Department of Economics
Postgraduate student handbook

Academic year 2014-15
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, and contact 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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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 2016

2015-2016
Autumn term  1 October 2015 – 11 December 2015
Summer term  18 April 2016 – 24 June 2016
Postgraduate Deadlines and Test Dates, 2014-15

Week 1 (begins 29th September)
Welcome Week
Thursday 2nd October: Departmental induction meeting, 11:00

Week 2 (begins 6th October)
Lectures commence

Week 3 (begins 13th October)
Classes commence
Friday 17th October: Deadline for module enrolment

Week 7 (begins 10th November)
Monday 11th November: EC994 test, 10:00 -12:00

Week 8 (begins 18th November)
Monday 18th November: EC501 test, 10:00-12:00
Tuesday 19th November: EC996 test, 11:00 -13:00
Thursday 20th November: EC996 test, 11:00-13:00

Week 9 (begins 24th November)
Wednesday 26th November: EC904 test, 11:00 – 13:00
Thursday 27th November: EC909 test, 13:00-15:00
Thursday 28th November: EC992 test, 17:00 – 19:00

Week 10 (begins 1st December)
Monday 1st December: EC951 test, 11:00 – 13:00
Wednesday 3rd December: EC511 test, 11:00 – 13:00

Week 11 (begins 8th December)
Wednesday 10th December: EC903 test, 11:00 – 13:00

Week 16 (begins 12th January)
Friday 16th January, 12 noon: Autumn Term Papers’ deadline

Week 22 (begins 23rd February)
Thursday 26th February: EC943 test, 12:00 – 14:00
Thursday 26th February: EC905 test, 14:00-16:00

Week 23 (begins 2nd March)
Wednesday 4th March: EC914 test, 11:00-13:00
Thursday 5th March: EC965 test, 17:00 – 19:00
Friday 6th March: Submission of dissertation proposal, deadline 12 noon

Week 30 (begins 20th April)
Spring Term Papers’ deadline: Friday 1st May, 12 noon
Main examinations: Monday 11th May to Sunday 7th June
MSc Dissertation submission deadline: Wednesday 9th September 2015, 12 noon

Undergraduate test dates are available in the Undergraduate Economics Handbook. The above test dates are subject to change, the most up to date version of the test dates is available via your personalised timetable at http://www.essex.ac.uk/timetables
About our Department

Meet your Department/Centre/School staff
The Postgraduate Student Administration team are:

Debbie Hall, Room 5B.206, Ext: 2647, dhall@essex.ac.uk
Lorna Woolcott, Room 5B.208, Ext: 2726, lornaw@essex.ac.uk

The offices are open to students at the following times:

**Monday – Friday**
09:00 – 13:00 and 14:00 – 17:00
Closed for lunch 13:00-14:00 daily

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
**Undergraduate Administrator:** Julie Oliver 3943 joliver@essex.ac.uk
**Undergraduate Administrator:** Heidi Wiggam 2755 heidiw@essex.ac.uk
**Finance Assistant:** John Cavanna (p/t) 2697 jcavanna@essex.ac.uk

### Academic Staff with Specific Responsibility for Postgraduate

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Carlos Carrillo</td>
<td>Director of Graduate Studies (Taught courses), Autumn and Spring Term</td>
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<tr>
<td>Eric Smith</td>
<td>Deputy Director of Graduate Studies (Taught Courses), Spring and Summer Term</td>
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<td>Giovanni Mastrobuoni</td>
<td>Director of Research Students</td>
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<td>Rossella Argenziano</td>
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<td>Helen Weeds</td>
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<td>Christian Ghiglino</td>
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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=graduate-teaching-assistants](http://www.essex.ac.uk/economics/staff/Staff.aspx?type=graduate-teaching-assistants)

**Contact Points between Students and Staff**

**Who to contact...**

**Contact a Graduate 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.206 – MSc Administrator
5B.208 - Research Administrator
5B.212 - Departmental Administrator

**Contact module supervisors** (the lecturers of modules) about the academic aspects of modules if you have any questions. Module supervisors are responsible for all academic aspects of modules, i.e. the coverage of lectures, exercises, assignments and term paper titles (where appropriate).

