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University Charter, Statutes, Ordinances and Regulations

The Charter, Statutes and Ordinances proved the framework for the University's governance. These documents, together with the University's Regulations may be found on the University's website: http://www.essex.ac.uk/academic/docs/cal/cal_index.shtm.

Terminology

The University of Essex uses the term *course* to refer to the whole programme of study for a degree. Each course comprises a number of full-year and/or half-year *modules*. *Modules* are offered according to the National Qualification Framework at five levels: (4) First Year, (5) Second Year, (6) Third and Final Year, (7) Postgraduate and (8) Doctoral.

Abbreviations

DPA	Data Protection Act
IA	International Academy (an academic department)
GCC	Graduate Curriculum Committee (departmental)
GTA	Graduate Teaching Assistant
HoD	Head of Department
ISS	Information Systems Section
NSS	National Student Survey
SAM/T	Student Assessment of Modules, Student Assessment of Teaching
SENDA	Special Educational Needs and Disability Act
SSLO	Staff-Student Liaison Officer (departmental)
SSLC	Staff-Student Liaison Committee (departmental)
TLC	Teaching and Learning Committee
UCC	Undergraduate Curriculum Committee

Departmental Organisation

Departmental Staff

Staff Information

Information about all members of staff appears on the department website:

<http://www.essex.ac.uk/economics/staff>. Staff are responsible for the updating of their own staff pages including updating office hours via <https://www.essex.ac.uk/admin/staff>

Personal websites:

Individual members of staff are encouraged to create their own personal web pages, though this is not required. Information about how to construct private web pages is available online at <http://www.essex.ac.uk/wag/restricted/privatewww/>.

Contact Information: All full-time members of staff should inform the departmental administrator in advance of all absences from the University, together with contact information in the event of emergency.

Calendar

Dates of Terms:

Autumn term	5 October 2017 – 15 December 2017
Spring term	15 January 2018 – 23 March 2018
Summer term	23 April 2018 – 29 June 2018

University Calendar

The diary listing the dates and times of University meetings appears online at <http://www.essex.ac.uk/academic/docs/date/diary.shtm>.

Calendar of Department meetings:

Autumn Term:	Wednesday 22 November 2017 at 2.15pm
Spring Term:	Wednesday 21 February 2018 at 2.15pm
Summer Term:	Wednesday 25 May 2018 at 2.15pm

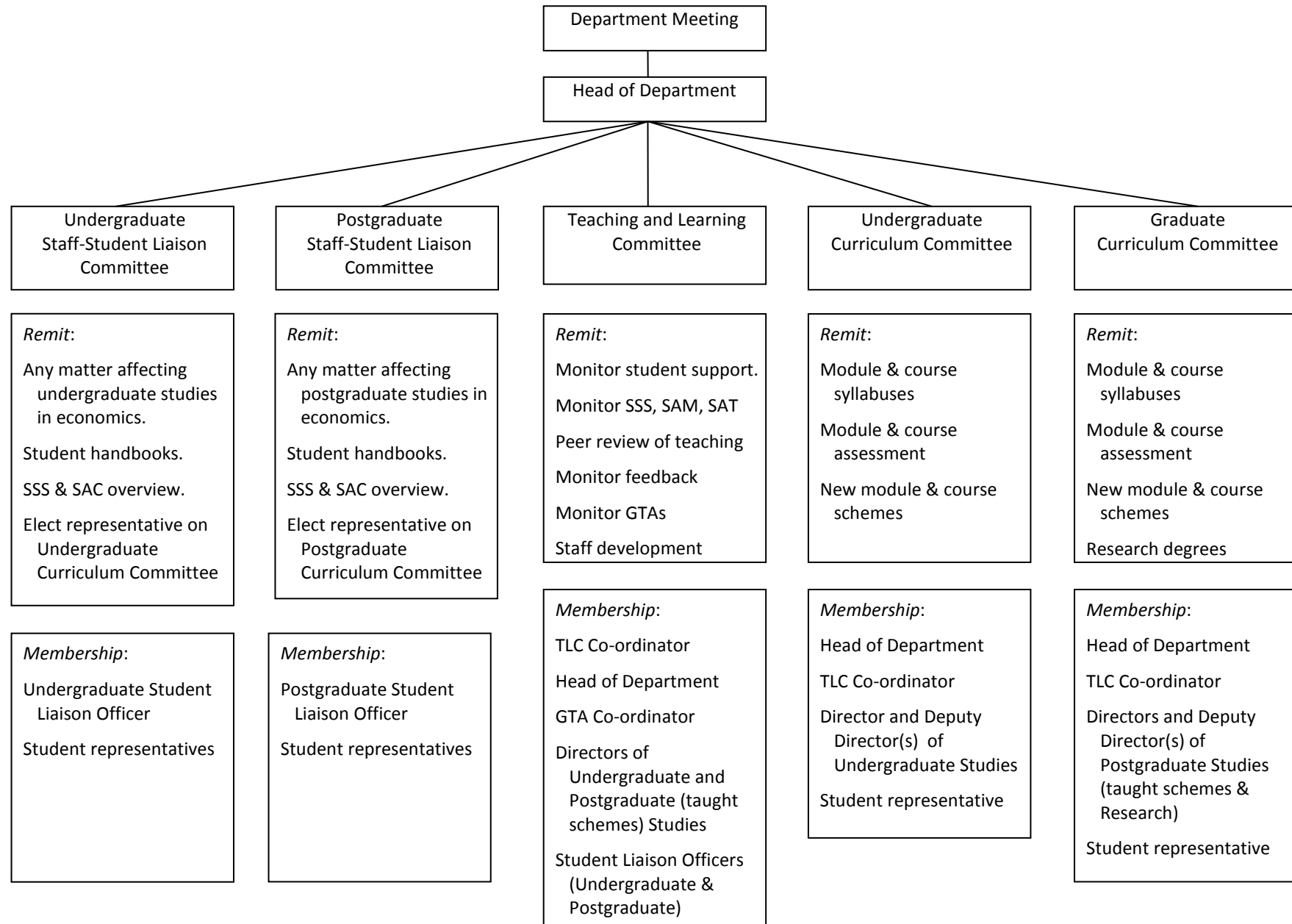
Departmental Committees and Management Structure

Departmental Management Structure

The Head of Department (HoD) has general responsibility for managing the Department and, as such, is formally answerable to all the decision-making bodies of the University for the operation of the Department.

The HoD is supported by several committees, in particular the Staff-Student Liaison Committees, the Teaching and Learning Committee, the Undergraduate Curriculum Committee and the Graduate Curriculum Committee. All these committees act in an advisory capacity (they are not formal decision making bodies of the University) and make recommendations to the HoD, who in turn reports to Department meetings. The management structure is outlined on the following page.

Handbook for Teaching Staff 2017-18



Administrative Duties of Economics Staff

Head of Department (HoD)

The Head of Department has general responsibility for managing the Department of Economics. (See university ordinance 9 for the duties of Heads of Department). The ordinances appear in the University Calendar, which is available online at the University website:

<http://www.essex.ac.uk/academic/docs/cal/ordinances.shtm>.

