Welcome

Welcome to the Department of Economics and thank you for choosing to study with us.

We are delighted that you have chosen to study at Essex and hope that your time here will be both enjoyable and successful.

Essex provides a stimulating and challenging environment in which to study. At the same time we also offer a friendly and approachable Department to support students throughout their studies. We strive to maintain the highest standards of teaching and research. In the most recent QAA Subject Review of Economics we were awarded full marks (24/24) for the quality of our teaching and learning provision, and the latest Research Assessment Exercise rated Essex joint 3rd among all U.K. economics departments for the quality of our research.

The Economics Department at Essex is one of the very best in Britain. On behalf of the Department I encourage you to take an active part in the academic as well as the social life offered here. We wish you every success in your studies.

Professor Marco Francesconi
Department of Economics

About this handbook
This handbook is an essential guide for students joining the department, and outlines the various things you'll need to know about your department as you start your studies with us. It’s a useful reference book, so make sure you have it to hand throughout your period of study. Other sources of information are available to help you too, including Your Campus Guide and The Rulebook – both available as downloads at: www.essex.ac.uk/student_handbook. Make sure you bookmark your departmental website, too, and the central University module directory and the online resource bank – all of which you can find via the University’s student webpages at: www.essex.ac.uk/students. Don’t forget, our helpful and friendly departmental staff members are here to help you, further details are outlined in this handbook.

All information in this guide was correct at the time of printing. For updates please refer to www.essex.ac.uk/
Sections in this handbook

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   including reading lists, course structures,
   module enrolment, references, essays,
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7. Appendix  pages 77 – 82

Term dates

2014-2015
   Autumn term  2 October 2014 – 12 December 2014
   Spring term  12 January 2015 – 20 March 2015
   Summer term  20 April 2015 – 26 June 2015

2015-2016
   Autumn term  1 October 2015 – 11 December 2015
   Summer term  18 April 2016 – 24 June 2016
<table>
<thead>
<tr>
<th>Univ. Week</th>
<th>Tchg Week</th>
<th>First year Modules</th>
<th>Second year Modules</th>
<th>Third year Modules</th>
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<tbody>
<tr>
<td>7</td>
<td>Au-06</td>
<td></td>
<td>EC251 test: Friday, 14 November, 17:00</td>
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<tr>
<td>8</td>
<td>Au-07</td>
<td>EC114 test 1: Friday, 21 November, 17:00</td>
<td>EC201 test: Friday, 21 November, 17:00</td>
<td>EC383 Assignment: Wednesday, 19 November, 12:00 mid-day</td>
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<td></td>
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<td>EC322 test: Wednesday, 19 November, 10:00</td>
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<td>9</td>
<td>Au-08</td>
<td>EC111 assignment 1 Monday, 24 November, 12:00 mid-day</td>
<td></td>
<td>EC352 test Tuesday, 25 November, 09:00</td>
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<tr>
<td>10</td>
<td>Au-09</td>
<td>EC115 test 1: Friday, 5 December, 17:00</td>
<td>EC202 assignment Wednesday, 3 December, 12:00 mid-day</td>
<td>EC366 test Friday, 5 December, 17:00</td>
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<tr>
<td>11</td>
<td>Au-10</td>
<td>EC120 assignment 1 Monday, 8 December, 12:00 mid-day</td>
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<td>EC831 survey and plan Wednesday, 10 December, 12:00 mid-day</td>
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<tr>
<td>Christmas &amp; New Year vacation</td>
<td>16</td>
<td>Sp-01</td>
<td></td>
<td>Term papers: Friday, 16 January, 12:00 mid-day</td>
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<td></td>
<td>17</td>
<td>Sp-02</td>
<td></td>
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<td>Sp-04</td>
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<td></td>
<td>20</td>
<td>Sp-05</td>
<td></td>
<td>EC201 assignment Wednesday, 11 Feb., 12:00 mid-day</td>
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<td>21</td>
<td>Sp-06</td>
<td>EC115 test 2: Friday, 20 February, 18:00</td>
<td>EC202 test: Friday, 20 February, 17:00</td>
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<tr>
<td></td>
<td>22</td>
<td>Sp-07</td>
<td>EC114 test 2: Friday, 27 February, 17:00</td>
<td></td>
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<td></td>
<td>23</td>
<td>Sp-08</td>
<td>EC111 assignment 2 Monday, 2 March, 12:00 mid-day</td>
<td>EC252 test: Friday, 6 March, 11:00</td>
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<td>24</td>
<td>Sp-09</td>
<td>EC111 test 2: Tuesday, 10 March, 17:00</td>
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<td>25</td>
<td>Sp-10</td>
<td>EC120 assignment 2 Monday, 16 March, 12:00 mid-day</td>
<td>EC252 exercise Wednesday, 18 March, 12:00 mid-day</td>
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<td>Easter vacation</td>
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<td>Su-01</td>
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<td>Projects: Friday, 24 April, 12:00 mid-day</td>
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<td></td>
<td>31</td>
<td>Su-02</td>
<td>Term papers: Friday, 1 May, 12:00 mid-day</td>
<td>Term papers: Friday, 1 May, 12:00 mid-day</td>
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</table>
Meet your Department staff

The Undergraduate Student Administration offices are situated in rooms:

5B.209 - First Year and 5B.211 - Second and Third Year

The offices are open to students at the following times:

Monday – Friday 10:00 – 13:00 and 14:00 – 16:00
Closed for lunch 13:00-14:00 daily
Closed on Wednesday afternoons

First Year Undergraduates: Julie Oliver 3943 joliver@essex.ac.uk
Second/Third Year Undergraduates: Heidi Wiggam 2755 heidiw@essex.ac.uk

The department has four other administrative staff located on floor 5B, available to help you during office hours as appropriate:

Departmental Administrator: Claire Cox 2728 clairec@essex.ac.uk
Senior Graduate Administrator: Debbie Hall 2647 dhall@essex.ac.uk
Graduate Administrator: Lorna Woollcott 2726 lornaw@essex.ac.uk
Finance Assistant: John Cavanna (p/t) 2697 jcavanna@essex.ac.uk

Academic Staff with Specific Responsibility for Undergraduates

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gianluigi Vernasca</td>
<td>Director of Undergraduate Studies, Director of Education &amp; Senior Personal Tutor</td>
</tr>
<tr>
<td>George Symeonidis</td>
<td>Deputy Director - First Year Undergraduate Students Personal Tutor</td>
</tr>
<tr>
<td>Tianxi Wang</td>
<td>Deputy Director - Second and Third Year Undergraduate Students Personal Tutor</td>
</tr>
<tr>
<td>David Reinstein</td>
<td>Director of Undergraduate Projects</td>
</tr>
<tr>
<td>Jonathan Halket</td>
<td>Student Liaison Officer, Mentors Coordinator and Disability Liaison Officer</td>
</tr>
<tr>
<td>Christian Ghiglino</td>
<td>Deputy Student Liaison Officer, Mentors Coordinator and Disability Liaison Officer</td>
</tr>
<tr>
<td>Marco Francesconi</td>
<td>Head of Department (contact via the Departmental Administrator)</td>
</tr>
<tr>
<td>Abhishek Chakravarty</td>
<td>Study Abroad Coordinator</td>
</tr>
<tr>
<td>Friederike Mengel</td>
<td>International Academy Liaison Coordinator</td>
</tr>
<tr>
<td>Patrick Nolen</td>
<td>Employability Development Director</td>
</tr>
<tr>
<td>Matthias Parey &amp; Sule Alan</td>
<td>Deputy Employability Development Directors</td>
</tr>
<tr>
<td>Email</td>
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<tr>
<td>salan</td>
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<td>mfatou</td>
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<td>drein</td>
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<td>gvern</td>
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<td>wangt</td>
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<tr>
<td>sweide</td>
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</tbody>
</table>

Please note: The information given above is correct at the date of publication. Staff rooms may change during the year. Check the Economics web pages for any changes.

For a full list of academic staff, including research interests, please visit the Economics website: [www.essex.ac.uk/economics/staff/Staff.aspx?type=academic](http://www.essex.ac.uk/economics/staff/Staff.aspx?type=academic)

For details about Graduate Teaching Assistants (GTAs) who teach first and second year classes, see our website: [www.essex.ac.uk/economics/staff/Staff.aspx?type=research-students](http://www.essex.ac.uk/economics/staff/Staff.aspx?type=research-students)

**Contact Points between Students and Staff**

**Who to contact…**

**Contact an Economics Administrator** in the department, who will be able to answer your question directly or will guide you to someone who can.

_The offices to go to are:_
5B.209 - First Year Administrator,
5B.211 - Second and Third Year Administrator,
5B.212 - Departmental Administrator.

**Contact your class teachers** about the material covered in each module. If there is something you don’t understand or have missed; first check with your class teacher. But note: class teachers do not determine the allocation of students to classes, cannot grant extensions to assignment deadlines and cannot give permission for absences from tests. Class teachers mark assignments and tests (but not term papers or final examinations).
Contact module supervisors (the lecturers of modules) about the academic aspects of modules that class teachers cannot answer. Module supervisors are responsible for all academic aspects of modules, i.e. the coverage of lectures, exercises, assignments and term paper titles (where appropriate). Module supervisors have no authority to change assignment deadlines or to change test dates.

Contact the relevant Director of Undergraduate Studies about course or module changes, and general issues concerning the administration of Undergraduate modules and Economics courses.

Contact the Director of Undergraduate Projects if you have a question about your project (EC831). The Director of Undergraduate Projects is responsible for the assignment of students to project supervisors, for approving project titles or changes to titles.

Contact the Student Liaison Officer (SLO) if you have a general concern about economic studies, or a personal problem. There are two economics SLOs, one for undergraduates and another for postgraduate students. Each SLO is responsible for organising support for students enrolled for schemes administered by the Department of Economics. The SLO also chairs the Student-Staff Liaison Committee, SSLC.

Contact a Student Representative if you wish to raise an issue at the SSLC. Student representatives are elected at the start of each academic year and, together with the SLO, comprise the SSLC. Student representatives also attend Departmental Meetings (which are held at least once each term).

Your personal tutor
All undergraduate students have a personal tutor who you’ll meet soon after you’ve arrived, and who you’ll meet regularly throughout your course. Your personal tutor is there to help you feel connected to your department, and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. Your personal tutor may also recommend other support services on campus that might be able to help. If you’re unsure who your personal tutor is, please ask a member of the administrative staff in your department.

Student mentors
All first-year undergraduate students in the department have a student mentor available to them. Your student mentor can help you with any questions or problems you may have. Providing advice from their own experiences as a student in the Department, mentors are there to listen, provide good advice and can guide you through your time here at Essex.

We recruit new student mentors every year from our group of current second and third year students.

Details of who our mentors are and their contact details will be available from October at www.essex.ac.uk/economics/current_students/mentors/default.aspx
If all else fails, contact the Head of Department (HoD). Contact the HoD only if you have been unable to resolve your problem with other members of the department. The HoD has overall authority for the department but delegates most student related matters to other economics staff.

If you wish to contact the HoD, you must do so via the Departmental Administrator.

How to contact Teachers and other members of Staff

By email:
Every member of economics staff has an email account that is monitored regularly. Email is the recommended way of getting answers to straightforward questions or to make appointments for meetings.

During office hours:
All teachers hold office hours at which they meet students. Office hours are normally posted on the teacher’s office door and on the department’s website. You should make every effort to see teachers during their office hours.

If you are unable to meet a member of staff during the stated office hours, you should make an appointment to meet at a different time. Appointments should be made via email.

Telephone contact:
All members of staff can be contacted at their internal university telephone extensions. You should not telephone a member of staff at home unless you have explicit permission from the person you are trying to contact. If for any reason it is necessary to contact a member of staff at home, you must do so via an Administrator.

How the Department communicates with Students

By email: this is the preferred form of communication with students. Be sure to check your email regularly. The Department strongly recommends you to check your email every day.

On the department website: www.essex.ac.uk/economics/
This is a very important source of news about all aspects of your studies. Check it regularly.

By letter: to your local or home address: this is used only when email is inappropriate (e.g. for serious problems concerning academic progress or absence from prescribed instruction).

By a notice on your student portal: myEssex. Your student portal will alert you about modules and other aspects of your studies.

By telephone: this is used in emergencies or when it is otherwise necessary to receive an immediate response.
By text message:  this is used to inform at very short notice of lecture or class cancellations.

You can also find us on Facebook via the below link or search for Economics at University of Essex: www.facebook.com/#!/pages/Economics-at-University-of-Essex/167683629920102

Our location
Colchester Campus
Department of Economics
University of Essex
Wivenhoe Park
Colchester CO4 3SQ

Direct tel: 01206 872728
General enquiries: ueco@essex.ac.uk
Pre-registration programme enquiries: ueco@essex.ac.uk

Website: www.essex.ac.uk/economics/default.aspx
Module codes explained:

Module codes are usually referred to by their short code, i.e. EC111.

First year Economics Modules run by the Department:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC111-4-FY</td>
<td>Introduction to Economics</td>
<td>EC111 is a core module and compulsory for all Economics courses and several others too.</td>
</tr>
<tr>
<td>EC114-4-FY</td>
<td>Introduction to Quantitative Economics</td>
<td>EC114 is a core module and compulsory for all Economics courses.</td>
</tr>
<tr>
<td>EC115-4-FY</td>
<td>Methods of Economic Analysis</td>
<td>EC115 is a core module and compulsory for all Economics courses.</td>
</tr>
<tr>
<td>EC120-4-FY</td>
<td>The World Economy in Historical</td>
<td>EC120 is an optional module available to all first year students. (The module is also run as a second year option EC120-5-FY)</td>
</tr>
<tr>
<td></td>
<td>Perspective</td>
<td></td>
</tr>
<tr>
<td>EC100-4-FY</td>
<td>Economics for Business</td>
<td>EC100 is only available to students in the Essex Business School and is the equivalent to EC111.</td>
</tr>
</tbody>
</table>

Full module details can be found in the Module Directory online: [www.essex.ac.uk/courses/](http://www.essex.ac.uk/courses/)
First Year Course Structure

Whichever BA or BSc Economics degree you have chosen (with the exception of BA History and Economics, see the programme specifications online) the first year course structure is as follows:

<table>
<thead>
<tr>
<th>Module code</th>
<th>Module title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC111-4-FY</td>
<td>Introduction to Economics</td>
<td>30</td>
</tr>
<tr>
<td>EC114-4-FY</td>
<td>Introduction to Quantitative Economics (unless you take MA108 (15 credits) and MA114 (15 credits))*</td>
<td>30</td>
</tr>
<tr>
<td>EC115-4-FY</td>
<td>Methods of Economic Analysis (unless you take MA104 (15 credits) and MA118 (15 credits))*</td>
<td>30</td>
</tr>
<tr>
<td>EC123-4-FY</td>
<td>Compulsory Employability module</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>An optional module</td>
<td>30</td>
</tr>
</tbody>
</table>

* For EC114 and EC115 there is the opportunity to take maths modules instead for those of you who are very competent and have a strong background in mathematics. The alternative to EC114 is: MA114-4-AU Linear Mathematics, and MA108-4-SP Statistics. The alternative to EC115 is: MA104-4-AU Calculus, and MA118-4-SP Further Calculus.

All course structures and full details can be found in the Programme Specification Catalogue online: [www.essex.ac.uk/programmespecs/](http://www.essex.ac.uk/programmespecs/)

BA or BSc: what's the difference?

The difference is the maths content...

EC251 Mathematical Methods in Economics and EC252 Introduction to Econometric Methods...

