ACADEMIC STAFF HANDBOOK
DEPARTMENT OF ECONOMICS
ROYAL HOLLOWAY
UNIVERSITY OF LONDON

2015-2016

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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. The Department already gained a reputation as a leading research department in the UK and internationally.

We are only one of only two Economics Departments (out of 78 in the UK) to be in the Top Ten for both Research (REF 2014) ranked 9th, and Student Satisfaction (NSS 2015) ranked 7th.

Organisation of the Department

Academic Administrative Posts

The major administrative responsibilities are as follows:

**Head of Department (HoD)** (Mike Spagat) – responsible for the proper conduct of the department’s activities, including ultimate responsibility planning, responsible for personnel, mentoring, appraisals, recruitment. The HoD can delegate responsibilities accordingly. 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.

**Deputy HoD** (Francesco Feri) – The Deputy HoD is appointed by the current HoD. Responsibilities are as delegated by the HoD.

**Director of Teaching** (Francesco Feri) – The Teaching Director chairs the Teaching Committee, and oversees the department’s full teaching programme and workload.

**Director of Postgraduate Research Studies** (Juan Pablo Rud) – The Postgraduate Research Studies Director takes responsibility for the PhD programme. The Director of Postgraduate Research Studies will normally serve for 3 years.

**Director of MSc Finance** (Alessio Sancetta) – Takes responsibility for running the MSc Finance programme.

**Director of MSc Economics** (Manolis Galenianos) – Takes responsibility for running the MSc Economics programme.

**Academic Co-ordinator UG** (Hui Fai Shing) – Is responsible for the running of the undergraduate programme (including changes of degrees, students’ extenuating circumstances, student offences, and the organisation of the advising and tutorial system and chairs the UG Sub Board in May.
Academic Co-ordinator PG (Vinay Nundlall) – Is responsible for the running of the postgraduate programme (including changes of degrees, students’ extenuating circumstances and the organisation of the advising and tutorial system) and Chairs the PG Sub Boards as well as PGT outreach for recruitment.

Undergraduate Admissions and Recruitment Tutors (Jesper Bagger) – The Admissions Tutors makes decisions on applications, deals with inquiries and handle the clearing process. The Admissions tutor will normally serve for 3 years.

Chair of Examinations Sub Board (Jonathan Wadsworth) - The Examinations Chair oversees the setting and marking of both undergraduate and postgraduate exams, and oversees the PG and UG examinations boards. They are responsible for the exams process and assigns the marking schedule. The Chair of the sub board will normally serve for three years.

Recruitment Chair (Manolis Galenianos) – leads in the recruitment of new academic staff, recruitment committee and mentoring.

Research Director (Pedro Bordalo) – The Research Director chairs the Research Committee, sets departmental research policies and oversees the department’s research programme.

Associate Dean Research for Management & Economics Faculty (Dan Anderberg). Has college-wide faculty responsibilities.

Experimental Laboratory Director (Francesco Feri) – The Experimental Laboratory Director will supervise the laboratory. Bjoern Hartig is the Experimental Lab Officer and manages the running of the lab.

Careers & Employment Officer (Melanie Luhrmann) – Is responsible for developing the Departmental Employment / Careers programme. They liaise with College Careers Service and inform students of relevant events.

External & Internal Seminar Series (Juan Pablo Rud and Manolis Galenianos) – responsible for organising the staff seminar programme.

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

Please see 2015-16 Workload and Administrative tasks in the file below:
Committee Structure

The following committees will be in place for 2015/16

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

Teaching and Learning Committee (Postgraduate) – 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.

Promotions Committee – consists of all Professors continuing posts in the Department. Reviews the progress of all academic staff in relation to promotion.

Probation Committee – to be discussed at the next Departmental Meeting

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

Teaching and Learning Committee (Undergraduate) – 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 (Undergraduate) – The academic coordinator meets with student representatives to monitor, from the student perspective, the teaching programme and student experience. 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). Elections are held during the first half of the autumn term.

Student-Staff Liaison Committee (Postgraduate) – There is one PGT Student-Staff committee, and one PGR Student-Staff committee. The PG academic coordinator and MSc Directors, and Director of Post Graduate Research, meets with PGT and PGR student representatives (separate meeting for PGT and PGR) to monitor, from the student perspective, the teaching programme and student experience. Nominations / Elections are held during the first half of the autumn term.

Post Graduate Committee’s – There are separate PGT and PGR committee’s chaired by the MSc Directors and the Director of Postgraduate Research Studies respectively.

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**

**Department Manager** – Shareen Holmer – is the Department Manager and has overall responsibility for the efficient functioning of administrative aspects of the Department. She deals with college policies, student engagement, student welfare, complaints, extenuating circumstances, Human Resources, Departmental Events, NSS, office space, Agresso and is also the Department’s First Aid Officer.

**Faculty Postgraduate Administrator** – Marie Webb – has special responsibilities to the Director of Postgraduate Studies, the MSc the Directors, and the PG Academic Co-ordinator. The Postgraduate Administrator maintains the postgraduate student files, handles enquiries and admissions and postgraduate administration for the postgraduate programme. They deal with all PGR and PGT administrative matters, including administration for the PG sub-boards and also monitors the tutoring responsibilities of postgraduates. Marie is also a First-Aider.