Director of Education

The duties of the Director of Education include:

1. Supporting the Head of Department to develop the Departmental Strategic Plan in relation to undergraduate and taught postgraduate provision, and ensuring the effective implementation of the strategic objectives for education set out in this Plan.
2. Promoting and co-ordinating the on-going development and review of the department's undergraduate and taught postgraduate portfolio of courses to ensure that these remain current and valid in light of developments in the discipline(s) offered by the department.
3. Liaising with the Departmental Employability Director to ensure that appropriate opportunities are in place within the curriculum to allow students to develop the skills and qualities required to gain graduate employment and/or to undertake further study.
4. Ensuring that the department's taught undergraduate and postgraduate educational provision is effectively organised and delivered.

Directorate of Research Students

The directorate comprises the Graduate Director and Deputy Graduate Director for Research Students. The duties of the directorate are summarized as follows. A detailed description of duties for each role for 2017/18 is available from the Department Manager (Claire Cox / Carol Macaskill) or Graduate Administrator (Lorna Woollcott).

1. Monitoring the supervision and progress of students registered for the degrees of MRes, MPhil and PhD.
2. Allocation of students to supervisors and the chairs of supervisory panels.
3. Advising the relevant supervisor on the nomination of examiners for research, i.e. MPhil and PhD, students.
4. Recruitment, selection, and admission of research students.
5. Coordination of research student funding, scholarships, and Graduate Teaching Assistantships.
6. Membership and chairing of the Research Students' Progress Board (RSPB).
7. Advising the HoD on matters of policy and its implementation with respect to research students. This includes membership of relevant department, university, or inter-university committees or boards and undertaking any other tasks relating to PGR student matters as assigned by the HoD.

Director of Graduate Studies (taught schemes)

The duties of the director of graduate studies (taught schemes) include:

1. Monitoring the progress and assessment of students registered for MRes, MSc and the Diploma.
2. Recruitment of MSc and Diploma students.
3. Allocation of MSc students to dissertation supervisors.
4. Advising the HoD on matters of policy and its implementation with respect to MRes, MSc and Diploma students.

Director of Undergraduate Studies

The duties of the director of undergraduate studies include:

1. Overall responsibility for undergraduate economics modules and courses, except where assigned to the deputy director of undergraduate studies (2nd and final year) and the director of first year studies.
2. Monitoring the progress and assessment of students enrolled for undergraduate economics modules.
3. Advising the HoD on matters of policy and its implementation with respect to undergraduate economics modules and courses.

Staff-Student Liaison Officer

The duties of the undergraduate student liaison officer include:

1. Overall responsibility for the Department's contribution to student support services offered to economics students.
2. Liaison with the University's student support services, in particular 'Student Support'.
3. Chairing the Staff Student Liaison Committee and being responsible for elections to the committee.

Study Abroad co-ordinator

The duties of the Study Abroad co-ordinator include:

1. Advising Study Abroad students about the appropriate choice of modules and approving module selection.
2. Liaison with students during their studies abroad
3. Monitoring the suitability and effectiveness of partner institutions (placement providers) with regard to economic studies.
4. Liaison with the University's Study Abroad office.
5. Recruitment and selection of Essex students who seek to undertake studies abroad in the context of the Erasmus and all other economics exchange programmes, e.g. BA Economics (International Exchange).

Director of Undergraduate Projects

The duties of the director of undergraduate projects include:

1. Preparing and updating the list of approved project titles.
2. Approving new (unlisted) project titles, and amendments to existing titles, proposed by students.
3. Allocating students to supervisors in accordance with overall supervisory duties for members of staff prescribed by the HoD, and approving changes to the allocation.

GTA Co-ordinator

The duties of the GTA Co-ordinator include:

1. Interview and selection of GTAs.
2. Allocation of GTAs to modules.
3. Arranging the Departmental Induction of GTAs.
4. Monitoring of compulsory training to be taken by GTAs.
5. Assessment of GTA teaching reports supplied by Senior GTAs/Module supervisors.
6. Exit interviews at the end of the academic year for each GTA.

Disability Liaison Officer

The duties of the disability liaison officer include:

1. Providing advice about the University's specialist support services for students with disabilities or who perceive that they have specific learning needs.
2. Liaison with the University's Disability Team (Disability Co-ordinator and Learning Support Co-ordinator).

Employability Development Director

The duties of the Employability Development Director include:

1. To align with the strategic objectives of the University Employability Strategy, the departmental strategy and the E&CC.
2. To support the Head of Department in implementing the University Employability Strategy by leading on the development of employability within the department.
3. As part of the annual planning and annual review of courses processes, to support the HoD in monitoring, evaluating and reporting on key employability initiatives and Destination of Leavers from Higher Education (DLHE) targets.
4. To align employability developments with wider policy and initiatives within the University including excellence in education and excellence in research.
5. To work closely with the Deputy Dean (Education), the staff of the E&CC and the institutional Director of Employability to further the employability agenda in the department.
6. To support and encourage departmental colleagues in engaging with student employability.
7. To ensure effective consideration within the department of DLHE and that appropriate action is taken in response to these results
8. To coordinate employability activities with the wider pastoral support offered by the department, and to adhere to the legal requirements of equality and diversity legislation/relevant QAA guidelines on issues relating to employability.

Department Manager

The duties of the Department Manager include:

1. Providing administrative support for the HoD.
2. Supervising the duties of the administrative staff of the Department.
3. Preparation and review of the economics teaching timetable.
4. Administration of final examinations in economics.
5. Supervise the allocation of office space, and arranging room moves as needed.

Senior Graduate Administrator

The duties of the Senior Graduate administrator include:

1. Providing information and guidance to MRES, MSc and Diploma students and applicants.
2. Providing administrative support for the Directors of graduate studies (research and taught).
3. Administration relating to the recruitment and admission of postgraduate students.
4. Administration relating to the recruitment and allocation of GTAs.
5. Preparation of the Graduate Student Handbook in association with the Directors of Graduate Studies.
6. Preparation of GTA contracts.
7. Administration relating to the September Maths and Stats course.
8. Administration relating to Welcome week.
9. Updating the Departmental Website and working paper series.

Graduate Administrator

The duties of the Graduate Administrator include:

1. Providing information and guidance to MRES, PhD students and applicants.
2. Providing administrative support for the Directors of graduate studies (research and taught).
3. Administration relating to the admission of postgraduate students.
4. Supervising the operation of research students' supervisory boards.
5. Order supplies and arrange the repair and servicing of equipment as necessary.

6. Providing administrative report for SAMs and SATs.

Undergraduate administrator (first year administration)

The duties of the undergraduate administrator (first year administration) include:

1. Providing information and guidance to students enrolled for first year economics modules (EC1xx).
2. Providing administrative support for the first year director.
3. Maintaining records of attendance and assessment for students enrolled for first year modules.
4. Administration relating to the assessed work for first year modules.
5. Preparation of the EC100 handbook in association with the Module Supervisor(s).
6. Providing administrative support for the departmental external seminar series.
7. Preparation of the Undergraduate Student Handbook in association with the Undergraduate Director.

Undergraduate administrator (second and final year administration)

The duties of the undergraduate administrator (second and final year administration) include:

1. Providing information and guidance to students enrolled for second and final year economics modules (EC2xx and EC3xx).
2. Providing administrative support for the director and deputy director of undergraduate studies (2nd and Final Year).
3. Maintaining records of attendance and assessment for students enrolled for second and final year economics modules.
4. Administration relating to the assessed work for second and final year modules.
5. Preparation of the Undergraduate Student Handbook in association with the Undergraduate Director.
6. Administration relating to departmental conferences and workshops.
7. Administration relating to Health and Safety.

