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University Charter, Statutes, Ordinances and Regulations

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

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

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

Departmental Staff

Staff Information
Information about all members of staff appears on the department website: http://www.essex.ac.uk/economics/staff. Staff are responsible for the updating of their own staff pages including updating office hours via https://www.essex.ac.uk/admin/staff.

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

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

Calendar

Dates of Terms:
- Autumn Term: Thursday 3 October to Friday 13 December 2013
- Spring Term: Monday 13 January to Friday 21 March 2014
- Summer Term: Monday 21 April to Friday 27 June 2014

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

Calendar of Department meetings:
- Autumn Term: Wednesday 20 November 2013 at 2.15pm
- Spring Term: Wednesday 19 February 2014 at 2.15pm
- Summer Term: Wednesday 21 May 2014 at 2.15pm

Departmental Committees and Management Structure

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

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

Head of Department

Undergraduate Staff-Student Liaison Committee

- **Remit:**
  - Any matter affecting undergraduate studies in economics.
  - Student handbooks.
  - SSS & SAC overview.
  - Elect representative on Undergraduate Curriculum Committee

- **Membership:**
  - Undergraduate Student Liaison Officer
  - Deputy Student Liaison Officer
  - Student representatives

Postgraduate Staff-Student Liaison Committee

- **Remit:**
  - Any matter affecting postgraduate studies in economics.
  - Student handbooks.
  - SSS & SAC overview.
  - Elect representative on Postgraduate Curriculum Committee

- **Membership:**
  - Postgraduate Student Liaison Officer
  - Deputy Student Liaison Officer
  - Student representatives

Teaching and Learning Committee

- **Remit:**
  - Monitor student support.
  - Monitor SSS, SAM, SAT
  - Peer review of teaching
  - Monitor feedback
  - Monitor GTAs
  - Staff development

- **Membership:**
  - TLC Co-ordinator
  - Head of Department
  - GTA Co-ordinator
  - Directors of Undergraduate and Postgraduate (taught schemes) Studies
  - Student Liaison Officers (Undergraduate & Postgraduate)

Undergraduate Curriculum Committee

- **Remit:**
  - Module & course syllabuses
  - Module & course assessment
  - Peer review of teaching
  - Monitor feedback
  - Monitor GTAs
  - Staff development

- **Membership:**
  - Head of Department
  - TLC Co-ordinator
  - Director and Deputy Director(s) of Undergraduate Studies
  - Student representative

Graduate Curriculum Committee

- **Remit:**
  - Module & course syllabuses
  - Module & course assessment
  - Peer review of teaching
  - Monitor feedback
  - Monitor GTAs
  - Staff development

- **Membership:**
  - Head of Department
  - TLC Co-ordinator
  - Directors and Deputy Director(s) of Postgraduate Studies (taught schemes & Research)
  - Student representative
Administrative Duties of Economics Staff

Head of Department (HoD)
The Head of Department has general responsibility for managing the Department of Economics. (See university ordinance 9 for the duties of Heads of Department). The ordinances appear in the University Calendar, which is available online at the University website: http://www.essex.ac.uk/academic/docs/cal/ordinances.shtm.

Director of Graduate Studies (research students)
The duties of the director of graduate studies (research students) include:

1. Monitoring the supervision and progress of students registered for the degrees of MPhil and PhD.
2. Chairing the Research Students’ Progress Committee.
3. Allocation of students to supervisors and the chairs of supervisory boards.
4. Recruitment, selection and admission of research students.
5. Advising the HoD on matters of policy and its implementation with respect to research students.
6. Advising the relevant supervisor on the nomination of examiners for MPhil and PhD students.

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

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

Director of Undergraduate Studies
The duties of the director of undergraduate studies include:

1. Overall responsibility for undergraduate economics modules and courses, except where assigned to the deputy director of undergraduate studies (2nd and final year) and the director of first year studies.
2. Monitoring the progress and assessment of students enrolled for undergraduate economics modules.
3. Advising the HoD on matters of policy and its implementation with respect to undergraduate economics modules and courses.
Staff-Student Liaison Officer
The duties of the undergraduate student liaison officer include:

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

Study Abroad co-ordinator
The duties of the Study Abroad co-ordinator include:

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

Director of Undergraduate Projects
The duties of the director of undergraduate projects include:

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

GTA Co-ordinator
The duties of the GTA Co-ordinator include:

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

Disability Liaison Officer
The duties of the disability liaison officer include:

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

The duties of the Employability Development Director include:

1. Advising students about guidance available from the Careers Centre.
2. Liaison with the Careers Centre and dissemination of information provided by the Careers Centre.

