



School of International Development

POSTGRADUATE COURSE GUIDE

2019 - 2020



The School of International Development

Welcome to the School of International Development here at UEA. I hope very much that you will enjoy your studies with us and find them useful to your future career plans. We are a lively, research-oriented department, committed to excellence in teaching. We have about 40 academic staff with very wide-ranging interests and training across the political, social, economic and environmental disciplines but with a common purpose to deliver an interdisciplinary understanding of International Development. To find out more about your lecturers visit www.uea.ac.uk/dev/people.

We consider ourselves a very friendly institution and offer you a number of ways you can contribute to the social and intellectual life of the School:

- During your lectures and seminars you are encouraged to engage with your teachers – the culture in DEV is one of critical inquiry.
- Please attend our School seminars on Wednesdays and Fridays. You will have the opportunity to broaden your learning and meet renowned scholars and practitioners.
- Please get in touch with your adviser (Course Director), student representative, or myself, if you wish to share an idea about DEV.
- Provide feedback on your modules and courses – over the years, reflections from students have helped us evolve.
- Please come along to coffee mornings and other social events offered during the course of the year.
- Think about joining the student society DEVsoc.
- Remember to attend your course housekeeping sessions and see your course director / adviser on a regular basis.

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

Laura Camfield
Head of the School of International Development

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1. Introduction

In this booklet we introduce all of the Masters' degree (MA /MSc/ MRes) programmes that are taught in the School of International Development (DEV). We will describe the structure of each programme, and the choices that students have in terms of the specific modules that make up their programme.

This booklet also provides some additional information regarding UEA regulations, processes and guidance, designed to help and support you through your studies. This should be read in conjunction with the UEA **University Student Handbook** 2019-20, which is available at:

<https://www.uea.ac.uk/learningandteaching/students/gettingstarted/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). The **Learning and Teaching Service** website is a key source of information on matters such as **submitting coursework**, where to go for **advice and support**, the current **regulations**, and any **forms** you might need:

<http://www.uea.ac.uk/learningandteaching/students>

2. Your Course

Programme Specification

Each course has a Programme Specification which sets out the aims and objectives of the course and gives details of the teaching and learning methods and assessment strategies. The Programme Specification is published on the University Portal or can be obtained from the LTS Arts Hub.

Course Director

All Masters' degree programmes have a Course Director (see page 3) who is responsible for the management of the course. You should consult with the Course Director if you have queries about your course. For some courses there are two Co-Directors who share the role during the year. The Course Director(s) will be able to provide advice about your course, including the choices you have with respect to the specific modules you take. Your Course Director(s) will also normally act as your Personal Adviser. More details about the role of the Personal Advisor can be found in Section 3 of 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, the optional modules available to choose from, and the semester in which each module is offered. You can access your course profile online via your student portal page.

Note that each MA or MSc programme taught in DEV comprises of:

- taught modules to the value of 120 credits, which are assessed by coursework only;
- a written examination to the value of 20 credits, usually held in April or early May;
- a dissertation or analytical report of a development work placement to the value of 40 credits, which you are expected to write from May to August (some Masters courses are given the option of completing a development work placement or a dissertation).

Changing courses

The School offers a range of degrees to suit individual needs and interests. If you decide that your original choice of degree programme is not the right one for you, it may be possible to transfer to another course but normally only at the beginning of the academic year. In the first instance you should discuss your options with your Adviser and the Course Director of the course to which you wish to transfer. If you are contemplating changing to another course, please check the corresponding course profile. If you then wish to transfer, you should obtain and complete a transfer form, signed by your Adviser and then return to the LTS Arts Hub. Any change of course will require the approval of the Course Director for the new course, and may require University approval of a concession. Once the transfer is approved you will be notified in writing. If you wish to change to another School of study, then you must apply through the relevant Admissions office.