**Contact the Director of Postgraduate Studies** about course or module changes, and general issues concerning the administration of modules and Economics courses.
Contact the Student Liaison Officer (SLO) if you have a general concern about economic studies, or a personal problem. There are two economics SLOs, 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).

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 staff have office hours at which they meet students. Office hours are normally posted on their office door and on the department’s website. You should make every effort to meet them 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.

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/](http://www.essex.ac.uk/economics/)  
This is a very important source of news about all aspects of your studies. Check it regularly.

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.

Our location

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

Direct tel: 01206 872647  
Website: [www.essex.ac.uk/economics/default.aspx](http://www.essex.ac.uk/economics/default.aspx)
About your course

Course structures

Postgraduate Courses
MSc Economics *
MSc Economics and Econometrics *
MSc Financial Economics
MSc Financial Economics and Econometrics
MSc Financial and Business Economics
MSc International Economics
MSc Accounting and Financial Economics
MSc Applied Economics and Data Analysis*
MSc Management Economics
MSc Computational Economics, Financial Markets and Policy
MSc Financial Econometrics
MSc Money and Banking
MSc Behavioural Economics

Dual award programme MSc Economics with Konstanz University, Germany. A two-year programme open to students from both universities who are interested in having an internationally oriented course of studies. Students will study one year at Essex and one year at Konstanz and will obtain a Masters from each university. The courses taught in the programme at Essex will be MSc Economics, MSc Economics and Econometrics and MSc Applied Economics and Data Analysis. For more information contact Carlos Carrillo.

Economics modules

<table>
<thead>
<tr>
<th>Module code</th>
<th>Title</th>
<th>Term</th>
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<tbody>
<tr>
<td>EC501</td>
<td>Econometric Methods and Applications</td>
<td>Autumn</td>
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<tr>
<td>EC511</td>
<td>Mathematical Methods</td>
<td>Autumn</td>
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<tr>
<td>EC901</td>
<td>Monetary Economics</td>
<td>Spring</td>
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<tr>
<td>EC902</td>
<td>Economic Development Theory</td>
<td>Spring</td>
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<tr>
<td>EC903</td>
<td>Microeconomics</td>
<td>Autumn</td>
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<tr>
<td>EC904</td>
<td>Macroeconomics</td>
<td>Autumn</td>
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<tr>
<td>EC905</td>
<td>Political Economy</td>
<td>Spring</td>
</tr>
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<td>EC906</td>
<td>Banking</td>
<td>Spring</td>
</tr>
<tr>
<td>EC907</td>
<td>Economics of Financial Markets</td>
<td>Autumn</td>
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<tr>
<td>EC908</td>
<td>Topics in Financial Economics</td>
<td>Spring</td>
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<tr>
<td>EC909</td>
<td>Behavioural Economics I</td>
<td>Autumn</td>
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<td>EC914</td>
<td>Behavioural Economics II</td>
<td>Spring</td>
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<tr>
<td>EC930</td>
<td>Theory of Industrial Organisation</td>
<td>Spring</td>
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</tbody>
</table>
EC932 International Trade Theory Spring
EC933 International Finance Spring
EC943 Game Theory and Applications Spring
EC944 Topics in Labour Economics Spring
EC951 Economics of Incentives, Contracts Autumn
EC965 Time Series Econometrics Spring
EC966 Estimation and Inference in Econometrics Autumn
EC968 Panel Data Methods Spring
EC969 Applications of Data Analysis Spring

Please Note:
- All taught modules are worth 20 credits and the dissertation is worth 40.
- It may be necessary to change the term in which a module is taught at short notice.
- Not all modules may be offered every year. The Department keeps the opportunity for new modules under active review.
- EC968 and EC969 are taught by staff members of the Institute for Social and Economic Research (ISER) at the University of Essex.
- You are welcome to discuss with the Director of Graduate Studies (Taught Courses) the possibility of taking modules not on this list (including modules taught in other departments).
- Further information regarding these modules can be found in the university’s module directory which is located at http://www.essex.ac.uk/courses/.

