

School of Arts
Department of Media and Cultural Studies
Postgraduate Certificate in Web Design and
Development
Student Handbook 2011-12

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This document is for reference only. Every effort was made to ensure that information was correct at time of print, but discrepancies may still occur due to the nature of this document. Any changes will be communicated to you via your registered email address as soon as the School of Arts is made aware of any issues.

Introduction

Welcome to the Course

We are delighted to welcome you to this Birkbeck course for the academic year 2011-12

The programme has been running for thirteen years and is regularly updated to keep pace with the rapid changes in the application of media in both business and personal life. As the course has developed, so has the impact of digital media and particularly the Internet. Many new company ideas and start-ups are now driven through the internet and this is reflected in the projects developed by our students.

On the course you will be required to produce a series of assignments that develop your skills in Web Design and Development using the tools you will learn on the course and learning directly from the experience and skills of the practitioners who take the sessions. Your project may be personally motivated or may run alongside a work project. The module covers understanding Web authoring tools, HTML, principles of Web design, reverse engineering, stylesheets and creating technically efficient Web designs.

Key to postgraduate level study is the ability to reflect on your progress and to adapt to changing circumstances. Projects themselves change over the year and part of your final assignment is to reflect on your progression and the lessons learned. Your outputs should be realistic and consistent plans and proposals communicated clearly and effectively to your chosen audience. However, you should also be able to justify your approach in the context of other options available to you. If changes have taken place you will be able to analyse these changes in your project, the risks involved and the anticipated impact.

The course is also related to your own personal development and has always been an agent for change. It is a unique opportunity for you to reflect on your progress and to consider how you want to continue in your future career.

Communication and collaboration between students is an important aspect of the Postgraduate Certificate. You will all have different experiences to bring to the course and this is a major source of learning. There are few occasions in a work environment when you can work with individuals from different backgrounds. Make the most of this opportunity and the chance you will have to see things from a different perspective. We ask you to share resources, articles, networking opportunities and links with other students and provide a discussion group to enable this.

Finally, enjoy the course. The team at the Department of Media and Cultural Studies wish you all the best on the course and every success in the future.

Tim Priestman

Course Director

September 2011

College

When Birkbeck College was established in 1823, its principal mission was to provide education and training to working adults who earlier in life had lacked educational opportunity. A College of the University of London since 1920, Birkbeck is committed to the concept of lifelong education, and especially within the world of work. Birkbeck and the other member colleges of the University of London have many research interests in common and share the same standards and degrees structures, but in one important respect Birkbeck is unique. Our mission is 'to provide courses of study to meet the changing educational, cultural and training needs of adults who are engaged in earning their livelihood, and others who are able to benefit' (Birkbeck College Charter).

Birkbeck College has built up special expertise in providing a stimulating, positive learning environment for adult, mature students. Recently we have also expanded our provision for full-time postgraduate students. We award undergraduate degrees in a full range of disciplines and have an unusually high proportion of students following taught Masters and MPhil/PhD courses.

Department

Part of the School of Arts, the Department of Media and Cultural Studies was created in August 2009 by combining courses in film and media, journalism, arts policy and management, music, performance studies and Japanese cultural studies. We currently teach nearly 1,000 students, who benefit from an extensive portfolio of undergraduate and postgraduate courses run from College premises and at other venues across Greater London. Our full-time academic and administrative staff are complemented by a substantial cohort of part-time sessional lecturers with professional expertise in the arts, arts organisations, screenwriting, journalism, web design and digital media management.

Most academic staff in the Department are research-active and involved in Birkbeck's Centre for Media, Culture and Creative Practice. Research expertise in the Department is diverse, spanning such areas as: film and television studies; arts policy and management; museum studies; curating; cultural heritage; visual arts; journalism; media theory; new media; digital aesthetics; activism, politics and creativity; arts, media and cities; performance; music; and Japanese and East Asian cultural studies. The Department also hosts a growing community of part-time and full-time research students.

Core Module Descriptions

Aims and learning outcomes

Aims

The Postgraduate Certificate in Web Design and Development programme offers students the opportunity to acquire and develop skills in the process Web Design and Development. It is divided into four modules.

WDD1 – Web Design and Development

WDD1 aims to develop students' technical abilities in Web development. The module covers understanding Web authoring tools, HTML, principles of Web design, reverse engineering, stylesheets and creating technically efficient Web designs. Students first plan (on paper) and then develop a Web site.

WDD2 – User-centred Design and Project Management

WDD2 aims to develop skills to evaluate Web sites, analyse and document the needs of stakeholders, and manage and design information for the Web. The course covers the importance of a user-centred approach to planning and designing websites, covering research, design and evaluation methods. This emphasis allows the students to create websites that will be more valuable to users and businesses alike. The module covers information architecture, optimal navigation techniques, evaluation techniques, (user analysis, task analysis, stakeholder analysis), project management and project costing.

WDD3 – Images on the Web

WDD3 aims to develop student skills in manipulating and controlling images for the Web. The module covers understanding media, graphics tools, screen design, Web vs other media, Web limitations and interface production using graphics tools. Students produce a portfolio of images and a banner animation for assessment.

WDD4 – Web Project

Students produce a Web site which incorporates the lessons learnt in the previous modules and demonstrates their ability and competence in implementing the techniques, skills and knowledge they have accumulated over the period of the PG Certificate. The site will be published on the Web.

Learning Outcomes

Subject specific

- Awareness of the language of digital media and its main areas of application across different areas of society and business.
- Knowledge of the historical development of areas of new media design, development and application relating to Web design and other digital formats.
- Understanding of the different approaches to digital development and their viability and sustainability in an appropriate context.
- Knowledge of the place of images in digital media and their importance in communicating to specific audiences
- Knowledge of the categorisation of information in different contexts and for different audiences
- Knowledge of international standards relating to digital media development

Intellectual

- Ability to critically evaluate Web sites and recommend and justify changes
- Ability to formulate research questions, evaluate responses and apply to projects
- Ability to understand and critique theoretical arguments.
- Ability to assess a wide variety of data, evaluate, prioritise and discard inappropriate information in the context of their projects.
- Critically evaluate arguments and evidence

- Ability to evaluate own work, and the work of others, critically
- Ability to communicate ideas in different formats using a wide range of media
- Ability to plan and prioritise own learning

Practical

- Technical skills in Web development including the use of HTML
- Skills in the communication of ideas in electronic form through their application to projects
- The production of graphics and manipulation of images using standard packages such as Photoshop.
- Skills in managing sites, project management and costing project development
- Skills in creating animations
- Skills in optimising images for the Web
- Skills in structuring information for use on the Web (Information Architecture);
- Ability to analyse the effectiveness of their own creative work.
- Through discussion groups and through team work ability to work with others and to respect their views.
- Ability to write clearly and concisely
- Ability to make informed decisions
- Evaluation skills
- Project documentation skills

Personal and Social

- Interpersonal skills such as the ability to work in a group or as a member of a team and network
- Communicate effectively using different media and appropriate interpersonal skills
- Take responsibility for own learning and time management
- Work under pressure and to deadlines
- Understand the relevance of the course for current and future life

Academic and Administrative Teams

Academic Team

Tim Priestman, Course Director

Tim Priestman joined one of the first interactive media companies in the UK as a designer and has worked in new media companies for 15 years in design, sales and marketing, project management and in consultancy. He is currently managing the development of online educational and training programmes for business clients in the UK and overseas.

