Department of Computer Science and Information Systems

MSc/PGDip in Computing Science Course Arrangements

Contents

1 General Information

1.1 Important Contacts

Programme Director:	Szabolcs Mikulás (szabolcs@dcs.bbk.ac.uk)
Programme Administrator:	Thomas Epineau (CompAdmin@dcs.bbk.ac.uk)
Admissions Tutor:	Dell Zhang (dell@dcs.bbk.ac.uk)
Projects Co-ordinator:	Roger Mitton (roger@dcs.bbk.ac.uk)

1.2 Student Support

Every student is allocated a personal tutor in the first weeks of the programme. The personal tutor is someone students can contact to discuss any problems of a non-academic nature. These may relate to special needs or personal problems that may affect the student's academic performance. The Department also has a disability officer whom students can contact.

Academic problems should first be addressed to the lecturer concerned. If the problem is not resolved or it does not relate to a specific module, then the Programme Director should be contacted. A more detailed complaints procedure is given in the Department's Student Handbook and in the College's "Student Complaints Procedure" which is available from the Registry's web pages at `http://www.bbk.ac.uk/reg/regs/`

1.3 Additional Information

More detailed and updated information about the programme is available from the web page `http://www.dcs.bbk.ac.uk/courses/cs/` Important notices are posted throughout the year on an electronic whiteboard located on the intranet accessible from the the above page. For more general information about Birkbeck and the Department of Computer Science and Information Systems, please consult the Student Handbook for the Department and have a look at the Registry's web page on regulations, procedures and codes of practice `http://www.bbk.ac.uk/reg/regs/` and at the My Birkbeck portal `http://www.bbk.ac.uk/mybirkbeck/about` for student services and guides.

It is your responsibility to familiarise yourself with the contents of both of these booklets as well as the web site, and to consult the web site on a regular basis since additional information will be posted there during the year. You should also read your College email on a regular basis.

2 Dates and Time Tables

2.1 Introductory Talks

The programme will kick off with introductory talks to the **new students**:

- Part-time students: 6:00pm, Thursday, 30 September 2010
- Full-time students: 11:00am, Monday, 4 October 2010

These will include a short hands-on introduction to the departmental computer system. There will also be short presentations by a representative of the students' union, the library, and the disability office.

2.1.1 First Lectures of Term

- First-year part-time students (evening and day-release): 6:00pm, Monday, 4 October 2010
- Second-year part-time students (evening-only): 6.00pm, Wednesday, 6 Octber 2010
- Second-year part-time students (day-release): 1.30pm, Tuesday, 5 October 2010
- Full-time students: 1:30pm, Monday, 4 October 2010

The teaching (i.e., not including exams and projects) covers two terms of eleven weeks each (autumn and spring term). The summer term is given over to revision, exams, and the beginning of projects.

- Autumn term: Monday, 4 October 2010 - Friday, 17 December 2009
- Spring term: Monday, 10 January 2011 - Tuesday, 29 March 2011
- Summer term: Wednesday, 27 April 2011 - Friday, 8 July 2011

Students should attend lectures during term time as shown in the timetables in Section 2.2. If students are unable to attend lectures, they should arrange with lecturers or fellow-students to obtain copies of any material distributed in class.

Any student who decides to withdraw from the course should inform the Programme Administrator, in writing or by email. Students who simply stop turning up for lectures without formally withdrawing from the course will still be held liable for fees.