Programme specifications
Programme Specifications provide key information, such as the structure and aims of your course, as well as the knowledge and skills you will develop. The relevant Programme Specification for your course and stage of study will be available to you when you log onto either myEssex or eNROL and can also be viewed on line at: http://www.essex.ac.uk/programmespecs/.

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 and teaching methods used to deliver these outcomes and the assessment methods used to enable you to demonstrate your achievement.

Credits
Each taught module is worth twenty credits, while the dissertation is worth forty credits.

Module enrolment
You are required to enrol in your modules each year via eNROL. 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.

- 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 Postgraduate Studies.

### 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.

### Employability skills

**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, or 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 graduates up to three years after they leave the University. Requests received outside of this timescale 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 of 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.
Assessment

Assessment methods for postgraduate economics modules comprise:

- **Tests**: Tests are short examinations (of up to 2 hours duration) set at one or more points during a module that focus on concise presentation of knowledge and the application of analytical methods.

- **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. Term papers are an optional component of the assessment for each module.

- **Dissertations**: Individually supervised research projects that explore a topic in-depth. They deploy a wide range of methods, theories and evidence, thus providing scope for originality. The dissertation is a compulsory component of all MSc courses.

- **Final examinations**: Test the concise expression of ideas, analytical reasoning capabilities and arguments that critically assess evidence (including economic policy). The examination is a compulsory component of the assessment for all Economics taught modules.

Coursework is required in all introductory and intermediate modules (relevant for the Diploma). In more advanced modules, the Department believes that students should have some choice in how they are assessed. Consequently, term paper submission is optional. The overall mark for the module is maximum of (i) the average of the term paper and final examination marks, and (ii) the examination mark alone. Submission of a term paper cannot therefore disadvantage a student.

**Outside options** — modules in other departments — taken by students registered for economics courses are assessed according to the rules for the module. Economics students must abide by the rules of the department that offers the module.

Please see Section 4: *Academic guidance and information*, for details of the assessment policies and regulations that apply to your course. Section 5: *General support and information* contains information about the range of additional academic and personal support available to you in addition to that provided by your Department.

**Calculation of the Aggregate Mark for Each Module**

A final examination is required for all economics modules except the dissertation. Continuous assessment, in the form of coursework, is available for all modules except the dissertation, though the form of assessment differs across modules (as described below).

For EC5xx and EC9xx modules except the dissertation (EC981) and the doctoral modules EC992, EC994 and EC996, an aggregate mark is calculated for each module according to the “max rule” as follows:

The aggregate mark is the larger of the following two numbers:

- 0.5(coursework average) + 0.5(final examination mark);
- final examination mark alone.

Thus, coursework can raise the aggregate mark for these modules but cannot lower it: if your final examination mark is higher than the coursework average, it is the final examination mark that counts.
For EC992, EC994 and EC996 the aggregate mark is calculated as follows:

The aggregate mark is equal to 0.5(coursework average) + 0.5(final examination mark).

The Importance of Coursework
What does it mean for coursework to be compulsory? It means that failure to submit assignments, or to attend tests, 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 submit assignments or attend tests provides adverse signals.

Quite apart from its educational value, coursework can act as a sort of “insurance” against a bad examination performance.