Clients have included Philips, Marks & Spencer, HM Customs and Excise and PPP Healthcare. He has lectured on this PG Certificate and on the PG Certificate in Web Design and Development at Birkbeck College since 1995.

Dr Ian Sealy – Lecturer

Ian Sealy has been developing Web sites since 1995. From 1997 until 2004 he worked for the [Institute for Learning and Research Technology](#), an international centre of excellence based at the University of Bristol. His work as a Senior Technical Researcher within the [Internet Development group](#) involved developing Web sites for a wide variety of clients, both commercial (for example, Ford) and educational (for example, the National Maritime Museum).

From 2004 until 2007 he worked as a Senior Computer Biologist at the [Wellcome Trust Sanger Institute](#) and he is now Head of Technology at The Local Europe AB, a European news organisation.

Dr Kieren Pitts – Lecturer

Kieren Pitts has been developing Web sites since 1995 and has gained commercial experience working as a Web developer within the scientific marketing and PR sector. Kieren is currently employed as a Senior Technical Researcher by the [Institute for Learning and Research Technology](#), University of Bristol. In recent years Kieren's research interests have centred on the development of interactive and educational online games and simulations. He also has significant freelance experience in commercial and educational sectors.

Jonathan Fox, Lecturer

Jonathan Fox studied graphic design and photography at Maidstone College of Art and the Polytechnic of Central London and gained an MA in History and Theory of Modern Art at Chelsea College of Art and Design. Currently teaching part-time at Camberwell College of Arts and Goldsmiths College and working as a freelance Web designer.

Peter Otto, Lecturer

Peter Otto is a Vice President at Morgan Stanley, the investment bank, where he works on the next generation of user interfaces for Morgan Stanley's premium software solutions for market research and analysis, fixed income trading and post-trade processing. Before that, he was Head of User Experience Design at Flow Interactive, a pioneering London consultancy for user research and user-centred design, where he helped clients such as Sony, Easyjet, BT or Standard Life develop customer-centric online experiences. Peter's experience covers the disciplines of user research, design strategy & innovation, interaction design and information architecture.

Andrew Harder, Lecturer

Andrew Harder is a Design Research Specialist for Nokia, where he uses generative and evaluative consumer research to guide the development of new mobile phones and internet services. After completing a Masters in Human-Computer Interaction at UCL in 2006, he worked for the user experience consultancy Flow Interactive across design, research and web strategy. He has also worked for Transport for London and PricewaterhouseCoopers in IT consultancy roles.

Administrative Team

Katherina Bauer – Team Leader

Katherina has been working for Birkbeck for 1 year across different subjects.

Contact Katherina when you need to submit Mitigating Circumstances, or discuss a programme related issue e.g. deferral. In the Programme Administrator's absence, the Team leader can be contacted for urgent issues.

Contact Details:

Tel: 020 3073 8218 Email: k.bauer@bbk.ac.uk

Postal Address:

Katherina Bauer

Team Leader

Department of Media and Cultural Studies

Birkbeck College

43 Gordon Square

London WC1H 0PD

Sonia Piton – Programme Administrator

Sonia Piton has been working for Birkbeck for over 5 years and recently completed the PG Certificate in Web Design and Development. She should be your first point of contact for all administrative aspects of the course.

Contact Details:

Tel: 020 3073 8232 Email: s.piton@bbk.ac.uk

Postal Address:

Sonia Piton

Programme Administrator

Department of Media and Cultural Studies

Birkbeck College

43 Gordon Square

London WC1H 0PD

If you need to see a member of the Administrative Team in person please ensure you telephone first to make an appointment.

Starting your Course

Enrolment: Important Information

After receiving an offer of a place on the degree course, you need to enrol as soon as possible (see Administrative information, below). For early applicants this option is usually available starting in May and while late applicants (those interviewed in September) may experience some delay in receiving their enrolment letters at what is the busiest time of the year for Registry. Please be patient, but also persistent, and if you have difficulties contact your administrator.

The College will expect you to have formally enrolled and to have begun paying your fees by mid-October. You must enrol by the end of October or you may not be eligible to continue your degree.

A student who withdraws after enrolling is liable for payment of fees for the first term of their intended study, and all subsequent terms up to and including the term in which they withdraw or for the full fees due for all modular enrolments (whichever is greater). Fees are not refundable, but requests for ex-gratia refunds of part of the fees paid in cases where a student is obliged to withdraw because of circumstances beyond the student's own control (but normally excluding changes in employment) may be made. All such refunds are subject to an administrative charge of £100, and will be pro-rated to reflect the proportion of a study already elapsed.

Fees/ Finance

College fees may be paid by many methods. Additional expenses will be incurred and it is important to budget for the purchase of books. Whilst we have great sympathy with students who find difficulties in paying their fees, neither the Course Director nor any of your supervisors have the power to waive fees or sanction delays in payment. The College Finance Office deals with fees and you should communicate and negotiate with them directly on 020 7631 6295. Students who fail to pay their fees may become ineligible to continue the course or unable to submit assessments. Any student who has a debt to the College at the end of the year will not have their marks relayed to them.

Contact Details/Email

Birkbeck students are required to maintain their personal details via the "My Studies" Portal (student intranet) throughout their period of study. Failure to maintain this information via your student portal will mean that you may miss important information concerning the course: all documentation, reading lists, class notices, etc, is sent to students via the Birkbeck e-mail system, as is information about associated events that may be of interest. You may nominate an email via your "My Studies" Student Portal. If you encounter any difficulty with this process please visit the MyBirkbeck Helpdesk in the main Malet Street building. Email is the normal means of communication in the School of Arts.