Finance assistant

The duties of the finance assistant include:

1. Maintaining the financial records of the department.
2. Facilitating the payment of expenses and other University-related financial transactions for members of staff.
3. Providing administrative support to research grant holders.
4. Maintaining an inventory of Departmental equipment in compliance with audit requirements.
5. Administration relating to GTA payments.

Information and Confidentiality

Provision of Information about Students and Staff

Under ***no circumstances*** should private information about a member of the University be passed to other student or persons who are not employees of the University or representatives of external organisations. This applies particularly to addresses and telephone numbers. It is also not permitted to give any information to a family member or even a parent. If someone is insistent, they should be referred to the Data Protection Office.

The Data Protection and Freedom of Information Acts

The University has a notification under the Data Protection Act 1998 to hold personal data about its students, staff and other employees. This information is processed for various administrative, academic and health and safety purposes in accordance with the provisions of the Act and will be disclosed within the University only to members of staff who need to know it in order to carry out their duties.

Freedom of Information Act, 2000

The Freedom of Information Act 2000 means that the vast majority of information held by the University will be available and accessible to all, both within and outside the community it serves. The Act provides individuals from anywhere in the world with a right of access (upon request) to information held by the University. For further information see: http://www.essex.ac.uk/records_management/

Departmental Website

The departmental website is located at <http://www.essex.ac.uk/economics> (at the University website, follow the link from 'departments' to 'Economics'). The Department's web pages are maintained by the Senior Graduate Administrator and Suzanne Long, the Faculty Promotions and Publicity Officer.

Financial Administration

The University's finances are administered by the Finance Section. Information about the organisation and responsibilities of the Finance Section is available online at the University website:

<http://www.essex.ac.uk/finance/>

The HoD manages the Department's budget and is responsible for all transactions involving the departmental accounts. *The HoD must approve all expenditures from departmental funds before any commitment of such funds is made.*

The *finance assistant*, Mr John Cavanna, should be contacted to arrange transactions that involve the approved reimbursement of expense claims, and payments into and from departmental accounts (e.g. for stationery, computing supplies or printing). The *finance assistant* is also able to provide guidance on the operation of research accounts.

Computing Facilities

All members of staff are required to register with the University Computing Service and adhere to its regulations. Details are available online at the University's website: <http://www2.essex.ac.uk/cs/>

Each member of the full-time staff is normally provided with a desk-top computer and printer for his or her own use.

The computing equipment is maintained by the University Computing service, which may be contacted at: helpdesk@essex.ac.uk, extension 2345. Printers are not normally covered by a computing service contract. If you have a printer problem, please contact the Departmental Administrator in the first instance.

Teaching Duties

Duties of Module Supervisors

Each module supervisor has the following responsibilities:

1. To prepare and deliver the lectures for the module.
2. To reschedule any lecture that cannot be held at the time and date stipulated in the timetable. Lectures that are cancelled *for any reason* must be rescheduled to take place as soon as possible thereafter. Module supervisors are obliged to deliver the total number of lecture hours stipulated for the module.
3. To prepare a module outline and a reading list for the module.
4. To ensure feedback is provided.
5. To propose changes to the syllabus and learning outcomes for the module to the relevant committee (UCC or GCC).
6. To ensure that the library and bookshop receive adequate advance notice of module materials that are needed by students.
7. For modules with essay based assignments: to prepare (a) a list of titles, and (b) a piece of formative assessment to provide feedback to students during the term in which the module is taught. Titles should be available to students **no later than two weeks after the start of the module**.
8. For modules with assignments or tests: to prepare assignment and test questions, and to ensure that assignment questions are available to students **at least two weeks before** the submission deadline. Answers to assignments and tests should be made available to students as soon as the work has been marked.
9. To maintain the Moodle entry for the module.
10. To hold at least two office hours each week during teaching terms.
11. To advise students about academic issues associated with the module and to provide feedback to students in support of their academic pursuits in the module.
12. To propose examination questions for the module and to participate in the scrutiny of examination question papers.
13. To be available to students to view their examination papers after the results have been released.

For modules with separate classes taught by GTAs, the Department recognises the pivotal role of the module supervisor in supporting, guiding and monitoring class teachers. In fulfilling this role, the module supervisor's responsibilities include:

1. To design suitable class-work (typically exercises) for coverage in each class.
2. To advise GTAs of the priorities with respect to each week's class-work.
3. To provide answer guidelines (typically solutions for exercises) for class-work, including assessed work (assignments and tests).
4. To observe each GTAs teaching at least once early in the module.
5. To hold regular meetings with GTAs, in liaison with the senior GTA, where one has been appointed. The meetings should provide a forum for GTAs to provide feedback about all academic aspects of the module as well as for the module supervisor to offer guidance about any aspect of the coverage and delivery of the module subject matter.

6. To monitor the level and consistency of the marking of assessed work in consultation with the Senior GTA, where one has been appointed for the module.

Duties of Supervisors (projects and dissertations)

Each supervisor, of undergraduate projects or MSc dissertations, has the following responsibilities:

1. To provide the equivalent of up to four contact-hours of teaching per student in the form of supervision during (a) the autumn and spring terms for undergraduate projects, or (b) June–September for MSc dissertations.
2. To read and comment upon written submissions made by each supervisee. Supervisors should *not* make forecasts to their supervisees about the mark to be expected for projects or dissertations. To offer such forecasts can be misleading and distressing to students if the forecast is inaccurate.
3. To keep a record of meetings with supervisees.
4. To report on the progress of each supervisee when requested to do so by the director of graduate studies (for MSc dissertations) or the director of undergraduate studies (undergraduate projects).

Organisation of Teaching

Module Documentation

Criteria for Module Outlines

Module supervisors are responsible for preparing and updating module outlines.

Module outlines should be submitted to Moodle four weeks before the beginning of the academic year in which the module is to be taught. This applies to spring term, as well as autumn term, modules — though the outlines for spring term modules may be updated at the beginning of the spring term. An email will be sent to you with details of how to use Moodle prior to the deadline for submission.

Module outlines should contain a comprehensive statement of the topics to be covered in the module, assessment and submission guidance, the feedback strategy for that module, the books that students are expected to consult or purchase, and to list other required and optional readings.

Lecture Notes

Lecture notes and materials (e.g. Powerpoint slides) shown in lectures should be made available via Moodle.

In circumstances when lecture notes are not circulated, module supervisors should specify in detail the assigned reading for each lecture (normally in one or more textbooks).

For modules with GTAs (i.e. EC111, EC114, EC115, EC116, EC201, EC202, EC251, EC252, EC501, EC511), module supervisors should make arrangements for the GTAs to receive a copy of the textbook. Normally, before the module commences the relevant publisher should be contacted with a request for a copy of the textbook for each GTA.

Provision of Module Materials

Module supervisors are responsible for preparing supporting coursework materials including essay based assignment titles, example questions and assignment questions.

Module supervisors are responsible, in consultation with the appropriate member of the Administration Team, for placing module material in Moodle.

Module supervisors are responsible for keeping a record of any material they scan for use in teaching. This information should include the title of the book or paper, the pages scanned, the ISBN/ISSN of the publication and the publisher or journal details. This information must be supplied to the Departmental Manager when requested for the copyright returns required to be made by the University.

