School of Arts

Department of Film, Media and Cultural Studies

Postgraduate Certificate in Web Design and Development

Student Handbook

2014-2015

Introduction

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 of Film, Media and Cultural Studies

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. In August 2013 the Department was renamed Film, Media and Cultural Studies, to reflect the integration of film studies activities previously housed in the Department of the History of Art and Screen Media. The Department is part of the School of Arts.

Programme

We are delighted to welcome you to this Birkbeck course for the academic year 2014-15.
The programme has been running for fifteen years and is regularly updated to keep pace with the rapid changes in the application of digital 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 Film, Media and Cultural Studies wish you all the best on the course and every success in the future.

Tim Priestman

Course Director

7th September, 2014

Programme Structure

Part-time Study (Postgraduate Certificate) 60 credits

Each module is core to the programme and worth 15 credits. You must pass every module in order to graduate.

	Autumn	Spring	Summer
Year One	FFMM005H7 Web Design and Development Oct-Nov FFMM007H7 User-centred Design and Project Management Dec-Feb	FFMM006H7 Images on the Web Feb-April	FFMM008H7 Web Project April-June

Starting your Course

Enrolment: Important Information

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 returnable, 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, 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. Neither the Course Director nor any of your supervisors have the power to waive fees or sanction delays in payment.

Contact Details/Email
Birkbeck students are required to maintain their personal details via the "My Birkbeck" Portal (http://www.bbk.ac.uk/mybirkbeck/) throughout their period of study. Failure to maintain this information up to date will mean that you may miss important information concerning the course: all documentation, reading lists, class notices, etc, is sent to students via the Moodle e-mail system, as is information about associated events that may be of interest. You may nominate an email via your "My Birkbeck" 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 is housed at 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 held in any of the University of London or University College London buildings. 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 the Malet Street reception desk, which is open until 10.00pm.

Moodle (Birkbeck's Virtual Learning Environment Platform)

You will be expected, throughout your studies, to submit relevant coursework through the Moodle. You will need your Birkbeck College username and password in order to gain access to Moodle. 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 e-mail at its@bbk.ac.uk. If you have difficulty using Moodle, 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 first session of the course will discuss the reading and advise on priorities for the course. 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 are signed onto 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.**

Teaching

Teaching is hands on. Students will have access to a course web site for learning notes and assignment details. http://wdd1415.bbkweb.org

Course Preparation

Those of you who are unfamiliar with HTML should look at the following sites before the course begins:

http://www.w3.org/MarkUp/Guide/

http://www.w3schools.com/html

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 Digital Media Management 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 Design Director at Condeco, a specialist software provider.

Before that, he worked at Morgan Stanley, where he designed user interfaces for Morgan Stanley's financial trading software, and at Flow, a 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.

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, style sheets 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

Course Dates

Each session runs on a Saturday from 9.30am – 4.30pm, with an hour break for lunch.

Please check your [My Birkbeck Profile](#) before each class for up to date venue information

WDD1

11th October 2014 **MAL 423**
25th October 2014 **MAL 423**
8th November 2014 **MAL 423**
22nd November 2014 **MAL 423**

WDD2
6th December 2014 **MAL 423**
10th January 2015 **MAL 423**
24th January 2015 **MAL 423**
7th February 2015 **MAL 423**

WDD3
21st February 2015 **MAL 423**
7th March 2015 **MAL 423**
21nd March 2015 **MAL 423**
4th April 2015 **MAL 423**

WDD4
25th April 2015 **MAL 423**
9th May 2015 **MAL 423**
6th June 2015 **MAL 423**
20th June 2015 **MAL 423**

Course Schedule

WDD1 Web Design and Development

WDD11- Lecturers Ian Sealy and Kieren Pitts   **11.10.14**

- 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   **25.10.14**

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

WDD13 - Lecturers Ian Sealy and Kieren Pitts   **08.11.14**

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

WDD14 - Lecturers Ian Sealy and Kieren Pitts   **22.11.14**

- Creating sites with WYSIWYG editor
- Introduction to Dreamweaver
- CSS Positioning
- Link Checking

