



**ACADEMIC STAFF HANDBOOK
DEPARTMENT OF ECONOMICS
ROYAL HOLLOWAY
UNIVERSITY OF LONDON**

2010/11

September 2010

Contents

Introduction	4
Organisation of the Department	4
Academic Administrative Posts	4
Committee Structure	6
Administrative Posts	7
Interactions with Students	8
Office Hours	8
Health and Safety	9
Departmental Induction	9
Lone Working	9
Activities away from College premises	10
First Aid	10
Examinations	11
Duties of Staff	11
Facilities	13
Research Support	15
External Funding	17
Leave of Absence/Annual Holidays	17
Sabbaticals	18
Career Development	21
Probation	21
Promotion	22
Research Synergies	23
Ethical Approval	23
Being a Personal Advisor	24
Filling Out the Week 9 Tutorial Report Form	25
Filling out the Introductory Tutorial Report Form	26
Giving a Course at Royal Holloway	27
General Format of Courses	27
Lectures	29
Seminars	29
Office Hours	29
Required Coursework Which Does Not Count Towards the Final Grade for the Course ...	30
Required Coursework Which Does Count Towards the Final Grade for the Course	30
Standardised Feedback	30

Course Outlines and Handouts	30
Examinations	31
Student's Questionnaires.....	31
Time Tabling, Cancellations and Changes.....	31
The Course Lecturer's Responsibility	33
Initiating a New Lecture Course	33
Guidelines on Assessed Group Exercises	33
Plagiarism	34
Dissertation Supervision	35
Undergraduate Dissertation Supervision	35
MSc Dissertation Supervision	36
Examination Rubrics for Economics Courses.....	37
Departmental Grading Criteria	37
Appeals against Examination Results.....	39

Introduction

The Department of Economics was established at Royal Holloway and Bedford New College (referred to as Royal Holloway, University of London) in August 1995. We are the first Department of Economics to be set up in a leading English university since Birkbeck's 5-rated department was established in the early 1970's. The new Department has already gained a reputation as a leading research department in the UK and internationally. At the last RAE, 80 percent of its research was rated as world leading or internationally excellent, with the Department clearly in the top ten in the UK.

Organisation of the Department

Academic Administrative Posts

The major administrative responsibilities are as follows:

Head of Department (Jeff Frank) – responsible for the proper conduct of the department's activities. Although the HOD is appointed by the College through a formal internal application system, it is departmental policy that all current full-time academic staff (Lecturers, Senior Lecturers, Readers and Professors), whether on continuing or fixed-term appointments, will take an advisory vote that will be reported to the College. College policy is that Heads of Department will be expected to serve for three to five years.

Academic Co-ordinator (Hui Fai Shing) – Is responsible for the running of the undergraduate programme (including changes of degrees, students' extenuating circumstances and the organisation of the advising and tutorial system).

Director of Postgraduate Studies (Dan Anderberg) – The Postgraduate Director takes responsibility for running the programme. The Director of Postgraduate Studies will normally serve for 3 years.

Postgraduate Admissions Tutor (Jonathan Wadsworth) – The Admissions Tutor makes decisions on applications and deals with inquiries. The Admissions tutor will normally serve for 3 years.

Undergraduate Admissions and Recruitment Tutor (Andrew Seltzer) – The Admissions Tutor makes decisions on applications, deals with inquiries and handles the clearing process. The Admissions tutor will normally serve for 3 years.

Chair of Examinations Sub Board (Elaine Tan) - The Examinations Chair oversees the setting and marking of both undergraduate and postgraduate exams, and chairs the undergraduate examinations boards held in the summer term. The Chair of the sub board will normally serve for three years.

Examinations Officer – (Vinay Nundlall) Assists with the setting and marking of both undergraduate and postgraduate exams, and the undergraduate examinations boards held in the summer term.

Recruitment Chair (Michael Naef) – leads in the recruitment of new staff.

Computer Officer (Claire Blackman) – oversees computing facilities and liaises with the Computer Centre and the Department’s Research Director to determine policies on software and hardware provision in the Department.

Research Director (Michael Mandler) – The Research Director chairs Research Committee, and oversees the department’s research programme.

Teaching Director (Hui Fai Shing) – The Teaching Director chairs the Teaching Committee, and oversees the department’s full teaching programme.

Experimental Laboratory Director (Michael Naef) – The Experimental Laboratory Director will supervise the laboratory.

Careers Liaison Officer (TBA) – Liaises with College Careers Service and informs students of relevant events.

Library Liaison Officer (Vinay Nundlall) – Liaises with the College Library and the Bookstore and oversees the book budget supplied by College.

Committee Structure

The following committees will be in place for 2010/11

Recruitment Committee – considers and generates applications for posts at all levels and organises departmental input into the decision process. Final decisions on appointments reside with the College appointment committee and – for Professors and Readers – with the award of title by the University of London.

Postgraduate Committee – meets regularly to discuss policy issues concerning the postgraduate programme, with proposals taken to the Department Board for consideration. Also considers the progress and standing of individual students.

Academic Staff Review Committee– consists of all Professors holding continuing posts in the Department and the Dean.

Sabbatical Committee – consists of all Professors continuing posts in the Department not applying for Sabbatical.

Research Committee – develops policies for supporting research in line with the Department research plan. The Research Committee has primary responsibility for the REF submission.

Teaching and Learning Committee – monitors teaching on both the undergraduate and postgraduate levels, including student evaluations. Considers programme developments of the undergraduate programme and new course proposals.

Student-Staff Liaison Committee – The academic coordinator meets with student representatives to monitor, from the student perspective, the teaching programme. There are two student representatives from each of the three undergraduate years (students on both single honours and joint degrees – with an economics component at least 50% - are eligible to stand for election), and from the postgraduates. Elections are held during the first half of the autumn term.

Department Board – all members of the Department meet at least once a term as the decision-making body of the Department. Voting membership includes all academic and research staff of the Department, whether on permanent or fixed-term appointments. The Department Board considers recommendations from committees of the Department, as well as considering reserved business. A Department Board emergency meeting will be held on the request of at least 5 members of the academic staff of the Department to the HOD. The quorum for a Department Board meeting is 60% of the permanent (including probationary) members of the Department.

