

Responsibilities of Convenors for Undergraduate Economics Papers

Each paper (prelims, core or option) has a convenor, who will normally be a member of the economics department who is involved in the teaching (lectures and/or tutorials) for the paper. The convenor is responsible for:

- 1. Planning a suitable programme of lectures** consistent with the rubric for the paper and, in consultation with the Director of Undergraduate Studies, ensuring that lecturers will be available to give them. As far as possible plans should be in place early in Trinity Term for lectures to be given in the following academic year. The convenor should ensure that accurate information is displayed in the online lecture list.
- 2. With the help of the Undergraduate Administrator, maintaining a course webpage** providing information for tutors and students. This will include, at least, an outline of the lecture programme and an up-to-date reading list. It may also include: information about tutorials and classes, tutorial assignments, information about the examination, specimen exam papers, lecture handouts, and any arrangements for revision. Material for the use of tutors only (such as answers to problems) should be put onto Weblearn with a link from the course webpage. In general the webpage should be updated in time for the start of the academic year; for some courses it will be necessary to maintain information on the course taught in the previous year for students who have not yet taken the examination.
- 3. Supporting tutors** involved in teaching the paper (who may be DS students or college-only tutors as well as other members of the department) by, for example: providing guidance on tutorial assignments for new or inexperienced tutors, and alerting tutors to any changes in arrangements that may affect their teaching.
- 4. For option papers, assigning a tutor for each student.** The main annual exercise of assigning tutors occurs in 6th - 8th week of Trinity Term for the options taught in the following two terms. In 7th week of Michaelmas Term assignments for Hilary are confirmed, and in Hilary Term tutors are assigned for the smaller number of options available in Trinity. The Undergraduate Administrator sends a spreadsheet containing the names and colleges the students who have chosen to do the paper to the convenor, who assigns tutors and returns it for posting on the department webpage.
- 5. For option papers, attending the Options Fair** in Hilary Term, to provide information about the paper for students considering their option choices.
- 6. Setting a draft exam paper** in consultation with the other lecturers and tutors teaching the paper. Providing the examiners with the paper, with additional information about the course, and reviewing the paper in light of changes recommended by the internal and external examiners. Checking that the “camera

ready” final version is correct. However, ultimate responsibility for the examination paper is that of the examiners.

7. **Attending Undergraduate Studies Committee** meetings. Convenors of Prelims and Core Courses are *ex officio* members of the USC; convenors of option papers may attend if they wish, and should do so when matters specific to their option are to be discussed. Meetings take place in 3rd week, and where necessary also in 6th week, of each term.
8. Considering whether **changes to the rubric** are required or desirable, and if they are, presenting the case for change to the Undergraduate Studies Committee. In general, the USC will need to agree rubric changes in Michaelmas Term for incorporation into the regulations governing the teaching for the following academic year. For some papers (eg the core papers) this means that the rubric change will not affect the examination paper until almost 3 years after it is proposed.
9. **Setting a collection paper** (for core papers and options, but not Prelims). Before the beginning of 0th week in the term following any term in which students have done tutorials/classes for the paper, a collection paper should be sent to the Undergraduate Administrator, who will make it available to college tutors via Weblearn. This will normally be a suitable past paper. Typically each script will be sent for marking to the tutor who taught the student; the convenor should ensure that colleges and students are clearly informed if alternative arrangements are to be used.

Margaret Stevens,
Director of Undergraduate Studies.

Responsibilities of Convenors of MPhil Economics Courses

Each paper (core or option) has a convener, who will normally be a member of the economics department who is involved in the teaching (lectures and/or classes) for the paper. The convener is responsible for:

- 1. Planning a suitable programme of lectures** consistent with the rubric for the paper and, in consultation with the MPhil Director and Director of Graduate Studies, ensuring that lecturers will be available to give them. As far as possible plans should be in place early in Trinity Term for lectures to be given in the following academic year. The convener should ensure that accurate information is displayed in the online lecture list.
- 2. With the help of the Graduate Administrator, maintaining a course webpage** providing information for tutors/ class teachers and students. This will include an outline of the lecture programme and an up-to-date reading list. It may also include: information about classes, class assignments, information about the examination, specimen exam papers, lecture handouts, and any arrangements for revision. Material for the use of tutors/ class teachers only (such as answers to problems) should be put onto Weblearn with a link from the course webpage. In general the webpage should be updated in time for the start of the academic year.
- 3. Supporting tutors/ class teachers** involved in teaching the paper (who may be DS students or postdoctoral research fellows, as well as other members of the department) by, for example: providing guidance on class assignments for new or inexperienced tutors, and alerting tutors to any changes in arrangements that may affect their teaching.
- 4. For MPhil second year papers, attending the MPhil second year options meeting** in Hilary Term, to provide information about the paper for students considering their option choices.
- 5. Setting a draft exam paper** in consultation with the other lecturers and tutors teaching the paper. Providing the examiners with the paper, with additional information about the course, and reviewing the paper in light of changes recommended by the internal and external examiners. Checking that the “camera ready” final version is correct. However, ultimate responsibility for the examination paper is that of the examiners.
- 6. Considering whether changes to the rubric** are required or desirable, and if they are, presenting the case for change to the MPhil Committee and the Graduate Studies Committee. In general, the GSC will need to agree rubric changes in Michaelmas Term for incorporation into the regulations governing the teaching for the following academic year.

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- 7. Attending MPhil Committee** meetings. Convenors of the core Courses are *ex officio* members of the MPhil committee; convenors of option papers are expected to attend when matters specific to their option are to be discussed.

Tony Venables
MPhil Director.