Department Administrator

The duties of the Department Administrator include:

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

Senior Graduate Administrator

The duties of the Senior Graduate administrator include:

1. Providing information and guidance to MSc and Diploma students and applicants.
2. Providing administrative support for the Directors of graduate studies (research and taught).
3. Administration relating to the recruitment and admission of postgraduate students.
5. Administration relating to the September Maths and Stats course.
6. Administration relating to Welcome week.

Graduate Administrator

The duties of the Graduate Administrator include:

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

Undergraduate administrator (first year administration)

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

1. Providing information and guidance to students enrolled for first year economics modules (EC1xx).
2. Providing administrative support for the first year director.
3. Maintaining records of attendance and assessment for students enrolled for first year modules.
4. Administration relating to the assessed work for first year modules.
5. Preparation of the EC100 handbook in association with the Module Supervisor(s).
6. Providing administrative support for the departmental external seminar series.
Undergraduate administrator (second and final year administration)
The duties of the undergraduate administrator (second and final year administration) include:

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

Finance assistant
The duties of the finance assistant include:

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

Information and Confidentiality

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

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

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

For further information see: http://www.essex.ac.uk/records_management/
Departmental Website

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

Financial Administration

The University’s finances are administered by the Finance Section. Information about the organisation and responsibilities of the Finance Section is available online at the University website: http://www.essex.ac.uk/finance/

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

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

Computing Facilities

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

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

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

Duties of Module Supervisors

Each module supervisor has the following responsibilities:

1. To prepare and deliver the lectures for the module.

2. To reschedule any lecture that cannot be held at the time and date stipulated in the timetable. Lectures that are cancelled for any reason must be rescheduled to take place as soon as possible thereafter. Module supervisors are obliged to deliver the total number of lecture hours stipulated for the module.

3. To prepare a module outline and a reading list for the module.

4. To ensure feedback is provided.

5. To propose changes to the syllabus and learning outcomes for the module to the relevant committee (UCC or GCC).

6. To ensure that the library and bookshop receive adequate advance notice of module materials that are needed by students.

7. For modules with term papers: to prepare (a) a list of term paper titles, and (b) a piece of formative assessment to provide feedback to students during the term in which the module is taught. Term paper titles should be available to students no later than two weeks after the start of the module.

8. For modules with assignments or tests: to prepare assignment and test questions, and to ensure that assignment questions are available to students at least two weeks before the submission deadline. Answers to assignments and tests should be made available to students as soon as the work has been marked.

9. To maintain the Course Materials Repository (CMR) for the module.

10. To hold office hours each week during teaching terms.

11. To advise students about academic issues associated with the module and to provide feedback to students in support of their academic pursuits in the module.

12. For modules in which lectures are prescribed instruction: to keep a record of attendance in at least one lecture each week and to submit the record to the Department.

13. To propose examination questions for the module and to participate in the scrutiny of examination question papers.

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

1. To design suitable class-work (typically exercises) for coverage in each class.

2. To advise GTAs of the priorities with respect to each week’s class-work.

3. To provide answer guidelines (typically solutions for exercises) for class-work, including assessed work (assignments and tests).

4. To observe each GTA teaching at least once early in the module.

5. To hold regular meetings with GTAs, in liaison with the senior GTA, where one has been appointed. The meetings should provide a forum for GTAs to provide feedback about all
academic aspects of the module as well as for the module supervisor to offer guidance about any aspect of the coverage and delivery of the module subject matter.

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

Duties of Supervisors (projects and dissertations)

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

1. To provide the equivalent of up to four contact-hours of teaching per student in the form of supervision during (a) the autumn and spring terms for undergraduate projects, or (b) June–September for MSc dissertations.

2. To read and comment upon written submissions made by each supervisee. Supervisors should not make forecasts to their supervisees about the mark to be expected for projects or dissertations. To offer such forecasts can be misleading and distressing to students if the forecast is inaccurate.

3. To keep a record of meetings with supervisees.

4. To report on the progress of each supervisee when requested to do so by the director of graduate studies (for MSc dissertations) or the director of undergraduate studies (undergraduate projects).
Organisation of Teaching

Module Documentation

Criteria for Module Outlines

Module supervisors are responsible for preparing and updating module outlines. Module outlines should be submitted to the Course Materials Repository (CMR) four weeks before the beginning of the academic year in which the module is to be taught. This applies to spring term, as well as autumn term, modules — though the outlines for spring term modules may be updated at the beginning of the spring term. An email will be sent to you with details of how to use the CMR prior to the deadline for submission. Module outlines should contain a comprehensive statement of the topics to be covered in the module, assessment and submission guidance, the feedback strategy for that module, the books that students are expected to consult or purchase, and to list other required and optional readings.

