Administrative Tasks 2016-2017

Assistant Dean (EMS): Prof Sarah Hart

Department Executive

The Department Executive provides leadership to the department and coordinates the working of departmental committees. This ‘Exec’ meets regularly and as needed in response to events. While Exec is collectively responsible for the management of the department, its members also have well-defined internal responsibilities, as detailed below.

Sarah Hart  Assistant Dean; Head of Mathematics and Statistics
Sandeep Kapur  Head of Economics & Finance
Haris Psaradakis  Chair of Research Committee; REF
Ron Smith  Strategy; communication and coordination with College
Stephen Wright  Chair of Teaching Committee; programme development
Alastair Ball  Co-opted representative for junior faculty
Jan O’Brien  Assistant School Manager

Representatives on various School and College committees

School Exec  Sarah Hart (ex-officio)
School Research Committee  Psaradakis, Papageorgiou, Radice
School Teaching Committee  Ben Fairbairn & Ken Hori
College Academic Board  Brooms, Fairbairn, plus readers and professors (ex-officio)
Athena Swan Committee  Ben Fairbairn and Maura Paterson
Dept Athena Swan SAT  Ben Fairbairn, Sarah Hart, and Maura Paterson
College library liaison  Arup Daripa and Ben Fairbairn
College REF committee  Haris Psaradakis
College Exam Board  Andrew Bowler
College Panels  Yunus Aksoy (Lecturer to SL); Sarah Hart (probation review)
IT Advisory Group  Nigel Foster
Health & Safety  Nigel Foster
Disability Group  Nigel Foster
Media Services Adv Group  Nigel Foster & Stephen Wright

Other tasks and responsibilities

Academic reviewers  Hart, Kapur, Psaradakis and Wright
Workload Management  Brooms, Hart, Kapur
Executive Education  Sandeep Kapur, Ron Smith
Economics ESRC DTP lead  Yunus Aksoy
Accommodation  Nigel Foster & Jan O’Brien
Department webmasters  Nigel Foster & Alex Melville
Alumni networks  Walter Beckert

Graduation ceremonies  Programme directors (or designated replacements)
Open Evenings/Clearing  Each member of staff is expected to participate in at least two open evenings each year, and/or help with UCAS clearing. (A rota is kept by the Workload Management group)
Teaching

Department Teaching Committee

This committee is responsible for monitoring the health of all taught programmes and for developing new programmes. It meets at least once each academic term

Chair: Stephen Wright
Members: Anthony Brooms, Ben Fairbairn, Sarah Hart, Ken Hori, Sandeep Kapur, David Schroeder

Teaching and Marking Allocation

Anthony Brooms (Statistics), Sarah Hart (Mathematics), Sandeep Kapur (Economics and Finance)

Representative on School Teaching Committee (STQEC)

Ben Fairbairn and Ken Hori

Programme Cluster Reports

Aksoy, Bowler, Brooms, Daripa, Gollini, Hart, Hori, Hubbert, Versteeg, Wright

Programme Administration

<table>
<thead>
<tr>
<th>Programme</th>
<th>Director</th>
<th>Admissions</th>
<th>Chair of Exams</th>
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<tr>
<td>BSc E&amp;B / BSc ESP</td>
<td>Wright</td>
<td>Ross</td>
<td>Hori</td>
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<tr>
<td>BSc Econ / FE</td>
<td>Sciubba/Nikandrova</td>
<td>Sciubba/Nikandrova</td>
<td>Hori</td>
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<tr>
<td>BSc Econ and Maths</td>
<td>Sciubba</td>
<td>Sciubba</td>
<td>Hori</td>
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<tr>
<td>BSc Maths/Stats</td>
<td>Bowler</td>
<td>Fairbairn &amp; Bowler</td>
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<tr>
<td>Grad Cert/Dip Stats</td>
<td>Gollini</td>
<td>Gollini</td>
<td>Fairbairn</td>
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<tr>
<td>Grad Cert/Dip Maths</td>
<td>Rattan</td>
<td>Rattan</td>
<td>Fairbairn</td>
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<tr>
<td>Grad Diploma Econ</td>
<td>Wright</td>
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<tr>
<td>MSc Mathematics</td>
<td>Paterson</td>
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<td>Rattan</td>
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<td>MSc Applied Stats</td>
<td>Brooms</td>
<td>Radice</td>
<td>Papageorgiou</td>
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<td>MSc Fin. Engineering</td>
<td>Baxter</td>
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<tr>
<td>MSc Finance (pathways)</td>
<td>Hubbert</td>
<td>Hubbert</td>
<td>Schroeder</td>
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<td>MSc FRM</td>
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<td>MSc Finance</td>
<td>Versteeg</td>
<td>Versteeg</td>
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<tr>
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<td>Smith</td>
<td>Beckert</td>
<td>Daripa</td>
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<tr>
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<td>Daripa</td>
<td>Beckert</td>
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<tr>
<td>PhD Economics &amp; Fin</td>
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<td>Smith</td>
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<tr>
<td>PhD Maths &amp; Stats</td>
<td>Rattan</td>
<td>Fairbairn</td>
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Research

Department Research Committee
This committee is responsible for monitoring and promoting research activity, overseeing the research groups and preparation for REF. It meets at least once each academic term.

Chair: Haris Psaradakis
Members: Yunus Aksoy, Sarah Hart, Sandeep Kapur, Rosalba Radice

Research ethics officer Ron Smith

Research Group leads
- Aksoy (Macroeconomics)
- Hart (Mathematics)
- Kapur (Microeconomics)
- Psaradakis (Econometrics and Statistical Sciences)

REF Leads Haris Psaradakis & Rosalba Radice

Representatives on School Research Committee Yunus Aksoy, Psaradakis, Papageorgiou

Department Seminars Schroeder, Nikandrova, Ball (Econ & Finance)
Fairbairn (Maths)

Discussion Papers / Preprints Research group leads

Birkbeck Centre for Applied Macroeconomics
www.bbk.ac.uk/ems/research/BirkCAM
Director: Yunus Aksoy

Commodities Finance Centre
www.bbk.ac.uk/cfc
Director: Helyette Geman

External Networks

Committee of Professors of Statistics (www.copstat.ac.uk)
Department representative: Anthony Brooms

Conference of Heads of University Departments of Economics (CHUDE)
(www.res.org.uk/view/chude.html)
Department representative: Sandeep Kapur

Economics Learning Network (www.economicsnetwork.ac.uk)
Department representative: Stephen Wright  Patron: Andy Ross

Heads of Departments of Mathematical Sciences (www.hodoms.org.uk)
Department representative: Sarah Hart

London Mathematical Society (www.lms.ac.uk)
Department representative: Ben Fairbairn