2.1. Masters' Programmes in DEV: Acronyms and Course Directors

Programme	Degree	Acronym	Course Directors
Agriculture and Rural Development	MA	MAARD	Oliver Springate-Baginski (Autumn), Rob Grant (Spring)
Conflict, Governance and International Development	MA	MACGID	Ulrike Theuerkauf (Autumn), Dr Anna Macdonald (Spring)
Development Economics	MSc	MScDE	Pieter Serneels, Rob Grant
International Development	MA	MAID	Lucio Esposito (Autumn), Vasudha Chhotray (Spring)
Education and Development	MA	MAED	tbc (Autumn), Catherine Jere (Spring)
Gender Analysis of International Development	MA	MAGAID	Cecile Jackson (Autumn), Steve Russell (Spring)
Globalisation, Business and Sustainable Development	MA	MAGBSD	Rhys Jenkins
International Social Development	MA	MAISD	Cecile Jackson (Autumn), Steve Russell (Spring)
Media and International Development	MA	MAMID	Martin Scott (Autumn), David Girling (Spring)
Climate Change and International Development	MSc	MScCCID	Mark Tebboth (Autumn), Heike Schroeder (Spring)
Environment and International Development	MSc	MScEID	Oliver Springate-Baginski (Autumn), John McDonagh (Spring)
Impact Evaluation for International Development	MSc	MScIEID	Maren Duvendack (Autumn), Ben D'Exelle (Spring)
Development Practice	MA	MADP	Caitlin Scott

2.2. Masters' Programmes in DEV: Compulsory Taught Modules

Programme	Autumn Semester	Spring Semester
MAARD	RLAC, RTA*	RPP, GAFS
MACGID	DP, GDD	CPS
MScDE	MID, EMD	MAD, IEP
MAID	DP	CWD
MAED	IED	EPPD
MAGAID	GCD, RTA*, RLAC**, SAID**	GDSD
MAGBSD	POG,	GBD
MAIRDS	IRT, DP*, GDD*	
MAISD	SAID	GDSD, HD*, EPPD*
MAMID	MAS	MAS, MED
MscCCID	*UGEC, CCD1	*TSED, CCD2
MScEID	RTA, UGEC	TSED, PE
MScIEID	EMD, WED	AMIE
MScWID	WTC, RTA#, RLAC#, UGEC#, CCPD#, SC#, IES#, EN#	WTP, PEED#, CWR#, SA#, NREE#
MADP	CIDP, DP	CIDP2, DP

Notes: * (or **) students select one of these modules; # students select two of these modules. Modules based in UEA Schools other than DEV are indicated in italics. For details of each compulsory module see Section 3 below.

2.3. Accessing your course profile

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

- 1) Go into the portal (<https://portal.uea.ac.uk>) and select the Academic tab. 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](#)]

- 2) Select the Course Profiles link from the Module Details container

Module and Course Information

[Module Enrolment and Timetable Information](#)

[Course Profiles](#)

- 3) Select the 2019/20 academic year from the Academic year drop down box.
- 4) Select your School from the School dropdown box.
- 5) Click submit to list all course profiles in the list. Postgraduate courses start with the letter 'T'. Your offer letter will also state your course code.

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="2015/6"/>		

- 6) Select the course profile for the course you are registered on.
- 7) 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). Click on the module code of the module you wish to view in more detail.

3. Your modules

Each Masters programme consists of a combination of compulsory and optional taught modules. You will be enrolled automatically on your compulsory modules. You should select your optional modules during the Induction Week (Week 1 of the autumn semester); **module enrolment opens on Monday 23 September and closes at 8am Thursday 26 September**. You can see the modules that you are enrolled in at any time on your student portal.

You choose your optional modules from this list, subject to any restrictions or pre-requisites stated in the module description, and subject to occasional timetable constraints. Each module taught in DEV carries 20 credits. You are advised to take three taught modules in each semester (equivalent to 60 credits per semester), to ensure you have an evenly balanced programme. Depending on your course, you may also be able to choose modules from other Schools at UEA, such as the School of Environmental Sciences, School of Politics, Philosophy, Language and Communication, and School of Education.

Information about each module (e.g. module descriptions, assessment methods and timetabling) is available via your student portal; there will also be a series of presentations about each module during Induction Week. If you have any queries about a module please contact the Module Organiser. You will receive detailed module outlines with details of lectures and seminars, full readings lists and assessments at the first lecture, once you have enrolled on the module.

When making module choices, you are recommended to discuss the options with your Adviser. Changes to module enrolments are not normally permitted after the **second week** of teaching in any semester. If you need to change your module enrolments you should contact the Learning and Teaching Service Hub as soon as possible to discuss your options.