Assessment Methods and Guidelines

Term papers
- Term papers are extended essays.
- It is the responsibility of each module supervisor to provide a list of term paper titles at the start of the term in which the module is taught. You must choose a title from the list provided.
- Term papers are optional. However, you are encouraged to submit a term paper in each module.
- Term papers must be submitted no later than the specified deadline.
- Term papers should be word-processed. They should be double-spaced with a 12-point typeface and margins of at least 1 inch.
- Term papers should have a maximum length of 4,000 words.
- One paper copy of each term paper should be submitted. That copy will be returned with feedback marked on the paper, accompanied by a feedback sheet.
- It is not permissible to submit term papers by email or fax.
- A signed cover sheet, acknowledging and accepting the rules governing academic offences, must be attached to each term paper.
- The mode of assessment of for term papers is similar to that for examinations.
- Each term paper submitted in paper form must be accompanied by an electronic version submitted via FASer.

Make sure you comply with University regulations regarding plagiarism.

Preparation and submission of term papers
Assignments are required for EC201, EC202, EC365, EC366, EC383 and EC389. Please refer to the Undergraduate Handbook for details.

Assessment of assignments and tests
- Module supervisors mark assignments and tests with guidance from the module supervisor.
- Appeals against an assignment or test mark should be made initially to the module supervisor. If agreement cannot be reached, the appeal may be made in writing to the Head of Department.
• Marked assignments and tests are normally returned to students approximately two weeks after the submission deadline.

Postgraduate course deadline policy

• 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.**

• If you experience difficulties in completing your work, you must make every effort contact the relevant administrator **before the submission deadline.** You should contact the second and third year administrator for second and third year undergraduate economics modules and the graduate administrator for graduate modules. Always **contact the department that offers the module** (whether or not you contact the department responsible for your course).

• All coursework submitted after the deadline will normally receive a mark of **zero.** Extensions can only be approved by the Graduate Director when evidenced by properly documented extenuating circumstances. Any unapproved late submissions will receive a mark of zero.

• If you have experienced extenuating circumstances immediately around the time of the deadline, which prevent you from submitting your work by the deadline, you should submit your late work along with a Late Submission of Coursework Form to your Department within 7 days (including weekends and/or bank holidays) of the deadline date. Your Late Submission of Coursework Form will then be considered by the department's Late Submissions Committee.

• If you have experienced significant (longer term) extenuating circumstances that prevent you from submitting your work either by the deadline or within seven days of the deadline, you should submit an Extenuating Circumstances Form for the Board of Examiners to consider at the end of the year, which should clearly explain how your extenuating circumstances affected your ability to submit your work.

Final Exams

The following code of practice applies to all dissertations and final examinations — here called **scripts** — that contribute to the final assessment.

• Each script is **double marked,** this means that there are two examiners. Marks are not written on the script.
• The names of internal examiners for any script are confidential. The person who taught the module is not necessarily one of the examiners.
• The external examiner receives a sample of scripts to read for each module, they then comment as necessary at the Exam Board.
• Decisions that involve challenges to the academic judgements of the examiners will not be re-opened except on appeal. It is, however, permissible to check that clerical errors have not been made in the recording or transcription of marks and that no procedural irregularity has occurred in the marking process.
• A Board of Examiners approves the marks on all scripts. Appeals are permitted against the decisions of a Board of Examiners on the grounds of either (a) procedural irregularity (e.g. the Board ignored some marks or had access to erroneous marks), or (b) the existence of extenuating circumstances which could not reasonably have been made available to the Board of Examiners when it met. For the appeals procedures, see: [http://www2.essex.ac.uk/academic/students/appeals.html](http://www2.essex.ac.uk/academic/students/appeals.html).
• The aggregate mark for each component is disclosed to students. Where the aggregate includes both coursework and examination marks, both are disclosed. Marks for answers to each question are not disclosed. Marks for individual pieces of coursework are normally made available during the academic year.
Marks released before the Board of Examiners approves them are unofficial and are subject to change. The internal examiners will, however, have agreed the marks. Any student who wishes to challenge an unofficial mark should write to the Head of Department stating the reasons for the challenge. (Statements such as “I think the mark should have been higher” are not adequate.) Any subsequent action is at the discretion of the Head of Department.

