EMS Administrative Tasks 2017-18

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
Richard Pymar Co-opted representative for junior faculty
Jan O’Brien Assistant School Manager

Representatives on School and College committees

School Exec Hart (ex-officio)
School Research Committee Aksoy, Psaradakis, Papageorgiou, Radice
School Teaching Committee Fairbairn and Hori
College Academic Board Brooms, Fairbairn, plus readers/professors (ex-officio)
College Athena Swan Committee Fairbairn and Paterson
College library liaison Gomes and Fairbairn
College REF committee Psaradakis
College Exam Board Andrew Bowler
College Panels 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
Birkbeck DPT Committee Yunus Aksoy

Other tasks and responsibilities

Academic reviewers Hart, Kapur, Psaradakis and Wright
Workload management Brooms, Hart, Kapur
Executive Education Kapur, Smith
Economics ESRC DTP lead Aksoy
Accommodation Foster & O’Brien
Department webmasters Foster
Alumni networks 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: Wright
Members: Brooms, Fairbairn, Hart, Hori, Kapur, Schroeder

Teaching and Marking Allocation
Brooms (Statistics), Hart (Mathematics), Kapur (Economics and Finance)

Representative on School Teaching Committee (STQEC)
Fairbairn and Hori

Programme Cluster Reports
Aksoy, Brooms, Daripa, Pymar, Noble, Hori, Hubbert, Versteeg, Nikandrova

Programme Administration

<table>
<thead>
<tr>
<th>Programme</th>
<th>Director</th>
<th>Admissions</th>
<th>Chair of Exams</th>
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<tbody>
<tr>
<td>BSc E&amp;B / BSc ESP</td>
<td>Wright</td>
<td>Ross</td>
<td>Hori (chair) Ball (deputy chair)</td>
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<td>BSc Econ / FE /E&amp;M</td>
<td>Sciubba</td>
<td>Morrow</td>
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<td>BSc Maths/Stats</td>
<td>Bowler</td>
<td>Bowler/Noble</td>
<td>Fairbairn (chair) Noble (deputy chair)</td>
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<tr>
<td>Grad Cert/Dip Stats</td>
<td>Pymar</td>
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<tr>
<td>Grad Cert/Dip Maths</td>
<td>Rattan</td>
<td>Rattan</td>
<td>Nikandrova</td>
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<td>Grad Diploma Econ</td>
<td>Nikandrova</td>
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<td>Nikandrova</td>
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<tr>
<td>MSc Mathematics</td>
<td>Paterson</td>
<td>Paterson</td>
<td>Rattan</td>
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<tr>
<td>MSc Applied Stats</td>
<td>Brooms (Autumn) then Radice</td>
<td>Papageorgiou</td>
<td>Papageorgiou (chair) Pymar (deputy chair)</td>
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<tr>
<td>MSc Math Finance</td>
<td>Baxter</td>
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<tr>
<td>MSc Fin (paths), MSc FRM</td>
<td>Hubbert</td>
<td>Hubbert</td>
<td>Schroeder</td>
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<tr>
<td>MSc Finance</td>
<td>Versteeg</td>
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<tr>
<td>MSc Econ /Fin Econ</td>
<td>Daripa</td>
<td>Beckert</td>
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<tr>
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<tr>
<td>PhD Economics &amp; Fin</td>
<td>Aksoy</td>
<td>Smith</td>
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<tr>
<td>PhD Maths &amp; Stats</td>
<td>Rattan</td>
<td>Fairbairn</td>
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</tbody>
</table>

Athena Swan

Department Self Assessment Team (SAT)

Chair: Paterson
Members: Beckert, Bowler, Fairbairn, Hart, Kapur, Morrow, Papageorgiou, O’Brien
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: Psaradakis
Members: Aksoy, Hart, Kapur, Radice

Research ethics officer

Ron Smith

Research Group leads

Aksoy (Macroeconomics)
Hart (Mathematics)
Kapur (Microeconomics)
Psaradakis (Econometrics and Statistical Sciences)

REF Leads

Psaradakis & Radice

Representatives on School Research Committee

Aksoy, Psaradakis, Papageorgiou, Radice

Department Seminars

Schroeder, Nikandrova, Ball (Econ & Finance)
Noble (Maths & Stats)

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