**Senior Faculty Undergraduate Administrator** – Mani Chhetri - has special responsibilities to the UG Academic Co-ordinator. The Undergraduate Administrator ensures validations and specs are in place and correct, maintains the undergraduate student files, and handles enquiries and admissions administration for the undergraduate programme and administrates coursework grades and exams, and manages the Departmental invigilators and mid-term exams process. They also organise the receipt of assignments from undergraduates, and coordinate extenuating circumstances records for the exam sub board. Mani is also the Departments Fire Officer.

**Faculty Timetabling Administrator** - Jo Hible - is responsible for timetabling, allocation and monitoring of undergraduate & postgraduate seminars. They also assists the UG Dissertation Coordinator and assists with undergraduate and postgraduate administration. (Jo does not work Fridays).

**Faculty Undergraduate Administrator & Careers Program Co-ordinator** - Fathima Uddin - responsibilities also include updating & maintaining our website, assisting with UG administration, Careers Administration, and AVD / Open Day Admin, attendance monitoring process and data inputting. Fathima is also the Department’s Health and Safety Officer.

**Faculty Administrators** – The department has three other part-time faculty administrators who cover the reception area and are responsible for the daily
running of the outer office and are first point of contact for the students and visitors:

Alex McHattie; responsibilities also include updating & maintaining our website, assisting with UG and PG administration, minutes, inter-library loans, Photoshop / poster production and monitoring attendance and other ad-hoc duties. (Alex does not work Fridays).

Trupti Patel; responsibilities also include student enquires, post, assisting with UG and PG attendance monitoring, and data inputting. Trupti works 3 days a week (Wed-Fri) and is also tasked to assist the PG Co-ordinator with PGT outreach / recruitment admin.

Selena Ou; responsibilities being a point of contact for our Chinese students. She is a fluent Chinese / Mandarin Speaker. She holds drop-in sessions for our Chinese students and is happy to assist with translations. (Selena works on an ad-hoc basis during term time and runs the Global Café in our Economics Hub on Friday afternoon, during term-time).

The Administrative Office (H209) is open Monday-Friday 9:00-12:30 & 13:30-16:00. Please knock the door if you don’t have a key, if it’s locked, between 16:00-17:00.

In addition, the Department dedicated has IT support from Julia Charlton. She is based in the Economics Admin Office every Tuesday during term time and Friday afternoons outside term time.

The Faculty Marketing Officer is Helen Bacci who is based in Management.

**Interactions with Students**

Academic staff are expected to have at least 2 hours of office hours per week, on separate days, and advertise these on their door as well as inform Alex McHattie and/or Trupti Patel for notification on our website. 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.

We only use Moodle / Turnitin / Grademark (all three systems are integrated) for all essay submissions (only) in the Department. The Admin Team can assist by setting-up the Moodle / Turnitin submission activities for all essays and monitor the return dates so students get their marks and feedback within three weeks (or earlier for small classes). The Admin team will also take the marks from Grademark so no need for any spreadsheet. Request their assistance with this if needed.

Non-essay coursework and assignments are normally 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 relevant Academic Co-ordinator accordingly (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. All staff are allocated personal advisees and the Department has developed a contact template aimed to hopefully make our students feel they have more contact with their Personal Advisors, without being too onerous on us.

You will be given a list of advisees, and must meet them during the first two weeks of term, see the section Being a Personal Advisor. You must also be available to meet advisees during your office hours. It is also expected that you will write reference letters for your advisees if requested. We have developed a system where reference requests are routed through the administrative staff. Please see the section on References.

**Timeframe for returning students work**

Assignments and tests must be returned to students within 2 weeks at the very worst under extreme circumstances. Normally work should be handed back with a few days or a week for large classes. Staff must ensure sufficient and constructive feedback / comments are given to students. If you are unsure please contact Hui, Vinay or Jonathan, Sub-Board chairs for guidance.

**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 Alex McHattie and/or Trupti Patel before the start of Registration week in September and before the start of the Spring term.

(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, Fathima Uddin.

Please read the College’s Health & Safety policies and procedures: https://www.royalholloway.ac.uk/iquad/services/healthandsafety/home.aspx
As an employee of RHUL, it is your responsibility to ensure you are aware of the policies & procedures and do the relevant Health & Safety training.

Lone Working

The College has a Lone Working Policy and Procedure that can be found on the Health and Safety Web pages https://www.royalholloway.ac.uk/iquad/services/healthandsafety/home.aspx.

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, firefighting 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 is currently two trained first aiders in the department – Shareen Holmer and Marie Webb.

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.

In an event of an emergency please dial 999 and then inform our Security Office on 444 that the emergency services have been called. Security will escort them on the premises and to the correct building.
Examinations

A large proportion of student’s assessment is based upon end-of-year examinations. These are organised by the Examinations Officer (Johnathan) who along with the Admin Office (Mani and/or Shareen) 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. 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 and the Director of Teaching. 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 staff, are given a half-unit (one term course) reduction in their teaching load for the first years. Staff with major administrative responsibilities are also given teaching reductions.

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 standing of the Department. All academic staff is expected to apply for external grant funding, through the College, and 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.