Although the University’s rules allow for viva voce (i.e. oral) examinations, these are exceedingly rare for economics courses. In the event that an oral examination is held, students will be given advance notice and guidance about the examination.

Making the Most of Your Term Papers and Dissertation

Presenting Your Work

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

This chapter is intended to help you in presenting your work to its best advantage. In what follows “paper” should be understood to include term papers, dissertation or any piece of submitted work for which you have discretion with regard to presentation.

The advice below is mainly about layout (organisation and structure) of your work. There are many guides to style and plenty of scope for differences of opinion about what constitutes good style. This does not mean that all styles are equally acceptable! Your task is to avoid the bad ones.

A recommended reference on style is:


This excellent little book is worth keeping close at hand. If you need a really professional guide, consult The Chicago Manual of Style (in the University library class mark Z 253). This book is a remarkable compendium of good practice for all aspects of presentation and style.

Layout

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 are penalised by the examiners.

Points to keep in mind:

- 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. For dissertations (but not term papers) it is helpful 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 deserves a separate section, below. Do not ignore it.
• **Statistical results.** When presenting econometric results, say from STATA, do not simply paste in the computer output. 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 below on **References.** 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: this is evidence of unfair practices and will be dealt with as an academic offence.

• 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.

• **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. Examiners can see through this ploy with no trouble.

### Referencing

Drawing on the wide range of reading you do around your subject area, and demonstrating how you have used this to develop your knowledge and form your own views, is a key aspect of your coursework. It’s essential that you reference your source materials so it’s clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own. Please refer to the section on academic offences in Section 4 of this handbook for information on referencing and where to seek advice.

### Exams

**Help to prepare for your exams**

Some brief information on examination arrangements is provided below. All students receive a set of instructions on examination procedures titled *A Student Guide to Examinations at Essex*, with their personalised timetables.

There is one final examination for each economics module.

All final examinations take place in May and June, during the summer term with the exception of EC992, EC994 and EC996 which take place in January.

The syllabus, together with the module outline and reading list, determine the coverage of the final examination questions. It is this published information that is definitive, not guidance offered by module
supervisors, class teachers or anyone else. Teachers are entitled to offer advice about the topics to prepare for an examination. 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.

Past examination question papers can be useful to guide your revision. While you will normally have access to past examination question papers, you should be careful to interpret their relevance correctly. **Past question papers are not definitive in determining the scope of any subsequent examination.** Past papers do not determine the coverage or style of any examination. 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. The reasons are: (a) there are commonly many ways of answering a question (it is misleading to convey the impression that there is only one “right” answer), (b) answers to questions occur at various levels (see **Marking Criteria for Assessed Work**, page 21), and (c) when provided there is a tendency for answers to past questions to be memorised and reproduced with little understanding in answer to other questions (a practice that the department seeks to discourage). Teachers are, however, 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.

In preparing for final examinations, students are encouraged to attend the series of Examination Workshops which are run by specialist staff and arranged by the Student Support Office. Sessions cover revision, including planning and techniques, reading the examination paper, using the examination room, as well as sessions on relaxation and how to cope with stress. Staff in the Counselling Service can also provide sessions on stress management.

It is an academic offence to introduce illicit material into an examination and if any writing is found on or about your desk or calculator, you will be reported. It is your responsibility to ensure that all items taken into examinations are completely clean of written notes. If you are found guilty of an academic offence the penalties can be severe. For this reason, it is advisable to purchase your own calculators and not to borrow from friends.

The timetable of examinations is normally published towards the end of the spring term and is determined by the Examinations Office (in the Academic Section), not by the department. Complaints about the timing of examinations should be made to the Examinations Office. The department does not determine the examination timetable and has no control over the timing of any final examinations.

