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1 General Information

1.1 Contacts

Programme Director:  Stelios Sotiriadis, stelios@dcs.bbk.ac.uk
Programme Administrator: Liam Simmonds liam@dcs.bbk.ac.uk
                      Martyn Harris martyn@dcs.bbk.ac.uk
Admissions Tutors:    Stelios Sotiriadis, stelios@dcs.bbk.ac.uk
                      Mark Levene, mark@dcs.bbk.ac.uk
                      Peter Wood, p.wood@dcs.bbk.ac.uk
Projects Tutors:     Stelios Sotiriadis, stelios@dcs.bbk.ac.uk
                      Mark Levene, mark@dcs.bbk.ac.uk
                      Peter Wood, p.wood@dcs.bbk.ac.uk

1.2 Web presence

Detailed and updated information about the programme is available from the

- Programme internet page: https://www.dcs.bbk.ac.uk/study/postgraduate-specialist/pgcert-in-computing-for-information-professionals/
- Department internet page for current students:
  http://www.dcs.bbk.ac.uk/current-students/
- Moodle page (for enrolled students);
  - Demystifying Computing with Python
    https://moodle.bbk.ac.uk/course/view.php?id=28903
  - Analytic Tools for Information Professionals
    https://moodle.bbk.ac.uk/course/view.php?id=28105
  - Work-Based Project for Information Professionals
    https://moodle.bbk.ac.uk/course/view.php?id=29499

It is your responsibility to familiarise yourself with the contents of both of this
booklet as well as the internet pages of the programme. You should also read your
college email on a regular basis.
2 Student Support

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.

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

For more general information about Birkbeck, student services and regulations have a look at

http://www.bbk.ac.uk/student-services.

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

The School of Business, Economics and Informatics has Learning Co-ordinators. Their role is to support students in their studies. They can offer help and support on a variety of topics ranging from writing skills to basic maths. See

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

for details.
3 Important Dates

Lectures will commence in the week starting on Monday 30 September 2019. The teaching (i.e., not including exams and project) covers two terms of eleven weeks each (autumn and spring term). The summer term is given over to revision (including revision lectures), exams, and the project.


Please refer to http://www.bbk.ac.uk/about-us/term-dates for the College holiday closing times.

Students should attend lectures during term time as shown in the timetables in Section 4.3. 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 programme should inform the Programme Administrator. Students who simply stop turning up for lectures without formally withdrawing from the programme will still be held liable for fees. It is especially important for international students that they inform the department about any absence.
4 Syllabus

4.1 Introductory Talks

The programme will kick off with introductory talks to new students in the week preceding the start of the first term. The dates, times and venues of these will be made available through My Birkbeck. The talks will include a hands-on introduction to the departmental computer systems and short presentations by representatives of the library and the disability office.

4.2 List of Modules

We give a general overview of the content of the programme here; detailed descriptions of the individual modules is in the next section.

4.2.1 Compulsory Modules

- Demystifying computing landscape with Python — Module 1 (15 credits)
- Analytic tools for information professionals — Module 2 (15 credits)
- Work based project for Information Professionals PGCert — Module 3 (30 credits)

4.3 Timetables

Personal timetables (including the teaching venues) are provided through My Birkbeck. A general timetable for the week ahead is available online:

http://www.dcs.bbk.ac.uk/study/

Below is the timetable for the modules. Note that occasionally there might be changes (e.g. swapping of lectures between modules, or additional tutoring sessions). Please check the web pages of the modules regularly for up-to-date information.