**Attendance, Engagement and Participation**

It is expected that all staff make every effort to engage with our students and each other within the Department and wider college. This includes:

(a) Attending Departmental meetings (e.g. Departmental Board Meeting, Sub-Board meeting, committee meetings).
(b) Applying for grants.
(c) Being available for Office Hours and Personal Advisor Meetings.
(d) Attending the Summer and Winter Graduation ceremonies.
(e) Attending Student Social events (e.g. Autumn Ball, Summer BBQ).
(f) Participating in AVD and Open Days.
(g) Participate in Peer Teaching Reviews (see workload file, on page 5, for this year’s pairings)
(h) Participating and engaging in Departmental Seminars.

This is not an exhaustive list of duties.

**Departmental Events**

The Department has an active student social and Careers events program. The student events in particular have increased our satisfaction (NSS) and added to student experience.

**Career Events**
The Economics Careers Officer (Melanie Luhrmann) in conjunction with Careers (Ed McLean) are responsible for running the Departments successful Careers Events Program. Fathima Uddin is the Departmental Careers Administrator.

**Student Events**
The Department has become known for our student events. The Department Manager is responsible for all Student social events. Staff are expected to engage / participate in them. The Departments major events for 2015-16 are:

- Autumn Ball (16th October)
- Festive Social (9th December)
- Chinese New Year food celebration (4th February)
- Spring Social (4th March)
- End of Exams / Year BBQ (end of May)
- Economics 20th Anniversary Celebration (16th July) #RHecon20

In addition, to major student events, the Department hosts the Econ Global Café every Friday from 12-3 during term 1 and 2, with free snacks / drinks.

All events, social and careers, are on our Departmental Webpages.
Department Code of Conduct

During registration students will be asked to read and sign the following Code of conduct Charter. The Charter outlines what is expected of students while studying within the department, and what students can expected in return from the department. Staff should therefore familiarise themselves with and adhere to the points below:

Department of Economics Code of Conduct

The Department of Economics at Royal Holloway, University of London prides itself on being one of the leading economics research and teaching departments in the UK, with highly talented academic staff at the forefront of their subjects.

Each student at Royal Holloway is expected to follow university guidelines and regulations as outlined in the Student Handbook and College Regulations. Additional to these, the Department of Economics issues the following charter to all their students outlining the basic principles of academic life in the Department. This charter has been set to outline what is expected from students and what they can expect from the department.

Should you have any issues, or fail to understand any of the points, please arrange to discuss these with your personal advisor.

What you should expect from the department of economics:

1. Staff in the Department are committed to providing you with a high quality teaching experience, supported with cutting-edge material.
2. Academic staff will maintain good contact with all students through teaching, regular office hours, and email. Staff will announce their scheduled office hours at the start of their course. Aside from exceptional circumstances or unless specified, staff will respond to e-mails within 3 working days.
3. Each student within the Department of Economics will be assigned a personal advisor. Personal advisors will support students in personal, academic and career related development, including basic pastoral and welfare issues.
4. The Department will provide additional academic support where available, including optional tutorials for first and second year core modules. Some courses may have revision sessions before the end of year examinations.
5. The Department will adhere to a three week turnaround for marking all assessed and non-assessed submissions, providing students with sound and constructive feedback.
6. We will run a tailor-made course programme for Economics students jointly with the university careers service to help you enhance your application and interview skills and regularly hold careers events with distinguished speakers. We also will have a dedicated academic to provide you with careers advice.
7. The Department will provide students with extra-curricular opportunities. You can become a student ambassador or a student representative for the Department, or be a member of the Economics Society.
8. We will regularly host social events, along with seminars and talks from industry and academic experts, to provide students with opportunities to unite and network within the Department.
9. Our administrative team will aim to support student activities and support students with any issues and queries in a timely and responsive manner.
What the department of Economics expects from you:
1. Students must not give false or misleading information regarding any academic matter.
2. As far as reasonably possible, students must attend all parts of the courses and examinations they are registered on and must adhere to specific assignment deadlines.
3. If a student is unable to attend a part of their course or is unable to meet the assessment deadline, he and she must inform the Department using the procedure outlined in the Undergraduate Handbook.
4. Students must not falsify reasons for why they did not attend a part of their course, adhere to a deadline or attend an examination.
5. Students must not falsify class attendance records/register for themselves or for anyone else, or have another falsify records for them.
6. Students must be fully aware of the details of submitting any work to the Department, including date, time, location, format (i.e. online, printed, on disk etc.), word count, structure and the correct submission form needed. These will be specified to students by the course leader prior to the deadline.
7. All submitted work for any course has to be entirely the students own work, unless agreed with by an approved academic. Students must not copy information from another student or source for any of the work submitted to the Department. Students must not purchase essays from on-line or other sources and attempt to pass them off as their own work.
8. Students must adhere to assessment regulations and listen to invigilators or supervisors during any and all assessments.
9. Students must not use unauthorised material or unauthorised assistance during an examination, in-class test or of any academic work which is submitted to the Department.
10. All written/submitted work that paraphrases or copies wholly or partially, any written, printed material from books, journals, essays, newspapers and electronic sources must be properly cited regardless of whether the material in question is copyrighted or not. This includes ideas, illustrations, synopses, and articles.
11. Students must not turn in the same work for two or more different courses that they are taking or from a previous year or from a programme they have previously taken.
12. It is compulsory that students successfully complete the Avoiding Plagiarism course on Moodle.
13. Students must not provide false data/information in any of their assessments/examinations.
14. Students must not falsify evidence during any academic investigation, appeal or hearing. Nor should students intimidate, influence or coerce someone else in connection with any investigations, appeals or hearings.
15. Students must not use departmental and university resources in a dishonest/unauthorised manner. This includes selling or giving another student unauthorised copies of any examination/assessment.
16. Students must check their RHUL email regularly (daily) and use only their RHUL address when emailing the Department to ensure privacy.
17. Students must honor appointments made with academics or notify them in a timely manner if they cannot make an appointment.
18. Students should exert themselves in their studies and try their best to engage with colleagues and the student community and be open, friendly and helpful to other students.
Facilities

The Staff Common Room (H321) is open to all staff and to PhD students. It houses a small kitchenette, with fridge, sink, microwave and a coffee machine. Coffee pods are available from Shareen Holmer in H218.