2.1.2 College Holiday Closing

- Christmas and New Year Closure: closing at 5pm on Thursday, 23 December 2010, re-opening at 9am on Tuesday, 4 January 2011
- Easter closure: closing at 6pm on Wednesday 20 April 2011, re-opening at 9am on Wednesday, 27 April 2011
- May Day Bank Holiday: closed on Monday, 3 May 2011, re-opening at 9am on Tuesday, 4 May 2011
- Spring Bank Holiday: closed on Monday, 2 May 2011, re-opening at 9am on Tuesday, 3 May 2011
- August Bank Holiday: closed from 8pm Friday, 26 August 2011, re-opening at 9am on Tuesday, 30 August 2011

2.2 Time Tables

2.2.1 Part-time Students Year 1 (Evenings)

First year		
Term 1 (Autumn)	6:00pm	7:40pm
Mon	Prog. in C++	Prog. in C++
Wed	Fund. of Comp.	Information Systems

First year		
Term 2 (Spring)	6:00pm	7:40pm
Mon	Prog. in C++	Prog. in C++
Wed	Fund. of Comp.	Information Systems
Thu	Computer Systems	Computer Systems

2.2.2 Part-time Students Year 2 (Evenings)

"Internet and Web Technologies" and "Information Retrieval" are optional modules, you only need to attend one of them.

Second year		
Term 1 (Autumn)	6:00pm	7:40pm
Wed	Internet & Web Tech.	Internet & Web Tech.
Thu	Data & Knowl. Mgt.	Data & Knowl. Mgt.
Fri	MSc Project*	MSc Project*

* not for the whole term (2 lectures only in the first 2 weeks)

Second year		
Term 2 (Spring)	6:00pm	7:40pm
Thu	OODP	OODP
Fri	Information Retrieval	Information Retrieval

2.2.3 Full-time Students

"Internet and Web Technologies" and "Information Retrieval" are optional modules, you only need to attend one of them.

Term 1 (Autumn)	11:00am	1:30pm	3:30pm
Mon		Prog. in C++	Prog. in C++
Tue		Data & Knowl. Mgt.	Data & Knowl. Mgt.
Wed		Prog. in C++	Prog. in C++
Thu		Information Systems	Fund. of Comp.

Term 2 (Spring)	11:00am	1:30pm	3:30pm
Tue	Internet & Web Tech.	OODP	OODP
Wed	Internet & Web Tech.	Computer Systems	Computer Systems
Thu	MSc Project*	Information Systems	Fund. of Comp.
Fri	6:00pm and 7:40pm: Information Retrieval†		

* not for the whole term (3 lectures only in the first 3 weeks)

† Information Retrieval (IR) is only available as an evening lecture (see timetable for part-time students year 2). (See also Section 3.2 on taking an advanced MSc module as an option.)

2.2.4 Day-release Part-time Students

Day-release part-time students attend lectures with the full-time students for one day of the week and attend the other lectures with the part-time students during the evening. "Internet and Web Technologies" and "Information Retrieval" are optional modules, you only need to attend one of them.

First year	
Mon 6:00pm - 9:00pm	C++
Thu 1:30pm - 5:00pm (term 1) Thu 1:30pm - 9:00pm (term 2)	Fund. of Comp., Inf. Sys. Fund. of Comp., Inf. Sys., Comp. Sys.

Second year	
Tue 1:30pm - 5:00pm (term 1) Tue 1:30am - 5:00pm (term 2)	Data & Knowl. Mgt. OODP
Wed 6:00pm - 9:00pm (term 1)	Internet & Web Tech.
Fri 6:00pm - 9:00pm (term 1) Fri 6:00pm - 9:00pm (term 2)	MSc Project* Information Retrieval

* not for the whole term (2 lectures only in the first 2 weeks)

Alternatively, students can attend the lectures in any combination of the tables above as long as all modules are attended in the correct year (C++, Fund. of Comp., Inf. Sys., and Comp. Sys. in year 1 and the remaining modules in year 2).

3 Syllabus

We give a general overview first, before going into more details on the individual modules.

3.1 Compulsory Modules

- Programming in C++ (30 credits)
- Fundamentals of Computing (15 credits)
- Information Systems (15 credits)
- Computer Systems (15 credits)
- Data and Knowledge Management (15 credits)
- Object-oriented Design and Programming (15 credits)

3.2 Optional Modules

Only one of the following modules may be chosen:

- Internet and Web Technologies (15 credits)
- Information Retrieval and Organisation (15 credits)
- A 15-credit module offered on the Advanced MSc programme. For a detailed description of these modules and the time table, see the following web page:
  `http://www.dcs.bbk.ac.uk/courses/ais/`

  Please note that this programme runs on a different time table, so you can only take these modules if you are able to fit them into your schedule. If you are interested in taking a module from the Advanced MSc programme as an option, please discuss this with the MSc CS programme director.

