Department of Computer Science and Information Systems

BSc Computing with Foundation Year

Student Handbook

About this Handbook

This handbook has been designed to provide you with essential information about the BSc Computing with Foundation Year, 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 and 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 Computing with Foundation Year. 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.

Programme Director

Contents

1. BSc – Key Roles

Programme Director Foundation Year
Gordon McIntyre
gordon@dcs.bbk.ac.uk
02076316851
Room 258 Malet Street
Responsible for oversight and management of academic matters, including syllabus, assessment and progression.

Programme Director BSc
David Weston
d.weston@dcs.bbk.ac.uk
020 7631 6718
Room 264A Malet Street
Responsible for oversight and management of academic matters, including syllabus, assessment and progression.

Programme Administrator
bsc@dcs.bbk.ac.uk
020 3073 8142
Room 163 Malet Street
Responsible for day-to-day administrative enquiries relating to enrolments, timetables, payments, attendance, options, etc.

Systems Support Team
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.

Personal Tutor
Responsible for day-to-day academic supervision and support of students. Monitors student progress and communicates progress reports. Also responsible for student well-being.

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 can opt to partner with a peer mentor at the beginning of your degree.

2. General Information

2.1 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 Computing with Foundation Year 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).

2.2 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 (A Short History). 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 Kontachov.
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.

2.3 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 in the summer term. The College is closed for the Christmas and Easter holidays.

2.4 Term Dates

Full details of term dates and closures can be found at the main Birkbeck website.

2.5 Opening Hours

Administration Office (Malet 263). 10am to 6pm. Mon – Thu. 10am – 5pm Fri.

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

[Department workstation rooms](#)

[College workstation rooms](#)

[Library](#)

[My Birkbeck Helpdesk](#)

2.6 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.

2.7 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 service.

2.8 ID Cards

Once you have completed your enrolment, you will be issued a Birkbeck identity card. You can order you 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 Student Centre.

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

2.9 Induction
There will be a formal induction session during 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.

2.10 Contact Information

2.10.1 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.

2.10.2 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 as all times. If you need to make a change to your contact details, you can do this via your My Birkbeck profile.

2.11 Fees
Information on fees is available from Fees Office.

Fees can be paid per term or by direct debit over a period of eight months. The Fees Office handles all issues regarding the payment of fees, and should be contacted directly if you have any problems.

2.12 IT Accounts

BSc 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.

2.13 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.

3. The Programme

3.1 Programme Aims

The Degree will equip you with the theoretical knowledge and practical skills required by professionals working in the Computing sector. 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.).

3.2 Programme Learning Outcomes

Foundation year specific:
- *To provide students with the subject specific skills and knowledge required to study Computing at undergraduate level.*
- *To provide students with the generic skills and knowledge required to study computing at undergraduate level.*

BSc Computing
- *Demonstrate knowledge and competence in all core areas of Computing, including algorithms and data structures, systems analysis, systems design, programming, testing and systems deployment.*
- *Demonstrate knowledge and competence in areas informing professional software engineering practice: notably, security, risk, safety, reliability and usability.*
- *Show a clear understanding of software engineering theory, through systematic research and evaluation of relevant sources.*
- *Demonstrate an understanding of, and ability to work-within, professional codes of practice and legal boundaries.*
- *Show clear evidence of the ability to produce high quality output to strict deadlines as both an individual and as part of a team.*
- *Demonstrate the ability to produce high level written, oral, and graphical communication in both technical and non-technical environments.*
- *Demonstrate the ability to plan and project manage all aspects of a software development project.*
- *Be able to think critically, logically analyse, and adapt as necessary.*
- *Demonstrate the ability to identify, formulate, and solve computing related problems using established processes.*

3.3 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

3.4 Programme Structure

3.4.1 Modules

The BSc is sub-divided into modules. A module is a discrete, self-contained unit of assessed learning (e.g. Introduction to Programming, Systems Analysis and Design I, etc.).

3.4.2 Level

Modules are assigned a level depending on their difficulty. On the foundation year, modules are level 3 and 4. On the BSc, modules are at level 4, 5 or 6.

3.4.3 Credit

Each module is assigned a credit value. The credit value refers to the value of the module in academic terms. On the BSc, modules have a value of 15 or 30 credits.

To graduate from the BSc with Foundation Year, students must pass modules with a value of 480 credits.

3.4.4 Core, Compulsory and Option

Modules on the BSc are designated as either *compulsory* or *optional*. 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. Options are taken in year three or four of the Degree.