Administrative Posts

The Senior Faculty Administrator (SFA) – Nickola Foord – is the Departmental Administrator and has overall responsibility for the efficient functioning of administrative aspects of the Department. She is also the Department's Health and Safety Co-ordinator.

Faculty Administrator (Postgraduate) – Diane Lavender – has special responsibilities to the Director of Postgraduate Studies. The Postgraduate Administrator maintains the postgraduate student files, handles enquiries and admissions and postgraduate administration for the postgraduate programme. She also monitors the tutoring responsibilities of postgraduates. Jeanne Johnson takes over responsibility for post graduate administration outside of term time.

Faculty Administrator (Undergraduate) – Susan Hallam - has special responsibilities to the Academic Co-ordinator and to the Admissions Tutor. The Undergraduate Administrator maintains the undergraduate student files, and handles enquiries and admissions administration for the undergraduate programme and administrates coursework grades. She also organises the receipt of assignments from undergraduates, monitors attendance and coordinates extenuating circumstances records for the exam sub board.

Faculty Administrators – The department has two faculty administrators who both cover the reception area and are responsible for the daily running of the outer office and are first point of contact for the students.

Jeanne Johnson's main responsibilities are processing UCAS applications, assisting with both UG and PG administration and covering for the PG administrator during the holiday periods.

Jo Henman is responsible for allocation and monitoring of undergraduate seminars; this includes monitoring attendance. She also assists the Dissertation Coordinator and assists with undergraduate and postgraduate administration.

For 2010/11, we will be exploring how to increase the level of service to academic staff, by developing a more systematic approach to routine student activities such as coursework and attendance.

Interactions with Students

Staff are expected to have at least 2 hours of office hours per week, on separate days, and advertise these on their door. They are also expected to be available outside those hours by appointment, **see the section Office Hours**. If you are extremely busy, it is appropriate to defer non-urgent student enquiries to a later appointment. Students are not given staff home phone numbers, but a member of administrative staff may ring you at home during normal working hours if a student has been unable to locate you.

Coursework and assignments are handed in by students to the Department Office and receipted. Academic staff must not accept essays directly given to them. Department policy is that assignments are not accepted after the deadline date (see the Student Handbook). Individual staff cannot give extensions or enter into discussions with students about their marks. Students must be referred to the Academic Co-ordinator (or the Director of Postgraduate Studies) on these matters, **see the section Giving a Course in the Economics Dept**.

You will be assigned a number of personal advisees. In the first year, Single Honours (and Major in Economics) students are assigned Personal Advisors. You will be given a list of advisees, and must meet the first years in registration week and fill in a report, **see the section Being a Personal Advisor**. You must also make yourself available to meet your second and third year advisees to discuss their progress which should be done during your office hours. It is also expected that you will write reference letters for all your advisees if requested. We are developing a system where reference requests are routed through the administrative staff.

Office Hours

Office hours play an important role in enabling informal contact between teaching staff and students. The following rules have been developed by the Department Teaching Committee:

- (a) Every member of teaching staff must designate two non-contiguous hours during the working week when they will be in their office to deal with student queries.
- (b) These will be notified to the Senior Faculty Administrator (Nickola Foord) before the start of Registration week in September.
- (c) During term you must be available for consultation on a drop-in basis during those times (students should not be required to make an appointment to see you during office hours).
- (d) A student may wish to make an appointment to see you outside of office hours. Such requests should be reasonably entertained - though you may require that the student return during an office hour if the student is unable to provide a good reason why they are unable (e.g. conflict with time-tabled teaching).

- (e) If for whatever reason you have to reschedule an office hour then you must notify the Departmental Office who will post details of the rearranged times on the notice-board and by e-mail to students. Please give as much notice as the situation permits.

Health and Safety

Departmental Induction

All new members of staff (both administrative and academic) will have a formal Health & Safety induction meeting and a visual display assessment conducted in their workplace. The departmental induction is in addition to the College induction and not a substitute for it (both are compulsory). This will be carried out by the H & S coordinator.

Lone Working

The College has a Lone Working Policy and Procedure that can be found on the Health and Safety Web pages <http://www.rhul.ac.uk/health-and-safety/policies-and-procedures.html>.

Lone working is defined as “working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours”.

Normal working hours are defined as:

During Academic Terms: Monday – Friday 08.00 – 18.00

Outside of Academic terms: Monday – Friday 08.00 – 17.00

Economics and the type of work conducted within the Horton building is classified as a low risk activity and as such the following advice is relevant:

- Lone working is permitted, but it is good practice to ensure that a second person is aware of the first person’s location and that they have access to means of communication.
- It is recommended that the second person could be a relative/friend who knows where the first person is located and approximate time of return. Relevant details should be exchanged (e.g. campus number and security telephone number).
- Inspections/risk assessments of the work area should be undertaken by the Departmental Health and Safety Co-ordinator to ensure that hazards have been identified, risks controlled and provisions for emergencies are in place (e.g. escape routes open, fire fighting equipment, first aid etc.).

- Departmental health and safety induction and other health and safety information is provided by the Department.
- Local departmental procedures are developed and are known to all staff
- Staff are aware of the correct accident/incident reporting procedures and are encouraged to report actual and near miss incidents.

Any health and safety concerns should be brought to the attention of the departmental Health and Safety co-ordinator or the college Health and Safety office.

Activities away from College premises

It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to staff and students undertaking duties outside of campus. Those on field work, for example, may encounter risks that can be adequately managed by the guidance contained in the College's 'Field Work code of Practice'.

Further advice and assistance should be obtained from the College Health and Safety Office.

First Aid

There are currently 2 trained first aiders in the department – **Diane Lavender** and **Jeanne Johnson**.

There is a first aid box located in the Departmental office and another in the kitchen on the first floor. Anyone needing to use the first aid box should report this use to the Health and Safety co-ordinator who can help complete the accident/incident report that will be required.