There is a small kitchen downstairs in Horton which is restricted to staff only.

All staff and PhD students must tidy-up after themselves. It is not the job of our cleaners to wash-up our dirty cups and dishes.

The post and photocopying room is open only to staff. The access code to the room is available from the Admin Office. 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.

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, special delivery, etc., can only be used with the special permission of the Department Manager. Courier and overnight services should only be used in the most extraordinary circumstances, and require the permission of the Department Manager.

Academic staff can examine student files during normal working hours when the Department Administration 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 Department Manager.

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 stationery stock.

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 Department Manager.
Department Research Allowance

The Department has been able to provide generous support for research and conference accounts. Subject to the Department’s financial situation, this remains a priority. As of 2015, the research allowance for full time staff is £2500 per year. Specific rules and policies for reimbursement are determined by the HoD and Research Committee.

i) Eligible Expenses:
Recognizing that staff have varying needs for research funds, and that they are best placed to decide on how to allocate these funds most productively, the research allowance can be used at the staff’s discretion to cover reasonable research expenses. These include travel costs (to conferences, talks, or visiting co-authors), research assistance, data, software, experiments, organizing workshops, journal submission fees or other suitably justified needs.

Note that all expenses need to be properly receipted and will be audited (see logistics below). On significant expenditures using Departmental funds, the Research Committee and the HoD retain the right to ensure the expenses are reasonable and appropriate, and otherwise refuse reimbursement.

Note that all IT purchased must be purchased via our IT contact, Julia Charlton, and will remain the property of the college and needs to be returned should you leave the college.

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).

ii) Roll-over:
In order to avoid perverse end-of-year incentives, allowances that are not used in one year are partially rolled over to the next (75%), the remaining 25% being transferred to the Department’s Research Fund (see below). Allowance that is not used two years in a row is entirely transferred to that fund. Overspend will be carried over and deducted from your allowance the following year.

iii) Logistics:
The allowance is used to reimburse staff for their expenses. This is done directly through the College’s online Agresso system. Expenses are first processed at the Departmental level, and the Research Committee may request evidence of productivity, e.g. working papers, or even challenge some of these expenses if appropriate. Expense applications must clearly state the purpose for the expense. (Applications have been returned because of lack of clarity).

For Teaching Focussed full time staff, conference account allowance is £1500 per year, with no roll-over of unspent funds to the next year.
Expense / reimbursement claims

All expense claims must be submitted via Agresso.

You will need to access Agresso in order to make an expense claim. To log in to Agresso and get an account use this link:
https://www.royalholloway.ac.uk/iquad/services/finance/agresso.aspx

The instructions of how to submit a claim are here:

This is important you submit your claims via Agresso, using the correct sub-project code, along with invoices and receipts or Finance will not reimburse you.

Further Agresso information:

Information to gaining access to Agresso can be found via this link
https://www.royalholloway.ac.uk/finance/faqs/articles/agresso/agressoaccount-howdoigetaccess.aspx

A guide for making an expenses claim is available at:

Further useful information is available through the Agresso resources page:
https://www.royalholloway.ac.uk/iquad/services/finance/agresso.aspx

Should you experience any problems, please contact the IT Service desk via;
ITServicedesk@rhul.ac.uk

iii) Computer related expenses:
The College and the Department have a policy specific to IT needs that should be kept in mind when considering such expenses:

- College assigns a desktop or laptop for each full position, and replaces it every four years. New staff that occupy existing positions receive the desktop associated with that position.
- When replacing / assigning a computer, there may be flexibility on the part of the College in assigning a laptop instead of a desktop. Staff can negotiate this with Julia Charlton, the Department Manager and the Research Committee.
- Staff can use their allowance to replace working laptops every 4 years.
- Laptops that break down after warranty expiration are replaced by the Department with laptops of minimum specifications (see College Policy). Staff can use their allowance for an upgrade. Faculty can use their
allowance to upgrade their computers, laptops or desktops, in ways that are conducive to research (e.g. memory, etc)
- The Department keeps old working laptops for PhD students / visitors / charity
- The allowance cannot be used for other equipment (printers, scanners, etc) unless its contribution to research can be justified. E.g. printers are not justified because faculty have access to several shared printers in the Department.
- When in doubt, faculty should check eligibility of expenses with the Research Committee, who is advised by Julia Charlton. Expenses may be challenged ex post if they are found not to contribute to research.
- Requests for software and additional computer hardware should be made to the Computer Officer, Julia Charlton. This first must be cleared by the Research Directors and/or Department Manger where appropriate.
External Funding

Staff are expected to apply for external research funding. The Department seeks to encourage staff to obtain external funding through three channels:

i) Information:
The Research Committee, led by the Director of Research (DoR), actively works together with Research and Enterprise to develop a system for distributing information about forthcoming funding calls which is relevant, timely, regular and broad enough to encompass “non-standard” funders and thematic calls.

ii) Support:
The Research Committee runs an internal feedback process to assist staff writing applications. Staff are highly encouraged to use this resource. Examples of well-written applications, and assistance on logistical sections (budget, timing, etc) are available from the Research Committee and from Research and Enterprise.

iii) Incentives:
For a grant of a value of at least £200k, the PI will be guaranteed teaching relief in the form of one course off in the following academic year. Hence if (i) the grant does not directly pay for teaching cover, and/or (ii) it does not automatically trigger teaching cover by College, then the teaching relief will be provided at department level.

