



# DEPARTMENT OF MANAGEMENT

# UNDERGRADUATE HANDBOOK 2018-2019

Please be aware that as College policies may be subject to change during the academic year, we reserve the right to change the information contained within this handbook. Any changes will be made to the online version of the handbook available on the Management website.

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# Introduction

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The purpose of this handbook is to provide you with key information regarding the Department of Management and to explain how our programmes work. It is important that you read this handbook to familiarise yourself with your programme of study and departmental policies. It is also a useful resource throughout the academic year. An electronic copy is on the Department [website](#).

# Dates for 2018/19

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Our modules are taught across three terms of 11 weeks in the autumn, spring and summer. The 11 week period includes nine weeks of teaching followed by a revision week. The exam period for each term is in week 11. Resit exams and resubmission of coursework take place outside of term time.

## Undergraduate induction evening

6pm on Thursday 27 September 2018

## Term dates

### Autumn term

Monday 1 October 2018 – Friday 14 December 2018

Christmas: the College closes at 6pm on Friday 21 December 2018, and re-opens at 9am on Wednesday 2 January 2019.

### Spring term

Monday 14 January 2019 – Friday 29 March 2019

Easter: the College closes at 6pm on Wednesday 17 April 2019, and re-opens at 9am on Wednesday 24 April 2019.

### Summer term

Monday 29 April 2019 – Friday 12 July 2019

The College will be closed all day on the following bank holidays:

May Day Bank Holiday: Monday 6 May 2019

Spring Bank Holiday: Monday 27 May 2019

August Bank Holiday: Monday 26 August 2019

## Assessment dates

### Examination periods

Autumn term modules: Monday 10 December – Friday 14 December 2018

Spring term modules: Monday 25 March – Friday 29 March 2019

Summer term modules: Monday 8 July – Friday 12 July 2019

Examinations are usually held on the day the module is taught starting at 6pm, but may take place in the morning, afternoon or evening on any day during the exam week. Students therefore need to ensure they are able to attend at any point during the exam week and it is your responsibility to obtain time off work for your examinations.

The exam timetable is released by the Examinations Office, usually in week 8 of each term.

### Resit examination periods

Autumn term module resits: Monday 1 April – Wednesday 3 April 2019

Spring term module resits: Monday 15 July – Wednesday 17 July 2019

Summer term module resits: Tuesday 27 August – Thursday 29 August 2019

Resit examinations are usually at 10am or 2pm but may take place in the morning, afternoon or evening. The exam timetable is released by the Examinations Office as soon as it has been confirmed.

### **Coursework resubmission**

Autumn term coursework resubmission: Sunday 7 April 2019

Spring term coursework resubmission: Sunday 21 July 2019

Summer term coursework resubmission: Monday 26 August 2019

Resubmission coursework questions will be available once assessment results have been released; usually in week 4 of the following term, or in early August for summer term modules.

### **Student engagement events**

The department runs the following events for students to meet with academic staff to discuss experiences, clarify issues of concern and talk about future study, in addition to general social interaction and networking. Drinks and snacks will be provided.

**All undergraduate students:** Friday 18 January 2019, from 6pm

This is a chance to meet your programme director and discuss any issues that have arisen over the first term. It is also a chance to socialise with your fellow students at the start of the spring term.

**Finalists:** Tuesday 12 February 2019, 6pm

This event is about how to get the most from your final year and beyond.

**Module options:** Monday 17 June 2019, 6pm

This event is for students who are continuing their studies in 2019/20 and will focus on module selection for the next year of study. There will also be the opportunity for year 1 BSc Business students to ask questions about moving on to a pathway.

# How do I find an answer to my query?

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## My Birkbeck Profile

<http://www.bbk.ac.uk/mybirkbeck/my-birkbeck-profile>

- Where and when is my class?
- What is my confirmed assessment or module mark?
- Where is my exam timetable?
- Who is my personal tutor and how can I contact them?

## Programme administrator

See the next [page](#) for a list of administrators and their contact details

- I have a query about my studies or student record
- I need to submit a mitigating circumstances claim
- I am going to miss a class
- I am not sure who to contact with my query

## Student handbook

- What is the structure of my degree programme?
- What is the Department of Management policy on retakes, assessment criteria, etc.?

## Module convenor

The convenor's name and contact details are posted in the [Moodle](#) shell for each module

- I want some additional feedback on my assessment, e.g. on my exam paper
- I have an assessment-related question (mid-term / online test / essay / exam)

## Module lecturer

The lecturer's name and contact details are posted in the [Moodle](#) shell for each module

- I do not understand, or I want to discuss, something in my class

## Personal tutor

To find out who your personal tutor is, log in to your [My Birkbeck profile](#) and under 'my studies and timetable' / 'studies' / 'my personal tutors' you can see the name of your personal tutor.

- I have personal problems which are affecting my studies
- I need to discuss my degree progression
- I want to discuss which option modules to choose

## Learning support co-ordinators

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

- I need some support with the maths or statistics on my course, with writing essays, understanding referencing or with other study skills

## Student Advice Centre

- Located in the main Birkbeck building. Opening hours and contact details:  
<http://www.bbk.ac.uk/student-services/student-advice-service/contact-us>
- I need help with enrolment
- I need to pay my fees or I have a query about my fees

You can also submit an online enquiry and it will be directed to the correct department:

[www.bbk.ac.uk/ask](http://www.bbk.ac.uk/ask)

# Department staff

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## Administrative staff

### Office details

Location: room G01, Clore Management Centre, Torrington Square, WC1E 7JL

Opening hours: 10am - 6pm Monday – Friday all year, except bank holidays and College closures

Phone hours: 12pm - 6pm

General enquiries: [management-ug@bbk.ac.uk](mailto:management-ug@bbk.ac.uk); 020 7631 6689

### Contact details

**BA Management, BSc Marketing, BBA Chartered Management, Foundation Degree and Cert HE team**

- Katherine Hogan; [k.hogan@bbk.ac.uk](mailto:k.hogan@bbk.ac.uk); 020 7079 0710  
Administrator for BA Management, BBA Chartered Management and Foundation Degrees
- VACANCY; 020 7631 6479  
Administrator for BSc Marketing and all Cert HE programmes
- Simon Dunderdale; [s.dunderdale@bbk.ac.uk](mailto:s.dunderdale@bbk.ac.uk); 020 7631 6528  
Undergraduate Team Leader

### BSc Business team

- Matthew Greenway; [m.greenway@bbk.ac.uk](mailto:m.greenway@bbk.ac.uk); 020 7079 0760  
Administrator for BSc Business:
  - BSc Business (part-time)
  - BSc Business and Marketing
  - BSc Business and Accounting
  - BSc Business and Human Resource Management
  - BSc Business and Information Systems
  - BSc Business and Management
- Ana Hickmann; [a.hickmann@bbk.ac.uk](mailto:a.hickmann@bbk.ac.uk); 020 7631 6894  
Administrator for BSc Business:
  - BSc Business (full-time)
  - BSc Business (Stratford)
  - BSc Business and Languages
- Nicola Jackson; [n.jackson@bbk.ac.uk](mailto:n.jackson@bbk.ac.uk); 020 7631 6540  
Undergraduate Team Leader

### Accounting team (all BA/BSc Accounting programmes)

- Vanessa Schreiber; [v.schreiber@bbk.ac.uk](mailto:v.schreiber@bbk.ac.uk); 020 7631 6761  
Administrator for all BA/BSc Accounting programmes
- Nimali Udukalage; [n.udukalage@bbk.ac.uk](mailto:n.udukalage@bbk.ac.uk); 020 7631 6775  
Undergraduate Team Leader



## Academic staff

Name	Tel.	Email	Room
<b>Head of Department</b> Dr Geoff Walters	020 7631 6884	<a href="mailto:g.walters@bbk.ac.uk">g.walters@bbk.ac.uk</a>	303 Clore
<b>Deputy Head of Department</b> Dr Marion Frenz	020 7631 6829	<a href="mailto:m.frenz@bbk.ac.uk">m.frenz@bbk.ac.uk</a>	402a Clore
<b>Undergraduate Director of Studies</b> Dr Libon Fung	020 7631 6766	<a href="mailto:l.fung@bbk.ac.uk">l.fung@bbk.ac.uk</a>	308 Clore

## Programme directors

Programme	Programme director
Certificates	Dr Ian Harrison
Foundation Degrees	Mr Nick Pronger
BA Management	Dr Sorin Piperca
BA Accounting and Management	Dr Julian Sims*
BSc Accounting and Management with Finance	Dr Karin Shields
BSc Accounting	Dr Qian (Christine) Guo
BSc Accounting with Finance	Dr Pierre Nadeau
BSc Applied Accounting and Business (ACA)	Dr Libon Fung
BSc Business – Bloomsbury (not pathways)	Dr Federica Rossi
BSc Business – all pathways	Dr Grace (Bo) Peng
BSc Business – Stratford	Mr Nick Pronger
BSc Marketing	Mr Nick Pronger
BSc Professional Studies	Dr Anita Walsh

\* Dr Qian (Christine) Guo will cover while Dr Julian Sims is on sabbatical in the spring term

Academic staff may be away from Birkbeck outside term time.

There is a full list of academic staff and their contact details on the department [website](#).

## Joint Degree Liaison Officers

If you are taking Department of Management modules as part of a joint degree hosted elsewhere, please contact the hosting department for general enquiries.

If you have questions specifically related to the Management part of your programmes, please contact the following joint degree liaison officers:

Programme	Programme director
BSc Information Systems and Management	Dr Julian Sims
BSc Economics and Business	Dr Qian (Christine) Guo
BSc Financial Economics with Accounting	Dr Pierre Nadeau
BSc Mathematics and Accounting	Dr Libon Fung
BSc Mathematics and Management	Dr Libon Fung
BA degrees in French / German / Japanese / Portuguese / Spanish and Management	Dr Marion Frenz

# Programmes

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This section provides a background to our undergraduate programmes and sets out the programme structures for each programme.

## Professionally accredited programmes

Professional accreditation body	Programme(s)	Academic contact
ACCA	All Accounting programmes	<a href="#">Dr Qian (Christine) Guo</a>
CFA UK	BSc Accounting with Finance BSc Accounting and Management with Finance	<a href="#">Dr Pierre Nadeau</a>
CIM	BSc Marketing	<a href="#">Mr Nick Pronger</a>
CIMA	All Accounting programmes	<a href="#">Dr Julian Sims</a>
CMI	BSc Business* BSc Business and Management, BSc Business and Human Resource Management*, BSc Business and Marketing* BA Management *Subject to optional modules taken	<a href="#">Dr Federica Rossi</a> <a href="#">Dr Sorin Piperca</a>
ICAEW	All Accounting programmes	<a href="#">Dr Libon Fung</a>

## Bachelor of Business Administration (BBA)

We offer a BBA in Culinary Industry Management in collaboration with Le Cordon Bleu. Please see the [website](#) for further details.

We also offer a BBA in Chartered Management; you can read more about it on the [website](#).

## Study load

Our programmes are offered full-time and part-time. Deciding on the pace of study that's best for you so it fits around your life is important. Your choice will depend on how intensively you want to study, what your daytime work, family or personal commitments are, and how quickly you want to complete your course. You also need to take into consideration the time commitment for attending classes and undertaking study at home.

**We very strongly advise that students do not work full-time and study full-time.** This is because of the hours needed both inside and outside of the classroom to successfully complete your programme.

## Hours of study guidelines

In accordance with nationally agreed guidelines, for each 15-credit module students are expected to spend around 150 learning hours in total across 11 weeks.

This comprises:

- 27 hours of contact time (lectures and seminars) across the 9 weeks of teaching; and
- 123 hours of additional work, across the 11 weeks of the module, which will include all or some of the following activities (depending on the module):
  - Reading before and after lectures;
  - Preparing and writing assignments;
  - Preparing individual, or group, presentations;
  - Revising for and attending exams and in-class tests.

This works out to around **14 hours per week on each module**. Of course, this will vary across the 11 weeks of the module, as you will probably spend more time working in the weeks when you are writing assignments, for example, or revising for exams. On average, though, for every 15 credit module you take, you should be prepared to spend around 3 hours per week in class and around 11 hours per week working outside of class.

