto:studentappeals@bbk.ac.uk).

## Reassessment and Retake

### Reassessment

You *may* be eligible for reassessment for an assignment (coursework or exam) if you have achieved an overall module mark of 30 – 39%.

Reassessment of an assignment takes place at the next available submission deadline. This may be in the same academic year or the subsequent academic year.

The grade for all reassessed coursework and retaken exams is capped at 40%.

The Undergraduate Board of Examiners will decide whether you are eligible for reassessment. This decision will be communicated to you via the Programme Administrator, along with reassessment details (e.g. submission date, deadline, venue, etc.).

### **Retake**

If you score less than 30% overall for a module, you will be required to retake the module in its entirety. This means that you will be required to re-attend all taught sessions of the module and reattempt all elements of the module assessment (examination, coursework, etc.) No marks will be carried forward.

A module which is retaken counts towards the maximum 90 credits that you can study by a part-time student in any given academic year. This means that any failed and retaken module will delay your graduation by a full academic year.

### **Attempts**

You have a [maximum of four attempts](#) at passing a module (the original attempt plus three further attempts). After this, if the module has not been passed, it will be classed as a fail. If the maximum grade you achieved for the module is 30–39%, you may be awarded a compensated fail (see below), and still be able to graduate. However, if the grade is less than 30%, then you will not be able to graduate and your registration will be terminated.

### **Mitigating Circumstances**

If you cannot submit your work before the submission deadline because of ill-health, family matters, etc. you can make a claim for [mitigating circumstances](#).

If you feel that you have adequate grounds for making such a claim, you need to complete a [mitigating circumstances claim form](#) and submit it, accompanied by documentary evidence to support your claim (e.g. sickness certification, birth certificate, etc.), to the Programme Administrator as soon as possible. You should also email the relevant module tutor to inform them of the reason for your late submission, and of your mitigating circumstances claim.

Your claim for mitigating circumstances should be submitted in advance of the missed deadline if possible, and at the latest within seven days of your final examination or assessment deadline for the academic year. Claims submitted later than this may not be considered.

Note that the late submission of coursework must follow the procedure outlined above; *individual tutors are not permitted to grant extensions for coursework.*

Once a decision has been reached on your claim, this will be communicated to you via the Programme Administrator. If your claim is approved, you will be given a new submission deadline for your coursework.

If you are granted mitigating circumstances for late submission of an assignment, no grade cap will be applied to your coursework.

### Progression

At the end of each academic year the Programme Director will make a decision whether to progress you to the next stage of the Degree. The decision will largely be based on your academic performance. However, it may also be influenced by factors such as attendance.

Conditions and outcomes for progression decisions are as follows.

Student has passed all of their modules.	Progress to next stage of Degree.
Student has passed some, but not all of their modules.	Repeat failed modules. Take modules from the next year alongside those repeat modules.
Student has passed no modules.	Do not progress to next stage of Degree. Repeat year.

Progression decisions will be communicated to you during the summer break between academic years.

### Scheme for Award of the Degree

To graduate from the BSc (Hons) Digital and Technology Solutions (Software Engineer) you must successfully complete 360 credits of study, including all core and compulsory modules, of which 30 credits at most can be compensated fails (see below).

You will be awarded a classification for your degree based on the weighted average of the level 5 and 6 modules that you have studied, as follows.

First:	70% or above
Upper Second:	60% or above
Lower Second:	50% or above
Third:	40% or above
Unclassified	39% or less

The classification for students carrying pass-related credits is determined on a case-by-case basis by the Board of Examiners. Borderline grade point averages (e.g. 69%, 39%, etc.) will be considered by the Board of Examiners. Where reasonable grounds for doing so exist, a degree classification may be increased.

### **Compensated Fails**

If you fail a module with 30-39%, the Board of Examiners may permit you a [compensated fail](#). This means that you can fail the module but still graduate. A maximum of 60 credits can count as compensated fails on the BSc. Where you have not exhausted the prescribed number of attempts for a module, you may, however, reject the offer of a compensated fail and seek to pass the module at the next available attempt.

### **Board of Examiners**

A board of examiners is a committee of academic and administrative staff who are responsible for moderating module grades, making degree classifications, and dealing with other academic matters such as plagiarism cases. The board of examiners responsible for the BSc (Hons) Digital and Technology Solutions is the DCSIS Undergraduate Board of Examiners. However, the Department of Management Undergraduate Board of Examiners and the IT Applications Board of Examiners are also responsible for the moderation of some module grades on the Degree.