Teaching Administration and Assessment

Teaching Times, Timetable and Room Bookings

*All teaching at the University is scheduled to **begin on the hour** and **finish ten minutes before the hour**.*

The University teaching timetable (including room allocation) is organised centrally. Teachers should *not* contact the timetable office directly to change bookings. All requests for changes (e.g. to re-schedule a cancelled lecture) should be made via the relevant administrator, i.e. the first year administrator for EC1xx, the second and third year administrator for EC2xx and EC3xx, the graduate administrator (taught schemes) for EC501, EC511, and EC9xx.

Rescheduled lectures and classes: teachers should ensure that the relevant administrator (first, second/third year or graduate administrator) and students are informed about all rescheduled teaching.

Attendance Records

Attendance is recorded electronically (i.e. via an electronic reader) at ALL teaching events (i.e. all classes AND lectures).

Students will need to record their attendance at teaching events using the electronic reader in the teaching room. Electronic readers are installed in all teaching rooms. The readers work by students 'tapping' their registration card against the reader, like an Oyster card on the Underground. If students lose their card or their card is faulty you should advise them to go to the Student Hub. If students claim they have attended a teaching event but were unable to record their attendance they must complete a Forgotten or Lost Registration Card form via their MyEssex student portal.

For more information on attendance, and for links to forms and guidelines visit:

www.essex.ac.uk/see/attendance.

Teaching Facilities

Audiovisual and Media Services (AVMS)

The University's AVMS support the facilities (e.g. visualisers) in all teaching rooms and provides advice on learning and teaching technologies.

The Audiovisual section of AVMS is located in the Lecture Theatre Block (entry level, room LTBC).

Inquiries should be addressed by email to avmserv@essex.ac.uk.

For detailed information, visit the AVMS web pages on the University website:

<http://www.essex.ac.uk/avms/>

Library Resources

The *Albert Sloman Library* is the University's library resource for all aspects of Economics at Essex. For information about library services, consult the Library's web pages from the link on the University's website.

Module supervisors should ensure that the Library is given adequate notice of all books and other published material that is assigned, recommended or supplementary reading listed in module outlines. Unpublished material may be submitted for addition to the Library's collections.

The subject librarian responsible for economics is currently Mr Sandy Macmillen, email: amacmi@essex.ac.uk, telephone ext. 3181.

Recommendations for new books should be made via:

https://www.essex.ac.uk/library/forms/book_suggestions.aspx

Feedback on Students' Assessed Work

Module supervisors and class teachers provide feedback during their academic support hours, other informal meetings and in email messages.

For assignments and class tests:

Normally, one class is dedicated to reviewing marked assignments and tests. Module supervisors provide solution guides for assignments and tests once they have been marked.

Essay Based Assignment:

1. The first marker (who may or may not be the module supervisor) is responsible for providing detailed feedback for each essay submitted. They must complete an *Assessed Work Feedback Form* for each paper. This feedback sheet must be detailed and specific and/or refer to comments written in the

text on the term paper. Feedback should include comments on how the work submitted could have been improved.

2. A copy of each completed feedback form and term paper with comments is returned to the student.
3. In modules with essay based assignments, module supervisors should provide some form of 'formative assessment', that is assessment which does not count towards the students final mark but provides them with feedback within the term in which the module is taught. The assessment may be a take home assignment or class test. This feedback must be given within the same term the module is taught.

For projects (EC831):

1. Feedback occurs in the normal process of supervision and usually takes the form of discussing suitable source materials, outlines and drafts with supervisees. Once projects or dissertations have been submitted, the opportunities to provide feedback are limited.
2. Formal feedback is provided on the literature survey and plan submitted by each student at the end of the autumn term and in the oral presentations held in the 3rd and 4th weeks of the spring term.
3. Submitted projects are not returned to students. *Examiners should not write any comments on projects.*

For MSc dissertations:

1. Feedback occurs in the normal process of supervision and usually takes the form of discussing suitable source materials, outlines and drafts with supervisees. Once projects or dissertations have been submitted, the opportunities to provide feedback are limited.
2. Submitted dissertations are not returned to students. *Examiners should not write any comments on dissertations.*

Further information on Undergraduate Projects and MSc Dissertations is available in the relevant student handbook, available from one of the administrators.

Coursework

Assignments and Tests

The schedule of deadlines for assignments and dates of tests appears in the Undergraduate and Postgraduate Economics Handbooks.

Module supervisors are responsible (a) for setting assignment and test questions, (b) for providing guidance to markers (class teachers), and (c) for providing solutions to students once the work has been marked.

Module supervisors should ensure that assignment questions are available to students *at least* two weeks (preferably longer) before the scheduled deadline. At least three working days should be allowed for the administrative staff to print copies of the test sheets.

Module supervisors must ensure that all the module material relevant for any assignment or test has been covered *at least* one week before the submission deadline or test date.

Assignments are submitted to the administrator responsible for the module, not to the module supervisor or GTAs. Following submission, the administrator hands the assignments to markers. Assignments and tests should not be left in mailboxes for collection by markers.

Module supervisors are responsible for organising tests, with GTAs assisting as invigilators. Students must always be informed, well in advance, about (a) the duration of the test; (b) the material covered in the test (but *not* the test questions!); and (c) the choice, if any, among questions in the test.

Module supervisors are responsible for ensuring that all students taking the test (a) are able to identify themselves with their registration cards, (b) write their names and registration numbers on a check-list during the examination; (c) submit a completed test script before leaving the test room.

Markers are encouraged to write constructive remarks on the scripts, especially to identify mistakes in the answers.

Answer guidelines for assignments and tests should be placed in Moodle at most *five working days* following the assignment deadline or test date.

Marked assignments and tests should be checked and ready for return to students *at most two weeks* following the submission deadline or test. It is the module supervisor's responsibility to ensure that assignments and tests are marked promptly and returned to students.

The *consistency of marking standards* is always a matter for concern among students. Module supervisors should provide clear and detailed guidance to markers.

The module supervisor is responsible for checking marked work to ensure (a) that the appropriate standard has been applied, and (b) that marks have been awarded consistently across scripts and between markers.

Only with the approval of the module supervisor should marks be handed to the relevant administrator for entering on the University COR database.

Further information on assignments and tests is contained in the relevant student handbook.

Essay based Assignments and Example Questions

Essay based assignments

Module supervisors must upload a list of essay titles to Moodle within the first week of the start of each module. Information that must be clearly provided on the lists: (a) that students should familiarise themselves with the rules regarding academic offences; (b) the submission procedure and deadline; (c) maximum word length.

In selecting titles, module supervisors must make every effort to ensure that the opportunity for students to duplicate work between coursework and final examinations is minimised.

Essay based assignments must be submitted online via FASer no later than the deadlines specified in the Undergraduate and Graduate Economics Handbooks.

Essay based assignments are marked and then moderated. The first marker is responsible for completion of a feedback sheet and writing comments on each term paper.

Formative assessment

Modules with essay based assignments must also provide students with a piece of formative assessment:

- The purpose is to provide students with feedback about their progress within the term in which the module is taught.
- The mark on the assessment will not contribute to the aggregate mark in the module.
- The type of assessment is at the discretion of the module supervisor. Examples: a multiple choice test, a short assignment, a short essay (e.g. a past examination question). A long piece of work is neither necessary nor expected.

- The assessment should take place in the second half of the term in which the module is taught.
- Module outlines must contain a statement about the form of the assessment and when it is to take place.
- Feedback on students' performance should be given as soon as possible after the assessment.
- The above requirements apply only to modules for which the summative coursework assessment is by term paper.