3.3 Project

- MSc Computer Science project (60 credits)

3.4 Programming in C++

Aims of the Module

A substantial part of the first half of the MSc course is devoted to learning how to program. The language used is C++. Assignments are set as part of this module and all students are required to complete them. The ANSI/ISO standard version of C++ will be used.
Students will need the following:

- Cay Horstmann, Computing Concepts with C++ Essentials (3rd edition), John Wiley and Sons (2003), ISBN 0-471-16437-

Applicants for the MSc are sent a set of introductory notes on C++, also available, with further material, at `http://www.dcs.bbk.ac.uk/~roger/cpp` All students will be expected to have read these and to have done the exercises in them by the beginning of the course. Students wanting a gentler introduction might try the following:

- Tony Jenkins, How to Program using C++, Palgrave Macmillan (2003) ISBN 0-333-99025-0

For a more detailed treatment of C++ than Horstmann provides, the following is recommended:

- Stanley B Lippman, Josée Lajoie and Barbara Moo, C++ Primer (4th edition), Addison-Wesley (2005) ISBN 0-201-72148-1

Teaching Staff

Roger Mitton

Assessment

By 3-hour written examination and practical coursework, weighting 85% and 15%, respectively.

Online material

`http://www.dcs.bbk.ac.uk/~roger/cpp`

Additional Information

Students may do the assignments on their own computers or on one of the departmental computers. For assignments, students working at home will be required to use the same compiler as the one we will be using in the department, namely the Borland C++ compiler, available free from `http://www.borland.com/products/downloads/download_cbuilder.html` (note the underscore between download and cbuilder.html). You will find you have to create an "account" even though no money is changing hands. For help with installing it, see
`http://www.dcs.bbk.ac.uk/support/borlandfreecpp.pdf`

Reading

The following are also useful (the Malik has been recommended by past students):

- Bjarne Stroustrup, The C++ Programming Language (3rd edition), Addison-Wesley (1997) ISBN 0-201-88954-4 (There is also a "special edition" (2000), updated and slightly longer, ISBN 0-201-70073-5.)
- Nicolai M Josuttis, The C++ Standard Library Addison-Wesley (1999) ISBN 0-201-37926-0
- Scott Meyers, Effective C++ CD Addison-Wesley (1998) ISBN 0-201-31015-5
- Ann Ford and Toby J Teorey, Practical Debugging in C++ Pearson Education (2002), ISBN 0-13-065394-2
- D S Malik, C++ programming from problem analysis to program design, (4th ed), Thomson Course Technology (2008) ISBN 1-4239-0209-2

3.5 Fundamentals of Computing

Aims of the Module

Discrete mathematics, mathematical logic, and the related fundamental areas of data structures and algorithms lie at the heart of any modern study of Computer Science. Any understanding of how computers operate and how to use them effectively and efficiently, in terms of either their hardware or software, inevitably involves numerous mathematical concepts.

This module introduces and develops mathematical notions, data structures and algorithms that are used in various areas of Computer Science, in particular those required for other modules of the programme.

Teaching Staff

Michael Zakharyaschev, Trevor Fenner

Assessment

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

Online material

`http://www.dcs.bbk.ac.uk/~michael/foc/foc.html`
`http://www.dcs.bbk.ac.uk/~trevor`

Syllabus

- Numbers: integer, rational, and real. Numeral systems.
- Arithmetic for computers.
- Digital logic (combinational circuits).
- Elements of set and graph theories.
- Finite state machines (automata) and regular languages.
- Turing machines.
- Data structures: representations and operations.
- Lists, trees, forests, binary trees.
- Tree traversal and other operations; binary search trees.
- Organisation of disk storage; methods of file organisation; B-trees.
- Algorithms: design and analysis; algorithmic complexity; space utilisation.
- Sorting and searching.

