Department of Economics Code of Conduct for PhD Teaching Assistants (TA) and Teaching Fellows (TF)

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 PGR TA’s and TF’s outlining the basic principles in the Department. This charter has been set to outline what is expected from student TA’s and TF’s 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 the PGR Director.

What we expect from PGR TA’s and TF’s at the department of Economics:

1. Staff, TA’s and TF’s in the Department are committed to providing a high quality teaching experience.
2. TA’s must keep in contact with the course leader regarding course content, assessments, marking and communications.
3. The Department will adhere to a two week (maximum) turnaround for marking all assessed and non-assessed submissions, providing students with sound and constructive feedback. TA’s and TF’s must adhere to this.
4. The integrity of all assessments and exams must be maintained at all times.
5. All requests for extensions (for assessed or un-assessed assignment) must be referred to the Academic Coordinator.
6. Any students reporting absences to TF’s and TA’s should be referred to the Departmental Office, along with any students claiming not to be on seminar registers.
7. PGR Teaching staff will maintain good contact with their students through teaching and email. TF’s and TA’s will announce their schedule at the start of their course/seminars. Aside from exceptional circumstances or unless specified, TA’s and TF’s will respond to students e-mails within 2 working days.
8. TA’s and TF’s are required to teach their allocated classes. Teaching cannot be rearranged due to holidays, etc. If for any exceptional planned reasons where TA teaching cannot be covered, it is the responsibility of the TA to arrange cover for the classes. It is not acceptable to reschedule the class, except in special circumstances such as illness.
9. PhD Teaching Fellows will be assigned Personal Advisees. 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.
10. PhD TA’s or TF’s are not permitted to provide private tuition to Students in a course they are teaching. TA’s and TF’s will refer such students who request further help to
the relevant Academic Coordinator. Should TA’s and TF’s wish to take on Private Tutees they will likewise approach the relevant Academic Coordinator to ensure no conflicts of interest arise.

11. TA’s and TF’s should be vigilant and inform office staff if they feel a student is struggling personally.

12. TA’s and TF’s 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.

13. UG and PGT Students must be treated with respect and professional boundaries must be maintained.

14. TA’s and TF’s must not give false or misleading information regarding any academic matter.

15. TA’s and TF’s must not falsify class attendance records/register for anyone, or have another falsify records.

**What PGR Teaching staff can expect from the department of Economics:**

1. We will support you with teaching training.
2. We will provide feedback on your teaching.
3. We will provide you a TA mentor.
4. We will acknowledge and reward the best PhD TA’s.
5. We will provide clear instructions and guidelines regarding your seminars.
6. We will provide clear guidelines regarding marking and level of student feedback.
7. We will listen to provide support and assistance.
8. We will welcome you into the community of the Department.