



School of International Development

UNDERGRADUATE COURSE GUIDE

FOUNDATION YEAR

2019-20

UEA University of
East Anglia

The School of International Development

Head of School Welcome

We are very pleased that you have joined us in the School of International Development at UEA and we would like to warmly welcome you to the School! I hope that the high quality teaching the school offers will combine with your hard work to give you an experience that is exciting, challenging and ultimately highly profitable for your future career.

The School of International Development (DEV) is a lively, research-oriented department and a leading global centre of excellence in research and teaching in international development.

We are a School of around 40 academic staff with a diverse set of interests. The thing that unites us is a commitment to making a difference, contributing to knowledge and providing advice and guidance to policy makers and practitioners on major global challenges such as poverty reduction and environmental sustainability. The School's research performance was judged to be internationally excellent and among the top three development studies departments in the country, according to the last UK government research assessment exercise.

I look forward to meeting you at the Head of School Welcome and, on behalf of the School of International Development, I would like to take this opportunity of wishing you a stimulating and successful stay at UEA.

Yours sincerely

Laura Camfield

Laura Camfield

Head of the School of International Development



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1. INTRODUCTION

In this booklet we introduce the Foundation Year degree programme that is taught in the School of International Development (DEV). We will describe the structure of the programme and talk you through your foundation year modules. We will explain the timetable system and give you an introduction to the modules that you will be taking in the autumn semester and those that you will start in the spring semester.

This booklet also provides some additional information regarding UEA regulations, processes and guidance, designed to help and support you through your studies. More information about these things can be found in the **UEA University Student Handbook 2019 - 2020**, which you should read carefully. The UEA Student Handbook is available at <https://www.uea.ac.uk/learningandteaching/handbooks> .

If you have any questions, the Learning and Teaching Service (LTS) Arts Hub will be happy to help you, located on Floor 0 of the ARTS 1 building (open 8am-6pm, Monday to Friday). You will also find the following site useful for both information and forms that you may need <http://www.uea.ac.uk/learningandteaching/students> .

2. YOUR COURSE

You will be enrolled on either of the following degree courses:

- BA International Development (with a Foundation Year)
- BA Geography and International Development (with a Foundation Year)

In the Foundation Year, students on degree either course study on the same compulsory modules and have the same optional module choices. From Year 1 (your second year of study), you will have some different compulsory modules.

Course Director

The Course Director for the Foundation Year is Sophie Bremner. Dr Bremner is responsible for the management of your course. You will meet with Sophie in the first week of the autumn semester and should get in touch with her should you have any queries.

Sophie will be able to provide advice about your course, including the choices you have with respect to the specific modules you take. In addition, you will have a Personal Adviser – someone you can turn to with any problem you may face, academic or not. More details about the role of the Personal Adviser can be found in the UEA University Student Handbook.

Course Profile

Each course has a course profile, which provides an outline of what you are required to study to satisfy the requirements of the course. This includes the compulsory modules you must take in each year, the optional modules available to choose from, and the semester in which each module is offered. You can access your course profile on-line via your student portal page.

NOTE: All undergraduate students are required to take 120 credits each year.

Changing Courses for Year 1

The School offers a range of degrees to suit individual needs and interests. After successfully completing your Foundation Year, you will automatically continue with Year 1 of the degree you are registered to study. However, you would also have the option to transfer to other degree courses in DEV as follows:

- BA International Development (with/without Overseas Experience or a Study Abroad year)
- BA Geography and International Development (with/without Overseas Experience or a Study Abroad year)
- BA International Development with Anthropology (with/without Overseas Experience or a Study Abroad year)
- BA International Development with Politics (with/without Overseas Experience or a Study Abroad year)
- BA International Development with Economics (with/without Overseas Experience or a Study Abroad year)
- BSc International Development and the Environment (with/without Overseas Experience or a Study Abroad year)
- BA Media and International Development (with/without Overseas Experience or a Study Abroad year)

You would also have the option to transfer to the BA Geography in the School of Environmental Sciences.

2.1. Accessing your course profile

To access your course profile and find out more about the compulsory modules in your course:

- 1) Go to e:Vision (<https://portal.uea.ac.uk>) and select the *Academic* tab.
- 2) In the Student Records container click the link to *Student View*.