Reading

- D. Patterson and J. Hennessy, Computer Organization and Design: The Hardware/Software Interface. Morgan Kaufmann; 3 edition, 2007.
- E. Kinber and C. Smith, Theory of Computing. A gentle introduction. Prentice Hall, 2001.

3.6 Information Systems

Aims of the Module

This module seeks to empower students to appraise the environments in which information and communications technologies are effectively deployed and to make informed decisions about their use professional practice within fast changing socio-technical systems. Students will examine the essence of information processing constructs, including files and data schemata, from a wider perspective than simply implemented code and will gain a deep understanding of the complexity of the systems which they will they will shape and deploy. Students will examine alternative processes of Information Systems development. They will have the opportunity to develop powers of insightful appraisal with respect to modern modes of IS deployment and the affects of Information Systems on evolving social constructs.

Teaching Staff

David W. Wilson, new lecturer

Assessment

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

Online material

`http://www.dcs.bbk.ac.uk/~dave/teaching`
`http://www.dcs.bbk.ac.uk/~rgj/teaching`

Syllabus

- The Software Development Life Cycle
- Project Identification & Selection
- Requirements Analysis
- Use Case Models
- Class Models
- Interaction Diagrams
- System Design:Class & Method Design
- Database Design
- User Interface Design
- Architecture Design
- Package Based Approaches
- Outsourcing & Offshoring
- Data Protection
- Freedom of Information
- Computers, Software, IT workers and the Law

Reading

- Dennis, Wixom, Tegarden, "Systems Analysis and Design with UML", International Student Version, 3rd Edition, ISBN 978-0-470-40030-2 (main text)
- Bott "Professional Issues in IT", BCS, 2005 ISBN 1 902505 654 (recommended for social and professional issues topics)
- Other supplementary readings will be distributed.

3.7 Computer Systems

Aims of the Module

To learn the basics of computer architecture and organisation, and the role and mechanism of operating systems.

Staff

Szabolcs Mikulás

Assessment

By 2-hour written examination and coursework, weighting 90% and 10%, respectively.

Module URL

`http://www.dcs.bbk.ac.uk/~szabolcs/compsys.html`

Pre-requisites and co-requisites to the module

None.

Syllabus

1. Introduction: Computer architecture (CA) and Operating system (OS) overview
2. Processors
3. Processes and threads
4. Concurrency
5. Memory management
6. I/O and file systems
7. Protection and security
8. Distributed and parallel processing

Reading

- Textbook: W. Stallings, Operating Systems, Internals and Design Principles, Prentice Hall, 5th edition, 2005, or 6th edition, 2008
- Recommended reading:
  - W. Stallings, Computer Organization and Architecture: Designing for Performance, Prentice Hall, 7th edition, 2006
  - A.S. Tanenbaum, Modern Operating Systems, Prentice Hall, 2nd edition 2001, or 3rd edition, 2008

3.8 Data and Knowledge Management

Aims of the Module

To study the principles and application of data and knowledge management technology.

Teaching Staff

Nigel Martin

Assessment

By 2-hour written examination and in class written test, weighting 90% and 10% respectively.

Online material

`http://www.dcs.bbk.ac.uk/~nigel/teaching/dkm/`

Pre-requisites and co-requisites to the module

None.

Syllabus

- Database management software: origins and objectives.
- The relational model: data structure, data integrity, data manipulation.
- Algebraic and logical foundations of the relational model.
- Relational algebra and calculus.
- SQL: data manipulation, host language support for SQL, procedural extensions to SQL.
- Relational database theory: dependencies, normal forms.
- SQL data definition, other features.
- DBMS architectures and implementations: the relational approach illustrated by a commercial DBMS.
- DBMS storage and indexing.
- Transaction management: recovery, concurrency.
- Query optimisation.
- Enhanced database capabilities: database triggers, deductive databases.
- Object DBMSs, OQL, object extensions to SQL. Object/relational persistence.
- Distributed databases, distributed architectures and connectivity.
- Databases and the Web, Java database programming - JDBC, SQLJ, databases and XML.