Grant holders on FEC projects under existing policy receive payments into their discretionary freespend research accounts (currently 7 percent of the value of the grant). In addition the Department will put into an individual research account 100% of the Department’s share of the overhead generated by the project. If the grant holder chooses to do so, he/she can use these funds to purchase additional buy-in cover for teaching and marking based on an explicit tariff agreed at department level. However, at most one course reduction is allowable in a single academic year.

For large grant application (£500+) of collaborative nature, it is recommended that the prospective PI discuss plans with the Research Committee and the HoD, with a view to negotiate teaching/admin relief in order to coordinate the application.

Departmental and College Research Funds

i) Departmental Research Fund
The Department has set up a separate Research Fund, to which members of staff can apply. The goals of this fund are: i) to allow for variations in funding needs by different members of staff, in particular by supporting more costly research projects, ii) to provide a very fast funding source when necessary, and iii) to provide seed funding for projects that, at a later stage, can attract external funding. The fund is not to be used to cover expenses that could be covered by personal research allowances.
The Department allocates £5000 per year to this fund (as of 2015/16). Individual grants are typically of the order of £500, though larger grants are possible. Staff should provide a brief description of the project, and a justification of why it is appropriate for this fund and what other funding sources have been used or explored. Applications are reviewed by the Research Committee on a first come, first serve basis.

ii) **College Research Strategy Fund (RSF)**
RSF is intended to provide seed funding for the early stages of projects that can later attract external funding. RSF funds must be matched by department funds on a 3 to 1 proportion. As of 2015, total grants go up to £5000 per project (£3750 from RSF, the rest from the Department).

Applications must be reviewed by the Research Committee and be endorsed by the Head of Department. The Department typically submits 3 to 4 applications a year (and may therefore not endorse all applications). If a project ends up not generating a larger grant application, or otherwise fails (in the view of the College’s Research Committee) to work towards its stated goals, the Department may have to refund up to 50% of the grant. See the RSF website for more information.
Leave of Absence/Annual Holidays

After consultation with the HoD, 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 HR Webpages https://www.royalholloway.ac.uk/humanresources/policiesproceduresandforms.aspx

The Department Manager 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 the online insurance / leave of absence form: https://www.royalholloway.ac.uk/finance/insuranceform.aspx for approval by the college and Department.

No claim will be considered if the trip has not been advised to the Insurance Officer before travel unless there are exceptional circumstances to take into consideration.

Details of the policy are here.

For pre-travel advice on country conditions, medical advice and assistance whilst abroad, register with our insurers at www.mylifeline.co.uk using our policy number (0015865151). Or download the app linked from that website.

To inform the Insurance Officer of a proposed trip, as mentioned above, you must complete the online form.

- Taking Equipment Abroad
- Travel Assistance Details
- Travel Certificate
- Before you Travel

Holidays must be taken by arrangement and must not conflict with departmental and College duties.
**Sabbaticals Leave**

As a Department seeking to establish and grow an international research reputation, sabbatical leave is encouraged. Individuals are particularly encouraged to visit leading research departments during their leave.

The college policy, guidance and relevant sabbatical forms can be found here: [https://www.royalholloway.ac.uk/humanresources/policiesproceduresandforms.aspx](https://www.royalholloway.ac.uk/humanresources/policiesproceduresandforms.aspx) (under the ‘Sabbatical Leave’ tab). In addition, the Department has its own policy – see point 1 below:

1. The Department will try to provide sabbatical leave on the basis of one term after six terms’ service (differing to the college’s 1 in 9 terms). The three terms in the academic year are the autumn, spring and examination terms. A sabbatical leave of one term (teaching or otherwise) allows for a reduction of one half-unit teaching load. A teaching shortfall of more than one half-unit (e.g. if regular teaching load is two half-units during relevant term) is to be made up during the year adjacent to the leave. A sabbatical leave of three terms allows for a reduction of a full year’s teaching load. (This requires that credits for three terms of leave have been built).

2. Teaching Focussed Lecturers can also apply for Sabbatical leave. Please refer to the college policy for further details.

3. 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. Unpaid leave requests should be made to the Head of Department.
Career Development

All members of the Department must be appraised annually. In addition, new Lecturers will normally be probationary and other appointments can also be 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, teaching and student experience. Extremely good performance in one area will not normally compensate for unsatisfactory performance in another.

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 committee (formation / membership to be discussed at next Departmental meeting), 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. Probationary requirements for research production are normally set out in offer letters for appointments. Indicative probationary targets and details of management of the probationary period are set out at:

http://www.rhul.ac.uk/humanresources/policiesproceduresandforms.aspx

For permanency, the Department will expect staff appointed in 2015 and after will be expected to present a portfolio of three strong papers, at least one of which is judged by the Professors in the department to have a reasonable chance of publication in a high quality peer reviewed journal. They also need to have shown
good performance in teaching and administration. Ultimately, the College makes the permanency decision.