...are compulsory for BSc courses... ...are optional for BA courses...

- Note that the first year is the same for both BA and BSc. The crucial decision must be taken at the end of your first year (or, at the latest, beginning of the second year). It is normally a formality to change before the start of your second year, you will need to fill in an online change of course form if you wish to do so which can be found here: [http://www2.essex.ac.uk/academic/students/ug/index.htm](http://www2.essex.ac.uk/academic/students/ug/index.htm)

Which course to choose: a BA or BSc?

- From the view of the department, it does not matter. However, you are recommended to take EC251 and EC252 (whether as part of a BSc or a BA) if you can. You may not want to take these modules, in which case you must enrol for a BA. If you can cope with EC251 and EC252, the topics covered by these modules will prove beneficial in the long run (by developing your quantitative and analytical problem-solving skills).
• If you plan to continue your studies at the graduate level (MA, MSc or PhD), you should definitely take EC251 and EC252 – and also EC351 Mathematical Economics and EC352 Econometric Methods in your final year.
• The degree schemes for which both BA and BSc are available are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td>L100 L101</td>
</tr>
<tr>
<td>Economics (International Exchange)</td>
<td>L106 L107</td>
</tr>
<tr>
<td>Management Economics</td>
<td>L112 L113</td>
</tr>
<tr>
<td>Management Economics (International Exchange)</td>
<td>L192 L193</td>
</tr>
<tr>
<td>International Economics</td>
<td>L115 L116</td>
</tr>
<tr>
<td>International Economics (International Exchange)</td>
<td>L163 L162</td>
</tr>
<tr>
<td>Financial Economics</td>
<td>L111 L114</td>
</tr>
<tr>
<td>Financial Economics (International Exchange)</td>
<td>L195 L194</td>
</tr>
</tbody>
</table>

Programme Specifications

The Department of Economics administers the following courses:

Single honours:
• BA/BSc Economics  (3-year courses L100/L101; 4-year, year abroad variants L106/L107; 4-year placement year variants 0F66/0E45)
• BA/BSc Financial Economics  (3-year courses L111/ L114; 4-year, year abroad variants L195/L194; 4-year placement year variants 5A84/0Q64)
• BA/BSc Management Economics  (3-year courses L108/L109; 4-year, year abroad variants L192/L193; 4-year placement year variants 9L11/5M00)
• BA/BSc International Economics  (3-year courses L115/L116; 4-year, year abroad variants L163/L162; 4-year placement year variants 9O47/5H18)
• BA Economics with French  (3-year course L1R1; 4-year variant L1RC)
• BA Economics with German  (3-year course L1R2; 4-year variant L1RF)
• BA Economics with Italian  (3-year course L1R3; 4-year variant L1RH)
• BA Economics with Spanish  (3-year course L1R4; 4-year variant L1RK)
• BA Economics with Portuguese  (3-year course L1R5; 4-year variant L1RM)
• BSc Economics with Mathematics (L1G1)

Joint honours:
• BA History and Economics (LV11)
• BA Financial Economics and Accounting (3-year course L148; 4-year variant L149)

Economics modules are included in other degree courses.
For details see the handbooks issued by the administering department.
Along with other UK universities, the University of Essex is required to publish a Programme Specification for each programme of study that leads to an award of the University.

A specification consists of four parts:

**Section A: General Information**
- The title and level of the award
- The institution responsible for the delivery and/or validation of the award
- Any professional or vocational accreditations that may be earned
- The overall aims of the programme.

**Section B: Learning Outcomes**
The skills and areas of knowledge that students who successfully complete the programme will typically demonstrate, and which the student will encounter during the programme. These are described under four headings:
- Knowledge and Understanding
- Cognitive Skills
- Practical Skills
- Key (transferable) skills

Alongside each set of outcomes are details of the learning & teaching methods used to deliver these outcomes and the assessment methods used to enable you to demonstrate your achievement.

**Section C: Course Structure**
A statement of the current compulsory and optional modules in each year of the programme.

**Section D: Rules of Assessment**
The criteria for determining whether a student has successfully completed the programme and achieved the award, and for the class of degree to be awarded, if appropriate.

Learning outcomes are reviewed periodically by academic departments and the specifications displayed online reflect the outcomes and expected course structure for students admitted to the course in the current academic year.

**When viewing ‘Section C’ of the Programme Specification online please note the following:**

For Financial, Management, International and straight Economics courses

- Students are allowed to take a maximum of 30 credits of outside options (non economics modules) in the second and final years combined (i.e. at least 210 credits out of the 240 credits achieved must be ‘EC’ modules) The only exception is for a language module continued from the second to the final year.
- Approval must be obtained from the relevant Director of Undergraduate studies in Economics for all outside option choices. Outside option choices will normally be approved except:
  (a) first year modules (including initial language modules) are not permitted;
(b) where there is too much overlap with Economics modules.

- Second year options must either be EC2xx modules or outside options. Final year Economics options are not permitted in the second year.
- Option choices may be restricted by timetable clashes and the need to fulfil pre-requisites.
- A four year, year abroad variant is available, for further information see page 22
- Final year options:
  Students must obtain at least 60 credits from final year Economics modules (i.e. at least five modules with ‘EC3’ module codes) plus 30 credits from the project, EC831.
  The remaining 30 credits may be chosen from final year Economics options, second year Economics options or outside options (subject to constraints).

For Economics with Mathematics

- Approval must be obtained from the relevant Director of Undergraduate studies in Economics for option choices.
- Option choices may be restricted by timetable clashes and the need to fulfil pre-requisites.
- Final year options
  Students must obtain at least 45 credits from final year Economics modules (i.e. at least five modules with ‘EC3’ module codes) plus 30 credits from the project, EC831.
  Of the remaining 45 credits, 30 must be obtained from final year mathematics modules.

For Economics with a language courses

- Each student’s enrolment in the mastery level language option in the final year is conditional upon having spent at least eight weeks in residence in the relevant speaking country between the end of the first year and the start of the third year.
  Students who do not fulfil this requirement are not eligible to take the mastery level module. The period of residency is not required for students taking the proficiency level module.
- Students are required to at least reach the standard of the proficiency level module. If this is achieved in the second year, then it is permissible (but not recommended) for no language module to be taken in the final year.
- Second year options must either be EC2xx modules or outside options. Final year Economics options are not permitted in the second year.
- Final year options
  Students must obtain at least 60 credits from final year Economics modules (i.e. at least five modules with ‘EC3’ module codes) plus 30 credits from the project, EC831.
  Option choices may be restricted by timetable clashes and the need to fulfil pre-requisites.
- A four year, year abroad variant is available, for further information see page 22

For History and Economics

- Second year options must be EC2xx modules. Final year Economics options are not permitted in the second year.
- Option choices may be restricted by timetable clashes and the need to fulfil pre-requisites.
Procedures for Course and Module Changes

Changing course

You will need to fill in an online changing course form and follow the instructions.

You are strongly advised to first discuss this request with the Undergraduate Director of the department that runs the course you wish to change to.

Changing course approval is subject to completion of pre-requisite modules and availability.

Online changing course request form can be found here: www.essex.ac.uk/esf

Enrolling in and changing a module

- You are required to enrol in your modules each year via eNROL, with modules totalling 120 credits per year. You are advised to do this sooner rather than later to stand the best chance of taking your preferred modules.

Enrol in your modules via eNROL: www.essex.ac.uk/enrol

- eNROL is open from Wednesday 16th April at 12:00 until 08:59 on Monday 20th October 2014

- You are permitted to change your optional modules within the first two weeks of the Autumn term (or the first two weeks of the Spring term for Spring term only modules), subject to the approval of the department(s) concerned and, where necessary, the relevant Dean.

- If you need advice about your choice of modules, e.g. if you wish to take an optional module that is not normally available, you should discuss this matter with a member of staff in the department teaching the module.

- Advice about the procedures relating to module enrolment or changes of module is available from the relevant administrator in the Registry.

- Before making up your mind about module choices, you should check the structure of your course. Then, if you have any questions, contact the relevant Director of Undergraduate Studies.

- Please see below for eNROL dates for the next academic year

<table>
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<tr>
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<th>eNROL opens:</th>
<th>eNROL closes:</th>
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<td>UG - to select 2014/15 modules</td>
<td>16-Apr-2014 noon</td>
<td>20-Oct-2014 8:59am</td>
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<tr>
<td>UG - Spring options</td>
<td>3-Dec-2014 noon</td>
<td>26-Jan-2015 8:59am</td>
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Undergraduate Economics Modules

A list of all Economics modules can be found below.

Full module details can be found in the Module Directory online: www.essex.ac.uk/courses/

- Please note: Not every module may be offered each year!
- Please note: It may be necessary to change the term in which a module is taught at short notice!
- The Economics Online Resource Bank (ORB) contains material (e.g. reading list, lecture notes) that you will find very useful for the modules you are taking. The ORB can be found here: www.essex.ac.uk/dsh/orb
- Questions about the academic aspects of economics modules should be addressed to the module lecturer. Questions about your course should be addressed to the department that administers your course.

Reading lists
All course materials (reading lists, lecture notes, assignment questions, problem sets etc.) can be found in the Online Resource Bank (ORB) link as above.

Pre-requisites

- There are pre-requisites for most second and third year modules - these are shown below.
- If you would like to enrol for a module but do not have the necessary pre-requisites, you may request permission for these to be waived. Pre-requisites are waived only if there is reasonable evidence that a standard of at least the equivalent to the pre-requisite has been achieved via other qualifications. Contact the relevant Director of Undergraduate Studies if you wish to discuss this.
<table>
<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Pre-requisites</th>
<th>Co-req.</th>
<th>Pre-or-Co</th>
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<td>Introduction to Economics</td>
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EC383-6-AU | Environmental Economics | EC115 & EC202 | 15
EC384-6-SP | Corporate Finance | EC202 | 15
EC386-6-AU | Health Economics and Policy | EC111 | 15
EC831-6-FY | Project: Economics | EC111 | 30

**Pre-requisite:** A module(s) you must have already taken.

**Co-req.:** Co-requisites; modules that must be taken at the same time.

**Pre-or-Co:** Module must be taken at the same time or have already been taken previously.

EC114 = EC114 or AC112 or MA108
EC115 = EC115 or AC112 or MA104

FY = Full year
AU = Autumn term
SP = Spring term

Level 4 denotes first year (e.g. EC111-4-FY)
Level 5 denotes second year (e.g. EC245-5-SP)
Level 6 denotes final year (e.g. EC322-6-AU)

### Objectives of Undergraduate Economics Courses

Students who successfully complete one of the **single honours economics degrees** will be able to demonstrate:

- A grasp of micro and macro economic theories at the intermediate level, together with the mathematical methods and introductory econometrics needed in the application of the theories.
- The ability to express their knowledge of economics through a variety of assessment methods.
- An understanding of one or more non-economics subject at an introductory level.
- The ability to design, undertake and report on a modest research project on a topic of their choice.
- An understanding of relevant specialist topics adequate (i) to sustain reasoned arguments appropriate for the topics, (ii) to deploy quantitative techniques competently in the analysis of data, and (iii) to allow a critical appreciation of evidence and economic policy.
- A capacity to study independently and to explore assigned reading at their own pace.
- The acquisition of skills in the context of economic issues, for problem solving, numeracy, communication, information technology and improving own learning and performance.
- An understanding to an advanced undergraduate level, of one or more subjects appropriate for their choice of course:
  - International Economics: international financial and trade institutions and policy; international trade; international money and finance.
  - Management Economics: economic analysis of organisations; market structure, strategic behaviour including the adoption of new technology; theories of monopoly and regulation.
  - Financial Economics: financial instruments and capital markets; monetary innovations and monetary policy; models of asset prices; bond and derivatives markets.
  - Economics: any combination of subjects available to the above schemes.
Students who successfully complete a **joint course involving economics** will be able to demonstrate:

- Competence at an advanced undergraduate level in at least one area of economics, though with a more restricted range of economic knowledge than in single-honours economics.
- An understanding of a non-economics subject relevant to the course to an advanced undergraduate level.
- An understanding of specialist topics relevant for the subjects of the course adequate to sustain reasoned arguments appropriate to those subjects.
- The acquisition of skills appropriate to the subjects comprising the course, for problem solving, numeracy, communication, information technology and improving own learning and performance.
- A capacity to study independently and to explore assigned reading at their own pace.

Students who successfully complete **economics modules(s) as part of other courses with economics** will be able to demonstrate:

- A grasp of elementary micro and macro economic principles.
- The ability to apply these to analyse elementary problems in economics.
- An appreciation of economic reasoning at the intermediate level in one or more aspects of economics.

Students who successfully complete **economics modules(s), though not registered for economics courses** will be able to demonstrate at least:

- A grasp of elementary economic principles.
- The ability to apply these to analyse elementary problems in economics.

**Key Skills**

mySkills is an academic skills website for Essex students offering interactive advice and guidance. The resources will form an integral part of your academic development and will help you to acquire the skills that are crucial to achieving academic success Essex and help to improve your employability.

mySkills website can be found here: [www.essex.ac.uk/myskills/](http://www.essex.ac.uk/myskills/)

Economics students have many opportunities to acquire key transferable skills that include:

**Problem solving skills**

These are acquired by constructing economic models to determine their predictions and policy implications. As an economics student you are encouraged to foster habits of logical and critical thinking that can be applied to any economic or related problem.

**Communication skills**

Requiring you to present the results of your economic reasoning in written work develops these skills. Economic analysis emphasises the importance of conciseness and rigour in the expression of ideas (whether they are applied to economic or other problems).
Improving own knowledge and performance
Every Economics module requires students to spend time reading and further deepening their knowledge about the subject. This is an important aspect of learning to think impartially about problems and about how to organise your time in the most effective way.

Numeracy (i.e. quantitative analysis)
These skills involve learning how to apply statistical methods in the context of economic data or to manipulate theoretical models. Knowledge of the methods can then be applied to any problem for which data is analysed.

Information technology
Computers and the systematic processing of information affect most aspects of life nowadays. In addition to common word-processing skills, many Economics modules involve analysing data using dedicated statistical and econometric software packages. In some circumstances, students also apply software packages to help solve complicated modelling problems or to make simulations of the economy.

Working with others
Economics courses do not require students to work in teams. You will also have the opportunity to develop interpersonal skills in informal networks by sharing your knowledge with other students and in discussions about course exercises. In some modules, you may be asked to confer with other students to make class presentations.

Key Skills Table
The key skills table, see page 22 summarises the key skills associated with Economics modules. This should not be interpreted as prescriptive but rather to give an overview of the sorts of skills that are normally relevant.

The presence of a blank does not mean that a skill is irrelevant, rather that students would not expect to improve their capacity in the skill as a consequence of taking the module.

List of key skill headings:

Problem solving
- Analytical reasoning (including logical argument)
- Conceptualisation of issues
- Critical evaluation (including appraisal of policy)
- Originality/Creativity (developing the ability to ask the right question, innovation)
Model building (construction of theoretical framework and derivation of predictions)

Communication
- Summarise key issues (synthesis)
- Literature survey (comprehension)
- Independent inquiry (researching and using information)
Handling large amounts of information
Presentation (oral, including taking part in discussions)
Presentation (written)

Working with others
- Team work
- Influencing, advising and guiding others
- Negotiation with others

Numeracy
- Mathematical operations (expressing theories symbolically and deriving implications)
- Interpretation of mathematical expressions in economic analysis
- Econometric/statistical (estimation, hypothesis testing, diagnostic, evaluation)
- Data analysis (collection and summarising data)

Information Technology
- Word processing
- Using the internet for independent study
- Use of data analysis/statistical software applications
## Key skills in undergraduate economics module

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○ = the skill is relevant but not necessarily emphasised  
● = the skill is of particular significance

The presence of a blank does not mean that a skill is irrelevant, rather that students would not expect to improve their capacity in the skill as a consequence of taking the module
Study Abroad

There are many opportunities for Economics undergraduates who wish to study in the United States (including Hawaii), Australia, Canada, Europe, Hong Kong, Japan, Latin America, the Middle East, New Zealand or Russia for one term or one year as part of their University of Essex programme of study.