Examinations

With the exception of quantitative methods courses, the Economic Workshop and the third year dissertation virtually all of a student's assessment is based upon end-of-year examinations. These are organised by the Examinations Officer who will issue appropriate instructions throughout the year. Examinations are set by the Department, with the advice of external assessors, and are not the "property" of the individuals lecturing the course. You may not reveal any information to students about an examination other than the "rubric" (the format of the exam) which is published upon the notice-boards. As examples, you may not reveal what topics may or may not be covered, whether or not you are involved in setting an exam, or whether or not a particular reading is 'necessary for the exam'. In addition, you may not provide students with solutions to past exam papers. Exam setting and marking is confidential. Students are not to be informed, for example, who is marking a particular exam. The marking of most exams involves two individuals, who agree marks, and are subject to the advice of the external examiners. Examiners should use the Department's Grading Criteria, *see section Departmental Grading Criteria*. Students do not see marked exam scripts, and are not to be informed of their grades except through the Senior Faculty Administrator or the College. Essays and dissertations that count towards the final grade are not returned to students, so students should be advised to keep copies. Some members of staff are required to attend the examination boards in the summer, and you should be sure not to schedule conferences, etc., when these boards are occurring without having clarified that you will not be needed, *see section Appeals against Examination Results*

Duties of Staff

Teaching will be assigned by the HOD. The normal teaching load for research active academic staff is 2 courses in one term, and 1 course in the other term. Each member of staff will normally be expected to do "service teaching" (for example, second year microeconomics) in addition to teaching in the staff member's speciality. Other duties such as advising, dissertation supervisions, etc., are divided equally among academic staff.

Newly appointed probationary staff, taking the CAPITAL course, are consequently given a half-unit (one term course) reduction in their teaching load for the first two years. Staff with major administrative responsibilities are also given teaching reductions.

In a small department, it is important that all staff participate in seminars and workshops, and in the general life of the Department. It is also important that staff participate in the life of the College, including service on College committees.

All staff are expected to contribute, by research and publication, to the advancement of knowledge in the discipline. Staff are expected to publish at a level that contributes to the international standing of the Department.

In the last RAE, the Department lost considerable points for a lack of research grants, for a small research student programme, and for a lack of research activity focused at the College. All academic staff will therefore be expected to apply for external grant funding, through the College, and – as noted above with respect to seminars – participate actively in research programmes at the College. The Department has a strategy for the expansion of the research student programme, and a large proportion of the Department's non-salary funding goes to that purpose.

Facilities

During 2000/01 £600,000 of renovations were carried out on the Horton Building. This contains the following facilities:

The Staff Common Room is open to all staff and to PhD students. It is stocked with discussion papers, and is intended to be a base for ongoing discussions about research.

The upstairs kitchen is available to staff and PHD students. The downstairs kitchen is restricted to staff only.

The post and photocopying room is open only to staff. Academic staff keys provide entry to the post/photocopying room. Given the presence of confidential material, (undergraduate and postgraduate) students are never allowed unsupervised in the post/photocopying room. The Department does not provide photocopying for either undergraduate or postgraduate students. Ph.D. students who are teaching can have photocopying done via the departmental office for their classes.

Post is delivered twice a day, at about 10.00 and 2.00. Outgoing post should be placed in the appropriate tray with either an intercollegiate sticker (for another University of London College or Senate House), or – for internal post – with the name and location of the addressee. External business post should have the sender's name and the number 86 written in the lower left hand corner or (for all private post) should be stamped with the correct postage. Domestic post normally goes second class (arriving in 2-3 days); in cases of urgency, write 'first class' in the upper right corner and the post will typically arrive in 1-2 days. The actual first class stickers are to be used only for overseas (including Europe) post, along with an airmail sticker. Registered post, Swiftair, special delivery, etc., can only be used with the special permission of the Senior Faculty Administrator. Courier and overnight services should only be used in the most extraordinary circumstances, and require the permission of the HOD.

Academic staff can examine student files during normal working hours when the Department Office is open (***but may not remove files from the office***). The Department also has a locked cabinet of expensive computer related items that can be obtained upon request to the SFA or the Computer Officer.

The main supply of stationery items is located in the post room. A request/notification system operates for out of stock or not held items via a sign up sheet on the inside door of the first cabinet. Please ensure that you note on the sheet items that are running low. The faculty administrators are responsible for the stocking of stationery.

Academic staff are not normally provided with an international telephone line. Staff needing to make international calls are expected to use one of the low-cost phone services for international calls, such as Skype. Information on this will be

provided to you by the Senior Faculty Administrator. Personal chargeable calls should be made using R*2 90 whilst the outgoing call is ringing. The Administrator will then inform you upon receipt of the internal phone bill the cost of your calls. London and local phone directories are kept in the post-room and are on the web-site. You will be expected to reimburse the department for the following phone calls without exception: directory enquiries and information service (premium rate) lines.

Research Support

The Department has been able to provide generous support for research. Subject to the Department's financial situation, this remains a priority. All research active members of academic staff are given an annual research allowance, which may be increased for individual needs at the discretion of the Head. Funds not spent from this allowance go back to the Department and do not carry over from year to year. Specific rules and policies for reimbursement are determined by the Research Committee. The following general principles hold:

- On all significant expenditures, you may wish to gain agreement in advance. The HOD will serve an auditing role to ensure that the expenses are reasonable and appropriate.
- All expenses need to be properly receipted and will be audited.
- All expenses must be at the most efficient – usually least cost – manner. Travel expenses must follow College rules and departmental norms. Small expenses (coffee at the airport, for example) are not reimbursed. Taxis should not be used when there is reasonable public transport available (for example, to and from airports when there is a rail system). All visitors to the College must be accommodated on campus, if available.
- Expense forms must clearly state the purpose for the expense. For example, 'presentation of paper at the SOLE meetings in Chicago', 'research visit to co-author Professor Smith at the University of Pittsburgh', or 'subscription to Economic Journal to allow submission of the paper 'Employment Policies in the UK'. Expenses must be listed clearly. We have had a number of forms returned to us because the purpose or the expenses were not clear.
- The Department may provide only partial reimbursement where a proposed expenditure is at high cost or where the individual's overall claims are high.
- Individuals are expected (see research grants below) to seek outside funding where available. For example, staff may apply to the Royal Economic Society for conference funding.
- Where the department supports attendance at a conference or a journal submission it is expected that individuals make sure that Royal Holloway, University of London is listed first on the list of affiliations. Failure to do this will mean that the claim will be turned down.
- The Departmental research fund is principally intended for :
 - *Submission fees to journals, typically at the member's submission fee rate, although the Department may provide only a partial contribution to very high fee journals.* Journal subscriptions are only reimbursed when these are for the purpose of submitting a paper or attending a conference at reduced rates.