Student Records

E:Vision enables you to access some of your records held on the UEA Student Information System.

Student View Access your personal details record See module enrolment information View course profiles information See your current modules Complete on-line registration	Finance View your account details Make a payment Amend your home and contact addresses See information on fee changes and regulations Download an Accommodation Contract Download a Direct Debit Form
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Subscribe to your personal timetable in your email client or mobile device ([How? \[pdf\]](#)): [[Atom RSS](#) | [ICS](#)]

- 3) Select the *Course Profiles* link from the Module Details container

Module Details

- [View Your Modules](#)
- [Module Information](#)
- [Course Profiles](#)

- 4) Select the 2019/20 academic year from the Academic year drop down box.
- 5) Select '*International Development*' from the School dropdown box.
- 6) Click *submit* to list all course profiles in the list.

Course Profiles

Please complete the report options and click the 'Submit' button.

School	<input type="text" value="International Development"/>	
Academic Year	<input type="text" value="2012/3"/>	

- 7) Select the course profile for the course you are registered on.
- 8) The profile link will take you to the course profile, which contains all of the modules and indicates whether they are core or compulsory (you must take them) or part of an option range (where you have choices).

3. YOUR MODULES

Each degree course in DEV is made up of 'modules'. A list of the modules available to Foundation Year students in DEV is shown in section 3.1.

Autumn Semester

All students take the module 'Global Challenges: Issues and Concepts in Development Studies 1' (or Global Challenges 1). All students also take the module 'Academic Literacy and Skills'.

Spring Semester

All students take the module 'Global Challenges: Issues and Concepts in Development Studies 2' (or Global Challenges 2) in addition to the module 'Foundation Paper in Development Studies'

Module information

You will receive a detailed outline of each module, including information about lectures, seminars, readings and coursework, at the first lecture.

Further details about each Foundation Year DEV module can be accessed via your student portal (see section 3.2). If you have any queries about a DEV FY module, please contact Dr Sophie Bremner

Optional modules

For your Foundation Year you will choose one of the following three optional modules:

ENV-3001Y Environmental Sciences

HUM-3002B Political Philosophies

HUM-3001B History and Society

Details of each module can be found below, to help you make your choice.

ENV-3001Y Environmental Sciences (year-long module, 20 credits)

In this module you will learn about the interdisciplinary nature of environmental sciences through discussion of current hot topics and carrying out projects on environmental problems. You will acquire skills in field work, data analysis, and writing scientific reports. Through the year-long module you will gain an understanding of the breadth of environmental science topics, the multidisciplinary and interdisciplinary nature of environmental systems. You will develop skills in verbal and written scientific communication skills, critically analyse environmental problems and discuss solutions to the challenges of sustainable management of our environment. *(Please note that although this module is year-long, most study hours will be in the Spring Semester. This does still mean, however, that you would have more study in the Autumn Semester than the Spring Semester, overall).*

HUM-3002B Political Philosophies (Spring semester module, 20 credits)

This module introduces you to some of the key ideologies and 'isms' within contemporary political theory which form the focus of contemporary debates. It will encourage you to consider the role that politics plays in your life through the examination of political theory. Radical doctrines such as anarchism and fundamentalism will be discussed and evaluated alongside more traditional ideologies such as socialism, liberalism and conservatism. If you are a Foundation Year student, it will have relevance to you in its critical approach to ideology.

HUM-3001B History and Society (Spring semester module, 20 credits)

Dramatic changes took place in 19th-century England which still affect the way we live our lives today. Throughout this module you will explore some of the upheavals which took place, considering the impact that national trends and cultural developments had on individual households, villages, towns and regions. Through the close examination of primary source materials produced at the time, you'll look at the development of several key areas of 19th century life in the English countryside. For example, this has included education, health and medicine, crime and punishment, changing Christian beliefs and attitudes to worship, as well as the often harsh realities experienced by rural society on a daily basis. You'll also have the opportunity to consider how the media in the 21st century, through documentaries, costume drama and celebrity shows, presents the past. You'll ask questions such as whether the time and budgetary restrictions directors and producers face create an accurate or distorted view of the way our ancestors lived. You'll also explore the ways in which sources and case studies are presented to audiences and you'll think about how this affects people's perceptions of the past. By the end of the module, you'll be able to place the 19th century within its wider context. You'll understand where many of our current ideas and reactions to various aspects of life, such as welfare and leisure, originated. And, in addition, you'll be able to assess the extent to which decisions our ancestors made in the 19th century still influence our culture and society two hundred years later.