Location

The School of Arts occupies a Birkbeck College building, 43 Gordon Square, where you will find the Administrative Office and individual staff offices. Teaching often takes place in our building, but your lectures may be housed in any of the University of London or University College of London buildings. Notice boards and pigeonholes for communications with students are located at 43 Gordon Square, and should be checked frequently. During term time the Gordon Square entrance is staffed from 8.00am to 9.00pm, Monday to Friday. Urgent messages outside these times can be left at Malet Street reception desk, which is open until 10.00pm.

The Administrative Office

The School of Arts Administrative Office is in room G22, 43 Gordon Square, and is open from 1.00pm to 6.00pm, from Monday to Thursday, and from 1.00pm to 5.30pm on Fridays. The administrative team is ready to answer your enquiries, take calls relating to absence, messages for academic staff, and help with any information they can. Outside of the office hours of 1.00pm-6.00pm please contact your administrator by phone or email to discuss your query or to book an appointment. 43 Gordon Square is open between 9.00am-6.00pm on Saturdays during term time for access to student pigeonholes and coursework delivery.

Blackboard

You will be expected, throughout your studies, to submit relevant coursework through the Blackboard Learning Environment (BLE).

You will need your Birkbeck College username and password in order to gain access to Blackboard. Your username and password are created by ITS and all enrolled students will receive them. You cannot access this system if you are not enrolled. If you do not have your username and password, please contact ITS Reception in the main Malet Street building or by email at its-helpdesk@bbk.ac.uk. If you have difficulty using BLE, please contact/visit the ITS Help Desk where they can walk you through the process.

Books: to buy or borrow?

Throughout your degree you will be given reading lists, which will include both essential texts forming the basis of lectures and seminars, and suggestions for wider reading. The distinction between these two categories is clearly marked in this booklet. The first you will normally be expected to buy (particular versions or editions are specified in some cases) or photocopy from the short loan collection in Birkbeck Library. If you have trouble obtaining the recommended edition, or already own an alternative, a substitute will often be acceptable; consult the lecturer concerned if you are in any doubt. If you intend to rely on libraries, bear in mind that many other students will inevitably need the books at exactly the same time as you do. It is your responsibility to obtain these books in time for the classes. If you do find that a book has become unobtainable for any reason, please let the lecturer know as soon as possible.

Attendance Requirements

Taking a degree course at Birkbeck requires a high level of commitment, it is important that you attend lectures and classes consistently. **It is your responsibility to make sure you sign the register at every class you attend.** It is accepted that through illness or exceptional pressure at home or at work you may have to miss occasional classes, but **if you have to be absent from several classes, or you know that you are going to have difficulties in attending regularly, please inform your Course Director as many departments enforce a 75% attendance policy.**

Course Schedule

WDD1 – Web Design and Development

WDD11 **Lecturers – Ian Sealy and Kieren Pitts** **15.10.11**

- Introduction
- Why good Web design is important
- Introduction to WDD systems
- Simple HTML (paragraphs, headings, lists, hyperlinks, inline images, etc...)
- Course mailing lists
- Course assignments

WDD12 **Lecturers – Ian Sealy and Kieren Pitts** **29.10.11**

- More HTML
- Tables
- Using tables to control layout
- Reverse engineering existing Web site
- Navigational tools
- Importance of a consistent user interface
- Non-stylesheet-based formatting

WDD13 **Lecturers – Ian Sealy and Kieren Pitts** **12.11.11**

- More HTML
- Using cascading stylesheets to separate content from formatting
- Validating HTML & CSS
- Creating accessible Web sites

WDD14 Lecturers – Ian Sealy and Kieren Pitts 26.11.11

- Creating sites with WYSIWYG editor
- Introduction to Dreamweaver
- CSS Positioning
- Link checking
- HTML Tidy

WDD2 - User-centred Design and Project Management

WDD21 Lecturer - Tim Priestman 10.12.11

- The Cultural Industries
- Project management and planning
- Costing projects, proposals, dealing with clients
- Large company/small company ways of working
- Working on portfolios/student projects

WDD22 Lecturers – Peter Otto and Andrew Harder 14.01.12

- What is User Experience?
- Understanding client objectives, stakeholders and competitors
- Conducting user research
- Analysing and documenting user research

WDD23 Lecturers – Peter Otto and Andrew Harder 28.01.12

- Concept design
- Organising information for the Web
- Designing navigation systems
- Developing prototypes
- Creating great content
- Creating effective homepages
- Interaction design

WDD24 Lecturers – Peter Otto and Andrew Harder 11.02.12

- Psychological basis of usability
- User behaviour on the web
- How layout & typography impact on usability
- Evaluation
- Heuristic Evaluation and Cognitive Walkthroughs
- Usability testing and Eyetracking

WDD3 - Images on the Web

WDD31 Lecturer – Jonathan Fox 25.02.12

- Introduction to graphics/use of graphics in Web pages
- Web image formats and optimising images with Adobe Photoshop
- HTML and images

WDD32 Lecturer – Jonathan Fox 10.03.12

- Introduction to using Adobe Photoshop
- Using Photoshop to create a prototype screen design
- Principles of graphic design, type and iconography

WDD33 Lecturer – Jonathan Fox 24.03.12

- CSS and images
- Background images
- Image replacement

WDD34 Lecturer – Jonathan Fox 21.04.12

- An introduction to GIF animation
- Using ImageReady to create an animated banner
- Other animation formats
- Assignment work

WDD4 - Web Project

WDD41 - 44 Lecturers – Ian Sealy and Kieren Pitts 12.05.12

END 23.06.12

In WDD4, the subjects covered are tailored to individual needs. Previous subjects covered include

- XHTML registration
- Domain name
- Web hosting
- Server log analysis
- SSIs
- Introduction to CGI
- Introduction to JavaScript
- Search Engine Optimisation
- Introduction to Flash
- XML
- RSS, Podcasting and SVG
- Adding Sound and Video
- Copyright
- Introduction to Database-Backed Web Sites
- Cross-Browser Compatibility

Assessment

100 per cent coursework.

Coursework Presentation and Plagiarism

Coursework Presentation

Research essays must conform to the *MHRA Style Guide* (London: Modern Humanities Research Association, 2008), which should be consulted for further explanation. Libraries hold copies of this style guide, and you can buy it in good bookshops (including Waterstones, Gower Street). It can also be downloaded for personal use from:

<http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>

Plagiarism

Plagiarism, the act of taking somebody else's work and presenting it as your own, is an act of academic dishonesty, and Birkbeck takes it very seriously.