- *The Department encourages participation at conferences. An individual can normally expect significant support to present a paper at one international conference per year. Subject to availability of funds in the individual's research account, the individual can attend additional conferences to present a paper or can attend conferences without presentation of a paper.*
-
- The Department may also allow the research fund to be used as a start up fund to facilitate research grant applications and allow e.g. the hiring of research assistants or pay experimental subjects. These expenses are at the discretion of the HOD. The College also has a start-up fund for research projects, to which members of the Department should apply.
-
- Requests for software and additional computer hardware should be made to the Computer Officer, using the appropriate forms.

External Funding

Staff are expected to apply for external funding, which is available for both theoretical and empirical projects. The ESRC, Leverhulme, and Nuffield all provide significant funds to economics projects. In addition to the actual funded items, the Department will put into an individual research account 100% of the Department's share of the overhead generated by the project. These funds can be used, for example, to buy a new laptop or a laptop beyond the normal specification approved in the Department. Of course, all funds must be spent according to College rules (no business class travel or 5 star hotels).

External funding applications and grants will play an important role in decisions made within the Department and the College.

Leave of Absence/Annual Holidays

After consultations with the Head of Department, the College may grant leave of absence without pay to a member of academic and related staff (including research staff, subject to agreement with any funding body) for academic or other approved purposes. When such leave is granted, consideration will be given to the College maintaining its contribution to the superannuation and National Insurance schemes, but this shall be at the College's discretion.

For compassionate leave, maternity and paternity leave and flexible working please refer to the College Personnel WebPages
http://www.rhul.ac.uk/Personnel/pages/pols_procs.htm .

The Senior Faculty Administrator should always be informed as to where to locate members of staff since emergencies can and do arise. In addition, staff going abroad for any purpose, or who will be away within the UK for longer than a week, must fill in a leave for absence form for approval by the HOD. The form allows you to indicate whether you require – when travelling on College business - the College travel insurance. Holidays must be taken by arrangement and must not conflict with departmental and College duties..

Sabbaticals

The following policy has been approved by the History & Social Sciences Faculty Board for the Department:

Department of Economics Sabbatical Leave Arrangements

As a new Department seeking to establish an international research reputation, sabbatical leave is encouraged. Individuals are particularly encouraged to visit leading research departments during their leave. It is observed that this generous leave policy entails a higher normal teaching load than would otherwise be the case.

1. Sabbatical leave is granted to allow individuals a concentrated period to develop their research. It is granted only to research active individuals. The Department defines research activity as an individual who would clearly merit a 4 or 5 ranking in the upcoming RAE. Sabbatical leave is not normally granted during probationary service or to temporary staff. Sabbatical will never be granted to staff on teaching-only contracts. Time spent on probation or in a temporary post, if eventually confirmed in a permanent post, will count towards sabbatical.
2. The Department will try to provide sabbatical leave on the basis of one term after six terms' service. The three terms in the academic year are the autumn, spring and examination terms. Sabbatical leave taken during a teaching term leaves a shortfall of 20 hours of teaching to be made up in the adjacent term. Sabbatical leave taken during the Examination term provides a credit of 20 hours of teaching to be available during an adjacent term. While staff can apply for more than one consecutive term of leave, staff cannot normally take off two adjacent teaching terms unless they have built up the credits for a full year of leave. Leave operates by a queuing system, and must be taken at a time agreed with the Head of Department who will ensure that the leave is consistent with the Department's teaching programme.
3. Applications for sabbatical leave in an academic year should normally be made, to the Department's Research Committee, by 15 September of the previous academic year. The application should state the proposed leave term(s), how they will be used, and how this fits into the individual's research plan. A current C.V. should be attached. The Research Committee will receive an evaluation from the Head of Department as to whether the proposed leave is consistent with the teaching programme, and will make recommendations to the Autumn Term Faculty Board

4. It is recognised that requests for sabbatical, or for unpaid leave, often arise at a later date as opportunities develop and as personal circumstances warrant. To accommodate special circumstances (e.g., invitations to visit at leading international research departments), Research Committee will consider applications that are not on the above time-scale, but will only recommend approval of especially meritorious applications.
5. In the first month of the term following the sabbatical, the member of staff must report to the Department's Research Committee on the details of work completed, the extent to which objectives have been met, and details of the output which have arisen from the work. The Research Committee will be required to submit these reports and the Committee's evaluation of the effectiveness of the leave, to the Faculty Board by the beginning of January of the subsequent year. The Research Committee will issue a clear set of guidelines as to expectations of individuals during a period of leave.
6. Special arrangements apply to a Head of Department. The Head of Department will not normally take sabbatical during a period of service, but will be entitled to one extra term of sabbatical for each year as Head; this sabbatical is normally to be taken in the year following completion of the term of office and this extra time is in addition to the regular sabbatical allowance and time served as Head of Department counts towards Sabbatical leave in the usual way.
7. Special arrangements also apply to other major administrative posts (Undergraduate Admissions Officer, and Director of Graduate Studies. These posts will receive two terms of leave (one teaching term plus exams term) for three years service in post, two teaching terms of leave for three years service in post plus one additional year, or a full year of leave for three years service in post plus two additional years.
8. The Department will support applications for unpaid leave subject to the following conditions: the leave serves a positive academic purpose; it is consistent with the Department's teaching arrangements; and leave is limited in duration and frequency. The Department encourages unpaid leave to hold visiting positions at leading research departments. Unpaid leave requests should be made to the Head of Department.
9. Paid or unpaid outside work (including examining) requires the agreement of the Head of Department and, in most cases, the Principal. The Department will normally only recommend approval for outside work when it serves a positive academic purpose and is not at the expense of the individual's responsibilities to the College. Approval will not normally be recommended for non-research active staff. Paid outside work may be "taxed". Outside work requests should be made to the Head of Department.

If the Sabbatical committee grants an individual sabbatical during a single teaching term, there is (see 2 above) additional teaching to be done in the

adjacent teaching term. The measurement system has changed, and the HOD interprets this as meaning that 2.5 half-units must be taught in the adjacent term, 1 half-unit being the equivalent of 20 hours.

Career Development

All members of the Department must be appraised annually. In addition, new Lecturer or Senior Lecturer staff will normally be fixed-term or probationary. The College provides a teaching course for new staff, and it is normally required that all probationary new staff will attend.