Module enrolment

You will be enrolled automatically on your compulsory modules. Details of how to choose your optional modules will be provided by the LTS Hub and your Course Convenor. You can see the modules that you are enrolled in at any time on your student portal. When making module choices, you are recommended to discuss your options with your Personal Adviser.

Module Enrolment Changes

Although you should try to get your choice of modules right first time, later module enrolment changes are permissible subject to timetable constraints, the availability of places on the module to which you wish to transfer, and the module organiser's approval. However, changes are not normally permitted after the **second week** of teaching of that module. After this, changes can be made only with a concession granted by the University Learning and Teaching Committee of Senate. If you want to change your module enrolments, you should contact Sophie Bremner and the Learning and Teaching Hub as soon as possible to discuss your options.

Year 1

To find out more about your Year 1 modules, take a look at the 'DEV Student Zone' section on Blackboard, the University's virtual learning environment.

3.1. DEV Foundation Year module overview

Module Code	Module Title	Acronym	Assessment Method*	Semester	UCU***
Compulsory Modules					
DEV-3011A	Global Challenges: Issues and Concepts in Development Studies 1	GC1	CW	A	40
DEV-3001a	Academic Literacy and Skills	ALS	CW	A	20
DEV-3012B	Global Challenges: Issues and Concepts in Development Studies 2	GC2	WW	S	20
DEV-3002B	Foundation Paper in Development Studies	FDS	CW	S	20
Optional Modules (choose one)					
ENV-3001Y	Environmental Sciences		CW	Year	20
HUM-3002B	Political Philosophies		CW	S	20
HUM-3001B	History and Society		CW	S	20

Notes:

* Assessment Type: CW = Coursework 100%; WW = Coursework 50% + Exams 50%.

***UCU = University Credit Units

3.2. Accessing module information

To find out more information about a particular module via the Student Portal:

- 1) Go to e:Vision (<https://portal.uea.ac.uk>) and select the *Academic* tab.
- 2) In the Student Records container click the link to *Student View*.

Student Records

E:Vision enables you to access some of your records held on the UEA Student Information System.

Student View

Access your personal details record
See module enrolment information
View course profiles information
See your current modules
Complete on-line registration

Finance

View your account details
Make a payment
Amend your home and contact addresses
See information on fee changes and regulations
Download an Accommodation Contract
Download a Direct Debit Form

Subscribe to your personal timetable in your email client or mobile device ([How? \[pdf\]](#)): [[Atom RSS](#) | [ICS](#)]

- 3) Select the *Module Information* link from the Module Details container.

Module Details
View Your Modules
Module Information
Course Profiles

- 4) Select the 2019/20 academic year from the Academic year drop down box.
- 5) Select your school from the School dropdown box.
- 6) Enter the module code of the module you are interested in (e.g. DEV-3011A for 'Global Challenges 1') and click *Submit*.
- 7) Click on '*Details*' to find more information about the module, e.g. timetabling and assessment methods.

4. ADDITIONAL INFORMATION

All students should refer to the UEA **University Student Handbook** for details of all University-wide regulations, processes and guidance designed to help and support students through their studies. This includes:

- Sources of advice, guidance and support (e.g. the Personal Adviser, Senior Adviser, Student Support Services, Student Union Advice Centre)
- The Learning and Teaching Service (LTS)
- The Student Portal and eVision
- Students with disabilities, specific learning difficulties, long-term medical conditions or mental health concerns
- General regulations for students

- Attendance and absence
- Plagiarism and collusion
- Coursework submission and return
- Extensions
- Degree classifications
- Appeals and complaints
- Student representation and feedback
- University services (eg Library, Medical Service, Careers and Employability).

The UEA University Student Handbook is available at:

www.uea.ac.uk/learningandteaching/handbooks

Below we provide some more specific information for DEV students related to:

- The Academic Year
- Timetables and seminar groups
- Assessment
- Advice, Guidance and Support

4.1 The Academic Year

You should note the week-numbering system, often used to refer to dates. For example, week 1 of the autumn semester commences on Monday 23rd September 2019.