Visit the Study Abroad website for further information: www.essex.ac.uk/studyabroad/

- We have exchange agreements with a wide variety of universities and can help students to select the most appropriate destination.
- Study abroad can enhance your CV and gives you valuable experience of another culture and way of life.
- Spending an extended period of time in another country provides an unparalleled opportunity to see a side of life which tourists never encounter.
- It is also true that employers value international experience in today’s global economy.
- You can study abroad in either the second or third year depending upon your degree course.
- The marks you obtain will contribute towards your final degree result.
- There are usually no tuition charges other than what you normally pay to Essex (there are no tuition charges if you study abroad for a full year).
- Also, in many cases, the cost of living elsewhere is lower than Colchester, so you should not assume that study abroad is an expensive proposition.

Economics Courses with a Year Abroad

- L106  BA   Economics (International Exchange)
- L107  BSc Economics (International Exchange)
- L163  BA   International Economics (International Exchange)
- L162  BSc International Economics (International Exchange)
- L192  BA   Management Economics (International Exchange)
- L193  BSc Management Economics (International Exchange)
- L195  BA   Financial Economics (International Exchange)
- L194  BSc Financial Economics (International Exchange)
- L1RC  BA Economics with French (International Exchange)
- L1RF  BA Economics with German (International Exchange)
- L1RH  BA Economics with Italian (International Exchange)
- L1RK  BA Economics with Spanish (International Exchange)
- L1RM  BA Economics with Portuguese (International Exchange)

Please note: the rules of assessment for 4 year courses with a year abroad differ from 3 year courses in how the overall degree class is determined. For full details please see the Rules of Assessment for Four Year Honours Degrees: www2.essex.ac.uk/academic/students/ug/rules.htm
Going to another University during the Summer Vacation

Spend the summer vacation between the second and third year studying at another university in the European Union (EU) via the Study Abroad Programme.

Open to students who are enrolled on EC831 Economics Project. The purpose of the time spent abroad is to enable students to begin work on their projects.

Coming to Essex from another University

The department welcomes study abroad students from other EU countries.

- Students coming to Essex as part of their programme should seek advice about modules from the department’s Study Abroad Co-ordinator or the relevant Director of Undergraduate Studies.
- Module choices must be approved by the department’s Study Abroad Co-ordinator.
- Assessment:
  - Autumn term only students: take exams at end of Autumn term
  - Spring term only students: take exams during the Summer term

Study abroad students (including Junior Year Abroad) and International Programmes

The department welcomes students from abroad who wish to study economics but not as part of an Essex degree.

- International programmes students wishing to enrol for economics modules should seek advice from the relevant Director of Undergraduate Studies.
- The relevant Director of Undergraduate Studies must approve economics module choices.
- Assessment:
  - Autumn term only students: take exams at end of Autumn term
  - Spring term only students: take exams during the Summer term

Interested?

To apply you need to consult the Departmental Study Abroad Officer:

Dr Abhishek Chakravarty
Tel: 01206 872394
Email: achakrb@essex.ac.uk

For further information contact:

Study Abroad Office
Room: 1E.3.503
Email: saoadmin@essex.ac.uk
Website: www.essex.ac.uk/studyabroad/
**Employability module**

The employability module is a compulsory module for all students in economics entering from 2014/15. It is a co-curricular module carrying zero credits, but is compulsory. It is different from any other economic modules in the sense that there is no exam and it runs over the whole of the three years of undergraduate studies. Upon the completion of the module each economics student will acquire a portfolio of employability skills and understanding of the working world necessary to successfully compete in the graduate labour market after graduation.

While the module runs over the three years of studies, nothing prevents students to successfully complete all the activity required in the module before the third year of studies.

Some of the activities will require lectures by the Department in collaboration with the Employability and Careers Centre staff. Some activities will be completed by students directly without lectures required.

The module is assessed on a Pass/Fail basis and it is 100% coursework. The assessment consists of a portfolio of work/research that is concluded by a 1500-2000 words reflective document that must be submitted by the deadline at the end of the Spring Term of each student’s final year of studies. The portfolio and reflective document need to be submitted after the student has successfully completed all the activities required in the module. Nothing prevents students from submitting their portfolio and reflective document well before the deadline if they successfully complete all activities required well in advance.

In the reflective document students need to explain how each activity was completed together with evidence of which employability skills have been acquired throughout the module. This should include a summary of their personal development and career plan. All the resources for this module will be available via Moodle.
Assessment

Coursework is compulsory in all modules. Economics assessment methods comprise of:

- **Tests**
  Short examinations (up to 2 hours) that focus on concise presentation of knowledge and the application of analytical methods.

- **Assignments**
  Often of a problem-solving nature, allowing the exploration of theories, methods and policies with more creativity and depth than tests, being less time constrained.

- **Final examinations**
  Test the concise expression of ideas, analytical reasoning capabilities and arguments that critically assess evidence (including economic policy).

- **Term Papers**
  Independently prepared essays exploring a topic in depth and presenting reasoned arguments that support an analytical framework and/or critically evaluating evidence, including policy evaluation.

- **Projects and dissertations**
  The outcome of supervised research – similar to term papers but deploying a wider range of methods, theories and evidence, thus providing greater scope for originality.

Progress Procedures

The proportion of submitted coursework will be reviewed at the end of the autumn term. If students haven’t submitted at least 50% of the required coursework they will be called in to see their personal tutor. This means if you have 4 pieces of assessment (including all of those listed above) if you submit less that two pieces of coursework you will be called in to see your tutor. If you have 5 pieces of coursework and submit less than 3 you will be called in to see the tutor. Should students not attend this meeting or do not show signs of improvement they will be referred to a departmental progress officer. Please note students are expected to submit ALL coursework and attend all tests; these minimums are laid out to provide guidance as to when you will be reviewed under the progress procedures.

Academic Offences

Severe penalties are enforced to discourage academic offences (such as plagiarism and cheating) and the department emphasises preventative measures through guidance and its code of practice. In designing assessment rules to reflect students' achievements, attempts are made to balance the benefits of teamwork against the temptation to free-ride on others' effort.

Outside Options

Modules in other departments taken by students registered for Economics courses are assessed according to the rules for the module. Economic students must abide by the rules of the department who administer the module. For example if you take a language module e.g. Initial French you will be assessed for that module according to the rules set out by the Language and Linguistics department whether or not they are similar to the rules for Economics modules.
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<tr>
<th>Module Title</th>
<th>Method of Assessment</th>
<th>Exam</th>
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<td>EC111* Introduction to Economics</td>
<td>2 assignments, 2 tests</td>
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<tr>
<td>EC114 Introduction to Quantitative Economics</td>
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<td>EC115 Methods of Economic Analysis</td>
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<tr>
<td>EC120† The World Economy in Historical Perspective</td>
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<td>EC201 Macroeconomics (intermediate)</td>
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<td>EC245 International Financial Institutions &amp; Policy</td>
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<td>EC246 International Trade Institutions &amp; Policy</td>
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<td>EC252 Introduction to Econometric Methods</td>
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<td>EC261 Management of New Technology</td>
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<td>Yes</td>
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<tr>
<td>EC367 International Trade</td>
<td>1 term paper</td>
<td>Yes</td>
</tr>
<tr>
<td>EC368 International Money and Finance</td>
<td>1 test</td>
<td>Yes</td>
</tr>
<tr>
<td>EC371 Economic Analysis of Asset Prices</td>
<td>1 term paper</td>
<td>Yes</td>
</tr>
<tr>
<td>EC372 Economics of Bond and Derivatives Markets</td>
<td>1 term paper</td>
<td>Yes</td>
</tr>
<tr>
<td>EC383 Environmental Economics</td>
<td>1 assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC384 Corporate Finance</td>
<td>1 test</td>
<td>Yes</td>
</tr>
<tr>
<td>EC386 Health Economics and Policy</td>
<td>1 term paper</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* The coursework mark for EC111 is calculated as follows:
  Assignment 1 = 30%  Assignment 2 = 30%  Test 1 = 20%  Test 2 = 20%

† Note: All coursework, including assignments, tests and term papers, is compulsory.
Course Work

The Importance of Coursework

Coursework is compulsory and failure to participate in coursework is interpreted as evidence of lack of academic progress. In severe cases, students with poor academic progress can be required to withdraw from the University (even before the final examinations). Your academic progress is monitored throughout the year and failure to complete coursework indicates that you are effectively not taking the module – and therefore don’t deserve to take the final exam.

Aside from its educational value, coursework can act as a sort of “insurance” against a bad examination performance. Imagine what might happen if you are ill on the day of the final exam and unable to perform to the best of your ability. A low mark in just one module can affect the class of your entire degree.

Assignments, Tests, Term Papers and Marking Guidelines

Coursework is made up of either one, or a combination of assignments and/or tests and/or term papers depending on the module and the level. See the Module Assessment on the previous page for specific details.

Assignments and Term Papers - Coursework Deadline Policy

The University’s policy for the late submission of coursework applies uniformly for all undergraduate modules. The policy states that all coursework submitted after the deadline will receive a mark of zero.

No extensions to deadlines will be granted

The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. More information about extenuating circumstances relating to late submission of coursework is available via the Registry.

Full details relating to late submission of coursework can be found via the Registry webpages: www.essex.ac.uk/dsh/latesubmission
What the University policy means for you:

You should complete your coursework well ahead of the deadline. You are encouraged to submit coursework in the week before the deadline. Your target completion date should be one week before the deadline. Make every effort to complete work by the target date.

If you experience difficulties in completing your work, you must make every effort to contact the relevant Administrator before the submission deadline. Always contact the department that runs the module.

The department has a Late Submissions Committee which deals with claims of extenuating circumstances for work which was not submitted by a deadline for reasons beyond your control. You make your claim by submitting a Late Submission of Coursework Form with any evidence i.e. medical certificate, along with your coursework, within seven days (including weekends and bank holidays) of the deadline. The Late Submissions Committee will decide whether your work should be marked and whether that mark will count towards your formal assessment (which means the mark will be instated).

It is important to note that you use this form to request instatement of your marks on the basis of extenuating circumstances which directly prevented you from handing in your work by the deadline. A claim that you needed more time will not be accepted and the committee will not consider circumstances such as oversleeping, or confusion about the deadline as acceptable.

The late submission of coursework form can be found here: [www.essex.ac.uk/dsh/latesubmission](http://www.essex.ac.uk/dsh/latesubmission)

Answer guidelines (‘solutions’) for assignments are normally made public seven days after the deadline. As soon as the answer guidelines have appeared you will receive a mark of zero, no matter what your circumstances.

Please note the Late Submissions of Coursework form is different to the university’s Extenuating Circumstances form:

**Late Submission forms** are used for particular pieces of coursework only, and will not be taken into consideration for anything more than this

**Extenuating Circumstances forms** are submitted towards the end of the year and enable you to explain the effects of any circumstances that adversely affected your performance over the whole or any part of the academic year. Your extenuating circumstances form should generally deal with significant problems that affected you beyond any particular late piece of work.

If you hand in a late assignment or miss a midterm test – use the Late Submissions form.

If you’ve suffered circumstances which have affected your performance for a significant part/all of the academic year – use the Extenuating Circumstances form.
Preparation and Submission of Assignments

Assignment question sheets are normally available at least two weeks before the submission deadline via the Online Resource Bank (ORB). (Module supervisors may, at their discretion, make assignment questions available earlier than this.)

The ORB can be found here: www.essex.ac.uk/dsh/orb

- It is your responsibility to obtain a copy of the assignment questions.

- While you may study the subject matter covered by an assignment with your friends, it is important that your assignment is all your own work. It must adhere to the University’s rules and department conventions on good practice. If you have any concerns about whether your assignment breaches the rules, please seek advice from your class teacher or module supervisor. Be careful not to copy other students’ submissions, and don’t allow others to copy yours.

Advice on authorship and plagiarism can be found here: www.essex.ac.uk/dsh/plagiarism

- EC111 and all second and third year module assignments are submitted as a paper copy to the relevant administrator, first years to room 5B.209, second and third years to room 5B.211. Submissions via email or fax are not permitted.

- While it is recommended that assignments are word-processed, this is not obligatory — hand-written assignments are permissible if the handwriting is clearly legible.

- You must bring your registration card with you as this is required for identification.

- An email message will be sent to you as a receipt for submission of your assignment. Make sure you keep a copy of this email message because it is the only acceptable evidence that your assignment has been received.

- Assignments must be submitted no later than 12:00hrs mid-day (not midnight) on the day of the deadline. You may submit assignments any time during the week preceding the deadline – it is in your interests to submit well before the deadline.

- EC120 module assignments are submitted online via the Online Coursework Submission, login and follow the instructions. Please note you do not need to watermark your work.

Login to the University’s Online Coursework Submission (FASer) here: www.essex.ac.uk/e-learning/tools/faser

When submitting to the system you will be asked to tick a statement to confirm that you will abide by university regulations in regards to academic offences and give consent for your submission to be processed in the context of the JISC Plagiarism Detection Service.
You do not need to submit a paper copy when submitting through the system, just submit online.

- If you submit your assignment after the deadline you must also hand in a late submission of coursework form to the appropriate administrator.

**Attendance at Tests**

- Attendance at tests is compulsory on the day and time specified for the test. You will not be allowed to take a test at another time — the reason is simply to preserve the fairness and integrity of the test.
- It is your responsibility to check the dates, times and locations of all tests in your modules.
- Please arrive at the test room about five minutes before the test commences. Make sure that you bring your registration card with you. This will be checked during the test to confirm your identity and attendance.
- Although tests may be scheduled for a one (or two) hour time slot this does not mean the test will last that long. The module supervisor should announce the duration of the test in advance, contact the module supervisor if you’re unsure about the duration of the tests, the number of questions you’re required to answer and the amount of choice you’re allowed.
- Cheating in a test is an academic offence.
- If you are absent from a test your mark will always be recorded as zero.
- If you are unable to attend a test due to extenuating circumstances then you need to fill in a late submission of coursework form and hand this in to the relevant administrator along with any supporting documents so that you will be able to have another opportunity to take the test (make-up test).
- Once results are published a make-up test will be held on a date and time at the discretion of the department. There will be one, and only one opportunity to take a make-up test.
- You can only sit a make-up test if you have either failed the original test (achieved 39% or less) or were unable to sit the test due to extenuating circumstances.
- You cannot take a make-up test just to improve on your mark.
- Marks in make-up tests will be capped at the pass mark of 40%, except when there are satisfactory extenuating circumstances.

**Assessment of Assignments and Tests**

- Class teachers mark assignments and tests with guidance from the module supervisor.
- The module supervisor is responsible for maintaining a consistent standard of marking.
- Appeals against an assignment or test mark should be made initially to the class teacher. If agreement cannot be reached, the module supervisor should be approached. If agreement with the supervisor cannot be reached, an appeal may be made in writing to the Head of Department.
- Marked assignments and tests are normally returned to students within 4 weeks of the submission deadline.
- You are not permitted to re-submit assignments or re-take tests in order to raise your mark. Therefore you should take special care in advance to prepare your assessed work.
- You must keep hold of your marked assignments and tests as they may be required to be sent to the external examiner.
Term Papers

Term papers are compulsory.
They are extended essays submitted in many (but not all) second and final year economics modules.