## Part-time students

Part-time students study 90 credits in an academic year. Where students are required to resit modules, the maximum credits allowed may be increased to 120, but only subject to programme director approval and usually only in the final year.

## Full-time students

Full-time students study 120 credits in an academic year. Where students are required to resit modules, the maximum credits allowed may be increased to 150, but only subject to programme director approval and usually only in the final year.

## Programme structures

### BSc Accounting

#### FULL-TIME 3 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
5/6	N/A	Optional module	15	Option	N/A	N/A
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN042H6	Auditing	15	Compulsory	SPR	Fri
6	MOMN040H6	Taxation	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	60	Option	N/A	N/A

**FULL-TIME 3 YEARS – STRATFORD**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Tue
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Tue
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Thu
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
5/6	N/A	Optional module	15	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	BUMN050S6	Applied Financial Management*	30	Compulsory	AUT SPR	Tue Tue
6	MOMN042H6	Auditing**	15	Compulsory	SPR	Tue
6	MOMN040H6	Taxation	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	60	Option	N/A	N/A

\* Module taught in Bloomsbury only.

\*\* For the two weeks when Applied Financial Management is on the same night as Auditing, student will need to attend Auditing in Bloomsbury on a Friday night.

**PART-TIME 4 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
N/A	N/A	Optional module	15	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
6	MOMN042H6	Auditing	15	Compulsory	SPR	Fri
5/6	N/A	Optional module	15	Option	N/A	N/A

Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN050S6	Applied Financial Management*	30	Compulsory	AUT SPR	Tue Tue
5	MOMN040H6	Taxation	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	45	Option	N/A	N/A

\* Module taught in Bloomsbury only.

#### PART-TIME 4 YEARS - STRATFORD

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Tue
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Tue
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Thu
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
N/A	N/A	Optional module	15	Option	N/A	N/A
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN042H6	Auditing**	15	Compulsory	SPR	Tue

6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
5/6	N/A	Optional module	15	Option	N/A	N/A
<b>Year 4</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	BUMN050S6	Applied Financial Management*	30	Compulsory	AUT SPR	Tue Tue
5	MOMN040H6	Taxation	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	45	Option	N/A	N/A

\* Module taught in Bloomsbury only.

\*\* Students will need to attend the Auditing class in Bloomsbury which runs on a Friday.

### BSC ACCOUNTING TOP-UP FROM FOUNDATION DEGREE

For graduates of the Foundation Degree in Management with Accounting. Obtaining the BSc (Hons) Degree in Accounting requires completing an additional 180 credits over two additional years, as follows:

<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN042H6	Auditing	15	Compulsory	SPR	Fri
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
One of the following compulsory modules, which has not been completed in the foundation degree:						
6	MOMN075S6	Financial Reporting*	30	Compulsory	AUT SPR	Mon Mon
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
<b>Year 4</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN040H6	Taxation	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	45	Option	N/A	N/A

\* If Financial Reporting is taken in year 1, due to timetabling constraints and pre-requisites, Auditing will be moved to year 2. Students would need to choose a 15-credit optional module in year 1.



## BSC ACCOUNTING TOP-UP PROGRAMME FROM CERTIFICATE

For graduates of the Certificate in Management. Obtaining the BSc (Hons) Degree in Accounting requires completing an additional 270 credits over three additional years, as follows:

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
5/6	N/A	Optional module	15	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
6	MOMN042H6	Auditing	15	Compulsory	SPR	Fri
6	MOMN040H6	Taxation	15	Compulsory	SUM	Fri

## BSc Accounting with Finance

### FULL-TIME 3 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
5/6	N/A	Optional module	15	Option	N/A	N/A
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN042H6	Auditing	15	Compulsory	SPR	Fri
6	MOMN040H6	Taxation	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	60	Option	N/A	N/A
Of the 60 credits, students must take at least 30 credits of options from the following finance modules:						

6	BUMN113H6	Investing in Securities Markets	15	Option	AUT	Thu
6	EMECO27S6	International Finance*	30	Option	AUT	Thu
6	BUMN111S6	International Financial Management	30	Option	AUT SPR	Fri Wed
6	EMECO28S6	Portfolio Management*	30	Option	SPR	Thu
The remaining options come from approved modules in the Department of Management:						
5/6	N/A	Optional module(s)	N/A	Option	N/A	N/A

\*These modules are in the Department of Economics, Mathematics and Statistics. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

#### PART-TIME 4 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
5/6	N/A	Optional module	15	Option	N/A	N/A

Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
6	MOMN042H6	Auditing	15	Compulsory	SPR	Fri
6	MOMN040H6	Taxation	15	Compulsory	SUM	Fri
Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
5/6	N/A	Optional modules	60	Option	N/A	N/A
Of the 60 credits, students must take at least 30 credits of options from the following finance modules:						
6	BUMN113H6	Investing in Securities Markets	15	Option	AUT	Thu
6	EMEC027S6	International Finance*	30	Option	AUT	Thu
6	BUMN111S6	International Financial Management	30	Option	AUT SPR	Fri Wed
6	EMEC028S6	Portfolio Management*	30	Option	SPR	Thu
The remaining options come from approved modules in the Department of Management						
5/6	N/A	Optional module(s)	N/A	Option	N/A	N/A

\*These modules are in the Department of Economics, Mathematics and Statistics. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

## BSC ACCOUNTING WITH FINANCE TOP-UP FROM FOUNDATION DEGREE

For graduates of the Foundation Degree in Management with Accounting. Obtaining the BSc (Hons) Degree in Accounting with Finance requires completing an additional 180 credits over two additional years, as follows:

Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
6	MOMN042H6	Auditing	15	Compulsory	SPR	Fri
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
One of the following compulsory modules, which has not been completed in the foundation degree:						
6	MOMN075S6	Financial Reporting**	30	Compulsory	AUT SPR	Mon Mon
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN040H6	Taxation	15	Compulsory	SUM	Fri
5/6	N/A	Optional module	15	Option	N/A	N/A
Students must take at least 30 credits of options from the following finance modules:						
6	BUMN113H6	Investing in Securities Markets	15	Compulsory	AUT	Thu
6	EMEC027S6	International Finance*	30	Compulsory	AUT	Thu
6	BUMN111S6	International Financial Management	30	Compulsory	AUT SPR	Fri Wed
6	EMEC018S6	Portfolio Management*	30	Compulsory	SPR	Thu

\*These modules are in the Department of Economics, Mathematics and Statistics. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

\*\* If Financial Reporting is taken in year 1, due to timetabling constraints and pre-requisites, Auditing will be moved to year 2. Students would need to choose a 15-credit optional module in year 1.

## BSC ACCOUNTING WITH FINANCE TOP-UP FROM CERTIFICATE

For graduates of the Certificate in Management. Obtaining the BSc (Hons) Degree in Accounting with Finance requires completing an additional 270 credits over three additional years, as follows:

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
5/6	N/A	Optional module	15	Option	N/A	N/A
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
6	MOMN042H6	Auditing	15	Compulsory	SPR	Fri
6	MOMN040H6	Taxation	15	Compulsory	SUM	Fri

Top up will be over three years with year 1 – 90 credits, year 2 – 90 credits and year 3 for the remaining 105 credits. Cert HE students can only top up to the ‘with Finance’ programme provided that they achieve 50% in all Cert HE modules and 60% for Mathematics for Business and Making Financial Decisions.

## BA Accounting and Management

### FULL-TIME 3 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SPR	Tue
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
5/6	N/A	Optional modules	75	Option	N/A	N/A

## FULL-TIME 3 YEARS - STRATFORD

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Tue
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Tue
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Thu
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
6	BUMN050S6	Applied Financial Management*	30	Compulsory	AUT SPR	Tue Tue
5/6	N/A	Optional modules	75	Option	N/A	N/A

\*Module taught in Bloomsbury only.



**PART-TIME 4 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
5/6	N/A	Optional module	15	Option	N/A	N/A
<b>Year 4</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
5/6	N/A	Optional modules	60	Option	N/A	N/A

**PART-TIME 4 YEARS - STRATFORD**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Tue
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Tue
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Thu
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
5/6	N/A	Optional module	15	Option	N/A	N/A
<b>Year 4</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	BUMN050S6	Applied Financial Management*	30	Compulsory	AUT SPR	Tue Tue
5/6	N/A	Optional modules	60	Option	N/A	N/A

\*Module taught in Bloomsbury only.

## BA ACCOUNTING AND MANAGEMENT TOP-UP FROM FOUNDATION DEGREE

For graduates of the Foundation Degree in Management with Accounting. Obtaining the BA (Hons) Degree in Accounting and Management requires completing an additional 180 credits over two additional years, as follows:

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
One of the following compulsory modules, which has not been completed in the foundation degree:						
6	MOMN075S6	Financial Reporting*	30	Compulsory	AUT SPR	Mon Mon
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
5/6	N/A	Optional modules	60	Option	N/A	N/A

\* if Financial Reporting is taken in year 1, due to timetabling constraints, Strategic Management (Undergraduate) will be moved to year 2. Students would need to choose a 15-credit optional module in year 1.

## BA ACCOUNTING AND MANAGEMENT TOP-UP PROGRAMME FROM CERTIFICATE

For graduates of the Certificate in Management. Obtaining the BA (Hons) Degree in Accounting and Management requires completing an additional 270 credits over three additional years, as follows:

Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	BUMN051S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
5/6	N/A	Optional module	15	Option	N/A	N/A

## BSc Accounting and Management with Finance

### FULL-TIME 3 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri

<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
5/6	N/A	Optional modules	105	Option	N/A	N/A
Of the 105 credits, students must take at least 60 credits of options from the following finance modules:						
6	BUMN050S6	Applied Financial Management	30	Option	AUT SPR	Tue Tue
6	BUMN113H6	Investing in Securities Markets	15	Option	AUT	Thu
6	EMEC027S6	International Finance*	30	Option	AUT	Thu
6	BUMN111S6	International Financial Management	30	Option	AUT SPR	Fri Wed
6	EMEC028S6	Portfolio Management*	30	Option	SPR	Thu
The remaining options come from approved modules in the Department of Management:						
5/6	N/A	Optional module(s)	N/A	Option	N/A	N/A

\*These modules are in the Department of Economics, Mathematics and Statistics. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

**PART-TIME 4 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Tue
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Tue
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
N/A	N/A	Optional module	15	Option	N/A	N/A

Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
5/6	N/A	Optional modules	90	Options	N/A	N/A
Of the 90 credits, students must take at least 60 credits of options from the following finance modules:						
6	BUMN050S6	Applied Financial Management	30	Option	AUT SPR	Tue Tue
6	BUMN113H6	Investing in Securities Markets	15	Option	AUT	Thu
6	EMEC027S6	International Finance*	30	Option	AUT	Thu
6	BUMN111S6	International Financial Management	30	Option	AUT SPR	Fri Wed
6	EMEC028S6	Portfolio Management*	30	Option	SPR	Thu
The remaining options come from approved modules in the Department of Management						
5/6	N/A	Optional module(s)	N/A	Option	N/A	N/A

\*These modules are in the Department of Economics, Mathematics and Statistics. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.



## BSC ACCOUNTING AND MANAGEMENT WITH FINANCE TOP-UP FROM FOUNDATION DEGREE

For graduates of the Foundation Degree in Management with Accounting. Obtaining the BSc (Hons) Degree in Accounting and Management with Finance requires completing an additional 180 credits over two additional years, as follows:

<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
One of the following compulsory modules, which has not been completed in the Foundation Degree						
6	MOMN075S6	Financial Reporting*	30	Compulsory	AUT SPR	Mon Mon
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
<b>Year 4</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
5/6	N/A	Optional module	15	Option	N/A	N/A
Students must take at least 60 of the following compulsory modules						
6	BUMN050S6	Applied Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	BUMN113H6	Investing in Securities Markets	15	Compulsory	AUT	Thu
6	EMEC028S6	International Finance **	30	Compulsory	AUT	Thu
6	BUMN111S6	International Financial Management	30	Compulsory	AUT SPR	Fri Wed
6	EMEC018S6	Portfolio Management**	30	Compulsory	SPR	Thu

\* if Financial Reporting is taken in year 1, due to timetabling constraints, Strategic Management (Undergraduate) will be moved to year 2. Students would need to choose a 15 credit optional module in year 1.