4.3.1 Year 1

Module 1: Demystifying computing landscape with Python

- Classes will be every Thursday 09:00-12:00, 13:00-16:00. Please also refer to the Birkbeck timetable.
- The module will be delivered in the autumn term, Week 1 to Week 5
Module 3: Work based project for Information Professionals

- Introductory session (Week 1), please refer to your Birkbeck timetable for dates and times.
- The module will be delivered in the spring term, **Week 1 to Week 10**

4.3.2 Year 2

Module 2: Analytic tools for information professionals

- Please refer to your Birkbeck timetable.
- The module will be delivered in the autumn term, **Week 6 to Week 10**

5 Compulsory Module Descriptions

5.1 Demystifying computing landscape with Python

**Teaching Staff**
Stelios Sotiradis

**Online material**

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

**Aims**

The module provides an opportunity to learn programming with Python, including writing simple programs, working with numbers, decision structures, loops, data structures and functions, as well as an introduction to the area of data analytics. It will assist students to:

- Understand the concept of algorithms using the Python programming language.
- Reframe an organisational challenge as an analytics challenge.
- Develop computational thinking skills in order to specify algorithms necessary for problem solving.
• Learn how to deal with different data formats and data sources (e.g., xls, csv, json and others) as well as use of application programming interfaces for data collection and data repositories.

• Apply appropriate data structures to design basic software requirements.

• Develop understanding of new technologies including computing environments for data storage, big data and cloud computing

Syllabus

• Computational thinking and algorithms
• Computing with numbers
• Decision structures and loops
• Data structures with Python
• Object-oriented programming
• Statistics and probabilities with Python
• Introduction to SQL
• Case studies to introduce data analytics with Python

Prerequisites

No prerequisites.

Assessment

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

Reading


• J. Grus, Data Science from Scratch – First principles with Python (2nd ed.). O’Reilly, 2019.
5.2 Analytic Tools for Information Professionals

Teaching Staff
Stelios Sotiradis

Online material
http://www.moodle.bbk.ac.uk/

Aims
This module covers the fundamental concepts and techniques of data analytics with Python, demonstrating how to apply these in order to process and visualise datasets. The module will cover tools such as database systems (SQL), data analytics techniques using machine learning models (clustering, and neural networks) and Python libraries. During the labs, students will work on case studies to apply data analytics to real-world problems. On successful completion of this module a student will be expected to be able to:

- Demonstrate satisfactory knowledge of data analytics using the Python programming language.
- Understand techniques for data cleaning and processing.
- Retrieve data from database systems for analysis and processing.
- Understand the latest technologies used for data analytics such as big data systems and cloud computing.
- Use Python to apply machine learning techniques (clustering, regression, and neural networks) to real-world problems.

Syllabus
- Introduction to machine learning and data analytics
- Python libraries: Numpy and Pandas
- Python libraries: Scipy and Matplotlib
- Data cleaning methods and processing methods
- Introduction to machine learning with Python
- Database management systems and SQL
- Classification and Regression with Python
- Introduction to neural networks and deep learning
- Introduction to Cloud computing
- Introduction to Big Data analytics

Prerequisites
Module 1: Demystifying computing landscape with Python

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

Reading
- W. Mckinney, Python for Data Analysis, 2e Paperback, Nov 2017
5.3 Work based project for information professionals

Teaching Staff
Stelios Sotiradis, Mark Levene, Peter Wood

Online material
http://www.moodle.bbk.ac.uk/

Aims
For the PGCert Computing for Information Professionals [Cultural Heritage], each student is required to undertake an individual work-based project, under the joint supervision of a member of staff of their employer and a project tutor from Birkbeck. The project will allow students to demonstrate their skills in organising and completing a substantial task in the area of computing, starting from requirements analysis and planning to development and implementation of the project. The main aims of the work-based project are to offer students the opportunity to:

- Develop a systematic understanding and critical awareness of a commonly agreed problem between the work environment and the academic supervisor in the area of computing.

- Develop a software solution for a work-based problem using the skills developed from the taught modules, for example develop software using the programming languages and software tools/libraries taught.

- Present a critical discussion on existing approaches in the particular problem area and position their own approach within that area and evaluate their contribution.

- Gain experience in communicating complex ideas/concepts and approaches/techniques to others by writing a comprehensive, self-contained report.

Syllabus
The main part of this module will be completed by the student on their own. There is a small taught component of the module in which students are acquainted with:

- How to formulate the objectives and aims of a project.