Lecture Notes

Lecture notes and materials (e.g. Powerpoint slides) shown in lectures should be made available via the CMR. In circumstances when lecture notes are not circulated, module supervisors should specify in detail the assigned reading for each lecture (normally in one or more textbooks). For modules with separate class teachers (i.e. EC111, EC114, EC115, EC201, EC202, EC251, EC252, EC501, EC511), module supervisors should make arrangements for class teachers to receive a copy of the textbook. Normally, before the module commences the relevant publisher should be contacted with a request for a copy of the textbook for each class teacher.

Provision of Module Materials

Module supervisors are responsible for preparing supporting coursework materials including term paper titles, example questions and assignment questions. Module supervisors are responsible, in consultation with the appropriate member of the Administration Team, for placing module material in the CMR. Module supervisors are responsible for keeping a record of any material they scan for use in teaching. This information should include the title of the book or paper, the pages scanned, the ISBN/ISSN of the publication and the publisher or journal details. This information must be supplied to the Departmental Administrator when requested for the copyright returns required to be made by the University.

Teaching Administration and Assessment

Teaching Times, Timetable and Room Bookings

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

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

Teachers are required to keep a record of attendance at prescribed instruction (i.e. contact hours that are compulsory for students to attend).

Prescribed instruction differs across modules. For the following modules, classes are prescribed instruction: EC111, EC114, EC115, EC201, EC202, EC251, EC252. For all other modules, lectures are prescribed instruction.

Attendance should be taken on at least one occasion during each teaching week and recorded on the sheets circulated by the administrators for the purpose.

Attendance records should be submitted to the relevant administrator weekly.

Teaching Facilities

Audiovisual and Media Services (AVMS)

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

The Audiovisual section of AVMS is located in the Lecture Theatre Block (entry level, room LTBC). Inquiries should be addressed by email to avmserv@essex.ac.uk.

For detailed information, visit the AVMS web pages on the University website: http://www.essex.ac.uk/avms/.

Library Resources

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

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

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

Recommendations for new books should be made via: https://www.essex.ac.uk/library/forms/book_suggestions.aspx

Feedback on Students’ Assessed Work

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

For assignments and class tests:

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

For term papers:

1. The first marker (who may or may not be the module supervisor) completes an Assessed Work Feedback Form for each paper. Additionally they must provide feedback in the text on the term paper. This feedback should include comments on how the work submitted could have been improved.
2. A copy of each completed feedback form and term paper with comments is returned to the student.

3. In modules with term papers, module supervisors should provide some form of ‘formative assessment’, that is assessment which does not count towards the students final mark but provides them with feedback within the term in which the module is taught. The assessment may be a take home assignment or class test. This feedback must be given within the same term the module is taught.

For projects (EC831):

1. Feedback occurs in the normal process of supervision and usually takes the form of discussing suitable source materials, outlines and drafts with supervisees. Once projects or dissertations have been submitted, the opportunities to provide feedback are limited.

2. Formal feedback is provided on the literature survey and plan submitted by each student at the end of the autumn term.

3. Submitted projects are not returned to students. Examiners should not write any comments on projects.

For MSc dissertations:

1. Feedback occurs in the normal process of supervision and usually takes the form of discussing suitable source materials, outlines and drafts with supervisees. Once projects or dissertations have been submitted, the opportunities to provide feedback are limited.

2. Submitted dissertations are not returned to students. Examiners should not write any comments on dissertations.

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

Coursework

Assignments and Tests

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

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

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

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

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

Module supervisors are responsible for organising tests, with class teachers assisting as invigilators. Students must always be informed, well in advance, about (a) the duration of the test; (b) the material covered in the test (but not the test questions!); and (c) the choice, if any, among questions in the test.
Module supervisors are responsible for ensuring that all students taking the test (a) are able to identify themselves with their registration cards, (b) write their names and registration numbers on a check-list during the examination; (c) submit a completed test script before leaving the test room.

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

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

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

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

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

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

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

**Term Papers and Example Questions**

**Term Papers**

Term papers are extended essays that form the coursework element according to the rules of assessment for the module.

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

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

Term papers must be submitted to the relevant administrator (not to module supervisors) no later than the deadlines specified in the Undergraduate and Graduate Economics Handbooks.