AUTUMN SEMESTER

Registration: Wednesday 18th and Thursday 19th September between 10.00am and 7.00pm for International and EU students / Saturday 21st September and Sunday 22nd September between 10.00am and 6.00pm for home students. Please go to Congregation Hall to register.

Students' Union Welcome Talk Sunday 22nd September 2019, 2-3pm in the LCR, Union House.

Week 1: 23rd September to 27th September 2019 - Induction Week

Weeks 2 -12: 30th September to 13th December 2019

(Week 6: 28th October to 1st November 2019 – Reading Week)

(*Christmas Break – 16th December 2019 to 13th January 2020*)

SPRING SEMESTER

Weeks 1-12: 13th January to 16th May 2020

(Week 7: 17th – 21st February 2020 – Reading Week)

(*Easter Break – 23rd March 2020 to 17th April 2020*)

Spring Semester continues: 20th April to 15th May 2020

ASSESSMENT PERIOD: 18th May to 12th June 2020

The University expects students to be available for the duration of the assessment periods and if necessary for reassessment or delayed “first sitting”.

REASSESSMENT PERIOD: Confirmed nearer the time.

4.2. Timetables and seminar groups

In order to make the best use of the UEA’s teaching accommodation, the teaching day has been divided into five resource slots. The teaching day commences at 9am and runs into the evenings. Whilst rooms are booked by the hour, students should note that teaching sessions should last no longer than 50 minutes and are expected to commence and end at the following times:

- Modules running in the mornings (slots 1 & 2) will start on the hour and finish at 50 minutes past the hour
- Modules running in the afternoons and evenings (slots 3, 4 & 5) will start 10 minutes past the hour and finish on the hour
- These start and end times guarantee a minimum 20-minute break in the middle of the day for students and staff.

Lectures will always be scheduled in their advertised slot but some seminars, workshops, tutorial groups and field trips may end up in a different slot if timetable pressures dictate.

If you are taking a module with more than one seminar groups, you will automatically be assigned to a **seminar group**. You will not be allowed to switch seminar groups without prior approval of the LTS Arts Hub – approval will only be considered if you have a valid reason, e.g. a childcare commitment. If you wish to switch a seminar group, for a module with more than one seminar group, you should collect a form from the LTS Arts Hub. Seminar Groups for modules taught in other schools will be dealt with by the relevant LTS Hub.

Scheduling regular teaching sessions on Wednesday afternoons is avoided **WHERE POSSIBLE**, but this time may be used for tests, practicals etc., if no alternative time can be found and this should take priority over events/fixtures etc. Where there is a clash, this should be notified to the LTS Arts Hub immediately.

Your personalised timetables will be available to view and print from the Student Portal.

DISCLAIMER: timetables are complicated things and unexpected changes can happen! We do try and keep you as updated as much as possible, please check your UEA email and timetable regularly.

TIMETABLE SLOTTING SYSTEM: BASIC SCHEME

	Monday	Tuesday	Wednesday	Thursday	Friday	
1	B1	C1	D1	E1	A1	0900
	B2	C2	D2	E2	A2	1000
2	B3	C3	A3	E3	D3	1100
	E4	D4	B4	A4	C4	1200
3	C5	D5	E5	A5	B5	1310
	C6	D6	E6	A6	B6	1410
4	C7	D7	E7	A7	B7	1510
	C8	D8	E8	A8	B8	1610
5	A9	B9	C9	D9	E9	1710
	A10	B10	C10	D10	E10	1810
	EY	AY	BY	CY	DY	1910

4.3. Assessment

Assessment is the process by which academic progress is monitored during the degree course.

The basis on which each module is assessed is shown in the module description. Detailed information about the assessment arrangements for each module (titles, tasks and the deadline for submission of assignments; course tests; seminar presentations, examinations etc) are presented in module outlines and also appear on your individual timetables. If, when taking a module, the student is in any doubt about the assessment arrangements it is their responsibility to consult the module convenor as soon as possible. Information on modules taken outside of the School will be available from the School or LTS Hub delivering the module.

Assessment has several meaningful functions.