- How to write a project proposal relevant to a work-based project.
• How to organise and plan the project according to clearly defined requirements.
• How to undertake a literature review.
• How to write a project report.

Prerequisites
• Module 1: Demystifying computing landscape with Python and
• Module 2: Analytic Tools for Information Professionals

Assessment
• By a written project proposal of 1500 words (2%)
• By a software solution to demonstrate technical and computational skills based on modules taught (using programming and available tools to implement the work-based project). Students will require to submit a report of 6000-8000 words (+/- 10%).
6 PGCert Project

Aims

In the PGCert project students will be able to demonstrate their skills in organising and completing a task that goes beyond a typical coursework assignment. This includes planning and executing a piece of programming work or an experimental campaign appropriate to the PGCert programme and presenting existing approaches in the problem area (placing the student’s own approach in the wider technical and conceptual context).

The PCert project will offer students the opportunity to:

- develop a systematic understanding and critical awareness of an agreed problem relevant to Computing, as described in a project proposal form;
- plan and execute a major piece of programming work appropriate to the PGCert programme;
- critically present existing approaches in the problem area, place their own approach in the wider area and evaluate their contribution, and
- gain experience in communicating complex ideas and concepts to others by writing a comprehensive, self-contained report.

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 Programme Director.

The rules regarding the administration of graduation projects are described in the general brief given by the Projects tutor. For the slides of the Project tutor’s presentation, the the proposal form, the learning objectives and example of successful past projects please consult the Moodle page for the PGCert Project module: Work based project for Information Professionals PGCert (Moodle access is for enrolled students).

For the PGCert Computing for Information Professionals [Cultural Heritage], each student is required to undertake an individual work-based project, under the joint supervision of a member of staff of their employer and an academic member of staff from Birkbeck. The project will allow students to demonstrate their skills in organising and completing a substantial task in the area of computing, starting from requirements analysis and planning to development and implementation of the project.
Syllabus

The main part of the module will be done by the students on their own (supported by the supervisor). There is a small taught part of the module 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.

Assessment

Written project proposal (of about 1500 words) and written project report (of about 6,000 to 8,000 words), weighting 20% and 80%, respectively.

Reading

- As recommended by the supervisor.

Ethical Implications

All activities carried out by Birkbeck staff and students that involve one or more of:

- intervention or interaction with human participants;
- the collection and/or study of data derived from human participants;
- a potential impact on animals or the environment;

requires ethical consideration and approval.

For details see

http://www.bbk.ac.uk/committees/research-integrity/
GuidelinesonResearchwithEthicalImplications.pdf
7 Administration and Assessment

For detailed College rules and regulations see

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

Below we summarise the most relevant rules for the MSc Data Science.

7.1 Information on Pilot programme (2019-2020)

The PGCert programme will be delivered as a pilot in 2019-2020. In particular, the pilot programme will include 2 years studies for the 2019-2020 cohort of students. The programme will revert to the one year study for students entering in 2020-2021 and after.

Students admitted in 2019-2020 will be funded by IoC and will join the pilot programme that includes two modules (demystifying computing landscape with Python and work based project for information professionals). The third programme module (analytic tools for information professionals) will be delivered in the second year (2020-2021).

7.2 Requirements for the Award of the PGCert

Each taught module (all modules except the project) is assessed by a written exam and, in most cases, by additional coursework. On top of that, there is a 30-credit project module which is assessed by the project proposal document (20%) and the project report (80%).

In the current arrangement each taught module gives 15 credits, so a total of two modules must be passed for the PGCert. 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). College regulations do not allow such compensation for PGDip nor PGCert.

To gain an award, the following is required:

- Postgraduate Certificate (PGCert): a candidate must pass two 15-credit modules: Module 1 and Module 2 and the project module (module 3).

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\(^1\).

7.3 Announcement of Results

The Examination Board meets in July to consider the results of the written exams, coursework, and to consider the results of the projects and to award degree.

Shortly after the meeting of the exam board you will receive a letter from the Department about your results. Your results and grades will be officially confirmed by the College on your MyBirkbeck profile.