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

**Formative assessment**

Modules with term papers must also provide students with a piece of formative assessment:

- The purpose is to provide students with feedback about their progress within the term in which the module is taught.
- The mark on the assessment will not contribute to the aggregate mark in the module.
- The type of assessment is at the discretion of the module supervisor. Examples: a multiple choice test, a short assignment, a short essay (e.g. a past examination question). A long piece of work is neither necessary nor expected.
- The assessment should take place in the second half of the term in which the module is taught.
• Module outlines must contain a statement about the form of the assessment and when it is to take place.
• Feedback on students’ performance should be given as soon as possible after the assessment.
• The above requirements apply only to modules for which the summative coursework assessment is by term paper.

**Academic Offences**

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

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

All term papers and dissertations are run though the similarity finding tool ‘turnitin’ by the relevant administrator. Papers showing a high similarity index will be brought to the attention of the module supervisor.

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

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

**Late Submission and Extenuating Circumstances**

A distinction is made between the reasons for late submission of coursework and extenuating circumstances that may have a broader impact on a student’s performance. Students who have good reason to submit work late must complete a *Late Submission of Coursework Form* in consultation with the relevant administrator (for first or second/third year undergraduate modules). *Late Submission of Coursework Forms* are considered at the department’s Late Submissions Committee.
Extenuating circumstances refer to events (e.g. accidents or bereavements) or conditions (typically of a medical nature) that students claim have adversely affected their performance throughout the year or at the final examinations. Students claiming extenuating circumstances must submit the appropriate form to the Registry no later than a specified deadline (shortly after the completion of final examinations). Extenuating circumstance claims are considered at the department’s Pre-Board meeting, which reports to the Boards of Examiners.

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

Rules of Assessment for Modules

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

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

Examinations

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

Doctoral examinations take place in January with resits taking place in May/June.

Preparation of Final Examination Question Papers

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

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

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

Examination question papers and solutions are sent to external examiners for comment and approval. Question papers are amended in response to external examiners’ comments and submitted to the University Examinations Office during the spring term.

Role of External Examiners

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

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

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

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

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

First year examinations

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

Marking Criteria for Assessed Work

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

Boards of Examiners

Boards of examiners meet towards the end of each academic year (late June) to approve examination results and make decisions about the award of degrees or the progress of candidates to the next stage of their studies.

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

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

Requests for permission to be absent from a Board of Examiners meeting should be referred to the HoD.
Publication of Results and Disclosure of Marks

Disclosure of Marks

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

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

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

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

Appeals

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

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

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

Access to Examination Scripts

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

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

Complaints Procedures

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

Departmental Complaints Procedures

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

Complaints about assignment, term papers and test marks.

(a) Students should, in the first instance, seek to resolve any disagreement with the person directly responsible (typically, a class teacher).

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

Complaints about examinations.

(a) Students should be advised to make complaints about examination marks or examination question papers, in writing (normally, via email) to the Head of Department. The Head of Department will then investigate the complaint, decide what action, if any, is appropriate, and report back to the complainant.

(b) If students complain about an examination mark, please remind them that all term papers and final examinations are double marked. For this reason, requests for a “re-mark” of examinations are not normally granted.

(c) Teachers should be aware that any comments they make to students may be used as evidence in a complaint or in an appeal.

Complaints about teaching and supervision

(a) Students should in the first instance try to resolve any complaint with the teacher or supervisor against whom the complaint is made.

(b) If the complaint cannot be resolved between the student and the relevant teacher, the student should be advised to contact the Head of Department. The Head of Department may request that the reasons for the complaint are given in writing and shall take such action as he or she deems appropriate to resolve the problem.

(c) Complaints may be made to the relevant Staff-Student Liaison Committee via the Student Liaison Officer (undergraduate or postgraduate, as appropriate) or a student representative on the committee.

Other Complaints about the Department

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

**Office Hours**

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

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

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

**Student Support within the Department of Economics**

**Departmental Policy**

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

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

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

**Extra Tuition**

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

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

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

**Records kept about Students in the Department**

The Department is required to keep a record of each student’s academic progress (attendance, assignment marks, etc). The record does not normally contain confidential information but is private to the student concerned. Each student is entitled to see his or her record in compliance with the Data Protection Act.
University Support Services

Student Support
Student support is located in room 4N.6.2.
The office is open between 10.00am and 4.00pm Monday, Wednesday and Friday, and between 1.00pm and 4.00pm Tuesday and Thursday. The telephone number for general enquiries is 872366 and you can e-mail sso (non-Essex users should add @essex.ac.uk to create a full e-mail address).
Further details are available online: http://www2.essex.ac.uk/stdsup/.
Student Support provides a wide range of advice and information service to assist students through their time at University.