Academic Offences

Teachers (module supervisors and GTAs) should take every opportunity to inform students how to avoid committing academic offences:

1. At the beginning of each module and before a submission deadline or test lecturers should draw the attention of students to the guidelines in the undergraduate and graduate handbooks. Teachers should also check the information in the handbooks and reinforce the guidance as appropriate.
2. Assignment question papers and lists of essay based assignment titles should include a reminder about the importance of complying with the University regulations.
3. Module supervisors can also draw to students attention the training on avoiding plagiarism that is available online at <http://www.essex.ac.uk/plagiarism/>.

All electronically submitted assignments and dissertations are run through the similarity finding tool 'turnitin' by the relevant administrator. Papers showing a high similarity index will be brought to the attention of the module supervisor.

If teachers have reason to believe that there is evidence that an academic offence has been committed (see above for the regulations) they must proceed as follows:

1. GTAs should immediately refer any evidence of unfair practices to the relevant module supervisor. GTAs must not attempt to deal with academic offences without reference to the module supervisor.
2. All the evidence (originals and photocopies) should be handed to the HoD via the relevant administrator with a note commenting on the circumstances and severity of the alleged offence. It is important to provide all relevant evidence supporting the allegation, not merely to assert that an offence has been committed.
3. It is the HoD's responsibility — not any module supervisor or GTA — to determine, in accordance with the University regulations and procedures, the action to be taken in each case.
4. Module supervisors, GTAs and administrators should not enter into any discussions about individual cases where evidence of an academic offence has been found, except that the students involved may be informed that the incident is under investigation and that they will be contacted in due course. They can also be advised to contact the Student Union Advice Centre for support.

Late Submission and Extenuating Circumstances

A distinction is made between the reasons for late submission of coursework and extenuating circumstances that may have a broader impact on a student's performance. Students who have good reason to submit work late must complete a *Late Submission of Coursework Form* in consultation with the relevant administrator. *Late Submission of Coursework Forms* are considered at the department's Late Submissions Committee.

Extenuating circumstances refer to events (e.g. accidents or bereavements) or conditions (typically of a medical nature) that students claim have adversely affected their performance throughout the year or at the final examinations. Students claiming extenuating circumstances must submit the appropriate form no later than a specified deadline (shortly after the completion of final examinations). Undergraduate students submit their form to Registry and Postgraduate students submit to the Senior Graduate Administrator. Extenuating circumstance claims are considered at the department's Pre-Board meeting, which reports to the Boards of Examiners.

Details of the guidelines are available on the University website: <http://www2.essex.ac.uk/academic/>

Rules of Assessment for Modules

The rules of assessment for modules are the responsibility of the Department as a whole and are not the prerogative of individual module supervisors. The rules of assessment for courses are laid out by the University and are not open to requests for change.

The HoD or Education Director may act on behalf of the Department to approve changes in rules of assessment for modules but shall ensure that: (a) students are given reasonable advance notice of any changes, and (b) revisions to rules of assessment are reported to the next Department meeting.

Examinations

Final examinations for all undergraduate and postgraduate modules, except Doctoral modules, take place in May/June of each year. Resit examinations for all modules, except doctoral, take place in September.

(Doctoral modules are now 100% coursework)

Preparation of Final Examination Question Papers

Module supervisors are responsible for drafting examination question papers. The rubric for the examination should be the same as for the previous year except where approval has been granted for a change of rubric either by the Head of Department or the Education Director.

Each question paper is subject to the approval of a "vetting committee" appointed for the purpose. Vetting committees meet in October for PhD modules, mid-November for Autumn modules, in mid-February for Spring and Full-Year Modules. It is advisable to also prepare a resit paper during these committees to avoid reconvening the vetting committees in May/June.

In proposing draft examination question papers for consideration at vetting committees, module supervisors **must** provide *brief sketch answers and guidance for the benefit of internal and external examiners*.

Examination question papers and solutions are sent to external examiners for comment and approval.

Question papers are amended in response to external examiners' comments and submitted to the University Examinations Office during the spring term.

Role of External Examiners

External examiners are appointed for degree schemes (e.g. BSc/BA in International Economics) and are assigned responsibility for individual module

Details of the roles and responsibilities of external examiners are available online at the University website: http://www.essex.ac.uk/quality/external_examiners/default.asp

Marking Policy

All final examinations are anonymised. Those which count towards a final degree are double marked. Markers should keep a record of their marks and comments.

Internal examiners should make every effort to minimise the number of borderline marks (x9). The mark may be borderline because both examiners agree that they cannot determine the class or because the examiners disagree about the class of the script.

In the event that, despite reasonable efforts on the part of the internal examiners, a script is illegible, this should be reported to the Department Administrator.

First year examinations

First year undergraduate examinations that do not count towards a final degree are moderated. The examiner in overall charge of the module is also responsible for checking the standard and consistency of marking by sampling scripts at a range of marks.

Marking Criteria for Assessed Work

Marking criteria for assessed work are published in the *Undergraduate Economics Handbook* and the *Postgraduate Economics Handbook*, respectively. The relevant director of studies (undergraduate or postgraduate) should be consulted in the event that there is any doubt about how the criteria should be applied, or if ambiguities or inconsistencies in criteria are detected.

Boards of Examiners

Boards of examiners meet towards the end of each academic year (late June) to approve examination results and make decisions about the award of degrees or the progress of candidates to the next stage of their studies. For postgraduate taught students there is a further board in November.

The Deans are responsible for approving the composition of Boards of Examiners on behalf of the School Boards, following the nomination of members by the HoD.

The attendance of appointed members at Board meetings is mandatory except where explicit permission for absence has been granted. This is because the unapproved absence of a member of a Board of Examiners might constitute grounds for a student appeal on the basis of procedural irregularity.

Requests for permission to be absent from a Board of Examiners meeting should be referred to the HoD.

Publication of Results and Disclosure of Marks

Disclosure of Marks

Final examination results must under no circumstances be revealed to students before confirmation at the Board of Examiners.

The aggregate mark for each module is disclosed to students, together with the final examination mark and coursework average from which it is calculated. Marks for answers to individual examination questions are not disclosed.

Undergraduate and Postgraduate students should be advised that their results may be obtained via the University website (from pages that are password protected).

It is University policy NOT to give examination results over the telephone or via email.

Appeals

Appeals against the decisions of Boards of Examiners (including appeals against examination marks) must be made in accordance with University procedures: the details are available on the Academic Sections Webpages.

Students who wish to make an appeal should be advised to submit an appeal via the Registry as soon as possible after an examination in accordance with the University procedures.

Note that appeals are **not** made to the Department. All that is permitted in the Department is to check that no clerical error has been made in recording the examiners' agreed mark.

Access to Examination Scripts

Students can have access to examination scripts but only in the presence of an academic member of staff.

Students must be made aware that this viewing is for feedback purposes and cannot result in any mark change.

Complaints Procedures

Details of the University's complaints procedure are published in the University Regulations, Policies and Procedures booklet and may be found on the University website: follow the link to 'Calendar and Regulations' to 'The Student Handbook'.

Departmental Complaints Procedures

The Department's complaints procedures complement the University's procedures and are intended to promote the resolution of complaints by agreement among those concerned. The procedures are as follows:

Complaints about assignment, term papers and test marks.

- (a) Students should, in the first instance, seek to resolve any disagreement with the person directly responsible (typically, a class teacher).
- (b) If it is not possible to resolve the disagreement with the class teacher, the module supervisor should be contacted.