Examples of plagiarism include (but are not restricted to):

- copying the whole or substantial parts of a paper from a source text (e.g. a web site, journal article, book or encyclopaedia), without proper acknowledgement
- paraphrasing 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.

If you knowingly assist another student to plagiarise (for example, by willingly giving them your own work to copy from), you are committing an examination offence.

What happens if plagiarism is suspected?

In October 2008, the College is introducing a new three stage policy for dealing with assessment offences. The first stage allows for a very rapid and local determination for first or minor and uncontested offences. Stage two allows for a formal Department investigation, where a student wishes to contest the allegation or penalty, where there is an allegation of a repeat offence or for more serious cases. Stage three involves a centrally convened panel for third and serious offences, dealt with under the code of Student Discipline.

What if I am worried that I'm not referencing correctly?

Please see your module tutor or contact a member of the learning support team as soon as possible. Ignorance to Birkbeck's commitment to student standards will not be accepted as an excuse in a plagiarism hearing. The following links from Birkbeck's Registry provide some helpful information, but are not intended to replace any guidelines or tuition provided by the academic staff.

General Guidelines

<http://www.bbk.ac.uk/mybirkbeck/services/facilities/support/plagiarism>

Plagiarism

<http://pps05.cryst.bbk.ac.uk/notice/bkplag.htm> – Written for Birkbeck's Registry.

Plagiarism FAQ

http://turnitin.com/research_site/e_faq.html – Frequently Asked Questions from Turn It In.

Coursework Submission

Unless you have explicitly been told that your course will be using anonymous marking, put your student number and the title of the module at the top of the essay, and include the title of the essay or the question as set out on the list of essay topics. Always leave a good left-hand margin in all your written work so that the reader has somewhere to put comments. Typed or computer-written text should be double-spaced. **It is not necessary to put your essay in a folder or plastic sleeve: markers prefer to receive essays simply stapled.** Please note that the word count should include footnotes but exclude bibliography.

You will receive information about submission processes from your tutors. Online submission through Blackboard is the standard procedure, though for modules not conducive to electronic submission you may be required to submit a hard copy to the School Office. You should attach a signed Coursework Cover Sheet, containing a declaration that this is your own work, to the hard copy: this is available in the entrance hall at 43 Gordon Square or from the School Office. A Coursework Cover Sheet is not required for the electronic submission - however, you should put your student number and the title of the module in the document filename. Your student number and module code can be found on your MyBirkbeck profile.

For further information and instructions on how to submit essays using blackboard please see the appendices or visit the ITS Help Desk.

Return of Coursework

Essays will normally be marked and returned within 4-6 weeks from the stated submission date or the date of handing in, whichever is later. Larger modules and modules with numerous seminar groups, such as core modules, could take longer due to the number of student involved. There may also be a delay if the college is closed or if there are extended holidays during that 4-6 week period. If you feel that you need feedback about your work sooner due to other impending work, please contact the tutor directly to make an appointment to visit within their office hours.

If you were asked to submit coursework in hard copy and online, your tutor will normally endeavour to return course work to you in class, but where this is not possible they will deposit your course work for collection in the appropriate pigeonhole during the building opening hours. These pigeonholes are located in the foyer of 43 Gordon Square and are clearly listed for students in alphabetical order.

Some lecturers may choose to mark online and give feedback through the Blackboard portal. If this is the case your hardcopy may not be returned.

Coursework is never sent back to students by post. Please contact your administrator for alternative arrangements.

Please do not phone/e-mail to ask whether your essay has been marked and returned unless the marking periods as above have elapsed.

College Assessment Policy

It may also be useful to familiarise yourself with the official college assessment policy.

Please see the following link:

http://www.qaa.ac.uk/academicinfrastructure/codeOfPractice/section6/COP_AOS.pdf

Marking Scheme

Grade distinctions at postgraduate level

Each piece of written work will be awarded a numerical mark (0 to 100 per cent). You will also receive written comments from markers and they will be very willing to discuss these with you.

At postgraduate taught level (PGCert, PGDip and MA), you may be awarded one of the following:

Distinction: You will be awarded a Distinction if you achieve an average result of 70% or above in modules at Level 7, as well as a distinction mark in the dissertation.

Merit: You will be awarded a Merit if you achieve an average result of between 60% and 69% in modules at credit level 7.

Pass: You will be awarded a Pass if you achieve an average result of between 50% and 59% in modules at credit level 7.

Fail: You will be considered to have failed if you achieve an average result of below 50% in modules at credit level 7.

How the final mark is awarded for a module is usually explained in the individual course outline.

Degree Regulations

Undergraduate and Postgraduate Study

The majority of Birkbeck's programmes are offered as part of the College's Common Award Scheme (CAS). Programmes will therefore have common regulations, and a common structure. This will help to ensure greater consistency of practice amongst programmes and will also make it possible for you to take modules from Departments across the College which are outside of your normal programme (subject to programme regulations and timetable constraints).

Some areas covered by CAS Regulations include:

- Degree Structure
- Degree Classification
- Module Weighting
- Marking Scheme
- Failure and Re-Assessment
- Plagiarism and Academic Offences
- Mitigating Circumstances.

You are **strongly** encouraged to read the information provided below, and at the end of this handbook. Hard copies are available on request in the School Administrative Office at 43 Gordon Square.

Further details on programme regulation and areas of interest are available on the Common Awards Scheme website: <http://www.bbk.ac.uk/reg/regs/cas>

Research Ethics

All research involving human participants and confidential materials, carried out by students in the School of Arts is subject to an ethics approval process. This is to ensure that the rights of participants and researchers alike are protected at all times, and to underline our commitment to excellence in research across a wide range of subjects.

If you are undertaking any such research work for a dissertation, project, thesis etc. please complete the form 'Proposal for Ethical Review template' and pass this to your academic supervisor. The proposal will be reviewed and assessed as 'routine' or 'non-routine'. In most cases it is envisaged that such work will be routine, and your supervisor will inform you of the outcome. In a small number of cases, the proposal may be referred to the School's Ethics Committee for further consideration. Again, you will be informed of any outcome.

The proposal form is available through our departmental web pages (current students). If you have any queries, please speak to your supervisor in the first instance.

Further guidelines are available on the MyBirkbeck website at <http://www.bbk.ac.uk/mybirkbeck/services/facilities/support/research-ethics>.