Resident Support Network
As a high proportion of students live in University accommodation, much of it on campus, pastoral care is an important element of the overall support for students. This is provided by the Residence Support Network, the aim of which is to help to create an environment in which students can live and study.
Resident Support Network Assistants, who are either undergraduate or postgraduate students, are appointed to live in the residences. The RSN assistants are normally the first point of contact if students have any concerns or difficulties. Contact details for RSN Assistants are available in the residences and on the University website: http://www2.essex.ac.uk/stdsup/welfare/rsn

Support for Students with Disabilities and Specific Learning Difficulties
The University provides a range of facilities for student with disabilities, long-term illness and specific learning difficulties. Students should be advised to seek information from the Disability Team.
For further information contact:
The Disability Team in Student Support
Telephone: (01206) 872365
E-mail: disab (non-Essex users should add @essex.ac.uk)
Location Room: 4N.6.2
The Department of Economics strategy for disabled students is focused on co-ordination with the Disability Team in the Student Support office. Disabled students should obtain assistance from Student Support. The Department will then make every effort to implement the recommendations of Student Support.

Counselling Service
The Counselling Service forms part of Student Support but is located separately in Greenwood House (opposite Rayleigh Tower).
The Counselling Service offers students opportunities to explore whatever issues they choose to raise in an environment which is non-judgmental and which is based on the relationship of trust which develops between the student and the Counsellor.
For further information contact:
   Telephone: (01206) 873133
   E-mail: counserv@essex.ac.uk
Opening Hours: Monday – Friday 9.00am-12.50pm 2.00-4.30pm
Information is available online at the University website: http://www.essex.ac.uk/counselling

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

Students’ Union Advice Centre

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

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

Additional information is available from the Students’ Union website: http://www.essexstudent.com

Careers Advice

Departmental Policy

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

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

Careers Centre

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

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

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

Undergraduate Admissions

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

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

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

- Visit days. Visit days are held during the academic year for applicants to the University. The visit day co-ordinator is responsible for meeting the applicants and for arranging their programme of activities in the Department.

- Open days. Open days are held for prospective applicants. The visit day co-ordinator, assisted by other members of staff appointed by the HoD, contribute to the open day programme and are available to answer queries from prospective applicants.

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

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

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

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

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

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

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

Peer Review of Teaching

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

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

The HoD appoints members of staff to observe the teaching of part-time teachers and receives the reports on the observations that take place.

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

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

Staff Mentoring Arrangements

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

The HoD assigns mentors, monitors the implementation of the procedures, outlined below, and is responsible to the Personnel Office for the Department’s arrangements.

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

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

The director of undergraduate studies and the director of graduate studies (taught schemes) complement the role of mentors in supporting probationary and temporary members of staff. In particular, new members of staff are encouraged to seek advice from the directors of studies about any aspect of their teaching, the provision of teaching materials and assessment.

Student Assessment of Modules and Teaching

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

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

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

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

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

**Reviews of Modules and Courses**

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

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

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

**Personnel, Staff Development & Occupational Health**

**Equal Opportunities**

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

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

The Code of Practice on Equal Opportunities for Students and on employment may be found on the University website: follow the link from the following web page: [http://www.essex.ac.uk/eo/codespolicies/codesdefault.htm](http://www.essex.ac.uk/eo/codespolicies/codesdefault.htm).

**Policy Statement on the Promotion of Racial Equality**

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

The Code of Practice on the Promotion of Racial Equality can be found on the University website: follow the link from the following web page: [http://www.essex.ac.uk/eo/codespolicies/codesdefault.htm](http://www.essex.ac.uk/eo/codespolicies/codesdefault.htm).
Human Resources Office

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

Staff Development

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

Detailed information is available on the University website: [http://www.essex.ac.uk/ldev](http://www.essex.ac.uk/ldev)

Occupational Health and Safety Advisory Service

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

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

Detailed information is available on the University website: [http://www.essex.ac.uk/ohsas](http://www.essex.ac.uk/ohsas)

Harassment and Bullying

Policy Statement on Harassment

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

The Guidelines for Dealing with Harassment can be found online from the University’s website: [http://www.essex.ac.uk/eo/harassment/harassmentdefault.htm](http://www.essex.ac.uk/eo/harassment/harassmentdefault.htm).

The Equality and Diversity Unit oversees and implements the University’s harassment and bullying policies. Its website may be accessed from the University’s home page: [http://www.essex.ac.uk/eo/](http://www.essex.ac.uk/eo/)

Procedures for Dealing with Harassment

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

You can seek advice and help from either:

- an Harassment Adviser or one of the agencies listed in the advice and support section of the guidelines. If you are concerned by an incident or feel that behaviour towards you is
inappropriate they can advise you on a course of action, suggest a way of resolving the situation or refer you for specialist advice;

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