All staff are expected to contribute fully to the Department and College in research, administration and teaching. Extremely good performance in one area will not normally compensate for unsatisfactory performance in another. The Department believes in applying rigorous standards to issues of permanency and promotion.

All decisions on permanency and promotion are made by the appropriate College committees. The Department makes recommendations to these committees, and the following describes the basis for department recommendations.

Probation

Probationary staff have an assigned probation adviser. The adviser should meet with their advisee on a regular basis and sit in and give informal feedback on one lecture given by the advisee each semester. A form is submitted to the College each year by the probation adviser and HOD giving the Department's assessment of the individual's progress. This form, a copy of which is provided to the individual, records the Department's recommendation to the College each year (continue the probation, extend the probation, terminate the appointment) and targets for the next year. The Department will only recommend confirmation in post when it is confident that the individual is a good researcher and teacher. The probation adviser and HOD will discuss their report with the Probation & Promotions committee, and will report as appropriate to the College any collective views of that committee in addition to their own views.

Probationary staff are expected to obtain their PhD within the first year of service. If this target is not met, the Department will normally recommend termination at the end of the first year.

For permanency, staff appointed in 2010 and subsequently will normally be expected to have at least two articles that have a reasonable chance of publication in the top 5 journals, as judged by departmental professors with external advice. They also need to have shown good performance in teaching and administration.

As a condition of probation the College currently requires new members of staff to complete the College's Certificate in Academic Practice in Teaching and Learning (CAPITAL). Further details are available from the College's Educational Development Centre (email edc@rhul.ac.uk). Staff will be exempt from CAPITAL if they already have ILT membership, or have previously completed an ILT or SEDA

accredited programme. Members of ILT will be welcome to join the course, which is intended as an introduction to Royal Holloway as well as providing support for teaching.

Promotion

Promotion to Senior Lecturer is considered by the Probation & Promotions Committee. The Department will normally expect, in addition to significant contributions to teaching and administration, that the member of staff will have established an international standing for research.

Conferment of Title of Reader or Professor follows College and University procedures.

Research Synergies

The Department has a weekly external seminar series and a weekly internal seminar. In a small department such as ours, it is important that all members attend these seminars on a regular basis. Staff are also expected to present papers to the internal seminar.

The Department has a working paper series. Staff are expected to submit papers to the working paper series.

A productive research environment is one where individuals collaborate on research, not necessarily by joint research projects and papers, but by having ongoing discussions about their work. This is particularly important to newer members of the profession, who need regular feedback from more established academics. The Common Room is intended as a location where individuals can meet and discuss research.

As the postgraduate programme grows, MSc and particularly research students can become active participants in the Department's research programme. While research students have their own Research Strategy Seminar, they are also encouraged to attend the Department's seminar and workshop series, and to participate by presenting papers and submitting working papers as appropriate.

Ethical Approval

Any member of staff or student who conducts work involving experiments on or collecting data from human subjects requires ethical approval. There is a rapid and simple approval process. Current approval forms are available from Senior Faculty Administrator or Chair of Research Committee.

It is the responsibility of the DOG (in the case of PG research) and EC3400 Coordinator (in the case of UG Dissertations) to ensure that any dissertation proposal, which involves such research, is approved.

If in doubt please contact Chair of the Research Committee.

Being a Personal Advisor

Part of your responsibilities as a member of the Department of Economics at Royal Holloway is to act as a Personal Advisor to a number of students from each year. As a student's 'Personal Advisor' or 'Tutor' you are expected to meet first year students during registration week as advised by the Undergraduate Administrator. You should also make yourself available to advise your advisees of any year during your office hours. The appointment of Personal Advisors has three main objectives

1. To identify students whose performance is a cause for concern
2. To receive feedback from students about their experience at Royal Holloway
3. To inform students of the various services and facilities available at Royal Holloway

1. **Identifying students who are a cause for concern:** If a student comes to see you during your office hours with a problem, you may want to refer the student to various services available at Royal Holloway (see Item 3 below) or arrange extra tutorials and/or a meeting with the Academic Co-ordinator.

2. **Receiving feedback from students:** It is very important to know what students think of the department and how students feel about a particular course or degree programme or how the Department and University can be improved. If you think an issue needs pursuing then either deal with it directly or send an email to the Academic Co-ordinator who will bring up the issue at the Student-Staff Liaison Committee.

3. **Informing students of available services:**

For students who you think may need help with their English you should advise them to go to the Language Centre and look into the range of courses offered there. The Language Centre is in Room 109 of the International Building (telephone 01784- 443829). Website www.rhul.ac.uk/language-centre/

For students who need help with the word processing, you should advise them to go to the Computer Centre and look into the range of courses offered there.

Students face a wide variety of problems and concerns. **You are not expected to be an expert on these problems, or to give advice.** You are expected merely to point the student towards people who do have experience and expertise in the particular problem facing the student. With the recent improvement in the WWW pages at Royal Holloway this is now straightforward. There is a web-page www.rhul.ac.uk/For-Students/Student-Support/index.html listing the various college services. In addition for:

- **Financial Problems:** See the Student Union at <http://surhul.co.uk/advice>
- **Health Problems:** See the Health Centre at <http://www.rhul.ac.uk/health-centre/>

- **Emotional/Psychological Problems:** See the Chaplaincy and Counselling services available on the web page <http://www.rhul.ac.uk/counselling/counselling.htm>
- **Careers Advice:** See the Careers Service <http://www.rhul.ac.uk/careers/>
- **Academic Matters:** Proceed as when filling out a Tutorial Report, see below.

The Academic Co-ordinator is the Department's representative for the Education Support Office (ESO) Network committee. This deals with all aspects of student support and special needs. Nickola Foord (Senior Faculty Administrator) is also on this committee. Both can be contacted for help or advice in Student related matters. There is also help at the following web page <http://www.rhul.ac.uk/for-students/disabled-students>

Filling out the Introductory Tutorial Report Form

As well as the usual objectives of an Advisor meeting, the tutorial meeting for incoming students during registration week has five additional functions

1. To introduce yourself to the incoming student as their point of contact in the department.
2. To make sure that the student understands the structure of their degree course and they know which individual courses they HAVE to do. To see this consult the relevant page in the Departmental Student Handbook.
3. For students who you think may need help with their English you should advise them to go to the Language Centre and look into the range of courses offered there. The Language Centre in Room 109 of the International Building and/or go to the Language Centre Website www.rhul.ac.uk/language-centre/ and or telephone (01784) 443829.
4. For students who need help with the word processing, you should advise them to go to the Computer Centre and look into the range of courses offered there.
5. To receive feedback about the registration and induction process and any other aspect of their (short) university experience to date (e.g. Housing). Remember you are not expected to be an expert in first week problems only merely to point the student towards people who do have experience and expertise in the particular problem facing the student. For registration problems they should see the departmental administrators or Academic Co-ordinator. For other problems you should be able to easily find a relevant administrator via the web page <http://www.rhul.ac.uk> or else direct them to the Student Union <http://surhul.co.uk/advice>

With these objectives in mind filling in the form should be self explanatory.