**Submission** - One copy online via Online Coursework Submission:- (FASer) here:
www.essex.ac.uk/e-learning/tools/faser

Term papers are assessed differently from assignments (see below).

- Your module supervisor will provide a list of term paper titles early in the term in which the module is taught. You must choose a title from the list provided.
- You must submit a term paper in each module for which a term paper constitutes the coursework.
- No extensions are granted to term paper deadlines.
- Term papers should have a maximum length of 3000 words (including footnotes, tables, appendices and bibliography)!
- The examiners may award a lower mark than otherwise for term papers that exceed the word limit.
- Term papers must be word-processed. They should be double-spaced with a 12 point typeface and margins of at least 1 inch.
- Term papers must be submitted online.
- Do not watermark your term paper!
- It is not permissible to submit term papers by email or fax.

**Making the best of your Essays, Term Papers & Projects**

Please see full details in the Appendix
Final Year Project

The Project consists of three parts!

- Literature review and project plan,
- Oral and slide presentation of the literature review and project plan
- Dissertation (which will carefully incorporate a literature survey)

Submission deadlines

Literature survey and project plan:
Wednesday, 10 December,
12:00 mid-day

Presentation:
This will be scheduled for the 3rd or 4th week of Spring term. (You will be given a scheduled time to present; if you have a valid and evidenced reason, you can request that this be rescheduled.)
You must submit your presentation slides via FASer before your scheduled presentation date.

Dissertation:
Friday, 24 April,
12:00 mid-day

Submit:
One online copy via Online Coursework Submission (FASer):
https://www.essex.ac.uk/e-learning/tools/faser

Assessment

Literature Review and project plan: 15 %
Presentation: 15%
Dissertation: 70%

Maximum lengths:

- Literature Review: 3,000 words (2,500 words recommended)
- Dissertation: 10,000 words (including footnotes, appendices, bibliography, etc.)

Note: this is a maximum; a shorter word count is often preferable; content and clarity are what is important

Attend all lectures, pc-lab sessions, and workshops given in support of EC831. Lecture and class participation will be recorded in several ways, including attendance, quizzes via the Electronic Voting System (EVS), and participation in Moodle forums.

Electronic Voting System (EVS): You will be issued an EVS ‘clicker’, which you must register to your own name through Moodle. You must bring this to every EC831 lecture to be able to answer quiz and survey questions. Do not lose this device, or you will need to reimburse the University for the cost of a replacement.
Moodle- check the module material on Moodle for all lectures and lab-sessions

Oral and slide presentation of literature review and project plan

Beginning in 2014-15, the project now includes a mandatory oral presentation with accompanying slides, worth 15% of the mark. We are introducing this to help our students become more employable. Gaining an experience in public speaking and preparing a slide presentation will give you a ‘leg up’ in the academic and professional world!

We will assign you a time and a location (a ‘session’ with other students) to give your presentation in weeks 3-4 of Spring term; if the initially proposed time conflicts with your schedule, you can request a change. You will give an oral presentation – with slides -- of your literature review and project plan, lasting about 10 minutes, in front of a member of the academic staff. After this the lecturer will take three minutes to ask you questions about your presentation. The lecturer may also interrupt you briefly during your talk to ask clarification questions.

Remember to bring your presentation on a USB stick, as well as submitting it via FASer in advance.

Other students may wish to attend your presentation to build their understanding, and to encourage you; you are advised to attend the remaining presentations in your session. If you would prefer to present without other students present, you can request this. After your presentation, the lecturer will give you some immediate feedback. The mark for your presentation will be given along with the mark for your literature survey and project plan.

Marking guidelines for presentations are given in the table further down [page 37].

Further guidance on presentations will be given in EC831 lectures, and supporting reading materials and resources will be provided.

Amending your Title

- Changes of titles are only permitted with the permission of your supervisor as well as from the Director of Undergraduate Projects, Dr David Reinstein, to whom requests should be made in writing (email drein@essex.ac.uk; cc your supervisor).

- Significant changes should not normally be made after the end of the Autumn Term, but small changes for clarity and focus will still typically be permitted.
Project supervision

- You will be allocated to a supervisor according to the topic of your project.

- Supervision can only be received by your designated supervisor, typically during their designated office hours. (Other academic staff may be consulted on matters that relate to the modules you have taken with them, during their designated office hours.)

- It is important that you contact your supervisor no later than the second week of the Autumn Term (by 20 October 2014) and again no later than the second week of the Spring Term (by 26 January 2015).

- You should expect to see your supervisor for up to four hours spread throughout the Autumn and Spring Terms.

- All project supervision should be completed no later than the last day of the Spring Term. No further supervision is available during the Easter holidays.

Academic progress

- You are expected to take the initiative to contact your supervisor!

- By the end of week 8 (middle of November) – show a first draft of your literature review and project plan to your supervisor, along with a draft of your presentation slides.

- By the end of February – show a first draft of your dissertation to your supervisor, demonstrating a substantial part of the project has been completed.
## Criteria for Literature Review and Project Plan

<table>
<thead>
<tr>
<th>First class</th>
<th>Upper second class - 2.1</th>
<th>Lower second class - 2.2</th>
<th>Third - 3rd class</th>
</tr>
</thead>
<tbody>
<tr>
<td>(69.5% and above)</td>
<td>(59.5 – 69.4%)</td>
<td>(49.5–59.4%)</td>
<td>(39.5–49.4%)</td>
</tr>
<tr>
<td>Perceptive analysis of relevant literature that demonstrates clearly its relevance to the topic of the project</td>
<td>Competent analysis of relevant literature that shows its relevance to the topic of the project</td>
<td>Analysis of relevant literature that shows its relevance to the topic of the project</td>
<td>A description of literature that has a bearing on the topic of the project</td>
</tr>
<tr>
<td>An essay that integrates the literature surveyed into a coherent whole, capable of being understood without the requiring the reader to access the surveyed materials</td>
<td>An essay that integrates the literature surveyed in a systematic way that does not merely reproduce any existing survey</td>
<td>An essay that presents a comprehensible survey including a discussion of the merits and shortcomings of the literature surveyed</td>
<td>An essay that shows awareness of topics relevant for the project</td>
</tr>
<tr>
<td>A plan that shows clearly how its implementation could result in a dissertation that demonstrates originality in any branch of economics. Where appropriate, potential data sources should be specified and summary statistics given.</td>
<td>A plan that shows clearly how its implementation could result in a dissertation that demonstrates understanding of economics principles for the topic of the project. Where appropriate, potential data sources should be specified.</td>
<td>A plan that shows clearly how its implementation could result in a dissertation that demonstrates knowledge of economic principles relevant for the topic of the project</td>
<td>A plan that shows how its implementation could result in a dissertation that demonstrates knowledge of economic ideas and concepts that have a bearing on the topic of the project</td>
</tr>
</tbody>
</table>
## Criteria for the Oral and Slide Presentation (of the literature review and project plan)

<table>
<thead>
<tr>
<th></th>
<th>First class (69.5% and above)</th>
<th>Upper second class - 2.1 (59.5–69.4%)</th>
<th>Lower second class - 2.2 (49.5–59.4%)</th>
<th>Third - 3rd class (39.5–49.4%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion:</strong></td>
<td>Achieves most of these goals.</td>
<td>Achieves some of these goals</td>
<td>Achieves few of these goals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Content:</strong></td>
<td>Achieves most of these goals.</td>
<td>Achieves some of these goals</td>
<td>Achieves few of these goals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Slides:</strong></td>
<td>Achieves most of these goals.</td>
<td>Achieves some of these goals</td>
<td>Achieves few of these goals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Speech:</strong></td>
<td>Achieves most of these goals.</td>
<td>Achieves some of these goals</td>
<td>Achieves few of these goals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Criteria for the Dissertation

<table>
<thead>
<tr>
<th>First class (69.5% and above)</th>
<th>Upper second class - 2.1 (59.5 – 69.4%)</th>
<th>Lower second class - 2.2 (49.5–59.4%)</th>
<th>Third - 3rd class (39.5–49.4%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A necessary attribute of first class projects is that they demonstrate originality in any branch of economics and they will also satisfy at least one of the following:</td>
<td>Upper-second class projects will demonstrate understanding of economic principles relevant for the topic of the project and they will also satisfy at least one of the following:</td>
<td>Lower-second class projects will show knowledge of economic principles relevant for the topic of the project and they will also satisfy at least one of the following:</td>
<td>Third class projects will show a limited knowledge of economic ideas and concepts that have a bearing on the topic of the project and they will also satisfy at least one of the following:</td>
</tr>
<tr>
<td>Innovative construction, estimation and analysis of empirical model (or models) designed to test hypotheses developed in the project</td>
<td>Competent estimation and analysis of an empirical model (or models) available in the literature, together with extensions and modifications adapted to suit the topic of the project</td>
<td>Estimation and limited interpretation of an empirical model (or models) found in the literature, with modifications</td>
<td>Limited description and estimation of an empirical model (or models) replicating those found in the literature but with different data</td>
</tr>
<tr>
<td>Construction of a theoretical model to address issues relevant for the project, derivation of the predictions of the model and evaluation of their implications</td>
<td>A survey that integrates and assesses the relevant academic literature in a systematic way that does not merely reproduce any existing survey</td>
<td>A comprehensible survey that discusses the merits and shortcomings of the relevant academic literature</td>
<td>A survey of the literature that shows awareness of topics relevant for the project</td>
</tr>
<tr>
<td>Analysis of existing empirical, theoretical or historical studies in a systematic way that obtains original insights (theoretical, empirical, or both)</td>
<td>Competent presentation and thorough assessment using economic reasoning of one or more aspects of economic policy</td>
<td>An examination of one or more aspects of economic policy that displays appreciation of the issues, together with an attempt at evaluation of the policies</td>
<td>An overview of one or more aspects of economic policy that shows awareness of the economic arguments</td>
</tr>
<tr>
<td>Perceptive exposition, discussion and critical evaluation, that goes beyond the existing literature, for one or more aspects of economic policy</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Presentation and length

- Pay particular attention to the guide to good practice in assessed work, you may also like to read 'Excellent Dissertations!' by Peter Levin (Amazon or Open University Press, McGraw-Hill). Also see "Writing Economics," by Neugboren and Jacobsen, and the materials provided on the EC831 pages.
- You must include a complete bibliography in the form of a list of references
  Every entry in the bibliography must be referred to at some point in the project and every citation in the project must be included in the bibliography!

Submission

- Complete the final version of your project at least one full week before the deadline to allow for last minute delays in printing and checking.
- Online submission only of your project - no later than 12.00hrs (midday) on the specified deadlines!
- No extensions are granted for the submission of projects. In particular, extensions are not normally granted because of any form of computer failure.

Any overlap between your project and any other submitted work must be acknowledged in your project, in accordance with University Regulation 6.20. The regulations can be viewed on the following website: http://www.essex.ac.uk/academic/docs/regs/rpp.shtm
Referencing
Please see full details in the Appendix

Max Rule

The aggregate mark for each module is calculated using the 'max rule'

**The max rule:**
The aggregate module mark is the **larger** of the following two numbers:

- 50% (coursework mark) + 50% (final examination mark)
- Final examination mark alone

If your final examination mark is **higher** than the coursework mark, it is the final examination mark that counts. Therefore coursework can only raise the module mark, it cannot lower it.

The exception to the above rule is EC831, the research project. The aggregate mark for this module is the mark of literature review and project plan (15%), presentation (15%) and the project (70%).

What mark do I need to pass a module?

You need to achieve 40% or greater in the aggregate module mark to pass.

Marking Guidelines

The department adopts the University classification of marks for each piece of assessed work:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>First</td>
<td>69.5 – 100.0%</td>
</tr>
<tr>
<td>2.1</td>
<td>Upper second class</td>
<td>59.5 – 69.4%</td>
</tr>
<tr>
<td>2.2</td>
<td>Lower second class</td>
<td>49.5 – 59.4%</td>
</tr>
<tr>
<td>3rd</td>
<td>Third class</td>
<td>39.5 – 49.4%</td>
</tr>
<tr>
<td>~</td>
<td>Fail</td>
<td>00.0 – 39.4%</td>
</tr>
</tbody>
</table>

(A mark of less than 20% is usually interpreted as a Bad Fail.)

For assessment purposes marks are rounded up to one decimal place. No other rounding takes place.
Range of marks

- Examiners are encouraged to use the full range of marks from 0-100%.
- For technical or mathematical pieces of work, marks spanning the full range emerge naturally.
- For more essay based subjects, examiners are encouraged to signal clear first class answers by awarding marks well above the 70% level.
- In particular, marks above 80% should be used to signify truly outstanding work.
- Conversely, marks below 20% should be awarded for answers with little or no redeeming merit.

Different sorts of work

While the same principles hold for all formally assessed work, there are differences of emphasis for answers written in different circumstances – closed examinations compared with submitted work such as assignments, essays, term papers or projects.

For assignments, tests and examinations, it is recognised that a closed examination answer written under a time constraint cannot attain the detail and length of submitted work written with access to other materials and without a time constraint.

For term papers, projects and essays, the layout, style and presentation are important because they affect the clarity of the exposition. The clarity of presentation will affect your mark. Examiners are entitled to penalise work that is unclear for whatever reason (most commonly incoherent organisation or ambiguous use of English).

- In particular, you must pay close attention to bibliographies and citations in term papers, essays and projects. (Examination or test answers do not normally include page references to cited works but, where appropriate, these should appear in other forms of submitted work.)

- Similarly, the level of factual detail is expected to be greater for submitted work than is possible in examination answers. This does not condone factual errors in examination answers but, rather, it acknowledges that the amount of detail is likely to be smaller than for submitted work.

- Assessed work is marked according to an absolute, not relative, standard. Quotas are not assigned for the proportion of marks in any class, including fails and firsts.

Scaling of marks

Final examination marks are rarely scaled.

In the rare event that the marks for a module are scaled, this would be done only with the approval of an external examiner on recommendation of the Head of Department and reported to the relevant Board of Examiners. Occasionally the Head of Department will approve scaling coursework marks (e.g. of an in-term test).
Word limits or other length constraints

Examiners may penalise work that exceeds the published upper limit.

The limit for undergraduate economics term papers is 3,000 words.

For projects (EC831) the limit is 10,000 words. Note: this is a maximum; a shorter word count is often preferable. Brevity and clarity are valued as long as your work has sufficient and appropriate content.

- Length constraints for assignments will be specified, where needed, separately for each piece of work.
- The limits are for the whole piece of work, including appendices, footnotes and bibliography.
- Do not confuse length with the amount of effort needed to complete the work: conciseness of expression is a merit. Quality is more important than quantity.
- Examiners have the discretion to award a lower mark than otherwise for work that exceeds the stated limit. The markers will make an assessment after reading the whole piece of work. The size of the penalty will reflect the extent to which:
  (a) the limit is violated;
  (b) the work lacks focus;
  (c) the style is repetitious;
  (d) irrelevant material is included;
  (e) the coverage is unnecessarily broad to address the question.
- Mark penalties are not stated separately though examiners may note their concern in feedback sheets.
- There are no specified limits (upper or lower) for examination answers.
- Examinations are designed such that you should need the whole of the time allowed to complete them.
- You have the discretion to allocate the time for each answer as you wish.
- It is normally advisable to allocate time approximately according to the marks for each question, e.g. if you are asked to answer two equally weighted questions in two hours, allocate roughly one hour to each.
Guidelines for marking standards

The guidelines below describe criteria for both students and examiners in economics (not necessarily other subjects). While they are intended to be as explicit as possible, it should be recognised that no set of guidelines can be complete to the extent of eliminating all ambiguity while remaining sufficiently flexible to accommodate creative expression.