- It is an essential part of the learning process and is intrinsic to the design of every module.
- It provides a vehicle for focused independent study in chosen areas.
- It is formative, in the sense of enabling students to monitor and improve their own performance.
- It allows judgements to be made about academic and professional qualities, which will determine progression from year to year and final qualification.
- It provides reflection of a knowledge base and of professional competence, where relevant.

Assessment is a part of learning rather than a test of what has been learned.

Coursework (CW): Work of any type (essays, class presentations, course tests, practical laboratory work) which is marked exclusively by those responsible for teaching the module.

Project (PR): A substantial piece of work, carried out by an individual student, or group of students, involving scholarly research and/or the analysis or application of data/knowledge in practical undertakings. They are double-marked and are subject to moderation by External Examiners.

Exam (EX): Usually unseen question papers to be answered in a limited time period. These are double-marked and a sample will be shown to the External Examiner for scrutiny.

Over the four years of your degree, your coursework assessment may include:

- **Essays** - a formally set assignment based on a specified topic or question used to assess depth of understanding, problem solving and the application of knowledge and understanding
- **Course tests** - based on questions that require short answers or multiple-choice questions. This format is designed to test knowledge and understanding and will be primarily used to assess a breadth of material
- **Workshops** - which test your practical abilities
- **Critical reviews** - requires the critical evaluation and discussion of an aspect of academic, professional or practice-based literature. This is designed to encourage students to engage in a debate about current research and issues
- **Reports** – which test your ability to provide clear and concise accounts and analysis of a specific subject to a specified audience
- **Presentations** - assesses student competence to present succinct and accessible information; tests communication skills
- **Dissertation** - an in-depth long piece of study, such as an extended literature review or research pilot study, which tests students' ability to undertake independent research

Details of the marking guidelines and criteria used to assess different types of coursework are contained in the **University Student Handbook**. You should read these carefully, to give you an idea of what is expected and how marks are awarded.

4.4. Advice, Guidance and Support

Your Personal Adviser

You will be allocated a personal adviser at the start of your course. A minimum of three individual meetings per academic year between you and your adviser will be offered. Your adviser will let you know their availability normally on their office door notice board or via email. If you wish to change your adviser for any reason, you are very welcome to do so and no-one will feel offended. Please ask the Learning & Teaching Hub if you wish to do this.

The Senior Adviser has overall responsibility for all matters relating to undergraduate and postgraduate student welfare within the School. The Senior Adviser will be able to provide information on the various support services provided by the University. The Senior Adviser for 2019/20 is Dr Ulrike Theuerkauf in the autumn semester and Dr Jonathan Pattenden in the spring semester.

Student Representation and Feedback

The Code of Practice on Student Representation and Feedback is accessible via the Learning, Teaching and Quality website at:

<https://portal.uea.ac.uk/learning-and-teaching/documents>

Student Representation is a key component of quality assurance in higher education. Students have a significant role, too, in helping to enhance the quality of their University experience. The School of International Development believes in the mutual benefits that come from effective liaison between staff and students and we have tried to adopt measures that will help to create and maintain it.

Staff/Student Liaison Committee

The School operates a Staff Student Liaison Committee (SSLC), which meets twice a semester. The Staff Student Liaison Committee is the main forum for exchange of ideas and opinion between students and their teachers. In DEV, students are represented from each undergraduate course and we will be seeking volunteers in the first weeks of the autumn semester. Further details on the role of student representatives will be made available to you at the start of the academic year.

DEVSOC

Students in the School of International Development have also set up a student-led society, DEVSOC, to encourage more social interaction between DEV students. You will receive further information about DEVSOC during the Induction week.

Blackboard

Blackboard is the virtual learning environment used at UEA. It hosts all of our online academic content. On accessing Blackboard, you will be able to view all of the modules/organisations in which you are enrolled. The School has its own Blackboard site

called 'DEV Student Zone'. Here, you will find a range of information, from academic writing guides and handbooks, to material and resources specific to DEV. To access 'DEV Student Zone, click on

https://learn.uea.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id= 1893640_1&course_id= 118762_1

Talis

This is the online system used by the University to provide you with access to your reading lists. You will be given more information about Talis and how to use it during the induction programme scheduled for the start of the new academic year.

The UEA Award

In October 2015, after a successful pilot scheme with over 200 students, the University launched the UEA Award, which helps you structure and articulate your activities, equipping you for graduate employment and life after UEA.