- (c) If it is not possible to resolve the disagreement with the module supervisor, an appeal should be made *in writing* to the Head of Department stating reasons for the complaint. The Head of Department has the discretion to decide whether the piece of work should be re-marked and, if so, will choose a marker other than the person who first marked the work. In the event that the work is re-marked, the resulting mark may be higher or lower than the initial mark or may remain unchanged. The Head of Department's decision is final.

Complaints about examinations.

- (a) Students should be advised to make complaints about examination marks or examination question papers, *in writing* (normally, via email) to the Head of Department. The Head of Department will then investigate the complaint, decide what action, if any, is appropriate, and report back to the complainant.
- (b) If students complain about an examination mark, please remind them that all coursework and final examinations are *double* marked. For this reason, requests for a "re-mark" of examinations are not granted.
- (c) Teachers should be aware that any comments they make to students may be used as evidence in a complaint or in an appeal.

Complaints about teaching and supervision

- (a) Students should in the first instance try to resolve any complaint with the teacher or supervisor against whom the complaint is made.
- (b) If the complaint cannot be resolved between the student and the relevant teacher, the student should be advised to contact the Head of Department. The Head of Department may request that the reasons for the complaint are given in writing and shall take such action as he or she deems appropriate to resolve the problem.
- (c) Complaints may be made to the relevant Staff-Student Liaison Committee via the Student Liaison Officer (undergraduate or postgraduate, as appropriate) or a student representative on the committee.

Other Complaints about the Department

For complaints about the Department that do not fall into the above categories, students are encouraged to resolve the problem with the member of staff most closely involved. If this is impossible or does not result in an acceptable response, the complaint should be made to the *Head of Department*.

Calendar of Tasks throughout the Year

The following is a guide to your expected duties during the academic year. All staff not on leave can be expected to be allocated any of these duties. The list is not exhaustive and you may be allocated additional duties by the Head of Department throughout the year. This will be done within the workload model, so that it is important to review your workload allocation periodically as it is updated to ensure that it accurately reflects what you have truly been assigned.

September:

- Taking queries on and marking resits for all PGT and UG modules. Staff should be available during the resit weeks (first two weeks of Sept) to take queries on their exams. All exams must double marked and/or moderated. A marking allocation will be circulated in August.
- Marking draft and complete MSc dissertations. It is suggested to students that they submit a draft to their supervisor for feedback two weeks prior to the deadline. A marking allocation will be circulated in August.
- Attend and contribute to the job market organisational meeting.
- Post your module outline and any preliminary materials on the Moodle site for your module(s).
- All new probationary staff should be assigned to a mentor.

October:

- Supervision of Undergraduate projects. Students are requested to contact their supervisor no later than the second week of the Autumn Term and again no later than the second week of the Spring Term. Full details of the duties of a supervisor are available in the UG handbook: <https://www1.essex.ac.uk/economics/current/default.aspx>. Be aware that discussions with your supervisee should extend to job market/post-Essex plans during the autumn term to ensure that students are adequately planning their future. You are the personal tutor for these students as well as dissertation supervisor.
- Attending student facing welcome week events. A calendar of events will be circulated in September.
- Attendance/presentation at the rentree workshop. You will be contacted about this in August or September.
- Begin teaching classes and lectures as allocated. Those staff with modules with GTAs should meet with their GTAs during welcome week or week 1.
- Seminar series start.
- Information on Permanency/Probation and Promotion will be released by Human Resources. Staff should ensure they read the information and complete any paperwork where necessary (for example a probationary member of staff should along with their mentor complete a probationary agreement and provide subsequent interim reports).

November:

- Marking of assignments, formative assessment and mid-term tests. Second markers will be allocated in October.
- Exam Board Vetting Committees. Staff with AU modules will be allocated to a vetting committee to approve their exam papers. It is recommended that a main paper for the summer exam and a resit paper is produced so a second committee does not have to sit in the summer. All exam papers must be accompanied with solutions. The committee allocations will be circulated in

October. Anyone on leave in the SP term teaching a full year module must also produce a paper for their part of the module.

- Attendance at the departmental meeting.
- Production of a study abroad examination where required (you will be informed by the Deputy/Departmental Manager if this is necessary).

December:

- Marking of study abroad examination papers. Exams take place in the last week of term.
- Marking of assignments, formative assessment and mid-term tests. Second markers will be allocated in October.
- Marking of literature review and project plan.
- Deadline for submission of exams and solutions to the Deputy/Departmental Manager.
- The job market meetings are in December/January. If you will be attending the ASSA, RES or any other main meeting, inform the recruitment chair or HoD.

January

- Marking of term papers. Second markers will be allocated in December.
- Marking of assignments, formative assessment and mid-term tests. Second markers will be allocated in January.
- Attendance, marking and providing feedback on the presentations of the undergraduate project. Marks should be agreed and discussed with the student's supervisor.
- Job market seminars occur throughout the winter. Attendance and availability for office visits and going to dinners is an important way for us to recruit, including in your area.
- Research output forms due this month.
- Probationary agreements due. This involves drafting the agreement in late January and getting it to the HoD and internal staffing committee for review and comment in early February.

February

- Marking of assignments, formative assessment and mid-term tests. Second markers will be allocated in January.
- Attendance, marking and providing feedback on the presentations of the undergraduate project. Marks should be agreed and discussed with the student's supervisor.
- Attendance at the departmental meeting
- Exam Board Vetting Committees. Staff with SP modules will be allocated to a vetting committee to approve their exam papers. It is recommended that a main paper for the summer exam and a resit paper is produced so a second committee does not have to sit in the summer. All exam papers must be accompanied with solutions. The committee allocations will be circulated in January.
- Any leave requests or other special requests should go to the HoD by the end of the month so that work can begin on workload allocation for the following year. Inform the HoD of any difficulties.

March

- Marking of assignments, formative assessment and mid-term tests. Second markers will be allocated in January.

- Allocation of MSc Dissertation supervisors will be circulated. The duties of a supervisor are explained fully in the Postgraduate handbook.
<https://www1.essex.ac.uk/economics/current/pg.aspx>
- Final date for feedback on the UG dissertations is the end of March, so make yourself available during the month for feedback on drafts. Contact supervisees periodically to remind them that you are available. Get an update on their plans after Essex and steps they have taken to further these plans. Refer them on as appropriate.

April

- Marking of term papers. Second markers will be allocated in March.
- Marking of undergraduate projects. Second markers will be allocated in March.

May/June

- Taking queries on and marking examinations for all modules. Staff should be available during the examinations to take queries on their exams. All exams are double marked and/or moderated. A marking allocation will be circulated in April.
- Attendance at the departmental meeting.
- Attendance at Examination boards.

July

- Attendance at graduation
- Availability should any student wish to review their examination paper (this must be done in the presence of the relevant lecturer)
- Update all module information. You should have your workload allocation for the coming year, so you should already prepare any documents for the modules you're assigned, and get any updates to the Director of Education for approval.

Student Support and Guidance

Academic Support Hours

Full time members of staff are expected to hold **at least two** academic support hours each week on **two separate days**. This is to provide an opportunity for all students to be able to meet their teachers. Members of staff should be prepared to meet students outside of scheduled academic support hours by appointment.

GTAs are expected to hold at least one academic support hour per module, per week during term-time (e.g. a GTA who teaches classes in EC114, EC115 and EC202 should hold three office hours per week).