\*\*These modules are in the Department of Economics, Mathematics and Statistics. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

## BSC ACCOUNTING AND MANAGEMENT WITH FINANCE TOP-UP FROM CERTIFICATE

For graduates of the Certificate in Management. Obtaining the BSc (Hons) Degree in Accounting and Management with Finance requires completing an additional 270 credits over three additional years, as follows:

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Core	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Core	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
5	MOMN018H5	Commercial Law for Business	15	Compulsory	SUM	Fri
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
Students must take 60 credits from the following finance modules:						
6	BUMN113H6	Investing in Securities Markets	15	Option	AUT	Thu
6	EMECO27S6	International Finance*	30	Option	AUT	Thu
6	BUMN050S6	Applied Financial Management	30	Option	AUT SPR	Thu Thu
6	BUMN111S6	International Financial Management	30	Option	AUT SPR	Fri Wed
6	EMECO28S6	Portfolio Management*	30	Option	SPR	Thu

\*These modules are in the Department of Economics, Mathematics and Statistics. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

Top up will be over three years with year 1 – 90 credits, year 2 – 90 credits and year 3 for the remaining 105 credits. Cert HE students can only top up to the 'with Finance' programme provided that they achieve 50% in all Cert HE modules and 60% for Mathematics for Business and Making Financial Decisions.

## BSc Applied Accounting and Business

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	BUMN084S5	Critical Reflection 1	30	Compulsory	AUT	Tue
Year 2						
Level	Module Code	Module Title	Credits	Status		
5/6	N/A	Optional modules from the department of Management	30	Options	N/A	N/A
Year 3						
Level	Module Code	Module Title	Credits	Status		
6	FDPD025S6	Approaches to Research	30	Compulsory	AUT	Thu
5/6	N/A	Optional modules from the department of Management	30	Options	N/A	N/A
Year 4						
Level	Module Code	Module Title	Credits	Status		
6	FDPD026D6	Researching the Workplace	60	Compulsory	SPR	Mon

## BSc Business (full-time)

### FULL-TIME 3 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2/3						
Level	Module Code	Module Title	Credits	Status	Term	Day
4/5/6	N/A	Optional modules	240	Options	N/A	N/A

**FULL-TIME 3 YEARS – STRATFORD**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Tue
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Tue
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Thu
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Wed
4/5/6	N/A	Optional modules	105	Options	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A
4/5/6	N/A	Optional modules	60	Options	N/A	N/A

**BSc Business Pathway Structures (available at Bloomsbury only) include:**

**BSc Business and Accounting: FULL-TIME 3 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	45	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN042H6	Auditing	15	Compulsory	SPR	Fri
6	MOMN040H6	Taxation	15	Compulsory	SUM	Fri
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A
5/6	N/A	Optional modules	30	Option	N/A	N/A

**BSc Business and Management: FULL-TIME 3 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
5	MOMN047H5	Organizational Behaviour*	15	Compulsory	AUT	Thu
6	MOMN060H6	Management of Innovation	15	Compulsory	SPR	Mon
5	MOMN068H5	Employment Relations and Human Resource Management	15	Compulsory	SPR	Thu
5	MOMN019H5	Operations Management	15	Compulsory	SUM	Wed
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	15	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A
5/6	N/A	Optional modules	60	Option	N/A	N/A

\*These modules are in the Department of Organizational Psychology. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.



**BSc Business and Human Resource Management: FULL-TIME 3 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	BUOB018H5	Introduction to Business Psychology*	15	Compulsory	AUT	Tue
5	MOMN047H5	Organizational Behaviour*	15	Compulsory	AUT	Thu
5	MOMN068H5	Employment Relations and Human Resource Management	15	Compulsory	SPR	Thu
4	FFMN014H4	People Management and Diversity	15	Compulsory	SUM	Thu
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	45	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	BUOB017H6	Learning and Employee Development*	15	Compulsory	AUT	Tue
6	BUOB020H6	Organizational Change*	15	Compulsory	SPR	Mon
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A
5/6	N/A	Optional modules	30	Option	N/A	N/A

\*These modules are in the Department of Organizational Psychology. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

**BSc Business and Information Systems: FULL-TIME 3 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
4	COIY016H4	Systems Analysis and Design I*	15	Compulsory	SPR	Mon
4	BUCI008H4	Introduction to Computer Systems*	15	Compulsory	SPR	Tue
5	COIY019H5	Systems Analysis and Design II*	15	Compulsory	SPR	Wed
6	COIY031H6	Strategic Information Systems*	15	Compulsory	SPR	Thu
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	45	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	COIY030H6	Professional Issues in Computing*	15	Compulsory	AUT	Tue
6	COIY028H6	Database Management*	15	Compulsory	SPR	Wed
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A
5/6	N/A	Optional modules	30	Option	N/A	N/A

\*These modules are in the Department of Computer Science and Information Systems. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

**BSc Business and Marketing: FULL-TIME 3 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
6	MOMN060H6	Management of Innovation	15	Compulsory	SPR	Mon
5	MOMN068H5	Employment Relations and Human Resource Management	15	Compulsory	SPR	Thu
5	BUMN067H5	Buyer Behaviour	15	Compulsory	SUM	Tue
5	MOMN019H5	Operations Management	15	Compulsory	SUM	Wed
4	BUMN101H4	Marketing Simulation	15	Compulsory	SUM	Thu
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional module	15	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN044H6	Marketing Strategy	15	Compulsory	AUT	Wed
6	BUMN065H6	Brand Development	15	Compulsory	AUT	Thu
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A
5/6	N/A	Optional modules	30	Option	N/A	N/A

**BSc Business with French, German and Spanish (Lower entry level): FULL-TIME 3 YEARS – BLOOMSBURY**

Students would need to be tested to find out what level language module they can start from. This is mainly for those who are doing a higher level module than beginners' module.

Language pathways are only for students who have previously transferred to the pathway in 2017/18 or earlier; it is no longer possible to transfer to these pathways as they have been withdrawn.

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
4/5	N/A	Language stage 1 or 2	30	Compulsory	N/A	N/A
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
4/5	N/A	Language stage 2 (level 4) or 3 (Level 5)	30	Compulsory	N/A	N/A
6	N/A	Optional Management modules	60	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	N/A	Language stage 3, 4 or 5	30	Compulsory	N/A	N/A
5	N/A	Optional Management modules	30	Option	N/A	N/A
5/6	N/A	Optional Language/Culture modules	60	Option	N/A	N/A

## BSc Business (part-time)

### PART-TIME 4 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
4/5/6	N/A	Optional modules	60	Option	N/A	N/A
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
5/6	N/A	Optional modules	90	Option	N/A	N/A
Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
5/6	N/A	Optional modules	90	Option	N/A	N/A

**PART-TIME 4 YEARS – STRATFORD**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Tue
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Tue
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Thu
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
4/5/6	N/A	Optional modules	60	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Wed
5/6	N/A	Optional modules	75	Option	N/A	N/A
<b>Year 4</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A
5/6	N/A	Optional modules	30	Option	N/A	N/A

### BSC BUSINESS TOP-UP FROM FOUNDATION DEGREE

For graduates of the Foundation Degree in Management. Obtaining the BSc (Hons) in Business requires completing an additional 180 credits of which at least 120 credits must be level 6 modules. Students can choose any modules offered by the School of Business, Economics and Informatics.

Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
4/5/6	N/A	Optional modules	90	Option	N/A	N/A
Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
4/5/6	N/A	Optional modules	90	Option	N/A	N/A

### BSC BUSINESS TOP-UP PROGRAMME FROM CERTIFICATE

For graduates of the Certificate in Management. Obtaining the BSc (Hons) Degree in Business requires completing an additional 270 credits over three additional years, as follows:

Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
5/6	N/A	Optional modules	90	Option	N/A	N/A
Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
5/6	N/A	Optional modules	90	Option	N/A	N/A

## BSc Business Pathway Structures (available at Bloomsbury only) include:

### BSc Business and Accounting: PART-TIME 4 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT Tue	Mon Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5/6	N/A	Optional modules	30	Option	N/A	N/A
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	45	Option	N/A	N/A
Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN040H6	Taxation	15	Compulsory	SUM	Fri
6	MOMN042H6	Auditing	15	Compulsory	SPR	Fri
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A



**BSc Business and Management: PART-TIME 4 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
5	MOMN047H5	Organizational Behaviour*	15	Compulsory	AUT	Thu
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN068H5	Employment Relations and Human Resource Management	15	Compulsory	SPR	Thu
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	MOMN019H5	Operations Management	15	Compulsory	SUM	Wed
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
6	MOMN060H6	Management of Innovation	15	Compulsory	SPR	Mon
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	45	Option	N/A	N/A
<b>Year 4</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A
5/6	N/A	Optional modules	30	Option	N/A	N/A

\*These modules are in the Department of Organizational Psychology. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

## BSc Business and Human Resource Management: PART-TIME 4 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	BUOB018H5	Introduction to Business Psychology	15	Compulsory	AUT	Tue
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
4	FFMN014H4	People Management and Diversity	15	Compulsory	SUM	Thu
4/5/6	N/A	Optional modules	30	Option	N/A	N/A
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	MOMN047H5	Organizational Behaviour*	15	Compulsory	AUT	Thu
5	MOMN068H5	Employment Relations and Human Resource Management	15	Compulsory	SPR	Thu
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	45	Option	N/A	N/A
Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUOB017H6	Learning and Employee Development*	15	Compulsory	AUT	Tue
6	BUOB020H6	Organizational Change*	15	Compulsory	SPR	Mon
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A

\*These modules are in the Department of Organizational Psychology. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

**BSc Business and Information Systems: PART-TIME 4 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
4	COIY016H4	Systems Analysis and Design I*	15	Compulsory	SPR	Mon
4	BUCI008H4	Introduction to Computer Systems*	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5/6	N/A	Optional modules	45	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	COIY019H5	Systems Analysis and Design II*	15	Compulsory	SPR	Wed
6	COIY031H6	Strategic Information Systems*	15	Compulsory	SPR	Thu
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	30	Option	N/A	N/A
<b>Year 4</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	COIY030H6	Professional Issues in Computing*	15	Compulsory	AUT	Tue
6	COIY028H6	Database Management*	15	Compulsory	SPR	Wed
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A

\*These modules are in the Department of Computer Science and Information Systems. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

**BSc Business and Marketing: PART-TIME 4 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN068H5	Employment Relations and Human Resource Management	15	Compulsory	SPR	Thu
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	MOMN019H5	Operations Management	15	Compulsory	SUM	Wed
4	BUMN101H4	Marketing Simulation	15	Compulsory	SUM	Thu
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN044H6	Marketing Strategy	15	Compulsory	AUT	Wed
6	MOMN060H6	Management of Innovation	15	Compulsory	SPR	Mon
5	BUMN067H5	Buyer Behaviour	15	Compulsory	SUM	Tue
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	30	Option	N/A	N/A
<b>Year 4</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	BUMN065H6	Brand Development	15	Compulsory	AUT	Thu
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A
5/6	N/A	Optional module	15	Option	N/A	N/A

**BSc Business with French, German, and Spanish (Lower entry level): PART-TIME 4 YEARS – BLOOMSBURY**

Students would need to be tested to find out what level language module they can start from. This is mainly for those who are doing a higher level module than beginners' module.

Language pathways are only for students who have previously transferred to the pathway in 2017/18 or earlier; it is no longer possible to transfer to these pathways as they have been withdrawn.