3.1. List of DEV Modules, 2019 - 20

Module Code	Module Title	Acronym	Timetable Slot
DEV-7000B	Contemporary World Development	CWD	E2\+, A1\F1\H2
DEV-7001A	Development Perspectives	DP	F2, G2\+ G2/-B2 E1
DEV-7026X	Development Work Placement	DWP	
DEV-7002A	Introduction to Education for Development	IED	A1-F1\, A2\I3
DEV-7003A	Gender Perspectives in International Development	GPID	D1, A2\F1\H3 (CT - WK12 ONLY E2/-C3)
DEV-7004B	Rural Policies & Politics	RPP	D3, B3\B3/ (Wk 9 Only B2-I3 (5Hrs))
DEV-7005A	Research Techniques and Analysis	RTA	H2, G2/-B2, I3
DEV-7011B	Educational Policy & Practice for Development	EPPD	C2, E2\+ E2/-C3 B3
DEV-7014A	Understanding Global Environmental Change	UGEC	G1, I3 I3
DEV-7015B	Conflict, Civil Wars and Peace	CCP	B1, C2\ C2/, H2/-D2-I2
DEV-7017B	Economic Policy Analysis	EPA	F2, E2\+
DEV-7018A	Microeconomics of Development	MID	E1, C1
DEV-7020A	Rural Livelihoods & Agrarian Change	RLAC	B1, I3 E2\+
DEV-7021A	Social Analysis for International Development	SAID	G1, F3-I4, H2\I3 (C1/-B3\ WEEK11 ONLY - MOCK COURSE TEST, F3-I4 WEEK12 ONLY - COURSE TEST)
DEV-7022B	Tools and Skills in Environment & Development	TSED	A1, E1-H3\, E1\H3
DEV-7023A	Governance, Democracy and Development	GDD	H3, D2-I2, D3\ D3/
DEV-7024B	Gender Diversity and Social Development	GDSD	E1-H3\, A1\F1\ B1
DEV-7025A	Econometric Methods for Development	EMD	C2, E2/-C3
DEV-7027B	Health & Development	HD	A2, H1-I3, G2\+ G2/-B2 E2\+
DEV-7028A	Perspectives on Globalisation	POG	E1, F3-I4, F1\A2
DEV-7029B	Macroeconomics for Development	MAD	C1, D1
DEV-7030A	Media & International Development	MED	I3, G1, H3\B3 E2\+ (Wk 2 Only F1/)
DEV-7033B	Political Ecology	PE	G2
DEV-7036B	Advanced Qualitative Research and Analysis	AQRA	G2+/-B2 (Wk 8 Only I3 (4Hrs))
DEV-7037B	Applied Methods for Impact Evaluation	AMIE	F1, D3
DEV-7038A	Welfare & Evaluation in Development	WED	D3, D2-I2
DEV-7039B	Media and Development in Practice	MADIP	I3
DEV-7040A	Water Security - Concepts	WSC	E1, C1-B3\, (B3/-F3 Wk 3 Only)

DEV-7041B	Water Security - Practice	WSP	F1, G1-H2\
DEV-7042A	Climate Change and Development 1: Science, Impacts and Adaption	CCD1	E2\+, E2/-C3 (Wk 8 Only: C2, E2-C3)
DEV-7044A	Global Media Studies	MAS	C2:H3, G2/-B2
DEV-7045B	Globalised Agriculture & Food Systems	GAFS	C1, D1 (Wk 7 & 12 Only B1-D1-H1)
DEV-7047B	Globalisation, Business and Development	GBD	A2, C1:B3
DEV-7051B	Climate Change and Development 2: Governance, Policy and Society	CCD2	F2, C1:B3
DEV-7052A	Critical Issues in Development Practice	CIDP	G2/-B2, H3:C2

Note: All taught modules in DEV count for 20 Masters' credits.

We strongly recommend doing three modules in each semester. You can check the semester of a module easily by looking at the last letter of the module code: A means autumn semester and B means spring semester (Development Work Placement, which ends in X, counts as a Spring semester module).

In order to reduce the chance of choosing modules that clash, look at the timetable *slot* column above. If you've chosen two modules which have the same number and letter (e.g. B2) they will probably clash, so you can't choose these two modules. Some of these are quite long, and it can be confusing. Talk to the HUB about any modules if you're not sure if there is a clash. (Sometimes they can work around clashes by putting you in different seminar groups, but normally there is nothing that can be done.)