Students who have not paid their fees won’t be served any information about their examination results.

7.4 Choosing the Optional Modules

At the beginning of the relevant term you will receive a form (or a link to an online form) from the Programme Administrator to indicate your choice of the optional modules. You have to return (or fill online) this form by the specified deadline so that your chosen module can be listed among the modules that you wanted to be assessed that year.

7.5 Mitigating Circumstances and Deferral

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

• the late or non-submission of assessment;

• non-attendance of examination;

• poor performance in assessment.

If a student feels their circumstances warrant consideration by the 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, which can be downloaded from MyBirkbeck or from:

http://www.bbk.ac.uk/registry/policies/documents/MitCircs.pdf

\(^1\)Following new college regulations, this requirement has been amended in the 2019-20 edition of the handbook.
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). 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.

For further information, students may consult the document on mitigating circumstances through MyBirkbeck:

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

In exceptional cases, students may be permitted to defer the written exams to the next available period\(^2\) and/or the project to the following year. They must apply by filling in a Mitigating Circumstances Claim Form and submitting it to the PG administrator. Students have to do this before May 1st for exams and by September 1st for the project.

A student who defers an element of assessment normally has to enter for that element at the next available opportunity\(^3\).

No further deferrals are usually 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.

7.6 Retake and Reassessment

Retake and reassessment are defined as follows (from the 2018-19 handbook):

\(^2\)Following new college regulations, this requirement has been amended in the 2019-20 edition of the handbook.

\(^3\)Following new college regulations, this requirement has been amended in the 2019-20 edition of the handbook.
One reassessment (but only one) is allowed for each element. You maybe reassessed in a failed coursework, written exam or the project if your marks for that module are below 50%. If your marks are below 40%, then you have to retake the whole module (i.e., attend lectures and be reassessed in each element of the module, including coursework and exam).

Students who fail an assessment and awarded a reassessment opportunity have their reassessment subject to a cap of 50% for the reassessed element. The cap does not apply to a retake of a whole module and to students with accepted mitigating circumstances.

There are no special resit exams; students resit alongside the other candidates in May/June the following year. They normally do so a year after their first attempt. Where 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.

Also note that part-time students normally need to accumulate at least 45 credits (out of the available 75) in their first year in order to progress into the second year. Students who do not achieve this will not be able to complete their studies in two years. Instead they will have to spend at least one year as a repeating student, retaking the failed modules.

Under normal circumstances this would take place the following year and students would not be allowed to take any new modules until they had passed the failed modules. However, because some modules on this programme are taught in the evenings on alternate years only, doing so would mean that students in their third year could have no new modules available to them in the evenings. This would have the effect of extending the duration of the degree to at least four years.

As a result, we permit students in such circumstances to enrol on four new modules in their second year, postponing their second attempts at the failed modules to the third year. This is not ideal, but seems preferable to extending the duration of the degree further.

Following new college regulations, the following re-assessment policy will enter into force from the 2019-20 academic year. Please see Section 7.7 below for the details.

### 7.7 New re-assessment policy

The following rules are entering into force during the Academic year 2019-20. Their working and implementation might vary during the year; students are invited to check with the PG administrator.
Reassessment takes place over the summer, with exams taking place in August and September.

For students who do not take the summer reassessment exam (perhaps because of accepted mitigating circumstances) and where the syllabus for the next year has changed, we set a paper that is suitable for resit candidates, providing alternative questions where necessary. Note, however, that this procedure is available to candidates from the previous year, not from further in the past.

7.8 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 who

- are being reassessed for coursework and/or examinations only
- have deferred their examinations and are not taking any new modules
- have deferred the project and do not require supervision (resubmitting only)

pay a reduced fee that will allow them access to College facilities (Library and workstation rooms). While deferred students are classed 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 resubmit the dissertation and be reassessed for examination or coursework will be progressed as dissertation only
- a student who has to resubmit the dissertation and also repeat modules will be progressed as repeat and fees are based pro-rata on the number of credits.