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
4	N/A	Language stage 1 or 2	30	Compulsory	N/A	N/A
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4/5	N/A	Language stage 2 (level 4) or 3 (Level 5)	30	Compulsory	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	N/A	Language stage 3, 4 or 5	30	Compulsory	N/A	N/A
6	N/A	Optional Management modules	60	Option	N/A	N/A
<b>Year 4</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5/6	N/A	Optional Language/Culture Modules	60	Option	N/A	N/A
6	N/A	Optional Management modules	30	Option	N/A	N/A

## BA Management

### FULL-TIME 3 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
5	MOMN047H5	Organizational Behaviour*	15	Compulsory	AUT	Thu
5	MOMN068H5	Employment Relations and Human Resource Management	15	Compulsory	SPR	Thu
5	MOMN019H5	Operations Management	15	Compulsory	SUM	Wed
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional modules	30	Option	N/A	N/A
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN039D6	Research Project: Management	60	Core	N/A	N/A
5/6	N/A	Optional modules	30	Option	N/A	N/A

\*These modules are in the Department of Organizational Psychology. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

**PART-TIME 4 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	BUMN077H4	Management Studies I	15	Core	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
4	BUMN078H4	Management Studies II	15	Core	SPR	Wed
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN068H5	Employment Relations and Human Resource Management	15	Compulsory	SPR	Thu
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5	MOMN019H5	Operations Management	15	Compulsory	SUM	Wed
5/6	N/A	Optional module	15	Option	N/A	N/A
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
5	MOMN047H5	Organizational Behaviour*	15	Compulsory	AUT	Thu
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
5/6	N/A	Optional module	15	Option	N/A	N/A

Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN039D6	Research Project: Management	60	Core	N/A	N/A
5/6	N/A	Optional modules	30	Option	N/A	N/A

\*These modules are in the Department of Organizational Psychology. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

### BA MANAGEMENT TOP-UP FROM FOUNDATION DEGREE

For graduates of the Foundation Degree in Management. Obtaining the BA (Hons) Degree in Management requires completing an additional 180 credits over two additional years, as follows:

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
One of the following compulsory modules, which has not been completed in the Foundation Degree:						
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
5	MOMN047H5	Organizational Behaviour*	15	Compulsory	AUT	Thu
5	MOMN068H5	Employment Relations and Human Resource Management	15	Compulsory	SPR	Thu
5	MOMN019H5	Operations Management	15	Compulsory	SUM	Wed
5/6	N/A	Optional modules	30	Option	N/A	N/A
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN039D6	Research Project: Management	60	Compulsory	N/A	N/A



## BA MANAGEMENT TOP-UP PROGRAMME FROM CERTIFICATE

For graduates of the Certificate in Management. Obtaining the BA (Hons) Degree in Management requires completing an additional 270 credits over three additional years, as follows:

Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	BUMN083H5	Management Accounting	15	Compulsory	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Core	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN069H6	Strategic Management (Undergraduate)	15	Compulsory	AUT	Mon
5	MOMN043H5	Marketing Principles and Practices	15	Compulsory	AUT	Wed
5	MOMN047H5	Organizational Behaviour*	15	Compulsory	AUT	Thu
5	MOMN068H5	Employment Relations and Human Resource Management	15	Compulsory	SPR	Thu
5	MOMN019H5	Operations Management	15	Compulsory	SUM	Wed
6	MOMN035H6	Research Methods in Management (Undergraduate)	15	Compulsory	SUM	Fri
Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN052S6	Financial Management	30	Compulsory	AUT SPR	Tue Tue
6	MOMN039D6	Research Project: Management	60	Core	N/A	N/A

\*These modules are in the Department of Organizational Psychology. Students taking modules in other departments are subject to their policies and timescales. Other departments may have different class dates, assessment dates, reassessment dates and policies around assessments. If you are unsure, check with the relevant department.

## BSc Marketing

### FULL-TIME 3 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Tue
5	MOMN043H5	Marketing Principles and Practice	15	Compulsory	AUT	Wed
5	MOMN047H5	Organizational Behaviour*	15	Compulsory	AUT	Thu
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
4	BUMN101H4	Marketing Simulation	15	Compulsory	SUM	Thu
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	BUMN093H5	Marketing Communications	15	Compulsory	AUT	Tue
5	BUMN104H5	Digital Marketing	15	Compulsory	AUT	Thu
6	MOMN060H6	Management of Innovation	15	Compulsory	SPR	Mon
5	BUMN097H5	Sustainability and Stakeholder Marketing	15	Compulsory	SPR	Thu
5	BUMN067H5	Buyer Behaviour	15	Compulsory	SUM	Tue
6	BUMN095H6	Marketing Research	15	Compulsory	SUM	Wed
5/6	N/A	Optional modules	30	Option	N/A	N/A
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	MOMN044H6	Marketing Strategy	15	Compulsory	AUT	Wed
6	BUMN065H6	Brand Development	15	Compulsory	AUT	Thu
6	BUMN108D6	Marketing Project	60	Core	N/A	N/A
5	N/A	Options from Marketing group of modules	30	Option	N/A	N/A

Marketing group of modules						
5	BUMN102H5	Business to Business (B2B) Marketing	15	Option	SPR	Mon
5	BUMN094H5	International Marketing	15	Option	SPR	Wed
5	BUMN096H5	Services Marketing	15	Option	SUM	Tue
5	BUMN105H5	Sport Marketing	15	Option	SUM	Tue

\*These modules are in the Department of Organizational Psychology. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

#### PART-TIME 4 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
N/A	BUMN091N0	Success in Academic Writing	0	Compulsory	AUT	Mon
N/A	BUMN092N0	Success in Numerical Skills	0	Compulsory	AUT	Mon
4	SSEA025S4	Introductions: Understanding the Business World	30	Core	AUT	Tue
5	MOMN043H5	Marketing Principles and Practice	15	Compulsory	AUT	Wed
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
4	BUMN101H4	Marketing Simulation	15	Compulsory	SUM	Thu
4	BUMN051H4	Business Information Systems	15	Compulsory	SUM	Fri
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	BUMN093H5	Marketing Communications	15	Compulsory	AUT	Tue
5	MOMN047H5	Organizational Behaviour*	15	Compulsory	AUT	Thu
5	BUMN097H5	Sustainability and Stakeholder Marketing	15	Compulsory	SPR	Thu
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5/6	N/A	Optional modules	15	Option	N/A	N/A
5	N/A	Options from Marketing group of modules	15	Option	N/A	N/A

Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	BUMN104H5	Digital Marketing	15	Compulsory	AUT	Thu
6	MOMN060H6	Management of Innovation	15	Compulsory	SPR	Mon
5	BUMN067H5	Buyer Behaviour	15	Compulsory	SUM	Tue
6	BUMN095H6	Marketing Research	15	Compulsory	SUM	Wed
5/6	N/A	Options from Management range of modules	15	Option	N/A	N/A
5	N/A	Options from Marketing range of modules	15	Option	N/A	N/A
Year 4						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	BUMN065H6	Brand Development	15	Compulsory	AUT	Thu
6	MOMN044H6	Marketing Strategy	15	Compulsory	AUT	Wed
6	BUMN108D6	Marketing Project	60	Core	N/A	N/A

Marketing group of modules						
5	BUMN102H5	Business to Business (B2B) Marketing	15	Option	SPR	Mon
5	BUMN094H5	International Marketing	15	Option	SPR	Wed
5	BUMN096H5	Services Marketing	15	Option	SUM	Tue
5	BUMN105H5	Sport Marketing	15	Option	SUM	Tue

\*These modules are in the Department of Organizational Psychology. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

## BSc Professional Studies

### Internal entrants - 1 year plus 1 term programme

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	FDPD025S6	Approaches to Research	30	Core	AUT	Thu
6	FDPD026D6	Researching the Workplace	60	Core	SPR	Mon
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	FDPD027S6	Professional Learning Review	30	Core	AUT or SUM	Tue

### External entrants – 2 year programme

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	FDPD022S5	Work Related Learning Module	30	Core	AUT	Tue
5	FDPD023S5	Work-Based Learning Module	30	Core	SPR	Wed
6	FDPD027S6	Professional Learning Review	30	Core	AUT or SUM	Tue
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
6	FDPD025S6	Approaches to Research	30	Core	AUT	Thu
6	FDPD026D6	Researching the Workplace	60	Core	SPR	Mon

## Foundation Degrees

### Foundation Degree in Management

#### FULL-TIME 2 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
4	BUMN116H4	Personal and Professional Development I	15	Compulsory	AUT	Tue
4	SSEA025S4	Introductions: Understanding the Business World	30	Compulsory	AUT	Thu
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
4	MOMN071H4	Mathematics for Business	15	Compulsory	SPR	Tue
5	BUMN109H5	Groupwork in Practice	15	Compulsory	SPR	Thu
4	FFHE012H4	Information and Communication Technologies	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	MOMN043H5	Marketing Principles and Practice	15	Compulsory	AUT	Wed
5	MOMN047H5	Organizational Behaviour*	15	Option	AUT	Thu
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	FDPD023S5	Work-Based Learning Module	30	Compulsory	SPR	Wed
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5/6	N/A	Optional module	30	Option	N/A	N/A

**FULL-TIME 2 YEARS – STRATFORD**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
4	BUMN116H4	Personal and Professional Development I**	15	Compulsory	AUT	Tue
4	SSEA025S4	Introductions: Understanding the Business World	30	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
4	MOMN071H4	Mathematics for Business	15	Compulsory	SPR	Tue
5	BUMN109H5	Groupwork in Practice	15	Compulsory	SPR	Thu
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
4	FFHE012H4	Information and Communication Technologies	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN047H5	Organizational Behaviour*	15	Option	AUT	Tue
5	MOMN043H5	Marketing Principles and Practice	15	Compulsory	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Thu
5	FDPD023S5	Work-Based Learning Module	30	Compulsory	SPR	Wed
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5/6	N/A	Optional module	30	Option	N/A	N/A

\*\*This module only runs in Bloomsbury so Stratford students must attend this module there.

**PART-TIME 3 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
4	BUMN116H4	Personal and Professional Development I	15	Compulsory	AUT	Tue
4	SSEA025S4	Introductions: Understanding the Business World	30	Compulsory	AUT	Thu
4	MOMN071H4	Mathematics for Business	15	Compulsory	SPR	Tue
5	BUMN109H5	Groupwork in Practice	15	Compulsory	SPR	Thu
4	FFHE012H4	Information and Communication Technologies	15	Compulsory	SUM	Tue
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN043H5	Marketing Principles and Practice	15	Compulsory	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	FDPD023S5	Work-Based Learning Module	30	Compulsory	SPR	Wed
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN047H5	Organizational Behaviour*	15	Option	AUT	Thu
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5/6	N/A	Optional module	30	Option	N/A	N/A



**PART-TIME 3 YEARS - STRATFORD**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
4	SSEA025S4	Introductions: Understanding the Business World	30	Compulsory	AUT	Fri
4	BUMN116H4	Personal and Professional Development I	15	Compulsory	SPR	Mon
4	MOMN071H4	Mathematics for Business	15	Compulsory	SPR	Tue
5	BUMN109H5	Groupwork in Practice	15	Compulsory	SPR	Thu
4	FFHE012H4	Information and Communication Technologies	15	Compulsory	SUM	Fri
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN043H5	Marketing Principles and Practice	15	Compulsory	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Thu
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	FDPD023S5	Work-Based Learning Module	30	Compulsory	SPR	Wed
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN047H5	Organizational Behaviour*	15	Option	AUT	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
5/6	N/A	Optional module	30	Option	N/A	N/A

\*These modules are in the Department of Organizational Psychology. Students taking modules in other departments are subject to their policies and timescales. If you are unsure, check with the relevant department.