3.2. Selected Non-DEV Modules

Module Code	Module Title	Timetable Slot
AMAM7009B	Feminisms & Television from Wonder Woman to Hannah Horvath	H1-I1, G1-I2
AMAM7011B	Analysing Hollywood Cinema	F2-I1;A2;A1-F1\
ENV-7014A	Climate Change: Physical Science Basis	F2*G2\+
ENV-7030B	Environmental Pollution: Science, Policy & Management	B1/-D1, D3/*A2\
ENV-7038B	Science, Society & Sustainability	G1/-H2, D3*A2/
ENV-7116B	Natural Resources & Environmental Economics	D3/*A2\, D1
PPLI7005A	International Relations Theory (compulsory for MAIRDS students)	G2\,C1;C2;D1
PPLM7002B	Politics & Media	F1;A2;D3
PPLM7014A	Issues in Media & Cultural Politics	C1-B3\
PPLM7004A	Studying Media	G2\, G2+;G2/I2;I3\
PPLM7005B	Practical Video & TV News Production	I3
PPLM7009Y	Media & Society	SEM1: C2, E2/-C3, C2;E2/I2;C3 SEM2: E2-C3-A3 (CT WK1), C1;E2/-C3, C2;C2/I3;E2;E2+;E2/I3
PPLX7005B	Public Relations, Public Affairs & the Media	G1\, G1/-H2;E2/-C3
PPLX7007B	Free Speech	A3-I5\

Note: Students on degrees other than those referred to in this Table may also take non-DEV modules (which may or may not be from this Table), but normally only with the written permission of their Course Director. All modules in the Table count for 20 Masters' credits except MAS which counts for 40 credits.

3.3. Accessing module information

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

- 1) Go into e:Vision (<https://portal.uea.ac.uk>) and select the Academic tab.
- 2) Select the Module Information link from the Module Details container.



- 3) Select the 2019/20 academic year from the Academic year drop down box.
- 4) Select your school from the School dropdown box.
- 5) Enter the module code of the module you are interested in (e.g. DEV-7001A for Development Perspectives), and click Submit.
- 6) Click on 'Details' to find more information about the module, e.g. timetabling and assessment methods.

Modules									
Module Code	Title	Period	Occ.	Level	Credit	Year	Actual	Details	Timetable
DEV-M003	DEVELOPMENT PERSPECTIVES	SEM1	A	M	20	2014/5	0	Details	Timetable

4. Additional Information

University Policies and Regulations

All students are expected to familiarise themselves with the policies and procedures outlined in the University Student Handbook.

This can be found at:

<https://www.uea.ac.uk/learningandteaching/students/gettingstarted/Handbooks>

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

- The Academic Year
- Timetables and seminar groups
- Assessment
- Marking Guidelines
- Key Skills
- Advice, Guidance and Support

4.1 The Academic Year

You should note the week-numbering system, which is often used to refer to dates. For example, Week 1 of the autumn semester commences on Monday 24th September 2018.

AUTUMN SEMESTER

Registration:

Home students - Friday 20 September, between 10am and 3pm. Students unable to register then may also register on Saturday 21 & Sunday 22 September between 10am and 3.30pm. Congregation Hall.

International, EU and visiting students will be registered on arrival on Wednesday 18 and Thursday 19 September between 10am and 7pm. Students unable to register then may also register on Friday 20 September 10am-3pm or Saturday 21 September & Sunday 23 September 10am-3.30pm.

Week 1: 23 September 2019 – 27 September 2019 (Induction Week).

MSc Development Economics students arrive and register on 3 September and attend classes from Wednesday 4 September to Tuesday 17 September.

MSc Impact Evaluation students arrive and register on 10 September and attend classes from Wednesday 11 September to Tuesday 17 September. Students planning to take economics modules have the option of attending the whole pre-sessional from 3 September.

Weeks 2 -12: 1 October 2019 – 13 December 2019
(*Reading week: 28 October – 1 November 2019*)
(*Christmas Break: 13 December 2019 – 10 January 2020*)

SPRING SEMESTER

Weeks 1-12 13 January – 20 March 2020
(*Reading week: 17 – 21 February 2020*)
(*Easter Break: 23 March – 17 April 2020*)

EXAMINATIONS One 3-hour written paper (excluding MRes) usually held in May/June (2020) but please note modules taken in other Schools may have an exam component in the Christmas break or during the May/June assessment period.