Giving a Course at Royal Holloway

General Format of Courses

The teaching programme at Royal Holloway is organised in terms of courses with a unit or half unit value. A unit course lasts a whole year - i.e. is taught in both the autumn and spring terms -- while a half unit course lasts for one term. Full-time Undergraduates must take 4 units each academic year while M.Sc. Students must take 5 units.

The elements comprising a unit course are as follows:

- Up to three hours of lectures per week given by the course lecturer.
- One hour per week of seminars per week. Teaching for these seminars are separately assigned in the annual teaching allocation; they include the course lecturer, other academic staff and/or graduate students.
- Each lecturer should have at least two 'non-contiguous' office hours per week, on different days, in which they are available to see students who haven't made an appointment beforehand.
- A typical Undergraduate unit course has four pieces of required coursework, the deadline dates for which are given in the Departmental Student Handbook and are copied in the section **Coursework Deadlines and In-Course Test Dates**. These pieces of coursework are typically a Mid-Term test and an essay in each term.
- Required essays which do not count towards the final grade of the course should be returned in almost all cases to the students within two weeks of the deadline date together with a Standardised Feedback form.
- In some courses, the required coursework does count towards the final grade for the course. This coursework, either as a Mid-term Exam or an essay/project **IS NOT RETURNED TO THE STUDENT**. Also note that these courses typically have less required pieces of coursework, see the section **Coursework Deadlines and In-Course Test Dates**.
- A course outline document is distributed to all students at the start of the course - see below for the required content of this document. It is not obligatory for the lecturer to distribute other handouts during the courses,
- Students will give feedback on the course via a questionnaire which is typically distributed at the end of the lecture of week 9 of each semester. Aggregate results of the answers to this questionnaire are distributed to lecturers and the previous years results are available to students and kept in the Departmental Office.
- An examination, organised by College, is held in the third summer term, see the section **Examination Rubrics For Economics Courses** for the structure of the exam for each course.

The allocation of grading of examinations is separately assigned and all second and third year courses' examinations are double marked.

Generally all lecture courses taught in the Department should contain the above elements, although as stated above there are exceptions.

Further details about each of the above elements are given in the sub-sections below. If staff have any questions on this or other issues they should not hesitate to contact the Academic Co-ordinator.

Lectures

Lectures are primarily expository, used for the delivery of course material and to guide students in their reading and independent study.

Lectures normally begin in the second week of the first term, following 'Registration Week' and begin immediately in week 1 of the second term. Undergraduate lecture courses are interrupted for one week in the middle of each term by 'Reading Week', which is designed to give students an opportunity for intensive reading

There is a College convention that lectures begin at 5 minutes past the hour and end at 5 minutes to the hour. This ensures that students have enough time to move between lecture rooms.

Attendance at postgraduate lectures will be monitored this academic year.

Seminars

Seminars are used for different purposes from Lectures. Their use will vary across courses but typically seminars will be used for the instructor to work through problem sets or worked examples, for more detailed discussion of particular topics, or as a forum for student presentations. They may also be used to go through the answers to class tests or, later in the year, for revision sessions.

Group sizes in seminars will typically be smaller than in lectures so they provide an ideal environment for more interactive teaching approaches where student participation is encouraged.

Attendance at seminars is compulsory for students. A register of students allocated to each seminar you are giving will be placed in your pigeonhole. You must circulate this register during the seminar for students to sign and sign the register yourself. You should then return this filled in register to the pigeon hole marked 'Attendance sheets'. This is important since a poor attendance record can cause a student to fail a course with a grade of IN (incomplete). See the Departmental Student Handbook for more explanation

Office Hours

All staff members are available to see students and set aside two non-contiguous hours each week, on different days, to be available to deal with any matters relating to academic or personal issues. These are known as 'office hours'. You should let the Departmental Office (Jeanne Johnson) know your office hours, **see *above section Office Hours***.

Staff should also be available outside these office hours, but may require students to make an appointment at a suitable time.

Required Coursework Which Does Not Count Towards the Final Grade for the Course

The required coursework for each course and their deadlines are given in the section **Coursework Deadlines and In-Course Test Dates**. Lecturers should not change the deadlines or dates of Mid-term Tests that are published in the Departmental Student Handbook. It is Departmental Policy to give students the title of their required essay/project for that term before Reading Week.

For typical courses with 4 pieces of assessed work, students are required to do 3 out of the 4 pieces of work. You must give the grade sheet for each piece of assessed work to the Departmental Office who will monitor whether students are fulfilling their coursework criteria. This is important since a poor attendance record can cause a student to fail a course with a grade of IN. See the Departmental Student Handbook for more explanation.

Required assignments should be returned to the students within three weeks of the deadline date together with a Standardised Feedback form, see the sub-section below.

Lecturers do **NOT** have the authority to grant extensions or to schedule special examinations for students who miss their deadlines or tests. You must refer all such students to the Academic Co-ordinator. Note exemptions and deadline extensions can only be given by Academic Co-ordinator.

Required Coursework Which Does Count Towards the Final Grade for the Course

The required coursework for each course and their deadlines are given in the **Student Handbook**. Lecturers should not change the deadlines or dates of Mid-term Tests that are published in the Departmental Student Handbook. It is Departmental Policy to give students the title of their required essay/project for that term before Reading Week.

The required coursework that does count towards the final grade for the course, either as a Mid-term Exam or an assignment/project **IS NOT RETURNED TO THE STUDENT**.

Standardised Feedback

When grading required assignments which do not count towards the final grade of the course, all staff should use the standardised feedback form and should return the forms and the assignments to the Departmental Office.