- HTML tidy

WDD2 User-centred Design and Project Management

WDD2.1- Lecturers Peter Otto and Martina Schell **06.12.14**

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

WDD2.2 – Lecturers Peter Otto and Martina Schell **10.01.15**

- Concept design
- Organising information for the Web
- Designing Navigation Systems
- Developing Prototypes
- Creating great content
- Creating effective homepages
- Interaction design

WDD2.3 – Lecturers Peter Otto and Martina Schell **24.01.15**

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

WDD2.4 – Lecturer Tim Priestman **07.02.15**

- 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

WDD3 Images on the Web

WDD3.1- Lecturer Jonathan Fox **21.02.15**

- Introduction to graphics/use of graphics in Web pages

- Web image formats and optimising images with Adobe Photoshop
- HTML and images

WDD3.2 - Lecturer Jonathan Fox   **07.03.15**

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

WDD3.3 - Lecturer Jonathan Fox   **21.03.15**

- CSS and images
- Background images
- Image replacement

WDD3.4 - Lecturer Jonathan Fox   **11.04.**

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

WDD4 Web Project

WDD4.1-4.4 Lecturers Ian Sealy and Kieren Pitts   **25.04.15**
                                                                            09.05.15
                                                                            06.05.15
END   **20.06.15**

In WDD4, the subjects covered are tailored to individual needs.
Previous subjects 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 percent 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 introduced 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 lecturer 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_faqs.html – Frequently Asked Questions from Turn It In.

Coursework Submission

Please use the School of Arts coversheet for coursework submission and fill in all the relevant details, including your name and/or student number, the module title and code (all listed on your student profile), and the title of the assignment as set out on the list of essay topics. You should also sign the declaration that you are submitting your own, original own work. Major pieces of work (worth 30%, or more, of the marks for a given module) should normally be submitted anonymously, but you will be told explicitly if you are expected to do this, and you may, in any case, choose to submit your work anonymously (ie using your student number, and not your name, including for the declaration).

All work should normally be computer-generated (using a format compatible with Microsoft Word, and not a pdf or similar) unless you are told explicitly that an assignment may be hand-written. All work should be submitted double-spaced. Please note that the word count should include footnotes but excludes the bibliography.

Your work should normally be submitted electronically, via Turnitin (or, exceptionally, in case of difficulty with this system, by email to the lecturer concerned). Your coversheet should be cut and pasted, in Word format only, into the front of the document you submit (your "signature" may consist of your typed name or your student number). You may, exceptionally, also be asked to leave a paper copy in the coursework box in the entrance hall of 43 Gordon Square. You should also retain a copy yourself. **In no circumstances should essays be handed directly to the lecturer or seminar leader.**

Paper copies of coursework should be stapled in the top left-hand corner, with your completed coversheet forming the top page. It should be placed in an envelope which is clearly marked with the name of the lecturer and the module title. **Please do not put them in a folder or plastic sleeve: markers prefer to receive work simply stapled**.

The Coursework Cover Sheet is available on this link http://www.bbk.ac.uk/arts/coversheets-for-coursework-submission (or via your department's website, and paper copies are available from the entrance hall of 43 Gordon Square).

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

Return of Coursework

Coursework will normally be marked and returned electronically within 4 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 students involved. There may also be a delay if the college is closed or if there are extended holidays during that 4-week period. If you feel that you need feedback about your work sooner due to other impending work, please contact the lecturer directly to make an appointment to visit within their office hours.

Essays are never sent back to students by post. If online submission/return has not been used, your lecturer will advise the method by which your work will be returned – normally either in class or via the student pigeonholes in the entrance hall of 43 Gordon Square.

Please do not phone/e-mail to ask whether your essay has been marked 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

Postgraduate Certificate in Web Design and Development 2014-15

Assessment Criteria: Summary

80-100% Distinction	An outstanding answer that demonstrates excellent levels of technical proficiency in HTML. Work is presented clearly and logically. The work has excellent presentation in all Units and demonstrates critical awareness of other work – particularly in the areas of image manipulation and in user-centred design. In manipulation of images there is extensive explanation of the options available and