DISSERTATION / DEVELOPMENT WORK PLACEMENT May to August 2020

REASSESSMENT PERIOD August 2020 – exact dates to be confirmed.

FINAL RESULTS Will be available sometime toward the end of November 2019. An email will be sent to you and confirmation will be posted to you, so there is no need to call the LTS Arts Hub.

GRADUATION (If a successful finalist in Nov 2019) you may graduate 'in absentia' (without returning to the UEA) in February 2020 or attend a ceremony in July 2020.

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

Students will not be able to take reassessment examinations abroad without a special concession which will only be granted for exceptional circumstances.

PART TIME STUDENTS All part-time students must take their **compulsory** modules in year 1 of their course, as these modules will be examined at a course exam in their first year.

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.

The University uses a system of letters and numbers to describe days and times in the week; these are referred to as the timetable slots (please see table on p.14). Each hour between 9am to 7pm on Monday to Friday has a letter and a number – for example Monday 9-10am is B1; each module is assigned a slot. The University uses these slots to schedule lectures and you will quickly be able to identify the times in the week when the teaching on each module will take place.

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 somewhere in their advertised slot but some seminars, workshops, tutorial groups and field trips may end up in a different slot if timetable pressures dictate, but there will usually be a choice of such groups.

You will automatically be assigned to a **seminar group** for any modules that you are taking. You will not be allowed to switch seminar groups without prior approval of the LTS Arts Hub – approval will only be given IF you have a childcare or work commitment or timetable clash. If you wish to switch a 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 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. Under the Common Course Structure academic work is assessed during the course of a module and an overall mark is awarded for each module completed.

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. If, when taking a module, the student is in any doubt about the assessment arrangements it is their responsibility to consult the relevant module co-ordinator 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 is seen to have 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 seen as 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.

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 a 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 the students' ability to undertake independent research.

You will be given guidance on the preparation and presentation of the dissertation or development work placement towards the end of the autumn semester and there will be workshops organised by your Course Directors in the Spring Semester. Students are asked to identify a topic and agree a supervisor by early March. Students who wish to carry out any primary research should be aware that they are required to obtain Ethical Approval before they begin the research. This can take up to 6-8 weeks so students requiring Ethical Approval may need to start the process by Easter or earlier in order to begin their research after the exams as modifications to the first application may be required by the Committee.

Information about the Ethics Policy can be found at the following web address:
<http://www.uea.ac.uk/international-development/ethics>

4.4. DEV Postgraduate marking descriptors

Marking Descriptors

Descriptors are used to ensure consistency of standards in the marking of assessed work. They form a guide to the qualities looked for in assessed work and are used by markers and also by External Examiners in their moderation of student work. A close study of the descriptors will enable you to understand the goals you should be aiming at and to understand the marks that you are awarded.

You can view the marking descriptors for postgraduate courses here:

www.uea.ac.uk/learningandteaching/students/assessment/markings

4.5. Key Skills

In addition to the taught modules, which carry credit towards your course, there are various additional sessions available to students in the area of Key Skills.

Academic Skills Programme

Starting with induction week this programme will support students in developing key skills for academic writing. This is offered to all Masters students to help them learn the British standards for academic writing and/or improve their skills levels. Support is provided through group-based workshops and individual tutorial sessions to discuss specific writing problems with a tutor. In the spring semester, support will be offered to students for planning their dissertation.

English Language Support Programme

INTO UEA will offer English Language Support sessions to international Masters students over several weeks in the autumn semester. Further information will be provided during induction week.

More information on the Academic Skills Programme and the English Language Support Programme is available on the Portal under the Academic tab > My Modules > “DEV Masters Academic Study Skills 2018-19”

Professional Skills for Development programme

DEV provides Masters students with the opportunity to attend a series of optional skills workshops focusing on developing applied skills for development practitioners. These workshops are usually held outside the teaching term and run for a full day (or several days) to provide adequate time for training, discussion and reflection.

These are available at a heavily discounted price for students, and their small fee helps to cover the cost of materials, equipment or additional trainers.

Working in Development Forum

In the spring semester, DEV will host a forum to bring students and development practitioners from a range of institutions together to share information on working in the field of international development. Advice on practical challenges and opportunities will be available to those interested in finding employment in the development sector.