Reading

- Raghu Ramakrishnan and Johannes Gehrke, Database Management Systems Third Edition, McGraw Hill, 2003, ISBN 0072465638.

3.9 Object-oriented Design and Programming

Aims of the Module

The main aim of the module is to provide students with the necessary skills for developing software in an object-oriented way according to high quality standards. This ranges from learning object-oriented concepts to designing object-oriented software using UML 2.0 in the framework of a proven methodology (such as the Unified Process) and learning how to program in an object-oriented way.

Teaching Staff

Eli Katsiri, Keith Mannock

Assessment

By 2-hour written examination and practical coursework (design/programming), weighting 75% and 25% respectively.

Online material

`http://www.ble.ac.uk/`

Syllabus

- Introduction to object-oriented concepts and the Unified Process
- Overview of object-oriented analysis and design using UML 2.0
- UML Use case models: analysis of requirements
- Design Patterns
- Formal specification of requirements
- Designing objects and their interactions
- Data model and implementation model
- Object-oriented language implementation
- Type systems and genericity
- Selected topics (as time permits)

Reading

- Craig Larman. Applying UML and Patterns; An Introduction to Object-Oriented Analysis and Design and the Unified Process, 3rd edition, Prentice-Hall 2002
- E. Gamma, R. Helm, R. Johnson, J. Vlissides. Design Patterns: Elements of Reusable Object-Oriented Software
- Roger S. Pressman. Software Engineering. A practitioner's approach. Fifth Edition 2001, Chapters 11, 20-23
- David J. Eck. Introduction to Programming Using Java, Fifth Edition, Online text, 2009

3.10 Internet and Web Technologies

Aims of the Module

To provide students with an understanding of how network protocols work, particularly those used on the Internet, and the ability to present and manipulate information on the World Wide Web, with an emphasis on XML.

Teaching Staff

Mick Farmer

Assessment

By 2-hour written examination and by practical coursework. The written examination will have a weighting of 80% and the coursework a weighting of 20% of the final mark.

Online material

`http://www.dcs.bbk.ac.uk/~ptw/teaching/IWT.html`
`http://penguin.dcs.bbk.ac.uk/academic/networks/index.php`

Syllabus

- Introduction to computer networks and layered network protocols
- Physical layer
- Data-link layer
- Network layer
- Transport layer
- Application layer
- Network security
- Network game (if time allows)
- Web languages (e.g., HTML, XHTML, XML)
- Languages for defining Web document types (e.g. DTDs)
- Web query and transformation languages (e.g. XPath, XSLT)
- Client-side processing (e.g. using Javascript, DOM)
- Server-side processing (e.g. using CGI, ASP, JSP)

Reading

- Sas Jacobs, Beginning XML with DOM and AJAX. Apress, 2006, ISBN 1-59059-676-5.
- Anders Moller and Michael Schwartzbach, An Introduction to XML and Web Technologies. Addison Wesley, 2006, ISBN 0-321-26966-7.
- Douglas E Comer, Computer Networks and Internets (4th Edition), Pearson, 2004, ISBN 0-13-143351-2

3.11 Information Retrieval and Organisation

Aims of the Module

Due to the explosive growth of digital information in recent years, modern Information Retrieval (IR) systems such as search engines have become more and more important in almost everyone's work and life (e.g. see the phenomenal rise of Google). IR is one of the hottest research areas in academia as well as industry. The aim of this module is to introduce IR concepts and techniques, from basic text indexing to advanced text mining. Both theoretical and practical aspects of IR systems will be presented and the most recent issues in the field of IR will be discussed. This will give students an insight into how modern search engines work and are developed.