Disability Statement

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

The Disability Office

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

Mark is your first point of referral for disability enquiries at the College whilst Steve is for dyslexia. They can provide advice and support on travel and parking, physical access, the Disabled Students' Allowance, special equipment, personal support, examination arrangements etc. If you have a disability or dyslexia, we recommend you come to our drop in session where we can discuss support and make follow up appointments as necessary. The drop in sessions are between 4pm and 6pm Monday to Friday.

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

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

Access at Birkbeck

Birkbeck's main buildings have wheelchair access, accessible lifts and toilets, our reception desks have induction loops for people with hearing impairments and we have large print and tactile signage. Disabled parking, lockers, specialist seating in lectures and seminars and portable induction loops etc can all be arranged by the Disability Office.

The Disabled Students' Allowance

UK and most EU students with disabilities on undergraduate and postgraduate courses are eligible to apply for the Disabled Students' Allowance (DSA). The DSA usually provides **thousands of pounds worth of support** and all the evidence shows that students who receive it are more likely to complete their courses successfully. The Disability Office can provide further information on the DSA and can assist you in applying to Student Finance England for this support.

The Personal Assistance Scheme

Some students need a personal assistant to provide support on their course, for example a note-taker, sign language interpreter, reader, personal assistant, disability mentor or dyslexia support tutor. Birkbeck uses a specialist agency to recruit Personal Assistants and they can assist you with recruiting, training and paying your personal assistant. Please contact Steve for information on this scheme.

Support in your School

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

As mentioned above your School will receive a copy of your Individual Student Support Agreement from the Disability Office. This will make specific recommendations about the support you should receive from the School.

Whilst we anticipate that this support will be provided by the Programme Director, tutors and School Administrator the School of History of Art and Screen Media also has a Student Disability Liaison Officer. If you experience any difficulties or require additional support from the School then they may also be able to assist you. They may be contacted through the School Office or the Disability Office.

Support in IT Services and Library Services

There is a comprehensive range of specialist equipment for students with disabilities in IT Services. This includes software packages for dyslexic students (TextHELP Read and Write and Inspiration), screen reading and character enhancing software for students with visual impairments, specialist scanning software, large monitors, ergonomic mice and keyboards, specialist orthopaedic chairs etc. For advice and assistance please contact Disability IT Support. There is also a range of specialist equipment in the Library including a CCTV reading machine for visually impaired students as well as specialist orthopaedic chairs and writing slopes. The Disability Office refers all students with disabilities to the Library Access Support service who provides a comprehensive range of services for students with disabilities.

Specific Learning Difficulties (Dyslexia)

Mature students who experienced problems at school are often unaware that these problems may result from their being dyslexic. Whilst dyslexia cannot be cured, you can learn strategies which make studying significantly easier. If you think you may be dyslexic you should contact Steve, he can screen you and where appropriate refer you to an Educational Psychologist for a dyslexia assessment. These assessments cost £215. Some students can receive assistance in meeting this cost from their employer. In exceptional cases students may receive assistance from the Access to Learning Fund.

Examinations

Students with disabilities and dyslexia may be eligible for special arrangements for examinations e.g. extra time, use of a word processor, amanuensis, enlarged examination papers etc. In order to receive special arrangements a student must provide Medical Evidence of their disability (or an Educational Psychologist's Report if you are dyslexic) to the Disability Office. For School examinations you should contact your Programme Director to request special arrangements at least 2 weeks before the examination. For main College summer examinations you are given the opportunity to declare that you require special provision on your assessment entry form. Students who require provision should then attend an appointment with the Disability Office to discuss and formalise the appropriate arrangements. The closing date for making special examination arrangements in College examinations is the

15th March and beyond this date consideration will only be given to emergency cases.

The Disability Handbook

The Disability Handbook provides detailed information on the support available from the College. Copies are available from all main reception areas, the Disability Office and from the College disability web site at:

<http://www.bbk.ac.uk/mybirkbeck/services/facilities/disability>

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

Disability and Student Support Team Contact details:

Mark Pimm

Disability Co-ordinator
Room G057 Registry
Birkbeck College
Malet Street
London WC1E 7HX
Telephone: 020 7631 6315
Email: m.pimm@bbk.ac.uk

Steve Short

Disability Administrator
Room G057 Registry
Birkbeck College
Malet Street
London WC1E 7HX
Telephone: 020 7631 6336
Email: disability@bbk.ac.uk

Lisa Mayer

Assistant Examinations Officer
Telephone: 020 7631 6598
l.mayer@bbk.ac.uk

The Student Financial Support Office

Telephone: 020 7631 6362

Jackie Barnes

Examinations Officer
Telephone: 020 7631 6385

President of the Student Union

Telephone: 020 7631 6365
Email: president@bcsu.bbk.ac.uk
Web address: www.bbk.ac.uk/su

Student Support and Available Resources

Student Support

Study Skills Programmes

Every Department within the School of Arts has a provision for student support and the programmes vary as they are targeted at specific degree requirements. Please contact your administrator if you are having ***any*** difficulties in completing your coursework. There is help available to you at every point in your degree, and we are more than happy to point you in the right direction.

Learning Support Adviser for the School of Arts, Dr Fleur Rothschild

As Learning Support Adviser, I will supplement the assistance offered by Departments in the School of Arts to students in their first year of study. Through a programme of workshops and short courses, I will provide additional guidance on how to enhance your study performance. In consultation with Subject Directors and Personal Tutors, I will extend advice and support to individual first-year students. I look forward to meeting and introducing myself to you at your Induction events.

Skills for Study

Organised by the Student Union, classes will be available on Essay Writing Skills and Exam Techniques. Details will be advertised on notice boards throughout the college. For more information, see their website at www.bbk.ac.uk/su.

English Language and Study Skills

English Language and Study Skills courses are available, see the website at: <http://www.bbk.ac.uk/study/ce/subjects/academicwriting/enggenstud>

Birkbeck College Resources

Birkbeck Library

The College Library (<http://www.bbk.ac/lib/>) has a solid and growing core of books, journals and reference. It is primarily an undergraduate library, but through a careful acquisitions policy we try to provide general resources for MA students (although we cannot hope that the library covers all areas of interest and work). The College Library has a 'tied Xerox' system and 'short loan' collection to equip you with copies of a number of central core texts.

The long opening hours allow you to borrow books after classes. There is an e-mail enquiry, reservation and renewal service, an on-line catalogue and bibliographical service (including Art Index on CD-ROM).