3.5 Programme Structure Detail

3.5.1 Compulsory Modules

Module Title	Level	Credits
Mathematics for Business	3	15
IT Tools and Techniques	3	15
Programming Logic	4	15
Fundamentals of IT	4	15
Fundamentals of Study	3	30
Teamwork	3	15
Computing Foundation Year Project	3	15
BSc Year 1		
Mathematics for Computing (MFC)	4	15
Introduction to Computer Systems	4	15
Introduction to Programming (ITP)	4	15
Systems Analysis and Design I (SD1)	4	15
Software and Programming I (SP1)	5	15
Introduction to Web Authoring	4	15
Computer Networking (CN)	5	15
Web Programming using PHP	5	15
BSc Year 2		
Software Engineering I	5	15
Systems Analysis and Design II (SD2)	5	15
Data Structures and Algorithms (DSA)	5	15
Computer Organization and System Software	5	15
Software and Programming II	6	15
Professional Issues in Computing	6	15
Option 1	5 or 6	15
Option 2	5 or 6	15
BSc Year 3		
Information Security		15
Database Management	6	15
Project Computing	6	30
Software Engineering II	6	15
Option 3	5 or 6	15
Option 4	5 or 6	15
Option 5	5 or 6	15

3.5.2 Optional Modules

Module Title	Level	Credits
Web Data using XML, JSON and Ajax	5	15
Mobile Web Application Development	5	15
JavaScript	5	15
Advanced Web Authoring	5	15
Calculus 2	5	30
Web Programming using PHP	5	15
Cloud Computing Concepts	5	15
Concepts of Machine Learning	6	15
Enterprise Computing	6	15
Programming Language Paradigms	6	15
Principles of Geographical Information Systems	6	15
Software and Programming 3	6	15
Commercial Law for Business	5	15
Interactive Systems Design	6	15
Wireless and Mobile Computing	6	15
Organizational Behaviour	5	15
Introduction to Search Engines and Web Navigation	6	15
Introduction to Data Analytics using R	6	15
Introduction to Semantic Technologies	6	15
E-business	5	15

3.6 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.

3.7 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 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 Programme Administrator.

4. Student Support

4.1 Personal Tutor

Upon induction, all BSc students will be allocated a personal tutor. This will normally be a member of teaching and research staff from DCSIS. The personal tutor will be responsible for:

- Academic supervision and support of students.
- Monitoring student progress.
- Pastoral care of students.

4.2 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 have the option of partnering with a peer mentor in your first term of study.

4.3. 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 School of Business, Economics and Informatics 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.

4.4 IT Support

4.4.1 College

Support for College IT services it provided by Information Technology Services (ITS).

Tel: 020 7631 6543
Email: 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.

4.4.2 Department

Support for departmental IT services it provided by Systems Group.

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.

4.4.3 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.

4.4.4 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.

5. Wellbeing Services

5.1 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, 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, or calling 020 7631 6316.

5.2 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.

5.3 Mental Health Service

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

You can contact the Mental Health Service by emailing mentalhealth@bbk.ac.uk, or by calling 020 7631 6316/0020

5.4 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.

5.5 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 has previously attended the nursery). The cost is £15.00 per evening for block bookings, or £20 for one-off bookings.

5.6 Careers and Employability

The Careers and Employability 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

5.7 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.
020 7631 6062
am.smith@bbk.ac.uk
The subject librarian can advise on the availability of resources on specific topics, and order new resources where demand dictates.

5.8 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:

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 term. Please email mentoring@bbk.ac.uk or visit http://www.bbk.ac.uk/business/business-services/mentoring-external for more information.

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.

Keeping in Touch

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

• Twitter: @BirkbeckBEI

• Facebook, Google+ and LinkedIn: Search 'BirkbeckBEI'

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

6. Teaching and Learning

6.1 Maximum Credits
Students will not be permitted to take more than 90 credits (PT) 120 credits (FT), except in exceptional circumstances.

6.2 Delivery
Teaching and learning on the BSc is delivered face-to-face and online.

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. In the event that 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.

6.3 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.

6.4 Final Year project

You must complete a final year project to successfully graduate from the BSc. The project is designed to provide you with an opportunity to demonstrate the full range of skills, knowledge and behaviours required by IT professionals

The topic of the final year project will be decided in collaboration between you and your project supervisor. The topic will be decided prior to commencement of the final year of the degree. It should derive from your specific interests.

6.5 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.

6.6 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 employers letter).
- Have been attained at a bona fide academic or professional institution.
- Have been attained in English.