Teaching Staff

Sven Helmer, Dell Zhang

Assessment

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

Online material

`http://www.dcs.bbk.ac.uk/~sven/ir/`
`http://www.dcs.bbk.ac.uk/~dell/teaching/ir/`

Syllabus

- Boolean Retrieval
- The Term Vocabulary & Postings Lists
- Dictionaries & Tolerant Retrieval
- Index Construction & Compression
- Scoring, Term Weighting & the Vector Space Model
- Computing Scores in A Complete Search System
- Evaluation in Information Retrieval, Relevance Feedback & Query Expansion
- Probabilistic Information Retrieval
- Language Models for Information Retrieval
- Text Classification, Naive Bayes & Vector Space Classification
- Support Vector Machines & Machine Learning on Documents
- Flat & Hierarchical Clustering
- Matrix Decompositions & Latent Semantic Indexing
- Advanced Topics in IR

Reading

- Christopher D. Manning, Prabhakar Raghavan and Hinrich Schütze, Introduction to Information Retrieval, Cambridge University Press, 2008, ISBN 0521865719.
  http://www-csli.stanford.edu/~hinrich/information-retrieval-book.html

3.12 MSc Project

Aims of the Module

In the MSc project a student will be able to demonstrate his or her skills in organising and completing a task that goes beyond a typical coursework assignment. That means, planning and executing a major piece of programming work appropriate to the MSc programme and presenting existing approaches in the problem area (placing the student's own approach in the wider context).

Teaching Staff

Supervisor of the project, Sven Helmer

Assessment

Written project proposal (of about 2000-3000 words) and written project report (of about 10,000 words), weighting 20% and 80%, respectively.

Online material

`http://www.dcs.bbk.ac.uk/~sven/project/`

Syllabus

The main part of the module will be done by a student on his or her own (supported by the supervisor). There is a small taught part of the module in which the students are acquainted with

- how to formulate the objectives/aims of an MSc project
- how to write a project proposal
- how to organise and plan the project
- how to research literature
- how to write a project report

Reading

- As recommended by supervisor

4 Administration and Assessment

4.1 Requirements for the Award of the MSc/PGDip

Each taught module is assessed by a written exam and, in most cases, by additional coursework. The project module is assessed by the project proposal document (20%) and the project report (80%).

Each half module (15 credit) has a two-hour written exam, the single module (30 credit) has a three-hour written exam. For each module, a Pass requires at least 50% of the available marks. Up to 30 credits of the taught modules (all modules except the project) with a mark between 40% and 49% can be compensated (assuming that the total weighted average mark is above 50%) on the MSc. Additionally, there is a 60 credit project module.

To gain an award the following is required:

- Postgraduate Certificate (PGCert): pass the single module Programming in C++ and two additional compulsory half modules.
- Postgraduate Diploma (PGDip): pass the single module and all half modules.
- Master of Science (MSc): requirements for PGDip and pass the project.

The final grade is computed by taking the weighted average (according to the credits) of the module assessment marks. The following has to be satisfied:

- Pass requires at least a 50% weighted average pass mark
- Merit requires at least a 60% weighted average pass mark
- Distinction requires at least a 70% weighted average pass mark.

4.2 Announcement of Results

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

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

Keep the Department notified of any change of address; the letters after the Board go to whatever address the Department holds for you. The College letters go to whatever address you put on your examination entry forms.

Candidates are also offered the option of receiving photocopies of their marked exam scripts. The letter that goes out after the July board contains a form on which candidates can make this request. A charge is made for this service.

Students who have not paid their fees are given *no information at all* about their examination results.

4.3 Exam Entry Forms

You receive your exam entry forms from the Registry and return them to the Programme Administrator for the MSc CS in the Department's admin office. You have to list all modules (including project) that you want to be assessed that year.

4.4 Deferral

In **exceptional cases**, students may be permitted to defer the written exams and/or the project to the following year. They must apply by filling in a deferral form (available from the Programme Administrator) setting out the reasons for wishing to defer. They have to do this before **1 May** for exams and by **1 September** for the project. A student who defers an element of assessment has to enter for that element the following year; usually no further deferrals are permitted.