	a clear description of creation of the final images. The work shows comprehensive audience analysis. Ideas are presented in excellent, unambiguous English and there is originality in design. Responses are entirely focused on the question. Outputs are of a professional standard and demonstrate sophistication not normally found at this level. Accessibility is excellent and students present logical arguments for the project choices made. There is clear evidence of research and the incorporation of this into their work with extensive referencing of a varied array of resources.
70-79% Distinction	Students examine and execute the tasks set to a very high standard and there is excellent focus on the question. Technical proficiency is HTML is high and there is a very strong understanding of the importance of accessibility - demonstrated through outputs of the assignments. Image manipulation is excellent with a demonstration of a range of techniques with unambiguous explanation of choices made. Design and information architecture is very strong with some originality. The final document shows high levels of presentation, balance and completeness using a variety of techniques to engage the audience and enhance understanding of the project. Audience analysis is excellent and the work reflects this. English is excellent. Students reflect successfully on their work and demonstrate their ability to compare good practice in the work of others. Reading and research activity is beyond that presented in the class. Published sources are listed at the end with a range of different resources used.
60-69%	This is a complete response to the tasks given and focus on the question is very good. Course work is well written and presented with evidence from supporting texts given to back up arguments. The level of HTML is good and there is a clear understanding of the importance of accessibility, which comes through strongly in the assignments. Image manipulation is well done and the explanations for the choices made are well made and relevant. User-centred design outputs are logical and progressive and clearly express the aims and objectives of the project and their relevance to the target audience. The standard of English is good and the ideas clearly presented. There is very clear identification of audience and outputs reflect this. There is some reflection and comparison with the work of others in the context of good practice. Ideas are clearly presented. There is reference to other related work and analysis.
50-59%	Task examined in a systematic way to an average standard, showing a good understanding of the coursework and using good examples from texts. The level of HTML is average and there is a general and adequate grasp of the skills involved. There is an understanding of accessibility and expression of this in the outputs. Image manipulation is understood and carried through and the presentation of the images is good. Explanation of how the images are manipulated is present but not detailed. There is identification of the target audience and research. The information architecture is relevant to this audience and well linked to the aims of the project as a whole. However, some aspects of the user-centred design may be incomplete. There is little synthesis of material beyond that presented in the class. There may be some reflection on the processes involved in the development of the assignment. Good sources adequately cited.

40-49% Fail	The task is addressed but some major areas have not been examined systematically and the response to the task is superficial. The HTML demonstrates some understanding but contains errors and aspects of accessibility as taught on the course have not been implemented. Technical aspects of image manipulation are understood but they may not be optimised or themed. Explanations of how the results were reached are limited. The user-centred design addresses the audience and there is some sense of progression but the sequence of activities may not be logical and information is incomplete. There is very little research or critical analysis. The response relies on limited reading and poor attention to detail.
35-39% No credit	The response to the task is superficial and contains much material that is not relevant. HTML contains errors and is not all validated successfully. Key concepts related to usability are missed although some although there is some understanding. The audience is only nominally addressed. The response relies on limited reading and poor attention to detail. Some images may be successful but they are not all optimised or in context. Outcomes from the User Centred Design are poorly explained and there is little research. There is poor organisation of material and evidence with few or no examples. There is little or no critical analysis of performance.
25-34% No Credit	The answer to the task includes much material that is irrelevant. Relevant material shows some understanding of the task, but is marred by inaccuracies. The work is poorly organised and presented and does not answer the brief. HTML is very basic and does not conform to standards discussed on the course. The images have no context and are not optimised. User-centred design bears no relation to audience and is illogical and incomplete. Little or no evidence of analysis, planning or presentation skills. Work ignores the brief given by the lecturer.
0-24% No Credit	The work is poorly planned and irrelevant to the task presented - although it may be valid in a different context. Response to the brief is ignored or copied.

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 **Appendix C** 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, specific learning difficulties, medical conditions and mental health conditions. Many of them have benefited from the advice and support provided by the College's Disability Office.

The Disability Office

The Disability Office is located in room G12, on the ground floor of the Malet Street building.

All enquiries should come to the Disability Office, who will determine the appropriate referral to specialist staff. 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 call us on **0207 631 6316** to book an appointment.

The Disability Office can also complete a Support Plan with you, confirming your support requirements with 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 and teaching venues 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 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 specialist agencies to recruit Personal Assistants and they may be able to assist you with recruiting, training and paying your personal assistant. Please contact the Disability Office for information on this scheme.