## Foundation Degree in Management and Accounting

### FULL-TIME 2 YEARS – BLOOMSBURY

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
4	SSEA025S4	Introductions: Understanding the Business World	30	Compulsory	AUT	Thu
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
4	MOMN071H4	Mathematics for Business	15	Compulsory	SPR	Tue
5	BUMN109H5	Groupwork in Practice	15	Compulsory	SPR	Thu
4	BUMN116H4	Personal and Professional Development I	15	Compulsory	SPR	Thu
4	FFHE012H4	Information and Communication Technologies	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	MOMN043H5	Marketing Principles and Practice	15	Compulsory	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	FDPD023S5	Work-Based Learning Module	30	Compulsory	SPR	Wed
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
One option from the following:						
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu

**FULL-TIME 2 YEARS – STRATFORD**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
4	SSEA025S4	Introductions: Understanding the Business World	30	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
4	BUMN116H4	Personal and Professional Development I	15	Compulsory	SPR	Mon
4	MOMN071H4	Mathematics for Business	15	Compulsory	SPR	Tue
5	BUMN109H5	Groupwork in Practice	15	Compulsory	SPR	Thu
4	FFHE012H4	Information and Communication Technologies	15	Compulsory	SUM	Tue
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN043H5	Marketing Principles and Practice	15	Compulsory	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Thu
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	FDPD023S5	Work-Based Learning Module	30	Compulsory	SPR	Wed
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
One option from the following:						
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu

**PART-TIME 3 YEARS – BLOOMSBURY**

<b>Year 1</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
4	SSEA025S4	Introductions: Understanding the Business World	30	Compulsory	AUT	Thu
4	MOMN071H4	Mathematics for Business	15	Compulsory	SPR	Tue
5	BUMN109H5	Groupwork in Practice	15	Compulsory	SPR	Thu
4	BUMN116H4	Personal and Professional Development I	15	Compulsory	SPR	Thu
4	FFHE012H4	Information and Communication Technologies	15	Compulsory	SUM	Tue
<b>Year 2</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN043H5	Marketing Principles and Practice	15	Compulsory	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Fri
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	FDPD023S5	Work-Based Learning Module	30	Compulsory	SPR	Wed
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
<b>Year 3</b>						
<b>Level</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Status</b>	<b>Term</b>	<b>Day</b>
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
One option from the following:						
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu

## PART-TIME 3 YEARS – STRATFORD

Year 1						
Level	Module Code	Module Title	Credits	Status	Term	Day
4	SSEA025S4	Introductions: Understanding the Business World	30	Compulsory	AUT	Fri
4	BUMN116H4	Personal and Professional Development I	15	Compulsory	SPR	Mon
4	MOMN071H4	Mathematics for Business	15	Compulsory	SPR	Tue
5	BUMN109H5	Groupwork in Practice	15	Compulsory	SPR	Thu
4	FFHE012H4	Information and Communication Technologies	15	Compulsory	SUM	Tue
Year 2						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	MOMN043H5	Marketing Principles and Practice	15	Compulsory	AUT	Wed
4	MOMN022H4	Quantitative Methods	15	Compulsory	AUT	Thu
5	BUMN082H5	Financial Accounting	15	Compulsory	SPR	Mon
5	FDPD023S5	Work-Based Learning Module	30	Compulsory	SPR	Wed
5	BUMN083H5	Management Accounting	15	Compulsory	SUM	Wed
Year 3						
Level	Module Code	Module Title	Credits	Status	Term	Day
5	MOMN033H5	Macroeconomics for Business	15	Compulsory	SPR	Tue
5	MOMN012H5	Microeconomics for Business	15	Compulsory	SUM	Tue
One option from the following:						
6	MOMN075S6	Financial Reporting	30	Compulsory	AUT SPR	Mon Mon
6	MOMN074S6	Advanced Management Accounting	30	Compulsory	SPR SUM	Thu Thu

### Top up from Foundation Degree

The Foundation Degree in Management is designed so that any student who is awarded the degree may be admitted to an undergraduate degree programme at Birkbeck with a further period of part-time study, normally of two academic years.

The programme structures for students topping up from a Foundation Degree to an undergraduate degree in the Department of Management are listed below each BA/BSc programme. Students may also be considered for admission to other degree programmes in which additional requirements and a further period of study of more than two academic years may apply.

# Studying in the department

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## Modules

### Module level

Undergraduate modules have three levels – level 4, 5 and 6 have different credit values 15, 30 and 60. An undergraduate degree consists of 360 credits and you should avoid choosing level 4 options in the final year of your undergraduate degree; the level of option modules is indicated in the programme structures.

### Module content

Information about module content can be found on the departmental [website](#). Once you are enrolled on a module you can see further information in the module's Moodle shell.

### Module status

**Core modules** must be taken and must be passed

**Compulsory modules** must be taken but a [compensated fail](#) can be applied for a mark between 30 and 39

**Option modules** can be selected from a stipulated range. Option modules are identified in the programme structure.

### Pre-requisites

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.

### Timetable

Personal timetables with times and class locations are on your [My Birkbeck Profile](#). The full departmental timetable is on the [website](#).

Please note that the timetable for 2019-20 and subsequent years is not finalised and that the days on which the modules take place is subject to change.

### Selecting option modules

You choose your modules for the following academic year in the summer term. Students are sent information about selecting their modules and then attend the [module selection event](#) to find out more about different modules and how they can support their future study and career plans. In the summer of their first year students on the BSc Business also choose whether they transfer onto a pathway for the following year.

### Module confirmation

You are required to confirm all modules you are taking each academic year. The department will email you during the autumn term with details. You should check and confirm the modules on your [My Birkbeck Profile](#) otherwise you will not be able to sit examinations and your marks and grades cannot be recorded.

### Modules in Stratford

If a module is compulsory on a programme which runs in Stratford, the module will run in Stratford, unless the module has too few students, in which case students will be asked to attend the module in Bloomsbury. Students will usually be contacted before the start of term if this will happen.

## Modules in other departments

Students may have compulsory modules on their programme which are in another department. Students may also choose option modules from other departments, subject to timetable restrictions and departmental approval.

If you take a module in another department you will be subject to their policies and timescales. Other departments may have different class dates, assessment dates, reassessment dates and policies around assessments. If you are unsure, check with the relevant department.

## Moodle

[Moodle](#) is Birkbeck's online learning environment for delivering web-based course materials. Log in using your Birkbeck username and password to see your modules. You will be sent these details once you enrol as a student.

If there are modules missing on your Moodle profile, please contact [management-ug@bbk.ac.uk](mailto:management-ug@bbk.ac.uk).

## Attendance

Classes for taught modules run from 6pm to 9pm, usually with a short break in the middle.

Students are expected to attend at least one lecture for each module on their timetable by week two of the term at the latest. If there are circumstances preventing attendance, please let the administrative team know as soon as possible and before the end of week two.

**Students who fail to attend a module during the first two weeks of term are unlikely to be allowed to take the module.**

Regular attendance at lectures is a requirement of the degree and registers are kept. It is your responsibility to ensure you swipe your student card on the card reader to register attendance at each lecture and/or seminar, or sign the paper register where no card reader is available. You are expected to attend your lectures and seminars in order to complete a module. It is not uncommon, however, for Birkbeck students to find attendance difficult on occasions during their course. Any student who misses more than three lectures for a module in any one term will be contacted by the administrative team to discuss if there are any difficulties.

Students who cannot make a particular class for any reason should email their programme administrator. It is the responsibility of students, not the lecturer, to ensure that they receive any materials or instructions that may be given out in lectures that they miss.

If you find it difficult to maintain regular attendance you must discuss this with your personal tutor, as it may be possible to arrange a break in studies while you deal with any problems.

### Tier 4 students

Students on tier 4 visas who have absences of more than two weeks need to submit an authorised absence request with supporting evidence that needs to be approved by the programme director. The College is obliged to report unauthorised absences to the UK visas and immigration department and could withdraw sponsorship of a student's visa.

### Termination of studies

- Non-attendance is taken seriously and can result in the termination of your studies, in particular: students who have enrolled but do not attend any lectures, or who do not contact us, may be withdrawn from their programme.
- Non-attendance of assessments can result in termination of your studies.

- Lack of progression (attempting assessments and passing modules) without suitable mitigating circumstances can also result in termination of studies.

## **Lecture recording**

Some lectures are recorded and posted on Moodle for students to review after class. Where this does not happen, we recognise that students from time to time will wish to record lectures in audio or visual/audio media for a variety of reasons. The Department of Management has reviewed student needs on this issue and balanced these against the legal issues of privacy and copyright for students, staff and visitors. The department will permit recording of lectures as a reasonable adjustment that would be made for a student with a relevant disability. Any student who requires recording of lectures, seminars or tutorials as a reasonable adjustment must seek permission to do so from the person(s) delivering the material to be recorded, which may, in the case of a seminar for example, include fellow students. If permission is not granted, a recording should not be made.

Students should note that the copyright in the content of a recording belongs to the lecturer and may not be reproduced without their consent. A student making a recording may use it for personal study only and may not reproduce or distribute it to others without the express consent of all those recorded. The policy can be found at <http://www.bbk.ac.uk/registry/policies/documents/recording-of-lectures.pdf>



# Assessments in the department

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All modules in the department are assessed by one or more of the following methods:

- Coursework
- Group work
- In-class test
- Presentation
- Online test
- Examination

## How assignments are graded

### Marking ranges

The following table gives an indication of what is expected for each range of marks.

<b>70-100%</b> <b>First Class</b>	Excellent work going beyond the very competent level required for an Upper Second. Very well constructed arguments; ability to engage with published scholarship and use it to support arguments; ambitious in scope with imaginative use of examples; written in good English; sources thoroughly cited
<b>60-69%</b> <b>Upper Second Class</b>	A thorough examination of the question with very competent performance. Sound grasp of critical issues; high standard of argument; informative, backed up by appropriate examples; less ambitious in scope than First Class; sources accurately cited.
<b>50-59%</b> <b>Lower Second Class</b>	Competent performance on most aspects but lacking the comprehensiveness, accuracy and/or cohesiveness expected of an Upper Second. Evidence of good understanding of the subject and good examples used to support arguments; awareness of critical debates but may be too descriptive or generalised. Some gaps in argument, planning and use of evidence; would benefit from sharper focus and more reflection; sources adequately cited.
<b>40-49%</b> <b>Third Class</b>	Candidate fails to demonstrate competence in a number of aspects. Evidence of reading and attempt to address question. May be rather descriptive with uncritical coverage of debates and issues. Skills of planning, structuring and presentation relatively weak; barely adequate understanding of concepts, and use of reading and sources; some attempt to cite sources
<b>30-39%</b> <b>Marginal Fail</b>	Very minimal level of achievement. Reliant on a minimal range of reading and poor attention to detail. May be repetitious, consisting of a string of weak assertions/opinions which may not relate to each other. Assertions without supporting evidence; minimal reflection, poor planning and presentation; some attempt to cite sources.
<b>0-29%</b> <b>Fail</b>	Inadequate work. Little or no understanding of the subject; insufficient evidence that the candidate has adequately benefited from the course under assessment. Poorly organised or confused argument; little or no evidence of analysis, planning or presentation skills; sources inadequately cited.

## Marking criteria

The department has standard marking criteria, the 'rubric', consisting of 8 separate areas. The marker uses these criteria (listed below) to inform the mark they award. You can use these criteria to prepare your assignments. When your coursework assignment is marked you will also be able to refer to the completed rubric in Moodle to understand where you did well and where you can improve for next time.

**Addresses the question:** The relevance of content in addressing the question (e.g. discuss, compare and contrast).

**Use of research and examples:** The use of material, including course readings, research findings or other forms of evidence.

**Analysis and development of argument:** The construction of a coherent and convincing argument for holding a particular view.

**Depth of knowledge and critical understanding:** Depth of knowledge of relevant literature and ability to use complex concepts and ideas.

**Originality:** Provision of new insights or original ideas based on independent thought or creative thinking.

**Structure:** A logical arrangement of the work into sections (introduction, main points, conclusion) with appropriate paragraphs, linking, signposting and word count.

**Presentation:** Putting across ideas clearly, succinctly and without grammatical and spelling errors.

**Referencing and bibliography:** Acknowledgement of sources using appropriate citation conventions e.g. Harvard Business standards.

Some assignments or modules may have different criteria for marking and therefore a different rubric. Please refer to the module outline in the Moodle shell to confirm which criteria your assignment will be marked against.

## Assessment type

### Coursework

#### Presentation

All coursework should be free of spelling, typographical and other technical errors. These can be avoided by using an appropriate spell-checking programme and by proofreading the final draft closely. Headings and captions in diagrams and tables must be self-explanatory. All diagrams and tables must have their sources clearly cited at the foot of the diagram or table.

#### Word limits

Students are advised to keep to the word limits given for each assignment, as going over or under the word limit (normally more than 10%) may be seen as failure to meet the 'structure' criteria (see above). Students may also lose marks for not adhering to the word limit. Please note that the cover or title page, table or figures, references or any appendices do not count toward the word limit. Check with your module convenor if you are not sure.

