School of International Development

UNDERGRADUATE COURSE GUIDE

YEAR 1

2019 - 2020

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

Table of Contents

1. Introduction

In this booklet we introduce all of the undergraduate programmes ('degree courses') that are taught in the School of International Development (DEV). We will describe the structure of each programme and talk you through all of your first 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

Undergraduate courses in DEV lead to either a BA or a BSc degree. This may simply be in International Development, or Geography and International Development, or International Development with some other field, e.g. Economics. The courses offered are:

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

Course Director
Each course has a Course Director (see section 5.2) who is responsible for the management of your course. You will meet your Course Director early on in the autumn semester and should consult with them should you have any queries. 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. 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

The School offers a range of degrees to suit individual needs and interests. There is a common core of compulsory subjects and the only constraint on transfer between courses in DEV is that you must be able to satisfy the overall requirements for the degree course for which you finally register.

If you think that your original choice of degree programme is not the right one for you, you should first discuss your options with your Adviser. Any change of course will require the approval of the Course Director of the new course, and may require University approval of a concession. We recommend that you do not change your degree programme during your first year. By the end of the first year, you will have a much better idea of what interests you most and therefore which degree programme suits you best. The only exception is if you wish to transfer onto the BA Media and International Development. In this case, you should speak to one of the Course Directors of this degree as soon as possible, and by the end of the autumn semester at the very latest. If you wish to change to another School, then you must apply through the Admissions Office.

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

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	International Development	
Academic Year	2012/3	

Submit   Clear

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).

1. Your Modules

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

The basic structure of the undergraduate courses in DEV emphasises the interdisciplinary nature of international development, with interdisciplinary modules available throughout the three years. Examples include 'Introduction to Development Studies' in Year 1, the regional modules in years 2 and 3 (Sub-Saharan African Development, South Asian Development, Latin American Development), and also subjects such as 'Gender & Development' and 'Education and International Development' (year 2). Alongside these interdisciplinary modules, all undergraduate students in DEV concentrate on one or more of five subject areas ('Principles'): Geography, Anthropology, Politics, Economics, and Environment/Natural Resources. These modules are taught during the spring semester of the first year and throughout the second year.

Autumn Semester

All students take the module 'Introduction to Development Studies'. All students except those on the BA Media and International Development also take the module 'Evidence in International Development and Geography'. This provides an introduction to quantitative and qualitative research methods, and helps build key academic skills. Students on the BA Media and International Development instead take modules taught in the Faculty of Arts and Humanities.

Spring Semester

Depending on their chosen degree programme, students take three of the five modules from the list below:

- DEV-4003B Introduction to Economics of Development
- DEV-4004B Introduction to Natural Resources and Development: Principles and Concepts
- DEV-4005B Social Anthropology and International Development 1
- DEV-4007B Introduction to Human Geography
- DEV-4008B Humanitarian Communication
- DEV-4009B Introduction to the Politics of Development

Students on the BA in International Development take any three of these modules. Students on the BA in International Development with Economics take DEV-4003B and any two other modules. Students on the BA in International Development with Anthropology take DEV-4005B and any two other modules. Students on the BA in International Development with Politics take DEV-4009B and any two other modules. Students on the BSc in International Development with Environment take DEV-4004B and any two other modules, and students on the BA Geography and International Development take DEV-4007B and any two other modules. Students on the BA Media and International Development take DEV-4008B and one

other module. They also take an additional media-related module taught in the Faculty of Arts and Humanities.

Module information

Further details about each first year DEV module are provided below. These details can also be accessed via your student portal (see section 3.2). If you have any queries about a module please contact the Module Organiser. You will receive a detailed outline of each module, including information about lectures, seminars, readings and coursework, at the first lecture.

Module enrolment

You will be enrolled automatically on your compulsory modules. Students select their optional modules for the spring semester during Week 7 of the autumn semester; details of how to do this will be provided by the LTS Hub. 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 in any semester. 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 the Learning and Teaching Hub as soon as possible to discuss your options.

3.1. DEV Modules in Year 1

Module Code	Module Title	Acronym	Assessment Method*	Time Slot for Lecture**	Semester	UCU***
DEV-4001A	Introduction to Development Studies	IDS	CW	H1, G2/, H3/, C2/	A	40
DEV-4002A	Evidence in International Development and Geography	EDG	CW	A2/, B1¦F2¦G2\+, B2¦E1\¦C1\	A	20
DEV-4003B	Introduction to Economics of Development	EC1	WW	C1/¦B3\¦B3/, G1	S	20
DEV-4004B	Introduction to Natural Resources and Development: Principles & Concepts	NR1	WW	G2/, H3\, U	S	20
DEV-4005B	Social Anthropology and International Development 1	SAID1	WW	B1, D2-I2\, A2\, G2\+¦E1¦B3¦C2¦E2\+	S	20
DEV-4007B	Introduction to Human Geography	IHG	WW	D3, F1¦B1¦D1¦F2¦A2, U	S	20
DEV-4008B	Humanitarian Communication	HUC	CW	H2, F3-I4\, E1/-H3\¦H3/-C1\¦C1\-B3/	S	20
DEV-4009B	Introduction to the Politics of Development	IPD	WW	F2/, C1\, C1/¦B3\¦B3/	S	20

Notes:

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

** Timetable Slot: UEA's timetable slotting scheme is illustrated in section 4.2 of this handbook. Modules with the same timetable slot may be scheduled so that it is possible to take them both without any clashes.

***UCU = University Credit Units

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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 2018/19 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-4002A for 'Evidence in International Development and Geography'), 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   Sunday 22nd September 2019, 2-3pm in the LCR, Union House.
Welcome Talk

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, 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 considered if you have a valid reason, e.g. a childcare commitment. 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 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 three 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.

Each course in the School has a Course Director who has overall responsibility for it and to whom students taking that course can therefore turn for detailed advice. If you require advice about a specific module you should seek guidance from the Module Convenor in the first instance.

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) Arts Hub

The Learning and Teaching Service team administering DEV undergraduate (and taught postgraduate) 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.ug.dev@uea.ac.uk.

Learning and Teaching Staff

Learning & Teaching Manager: 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
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Dabo Guan	Dabo.guan@uea.ac.uk	Arts 1.75	Economics/ Natural Resources
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Nitya Rao	n.rao@uea.ac.uk	Arts 1.84	Gender
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Caitlin Scott	Caitlin.scott@uea.ac.uk	Arts 1.88	Development Practice
Martin Scott	Martin.scott@uea.ac.uk	Arts 1.66	Media
Pieter Serneels	p.serneels@uea.ac.uk	Arts 1.61	Economics
Oliver Springate-Baginski	Oliver.springate@uea.ac.uk	Arts 1.89B	Natural Resources
Ludek Stavinoha	l.stavinoha@uea.ac.uk	Arts 1.63	Media
Mark Tebboth	M.Tebboth@uea.ac.uk	Arts 1.74	Natural Resources
Ulrike Theuerkauf	u.theuerkauf@uea.ac.uk	Arts 2.68	Politics
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.

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