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). 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.

Staff with teaching credentials may be exempt from all or part of the CAPITAL course.

Promotion

Promotion to Senior Lecturer is considered by the 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, which can be found at:

http://www.rhul.ac.uk/humanresources/gradingandpromotion.aspx

Performance Appraisal Review

Performance Appraisal Review is:

- A review of the past and present performance of an individual, from which lessons can be learned
- An identification of the future needs of the individual, for better performance and personal development.

The annual Performance Appraisal Review is based on objective setting in all aspects of your job, and on the contributions that you make. The review period will cover the previous 12 calendar months. All Performance Appraisal reviews will normally be carried out between 1st June and 30th September each year.

Please see the following link for the College’s PAR:
https://www.royalholloway.ac.uk/humanresources/staffdevelopment/appraisals.aspx
Research Synergies

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

When seminars are taking place given by external speakers, staff are expected to organise short meetings with the visiting speaker, to discuss work and swap ideas. You are not expected to meet each speaker, but should make sure along with your colleagues that a visitor is not left idle during their day at Royal Holloway.

An online system is in place to organise meetings, should you need assistance in accessing this please speak to those responsible for organising external seminar series. It is common practice and encouraged by the Department that internal staff meet later in the day over dinner with the external speaker. All visiting speaker expenses come out of the department’s budget. The academic year 2015/16 the policy regarding the number of people and amount that can be spent per head is as follows:

- Visiting speaker + 4 = Total 5 people
- Spend per head for meal (including drinks and tip) is £35.
- This is in line with the college standard.
- The limit for each meal is £150 (for a max of 5 people). Any amount over the £35 per head will not be paid for by the department.

Ethical Approval

Any member of staff or student who conducts work involving experiments on or collecting data from human subjects requires ethical approval.

It is the responsibility of the MSc Directors or PhD Director 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.
Register of Gifts & Hospitality

Any member of staff that receives gifts and/or hospitality of more than £30 should inform the Department Manager, Shareen Holmer.

The College Gifts & Hospitality policy enclosed below covers the receipt of gifts and hospitality to all College Staff received in the course of their day to day work or as a result of their employment.

All decisions made by staff on the acceptance of gifts and hospitality must be able to withstand both internal and external scrutiny. Common sense should prevail and gifts or hospitality should not be accepted if the individual, Department or the College would be embarrassed if this became public.

Gifts or hospitality should never be accepted if they could be perceived as compromising the integrity of the individual, Department or the College.

The department keeps a gift and hospitality book. All members of the department must come to Shareen Holmer to record any gift or hospitality received with the exception of small business gifts under £30 like chocolates, wine, flowers, diaries and calendars. Brief details of the organisation or the individual making the gift or providing hospitality must be recorded.
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 your advisees and contact them at regular interval as per the Personal Advisor Template indicates. You should also make yourself available to advise your advisees of any year during your office hours. The appointment of Personal Advisors has these main objectives:

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 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

4. For students who you think may need help with their English you should advise them to go to CEDAS and look into the range of courses offered there. Their website is:
   
   http://www.rhul.ac.uk/international/englishlanguage/in-sessional/home.aspx

   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. Various College support services can be found at:

   http://www.rhul.ac.uk/ecampus/welfare/home.aspx

In addition for:

- **Advice and Support through the Student Union:** See http://www.su.rhul.ac.uk/support/
Health Problems: See the Health Centre at http://www.rhul.ac.uk/ecampus/campuslife/healthcentre/home.aspx

Emotional/Psychological Problems: See the Chaplaincy and Counselling services available on the web page http://www.rhul.ac.uk/ecampus/welfare/counselling/home.aspx

Careers Advice: See the Careers Service http://www.rhul.ac.uk/careers/home.aspx

Educational Support: Reasonable adjustments for a student with a disability or other circumstances hindering their academic performance can only be made after an assessment from the Educational Support Office, and students should be informed that they must register with them. See http://www.rhul.ac.uk/ecampus/welfare/disabledstudents/home.aspx

Outreach and Wellbeing Office The Wellbeing and Student Outreach team to help and advice students throughout their studies at Royal Holloway. We are here to make students aware of the support services available and would encourage students to come forward to seek help and advice https://www.royalholloway.ac.uk/ecampus/welfare/wellbeing/wellbeinghome.aspx

The Academic Co-ordinator is the Department’s representative for the Dyslexia & Disability Office, DDS (formerly known as ESO) Network committee. This deals with all aspects of student support and special needs. Shareen is also on this committee. Both can be contacted for help or advice in Student related matters.
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 four hours of lectures per week given by the course lecturer.
- Up to two hours per week of seminars per course. Teachings 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.
- The deadline dates for coursework 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 / or an essay in each term.
- All mark distributions must be checked and cleared by the department’s exams officer Johnathan Wadsworth. Johnathan must check and clear all distributions for assessed work worth 10% or above, before grades can be announced to students.
- The Maximum of two-week turn-around to return marks to students applies and this includes the time it takes for Admin to process the marks and scan any test scripts.
- 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 hand-outs 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 term. Aggregate results of the answers to this questionnaire are distributed to lecturers.