4.6. Advice, Guidance and Support

Your Personal Adviser

Your Adviser is normally the Director of the course on which you are registered. Your adviser will let you know their availability normally on their office door notice board or via email.

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 Advisers for 2019 – 2020 are Dr Ulrike Theuerkauf (Autumn semester) and Dr Jonathan Pattenden (Spring semester).

Student Representation and Feedback

Information about the Code of Practice on Student Representation and feedback is available in the UEA Student Handbook, which is accessible online:

<https://www.uea.ac.uk/learningandteaching/students/gettingstarted/Handbooks>

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.

Accommodation & Travel for work placements or dissertation fieldwork

The School of International Development is supportive of students wanting to gain experience by conducting fieldwork for dissertations or work placements outside Norwich. However, you should note that UEA accommodation is only offered to post-graduate students on a 50-week licence and prospective students are politely advised that they will be committing to the full licence period (see <https://portal.uea.ac.uk/accommodation/postgraduate>).

Representation on School Board

The School meets at least twice per year under the constitution of the School Board. Each School Board will have student representation, and further details on the election process for student representatives will be made available to you at the start of the academic year.

Staff/Student Liaison Committee

The School operates a Staff Student Liaison Committee (SSLC), in DEV called the Student Forum, which meets twice a semester. The Staff Student Liaison Committee or Student Forum is the main forum for exchange of ideas and opinion between students and their teachers. In DEV, students are represented from each postgraduate course and we will be seeking volunteers in the first weeks of the autumn semester. The student representatives themselves then nominate one student as Chair for SSLC meetings, who will work closely with Faculty SSLC members – particularly the PGT Teaching Director – to set the agenda for these meetings.

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', follow the link

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 is launching 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

Contact information in the LTS Arts Hub for DEV students is given below:

- General enquiries: *(01603) 597580
- Email: hub.pgt.dev@uea.ac.uk
- Learning and Teaching Manager – Lorraine Newark *(59) 2157
- PGT Team Leader - Tim Greene *(59) 7402

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

DEV Student Mail boxes, also called 'Pigeon Holes', are located on Floor 1 of the ARTS 1 building, along the corridor from the DEV School Support Office (Arts 1.80).

5.1. The Learning and Teaching Service (LTS) Arts Hub

The Learning and Teaching Service (LTS) Arts Hub administers taught postgraduate teaching activities for the eleven Schools of Study from one location – on Floor 0 of the Arts 1 Building (Building A1 on the campus map).

This Hub is staffed by a team, which offers dedicated support to staff and students in eleven Schools including **the School of International Development (known as DEV)**.

You should make yourself familiar with the LTS Arts Hub as soon as possible, as this is the Office with which you will have a high degree of contact over the course of your academic study.

5.2. Academic Staff - School of International Development

NAME	EMAIL ADDRESS	OFFICE	RESEARCH
Maria Abranches	m.abranches@uea.ac.uk	Arts 2.71	Anthropology
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Arjan Verschoor	a.verschoor@uea.ac.uk	Arts 1.86	Economics
Brendan Whitty	tbc	tbc	Development Practice
Mark Zeitoun	m.zeitoun@uea.ac.uk	Arts 1.17	Water Security

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.

FURTHER STAFF

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
PA to Head of School:	Nancy Roberts / TBC	Arts 1.81	dev.pa@uea.ac.uk
Teaching and Learning Director (PGT):	Bereket Kebede	Arts 1.77	b.kebede@uea.ac.uk
School Manager	Catherine Butcher	Arts 1.76	catherine.butcher@uea.ac.uk
School Administrator	Beth Austin	Arts 1.80	e.austin@uea.ac.uk
School Support Assistant	Liz Monahan / Liz Bassett	Arts 1.80	dev.general@uea.ac.uk
Senior Adviser (Aut): Senior Adviser (Spr)	Ulrike Theuerkauf Jonathan Pattenden	Arts 2.68 Arts 1.67	u.theuerkauf@uea.ac.uk j.pattenden@uea.ac.uk
Plagiarism Officer	Gareth Edwards	Arts 2.72	gareth.edwards@uea.ac.uk
Welfare & Diversity Officer	Nitya Rao Jonathan Pattenden (Spring only)	Arts 1.84 Arts 1.67	n.rao@uea.ac.uk j.pattenden@uea.ac.uk
Academic Study Skills Coordinator	tbc		