**Appeals Procedures**

Students may appeal against their examination results on a limited number of specified grounds, e.g. alleged procedural irregularity. Appeals procedures are on the University web site at http://www2.essex.ac.uk/academic/students/appeals.html

**Note:** Appeals must be made via Registry. The Department of Economics is not permitted to process appeals.

**Extenuating Circumstances**

Extenuating circumstances are formally defined as “circumstances beyond the student’s control which cause the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do (on the basis of other work). In general, extenuating circumstances will be of a medical or personal nature affecting the student for any significant period of time and/or during the examination period.” Boards of Examiners will consider extenuating circumstances ONLY if they are reported in advance of the examiners’ meeting. Students who wish to report extenuating circumstances must complete an Extenuating
Dictionaries
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.

Calculators
Electronic calculators are normally permitted in economics examinations. You must bring your own calculator. None are provided by the Examinations Office. Your calculator must not have any textual information stored in it. Calculators will be checked during examinations and if any illegal textual information is found it will be wiped and you will be reported on suspicion of committing an Academic Offence. Note carefully: although calculators are permitted, you must show your working in your examination answers (otherwise you will lose marks).

MSc Dissertation (EC981)
Aims and Objectives of the Dissertation
The dissertation enables students to undertake a research project that involves the study in depth of a specific economic problem or set of problems or issues. The dissertation allows students to gain experience of original, independent but supervised research. In addition, the dissertation provides the opportunity to make use of skills acquired in MSc modules, either specific to a particular subject or field, or in the use of mathematical and econometric techniques.

A successful dissertation will involve one or more of the following:
• Describing, analysing and demonstrating an understanding of the development and results of economic events and policies using economic ideas and methods; forming relevant hypotheses based on theory and testing them.
• Collecting and organising data in a meaningful way, making use of computer software packages, as appropriate, for estimation and testing; and assessing the results obtained.
• Developing a new analytical argument based on properly articulated economic theory or a synthesis of existing theory tailored to address one or more issues relevant for the topic of the project.

Types of Dissertations
There are various types of dissertations that students have successfully submitted in the past. For instance, one can:
• test existing economic theories using original empirical work (preferably econometric, but possibly also case studies where appropriate)
• apply an econometric methodology developed by others (making any necessary modifications) to a dataset not previously used for that purpose
• use an existing dataset to answer a different empirical question than the one the dataset was originally used for, or examine the robustness of an existing empirical analysis to changes in methodology or empirical specification or to using different years/countries/industries/individuals, with a clear motivation for doing so
• develop a formal theoretical model to analyse an economic issue
• extend an existing theoretical model, or examine the robustness of an existing model to changes in its underlying assumptions, with a clear motivation for doing so.
Please note that this is not an exhaustive list, and it is not meant to be restrictive.

Writing Your Dissertation: General remarks

- Make sure your dissertation is well focused, i.e. it is directed to addressing one or more specific questions. Emphasise in your work the application or use of economic ideas and methods.
- Be realistic about what can be achieved within your time frame. If your work has shortcomings, it is better to acknowledge and discuss these shortcomings than to ignore them.
- Your dissertation should include an abstract, of about 100 words, to summarise what your topic and your results are.
- Your dissertation should also include an introduction, where you can (i) explain what you do and why it is interesting, and (ii) briefly list what is contained in each of the remaining sections of the dissertation. It may be a good idea to have also a concluding section, where you can summarise your results and discuss directions for further research on your topic.
- If you plan to do empirical work, it is a good idea to check for data availability at a relatively early stage. For some topics data are easily available while for others data may be difficult or expensive to obtain. In some cases, it may take some time for suitable data to be found and/or obtained.
- If you plan to do econometric work for your dissertation, you will need to run regressions using a statistical package such as Stata. This package is available in the University PC Laboratories. Information on how to use it is available at the economics website and elsewhere.
- As a general rule, the clearer the motivation for the project, the deeper the understanding and the more successful the application or use of economic ideas and methods, and the more competent the analysis, the higher the mark awarded.
- Dissertations that are mere literature surveys do not usually get high marks. If you decide to write a dissertation of this type, it may be preferable to survey both theory and evidence and compare the two. In any case, it is not enough just to describe and list previous work. This type of dissertation should integrate and synthesise existing theoretical models and empirical evidence, demonstrate the relationships between them, and assess their significance; and it should demonstrate a considerable degree of originality in doing this.
- Although the MSc dissertation need not be a cutting-edge piece of research, you should strive for originality in your work. The higher the degree of originality in the work done, the higher the mark awarded.