Simply not turning up for an exam or failing to submit a coursework or project, without permission to defer, will be considered to be the same as failing it, in the sense that it will count as one of the two attempts that you are permitted to make at passing that element.

4.5 Mitigating Circumstances

Mitigating circumstances are defined as "unforseen, unpreventable circumstances that significantly disrupt student performance in assessment." A Mitigating Circumstances claim should be submitted if valid detrimental circumstances result in:

- the late or non-submission of assessment;
- non-attendance of examination(s);
- poor performance in assessment.

If a student feels their circumstances warrant consideration by the Board of Examiners they should notify the Programme Director by filling in the standard College Mitigating Circumstances form. Claims should be submitted at the earliest opportunity — the final deadline is normally one week after the assessment deadline or examination. In the form, students should state whether the circumstances relate to non-attendance at an examination or late submission of an assignment and should include supporting evidence (e.g. a medical certificate giving the nature and duration of any illness). They may inform their personal tutor, in confidence, of any problem they may not wish to disclose in writing. Students should be aware that discussing their claim with a member of staff does not constitute a submission of a claim of mitigating circumstances.

For a claim to be accepted a student must produce independent documentary evidence to show that the circumstances:

- have detrimentally affected their performance/submission/attendance in assessment or will do so;

- were unforeseen;
- were out of their control and could not have been prevented;
- relate directly to the timing of the assessment affected.

For further information, students may consult the document on mitigating circumstances through MyBirkbeck: `http://www.bbk.ac.uk/mybirkbeck/services/rules` and visit `http://www.bbk.ac.uk/reg/regs/mitcircspol` for further details and for the claim form.

4.6 Resitting elements of the assessment

One resit (but only one) is allowed for each element. You may resit a written exam or the project if your marks for that module are below 50%. If your marks are below 40%, then you have to retake the whole module (including coursework and attending lectures).

There are no special resit exams; students resit alongside the other candidates. They normally do so a year after their first attempt. Where the syllabus has changed, we set a paper that is suitable for resit candidates, providing alternative questions where necessary. Note, however, that we do this only for candidates from the previous year, not from further in the past.

4.7 Enrolment as a Revision Student or Project-only Student

It is not essential to re-enrol as a student in order to resit the written exams; you may simply complete the examination entry forms (obtainable from the Programme Administrator for the MSc CS in the Department in February/March) and pay an exam entrance fee. Non-enrolled students may not attend lectures or use the Department's facilities. They may, however, make use of the Birkbeck library, for a fee of £50 (you need a letter from the Programme Administrator confirming your status).

If, however, you wish to re-enrol, perhaps to attend some of the lecture courses again, you may enrol as a part-time revision student; you enrol in October and you pay half the regular part-time fee for the year.

Students who wish to use the departmental equipment to do their extra coursework should enrol as revision students.

It is possible to enrol as a revision student at Easter, for the remainder of the year (until the start of the next academic year). The fee is one quarter of the year's regular part-time fee.

If students wish to attend the revision lectures in the summer term or wish to submit answers to old exam questions to the relevant lecturers for marking, they should enrol as part-time revision students, at least from Easter.

Candidates who enrol as revision students do not have to pay a further fee for the examination entrance.

Students who wish to resit the project have to enrol as a project-only student for the period they receive supervision for their project.

4.8 Examinations

Please consult the programme's intranet web page, reachable via a link under the heading **For enrolled students** on the main page: `http://www.dcs.bbk.ac.uk/courses/cs/`

4.9 Coursework

Please consult the programme's intranet web page, reachable via a link under the heading **For enrolled students** on the main page: `http://www.dcs.bbk.ac.uk/courses/cs/`

4.10 Projects

Please consult the programme's intranet web page, reachable via a link under the heading **For enrolled students** on the main page: `http://www.dcs.bbk.ac.uk/courses/cs/`

4.11 Assessment Offences and Plagiarism

See `http://www.bbk.ac.uk/mybirkbeck/services/rules` for the College Policy on Assessment Offences.