6.7 Study Time

Contact teaching mainly takes place in term 1 and term 2, though there is also teaching in term 3. Classes are normally in the evening, 6-9pm. You will be expected to attend 3 or 4 evenings per week. There is also the option to study some classes during the afternoon.

In addition to scheduled study hours, you will need to devote significant time to independent learning.

6.8 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.

Attendance is recorded electronically. You are required to swipe in with your ID card each time you attend a class.

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 in order to take part in the programme fully.

If you expect to be absent for any length of time, you are expected inform the module tutor and Programme Administrator and make arrangements 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.

6.9 Progress Monitoring

As part of your degree, you can organise meetings between you, your personal tutor or the Programme Director. These meetings will provide an opportunity for a review of your progress, and for short and medium term goal setting. Meetings can be held face-to-face, or via video or audio conferencing.

7. Assessment

7.1 Modes 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.

7.1.1 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.

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

DCSIS exams are held 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.

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

7.3 Confirmation of Assessment
You are required to confirm your assessments via your My Birkbeck profile. This will include any modules that you are not currently taking (but have taken previously) on which you are being re-assessed. Failure to confirm your assessments could affect your progression to the next stage of the degree.

7.4 Deadlines and Late Deadlines
For each coursework assignment you are set, you will be issued with a deadline. To achieve full marks for the assignments, you must submit by the assignment deadline.

Coursework that is submitted up to seven calendar days late will receive a late penalty mark and deduction of 10% of marks. However, this deduction will not take the mark for the late piece of assessment lower than the 40% pass threshold.

Any work that is submitted between seven and fourteen calendar days late will receive a late capped penalty mark of 40%.

Work submitted more than fourteen calendar days from the deadline will be awarded a grade of 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.

7.5 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.

7.6 Marking
The length of time it takes to mark a piece of work depends on its weighting (i.e. its relative importance in the marking schema). However, as a 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 and level 6 that represents 30% or more of the overall module grade is second marked.

7.7. Grades and Feedback
All assignments are given a percentage mark, as follows:

70% −100%	Distinction
60 − 69%	Merit
40 − 59%	Pass
0 − 39%	Fail

Grades are determined based on 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.

7.8 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.

7.9 Reassessment and Retake

Reassessment

A reassessment means that you will be required to resubmit any failed assignments for a module in the same academic year.

Retake

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. It also means that a fee will be charged for the retaken module in addition to your normal fees.

Current Regulations

If a module is failed at the first attempt, then there will be an automatic reassessment in August or September. This reassessment will count as a second attempt. At most four attempts at passing a module are allowed.

Entry Year 2018/19 or Earlier

If a module is failed at the first attempt with a mark in the range 30% to 39% inclusive then a reassessment is permitted. If the mark is 29% or less, then a retake is required. At most three attempts at passing a module are allowed.

Eligibility for Reassessment

The Undergraduate Board of Examiners will decide whether you are eligible for reassessment. This decision will be communicated to you via the Programme Administrator.

7.10 Attempts
Current Regulations

Students have a maximum of 4 attempts at passing a module (the original attempt plus three further attempts).

UG students 2nd attempts will by default be an in-year reassessment.

Entry Year 2018/19 or Earlier

Students have a maximum of 3 attempts at passing a module (the original attempt plus three further attempts).

After all attempts have been exhausted, if a module has still 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.

7.11 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.

7.12 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.

Students will not be allowed to progress to progress to the next level of their degree until they have passed all the modules at their current level.

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

7.13 Scheme for Award of the Degree

To graduate from the BSc 360 credits are required, of which at least 120 credits must be at level 6. At most 60 credits can be compensated fails. At least 90 credits at any given level, i.e. level 4, 5 or 6, must not be compensated.

You will be awarded a classification for your degree based on the weighted average of the level 5 & 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.

7.14 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.

The DCSIS Undergraduate Sub-board only considers the award of a compensated fail if the module in question is not passed and no further attempts at the module are possible.

7.15 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 is the DCSIS Undergraduate Board of Examiners. However, 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
Professor Steve Maybank

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7.16 Assessment Offences

7.16.1 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.

7.16.2 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.

7.16.3 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.

7.16.4 Cheating in Exams
An examination offence is defined as any action that 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.

7.17 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.

8. 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.

8.1 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.

8.2 British Computer Society Accreditation

The BSc Programme was awarded IEng level accreditation from the BCS for intakes 2017-2021 in the full time and part time modes.

8.3 Internal and External Review

The Programme is subject to annual internal review. The Programme is also subject to

periodic QAA scrutiny.