The College Library also runs an inter-library loan service to enable you to obtain copies of books and articles not held in its own collections. As it can take a couple of weeks to obtain copies of requested materials, you are advised to plan ahead in your

general reading and essay preparation so as to make use of this facility. Please note a charge of £1 will be made for each satisfied inter-library loan request.

Should you have any questions about library provision, please contact the Department's Library Liaison Representative or the Department's Subject Librarian.

The Library has a separate periodicals, A/V and "Reading Room Collection". The latter consists of photocopies of articles and essential books which have been placed there at a lecturer's request and are for reference use only within the Library.

Information about the layout, collections and services, the Library catalogue and access to the Library's extensive range of electronic resources is via the Library web site <http://www.bbk.ac.uk/lib/> It is very important to familiarise yourself with this site. Detailed information about the Library's resources can be found in the online Subject Guide.

Birkbeck eLibrary

As well as its physical holdings, the Library has a comprehensive range of e-resources including bibliographic databases (which tell you what has been written on a topic), and electronic journals. Most of the electronic resources can be accessed from outside the College using your IT Services username and password. If you did not receive this upon enrolment, please ask for them at IT Services reception (Malet Street).

The LAMP Service (**LibrAry Materials by Post**) is a subscription based service which enables you to have books and photocopies of articles posted to your home address. You may find it particularly useful if you are not able to visit the library frequently. Birkbeck students with disabilities may be able to join the service for free on the recommendation of the College Disability Officer, Mark Pimm. If you think you may be eligible for free membership, please first contact Mark Pimm in the Disability Office.

The College Library also runs an interlibrary loan service to enable you to obtain copies of books and articles not held in its own collections. As it can take a couple of weeks to obtain copies of requested materials, you are advised to plan ahead in your general reading and essay preparation so as to make use of this facility. Please note: a charge of £1 will be made for each interlibrary loan request received and there is a limit of 10 requests in progress at any one time.

An introduction to the Library and bibliographical skills is timetabled at the start of your course at which you will meet the Subject Librarian who looks after the collection. They will introduce you to the Library and its electronic resources. In addition, the Library has an online tutorial called LIFE (Library Induction for Everyone) which is always available: <http://www.bbk.ac.uk/lib/life/> which has a module in it on 'Researching a topic'.

Senate House Library

Postgraduate students in the Department are also entitled to use the main University of London Library on the 4th floor of Senate House where there is a large collection of Journals.

Other Resources and Organisations

Birkbeck Student Union

You are automatically a member of the Birkbeck Students' Union, the University of London Union and NUS upon taking up the offer of a place to study at Birkbeck. NUS cards are available online (NUS Extra) or from the Union Office, Malet Street. Application can be made to become a member of the International Students' Association by completing a form that can also be obtained from their shop.

Location and Telephone: Offices on the 4th Floor of the extension building in Malet Street. General Union Office is in Room 456, Tel: 020 7631 6335. Enquiries: administrator@bcsu.bbk.ac.uk . Visit the website at <http://www.birkbeckunion.org/> .

Counselling

The Students' Union offers counselling free of charge.

Birkbeck Evening Nursery

Birkbeck College has an Evening Nursery, which is available for students and current members of staff and accepts children aged 2-10 years. In exceptional circumstances, children up to 12 will be accepted. However, Nursery Staff reserve the right not to accept older children if they are disruptive. Full details, including opening times, may be found at: www.bbk.ac.uk/pers/nursery.

Career Development

Most students are interested in developing their careers, either within their current field of work or in a completely new direction. **The Specialist Institutions' Careers Service [SICS]**, part of The Careers Group, University of London, offers great expertise and experience in working with students and graduates of all ages and at all stages of career development. And it's Birkbeck's next-door neighbour!

During term-time they offer an Early Evening Advisory Service specifically and exclusively for evening students and a Drop-In Advice Service, which is always very popular with the Birkbeck students.

Longer Advisory Interviews can be arranged if necessary - for complete career beginners, for people wanting a practice job interview, and for every stage and situation in between.

They also offer Psychometric Testing and Personality Assessment Workshops, Employer Presentations, Computer-based Career Guidance Programs, Insight Career Courses as well as invaluable information on Course Funding.

For more information and opening times visit the SICS website at:
<http://www.careers.lon.ac.uk/sics> .

Contact Lists

Administrative Contacts	
Departmental Office	
Mailing Address	Department of Media and Cultural Studies Birkbeck, University of London 43 Gordon Square London WC1H 0PD
Email	
Office Hours in Term Time	Monday to Thursday: 1pm-6pm Friday: 1pm-5.30pm
Office Hours out of Term	Monday to Thursday: 3.30pm-6pm Friday: 3.30pm-5.30pm
Department Administrative Staff	
<i>Katherina Bauer</i> <i>Team Leader</i> Phone: 020 3073 8218 Email: k.bauer@bbk.ac.uk Location G20, 43 Gordon Square	<i>Sonia Piton</i> <i>Administrator</i> Phone: 020 3073 8232 Email: s.piton@bbk.ac.uk Location G22, 43 Gordon Square

Please check office hours with individual staff members. We ask you visit offices only when you have made an appointment. Please ring or email in advance. Staff members are available for tutorials at other times by appointment.

- Staffing is subject to change and listing in this booklet is not a guarantee that a specific staff member will be with the Department in the 2011-12 academic year.
- There is a research leave policy in the College, which means that all members of academic staff are entitled to one term's research leave every three years. In addition, members of staff are regularly awarded externally funded research leave, by organisations such as the Leverhulme Trust and the Arts and Humanities Research Council. Therefore, not all academic staff will be present at all times. On such occasions the Department will arrange replacement cover and advise the affected students.
- Please see our website for queries regarding academic staff's research interests and Departmental responsibilities.

Appendix A: Term Dates and Deadlines

Students are reminded that it is inadvisable to take holidays during term time. Exams may be held at any point from May-June and times may not be confirmed until the Summer Term.