Criteria for a mark in the first (1st) class (69.5% and above) range

First class answers must be coherently organised, clearly written and directed towards addressing the question. They also satisfy at least one of the following:

| A.1  | Demonstrates subtle understanding of relevant economic principles or policies |
| A.2  | Comprehensive coverage, showing a thorough grasp of relevant issues and their relative importance |
| A.3  | Formal analysis (including mathematics) shows deep understanding of economic reasoning |
| A.4  | Perceptive use of empirical evidence in support of arguments |
| A.5  | Insightful critical evaluation that integrates relevant literature |
| A.6  | Shows originality in a logically coherent manner, relevant to the question |
| A.7  | High proportion of technically correct answers (in answering formal questions) |

A mark of 70-85 indicates an excellent answer. Comprehensive and well-presented showing a deep and nuanced understanding of the subject. Very strong analytical input demonstrating intellectual maturity and is perceptive with highly developed organisation. Sophisticated use of primary and secondary material. A mark of 86-100 indicates a superb answer. Where appropriate, adds original and scholarly insights to the topic. Coursework in this category achieves or is close to publishable standard. As good an answer as could be achieved under examination conditions or in the space permitted by the word count.

Criteria for a mark in the upper-second (2.1) class range (59.5–69.4)

Upper second class answers will be substantially correct, coherent and clearly written. They will also satisfy at least one of the following:

| B.1  | Demonstrates an understanding of economic concepts and principles |
| B.2  | Shows an understanding of economic theory and modelling approaches |
| B.3  | Competent application of formal analysis (including mathematics) |
| B.4  | Shows proficiency in the presentation of empirical evidence |
| B.5  | Presents ideas in an orderly manner, beyond being a mere list of points |
B.6 Displays an understanding of relevant literature

B.7 Significant majority of technically correct answers (in answering formal questions)

A mark of 68 indicates work of a “high 2.1” standard. It should not be interpreted as a borderline first.

Criteria for a mark in the lower-second (2.2) class range (49.5–59.4)

Lower-second class answers are broadly correct both analytically and factually. They will also satisfy at least one of the following:

C.1 Shows knowledge of relevant economic concepts and principles

C.2 Expresses knowledge of relevant economic theory and modelling approaches

C.3 Presents formal analysis in a comprehensible manner

C.4 Demonstrates appreciation of relevant empirical evidence

C.5 Extensive coverage of material, most of which is relevant to the question

C.6 Shows moderately accurate knowledge of relevant literature

C.7 At least one-half of answers are technically correct (in answering formal questions)

A mark of 58 indicates work of a “high 2.2” standard. It should not be interpreted as a borderline 2.1.

Criteria for a mark in the third (3rd) class range (39.5–49.4)

Third class answers have some bearing, possibly implicit on answering the question. They will satisfy at least one of the following:

D.1 Shows knowledge of economic ideas, some of which are relevant to the question

D.2 Conveys awareness of economic theory that may be considered relevant

D.3 Shows appreciation, though limited, of correct economic reasoning

D.4 Includes factual information or evidence that may be construed as relevant

D.5 Moderate coverage of material, though possibly of limited relevance
D.6 Shows awareness of economic controversies that may be considered relevant

D.7 A substantial minority of technically correct answers (in answering formal questions)

A mark of 48 indicates work of a “high third class” standard. It should not be interpreted as a borderline 2.2.

Criteria for fail marks (including bad fails, i.e. less than 20%)

Failing marks are awarded for answers which:

(a) display little effort, being seriously inadequate or incomplete; or

(b) are crude paraphrases of source materials; or

(c) are based upon factual material that is substantially inaccurate; or

(d) are just plain wrong

- The extent by which the mark falls below 39.5% varies according to the severity with which the above criteria are fulfilled.

- Answers that are too short to merit the award of a third class mark but which show evidence that a correct answer might have been presented had time been available may be awarded a mark above 20%.

- Answers that, although irrelevant, could have been the answer to some question which might have been asked (on the subject matter being assessed), will also normally attract a mark above 20%.

- Marks below 20% are reserved for answers with little redeeming merit. Non-existent answers must be awarded a mark of 0%. Marks need not be awarded merely because something has been written in answer to a question.

- Failing marks may be imposed as penalties for academic offences (e.g. cheating) but only as a consequence of the application the University’s procedures for dealing with such offences, i.e. not by the examiners.

A mark of 39.4 indicates a clear fail.
Not operating anonymous marking

Rationale

This Department does not operate a system of anonymous marking for coursework. The main reason for not adopting anonymised marking of coursework is that the Department believes that marking provides an important point of contact with the student, through which individualised and personal forms of encouragement and involvement can be fostered. The Department believes that the quality of formative feedback is enhanced when the marker knows the student, and current work can be seen in the context of earlier assignments and classroom interactions. The comments we provide in coursework seek to encourage some students that they have done well and other students that they could do better. The Department takes great care to mark fairly and effectively and we feel strongly that our ability to do this is improved through knowing our students.
Final Examinations

You will receive a full set of instructions on examination procedures titled *A Student Guide to Examinations at Essex*, with your personalised examination timetable. This document is also available online at: [www.essex.ac.uk/dsh/exams](http://www.essex.ac.uk/dsh/exams)

**One final examination** for each economics module.

**Duration of exams:**
- 3 hours for each 30 credit module
- 2 hours for each 15 credit module

**Time:** May and June (Summer term)

The syllabus, together with the module outline and reading list, determine the final examination questions. Teachers are entitled to offer advice about the topics to prepare for an examination, however be aware that such advice may be useful as guidance but it is not definitive! Only published statements, in writing, made with the authority of the Head of Department should be interpreted as amending the scope of an examination.

Access past examination question papers online via ORB (Online Resource Bank): [www.essex.ac.uk/dsh/orb](http://www.essex.ac.uk/dsh/orb)

**Please note** — While you will normally have access to past examination papers, you should be careful to interpret their relevance correctly. Past question papers are not definitive in determining the scope of any subsequent examination or determine the coverage or style of any examinations.

You are entitled to be informed of the rubric (number of questions on the paper, number to be answered and their weight) of each examination well before the examination.

**Answers to past examinations are not normally provided**, but teachers are encouraged to provide guidance (as part of their normal teaching) about how you should answer the sorts of questions that are commonly encountered in examinations.

Access to examination scripts
For details of how to access your final examination scripts, please see [www2.essex.ac.uk/academic/offices/exams/scripts.htm](http://www2.essex.ac.uk/academic/offices/exams/scripts.htm)

Preparation for final examinations

The University Skills Centre offers Study Skills Workshops for all students throughout the academic year and information leaflets for the current academic year can be picked from the Learning Resource Centre (LRC). One-to-One Advisors operate from the LRC and provide advice on a range of academic skills. Consultations are individual and confidential and last 30 minutes – to be booked through the LRC Librarians.
Dictionaries are not permitted in examinations unless the rubric of the examination specifically states that candidates may use a dictionary, for example a translation dictionary may be permitted in certain language examinations. Electronic dictionaries are never permitted to be used!

It is an academic offence to take a dictionary to an examination where it is not permitted. Unless you are informed otherwise, you should assume that dictionaries are not permitted in any economics examination.

Electronic calculators are normally permitted in economics examinations. You must bring your own battery or solar powered calculator. No textual information should be stored in it! Calculators will be checked during examinations for any illegal textual information! If found it will be wiped and you will be reported on suspicion of committing an Academic Offence!

Note - Although calculators are permitted, you must show your working in your examination answers (otherwise you will lose marks)!

Details of your own Examination Timetable will be sent directly to you at the end of the Spring Term by the Examinations Office (Registry), not by the department.

Complaints about the timing of examinations should be made to the Examinations Office, room 6.101 (The department does not determine the examination timetable and has no control over the timing of any final examinations).

Further information can be found via this link:- www2.essex.ac.uk/academic/offices/exams/index.htm

Examination results

These are published, normally within 48 hours of the relevant Board of Examiners or Examinations Committee on the University Web site. Students can access their own results using their University login and password!

Graduating students will receive a formal transcript of their results with the Degree Certificate at the Degree Congregation ceremony (those not attending the ceremony – within a month).

Formal transcripts will not be issued to students who are in debt to the University and degrees will not be conferred until any debt has been cleared. Students with financial difficulties can obtain advice from Student Support, room 4S.6.2.

Re-marking of final examination scripts

Requests for re-marking of final examinations are not granted! The reason is that final exams, which count towards your degree, are all double marked, i.e. each script is marked separately and independently by two examiners. For this reason a request to “re-mark” an examination script is not normally granted. Further information can be found via this link:  www2.essex.ac.uk/academic/students/appeals.html
Resit examinations

When? Always in the first week of September.

Students, requiring to take resit examinations will have this flagged on their online results.

Please note – Overseas resit examinations are not available in June! These can only be taken in the September resit examinations with prior agreement from the examinations office.

Extenuating Circumstances

These are considered by Boards of Examiners, if notified in accordance with University procedures. The second year Board of Examiners reviews the extenuating circumstances reported to it and decides whether to carry the report forward to the final year. If the extenuating circumstances are carried forward, they will be considered by the final year Board of Examiners. Otherwise, (e.g. in cases of minor illness) they are discarded.

The final year Board of Examiners considers extenuating circumstances carried forward from the second year together with additional extenuating circumstances submitted in the final year. Examination marks and coursework marks are not altered as a result of extenuating circumstances. Instead, the Board of Examiners will consider the possible effect of such circumstances and then uses its discretion in deciding the class of degree to award.

Note very carefully:

- Boards of Examiners rarely make big changes in degree classifications as a result of extenuating circumstances!
- Extenuating circumstances must be definite, serious and clearly documented for the Board to exercise its discretion.
- The Board considers the significance of extenuating circumstances and tries to identify precisely which parts of your assessment have been adversely affected.
- Vague or unclear extenuating circumstances carry very little weight and are unlikely to have any impact on the degree classification.
- Any evidence of extenuating circumstances must be available to the Board of Examiners when it meets in late June.
- It is no use presenting your evidence after the Board of Examiners has met!
- It is your responsibility to ensure that your extenuating circumstances are properly documented!
- It is not for the Department or University to seek out what adverse circumstances may have affected you.
**Appeals**

You may appeal against your examination results on a limited number of specified grounds, e.g. alleged procedural irregularity.

Appeals procedures are published in the University Regulations, Policies and Procedures booklet via this link: [www.essex.ac.uk/dsh/progress](http://www.essex.ac.uk/dsh/progress)

*Note:* Appeals must be made in accordance with the procedures to the Registry. Appeals are *not* made to the Department of Economics.

**Student engagement and feedback**

**Student Staff Liaison Committees (SSLC)**
The Undergraduate Student Staff Liaison Committees (SSLC) meet once a term, and their function is to keep under review all academic and administrative matters relating to degree programmes and are a valuable way of receiving feedback (positive as well as negative).

Representatives raise issues and views which reflect the student group as a whole and not just their own opinions. Any student wishing to become a student representative should speak to their programme lead. Student representatives are invited to attend departmental meetings. The Committee comprises student representatives and Programme Leaders from each programme and the Programme Administrator.

Nomination and election of the student representatives is held early in the Autumn term by the Students’ Union. While the Committee provides a formal mechanism, it meets only a few times a year and therefore students should raise problems informally with the Programme Leader concerned rather than wait for the next committee meeting.

Reports on SSLCs are taken to our Department’s Teaching and Learning Quality Assurance Committee and any relevant issues raised. In addition student representatives (or their substitutes) are invited to attend Unreserved Staff meetings and report on issues or matter of concern regarding academic matters. Read more information on our Quality webpages: [www.essex.ac.uk/quality](http://www.essex.ac.uk/quality).

**Student Assessment of Modules and Teaching**

Every year, students are invited to comment anonymously on their experience of the teaching and assessment on each module they have taken. As well as teaching and assessment, you will be asked for your feedback on the content and learning resources, and how these helped you to develop and improve your knowledge and skills. Before you
complete your survey, we will let you know what improvements have been taken in response to feedback from previous students.

This annual process allows us to continually review and improve every module we offer. The results of these module reviews also contribute towards annual course reviews. Please see the Academic Standards and Quality webpages for more information on Student Assessment of Modules and Teaching: www.essex.ac.uk/quality.

Student satisfaction surveys – have your say
Four major student satisfaction surveys – some of which feed into national university league tables – go live each academic year from late January to June. This is when our Students’ Union and University invite you to have your say – and free text comments are invited. We always want as many students as possible to take part, and great prizes are always up for grabs – so make sure you read all the campaign publicity and follow the link that will be sent to your University email account. Speak up!

Student Representatives
Everyone at Essex, from your lecturers to support staff and the Students’ Union is here to make sure you love your time at Essex, but things only get better and better through the work of student representatives in every department. They act as the student voice in every part of student life, from collecting feedback from students on their course for formal departmental meetings to contributing to the review of the degrees we offer and shaping how the University might be run in the future.

You have the opportunity to become a student representative and the voice of your fellow students. At the beginning of the year, the department and Students’ Union will put out an open call for student representatives. Once trained, you’ll have an opportunity to be a Course Representative, who collects the views of their course mates, or a Year Representative, who collects the views of course representatives and presents them formally to the University at departmental Student-Staff Liaison Committee (see above) meetings. There may also be other departmental meetings that you can take part in such as Periodic Review, where all the courses in a department are reviewed.

Being a student representative does not need to be a big commitment and is a great opportunity to develop negotiation and communication skills. The Students’ Union will also provide opportunities to have your time volunteered recognised, to put on your CV. And if you’re up to the challenge, there are limited opportunities to represent students at a faculty level and contribute to the big decisions made by the University.

Student Representatives are supported both by departments and the Students’ Union and all opportunities are advertised through the Students’ Union. If you would like to feedback the views of students on your course and help make the Essex experience even better, then check the Students’ Union website for opportunities from the beginning of term.

Minutes of the SSLC are published at www.essex.ac.uk/economics/current_students/minutes.aspx
Placement information
A separate student guide to placement years is available via the Faculty Employability Co-ordinator.

Job references

Requesting references from members of staff
If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject.

For example, final year project supervisors, year organisers, core course supervisors are likely to be more suitable than lecturers that have taught you on a first year option course. Every reasonable effort will be made to meet a request for a reference for a student who has undertaken study within our Department, within a minimum period of three years following his/her departure from the University. Requests received outside of this time scale may, of course, be met if a member of staff is equipped with the necessary information on the student and is willing to provide a reference. In the case of research students, it would be normal to expect to provide a reference for a more extended period of up to ten years.

It is helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – it is not always possible for a member of staff to write a reference immediately.

Copies of references
A copy of any reference provided will be retained within our Department for no longer than three years for taught students and ten years for research students. If a reference is retained beyond this timeframe, our Department will seek explicit consent from the student concerned.
Your progress

Our University is committed to excellence in education, and to supporting your progression and achievement as an Essex student. Regular monitoring of student attendance allows us to identify any students who may need guidance or support, to help them to succeed in their studies. Your engagement with your programme of study is primarily measured by attendance, and completion of, and performance in, assessments, as appropriate. We monitor attendance and will follow-up concerns about any student in accordance with the University’s Progress Procedures at: www.essex.ac.uk/academic/docs/regs/progress.shtm#1. As a student, if engagement in your studies, as measured by attendance and/or submission of assessed work, is unsatisfactory you’ll be contacted and offered guidance and support. If your progress causes concerns you’ll initially be contacted by your Personal Tutor, and then by the departmental progress officer. Where serious concerns persist, you may be referred to the Deputy Dean Education and your case formally considered by a Progress Committee.