There will also be a meeting of the Director of Graduate Studies (Taught Courses) with all MSc students in the spring term to outline the expectations of the MSc dissertation. Further information on this meeting will be sent by email in the spring term.

Supervision

- Students are provided with a form to indicate a proposed area of dissertation, which they must submit by the end of week 23 to the Senior Graduate Administrator (room 5B.206). Please be as detailed as possible regarding your proposed area and include some key references and, where appropriate, an indication of the data source that you will use.
- Each student will then be allocated a provisional supervisor selected by the Director of Graduate Studies (Taught Courses). This provisional allocation will be confirmed after a student's successful completion of the MSc examinations.
- Students should contact their supervisors by the end of the spring term to discuss their dissertation topic. A further meeting should take place shortly after notification of the examination results in order to finalise the title of the dissertation and agree with the supervisor on a plan of the dissertation.
• Students should not expect to receive supervision by members of staff other than the designated supervisor. Requests for a change of supervisor must be made, with reasons, to the Director of Graduate Studies (Taught Courses).
• Students should expect to see their supervisors for at most four hours spread throughout the summer term and summer vacation. It is recognised that supervisors will not be available continuously throughout the vacation and it is the student's responsibility to ensure that the availability of the supervisor is taken into account in planning the schedule of the work.
• Supervisors can be expected to advise in formulating a plan of the work and to comment on the structure of the paper, the argument that it contains, and suggest possible improvements, but ultimately it is the student’s responsibility. As the dissertations are marked independently the supervisor cannot be expected to predict the mark that it will receive. Supervisors are not expected to supply data or give instruction on the use of econometric software.

Presentation and Length
• Each dissertation must be accompanied by a signed cover sheet, which acknowledges that the regulations have been understood. The number of words in the dissertation should also be noted on the cover sheet.
• A bibliography in the form of a list of references must be included at the end of the project. Every entry in the bibliography should be referred to at some point in the project and every citation in the project must be included in the bibliography. Each entry in the bibliography should be presented as described in Making the Most of Your Essays, Term Papers and Dissertations, page 54.
• Dissertations should be typed or printed on A4 paper using a 12-point typeface with double spacing and margins of at least 1 inch. No special binding should be used — just a single staple in the top left hand corner.
• The maximum word limit is 10,000 words for MSc dissertations, including footnotes, endnotes, appendices and the bibliography. It is recognised that there may be some small variations according to the number of diagrams, graphs and technical appendices included. Examiners have the discretion to penalise excessively long dissertations and over what penalty to exact.
• Make sure you comply with University regulations regarding plagiarism; see A Guide to Good Practice in Assessed Work, page 47.

Data Sources
Datasets are not supplied by the department or by individual supervisors. A range of data resources are available at the University, notably the UK Data Archive (which holds the British Household Panel Study) and the Library’s E-resources (which include access to Datastream). There are a variety of useful datasets available on the web including the World Bank and national statistical offices such as the UK Office for National Statistics. For empirical dissertations it is important to identify and obtain the data before embarking on the dissertation. Note that datasets that have been used by other researchers are not necessarily publically available.