It is essential that academic support hours are kept up to date on the staff members webpage. In the event that academic support hours must be cancelled, the administrative staff should be informed and arrangements made for replacement office hours.

Student Support within the Department of Economics

Departmental Policy

The Department's student support system aims to provide students with (a) expert advice to resolve academic problems, and (b) guidance towards specialist services outside the Department that can help with non-academic problems.

At the heart of the Department's student support is the Student Liaison Officer (SLO) but students are encouraged to approach any teacher or other member of staff for advice.

All members of staff should be prepared to provide advice on any matter that may be of concern to students, though many inquiries may need to be referred elsewhere for specialist guidance. Members of staff have a duty to familiarise themselves with the sources of specialist guidance available at the University (detailed below).

Extra Tuition

Students sometimes request tuition in addition to that in the formal contact hours (typically provided by lectures and classes). Office hours are available for this purpose. However, teachers are entitled to place an upper bound on the time devoted to each student.

Students should be informed that they are at liberty to make private arrangements for extra tuition but it should be emphasised that the Department has no responsibilities in this regard.

Members of the full-time academic staff are strictly prohibited from receiving payment for providing extra teaching to registered students at the University.

University Support Services

Student Support

Student support is located at: First floor, Silberrad Student Centre, Colchester Campus.

The office is open between 10.00am and 4.00pm Monday, Wednesday and Friday, and between 1.00pm and 4.00pm Tuesday and Thursday. The telephone number for general enquiries is 872366 and you can e-mail sso (non-Essex users should add @essex.ac.uk to create a full e-mail address).

Further details are available online: <http://www.essex.ac.uk/students/contact/default.aspx>

Student Support provides a wide range of advice and information service to assist students through their time at University.

Resident Support Network

As a high proportion of students live in University accommodation, much of it on campus, pastoral care is an important element of the overall support for students. This is provided by the Residence Support Network, the aim of which is to help to create an environment in which students can live and study.

Resident Support Network Assistants, who are either undergraduate or postgraduate students, are appointed to live in the residences. The RSN assistants are normally the first point of contact if students have any concerns or difficulties. Contact details for RSN Assistants are available in the residences and on the University website: <http://www2.essex.ac.uk/stdsup/welfare/rsn>

Support for Students with Disabilities and Specific Learning Difficulties

The University provides a range of facilities for student with disabilities, long-term illness and specific learning difficulties. Students should be advised to seek information from the Disability Team.

For further information contact:

The Disability Team in Student Support

Telephone: (01206) 872365

E-mail: [disab](mailto:disab@essex.ac.uk) (non-Essex users should add @essex.ac.uk)

Location Room: First floor, Silberrad Student Centre, Colchester Campus.

The Department of Economics strategy for disabled students is focused on co-ordination with the Disability Team in the Student Support office. Disabled students should obtain assistance from Student Support. The Department will then make every effort to implement the recommendations of Student Support.

Counselling Service

The Counselling Service forms part of Student Support but is located separately in Greenwood House (opposite Rayleigh Tower).

The Counselling Service offers students opportunities to explore whatever issues they choose to raise in an environment which is non-judgmental and which is based on the relationship of trust which develops between the student and the Counsellor.

For further information contact:

Telephone: (01206) 873133

E-mail: counserv@essex.ac.uk

Opening Hours: Monday – Friday 9.00am-12.50pm 2.00-4.30pm

Information is available online at the University website: <http://www.essex.ac.uk/counselling>

All registered students of the University are entitled to use the Counselling Service and can make an appointment by telephone or in person.

Students' Union Advice Centre

The Students' Union Advice Centre is located on Square 3. This service offers independent, impartial advice to students on any issue.

The Advice Centre is open 10.00am-4.00pm from Monday-Friday during term-time and 10.00am–4.00pm on Wednesdays 11.00–3.00pm during vacations. The external telephone number for the Advice Centre is 01206 863211 (Ext. 216). The internal telephone number is extension 2021. E-mail: suadvice (non-Essex users should add @essex.ac.uk to create a full e-mail address). The Students' Union Advice Centre is located in a suite of offices located within the Students' Union building on Square 3.

Additional information is available from the Students' Union website; <http://www.essexstudent.com>

Careers Advice

Departmental Policy

The Department's policy is that economics students should be prepared to consider a wide range of careers following graduation. Its strategy is to encourage students to make active use of the University Careers Centre (CC).

All members of staff in the Department should be prepared to offer the benefit of their experience to advise students on suitable avenues for further study and research in economics. They may also be able to offer informal advice about the sorts of employment offered to economists but would expect students to follow this up with detailed inquiries at the careers centre.

Careers Centre

The University Careers Centre (CC) is open to all students. The CC offers one-to-one advice on all aspects of planning students' careers and on job-hunting techniques such as making applications and interview skills. There are programmes of talks and workshops run by CC staff and employers, each term. Details are available online from the University's website: <http://www.essex.ac.uk/careers/>.

The CC is located on Square 2. The Careers Centre on the Colchester campus in Square 2 (room 4.402).

A member of staff is designated each year to be responsible for links between the Department and the CC. Most particularly, the link person is responsible for disseminating information about career opportunities within the Department, normally by arranging for notices to be displayed in the Department.

Admissions and Student Recruitment

Undergraduate Admissions

Admissions Selectors

Normally four members of staff are assigned responsibility as undergraduate admissions selectors, with at least two available during any term. Undergraduate admissions are handled centrally by the Undergraduate Admissions Office, a part of the Communications and External Relations Section.

Inquiries about undergraduate admissions (e.g. from prospective applicants) should, in the first instance, be referred to the Undergraduate Admissions Office.

Visit Days and Open Days

Visit days and open days are organised by the Communications and External Relations Office in liaison with the Department's visit day co-ordinator:

- *Visit days.* Visit days are held during the academic year for applicants to the University. The visit day co-ordinator is responsible for meeting the applicants and for arranging their programme of activities in the Department.
- *Open days.* Open days are held for prospective applicants. The visit day co-ordinator, assisted by other members of staff appointed by the HoD, contribute to the open day programme and are available to answer queries from prospective applicants.

Postgraduate Admissions

Responsibility for postgraduate admissions is shared between the relevant Directors of Study and one other member of staff for PGT admissions.

The work of the directors is supported by the graduate administrators, who handle most of the administration for postgraduate admissions, in consultation with the Postgraduate Admissions office.

Inquiries about postgraduate admissions (e.g. from prospective applicants) should be referred in the first instance to the graduate administrator.

Open evenings for prospective postgraduate students are held throughout the year. The Graduate Director is responsible for meeting potential applicants.

Selection of GTAs

Graduate Teaching Assistants (GTAs) are normally appointed annually from among economics research students according to the Department's needs, determined by the HoD and the GTA Co-ordinator.

Each year, during the summer months PhD students are invited to apply for appointment as GTAs.

Existing GTAs, who continue as full-time research students and whose teaching is deemed satisfactory by the HoD, are normally re-appointed for a subsequent year if they so wish.

Quality Management and Enhancement

Peer Review of Teaching

Teaching quality is monitored via peer observation of lectures and classes.

At the beginning of each academic year, all members of staff form pairs, each to observe the teaching of the other. The HoD maintains a record of the pairs and receives a report for each occasion on which teaching is observed. Report forms are available from the departmental website.

GTAs are observed in each module for which they are appointed to teach classes. Normally, the relevant Senior GTA is responsible for observing each GTA unless the HoD designates another member of staff to observe the GTA's teaching.