Count-me-in – attendance recording

You’ll need to record your attendance at teaching events using the electronic reader in the teaching room. If you’re a taught student, just ‘tap in’ for every timetabled teaching event you attend. The system doesn’t apply to research students. Electronic readers are installed in teaching rooms at our Colchester and Southend Campuses. The readers work by ‘tapping’ your registration card against the reader, like an Oyster card on the Underground. We use this attendance information to help identify students who may be experiencing problems so that we can offer support and advice. Lost card? You should go to the Registry (Colchester) or Student Administration (Southend) to order and pay for a replacement card. Faulty card? If the reader is not registering your card, you should go to the Registry (Colchester) or Student Administration (Southend) to order your free replacement card. If you attend a teaching event but are unable to record your attendance as you don’t have your registration card, please complete a Forgotten or Lost Registration Card form via the MyEssex student portal.

For more information on attendance, and for links to forms and guidelines visit:
www.essex.ac.uk/campus_updates/improvement_programmes/count/
E countme@essex.ac.uk

Reporting an absence

If you’ve missed, or will miss, one or more teaching events, you must report your absence using the online Notified Absence from Teaching form, which is available via MyEssex. If you’re absent for reasons beyond your control, for example medical reasons, or other extenuating circumstances, your department will consider the reasons for your absence and decide whether it should be recorded as an authorised absence.
If you’re absent for more than two weeks, you’ll need to provide medical evidence (in the case of illness) or a detailed statement with any supporting evidence. You may also need to provide supporting evidence if you are absent frequently for short periods of time. You should contact your Personal Tutor, other member of departmental staff or Student Support for advice and support, particularly if you are likely to be absent for several weeks. If you’ve missed, or are going to miss, a significant amount of teaching, you should discuss the option of formally taking a break from your studies (also called intermitting) with your Personal Tutor, a member of departmental staff, or Student Support.

For more information about how to report an absence, and for links to the online form and guidelines, visit www.essex.ac.uk/see/attendance

**Temporary withdrawal for taught students (intermitting)**

Permission may be given to you, as a student, to take a break from your studies (intermit) from the University during your programme of study with a view to returning at a later date. You must make a written application to your department and must give acceptable reasons for your request. Your Head of department, or his/her nominee, will consider the request and come to a decision whether or not to give you permission to intermit from the University. In some cases, the Head/nominee may refer your request to the Dean/Associate Dean who will make a decision whether or not to give permission to intermit. The Head/nominee or Dean/Associate Dean may prescribe conditions which shall be fulfilled before you may resume your programme of study.

**Permission process**

If permission is given, you will be registered as an intermitting student for the whole of the period of your absence, in compliance with the Charter, Statutes, Ordinances and Regulations of the University. As an intermitting student, you may be required to pay an appropriate fee as determined from time-to-time by the University.

All students are required to re-register upon return to the University following a period of intermission. Any student who fails to do so within 28 days will be deemed to have withdrawn permanently and may be re-admitted only with the permission of the Academic Registrar.
Late requests

Special procedures apply to students applying to intermit after the sixth week of the Spring term (i.e. week 21) of a final year undergraduate course or week 30 in the first and second year of an undergraduate course see Regulation 5.19: Students following a final year undergraduate course will be permitted to intermit from the University only if the request has been made to the relevant Head of Department, his or her nominee or the Dean/Associate Dean, before the Monday of the sixth week of the Spring term (i.e. week 21) in the year in question.

The final deadline to request permission to intermit in the first and second years is 4pm on Friday of week 30 (or the working day two weeks immediately prior to the first day of the examination period). Exceptionally the Dean/Associate Dean may approve requests after this date. If permission is not given, students must submit themselves, or will be deemed to have submitted themselves, for assessment in the main examination period in the normal way.

Regulations also state that if a student who is permitted or required to intermit from the University is not entitled to attend any teaching and is not expected to be present at the University. Students’ computing accounts will remain active throughout the intermission period. Limited library borrowing rights are available.

Note: All decisions to grant intermission are governed by a set of guidelines that are published by the Registry. Further information at: www.essex.ac.uk/students/course-admin.

Academic offences

One of the most serious of all academic offences is to make it seem that the work of others is your own. This, and any other form of academic offence, is taken very seriously by the University and the penalties are severe. For example, this can mean receiving a mark of zero for a piece of work, or in certain circumstances being required to withdraw from the University. In the case of many Masters degrees, the rules of assessment are such that a mark of zero on a single assignment means that you will fail the degree. Therefore it is not in your interest to cheat in any of your submitted work or in any test or in any examination.

Students are required to reference their sources properly, and failure to do so can lead to an allegation of an academic offence. When submitting any piece of work (eg essay, report, dissertation, or thesis) you will be required to acknowledge any assistance received or any use of the work of others.
What do we mean by an academic offence in examinations and coursework?

An academic offence in examinations includes copying the work of another student or communicating with another student in an examination; and introducing any written, printed or electronically stored information into an examination, other than material expressly permitted in the instructions for that examination.

An academic offence in coursework includes using the work of others (whether written, printed or some other form) without acknowledgement, whether this has been the result of negligence or of intention to deceive. It is therefore very important that you learn how to reference your work properly, and that you familiarise yourself with your departmental guidelines on referencing. If, after having read the guidelines, you are still unclear about referencing, you must talk to your tutor before you submit your assignment, and/or contact the University’s skills centre for support. Ignorance of the regulations will not be accepted as a defence against an allegation of an academic offence or negligence in referencing.

Repeated work

You may also be accused of an academic offence if you repeat work previously submitted for an assessed assignment without full acknowledgement of the extent to which that previous work has been used; in other words, if you hand in the same or a very similar essay to one that you have already submitted. You should note that it is also an offence for a student knowingly to assist another student to commit an academic offence, whether in an examination, or in any other piece of work.

Groupwork

Sometimes students who have been working together end up submitting almost identical work and are accused of an academic offence. While we do not want to dissuade you from working with or discussing your work with another student, you must be careful that you do not collaborate too closely, and it would be wise to seek advice from your tutors on the limits of collaboration before you submit your work.

Read the rules

Details of the University's Regulations relating to these and other academic offences and the procedure for dealing with allegations of academic offences are published in the University Regulations, Policies and Procedures booklet at: www.essex.ac.uk/students/course-admin. Further guidance on how you can avoid plagiarism is also available online at www.essex.ac.uk/dsh/plagiarism and includes definitions of plagiarism, an online test and some common mistakes. Students should be aware that all work submitted electronically will be screened via the Turnitin Plagiarism software.

Plagiarism

Plagiarism is to steal ideas, verbalisations or writings from another person without correct acknowledgement, presenting these as your own work. It also includes utilising your own previous assessment submissions, without correct identification of such (‘Self-plagiarism’). Any source you access and utilise when preparing your work (book, journal article, newspaper article, internet page, podcast etc) must be referenced appropriately to avoid plagiarism – ignorance of correct referencing techniques is inexcusable.
You may also be accused of assisting plagiarism if you lend your work to another student who then copies your text. Plagiarism is indefensible and will not be tolerated in any form within the University of Essex.

This Academic Offence carries severe penalties, and you may be withdrawn from your programme. All students should view the University of Essex plagiarism online tutorial at: www.essex.ac.uk/dsh/plagiarism to familiarise yourself with this issue. If you are concerned about plagiarism, you should talk with your tutor.

How to avoid plagiarism
To avoid plagiarism give yourself enough time to plan, draft, write, edit and proof-read your work. Make sure you print or save full details of all sources, so that you can reference them easily once you have used them. Do not copy and paste large chunks of text from the internet – look at the source, read it critically, identify the main themes, and then paraphrase or present as a direct quote. NB: paraphrasing does not mean changing the odd word within a sentence. You need to re-phrase the entire sentence in your own words, thus demonstrating your understanding.

1. Plagiarism
   - Plagiarism is cheating
   - Submission of work that is plagiarised is unacceptable
   - Poor academic practice with regard to referencing, which may be considered as contributing to plagiarism, is also unacceptable

2. Students’ responsibility
   - To appraise him/herself of the nature of plagiarism
   - To appraise him/herself of the academic offences policy of the University of Essex
   - To submit work that does not contain plagiarism
   - To utilise plagiarism checking systems where available

3. Our Department’s responsibility
   - To ensure that all Departmental staff have a shared understanding of the nature of plagiarism and action to be taken in the event of plagiarism being uncovered (Head of Department)
   - For ‘standalone’ modules (regardless of whether they form part of a programme) - to include within each module induction, accurate information regarding plagiarism (Module Lead)
   - For modules studied as components of single programme – to include within the programme induction, accurate information regarding plagiarism and supporting information within the VLE. A record of attendance at plagiarism induction will be maintained (Programme Lead).
   - To include supporting information and links on our Department website and on our Department’s Moodle Study Skills resource (Head of Department)
   - To advise all students that they should expect that submissions for assessment will be subjected to a plagiarism check (TLQE/Programme Leads)
   - To refer plagiarism to Head of Department in a transparently fair and equitable manner (all markers)
To remind students on commencement of each term of their responsibilities regarding plagiarism (Head of Department)
To transparently apply University Rules regarding plagiarism (Head of Department)

4. The University’s responsibility

To apply the Academic Offences Policy universally and transparently
To provide equitable access to plagiarism checker systems
www.essex.ac.uk/dsh/academicoffences

Academic offences and University procedures
For a full outline of University of Essex academic offences and the University’s procedures for dealing with them, please visit our website: www.essex.ac.uk/students/course-admin.

Academic conduct
A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student’s academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present.
Disabled students who have difficulty with note-taking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.

Appeals procedures
Students may appeal against their results on a limited number of specified grounds, e.g. procedural irregularity. Students are advised to discuss their wish to appeal with their tutor in the first instance. Appeals procedures are published in the University Regulations, Policies and Procedures booklet at: www.essex.ac.uk/students/course-admin. For full information the University’s appeals procedures for students on taught programmes of study and research degrees, please visit our website: www.essex.ac.uk/students/course-admin

Complaints procedure
The University is a large community engaged in many activities of both an academic and non-academic kind. From time to time as a student you may feel dissatisfied with some aspect of your dealings with the University. When that happens it is important that the issue is dealt with as quickly as possible. Please see the Complaints Procedure for Students at: www.essex.ac.uk/students/
Exam regulations, exam results, summer and resit exams
The University has a comprehensive student online guide to exam regulations, results and general information and guidance – along with information about summer exams and resits. Please ensure you read it carefully: www.essex.ac.uk/students

The QAA
The Quality Assurance Agency for Higher Education (QAA) reviews institutions approximately every six years. The QAA has created the UK Quality Code, which providers of UK higher education are required to meet.

External Examiners
Part of the QAA UK Quality Code addresses external examining. The QAA requires all institutions to publish External Examiner names, their position and the institution they come from to all students. External Examiners are normally academics from other higher education institutions, but may be from industry, business or the profession depending what is appropriate for the course. External Examiners come to give an impartial view of the course and independent advice. Some of the areas External Examiners will look at include whether:

- the programme meets its stated aims
- the assessments and types of assessment in modules are appropriate and of comparable standard to other institutions
- the marking has been applied fairly on assignments and the marking scheme/grading criteria have been properly and consistently applied
- The assessment process complies with the University of Essex Rules of Assessment
- The curriculum remains current

You can see the name of the External Examiner on the module descriptors and your programme specifications. External examiner reports will also be discussed in detail at the Student-Staff Liaison Committee meeting, so if you want more information on their reports talk to your Course or Year Representative or speak to your Head of Department. External examiners are in place to make an independent overview of courses and processes, so please do not contact them directly. If you have any concerns please email the Academic Standards and Partnerships Office: academicstandards@essex.ac.uk.
Rules of assessment

The Undergraduate Rules of Assessment apply to all students across the University. Rules of Assessment are used to determine whether you can progress from one year of study/stage to the next, and also your degree classification in your final year of study. Read the rules of assessment and frequently asked questions at: www.essex.ac.uk/students/course-admin. Your first year is important and your marks will appear on your transcript which future employers or education providers may ask to review. If you are studying on a four-year course with a year abroad, the marks from the study abroad year should only be used to improve your degree classification.

Calculation of degree classification at the Final Year Examination Board will therefore be undertaken both with and without the study abroad year, and the highest classification result will be the one awarded. The Rules of Assessment permit a limited amount of condoning of failed credits, where students are allowed to proceed to the next stage or complete their degree with failed credits. There are a maximum number of credits that can be condoned and ‘core’ modules cannot be condoned. You should see the Programme Specification for your course to see which modules are ‘core’, and refer to the Rules of Assessment for your course for any specific requirements. All modules within your course are assigned the one of the following statuses:

- Core – must be taken and must be passed;
- Compulsory – must be taken, but some condonement of fails may be possible;
- Optional – you have a choice of which module to take from a designated list. Some condonement of fails may be possible.

Programme specifications

The relevant Programme Specification for your course and stage of study will be available to you when you log onto either myEssex or eNROL. University of Essex awards are subject to a maximum period of study, within which an award must be achieved.

The maximum period of study is set from the date when a student is first admitted to an undergraduate programme and changes of course, repeat years and periods of intermission are normally included within the maximum period.

Transfers of programme are still included in the original maximum period unless they involve moving to or from a 4-year course. Full details of the maximum period of study permitted for University awards can be found in the section of the Rules of Assessment entitled, ‘Framework for University of Essex courses’. View Programme Specifications online at: www.essex.ac.uk/programmespecs.
Transcripts
The academic transcript is a record of the students academic progress during the period of their study. Final year undergraduates will automatically receive a transcript and a degree certificate at graduation, or by post if they do not attend the ceremony. Postgraduate students who require an interim transcript should order this at the Registry.

Teaching timetable
Information about teaching timetables and your individual timetable at [www.essex.ac.uk/students](http://www.essex.ac.uk/students).

Requesting a class change
Students are automatically assigned to classes based on availability by the Central Timetabling Office and in the attempt to produce a clash free timetable for every student.

Reasons for requesting a class change
In special circumstances students may request a change in their class allocations – for example, if you have childcare or caring commitments, work commitments, attendance on other courses of study or for medical reasons. Permission to change to an alternative class or lecture is agreed at departmental level and the right is reserved to refuse permission to change. The above list is not exhaustive, and we understand there may be other genuine reasons for changes. Your Department may ask for evidence to support your change of class request. Please note class change requests are subject to availability within other classes.

Changing optional modules
You will already have made an initial choice of modules. If you are in any doubt as to whether you have made the right choice, try to talk it over with your personal tutor or Course Supervisor(s). It is usually possible to change modules up to the end of the second week of the Autumn Term. If you are not sure which modules to take you could attend lectures for several different modules before making your final choice. If you do decide to change, this is what you have to do within the first two weeks of the Autumn Term. For more information go to information on changing modules at the start of the academic year: [www.essex.ac.uk/students/course-admin/modules.aspx](http://www.essex.ac.uk/students/course-admin/modules.aspx)

Changing your degree
Students wishing to change their degree should seek advice from the Director of Undergraduate Studies.
Ordering important documents
Please use the Student Documentation Ordering System to order academic transcripts, award confirmation letters, bank letters, Certificate of Registration, Council Tax certificates and Degree certificates. It’s online at: https://www.essex.ac.uk/studentdocs/

Exit awards
If you are unsuccessful in achieving the number of credits required for the qualification for which you are registered, the Board of Examiners will consider whether you have sufficient credits to be awarded a lower award. If you need further information, please see your programme lead.