What is the UEA Award and how can I benefit from taking part?

- The UEA Award is a certificate from the University, providing recognition for a range of activities, both academic and extra-curricular, undertaken during your time at UEA.
- The award provides a framework for your activities, making it easier for you to demonstrate and develop a set of key skills and attributes that are valued by employers, to help you secure the future you want. You will also have the chance to meet employers and get their feedback.
- If you sign up for the award, you'll find that many of the activities you're already involved in will count towards the award, and in addition you can get involved in some great new challenges. You'll be able to submit activities from up to two years ago as well as anything you're doing now, including work-related activities, academic activities, career management activities and campus and personal activities.
- Getting involved in the award helps you build a stand-out CV as you go along, to give you a better chance of success when applying for jobs and work experience. You'll also be able to check in with a careers adviser for CV feedback, to make sure you're on the right track.

The award is open to all undergraduate students and taught postgraduate students. It has three levels - bronze, silver and gold - to suit the hours and level of commitment you wish to contribute. The award is flexible, and you can carry over award levels between academic years in your undergraduate degree. To find out more, please visit <https://www.uea.ac.uk/award>

5. USEFUL CONTACTS

5.1. The Learning and Teaching Service (LTS) Hub

The Learning and Teaching Service team administering DEV undergraduate teaching activities is located in the Learning & Teaching (ARTS) Hub on Floor 0 of the Arts 1 Building (entrance opposite The Blend coffee shop). You may have a high degree of contact with this office over the course of your academic study; for example, making enquiries and either submitting or collecting coursework.

General enquiries: 01603 597580, hub.uq.dev@uea.ac.uk.

Learning and Teaching Staff

Learning & Teaching Co-ordinator: Heather Reynolds

Team Leader (DEV): Patricia Goodwins, *(59)3168, p.goodwins@uea.ac.uk

* The four-digit number can be accessed from within the University (using an internal phone) but the full 6-digit number plus area code (01603) is required from outside.

DEV Student Mail boxes, also called ‘Pigeon Holes’

Your mail boxes or ‘pigeon holes’ are located on Floor 1 of the ARTS I building, along the corridor from the DEV School Support Office (ARTS 1.80).

Notices, letters and emails

You are required to respond to any notices or communication directed to you within **48** hours of it being made available to you. Notices may be posted on University, Faculty or School notice boards, delivered to your pigeonhole or contact address, published via Blackboard, the Student Portal or sent by email. You must therefore ensure that you are aware of the location of pigeonholes and notice boards, and that you check pigeonholes, notice boards and your University email account on a regular basis.

Please use your UEA email account for all correspondence with teaching and administrative staff and detail your student number.

5.2. Academic Staff - School of International Development

NAME	EMAIL ADDRESS	OFFICE	RESEARCH
Maria Abranches	m.abranches@uea.ac.uk	Arts 2.68	Anthropology
Edward Anderson	edward.anderson@uea.ac.uk	Arts 2.75	Economics
Sophie Bremner	Sophie.Bremner@uea.ac.uk	Arts 1.78	Anthropology / Geography
Jessica Budds	j.budds@uea.ac.uk	Arts 2.67	Natural Resources
Laura Camfield	l.camfield@uea.ac.uk	Arts 1.82	Anthropology
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Nitya Rao	n.rao@uea.ac.uk	Arts 1.84	Gender
Iokine Rodriguez	i.rodriguez-fernandez@uea.ac.uk	Arts 1.16	Natural Resources
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Heike Schroeder	h.schroeder@uea.ac.uk	Arts 2.74	Natural Resources
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For a comprehensive summary of each member of staff's area of special interest, please visit the DEV intranet webpages: www.uea.ac.uk/international-development/people.

5.3 Other Staff - School of International Development

As well as your module lecturers, further academic and support staff are listed below. If you need to speak to a member of staff, please do email for an appointment.

Head of School:	Laura Camfield	Arts 1.82	l.camfield@uea.ac.uk
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School Administrator	Beth Austin	Arts 1.80	e.austin@uea.ac.uk
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Welfare & Diversity Officers	Nitya Rao Jonathan Pattenden (Spring only)	Arts 1.84 Arts 1.67	n.rao@uea.ac.uk j.pattenden@uea.ac.uk