#### Referencing

References are scholarly acknowledgements of work referred to or quoted. Failure to reference works used or quoted is plagiarism. To avoid this it is vital that you familiarise yourself with referencing conventions. Proper citation of sources is also an essential part of academic work. Further information can be found in the [study support guides](#). The preferred method of referencing is the Harvard system – for full details see [Harvard Business School Citation Guide](#)

#### Deadlines

Coursework deadlines will be in the module outline on Moodle. Students should leave plenty of time to upload and do so from a stable source, not a tablet or a phone. Students can submit until

the absolute cut off deadline, which is two weeks after the deadline. Assignments submitted in this period will be marked but capped at the pass mark (unless you have had a mitigating circumstances claim accepted). Assignments cannot be uploaded after the absolute cut off deadline– if you miss the absolute cut off deadline you will receive a mark of 0 and will have used an attempt.

### **Submission**

Students must submit coursework electronically via Moodle in the relevant module shell. It is the student's responsibility to check their submission has uploaded. Students whose submission does not upload properly risk receiving a mark of 0.

## **Presentations and group work**

### **Working in a group**

Effective group work depends on all group members playing a role and taking collective responsibility for the tasks to be undertaken.

Dealing with conflict and tensions within the group is an important part of the learning process and group members should maintain open lines of communication and make every effort to resolve any difficulties that emerge within the group. Where problems persist, students should report these to their tutor as early as possible.

### **Assessment of group work**

The assessment of group work will take into account the following five criteria:

- Structure: evidence of planning / preparedness; introduction, main points and conclusion; clear, logical sequence of ideas
- Content: appropriateness of subject matter; sources of information used; description vs analysis
- Communication skills: delivery; timing; interaction with audience; response to questions
- Resources: appropriate use of presentation aids; list of references
- Group dynamics: evidence of effective team-working

Group work is normally assessed and awarded a mark by academic staff, and in a majority of cases, this mark will apply equally to all group members. However, where varying contribution levels are reported among group members, via the group peer assessment form, and substantiated with documentary evidence, the module convenor has the right to intervene and decide how marks are allocated.

### **Submission**

A written summary of an individual presentation (typically the slides) must be uploaded to the designated portal on Moodle. The lecturer attending the presentation should add the feedback provided in the session.

In the case of group presentations, unless otherwise directed by the module convenor, it is the responsibility of all members of the group to make sure that the presentations are submitted on Moodle before the submission deadline.

## **Online tests**

These are completed in the module's Moodle shell during the term. Each module will have its own rules for the number of attempts you can make, the time limits for making an attempt and the deadlines for doing so. Please refer to the Moodle shell to confirm the details. Where a module is assessed by an online test and a final assessment, you will be emailed your mark before the final assessment. However results are unconfirmed until they are released on your [My Birkbeck Profile](#) in the term after you finish the module. We will send you an email once you can access your results. However, some online tests may allow you to access a provisional mark immediately for feedback purposes.

## In-class tests

These are completed in class time and are in the same format as an exam; the paper will be unseen and you will complete the test under exam conditions. Where a module is assessed by an in-class test and a final assessment, you will be emailed your mark before the final assessment. However results are unconfirmed until they are released on your [My Birkbeck Profile](#) in the term after you finish the module. We will send you an email once you can access your results.

## Examinations

Exams take place at the end of the module in the exam week; see the [dates](#) section for details.

### Examination regulations

Students should read Birkbeck's [examination guide](#) before sitting examinations. Students should also read [appendix 1](#): conduct during examinations. This includes what you can and cannot take into an examination. Students can also read the [regulations](#) for taught programmes of study.

All mobile phones and any other devices capable of displaying or receiving data, including smart watches or any other wearable technology must be switched off before you enter the examination hall and deposited as instructed by the invigilator. If you are found with a communication device on your desk or about your person it will be treated as an assessment offence. It is also an offence to send or receive calls or messages during the examination, or allow ringtones or pre-set alarms to cause a disturbance.

Exam scripts are handwritten. It is the responsibility of the student to make their scripts legible. In case a script is illegible the examiners may refuse to mark the script and award a mark of 0 (or only mark the legible part of the script). In some cases a student may be asked to have the answers typed/transcribed at their expense using exactly the same line breaks as in the written version under exam conditions

### Sitting examinations outside of Birkbeck

If you live within a 100 mile (161 km) radius of London, you will be expected to attend your examinations at Birkbeck. If you have had to return to your home country because of the requirements of your Tier 4 visa, you can apply to [sit an exam overseas](#).

## Research projects

Several BSc/BA programmes require that students undertake a research project. The research project is a piece of independent research supervised by a member of staff, in an area that is of interest to the student.

Students are expected to complete a dissertation on a topic that is related to their programme of study.

To undertake the research project you should be registered on the Research Project: Management module from the beginning of the academic year. Students will not be permitted to join the research project module after the end of week 3 of the autumn term.

Further information can be found in the research project handbook in the Research Project: Management Moodle shell.

## Results and feedback

### Mid-term assessments

Most modules have an assessment in the middle of the module and a final assessment at the end. To help you prepare for the final assessment we provide feedback on the mid-term assessment within three weeks of the deadline and before the final assessment. You will receive your provisional mark, a feedback comment and a completed rubric (where appropriate).

### Examinations

Exam marks are released on your [My Birkbeck Profile](#) in the middle of the term after you finish the module. We will send you an email once you can access your results.

In addition to your mark, you should also refer to the exam feedback form posted in the Moodle shell once results are released. This is a summary of students' performance and includes a breakdown of the questions attempted, overall minimum / maximum / average marks, and suggested approaches and comment on the attempts made. This is intended to support your future approach to exams.

### Confirmation of module results

Results for final assessments, confirmed mid-term assessments and the overall module mark will be released on your [My Birkbeck Profile](#) in the term after you finish the module. We will send you an email once you can access your results.

All marks (including coursework marks given to students as part of the feedback process) are provisional until they have been ratified at the exam board. Any marks that are not available to the examiners because of late submission may not be considered until the following term. The department is not able to disclose overall module marks until they have been officially released to students on their My Birkbeck Profile.

Students who are registered as having any debt with the College will not receive their results until the debt has been cleared and all library books returned.

### Appealing against decisions of the board of examiners

The policy and process for appealing against a decision of a board of examiners are here: <http://www.bbk.ac.uk/registry/policies/documents/appeals-policy-and-procedure-taught.pdf>

Any formal appeal must be made within six weeks of the official notification of results. This means within six weeks of the marks or award being published on your [My Birkbeck Profile](#).

To make an appeal, students submit a formal appeal by sending a completed and signed [appeals form](#) to [studentappeals@bbk.ac.uk](mailto:studentappeals@bbk.ac.uk), together with any relevant evidence.

You cannot appeal the academic judgements of the markers/examiners. Academic judgement is the considered view of a subject specialist on your academic performance.

### Passing a module

The pass mark for undergraduate modules is 40%. Students are allowed three attempts to pass a module. Most modules have two elements of assessment. Although you do not need to pass each element of assessment, you do need to obtain an overall pass mark of 40% in each module, unless a [compensated fail](#) is applied.

## Failing a module

Students are allowed a maximum of three attempts to pass a module. Students who fail a module after the second attempt must retake a module. Students who fail after the third attempt will have their studies terminated but may be eligible for an [exit award](#).

If a student is enrolled on a module but does not submit assessments or attend exams, they will be deemed to have failed the module and to have used up one attempt. A result of 0 will be recorded for that module.

## Resitting a module

This means taking a failed element of assessment again – either resitting an exam and/or resubmitting a piece of coursework without the need to re-attend classes.

### Capping

All re-assessments are capped at the pass mark (40%) except in cases where mitigating circumstances have been accepted.

Only the assessment element being reassessed is capped, i.e. the overall module mark is not capped unless the module is assessed 100% exam/coursework.

If a module contains more than one element of assessment and the student fails both assessments (e.g. exam and coursework), the student will be required to take the higher weighted element of assessment (usually the exam). This element will then be weighted at 100% and capped at the pass mark.

Reassessments are decided on the following basis:

	Coursework / Mid-term test assessment	Exam	Overall module result	Re-assessment decision
1	Fail	Fail	Fail	Resit the exam Exam is weighted 100% and capped at 40
2	No submission	No submission	Fail	Resit the exam Exam is weighted 100% and capped at 40
3	Pass	Fail	Fail	Resit the exam. Exam is usual weighting and capped at 40
4	Fail	Pass	Fail	Resubmit the coursework/mid-term assessment Coursework/mid-term assessment is usual weighting and capped at 40
5	No submission / Fail	Pass	Pass	No resubmission of coursework/mid-term test is required as module has been passed.

### Exam resits

These take place at the end of the following term. Dates are at the [start](#) of this handbook.

If a student defers the resit to the following academic year they will usually sit it at the same time as students taking the module for the first time i.e. in week 11 of term.

Where a student is resitting an assessment for the second time, and both the syllabi and examination format have changed the department has the right to stipulate which syllabus and examination format the student must take. The onus is on the student to confirm with their module tutor/ programme administrator, which syllabus they will be examined on and what form the examination will take.

### **Coursework resubmission**

Students who are eligible to resubmit coursework will be provided with a new question; students cannot resubmit the same piece of coursework with improvements. If students do this they will run the risk of being penalised for self-plagiarism. Resubmission questions will be released after the exam board of the relevant term and the coursework should be submitted by the resubmission [deadline](#).

### **Retaking a module**

This means attending lectures and completing all assessments again, even if some elements of assessment have already been passed. Retakes are not capped.

Retaking a module may impact on when students can graduate.

If a student chooses to retake a module in the following academic year rather than resitting the assessments an additional modular fee may be incurred.

### **Compensated fail**

A compensated fail is offered when a student has exhausted three attempts at a module and has an overall module mark between 30% and 39%. A compensated fail cannot be awarded for a core module.

A student may be able to include up to 60 credits as compensated fails for BSc/BA degrees or 30 credits for foundation degrees. No more than 30 credits at any one level may be compensated.

A student may request a compensated fail after one attempt. Once a compensated fail has been accepted it cannot be retrospectively removed.

### **Assessment offences**

Further details on assessment offences can be found in the College [assessment offences policy](#).

### **Plagiarism**

Plagiarism is defined as “the presentation of another person's thoughts or words or artefacts or other output in such a way that they could be assumed to be your own.”

Plagiarism can take a variety of forms and can include any of the following:

- copying a whole or substantial parts of a paper from a source text (e.g. web site, journal article, book or encyclopaedia), 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;
- submitting work that was previously submitted for another assignment at Birkbeck or another institution. Only some pieces of assessment that are explicitly related to one another in a module's assessment guidelines can include some degree of overlap (e.g. research proposal and dissertation).

Students can speak to a [learning co-ordinator](#) about how to avoid plagiarism.



## Collusion

Collusion is defined as “producing a piece of work for formal assessment with the assistance of another person, or persons, when the assignment was to have been undertaken and completed by you working individually.”

This includes cases where two or more students submit work for assessment that is identical in its entirety or in substantial parts. It also includes cases where a student knowingly assists another student to plagiarise (for example by willingly giving them their own work to copy from).

## Examination offences

An examination offence is defined as “any action which could give you an unfair advantage over other students in an examination setting. Examples can include, but are not limited to:

- Taking unauthorised material into the examination room
- Removing examination scripts from the examination room
- Communicating with other candidates during the examination
- Copying work from other candidates during the examination
- Assuming a false identity in the examination room
- Adding or amending to examination scripts after the official end of the examination

Students can also read [appendix 1](#): conduct during examinations.



# Changes to your study plan

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You may find you cannot continue with your intended study plan because of changes in your circumstances. There are several options to help you continue your studies.

## Break in studies

If you want or need to, you can suspend your studies for up to two years. This can be either for a period of two years or two non-consecutive one year periods. A break in studies request will usually only be approved for a period of one calendar year.

**Requests to take a break in studies should be made by the end of the preceding term.**

For example, if a student requests a break in studies at the end of the autumn term they would be expected to return at the beginning of the spring term in the following academic year. The credit load cannot be increased when a student returns from a break in studies.

Students do not pay fees when on a break in studies. You will be charged termly fees for any term(s) you attend in the year you take the break. When you return you will be charged a programme fee prorated to the number of terms you are studying in that academic year at the rate of fees set for that year.