The allocation of grading exam scripts is decided by the Sub Board Chair and a sample of all second and third year courses' examinations are double marked, including all fails, firsts and borderline marks on the edge of each classification boundary. Generally all lecture courses taught in the Department should contain the above elements, although 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-ordinators.
All academic regulations for 2015/16 (and the previous two years) can be found here:  
https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

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. Lectures 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.

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. As we are legally required to do this, you must use the system the Department has in place to monitor attendance. Please contact Fathima Uddin if you have problems using the current attendance monitoring system (ResponseWare).

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 (Alex McHattie or Trupti Patel) 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.
Coursework Which Counts Towards the Final Grade

The required coursework for each course and their deadlines are given in the Student Handbook. Lecturers cannot change the deadlines or dates of Mid-term Tests that are published in the Departmental Student Handbook. Lecturers cannot change the type or value of assessment before term starts, this is fixed in the Course Spec, and can only be changed by October for implementation in the following year.

Lecturers / course leaders 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 (Hui-Fai Shing or undergraduate courses and Vinay Nundlall for postgraduate courses). Note exemptions and deadline extensions can only be given by the Academic Co-ordinators.

The required coursework that counts towards the final grade for the course, either as a Mid-term Exam or an assignment/project is returned to the student. Required assessments should be returned to the students within two weeks of the deadline date together with feedback.

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). Lecturers should post information on Moodle either before or after each lecture.

Final Examinations

An exam season, organised by College, is held in the third summer term. The allocation of grading exam scripts will be decided by the Examinations officer.
Lecturers should not discuss the content nor divulge who will be marking the exam scripts with students. Students should only be informed of the exam rubric and will be notified of the time and date of the exam through Campus Connect.

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 Departmental Office in the first instance. Lecturers have no rights to change course grades. See the section Appeals against Examination Results.

**Exam Paper Production**

Please ensure you familiarise yourself with the college’s exam paper production: [https://www.royalholloway.ac.uk/restricted/contensis/exams/examinationsonline/resource/collegeexams.aspx](https://www.royalholloway.ac.uk/restricted/contensis/exams/examinationsonline/resource/collegeexams.aspx)

The exam paper front piece can be found here: [https://www.royalholloway.ac.uk/economics/resourcesforstaff/home.aspx](https://www.royalholloway.ac.uk/economics/resourcesforstaff/home.aspx)

The college uses a standard format which we must adhere to. Please speak to Mani Chhetri who will be able to assist you with this.

All exam papers must be submitted through SharePoint. If you have access problems please contact Shareen Holmer and/or Mani Chhetri.

**Final Exam Paper Timeline**

Two timelines are given below, one is for autumn only half units, and the other is for Spring half units and full units. The aim is to even out the amount of checking and cut down on administration, this will allow any issues to be addressed in good time before papers are sent to the External Examiners for their comments.

**Autumn Only Courses**

<table>
<thead>
<tr>
<th>Stage</th>
<th>When</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Exam papers</td>
<td>End of week 3 in November (20th)</td>
<td>Autumn only Half Units</td>
</tr>
<tr>
<td>Pairing</td>
<td>Week 2 December (7th)</td>
<td>Pairing check of autumn half units exam papers</td>
</tr>
<tr>
<td>Scrutiny</td>
<td>Week 2 in January</td>
<td>Pairing check of autumn half units exam papers</td>
</tr>
<tr>
<td>Externals</td>
<td>Week 4 January</td>
<td>Autumn papers sent to Externals for scrutiny</td>
</tr>
</tbody>
</table>
### Spring & Full Units

<table>
<thead>
<tr>
<th>Stage</th>
<th>When</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Exam papers</td>
<td>End of week 4 in January (28(^{th}))</td>
<td>Full Units &amp; Spring only half units</td>
</tr>
<tr>
<td>Pairing</td>
<td>Week 1 February</td>
<td>Pairing check of all exam papers</td>
</tr>
<tr>
<td>Scrutiny</td>
<td>Mid-February</td>
<td>Full Units &amp; Spring only half units</td>
</tr>
<tr>
<td>Externals</td>
<td>Week 4 February</td>
<td>Full units and spring Papers sent to Externals for scrutiny</td>
</tr>
</tbody>
</table>

The main scrutiny stage will include the paper author being asked to attend a 30 minute meeting on a Wednesday afternoon in mid-January or mid-February.

### Resit Papers - UG & PG

Resit papers for all Year 1, Year 2 and MSc courses must be submitted with the main exam paper at the end of November/January. This is to ensure that all resit papers are subjected to the same level of scrutiny when checked as the main exam papers. This will also ensure that Externals are not bothered by last minute ad-hoc requests to approve papers during their summer break.

### LaTeX

Juan-Pablo Rud will be responsible for making slight corrections; along with inserting charts and diagrams into LaTeX documents, should assistance be required. Paper authors will still be required to make any significant changes, to include corrections to equations and formulas.

All paper will be submitted through SharePoint.

### Mid-Term Examinations

If the course you are teaching has an assessed mid term you will need to organise and supervise these yourself. A number of the larger mid-term exams are organised by the department, but these are agreed in advance, during the proceeding summer. Resource limitations prevent Admin for doing this for all courses.

Where TAs are used for marking a sample should be double marked, to ensure consistency, including all fails, firsts and borderlines. Staff should not write any individual marks or comments on the scripts. The scripts are scanned and returned to the students and written comments can cause issues when formal appeals are lodged.
Time Tabling, Cancellations and Changes

Lectures and seminars are timetabled by Jo Hible.