Course Outlines and Handouts

At the start of each course the lecturer should distribute a Course Outline document. This should contain the following elements:

- The name and code number of the course
- The contact details of the lecturer
- A statement of the aims and learning outcomes for the course
- An outline syllabus
- A statement about the required coursework for the course
- A statement about the assessment of the course

Lecturers are not required to give any other handouts to students although lecturers should be aware that doing this will be greatly appreciated by students and especially by students with special needs (Dyslexia, Visual or Hearing Impairment).

Examinations

An examination, organised by College, is held in the third summer term, See the section ***Examination Rubrics for Economics Courses*** for the structure of the exam for each course. An examination guide is issued before the start of the examination period by the Senior Faculty Administrator.

The allocation of grading of examinations is separately assigned by the Examinations officer.

Lecturers should not discuss the content or grading assignments of any examination with students. Students should only be informed of the exam rubric and the time and date of the exam.

Examiners should use the Departmental Grading Criteria; see the section ***Departmental Grading Criteria***.

Students who wish to appeal about their course grade should be directed to the Senior Faculty Administrator in the first instance. Lecturers have no rights to change course grades. See the section ***Appeals against Examination Results***.

Student's Questionnaires

Students will give feedback on the course via a Questionnaire which is typically distributed at the end of the lecture of week 9. Aggregated results of the answers to this questionnaire are distributed to lectures and the previous years results are available to students and kept in the Departmental Office.

Time Tabling, Cancellations and Changes

Lectures are timetabled by the Senior Faculty Administrator. Seminar attendees are allocated by one of the faculty administrators, in the first week of lectures.

In the middle of each semester there is a 'Reading Week' in which lectures and seminars do not take place. This week is designed to allow students to do intensive reading for their courses.

Changes of time for lectures, seminars and/or workshops must be kept to an absolute minimum and can only be done by completing a Change of Lecture Form which must then be approved by the HOD. Once approved this will go to timetabling who will then see if this is possible.

All changes must be relayed to the Departmental Office and to students via their notice boards and by email.

In the event of illness or any other unexpected events, lecturers should notify the Undergraduate Administrator or Postgraduate Administrator, who will then contact the students. The lecturer should then consult with the students and Senior Faculty Administrator, about arranging a replacement lecture.

The Course Lecturer's Responsibility

The course lecturer's responsibilities include the following:

- to design and deliver the lectures
- to prepare the course outline document
- to set the appropriate coursework
- to co-ordinate the activities of the seminar class teachers
- to set the examination paper
- to be available for students for consultation during designated office hours
- to attend the meeting of the Sub Board of Examiners
- to fill out a short report on the course's teaching and examination as part of the department's Annual Monitoring Report

Initiating a New Lecture Course

Proposals for a new lecture course (and the implications for teaching loads) should be discussed informally with the Head of Department in the first instance.

Prior to initiating a new lecture course you must get the approval of the Department's Teaching Committee and get the course validated by the relevant College's Committees.

All paperwork should be lodged with the Senior Faculty Administrator before being sent for validation.

Guidelines on Assessed Group Exercises

For group projects, guidance will be provided by the relevant lecturer, but you should note that:

One of the major reasons for having group work is to educate students in the difficulties and advantages of working in teams, for the ability to work collectively is a skill valued by many organisations. Self-managing the work of the group is a key part of that education.

All groups should keep a written record of agreed dates for group meetings, attendance and decisions.

It is the responsibility of team members to ensure that other members of the group contribute. Except in the most extreme circumstances (e.g. the non-attendance of a group member), all members of the group will receive the same mark for the assignment.

Plagiarism

The University and College regard plagiarism as a serious offence for which stringent penalties can be imposed. Students are made aware of this in both the College Regulations Governing Examination and Assessment Offences and the Department Student Handbook. The Department requires all assessed essays to be submitted to JISC (see student handbook) and that all students take the online Avoiding Plagiarism course on Moodle <http://moodle.rhul.ac.uk> in the Economics course category.

Procedure for departmental investigations into allegations of plagiarism
(Taken from the Regulations Governing Examination and Assessment Offences)

A member of staff who suspects that work presented by a student contains plagiarised material, or that students have worked together in a way which constitutes plagiarism, shall immediately submit a factual written report of the case to the Head of the Department responsible for the course in question. This will specify the portions of the work, which are believed to have been plagiarised, and the grounds on which the allegation is made supported with evidence from sources where this is available. Where the head of Department makes the allegation, s/he will appoint an appropriate nominee to conduct the remainder of the process on his/her behalf.

In other cases, the Head of Department may at their discretion nominate another member of staff to conduct the remainder of the process on his/her behalf.

The Head of Department as soon as possible shall provide the student with:

- A copy of the written report which sets out the allegation;
- A letter inviting him/her to respond to the allegation both in person, at a meeting to take place not less than seven days later, and in writing, providing documentary evidence of any mitigation factors which s/he feels should be taken into account, by the date of the meeting
- A copy of these regulations.

The purpose of the meeting will be to ensure that the student:

Understands the allegation;

- Is aware of these regulations and the process to be followed;
- Is given a fair opportunity to respond to the allegation.

Another student or member of staff of the College may accompany the student, and the Head of Department in turn will be accompanied by one or two other established members of the academic staff of the department. A brief written note of the meeting that summarises the substantive points made by all parties will be produced, and a copy sent to the student shortly after the meeting. The student may also submit a written note of the meeting if s/he does not agree with the one prepared by the department.

If the student does not respond to the allegation in or attend the meeting with the Head of Department it will be assumed that s/he does not wish to contest the allegation.

All allegations of plagiarism will normally be investigated in accordance with these regulations, even in cases where the student has already been issued with a final mark or award classification, or is no longer registered at the College, subject to the *Procedures for the award and revocation of degrees*.

A student's final course mark(s) and award classification may not be finalised and released to the student if an allegation of plagiarism against him/her has not yet been resolved.

The regulations go on to outline the procedures relating to the investigation and outcome. There are varying penalties that may be imposed dependant on the proportion of plagiarised material included in the work. These range from capping the piece of work at a minimum Pass to referring the matter to the Vice-Principal 17. Procedure for College investigations into allegations of plagiarism who has the authority in extreme cases to terminate a student's registration with the College 25. Outcomes of College investigations into allegations of plagiarism.