Students are not permitted to go on a break in studies in the first term of their first year; you would need to withdraw from your programme and re-apply when you are ready to start studying again.

If you would like to request a break in studies you can discuss your intention with your personal tutor and then submit a request through your [My Birkbeck Profile](#)

- Login to your [My Birkbeck Profile](#)
- Once logged in, under 'My studies and timetable' click on 'Request a change to study status'
- Click on the 'break in studies (interruption)' tab
- Fill in the requested details on the form and click on 'submit request'
- You will receive a notification that your request has been submitted
- Once the request has been considered and a decision made you will be notified of the outcome by email. Please be aware that this will not happen immediately as several departments will need to review and process the request. A normal time frame is four weeks.

## Mitigating circumstances

The College policy on mitigating circumstances can be found [here](#). This includes the appendix 'Guidance on Grounds for Mitigating Circumstances' which gives further information and examples of what will usually be accepted or rejected.

Mitigating circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt a student's 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.

Submitting a claim for mitigating circumstances should be exceptional: students should strive to meet all deadlines set for assessed work in order to avoid falling behind in their studies.

A mitigating circumstances claim can be submitted if valid detrimental circumstances result in:

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

**Mitigating circumstances claims must be received within fourteen days of an examination, test and within fourteen days of a coursework submission deadline.**

Mitigating circumstances submitted for resubmissions and resits which take place in August or September may cause the date of your graduation to be delayed.

Claims will not be considered unless they are accompanied by independent documentary evidence. Documentation must be presented on the official headed paper of the issuing body, and should normally include the dates of the period in which the circumstances applied.

Claims must be submitted using the specified mitigating circumstances claim form downloadable through the [department website](#).

Individual marks will almost never be changed in the light of mitigating circumstances. Assessment is designed to test students' achievement rather than potential. It is not normally possible to gauge what you would have achieved had mitigating circumstances not arisen. Where mitigating circumstances are accepted the normal response will be to offer you another opportunity for assessment without penalty, at the next available opportunity.

## **Deferring a module**

If a student wants to defer a module until the following academic year they can do so at any point **up to the end of the second week of term**. If a student wishes to defer after week two they can only do so before the first assessment deadline on the module, or before the end of week six (whichever is earliest). Students must obtain approval from their programme director, who must send written confirmation of their approval to the relevant programme administrator who will then update the student's assessment record.

If a student defers a module to the following academic year and therefore extends their prescribed programme of academic study there will be a modular fee charged for taking the module(s). This may also delay when graduation is scheduled.

## **Deferring an assessment**

If a student has attended a module (not missed more than three sessions) **and** submitted the mid-term assessment (where applicable and unless mitigating circumstances have been accepted) but wants to defer the final assessment until the resit period or the following academic year they must get the approval of their programme director. This can be done **up to the end of week eight of the module**.

If deferral is approved a student will be allowed to defer the assessment to the next time the assessment on the module is offered and will be assessed without losing an attempt.

The department reserves the right to refuse repeated requests to defer assessments and may also require a student to retake a module instead.

Students cannot opt to defer a reassessment, but can submit a mitigating circumstances claim if they have a valid case.

## Changing an option module

Students who want to change their option module choice(s) must notify the administration team **by the end of week two**. If a student wishes to change outside this period then they must contact their programme administrator stating why they want to change.

The decision to allow a student to withdraw from a module after week two and enrol onto another option module is subject to the approval of the Undergraduate Director, in consultation with the module convenor. It is very unlikely that permission will be given to join a module after week 3.

If a student is allowed to withdraw from an option module and take another option, the new module will be considered a first attempt. If a student fails an option module and doesn't wish to resit or retake it, they may select another option module, however this will be considered as the second (or third) attempt and if the student's studies go into an additional year, a pro-rata fee would be applied. This may also delay when graduation is scheduled.

Students are not allowed to withdraw from an option module once they have passed the module.

## Withdrawing from your programme

Please contact your programme administrator or your personal tutor if you are considering withdrawing or experiencing difficulties with your studies.

To withdraw, students submit the request through their [My Birkbeck Profile](#).

Students who have stopped attending lectures for three weeks or more and who do not respond to follow-up emails or phone calls will be withdrawn at the relevant termly examination board.

Students on a tier 4 visa must inform the department they are withdrawing from their programme. The College is required to monitor and confirm to the UK visas and immigration department the attendance and study status for Tier 4 students.

Students who withdraw from their programme may be eligible for an [exit award](#).

# Finishing your studies

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## BA/BSc programmes (with honours)

To be awarded an honours degree you must fulfil these programme requirements:

- Complete the minimum period of study prescribed for the degree.
- Meet the approved programme specifications including passing all core modules.
- Accumulate at least 360 credits
- Accumulate no more than 120 credits at Level 4.
- Accumulate at least 120 credits at Level 6.
- Accumulate no more than 60 credits as a compensated fail, with no more than 30 credits of compensated fail at any level.

It is the student's responsibility to ensure that they have fulfilled the programme requirements in order to finalise.

BA/BSc degrees are awarded in four grades: first, upper second, lower second, and third. The grade is calculated on the weighted average of module marks. Level 4 module results do not contribute to the determination of the classification. The classification scheme for degrees is as follows:

<b>First</b>	70% or above for the average weighted module results
<b>Upper second</b>	60% or above for the average weighted module results
<b>Lower second</b>	50% or above for the average weighted module results
<b>Third</b>	40% or above for the average weighted module results

You can find information about how the weighted average is calculated in section 43 of the [regulations](#) for taught programmes of study.

There is also a spreadsheet called 'calculating your degree classification' in the finalists section of the [undergraduate student area](#) on Moodle. The spreadsheet has the relevant formulas already inputted to calculate the weighted average. You can therefore enter your modules marks to see your current degree classification. Although this will give you some guidance on your classification, the final degree classification is agreed through the assessment process based on academic judgement and the spreadsheet can only be used as a guide.

Once you have fulfilled the criteria for the degree you may not undertake further modules in order to improve your average result.

## Pass degrees

If you have accumulated 300 credits and passed all the prescribed core modules, but have not fulfilled the requirements for honours then you may be eligible for a pass degree.

## Exit awards from a BSc/BA degree

Where a student has not fulfilled the necessary programme requirements to complete a particular programme an exit award can be given. These will be made in two instances:

- if a student withdraws from the programme and has achieved enough credits for an exit award;
- if a student fails a module for the third time but has achieved enough credits for an exit award.

Qualification	Credits needed	Minimum credits at upper level	Maximum at lower level
Diploma of Higher Education	240	90 at level 5	120 at level 4
Certificate of Higher Education	120	90 at level 4	
Certificate of Continuing Education	60	60 at level 4	

Certificates of Higher Education and Diplomas of Higher Education may be awarded with a distinction, usually where the weighted average of the modules taken exceeds 70%. Full details on how an award of distinction is awarded are in the [regulations](#) for taught programmes of study.

## Foundation degrees

To be awarded a foundation degree you must fulfil these programme requirements:

- Meet the approved programme specifications including passing all core modules.
- Accumulate at least 240 credits, of which at least 210 credits will be at Level 4 or above and at least 90 credits will be at Level 5 or above
- Accumulate no more than 30 credits as a compensated fail.

It is the student's responsibility to ensure that they have fulfilled the programme requirements in order to finalise.

Foundation degrees are awarded in four grades: first, upper second, lower second, and third. The grade is calculated on the weighted average of module marks. Level 4 module results do not contribute to the determination of the classification. The classification scheme for degrees is as follows:

<b>Distinction</b>	70% or above for the average weighted module results
<b>Merit</b>	60% or above for the average weighted module results
<b>Pass</b>	40% or above for the average weighted module results

You can find information about how the weighted average is calculated in section 39 of the [regulations](#) for taught programmes of study.

The final degree classification is agreed through the assessment process based on academic judgement and the spreadsheet can only be used as a guide.

Once you have fulfilled the criteria for the foundation degree you may not undertake further modules in order to improve your average result.

## Exit awards from a foundation degree

Certificates of higher education and certificates of continuing education may be awarded in the case where students do not complete the required number of credits but meet the requirement for these exit awards.

## Graduation

Graduation for undergraduate programmes takes place in November each year. Exact dates are confirmed closer to the time. Students completing their studies in 2018/19 will be invited to graduation in November 2019. Graduations are organised by the College's External Relations department who will email students with booking details around six weeks before their ceremony. There is more information online on the graduation section of the [website](#).

## Prizes

The department awards a number of prizes to graduating students.

**Best overall degree mark:** two prizes based on subject areas:

**Accounting:** BSc Accounting; BSc Accounting with Finance; BSc Accounting and Management with Finance; BA Accounting and Management

**Business/Management/Marketing:** BSc Business; BA Management; BSc Marketing

## Best research project mark

**Best module mark** quantitative module; qualitative module

**IMC Scholarship** Two students on either BSc Accounting with Finance or BSc Accounting and Management with Finance will be recommended to receive an [IMC scholarship](#)

# Fees

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## Fee status

Students are charged a programme fee payable on either a monthly, termly or annual basis. Student fees are decided by individual student status: the status categories are set out below. More detailed information on fees can be found on the fees page of the [website](#).

## Enrolled students

All enrolled students attending a full year will be charged the applicable annual programme fee.

## Retaking modules

Where students need to retake modules, i.e. re-attend classes, and it is after the completion of the rest of their programme, a modular fee will be charged.

## Assessment only – resits or deferrals

Where a student is not attending classes but has access to College facilities (e.g. library) and is registered for one or more assessments, there is no fee.

## Attending part-year

Where a student has permission to enrol for the programme year, but is taking a reduced study load, the fee may be pro-rated to the credits being taken.

## International students

The College is required to monitor and confirm to the UK visas and immigration department the attendance for international students with Tier 4 visas. Students who have an assessment only or unsupervised dissertation status will be assumed to be not attending. The College cannot sponsor any students with these statuses for Tier 4 visas.

Questions about fees for your course? Contact the [Student Advice Service](#) at [www.bbk.ac.uk/ask](http://www.bbk.ac.uk/ask)  
Questions relating to payment of your fees? Contact the [Income Office](#) at [fees.bei@bbk.ac.uk](mailto:fees.bei@bbk.ac.uk)

## Additional study costs

You might be required to purchase textbooks, although many texts and readings are made available in the library or electronically on Moodle. As a general rule, students can expect to buy one textbook per 15 credit module. This will vary from module to module and will depend on a student's research and academic needs.

# International students

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## Support

Within the School of Business, Economics and Informatics, Andrea Williams is responsible for international students, for any queries or support you can contact her on [a.williams@bbk.ac.uk](mailto:a.williams@bbk.ac.uk) / 020 3073 8048.

At College level the [International Office](#) can provide support and advice for students studying from overseas.

## Tier 4 visas

Birkbeck are required to monitor and report to the UK visas and immigration department on student attendance, change of circumstance and withdrawal for all students on tier 4 visas.

Students on this visa **must** therefore notify their programme administrator of their intention to:

- withdraw from a programme
- transfer to another programme
- change their period of study
- return to their country of origin (either temporarily or permanently)
- take a holiday
- conduct research in another country

### **Failure to comply could lead to your visa being revoked.**

Students on tier 4 visas who have absences of more than two weeks need to submit an authorised absence request with supporting evidence that needs to be approved by the programme director. The College is obliged to report unauthorised absences to the UK visas and immigration department and could withdraw sponsorship of the student's visa. See also the [attendance section](#) of the handbook.



# Student services and support

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## Department services and support

### Personal tutors

The department operates a mentoring system and encourages students to seek advice from their personal tutors. Your personal tutor is there to advise and support you with all sorts of problems. You'll be able to talk to your tutor about things like:

- modules and your course of study
- difficulties meeting deadlines
- exam revision and study concerns
- timetabling difficulties
- problems outside of Birkbeck that may have an effect on your studies

To find out who your personal tutor is, log in to your [My Birkbeck profile](#) and under 'my studies and timetable' / 'studies' / 'my personal tutors' you can see the name of your personal tutor.