Student Code of Conduct
The Code of Student Conduct is built on the principle that all students are expected to maintain a standard of conduct which supports the University’s commitment to excellence in education and scholarship and promotes good order and the good name and reputation of the University. Full details of the Student Code of Conduct are given in The Rulebook.

Department annual prizes
Each year the Department of Economics is pleased to award prizes signifying excellence. The following prizes are awarded to undergraduate students:

First Year Prize
Awarded for the best overall performance by a student enrolled for the first year of an economics course.

Second Year Prize
Awarded for the best overall performance by a student enrolled for the second year of an economics course.

Final Year Prize
Awarded for the best overall performance by a student enrolled for the final year of an economics course.

The Project Prize
Awarded to the student who submits the most outstanding undergraduate economics research project.

Roy Bailey Prize
The Editorial Board of the Essex Economics Students Journal will award a prize for the best Term Paper submitted to the EESJ each academic year.

Special Prize for Academic Achievement
Awarded from time to time in recognition of outstanding academic merit.
Useful support information
Colchester Campus

Educational support
Whatever level of study you’re following at Essex, you’re here for an excellent education. We’re committed to research-led teaching and your personal development, and during your time here, we’ll support you in demonstrating your academic potential, and in developing the knowledge and skills you’ll need as you embrace your future graduate career.

Registration, enrolling and the Registry
Our registration staff are here to register you in your studies during Welcome week, provide documentation, support and guidance on matters such as changing courses or taking a break from your studies, module enrolment, registration cards, and transcripts and certificates once you have finished your studies. The Registry also provides examination results and evidence of sponsorship for overseas student visas.

For students at our Colchester Campus, you can find us by taking the entrance to the right of The Store on Square 4, go up to level 6, turn left and follow the signs for Registry, room 6.116. At our Southend Campus, please go to the Student Services desk on the second floor of The Forum. In addition to these face-to-face services and useful webpages, our request portal lets you carry out many transactions relating to your studies online. In addition to our extensive webpage, our student request portal lets you carry out many transactions remotely. Email: registry@essex.ac.uk or visit: www.essex.ac.uk/dsh/registryforms

Your IT account
Your IT account lets you access various University IT services on and off campus, including email, lab computers and Wi-Fi (eduroam). Your account consists of a login name, a password, an email account, a home directory (M: drive) for storing files and folders and web space where you can publish your own web pages. If you haven’t activated your IT account yet, go to: www.essex.ac.uk/it/getaccount/ and follow the instructions. You’ll be prompted to change your password four weeks after your official start date. After that, you’ll be prompted to change your password every four months. You can change your password at any time at: https://www.essex.ac.uk/password/login.aspx
Getting IT help
You can visit the IT services website at: www.essex.ac.uk/it/ for helpful information, including how-to guides, answers to frequently asked questions and links to video screencasts. If you can’t find what you’re looking for, or if you require assistance, then you can get help from the IT Helpdesk.

Colchester Campus

- **Telephone** +44 (0)1206 87 2345
- **Email** desk@essex.ac.uk
- **Location** room 4SW.5.4 (entrance 4SW, Square 4)
- **Open** Monday to Thursday 8.30am-6pm, Friday 8.30am-5.45pm
- **Twitter** @EssexISS
- **Facebook** facebook.com/issessex

Your home directory (M: drive)
You’re given a personal disk space quota of at least 300MB, known as your home directory or M: drive – which you can use to save your work and personal files. Files saved on the M: drive will be available to you on any lab computer and are regularly backed up. If you need to restore a file that has been lost or deleted please contact the IT Helpdesk. You can also access your M: drive off-campus, for instructions go to www.essex.ac.uk/it/account/mdrive.

The myEssex student portal
MyEssex is the University’s student portal that you used during your application process. Once you’re a registered student, you can also use myEssex to update your personal details and as a quick reference guide to other student webpages: www.essex.ac.uk/dsh/myessex

Computer labs
Need to use a computer on campus? We have more than 600 Windows-based computers on our Colchester Campus for you to use for study or work related tasks. Located within 17 computer labs across campus, including in the Albert Sloman Library. Many stay open until late and some are open for 24 hours a day, 7 days a week. For computer lab locations, opening hours and real-time availability please visit: www.essex.ac.uk/it/computers/labs/.

Group study pods
Need to work collaboratively? Our IT-rich group study pods provide an ideal setting for encouraging creative team-working among groups of students. Group study pods are open access and are first-come first-served; they can’t be pre-booked. There are 15 group study pods on our Colchester Campus, to find one go to: www.essex.ac.uk/it/computers/pods/.
Your timetable
You can view your timetable at: www.essex.ac.uk/dsh/timetables (you will be prompted to login using your Essex username and password). Once you have chosen all your modules and received confirmation, they will appear on your personal timetable. You may find that the first week of your timetable is blank if you do not have any course commitments in Welcome Week. You can also access your timetable on most mobile devices including smart phones and tablets.

Email use
Email remains an important means of communicating – we use it to contact you about important information relating to your studies and other issues such as welfare, so please check your University email account regularly. Undergraduate and postgraduate taught students are allocated 50GB of email storage space, while postgraduate research students are allocated 2GB of email storage space. You can access your email on any lab computer on our Colchester Campus using Microsoft Outlook. We also provide an Outlook Webmail service that you can access through a web browser anytime, anywhere: https://email.essex.ac.uk/. You can also send and receive University email on the move by setting up your smart phone or tablet. Go to www.essex.ac.uk/it/email/access/ where you will find instructions on how to set up your mobile device with email.

Email guidance
As a student, you will be on a number of University email lists. Some are mandatory and reflect your current course, modules, department, year and so on. You cannot unsubscribe from these lists but they will primarily be used to send out important information relating to your studies. You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, visit: www.essex.ac.uk/dsh/mailinglists. We do not send out marketing information unless you have opted in to it.

Library services
Our Albert Sloman Library on Square 5 is here to help and support you throughout your studies. Our library has long opening hours and is open for 24 hours a day in the weeks leading up to exam time. We provide access to a wide range of learning resources, including books, journals, British and foreign-language newspapers, databases, microfilms and audio-visual materials. With a variety of silent and group study areas, as well as access to networked PCs on all floors, our library offers a pleasant and safe environment in which you can work. For more information, pick up a copy of the library guide at registration.
www.essex.ac.uk/dsh/library
E libline@essex.ac.uk

www.essex.ac.uk/dsh/timetables
www.essex.ac.uk/it/email/access/
Listen Again
Listen Again is a service that digitally records the audio and PC output of many of your teaching sessions. It allows you to ‘listen again’ to your lectures to improve your understanding and lets you revise at a time and place that’s convenient to you. Our Listen Again service is only available in teaching rooms or lecture theatres where the recording equipment is installed, and is not available within all University departments. Information will be displayed in rooms that do offer the service.
www.essex.ac.uk/dsh/listenagain

ORB
Each degree course has extensive materials that relate to it, such as reading lists and past examination papers, that are available on our online resource bank, called ORB. This useful bank is available to you when you first log in to your University IT account. It provides a space for educational resources specific to individual modules, including a Moodle file repository – useful for storing files that are too large, numerous, or unwieldy to sit within Moodle. For more information about this service, including frequently asked questions (FAQ), guidance and resources. www.essex.ac.uk/dsh/orb

Moodle
The University of Essex uses Moodle as a major online learning environment to enhance the face-to-face teaching we give at the University. Moodle provides you with access to your course materials and allows you to make use of a number of useful built-in facilities to enhance your learning experience, such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.
www.essex.ac.uk/dsh/moodle

FASer
The University’s online coursework submission system, called FASer, is focused on providing good standards of electronic submission of coursework, alongside electronic feedback and marking.

Finding your teaching rooms and Find-your-way
So you have a map but do you know how to use it? Our University room numbering system can be confusing at first but it does follow a logical process. To find your room, first look at what square you need to be on, then what building you need to go into, then what floor you need to be on, and finally which room you need to find. For example, if your lecture or seminar is in room 4S.6.28, you need to go to Square 4, building 4NW or 4SW, floor 6 and then find the room 28 on that floor. Maps are located near stairwells and you can ask staff around campus for directions too; they will be happy to assist you – but make sure you leave enough time if you are using a room for the first time. Our popular Find-your-way electronic campus map is now online, and available as an app on smartphones and iPhones.
www.essex.ac.uk/dsh/teachingmap
www.essex.ac.uk/dsh/findyourway
Languages for All – want to speak the lingo?
There are a number of ways for you to learn languages at Essex, increasing your global and cultural awareness, giving you the confidence to work and travel internationally, expanding your options for studying abroad, and giving you a competitive edge when you're looking for a job. Our Languages for All initiative lets you learn a language for free, alongside your degree, through two study options, Language Express – where you can study a language module taught in the evening, or Language Portfolio – where you can study flexibly through web-based learning and optional extra activities. www.essex.ac.uk/study/languages/default.aspx

Talent Development Centre

Our mission
We are committed to supporting you to develop the full range of academic skills and confidence necessary to succeed at the University and beyond. At Essex we offer a transformational education that not only builds core skills but also nurtures your talent. Both are essential. Both are part of our institutional commitment to you.

Be the best you can be
We all arrive at University with the same spirit of determination but with different experiences of education and varying levels of academic readiness. We progress through our studies excelling in some areas more than others. The Talent Development Centre is here to help identify your talents as well as strengthen the areas you need to develop. Together we will cultivate a lifelong commitment to learning that will sustain success throughout your academic life and career.

Our unique culture at Essex
The Talent Development Centre is at the heart of a unique institutional culture which recognises that every member of the campus community is on the same path of academic and professional self-improvement. Regardless of whether we are a student, a member or staff, a first-year undergraduate, a final-year doctoral student, or a professor, we are all on the same journey towards excellence. No one ever reaches the end of this journey, not even professional writers, professional researchers and professional teachers. There is always more to learn. We all aspire to express excellence in our own way, and we can always be pushed further.

Find us at our Colchester Campus in the TDC Main Office, off Square 4, Level 5, Room 4SB.5.4 and TDC Learning Resource Centre, Room 4.204. At our Southend Campus TDC Office, The Forum, Room TF2.19. For further information about Talent Development Centre programmes, email tdc@essex.ac.uk. Visit us online at: www.essex.ac.uk/dsh/skills.
Students' Union
Helping you get the most out of your time at University is at the heart of the work of our Students' Union (SU). Our SU aims to provide the best possible facilities, offering opportunities to get involved in all kinds of activities and being there to support you. Through the SU our students get involved in volunteering through the vTeam, take part in all kinds of clubs and societies and enjoy the hundreds of events the SU puts on each year. Your SU offers award-winning venues and societies, is one of most active students' unions in country, it has more than 11,700 student members, has almost 700 volunteers work for the vTeam, and more than 1,700 students in our sports teams. www.essexstudent.com

Careers, employability and experience
During your time as a student it is important to start preparing for your future, and there are many services at Essex to help you – from identifying skills which can be developed within your course, to job hunting and professional development workshops, and activities and experience, including work placements, internships, volunteering and studying abroad. Careers advisors and specialists are available to give you valuable advice throughout your time at Essex and beyond – so make the most of this excellent service. We offer one-to-one advice and guidance, job-hunting workshops and online access to graduate job vacancies and part-time and temporary jobs – and local newspapers. We also offer employer presentations, careers fairs, placement and internship schemes, dedicated international careers advisors, help with work-related issues, information on rights within the workplace and the JobsOnline web search.
www.essex.ac.uk/dsh/careers
www.essex.prospects.ac.uk

The Big Essex Award
The Big Essex Award is the University’s employability award. Sign up to The Big Essex Award and showcase your extra-curricular achievements and provide concrete proof to employers just how employable you are. So get ahead of the game and make your CV really stand out. Plus, complete the Award and we’ll also record it on your degree transcript!
www.essex.ac.uk/dsh/bige

Fronrunners – the on-campus work placement scheme
One of the best ways to enrich your Essex experience and develop your employability profile is to get involved in the University’s unique placement scheme, fronrunners. This will give you the opportunity to undertake meaningful employment around campus and develop skills necessary to compete for the best jobs. The scheme is open to all University of Essex students, offering paid on-the-job training. Placements are between one and three terms in length and up to 10 hours per week during term time, and 15 hours per week over the summer. Fronrunners will also help you to develop your ability to reflect on and articulate the skills you acquire. At the end of 2011, 100 per cent of students involved in Fronrunners said that they would recommend the experience to a friend!
www.essex.ac.uk/dsh/fronrunners
Student ambassadors
Our student ambassadors scheme invites current students to help to promote the University and higher education, get paid for it, and gain good experience. As a student ambassador you can get involved in a range of opportunities to support the work of our University, such as helping our student recruitment team with open days, campus tours, higher education fairs, school talks, clearing, campus visits and summer schools and our events team with high-level University events such as Graduation. We also require student ambassadors to help our outreach team, to visit schools and tell potential students about the options available to them. Student ambassadors are normally recruited each year at the start of the autumn term.
www.essex.ac.uk/dsh/studentambassadors

Volunteering
There are plenty of opportunities to volunteer during your time at Essex, which can benefit our University or the local community, as well as further boost your experience and employability. The Students’ Union operates the vTeam, which offers students the chance to participate in volunteering activities. The vTeam provides training, CRB checks, monitoring and evaluation and advice – while making volunteering accessible, fun and enjoyable. From art to trampolining projects, the vTeam is involved in a number of initiatives, and is always looking for more volunteers to take part, have fun and boost their experience. Other volunteering opportunities are offered through our Students’ Union Advice Centre, Residents’ Support Network and Nightline, so keep a look out for their recruitment publicity.
www.essexstudent.com/activities/volunteering/get_involved

Equality and diversity
The University of Essex, in conformity with the intention of its Charter, confirms its commitment to a comprehensive policy of equal opportunities within the University. It aims to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction. The University is committed to a programme of action to ensure that this policy be fully effective. The University is committed to a programme of action to ensure that this policy is fully effective.