Support in your Department

Your Department will receive a copy of your Support Plan from the Disability Office. This will make specific recommendations about the support you should receive from the Department.

Whilst we anticipate that this support will be provided by the Programme Director, tutors and Programme Administrator in the Department, they will also have a Disability Lead. If you experience any difficulties or require additional support from the Department then they may also be able to assist you. They may be contacted through the Programme Administrator.

Support in IT Services and Library Services

There is a comprehensive range of specialist equipment for students with disabilities in IT Services. This includes an Assistive Technology Room, which may be booked by disabled students. We have software packages for dyslexic students (e.g. Claroread and Inspiration), screen reading and character enhancing software for students with visual impairments available in our computer laboratories, specialist scanning software, large monitors, ergonomic mice and keyboards, specialist orthopaedic chairs, etc. We have an Assistive Technology Officer, who can be contacted via IT Services.

The Library has an Assistive Technology Centre, where there is also a range of specialist equipment, 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 provide a comprehensive range of services for students with disabilities.

Examinations and Assessments

Many disabled students can receive support in examination, including additional time, use of a computer, etc. They are often also eligible for extensions of up to two weeks on coursework.

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 to make studying significantly easier. If you think you may be dyslexic you can take an online screening test in the computer laboratories, the instructions for the screening test are available on the Disability Office website. If appropriate, you will be

referred to an Educational Psychologist for a dyslexia assessment. Some students can receive assistance in meeting this cost, either from their employer or from Birkbeck.

Further information

For further information or to make an appointment to see the Disability Office, please call the Student Centre on 020 7631 6316 or email disability@bbk.ac.uk.

Full information on disability support can be found at:

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

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 supplement the help offered by the Departments in the School of Arts to students in their first year of study. My support takes the form of a programme of Workshops offered throughout the academic year. These workshops are free of charge and are open to all first-year students in the School. The sessions provide you with extra information and advice on improving all the basic skills relevant especially to studying the Arts and Humanities and include a course of five sessions devoted to Essay Writing. I also run special workshops to help students to improve their awareness of formal academic English and grammar.   In conjunction with my workshops, I also extend help to individual first-year students through an appointment system for one-to-one meetings in my office (Room 210). I look forward to meeting and introducing myself to you at School of Arts pre-sessional and Induction events.

 For details of my programmes and to reserve a place on a Workshop, please visit my website:

 http://www.bbk.ac.uk/arts/depts-staff/study-skills-and-learning-support-adviser

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 guarantee that the library covers all areas of interest and work). Most of our material is for three week loan, but we also have material that is one week loan, one day loan and some material (marked Reference) cannot be borrowed at all.

The long opening hours allow you to borrow books after classes. There is an e-mail and telephone enquiry, online reservation and online renewal service, an online catalogue and the eLibrary gives access to electronic resources such as electronic journals (ejournals), databases and past exam papers.

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.

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'.

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).

LAMP

The LAMP Service (**L**ibr**A**ry **M**aterials by **P**ost) 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.

Interlibrary loans

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.

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: info@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: http://www.bbk.ac.uk/mybirkbeck/services/facilities/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 Film, Media and Cultural Studies Birkbeck, University of London 43 Gordon Square London WC1H 0PD
E-mail	culture@bbk.ac.uk
Office Hours	Monday to Friday: 10am-6pm

Department Administrative Staff	
Paul McGowan *Assistant School Manager* 020 3073 8233 p.mcgowan@bbk.ac.uk 43 Gordon Square	**Isabel Perez** *Team Leader* 020 3073 8229 i.perez@bbk.ac.uk 43 Gordon Square
Jemma Jones *Administrator* 020 3073 8221 jv.jones@bbk.ac.uk Room G20, 43 Gordon Square Responsibilities: Administrating the running of the programme	

Academic Staff Contact Details

Name	Phone Number	E-mail Address
Tim Priestman	020 3073 8221	Tim.priestman@ntlworld.com

Please check office hours with individual staff members. We ask you visit offices only when you have made an appointment. Please ring or e-mail 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 2014-2015 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