Dissertation Supervision

Undergraduate Dissertation Supervision

At the start of the autumn semester you should receive in your pigeonhole a handout detailing the key information concerning the EC3400 Dissertation unit including the role of the advisor. You should read this handout completely. If you do not receive this handout then see the Dissertation Co-ordinator. The following paragraphs details the major points of the role of the advisor but is not a substitute for reading the handout.

In the last week of the autumn term you will receive the preliminary reports of your dissertation students. There is now a pass requirement for the student to be able to continue with the dissertation. If the dissertation fails to meet the course requirements as outlined in the

Economics Dissertation Handbook you should contact the EC3400 Dissertation Coordinator, (Stacey Chen). It is therefore essential that this is graded before the start of the spring term.

In the Spring/Summer terms, the Department will ask students whether they wish to do a dissertation, what topic they wish to write on, and who they prefer to be their supervisor. The Department will allocate supervisors.

As advisor you should help your advisee get started, and provide feedback after they accomplish substantial pieces of work. Students have the right to a minimum of two dissertation advisor-advisee meetings per semester. It is the student's responsibility to arrange these meetings, but you are expected to make yourself reasonably available for such meetings.

As advisor you will also give standardised feedback on your students' proposal and preliminary report and be asked to fill out a brief questionnaire on your students' progress at the end of each term.

MSc Dissertation Supervision

You should read the relevant sections in the Departmental Student Handbook on the MSc Dissertation. You should meet with any advisee you are assigned in January. The student should complete a proposal by the end of March. From June onwards you should meet with your advisee twice a month to discuss problems and ensure progress.

Examination Rubrics for Economics Courses

The following systematisation of exam rubrics was agreed, and will be clearly indicated to all students from the start of the fall term. For most courses the format of the exam will be for students to answer 1 required question per half-unit of the course (1 for half-units or 2 for full-units), plus 2 of 4 additional questions. This procedure ensures students learn core material from both halves of the course, plus allows for some specialisation. The required questions will normally cover relatively basic material in short-answer form.

For the exam rubric for your course please contact Nickola Foord.

Departmental Grading Criteria

Note that the regulations concerning marking schemes have changed recently and so the regulations which apply to each student depends on their year of entry. Students who entered the College in September 2000 or after are covered by the New Regulations. Students who entered College before September 2000 are covered by the old regulations and should therefore read Note 1. If you are in any doubt which regulations apply to you please consult with the academic co-ordinator

Criteria for UG Degree Classes (New Regulations)

	MARKING SCALE	CRITERIA
I	90 - 100 %	Outstanding work showing an exceptional degree of knowledge and exceptional critical, analytical and problem-solving ability for a student at this stage of his or her studies.
	80 - 89 %	Excellent work showing a very high level of knowledge and excellent critical, analytical and problem-solving ability for a student at this stage of his or her studies.
	70 - 79 %	Excellent work displaying a very good knowledge and understanding of the subject together with an ability to critically evaluate selected aspects of current knowledge. Ability to suggest original solutions to problems which are complex but not entirely novel.
2.1	60 - 69 %	Shows a good to very good knowledge and understanding of the subject. Displays ability to analyze, interpret and organize information to produce coherent accounts or solve relatively complex problems.
2.2	50 - 59 %	Shows a satisfactory to good knowledge and understanding of the subject, but lacking in breadth and/or depth, or with some significant aspects omitted. Demonstrates an ability to solve limited, defined problems.
3	40 - 49 %	Shows a general knowledge and understanding of the subject but very limited in breadth and/or depth. Demonstrates some ability to solve basic, familiar types of problems.
Fail	30 - 39 %	Knowledge and understanding of the subject are fragmentary, some aspects showing a basic level of understanding but other aspects displaying fundamental errors and/or omissions.

Note 1: For examining under 'Old Regulations', the descriptor "Shows a general knowledge and understanding of the subject but very limited in breadth and/or depth. Demonstrates some ability to solve basic, familiar types of problems" will apply across the extended range 33 to 49 %. The descriptor: "Knowledge and understanding of the subject are fragmentary or very limited, some or most aspects displaying fundamental errors and/or omissions" will apply across the range 20 to 32%.

Department of Economics Criteria for PG Taught Courses

	MARKING SCALE	CRITERIA
For a <u>Distinction</u> to be awarded, 70% average is required where taught courses are weighted .15 and the thesis .25. No score may be below 60. Distinction cannot be awarded if a student re-sits and re-takes any elements of the programme.	90 – 100 %	Extra-ordinary work showing a perfect knowledge and an unusual critical, analytical and problem-solving ability.
	80 – 89 %	Outstanding work showing an exceptional degree of knowledge and exceptional critical, analytical and problem-solving ability.
	70 – 79 %	Excellent work showing a very high level of knowledge and excellent critical, analytical and problem-solving ability.
	60 – 69 %	Excellent work displaying a very good knowledge and understanding of the subject together with an ability to critically evaluate selected aspects of current knowledge. Ability to suggest original solutions to problems which are complex but not entirely novel.
For the <u>Masters' degree</u> to be awarded, a 50% average is required where taught courses are weighted .15 and the thesis .25. Students must score above 50 in the dissertation and all but one taught course. For the <u>Diploma degree</u> to be awarded, a 50% course average is required.	50 - 59 %	Shows a good to very good knowledge and understanding of the subject. Displays ability to analyze, interpret and organize information to produce coherent accounts or solve relatively complex problems.
	40 - 49 %	Shows a satisfactory to good knowledge and understanding of the subject, but lacking in breadth and/or depth, or with some significant aspects omitted. Demonstrates an ability to solve limited, defined problems.
	30 - 39 %	Shows a general knowledge and understanding of the subject but very limited in breadth and/or depth. Demonstrates some ability to solve basic, familiar types of problems.

20 - 29 %	Knowledge and understanding of the subject are fragmentary, some aspects showing a basic level of understanding but other aspects displaying fundamental errors and/or omissions.
10 - 19 %	Knowledge and understanding of the subject are very limited, most aspects displaying fundamental errors and/or omissions.
0 - 9 %	Very limited evidence of knowledge or understanding.

Appeals against Examination Results

A lecturer should play no part in a student's appeal against their examination result or course grade. If a student does discuss his/her result with you, you should simply point them to the passage in the Departmental Student Handbook.

Grading of exams are in line with current College Policies