If you have any further queries/comments on equal opportunities at the University then email:-
diversity@essex.ac.uk

Privacy statement
Read the University’s privacy statement and find out more about how we handle your data online. www.essex.ac.uk/dsh/studentambassadors

Your wellbeing
Living with people you don’t know, essay deadlines, a busy social life, making time for study, health issues, exam pressures – student life isn’t always easy. At times you may need a little help to reach your academic aims. We have a range of services to support you when you need them – just find us and ask. Student
Support is a good place to start. Our team offers confidential advice on many issues including money matters, immigration issues disability and dyslexia or need to talk. We have help online, too, or call in during our opening hours – we’re situated above the Campus Shop between Squares 3 and 4. Opening hours during term time are 10.30am-4pm, Monday to Friday. The University is the 2013 holder of the prestigious Times Higher Education Award for Outstanding Support for Students.

www.essex.ac.uk/dsh/studentsupport
T 01206 872365
E sso@essex.ac.uk

Students’ Union Advice Centre
The SU Advice Centre offers free, confidential, independent and impartial advice on any issue that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex, including help with education, health, housing, immigration and money. Our aim is to give you sound, student friendly advice so that you can get back on with enjoying student life. You can call into the SU Advice Centre on Square 3 (next to Lloyds TSB) any time between 10am and 4pm each weekday during term time. You can also check out online advice and support.

www.essexstudent.com/advice
T 01206 874034
E suadvice@essex.ac.uk

Information for international students
Details about immigration rules and requirements, pre-arrival guidance, visas, useful information on living in the UK, and additional information and support for international students is online.

www.essex.ac.uk/dsh/internationalsupport

Nightline
Nightline is a friendly help and support service run by students, for students. Nightline, based at our Colchester Campus, is open during term-time from 10pm to 8am, on the ground floor of Keynes Tower. Our team works under strict confidentiality that ensures anonymity for all, and is always willing to listen. From tea and toast to camp beds, whether you’re waiting for a taxi, need a revision break, or just want to chat, you’re welcome to visit, or phone the Nightline flat.

www.essex.ac.uk/~nl/newsite/index.html
www.essex.ac.uk/dsh/nightline

Your health
As a student, you’re required to register with a local doctor (also known as a GP, general practitioner) throughout your period of study. It’s advisable to register as soon as possible after you arrive at Essex, in case you should suddenly need medical treatment. Visit the National Health Service’s NHS Choices website at: www.nhs.uk to find a local NHS GP surgery.
Your emotional wellbeing
University can be an exciting experience when you may leave home, make new friends and study in an academic environment. However, sometimes it can be a difficult time; you may feel homesick, worried about money and pressures of study, or feel that you’re ‘not fitting in’. These emotions are very common and usually subside as you begin to settle into your new life. Sometimes, however, difficult feelings can become overwhelming and develop into anxiety, depression or other types of mental health problems. If you start to feel like you’re not coping, the pressures of student life are getting you down, or you have an emotional problem that’s affecting your studies, it’s a good idea to seek help as soon as possible. We have specialist advisers within Student Support available to offer confidential counselling, mentoring and other support if you have mental or emotional health difficulties. For more information about support available, or to book an initial assessment, please email us: wellbeing@essex.ac.uk.

Disabled students
Our University has a strong tradition of encouraging and supporting disabled students, such as if you have mental health difficulties or specific learning difficulties, long term medical conditions and temporary conditions – for example, broken limbs. We aim to create an accessible and enabling environment, and we have extensive provision for disabled students which includes needs assessment, advice on Disabled Students’ Allowance and other funding, study strategies tuition, mentoring, learning support, such as notetakers, and individual exam arrangements.
www.essex.ac.uk/dsh/access
E disab@essex.ac.uk

Harassment advisory network
As an international community that is home to students from more than 135 countries, our Colchester Campus is multicultural and diverse, and we encourage a culture of dignity and respect. To that end, we are committed to upholding an environment that is free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our network of trained harassment advisors is on hand to help.
www.essex.ac.uk/dsh/equality

Faith groups on campus
Our University is a secular institution that recognises and supports the wide variety of religions and beliefs represented on campus among our student population. Among the groups you can join are: Anglican, Baptist Union, Catholic, Chinese Christian Fellowship, Christian Union, Congregational, Friends International, Greek Orthodox, Islamic Society, Jesus is Alive Fellowship, Jewish Community, Methodist, Society of Friends (Quakers), Unitarian, and United Reformed.
www.essex.ac.uk/dsh/chaplaincy
Your safety and security
Our Colchester Campus offers a safe environment, but it is important to follow common sense tips to help you stay safe – whether you’re living on or off campus. We work closely with local police and Colchester Borough Council. Health and Safety is important. You can report concerns and find out more, online.
www.essex.ac.uk/dsh/healthsafety
www.facebook.com/UoEStudentSupport

Personal emergency evacuation plan (PEEP)
If you might have difficulties evacuating your accommodation or the teaching buildings in an emergency for example if you have a disability or temporary injury, we recommend you meet with the Fire Safety Officer to agree a Personal Emergency Evacuation Plan (PEEP). Please contact the Health and Safety Advisory Office to arrange a meeting at the start of your programme of study or if you become injured during your course of study www.essex.ac.uk/dsh/peep

On-campus facilities
From doing your own washing to photocopying your work, lots of useful services are on your doorstep at our Colchester Campus, and nearby at our Southend and Loughton Campuses. Places and facilities you might need at our Colchester Campus include: Lloyds, Santander and Barclays banks, Post Office, The Store Students’ Union shop, Everything Essex selling University merchandise, the Copy Centre for printing and photocopying, the IT helpdesk selling peripheral IT goods, Launderette in the Hexagon Building with additional facilities in accommodation, prescription service via the SU Advice Centre, Unique Hair and Beauty, Print Essex graphic design and print service, Sports Centre selling sports equipment, balls and rackets, SU Ticket shop and Waterstones bookshop. Don’t forget to check Your Campus Guide for full details at: www.essex.ac.uk/student_handbook

Essex Spirit
*Essex Spirit* is a regular e-newsletter and accompanying blog to help keep you as an Essex student up-to-date with important information, news and events from across our three campuses. If you would like to share some news or write a review of a play, night out or restaurant, please get in touch by email to:
comms@essex.ac.uk
www.essex.ac.uk/dsh/essexspirit
Social media
We have more than 60 Facebook pages – including one for each academic department, school or centre, and more than 50,000 Facebook followers – many of whom are current students. We also have thousands of followers on Twitter – so why not join them? A good place to start to get the very latest information and guidance to support your studies is on our student news Facebook page. Also, see our main Facebook page, where you can find your Departmental Facebook page.
www.facebook.com/UoEstudentnews
www.facebook.com/uniofessex

Essex Abroad
We value the international dimension of higher education at Essex, and we encourage our students to add a period of study abroad – either to your Essex course, or by attending Essex whilst you’re a student elsewhere. Essex students can include a term or a year abroad in their courses, students from other universities can spend a term or year abroad at Essex and we offer exchange programmes and other relationships with universities across the world.
www.essex.ac.uk/dsh/essexabroad

Residents’ support network (RSN)
Our residents’ support network, called the RSN, is here to help you settle in and support you during your time living in University-provided accommodation. Each residents’ assistant (RA) is assigned an area and will aim to get to know you, and organise a range of social activities. Plus they can help if you have concerns and complaints and they operate an on-call rota, from 5pm to 9am.
www.essex.ac.uk/dsh/accommodation
University of Essex Student Charter 2014-15

- From the moment you apply to Essex you are a member; a member of our academic community, our supportive community, our family.

- Welcome to a truly diverse community where differences are celebrated and individuality is valued. We welcome your contribution based on your own thoughts and experiences.

- As part of our community you will have the freedom to explore, experiment, and challenge your discipline and have your ideas shaped by peer and professional knowledge from all over the world. At Essex research isn’t just something you learn about, it’s something you do.

- Your Essex experience will extend well beyond your studies. Whatever your passion, we will provide you with opportunities to develop the things you already love, or break away and do something different.

- Our global living and learning community provides a transformational experience where you will grow, shape and discover yourself and the world around you.

- As part of our ethical community you can not only talk about a better world but work to create one. At Essex, talking about change is great, creating change is better.

- Your education is your key, unlocking doors and letting you become everything you have the potential to be.

- Whether progressing to further study, employment or entrepreneurship, our students graduate equipped with the knowledge skills and confidence to stride out into the world and start changing it for the better.

To read the full charter including appendix please visit: www.essex.ac.uk/students/experience/charter/
Further useful information and links

Departmental website address
www.essex.ac.uk/economics/

Departmental Facebook page
www.facebook.com/Economics.UoE

Departmental Twitter feed
twitter.com/UoE_Economics
Appendix

Making the best of your Essays, Term Papers and Projects

Presenting your work
The Economics Department is keen to encourage you to gain the highest mark possible for your term papers and/or project. However, there is concern that many students lose marks because of poor presentation (style and layout) of their work.

This part of the handbook is intended to help you in presenting your work to its best advantage.

Here are two little books that you will find useful in preparing written work:


You are strongly encouraged to follow guidance in both of these books. If you do so you will be surprised at the improvement in your marks.

Layout
(In what follows, “paper” should be understood to include term papers, projects or essays, i.e. any piece of submitted work for which you have discretion with regard to presentation.)

An economics examiner commented recently, “structure is not quite all but it is a lot!”

If your paper is well organised you stand a much better chance of getting the reader (examiner) on your side. Well organised papers receive their just rewards. Poorly structured papers will receive a lower mark than those which are well organised.

Points to keep in mind:

Introduction and conclusion
- Always divide your paper into sections with an Introduction and a Conclusion. Each section should form a coherent element of the whole paper.
- The introduction…
  …informs the reader about (a) the issues you will discuss, (b) the questions you will address, and (c) how the arguments will unfold in the following sections. It is not necessary to include a separate abstract (a very brief overview of the paper). Consider leaving the introduction to write last of all – by which stage you will know exactly what follows.
- The conclusion…
  …can be used to summarise the previous sections, to draw the threads of the argument together and, perhaps, to offer some comments about unresolved problems that deserve future research.

References
- Providing bibliographical references is so important that it merits a separate section, see below. Pay special attention to referencing.
Statistical results

- When presenting econometric results, say from STATA, do not simply paste in the computer output. That suggests laziness. Usually, you will need to construct tables of results. Sometimes you may wish to present regression results in an equation format with standard errors in parentheses under the estimated coefficients.

Very important:

- You must make absolutely clear when you are reproducing statistical results obtained by others.

- You must cite the source. (See the section on References, below.)

- If you fail to cite the source, the reader will presume that you have obtained the results yourself. Then, if the examiners spot that the results have been copied from elsewhere without acknowledgement, you will be in serious trouble as this is evidence of unfair practices and will be dealt with as an academic offence.

On the positive side, blow your own trumpet! Leave the reader in no doubt about your own contribution in terms of statistical results or any other original aspect of your work. Don't hide any originality that you believe deserves credit. Be bold about what you have achieved. However, be careful not to overstate your results – do not claim conclusions beyond the evidence you have provided.

Footnotes and appendices

Footnotes...

...can be used for short clarifications and extensions of your argument that would otherwise interrupt the flow of your paper. Try to keep them to a minimum.

Appendices...

...can be used for material of a detailed background or ancillary nature, too long for a footnote. Appendices are often devoted to (a) descriptions of data sources and about how the data have been transformed; (b) listing data (but only when the data have been obtained from non-standard sources); (c) technical derivations of results (e.g. theorems) discussed in the body of the paper. It is not normally necessary to list data in term papers or projects; but you must always be prepared to supply the data if requested.

Footnotes and appendices should not be used in an attempt to evade the word limit. Markers find this ploy unacceptable.
Referencing

Providing full and accurate references to your sources is a very, very important part of presenting your work.

There are two aspects of this:

a) Citations that point to references (e.g. Keynes (1936), p.383)
b) The bibliography, which contains information about the references themselves.

Here are some guidelines:

- You must always include direct quotations from other people’s work (published or unpublished) in inverted commas: “ ”
  - Failure to do is a serious academic offence.

- Always follow a quotation with the relevant citation.

  Example:

  Many commentators believe that policy makers are pragmatic and not much influenced by ideas. Keynes disagreed: “Practical men… are usually the slaves of some defunct economist. Madmen in authority, who hear voices in the air, are distilling their frenzy from some academic scribbler of a few years back.” (Keynes, 1936, p. 383) Whether Keynes should be taken seriously is a debatable matter.…

  - The citation, Keynes, 1936 in the example, should point to exactly one reference in the bibliography, which appears at the end of your paper.
  - It is not enough merely to include the cited work in the bibliography. The quotation in your paper must be accompanied by a citation as described.

When not to quote:

“Commonly known facts, proverbs, and other familiar expressions require no source citation unless the wording is taken directly from another work.” (Chicago Manual of Style, 15th edition, p. 445)

If you do take the wording from another work, you must include the quoted words in inverted commas.

- **Citations** must also appear when you refer to the work of others without direct quotation.

  Example:

  …In their model of commodity prices, Deaton and Laroque (1992) postulate the existence of a single threshold price, above which stocks of the commodity have been driven to zero.…

  - In this example, the citation Deaton and Laroque (1992) alerts the reader to the source of the work being discussed.
You should include a citation such as this whenever you paraphrase the work of others or base your exposition on the works of others.

**Indirect references**

Suppose that you wish to make a reference to something that itself includes a reference to a third source.

Example:

Suppose you wish to quote the following from Marx’s Capital that you read in another book:
“This expropriation [of the capitalist] is accomplished by the action of immanent laws of capitalistic production itself, by the centralization of capital. One capitalist kills many.”

- Unless you have actually read Marx’s capital (and can quote the volume and page number) you must cite the place from which you obtained the quote.
- In this example, here is a correct citation following the quoted words above: “Marx, Capital, as quoted in Harold James, The End of Globalization: Lessons from the Great Depression, page 21.”

The rule is: only cite sources that you have actually accessed.

If your reference is to a source cited in something you have read you must make this clear.

In your bibliography you should include only those sources that you have accessed and have cited in your essay, term paper or project.

You must treat information from the internet in exactly the same way as other published or unpublished material, even if you cannot identify the author.

- If you cut-and-paste information from any electronic source, you must place it in quotation marks and cite the source in such a way that the reader can readily locate it.

- Failure to do so is evidence of an academic offence, even if you claim that your action is the result of negligence.

The **bibliography** is a list of references that appears at the end of your paper.

- The following information should always be included: author; date of publication; title of the work.
  - For a book you should also include: the edition; place of publication; publisher.
  - For an article you should include the journal or book in which the article appears as well as page numbers and if possible, the volume number.
• For unpublished works, you will need to use your discretion about how to give the reference but always make clear the origin of the work (i.e. from where it can be obtained).

• The fact that a source is unpublished is no excuse for not citing it and omitting it from the bibliography.

• Lecture handouts (whether issued in paper or electronic format) must also be referenced: give the teacher’s name, the module code and any other relevant information needed to identify precisely the handout to which you refer.

• List the references in alphabetical order by author.

Examples:


• Notice that the Brittan (2002) and Krugman (1999) references are to internet resources. In this case it is conventional to provide the URL (i.e. the address) between angle brackets: < >, and also the most recent date on which you accessed that URL

• You have discretion in terms of how you present your citations and bibliography. That is, you are not required rigidly to adhere to the style outlined above. But remember, you will lose marks for sloppiness. If in doubt, adopt the format outlined above.

• You may come across non-standard cases which do not fit into the above categories, in which case try to be as systematic as you can.

  ▪ For instance, if there is no author (such as for a newspaper article) give the reference by title.

  Example:

Two important rules:

1. For every citation there must be exactly one reference in the bibliography.
2. For every reference in the bibliography there must be at least one citation.

Never include references in the bibliography that are not cited in your paper.

Why not?
Because the reader is left puzzling about the role and significance of such references in your paper.

- You must cite any other work of your own on which your paper draws. For example, suppose that your final year project is on the same topic as one of your term papers. If you use any of the same material in your project as in the term paper you must cite this (preferably at the beginning) - otherwise you will have committed an academic offence.

- It is bad style to string together long quotations. Use quotations to support your argument not as a substitute for it. Examiners interpret long quotations as a sign of laziness. You will not be accused of plagiarism – so long as the quotations are in inverted commas and properly cited. But the paper will be awarded a lower mark than otherwise. If you submit a paper which is largely a collection of quotations, you will get a very low mark (probably a fail mark, depending on how much of the paper comprises quotations).

Last words

Visit the online essay writing programme: www2.essex.ac.uk/essay-writing/

- Make sure that you spell check the final version of your paper before you print it.
- Follow the guidance offered above and your paper will be awarded the mark that it deserves. Ignore the advice and your paper will receive a lower mark than you might expect.
- If you need further advice ask your teacher or project supervisor before the work is submitted. It’s no good grumbling afterwards when you get a mark lower than you expect or if you are accused of an academic offence.