Autumn Term Monday 29 September to Friday 12 December 2014		Spring Term Monday 5 January to Friday 20 March 2015		Summer Term Monday 20 April to Friday 3 July 2015	
Week 1	**29-Sept-14**	Week 1	**5-Jan-15**	Week 1	**20-Apr-15**
Week 2	**6-Oct-14**	Week 2	**12-Jan-15**	Week 2	**27-Apr-15**
Week 3	**13-Oct-14**	Week 3	**19-Jan-15**	Week 3	**4-May-15**
Week 4	**20-Oct-14**	Week 4	**26-Jan-15**	Week 4	**11-May-15**
Week 5	**27-Oct-14**	Week 5	**2-Feb-15**	Week 5	**18-May-15**
Week 6	**3-Nov-14**	Week 6	**09-Feb-15**	Week 6	**25-May-15**
Week 7	**10-Nov-14**	Week 7	**16-Feb-15**	Week 7	**1-Jun-15**
Week 8	**17-Nov-14**	Week 8	**23-Feb-15**	Week 8	**8-Jun-15**
Week 9	**24-Nov-14**	Week 9	**2-Mar-15**	Week 9	**15-Jun-15**
Week 10	**1-Dec-14**	Week 10	**9-Mar-15**	Week 10	**22-Jun-15**
Week 11	**8-Dec-14**	Week 11	**16-Mar-15**	Week 11	**29-Jun-15**
Christmas Closing: College will close at 6pm on Tuesday 23 December 2014, and normal services will resume from 9am on Monday 5th January 2015. Check for Library opening hours		Easter Closing: College will close at 6pm on Wednesday 1 April 2015, and normal services will resume from 9am on Wednesday 8 April 2015. Check for Library opening hours.			
Please see http://www.bbk.ac.uk/about-us/term-dates for full term dates and holiday closures.					

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 9th Dec 2014	All work (marked and unmarked) to be submitted online
Submission of late coursework, with or without mitigating circumstances	Up to Tuesday 16th December 2014	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 16th December 2014	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 24th February 2015	All work (marked and unmarked) to be submitted online
Submission of late coursework, with or without mitigating circumstances	Up to Tuesday 3rd March 2015	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 3rd March 2015	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 21st April 2015	All work (marked and unmarked) to be submitted online
Submission of late	Up to Tuesday 28th April 2015	Late work will be clearly

coursework, with or without mitigating circumstances		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 28th April 2015	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 7th July 2015	All work (marked and unmarked) to be submitted online
Submission of late coursework, with or without mitigating circumstances	Up to Tuesday 14th July 2015	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 14th July 2015	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

Administrative Deadlines

Description	Date	Action
Enrolment	End of October 2014	If you are not enrolled by this date, you may be withdrawn from the programme.

Appendix B: Getting Started with Moodle

Logging in and getting started

All modules within the School of Arts will be using Moodle for coursework submission. To access Moodle, go to http://moodle.bbk.ac.uk/

- To log in to the VLE 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, but your password is working for other services, please change your password via the online form at http://www.bbk.ac.uk/its/password (allow one hour after completing this form, and then log in to the VLE again). If this hasn't resolved the problem please contact the ITS Helpdesk via email (its@bbk.ac.uk), telephone (020 7631 6543), or in person (Malet St building, next to the entrance to the Library).

- There is support information available in Moodle if you click on the Support menu and select 'Moodle Support for Students'.

Contact ITS: You can contact the ITS Helpdesk via email (its@bbk.ac.uk), telephone (020 7631 6543), or in person (Malet St building, next to the entrance to the Library).

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 is "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 *attempted*

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

6. 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

7. 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)

8. 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.

9. A Sub-board of Examiners may offer an alternative form of assessment for failed elements as part of a re-assessment regime.

10. 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.