In the middle of each term 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 only be done in unavoidable cases. In such instances, the Departmental Office must be notified and approval will be required. This will go to central timetabling who will then see if this is possible.

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

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

For all planned absences, the lecturer must arrange cover for their teaching and inform Departmental Administration staff and their students. All pre-planned absences where you cannot attend your teaching duties, must have prior approval by the HoD.
The Course Leader'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 have appropriate information on Moodle
- 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 Mani Chhetri (UG), Marie Webb (PG) and Shareen Homer by mid-October before being sent for validation.

Please see the Course Validation and Amendment form here: https://www.royalholloway.ac.uk/economics/resourcesforstaff/home.aspx

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.
Assessment Offences

The College regard plagiarism and collusion 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 via Turnitin and that all students take the online Avoiding Plagiarism course on Moodle http://moodle.rhul.ac.uk in the Economics course category.

Please refer to procedure for departmental investigations into allegations of plagiarism: Regulations Governing Examination and Assessment Offences

A member of staff who suspects that work presented by a student contains plagiarised / colluded material, or that students have worked together in a way which constitutes an assessment, should contact the PG or UG Academic Co-ordinator, as appropriate, and the Department Manager.

In the Economics Department, the HoD has appointed the Lecturer – Teaching focussed staff; Vinay Nundlall, Pierre-Olivier Fortin and Hui-Fai Shing to conduct the Assessment Offence panel meetings on his behalf.

If you suspect an assessment offence please contact Vinay Nundlall, Hui-Fai Shing and Shareen Holmer in the first instance.

The Department Manager as soon as possible shall provide the student with:

- 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 the 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.

If the student does not respond to the allegation in or attend the meeting with the Panel it will be assumed that s/he does not wish to contest the allegation.
The regulations go on to outline the procedures relating to the investigation and outcome: Regulations on Assessment Offences. There are varying penalties that may be imposed dependant on the proportion of plagiarised / colluded material included in the work. These range from awarding zero for the piece of work or course, to referring the matter to the Vice-Principal who has the authority in to terminate a student’s registration with the College.

Dissertation Supervision

Undergraduate Dissertation Supervision

In the last week of the autumn term Dissertation Advisors 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, (Ija Trapeznikova / Dan Anderberg). 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.

MSc Dissertation Supervision

MSc Dissertation Supervisors should read the MSc Dissertation Handbook:


You should meet with any advisee you are assigned in January. From June onwards you should meet with your advisee twice a month to discuss problems and ensure progress.
## Departmental Grading Criteria

### Criteria for UG Degree Classes

<table>
<thead>
<tr>
<th>MARKING SCALE</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>90 - 100 %</td>
</tr>
<tr>
<td></td>
<td>80 - 89 %</td>
</tr>
<tr>
<td></td>
<td>70 - 79 %</td>
</tr>
<tr>
<td>2.1</td>
<td>60 - 69 %</td>
</tr>
<tr>
<td>2.2</td>
<td>50 - 59 %</td>
</tr>
<tr>
<td>3</td>
<td>40 - 49 %</td>
</tr>
<tr>
<td>Fail</td>
<td>30 - 39 %</td>
</tr>
</tbody>
</table>
## Department of Economics
### Criteria for PG Taught Courses

<table>
<thead>
<tr>
<th>MARKING SCALE</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100 %</td>
<td>Extra-ordinary work showing a perfect knowledge and an unusual critical, analytical and problem-solving ability.</td>
</tr>
<tr>
<td>80 – 89 %</td>
<td>Outstanding work showing an exceptional degree of knowledge and exceptional critical, analytical and problem-solving ability.</td>
</tr>
<tr>
<td>70 – 79 %</td>
<td>Excellent work showing a very high level of knowledge and excellent critical, analytical and problem-solving ability.</td>
</tr>
<tr>
<td>60 – 69 %</td>
<td>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.</td>
</tr>
<tr>
<td>50 – 59 %</td>
<td>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.</td>
</tr>
<tr>
<td>40 – 49 %</td>
<td>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.</td>
</tr>
<tr>
<td>30 – 39 %</td>
<td>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.</td>
</tr>
</tbody>
</table>

For a Distinction to be awarded, 70% average is required. No score may be below 60. Distinction cannot be awarded if a student re-sits and re-takes any elements of the programme.

For the Masters’ degree 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 Diploma degree to be awarded, a 50% course average is required.
<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - 29 %</td>
<td>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.</td>
</tr>
<tr>
<td>10 - 19 %</td>
<td>Knowledge and understanding of the subject are very limited, most aspects displaying fundamental errors and/or omissions.</td>
</tr>
<tr>
<td>0 - 9 %</td>
<td>Very limited evidence of knowledge or understanding.</td>
</tr>
</tbody>
</table>

Please refer to our Grade distribution policy and our Marking Moderation policy: https://www.royalholloway.ac.uk/economics/resourcesforstaff/home.aspx

**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 or the following link: https://www.royalholloway.ac.uk/ecampus/academicsupport/appeals/home.aspx

Grading of exams are in line with current College Policies.

**Further Guidance**

For further information please see the Guidance for Academic Staff: https://www.royalholloway.ac.uk/iquad/services/academicdevelopment/guidanceforacademicstaff.aspx