GTAs are encouraged to observe one another's teaching, to share good practice with one another and to report their activities to the HoD with a view to the dissemination of good practice.

Staff Mentoring Arrangements

Each newly appointed probationary member of the full-time teaching staff is assigned to a mentor.

The HoD assigns mentors, monitors the implementation of the procedures, outlined below, and is responsible to Executive Dean and Human Resources (HR) for the Department's arrangements.

Mentors and the colleagues they are mentoring normally meet at least once each term. The mentors then confirm with the HoD that the meetings have occurred.

The HoD may meet individually with probationary members of staff to discuss their academic development. Each year the HoD reports to the Executive Dean and HR following a meeting of senior staff held to discuss the Department's recommendations with regard to permanency and promotion.

New members of staff are encouraged to seek advice from the directors of studies about any aspect of their teaching, the provision of teaching materials and assessment.

Student Assessment of Modules and Teaching

The University has systems in place for surveying student opinion about courses and teaching.

Student Assessment of Modules (SAM) is the responsibility of the Department acting in accordance with guidelines approved by the Senate. All modules are surveyed towards the end of the Autumn and Spring terms. The SAM questionnaires are made up of questions as agreed by Senate. The TLC receives a summary report from the HoD once the results of the each survey have been processed. Completed questionnaires can view views by the module supervisors, who are invited to discuss relevant outcomes in confidence with the Head of Department. SAM scores are also viewed by Senior Staff in promotion and probationary cases.

In addition, the Department conducts surveys of student opinion about classes taught by Graduate Teaching Assistants. The results of these surveys are received by the Head of Department.

The University-wide *Student Satisfaction Survey (SSS)* and *National Student Satisfaction (NSS)* are conducted annually. The results of which are discussed at the relevant departmental committee meeting. University procedures require Annual Monitoring Reports for degree schemes to include an action plan derived from the SSS and NSS results.

The primary responsibility for evaluating the survey results and for implementing any resulting changes rests with the HoD. The detailed work is delegated to the TLC, in conjunction with the UCC and GCC, which make reference to the outcomes in their Annual Monitoring Reports.

Reviews of Modules and Courses

Modules and courses are monitored annually by the Undergraduate Curriculum Committee (UCC) and the Graduate Curriculum Committee (GCC).

Towards the end of each academic year, questionnaires are sent to all economics module supervisors asking for their comments about the courses they have taught. The TLC reviews the completed questionnaires and refers specific issues to the UCC and GCC, as appropriate. The UCC and GCC then discuss the issues and make recommendations to the Department meeting.

The HoD delegates responsibility for monitoring single honours schemes to the UCC, and MSc and Graduate Diploma schemes to the GCC.

Personnel, Staff Development & Occupational Health

Equal Opportunities

The University of Essex, in conformity with the intention of its Charter, confirms its commitment to a comprehensive policy of equal opportunities within the University. It aims to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction.

The University is committed to a programme of action to ensure that this policy is fully effective.

The Code of Practice on Equal Opportunities for Students and on employment may be found on the University website: follow the link from the following web page:

<http://www.essex.ac.uk/eo/codespolicies/codesdefault.htm>.

Athena SWAN and Diversity in Economics

The Department of Economics is committed to the inclusion, progression, and success of all groups in its research, education and leadership activities. We aim to foster equality of opportunity and a positive culture for all, where our differences are respected and valued. We encourage anyone interested in the creative and productive atmosphere we foster to join us, and will support you in your career progression, from the first year of undergraduate study to Professorship.

The Athena SWAN Charter

“The Equality Challenge Unit’s Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women in science, technology, engineering, mathematics, and medicine (STEMM) employment in higher education and research.

In May, 2015, the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business, and law (AHSSBL), and in professional and support roles, and for trans staff and students. The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women.”

The University of Essex was awarded the Athena SWAN Institutional Bronze Award <https://www1.essex.ac.uk/equality/athenaswan/awards/> in November, 2013, in recognition of its continuing work to support women in STEMM. The University also joined the WISE Campaign <https://www.wisecampaign.org.uk/> in November, 2016. The Department of Economics is due to apply for a Bronze award in April, 2018.

For full details relating to Athena Swann please see: <https://www1.essex.ac.uk/equality/athenaswan/>

Policy Statement on the Promotion of Racial Equality

The University of Essex has a diverse, international, and multicultural community and in conformity with the intention of its Charter is committed to providing equality of opportunity to all its staff and students, and potential staff and students, regardless of race, ethnicity or nationality. The University has a responsibility to promote good race relations and to ensure that all members of the University community, and visitors to the University, are treated with dignity and respect. The University will ensure, in the operation of all its functions that racial discrimination does not occur.

The Code of Practice on the Promotion of Racial Equality can be found on the University website: follow the link from the following web page: <http://www.essex.ac.uk/eo/codespolicies/codesdefault.htm>.

Human Resources Office

The Human Resources (HR) Office deals with all matters relating to the employment of staff at the University. Contact details are available from the HR Office website: <http://www.essex.ac.uk/personnel/>.

Staff Development

The Learning and Development unit is part of Human Resources and supports individuals, groups, departments and the University as a whole by providing development and training activities, advice and consultancy. The training activities include induction conferences for new members of staff and GTAs as well as courses on specific topics. Advice and information provided by the SDO includes guidance for individuals, for heads of department or others in a managerial or supervisory role, guidelines for dealing with harassment, and the promotion of equal opportunities.

Detailed information is available on the University website: <http://www.essex.ac.uk/ldev>

Occupational Health and Safety Advisory Service

The Occupational Health Service advises the University community on all matters affecting health at work. There is open access to anyone who wants advice about potential health hazards at the University, about their own health, or if they have any concerns about the health of a work colleague.

All personal health information kept by Occupational Health is treated as strictly confidential and is only passed to other sections of the University with the consent of the individual concerned or, in rare circumstances, where there is an overriding public safety concern.

Detailed information is available on the University website: <http://www.essex.ac.uk/ohsas>

Harassment and Bullying

Policy Statement on Harassment

The University is committed to maintaining a professional working and learning environment that is free from any form of harassment. Harassment adversely affects working and social conditions for University students and staff and visitors at the University and is unacceptable. Any incident of harassment will be regarded very seriously and may be grounds for disciplinary action. Persistent or gross harassment, and in particular sexual harassment, racial harassment and bullying, will be treated as grounds for disciplinary action including dismissal or expulsion from the University.

The Guidelines for Dealing with Harassment can be found online from the University's website: <http://www.essex.ac.uk/eo/harassment/harassmentdefault.htm>.

The Equality and Diversity Unit oversees and implements the University's harassment and bullying policies. Its website may be accessed from the University's home page: <http://www.essex.ac.uk/eo/>

Procedures for Dealing with Harassment

If you feel that you are being subjected to harassment in any form by a student or a member of staff, do not feel that it is your fault or that you have to tolerate it. The University's primary concern is that the harassment stops and that there is support and assistance when needed.

You can seek advice and help from either:

- an Harassment Adviser or one of the agencies listed in the advice and support section of the guidelines. If you are concerned by an incident or feel that behaviour towards you is

inappropriate they can advise you on a course of action, suggest a way of resolving the situation or refer you for specialist advice;

- your Head of Department/Head of Section who has a responsibility to prevent harassment, wherever possible. If harassment occurs then he/she should ensure that appropriate action is taken so that the harassment stops. You should therefore report any incidents to your Head of Department/Head of Section.