11. 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 Lecturer 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

23.   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

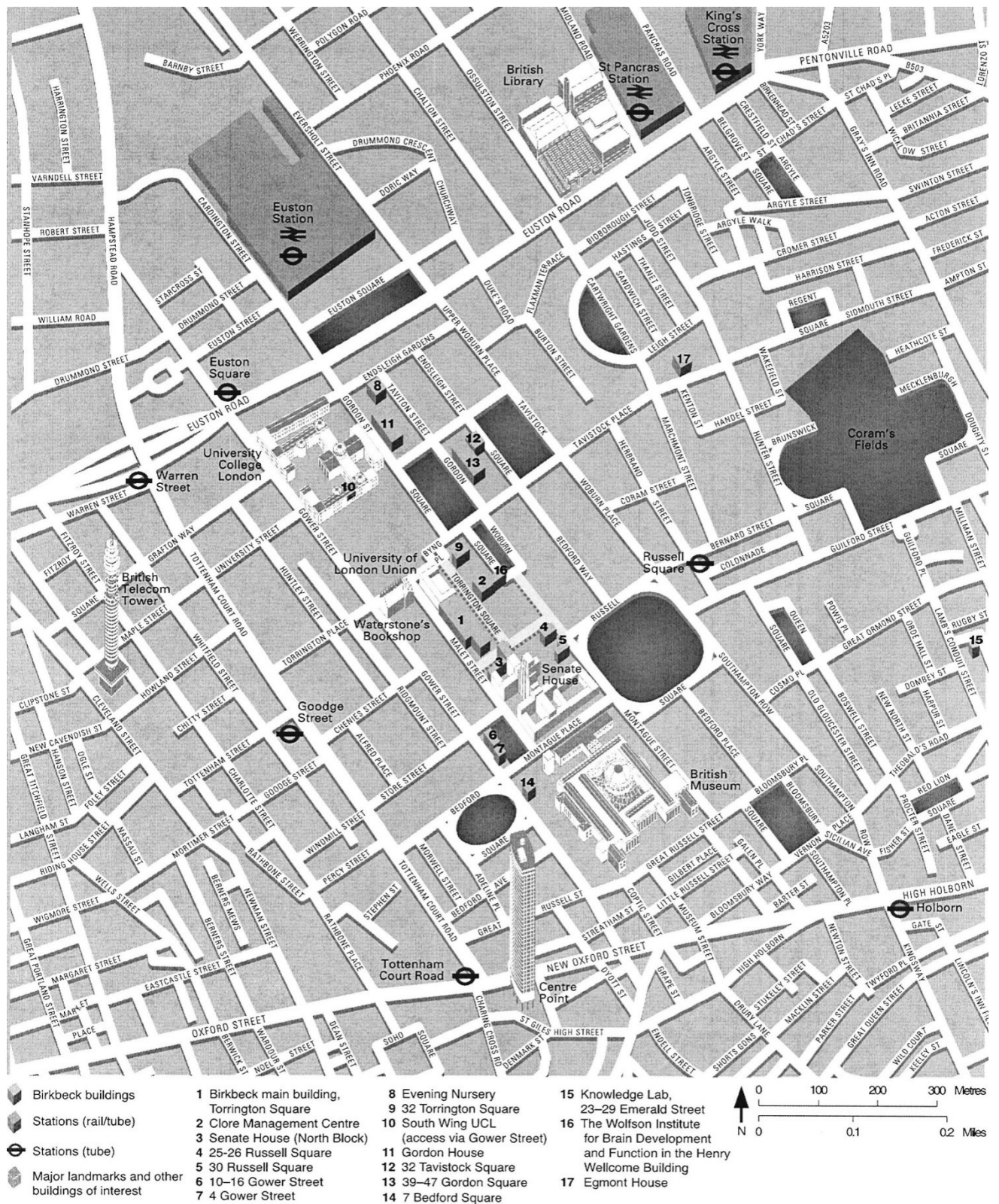To see these policies, please see the Common Awards Scheme website:

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

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

Appendix D: Campus Map

Birkbeck buildings	
Stations (rail/tube)	
Stations (tube)	
Major landmarks and other buildings of interest	

1 Birkbeck main building, Torrington Square
2 Clore Management Centre
3 Senate House (North Block)
4 25-26 Russell Square
5 30 Russell Square
6 10–16 Gower Street
7 4 Gower Street

8 Evening Nursery
9 32 Torrington Square
10 South Wing UCL (access via Gower Street)
11 Gordon House
12 32 Tavistock Square
13 39–47 Gordon Square
14 7 Bedford Square

15 Knowledge Lab, 23–29 Emerald Street
16 The Wolfson Institute for Brain Development and Function in the Henry Wellcome Building
17 Egmont House

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