### Study skills workshops

During the first weeks of the autumn term there are study skills workshops for new students. The purpose is to provide students with the general skills required for successful undergraduate study.

The Success in Academic Writing workshops cover the topics including:

- Reading and research skills
- Essay writing
- Referencing and plagiarism
- Critical thinking and writing
- Personal/professional development planning: presentation skills, time management, team work, and how to cope with cultural differences etc.

The Success in Numerical Skills workshops help students brush up on the mathematics that they learned at school but might have forgotten. The ideas are all essential to understanding the mathematics covered in modules like Microeconomics for Business, Macroeconomics for Business, Quantitative Methods and accounting modules.

Information about the time and location of the workshops will appear on new students' timetable on their [My Birkbeck profile](#).

## Learning Coordinators

Our Learning Coordinators support students in their studies. They work closely with module convenors to ensure that support structures are in place and to ensure that students have every opportunity to be successful in their studies. Students can also contact them directly to get individual support.

Richard Carabine; [r.carabine@bbk.ac.uk](mailto:r.carabine@bbk.ac.uk); 020 7631 6464; 715a Malet Street

Richard offers advice, one-to-ones and workshops on:

- Returning to study
- Note taking
- Critical thinking and reading skills
- Essay writing
- Referencing
- Giving presentations
- Taking part in seminars
- Managing time and workloads
- Avoiding plagiarism
- Writing a dissertation
- Coping with exams
- Motivation

Eva Szatmari; [e.szatmari@bbk.ac.uk](mailto:e.szatmari@bbk.ac.uk); 020 7631 6254; 707 Malet Street

Eva offers advice, one-to-ones and workshops on:

- Maths
- Statistics

Andrew Silverman; [business-englishsupport@bbk.ac.uk](mailto:business-englishsupport@bbk.ac.uk)

Andrew offers advice and one-to-ones on:

- English language support

## Online support

[School of BEI Study Skills](#)

[School of BEI Study Skills in Mathematics](#)

[School of BEI Study Skills Sessions](#)

[College Study Skills Sessions](#)

## Disability and dyslexia

### Study support plans

We will receive a copy of your study support plan from the Disability and Dyslexia Service. This will make specific recommendations about the support you should receive from the department. Support will be arranged by the programme director, tutors and administration team.

### Examinations

Students with disabilities and dyslexia may be eligible for special arrangements for examinations. To receive special arrangements a student must provide medical evidence of their disability or dyslexic to the [Disability Office](#) when they enrol.

### Tests

For in-class tests the department will contact students who are eligible for special arrangements to notify them of the details before the test.

### Contact

If you have any questions or want to discuss the support you can receive, you can contact the Department of Management disability lead, Dr Rebecca Gumbrell-McCormick. She can be contacted on 020 7631 6777 or [r.gumbrell-mccormick@bbk.ac.uk](mailto:r.gumbrell-mccormick@bbk.ac.uk)

## School services and support

### Business Engagement

The School of Business, Economics and Informatics has a Business Engagement team who deliver a range of activities to support students in their career aspirations.

#### Keeping in touch

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

- Twitter: @BirkbeckBEI
- Facebook, Google+ and LinkedIn: search 'BirkbeckBEI'

Visit the business engagement [website](#) for more resources and information.

## **College services and support**

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

### **Birkbeck talent**

<http://www.bbk.ac.uk/student-services/birkbeck-talent-service/>

### **Careers and employability**

<http://www.bbk.ac.uk/student-services/careers-service/>

### **Childcare**

<http://www.bbk.ac.uk/student-services/childcare-services>

### **Counselling**

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

### **Disability and dyslexia**

<http://www.bbk.ac.uk/student-services/disability-service>

### **Fees**

<http://www.bbk.ac.uk/student-services/fee-payment>

### **IT services**

[http://www.bbk.ac.uk/its/helpdesk\\_team](http://www.bbk.ac.uk/its/helpdesk_team)

### **Learning development**

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

### **Library**

<http://www.bbk.ac.uk/lib/>

The Management subject librarian is Aidan Smith [am.smith@bbk.ac.uk](mailto:am.smith@bbk.ac.uk)

### **Mental health advisory service**

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

### **Student accommodation**

<http://www.bbk.ac.uk/student-services/accommodation>

### **Student advice centre**

<http://www.bbk.ac.uk/student-services/student-advice-service>

### **Students' union**

<http://www.birkbeckunion.org/>

# Your student experience

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## Department feedback

### Feedback from us to you

Feedback can take many forms, including the following:

- Written or oral guidance on what is required for each element of coursework, including the criteria by which assessments will be marked;
- Assessment question and answer forum during class sessions;
- Dedicated “assessment feedback drop-in sessions” during staff availability hours preceding assignment submissions and after results have been returned to you. You can discuss any concerns or issues relating to assessment during these sessions;
- Class discussion on the aggregate strengths, weaknesses and improvement areas for each completed coursework;
- Summary aggregate comments on students’ examination performance for each module, including answer guide, class average mark, range of marks and characteristics of good and poor answers to each question. These comments will be placed on Moodle after exam boards.
- Formal feedback within 3 weeks of the coursework submission date, i.e. before the exam week.

Students should also read [appendix 2](#): using feedback to improve your work.

The College policy on feedback is available at

<http://www.bbk.ac.uk/registry/policies/documents/feedback-on-assessment.pdf>

### Feedback from you to us

You will have a number of opportunities to give us feedback about your study. Please take the time to complete the following individual module surveys when sent to you to allow us to evaluate and improve our teaching, learning and feedback practices:

- Week 3 feedback forms: forms will be circulated in the third week of the module for you to provide feedback to the lecturer/tutor while the module is still being taught;
- End of term module evaluation forms: forms will be circulated in the final lecture of each module for you to provide feedback about your experience on the module. You can view the summary of these on the Postgraduate student area on [Moodle](#).

## Student conduct

Students are expected to take responsibility for their own studies and to seek help from academic and administrative staff where necessary.

At all times, students are expected to communicate with Birkbeck staff in a polite and respectful manner. Any abusive, threatening or aggressive behaviour may result in disciplinary proceedings against the student.

Birkbeck’s policy regarding student conduct and disciplinary proceedings can be found at

<http://www.bbk.ac.uk/registry/policies/documents/student-discipline-policy.pdf>

## The department’s expectation of students

What we expect from you:

- That you submit assignments in the form and format required, in the manner requested, and by the times indicated. Failure to do this can hold up the marking process;
- That you collect, read and act on any written feedback, and attend any lectures or seminars where general feedback is provided.

## College feedback - working together to improve your student experience

### Birkbeck student surveys and feedback

We listen to what our students have to say by asking them to participate in one of four surveys:

- the [National Student Survey \(NSS\)](#)
- the [Birkbeck Student Survey](#)
- the [Postgraduate Taught Experience Survey \(PTES\)](#)
- the [Postgraduate Research Experience Survey \(PRES\)](#).

### You said, we did

#### [You said: You wanted the College to offer more academic support](#)

- We are giving more detailed guidance about plagiarism for students doing essays and dissertations.
- We have provided an extra learning support co-ordinator especially dedicated to mathematics and statistics support.
- We are increasing contact with students through social events attended by programme directors.
- The role of personal tutors has been strengthened in student academic support.
- We have improved the information on our student service pages to provide you with academic support information and contact details.

#### [You said: Good-quality assessment, and speedy and useful feedback is important to you](#)

- There has been continued improvement of the departmental rubric for assessing coursework.
- There has been continuing provision of generic examination feedback, available to students via Moodle.
- There has been a continuing commitment to the timely return of coursework feedback before the examinations.
- We have improved the information on the My Birkbeck pages to better provide you with better information regarding assessment and feedback.

#### [You said: The College could offer better services to support your experience](#)

- Extensive use has been made of Panopto and Collaborate to record lectures so students can either revisit sessions or catch up if they have missed a lecture
- An extended module questionnaire has been introduced to gather more detailed information regarding assessment, feedback and academic support at the individual module level. Completed forms will be reviewed by the Directors of Studies and the Head of Department to identify where there is a need for improvement and/or where there is best practice which can be disseminated.
- More resources are being put on Moodle including full lecture notes for all modules.

# Appendices

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## Appendix 1: Conduct during examinations

It is the responsibility of the student to know the date, time and place of each of the examinations to be taken.

### Admission to the examination

You must bring your Examination Admission Notice to each examination, together with your Birkbeck photo ID card. These must be shown to gain admission to the examination hall.

You will be admitted to the examination room by an invigilator shortly before an examination is due to start. Once admitted to the room examination conditions apply so **no talking is permitted**.

Students who arrive late may be admitted to an examination during the first thirty minutes of an examination. No additional time will be given.

### Conduct during the examination

You must sit at the desk bearing your candidate number. Place your Examination Admission Notice with the candidate number showing and your ID card with the photography clearly displayed on your desk for the duration of the examination.

Students must bring their own pens, pencils, rulers and any other required equipment to each examination. **Additional items may only be used if issued by an invigilator or where it is specifically allowed in the examination paper rubric.**

Talking or communicating in any other way with other students in the examination room before, during or after an examination is forbidden. Failure to observe this requirement will be treated as a disciplinary offence.

If a student wishes to speak to an invigilator s/he should raise a hand and stay seated. The use of mobile phones or other electronic devices is not permitted. If a mobile telephone or other electronic device is found on a student during the course of an examination it will be regarded as a disciplinary offence.

The College operates a zero tolerance policy in relation to cheating in examinations. The possession of notes, documents or other unauthorised material and the writing of information on the body or clothing is an offence. If any student is discovered with such material or with information written on their body it will automatically be assumed that cheating has taken place.

Students are not permitted to leave the examination room **in the first thirty minutes or the last fifteen minutes of the examination.**

If you wish to leave the examination after the first 30 minutes, you must first notify the invigilator of your intention to leave and then wait until your paper has been collected before leaving your place. You should leave the hall quietly with minimum disturbance both inside and immediately outside the examination room.

Food and drink (other than clear bottles of water) are not permitted in the examination room.

You are strongly advised to bring only essential items to the examination, and to leave valuable personal belongings at home.

Trips outside the examination room to use the toilet are permitted at the discretion of the invigilators but will be accompanied and recorded on the attendance sheet against your name.

If you leave the examination room without the permission of an invigilator, it will be assumed that you have withdrawn from the examination and you will not be allowed to return.

Any student causing a disturbance in the examination room may be required to withdraw from the examination.

Immediately the invigilator announces the end of the examination you must stop writing. You must remain seated and silent until all scripts have been collected by the invigilators and you are told that you may leave. Please do so quietly and with consideration for students who may be taking examinations nearby.



## Appendix 2: Using feedback to improve your work

In addition to teaching, your tutors spend a considerable amount of time both giving advice about assessments in advance and marking and providing feedback on your work. Feedback is an important aspect of helping you improve your academic performance which helps you improve your marks. So how can you make best use of it?

### What format does feedback take?

Feedback takes a number of forms – try to take advantage of them all.

First of all, ‘feedback’ can happen before you submit your assessment – for example, when your tutor discusses the requirements of the assessment and explains what markers will be looking for. You should take note of these comments, and remember them when you are drafting your work. You can also use the written marking criteria as a form of checklist for your work before submission.

Tutors’ comments on plans for essays or reports or on drafts of work are also ‘feedback’ because they give you guidance on how to improve the quality of your submission.

### Your role in the feedback process

Attendance at classes is important, but much learning happens during private study when you have the space to think about your subject, and part of this time is spent preparing for assessments.

Submitting an assessment may seem like a ‘test’ but it is actually more of an exchange between you and the tutor – when you come to university you are beginning to develop skills relating to self-evaluation and self-supervision. These skills can take a while to develop. Feedback will provide you with an insight into the strengths and weaknesses in your work, which gives you guidance on which areas you need to improve.

However, although tutors can provide comments which can help you improve your work, without your active involvement in using the feedback you get effectively, nothing will happen. You will not learn much by just checking the mark at the end of an assignment – it will tell you if you have passed or failed, but the mark alone will not contribute to your learning. It is important that you understand why you received the mark you did, and feedback can help explain this. By reading feedback carefully you will gain a better idea of what is expected of you in your assessments, and, by acting on suggestions in the feedback, you will improve the quality of your work.