Assessment Due Dates

WDD1 Deadline	Date:	Action
Final submission deadline for coursework	No later than Tuesday 13 December 2011	All work (marked and unmarked) to be submitted online.
Submission of late coursework, with or without mitigating circumstances	Up to Tuesday 20 December 2011	Late work will be clearly marked as such Late work submitted without mitigating circumstances will receive a maximum mark of 50%
Date after which work will not be marked	Tuesday 20 December 2011	Work submitted after this date will not be marked; this will usually result in a fail being recorded for the module unless mitigating circumstances have been submitted
WDD2 Deadline	Date:	Action
Final submission deadline for coursework	No later than Tuesday 28 February 2012	All work (marked and unmarked) to be submitted online.
Submission of late coursework, with or without mitigating circumstances	Up to Tuesday 06 March 2012	Late work will be clearly marked as Late work submitted without mitigating circumstances will receive a maximum mark of 50%

Date after which work will not be marked	Tuesday 06 March 2012	Work submitted after this date will not be marked; this will usually result in a fail being recorded for the module unless mitigating circumstances have been submitted
WDD3 Deadline	Date:	Action
Final submission deadline for coursework	No later than Tuesday 22 May 2012	All work (marked and unmarked) to be submitted online.
Submission of late coursework, with or without mitigating circumstances	Up to Tuesday 29 May 2012	Late work will be clearly marked as such Late work submitted without mitigating circumstances will receive a maximum mark of 50%
Date after which work will not be marked	Tuesday 29 May 2012	Work submitted after this date will not be marked; this will usually result in a fail being recorded for the module unless mitigating circumstances have been submitted
WDD4 Deadline	Date:	Action
Final submission deadline for coursework	No later than Tuesday 24 July 2012	All work (marked and unmarked) to be submitted online
Submission of late coursework, with or without mitigating circumstances	Up to Tuesday 31 July 2012	Late work will be clearly marked as Late work submitted without mitigating circumstances will receive a maximum mark of 50%
Date after which work will not be marked	Tuesday 31 July 2012	Work submitted after this date will not be marked; this will usually result in a fail being recorded for the module unless mitigating circumstances have been submitted

Appendix B: Getting Started with Blackboard

For further help, please contact the ITS helpdesk in the Malet Street building or visit <http://www.bbk.ac.uk/elearning/blackboard/> for more training options.

Logging in and getting started

All modules within the School of Arts will be using Blackboard for coursework submission. The information below can be found at the following link and is located within your MyBirkbeck page: <http://www.bbk.ac.uk/mybirkbeck/services/facilities/ble>

- [Login to the BLE](#): you will need your ITS username and password, a computer with a connection to the internet and a web browser such as Internet Explorer or Firefox.
 - If you are having login problems, please change or recover your password via the online form (allow one hour after completing this form, and then log in to the BLE again). If this hasn't resolved the problem please contact the ITS Helpdesk.
 - Check your web browser at: (http://www.cqu.edu.au/blackboard/students/your_computer.htm) if you're having problems: Blackboard usually works successfully with any web browser, but you can use this link to check that your browser is Blackboard-ready.
- Download our Guide for new users at: http://www.bbk.ac.uk/mybirkbeck/services/facilities/ble/ble_guide.pdf
- **There is an online tutorial which is accessed via your MyBirkbeck page.**

Contact ITS

If you want more information, then check our support [Wiki](#) (also accessed via the BLE Support Tab) [http://wiki.bbk.ac.uk/bb/Welcome to Blackboard Support](http://wiki.bbk.ac.uk/bb/Welcome_to_Blackboard_Support)

If you need some assistance, please email ITS Blackboard Support (blackboard@bbk.ac.uk) or visit the ITS help desk.

Appendix C: Programme Structures and Regulations - Postgraduate

Birkbeck, University of London

Common Awards Scheme

Postgraduate Programmes

Introduction

1. The majority of Birkbeck's postgraduate programmes are offered as part of the College's Common Awards Scheme. Programmes within the Scheme have common regulations, and a common structure, and this makes it possible for you to take modules from other programmes across the College (subject to programme regulations and timetable constraints).
2. This paper gives a brief introduction to the Common Awards Scheme. Further details on regulations and policies that form the Common Awards Scheme can be accessed via:

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

Structure of Programmes

3. All programmes offered as part of the Common Awards Scheme consist of modules, each of which are "credit-rated". In order to achieve your award you will need to gain at least the following, and meet the requirements outlined in your programme specification:

Qualification	Credits needed	Min at upper level	Max at lower level	Birkbeck common awards schemes
Masters Degree	180	150 level 7	30 level 6 (not included in calculation of classification)	4 modules plus dissertation
Postgraduate Diploma	120	90 level 7	30 level 6 (not included in calculation of classification)	4 modules
Postgraduate Certificate	60	60 level 7	n/a	2 modules

4. The Common Awards Scheme offers, for postgraduate programmes, half modules (15 credits), modules (30 credits), double modules (60 credits), or exceptionally triple modules (90 credits) and quadruple modules (120 credits – normally for MRes dissertations)
5. The detailed requirements for each programme are published in the relevant programme specification. Each module on a programme is designated as one of the following:

core	the module must be taken <u>and passed</u> to allow the student to complete the degree
compulsory	the module must be taken, and Programme Regulations must stipulate the minimum assessment that must be <i>attempted</i>
option	students may choose a stipulated number of modules from a range made available to them. Option modules are clearly identified in Programme Regulations.
elective	students may replace an option module with modules from another programme, subject to approval of Programme Directors, availability of places and timetable requirements.

Modules may also be designated as **pre-requisite** modules, meaning they must be taken and passed to allow for progression to a specified follow-up module.

Degree Classification

- Postgraduate awards may be made with Merit or Distinction. Distinctions are normally awarded to students who achieve an average result of 70% or more, including a mark of 70 or over in their dissertation, for all level 7 modules on their programme. A Merit is normally awarded to students who achieve an average result of 60% or more, but less than 70% for all level 7 modules. Level 6 modules included as part of the programme are not included in the calculation for degree classification for postgraduate programmes.

Failure and Re-assessment of a Module

- The Regulations for Taught Programmes of Study outline how an examination board should treat a failed module when considering progression and awards. However, each examination board is responsible for judging, within these regulations, whether a fail can be “compensated” (ie whether you can be awarded credit for that module even if you have not actually passed), whether you will need to re-take the module (see paragraph 8) or whether you will be able to attempt a re-assessment (see paragraph 9)
- For any module on a postgraduate programme, if you fail to pass at the first attempt then any subsequent attempt will either be a “re-take” or a “re-assessment”. A re-take requires attendance at the module’s lectures and seminars as well as another attempt at the assessment, whereas “re-assessment” is where a student attempts only the failed element(s) of a failed module. The decision on whether you will be offered a re-take or re-assessment will be made by your sub-board of examiners.
- A Sub-board of Examiners may offer an alternative form of assessment for failed elements as part of a re-assessment regime.
- The timing of any re-assessment will be at the discretion of the Sub-board of Examiners; this will normally be either at the next normal assessment opportunity or in some instances before the beginning of the next academic year.
- You will normally be offered two attempts at passing a module (the original attempt plus one further attempt which will either be a re-assessment or a re-take). After this, if the module has not been passed it will be classed either as a “compensated fail” (see 12) or a fail. In some cases this will mean that it will not be possible for you to gain the award that you have registered for; in such cases, your registration will normally be terminated.