7.9 Examinations

Please consult the programme’s intranet web page (for enrolled students).

- Exams for Module 1 and Module 2 will be at the beginning of Spring term (January).
7.10 Coursework

A number of modules require students to submit coursework as part of the assessment. Please consult the web page of the relevant module or contact the teaching staff of the module for particular details.

Submitted coursework must always be the students own work, except where explicitly noted. Students are required to confirm (normally via the Moodle upload interface) 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 the section “Assessment Offences and Plagiarism” of this booklet.

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 you submit late work that is to be considered for assessment, then you should submit a mitigating circumstances form, see above, and provide written documentation, medical or otherwise, to explain why the work was submitted late. 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.

7.11 Assessment Offences and Plagiarism

Please see at MyBirkbeck

http://www.bbk.ac.uk/student-services/exams/assessment-offences

for the College Policy on Assessment Offences.

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 web site, 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, please see

http://www.bbk.ac.uk/student-services/learning-development

and guidelines on plagiarism

http://www.bbk.ac.uk/student-services/exams/plagiarism-guidelines
8 Student Services

The College provides various services to students, see:

http://www.bbk.ac.uk/student-services

In particular, there are the Counselling Service, the Disability and Dyslexia Service, and the Mental Health Service. They provide specialist support to students.

8.1 Counselling Service

The Counselling Service

http://www.bbk.ac.uk/student-services/counselling-service

provides assistance to students who are experiencing emotional difficulties which may be impacting upon their studies or overall experience at Birkbeck.

8.2 Mental Health Service

Many students experience mental health difficulties at some point in their time at university. Whether you have a formally diagnosed psychiatric condition or other form of mental health difficulty such as anxiety or depression, we encourage you to seek support in your studies. Birkbecks Mental Health Service

http://www.bbk.ac.uk/student-services/mental-health-advisory-service

is a first point of contact for students experiencing mental health issues at any stage during their studies.

8.3 Disability and Dyslexia Service

At Birkbeck we welcome students with disabilities. 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:

http://www.bbk.ac.uk/student-services/disability-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, 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 Aspergers syndrome)

They can provide support during your studies including

• Your Study Support Plan
• The Disabled Students’ Allowance
• Access to Learning Fund
• Charities and trusts
• Dyslexia screening test
• Government benefits
• Personal emergency evacuation plans
• Pager alert system
• Rest Room
• Toilet facilities
• Car parking
• Disability and Dyslexia Support in the Library and IT Services
9 Career Development

Most students are interested in developing their careers, either within their current field of work or in a completely new direction. The Careers Group, University of London

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

offers great expertise and experience in working with students and graduates of all ages and at all stages of career development.

The Careers and Employability Service

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

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

There is also Birkbeck Talent, a professional recruitment service aimed exclusively at assisting Birkbeck students to find work whilst studying and after graduation. They work with top employers in and outside London to offer innovative internships, prestigious job vacancies and exciting graduate opportunities. To find out more please visit

http://www.bbk.ac.uk/student-services/birkbeck-talent-service
10 The Business Engagement Team

The School of Business, Economics and Informatics has a dedicated Business Engagement team to provide you with extra support. The team delivers the following initiatives to support you in your career aspirations:

10.1 Mentoring Pathways

Mentoring Pathways pairs successful applicants with industry professionals for individual advice and guidance. There are a number of 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. Applications open in the autumn. Please email mentoring@bbk.ac.uk or visit http://www.bbk.ac.uk/business/business-services/mentoring-external for more information.

10.2 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, enterprise boot camps and inspirational talks to help you to develop your ideas and network with other students. Please email enterprise@bbk.ac.uk or visit www.bbk.ac.uk/enterprise.

10.3 Keeping in Touch

You can also follow BEI on social media for information and conversations:

- Twitter: @BirkbeckBEI
- Facebook, Google+ and LinkedIn: Search ‘BirkbeckBEI’

Please visit our website www.bbk.ac.uk/business/business-services for more resources and information.