Chair of the DCSIS Undergraduate Board of Examiners

TBC

Deputy Chair of the DCSIS Undergraduate Board of Examiners

Gordon McIntyre

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## Assessment Offences

### Definition of an Offence

An [assessment offence](#) is academic dishonesty: that is, any attempt whether successful or unsuccessful to achieve an unfair advantage in any element of assessment over other candidates participating in the assessment. This can include plagiarism, collusion and cheating in exams.

### Plagiarism

Plagiarism is defined as the presentation of another person's thoughts or words or artefacts or other output in such a way that they could be assumed to be your own. It may also include the submission of unattributed work previously produced by the student towards some other assessment, or published in some other forum.

### Collusion

Collusion is defined as producing a piece of work for formal assessment with the assistance of another person, or persons, when the assignment was to have been undertaken and completed by you working individually. This includes cases where two or more students submit work for assessment that is identical in its entirety or in substantial parts. It also includes cases where you contract third parties to complete an assignment in part or in its entirety.

### Cheating in Exams

An examination offence is defined as any action which could give you an unfair advantage over other students in an examination setting. Examples of examination offences can include, but are not limited to:

- Taking unauthorised material into the examination room.
- Removing examination scripts from the examination room.
- Communicating with other candidates during the examination.
- Copying work from other candidates during the examination.
- Assuming a false identity in the examination room.
- Adding or amending to examination scripts after the official end of the examination.

## Procedures and Penalties

### Stage 1

Assessment offences of any type may be dealt with at a departmental level if it is your first

alleged offence. In cases of plagiarism, collusion and other offences where, in the judgement of the marker, the offence is minor and an investigation is not appropriate, they may:

- Take no further action.
- Issue a formal warning to you.
- Reduce the mark for the element of assessment relative to the scale of the offence.
- Award a mark of zero for the element of assessment in question.

## **Stage 2**

Where the alleged offence is deemed more serious or is a repeat offence, an assistant dean or nominee will nominate a panel consisting of a minimum of two academic members of staff to consider the case. You will be informed of the allegation and investigation, and will receive copies of any evidence to be used to support the allegation. You will then be offered, in writing, the opportunity to make representations to the panel. You may choose to attend the panel and speak to them in person, in which case a meeting will be convened. If you admit to the offence, no panel hearing will take place. You will be informed of the applied penalty in writing. If you contest the allegation, a panel hearing will take place. If the case is proven, the panel will impose an appropriate sanction. They may:

- Take no further action.
- Issue a formal warning.
- Reduce the mark for the element of assessment relative to the scale of the offence.
- Award a mark of zero for the element of assessment in question.
- Award a mark of zero for the module in question with any reassessment capped at element level (for the element under investigation).
- Award a mark of zero for the module in question.

## **Stage 3**

Where an offence is of the most serious nature, the process of investigation will be the same as for stage two, but additional sanctions will be available to the panel. They may:

- Terminate your registration and enrolment immediately, awarding an intermediate award, provided sufficient progress has been made.
- Terminate your registration enrolment immediately, without granting an intermediate award.
- Terminate your registration enrolment immediately, without granting an intermediate award, and rescinding any previously earned credit.
- Revoke any award previously made to you by the College.

## **Programme Oversight**

The Programme Team is constantly looking for ways to improve the quality of the Programme. To do this we rely on feedback from our students, and scrutiny from internal and external agencies.

## **Staff-student Exchange**

The Programme Team will hold bi-annual staff-student exchange meetings. All students and employer mentors are encouraged to attend these meetings. The meetings are designed to:

- Feedback on changes and improvements to the Programme.
- To raise any issues of concern with regards the Programme.
- To suggest improvements to the Programme.

Meetings are held in the evening. They may be held face-to-face or remotely, depending upon the consensus.

## **Tech Partnerships Accreditation**

Tech Partnerships accreditation will require periodic renewal, meaning that compliance to evolving employer standards for Degree Apprenticeships will be maintained.

## **British Computer Society Accreditation**

The Department will be applying for BCS accreditation for the Programme during the next accreditation round. All other undergraduate programmes within the Department currently have BCS accreditation.

## **Internal and External Review**

The Programme is subject to annual internal review. The Programme is also subject to periodic [QAA](#) scrutiny.