12. If your module result is between 40 and 49% your Sub-board of Examiners may award a “compensated fail”. This will mean that you retain the module result, but are awarded credit for that module. An MA or MSc may be awarded to a student carrying no more than 30 credits as compensated fail. A core module may not be treated as a compensated fail; core modules must be passed in order to gain the award. The awards of MRes, Postgraduate Diploma or Postgraduate Certificate do not normally permit the inclusion of compensated fail results in the calculation of classification

Common Award Scheme Policies

1. As part of the introduction of the Common Awards Scheme, the College has implemented a number of College-wide policies. The full policies can be seen at <http://www.bbk.ac.uk/mybirkbeck/services/rules>

Some brief details on key policies are included here:

Late Submission of work for assessment

2. 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 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.
3. If you submit late work that is to be considered for assessment then you should provide written documentation, medical or otherwise, to explain why the work was submitted late. You will need to complete a standard pro-forma and submit it, with documentary evidence as appropriate, to your Tutor or Programme Director. The case will then be considered by the appropriate sub-board or delegated panel.
4. 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.

Assessment Offences

5. The College Policy on Assessment Offences incorporates the College policy on plagiarism.
6. The policy describes two stages in the process for dealing with assessment offences (which include plagiarism, collusion, examination offences and other offences). The first stage allows for a formal school investigation into the alleged offence. Stage 2 involves a centrally convened panel for more serious offences, dealt with under the Code of Student Discipline.
7. The College treats all assessment offences seriously. It makes strenuous efforts to detect plagiarism, including using web-based software that can provide clear evidence. If you are in any doubt as to what constitutes acceptable conduct you should consult your personal tutor or another member of academic staff. The College has a wide range of sanctions that it may apply in cases of plagiarism, including the termination of a student’s registration in the most serious cases.

Mitigating Circumstances

8. The College Policy on Mitigating Circumstances determines how Sub-boards of Examiners will treat assessment that has been affected by adverse circumstances. Mitigating Circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt your performance in assessment. This should not be confused with long term issues such as medical conditions, for which the College can make adjustments before assessment (for guidance on how arrangements can be made in these cases please see the College's Procedures for Dealing with Special Examination Arrangements).
9. A Mitigating Circumstances claim should be submitted if valid detrimental circumstances result in:
 - a) the late or non-submission of assessment;
 - b) non-attendance at examination(s);
 - c) poor performance in assessment.
10. For a claim to be accepted you must produce independent documentary evidence to show that the circumstances:
 - a) have detrimentally affected your performance or will do so, with respect to 9a, 9b and 9c above;
 - b) were unforeseen;
 - c) were out of your control and could not have been prevented;
 - d) relate directly to the timing of the assessment affected.
11. Documentation should be presented, wherever possible, on the official headed paper of the issuing body, and should normally include the dates of the period in which the circumstances applied. Copies of documentary evidence will not normally be accepted. If you need an original document for another purpose, you should bring the original into the Departmental Office so that a copy can be made by a member of College staff. (Where a photocopy is made by a member of staff they should indicate on the copy that they have seen the original).
12. Discussing your claim with a member of staff does not constitute a submission of a claim of mitigating circumstances.
13. You are encouraged to submit your claim for mitigating circumstances in advance and at the earliest opportunity. The final deadline for submission of a claim is normally 1 week after the final examination unless otherwise stated by your Department. Where possible, claims should be submitted using the standard College Mitigating Circumstances claim form (available from your Departmental office) which should be submitted in accordance with the procedure for submission published by your Department. Claims should always be supported by appropriate documentary evidence.
14. You should be aware that individual marks will almost never be changed in the light of mitigating circumstances. Assessment is designed to test your achievement rather than your potential; it is not normally possible to gauge what you would have achieved had mitigating circumstances not arisen. Where mitigating circumstances are accepted, and it is judged by an Sub-board of Examiners that these circumstances were sufficiently severe to have affected your performance in assessment the usual response will be to offer you another opportunity for assessment without penalty, at the next available opportunity.

15. Guidance on what may constitute acceptable mitigating circumstances is available as an appendix to the policy, available from <http://www.bbk.ac.uk/mybirkbeck/services/rules> or your Departmental office; you should note that this is not an exhaustive list, and that each case will be treated on its merits by the relevant sub-board or delegated body.
16. You should note that decisions on mitigating circumstances are the responsibility of the sub-board for your programme. Where you are taking an elective or other module offered by another department or school, any application for mitigating circumstances should be to your "home" department.

Break-in-Studies Policy

17. The Common Awards Scheme regulations allow you to suspend studies for a maximum of two years in total during your programme of study. This may be for one period of two years or for non-consecutive shorter periods (see 18) that add up to a total of two years or less.
18. Any break-in-studies on a postgraduate programme would normally be for a minimum of one year; breaks may also be permitted for a period of one or two terms, dependent on the structure of the programme.
19. Any application for a break-in-studies should be made in writing to your programme director or personal tutor. If you are applying for an approved break-in-studies, you should give details of the length of the proposed break and the reasons for the application.
20. You will not be liable for fees while on an approved break-in-studies. If you have attended for part of a term you will normally be liable for the fees due in that term, unless there are mitigating circumstances.
21. If you are on a break-in-studies you will not have access to the Library or ITS unless you make an application and pay the appropriate fee to use these facilities. Applications must be made directly to the Library and/or ITS.
22. If you do not re-enrol after having completed two years of break-in-studies you will be deemed to have withdrawn from your programme. If you wish to resume your programme after having been withdrawn, you will normally be required to re-apply for admission.

Other Policies

22. In addition to the policies above, other College academic-related policies include:

Accredited Prior Learning

Termination of Registration

Procedures for Dealing with Special Examination Arrangements

Suspension of Regulations

The Operation of Boards and Sub-Boards of Examiners

The Role of External & Intercollegiate Examiners

Marking and Moderation

Feedback on Assessment

To see these policies, please see the Common Awards Scheme website:

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

23. The College also operates a Procedure for Appeals Against Decisions of Boards of Examiners; this is also available from this website.

May 2011

Appendix E: Campus Map



<http://www.bbk.ac.uk/maps/centrallondon.pdf>