One particular assessment offence is *plagiarism* that is defined as "copying a whole or substantial parts of a paper from a source text (e.g., a web site, journal article, book or encyclopedia), without proper acknowledgement; paraphrasing of another's piece of work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained; piecing together sections of the work of others into a new whole; procuring a paper from a company or essay bank (including Internet sites); submitting another student's work, with or without that student's knowledge; submitting a paper written by someone else (e.g., a peer or relative), and passing it off as one's own; representing a piece of joint or group work as one's own".

The College considers plagiarism a serious offence, and as such it warrants disciplinary action. This is particularly important in assessed pieces of work where plagiarism goes so far as to dishonestly claim credit for ideas that have been taken by someone else. According to paragraph 3.2 of the College's "Procedures for Dealing with Plagiarism by Students on Taught Programmes of Study": "A student who knowingly assists another student to plagiarise (for example by willingly giving them their own work to copy from) is committing an examination offence." The College's procedure also identifies various types of plagiarism and is available online at the Registry's web page: `http://www.bbk.ac.uk/reg/central_pages/plagiarism/` For Birkbeck Guidelines on (avoiding) plagiarism visit
`http://www.bbk.ac.uk/mybirkbeck/services/facilities/support/plagiarism`

5 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 its Birkbeck next-door neighbour!

- Term-time they offer an Early Evening Advisory Service specifically and exclusively for evening students on Mondays between 17.00 & 19.00.
- Drop-In Advice Service - Monday-Thursday, 14.00-16.30 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.

Enrolled students of Birkbeck who are following degree and postgraduate courses lasting one year or longer courses may use the services of SICS free of charge up to the end of July of the year they finish (September for postgrads).

- For more information visit The SICS website at http://www.careers.lon.ac.uk/sics
- SICS is located at: 4th Floor, ULU Building, Malet Street, WC1E 7HY, 020 7866 3600; email: sics@careers.lon.ac.uk

6 Disability Support Services

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

6.1 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 make an appointment to see them as soon as possible after commencing your course. Appointments lasting one hour are available from 12 noon to 5 pm Monday to Friday and are booked by Steve (details below).

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 Department and relevant Departments at the College so they are informed of your needs.

6.2 The Disabled Students Allowance

Students with disabilities or dyslexia on undergraduate or most postgraduate courses who meet the eligibility criteria regarding residency are eligible to apply for the Disabled Students Allowance (DSA). This can meet the cost of special equipment e.g., computers, cassette recorders, etc, non-medical personal help e.g., note-takers, interpreters, readers, etc, book and photocopying allowances and additional travel costs. The Disability Service Manager can assist you in applying to your Local Education Authority (LEA) for this.

6.3 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 has a Personal Assistant's Scheme to assist you with recruiting, training and paying your personal assistant. Please contact Steve for information on this scheme.

6.4 Support in your Department

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

As mentioned above your Department 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 Department.

If you experience any difficulties or require additional support from the Department then you can contact the Programme Directors, tutors and the course Administrator.

6.5 Support in Central Computing Services and Library Services

There is a comprehensive range of specialist equipment for students with disabilities in Central Computing Services. This includes screen reading and character enhancing software for students with visual impairments, specialist scanning software, large monitors, dyslexia software, ergonomic mice and keyboards, specialist orthopaedic chairs etc. For advice and assistance please contact the Disability IT Officer. There is also some specialist equipment in the Malet Street Library, including a CCTV and students with disabilities may benefit from using the Library's LAMP service for postal deliveries.

6.6 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 £300. Some students can receive assistance in meeting this cost from their employer. In exceptional cases students may receive assistance from the Access Fund.

6.7 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 students must provide Medical Evidence of their disability (or an Educational Psychologists Report if you are dyslexic). The closing date for making special examination arrangements is the 15th March and beyond this date consideration will only be given to emergency cases.

6.8 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/disability/policies

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