Submission
• Completed dissertations must be submitted to the Senior Graduate Administrator (room 5B.206) no later than the specified deadline: noon on Wednesday 9th September 2015. One paper copy should be submitted with the relevant cover sheet and one electronic copy online. The final version of the dissertation should be completed at least one full week before the deadline to allow for last minute delays in printing, etc. Dissertations may not be submitted by email. Your dissertation will not be accepted after the deadline unless the Director of Graduate Studies approves an extension.
• Extensions to the deadline can be granted by the Director of Graduate Studies (Taught Courses) and will be allowed only for properly documented circumstances of an acute medical nature. Extensions will not be granted because of any form of computer failure (e.g. disk corruption, printer breakdown) or because of congestion of the University’s central computing facilities.
• Submitted dissertations are not returned to students. You are strongly advised to keep a separate copy of the final version of the dissertation.
Marking, feedback and results

Feedback on Term Papers and Tests
Tests are not returned to students after being marked but they are available to be reviewed in the relevant administrator’s office. Tests are reviewed in class following their return, thus providing opportunities for you to obtain additional feedback and for teachers to raise general issues about the test.

Term papers

- Feedback about your understanding of the topic of your paper should be obtained by discussing outlines and drafts with your module supervisors before submission. Once the paper has been submitted, you will have no opportunity to improve it.

- The internal examiner completes an Assessed Work Feedback Form for each paper with an agreed mark which is returned to the student along with one of the submitted term papers with feedback written on it.

- Marked papers and feedback forms are returned to students as follows:
  - Autumn term papers (submitted at the start of the spring term): end of March.
  - Spring term papers (submitted at the start of the summer term): on the last day of examinations.

Marking Criteria for Assessed Work

Undergraduate Modules (taken by Diploma students)
Details of the marking criteria for undergraduate modules can be found in the Undergraduate Handbook.

Postgraduate Modules (taken by PhD and MSc students)

Classification of marks
Each piece of work that counts towards the final assessment is given a percentage mark. Marks are classified into ranges. The ranges are as follows:

- 70 – 100%
- 60 – 69%
- 50 – 59%
- 0 – 49%

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 term papers or the dissertation. For tests and examinations, the mark is the aggregate of each of the separate answers. 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.

In particular, the standard expected for bibliographies and citations is much higher for submitted work than for examinations. (For example, examination or test answers do not normally include page

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 outstanding answers by awarding marks well above the 70% level. Marks below 50 are awarded for work, which, although it may contain some merit, is not of a sufficiently high standard to warrant a pass at the graduate level.
Assessed work is marked according to an absolute, not relative, standard. Quotas are not assigned for the proportion of marks in any range.

The criteria below correspond to Economics, not necessarily other subjects.

**Description of mark standard: Range 70 – 100%**

The answer clearly displays an outstanding command of economics with insights relevant to the problem being addressed. Such answers show assurance in the selection, handling and presentation of material. In particular such answers will involve one or more of the following:

- a sophisticated understanding of economic theory
- clarity in the presentation of complex analytical ideas
- an element of originality in analysis or presentation
- exceptional comprehensiveness without irrelevance
- a high proportion of correct answers to technical questions.

**Description of mark standard: Range 60 – 69%**

For questions requiring an analytical response, the answer will show that the student can make an argument in a logical manner, can present the argument in a logical way and, thereby, demonstrate an overall comprehension of the problem being studies. The answer may not be correct in every particular, but it should not contain major flaws, obscurities or irrelevancies.

For questions which require a more descriptive answer, the exposition should be comprehensible, well organised, and be more than a mere list of points. There should be evidence of an ability to assess the weights of various arguments and to appraise their merits in an impartial manner.

**Description of mark standard: Range 50 – 59%**

The answer is broadly correct both analytically and factually. It will show that the candidate has understood the question and has made a moderately satisfactory attempt at providing an answer. The answer will demonstrate an appreciation of material identified as required for the module but without necessarily providing evidence of wider reading or subtlety of understanding.

Some logical flaws or inaccuracies will be allowed so long as these are not central to the analysis. The answer may be incomplete, but not in any vital way, and may contain some irrelevant material. Its presentation of material will not be as well integrated as for an answer in the mark range 60–69%. Minor logical inconsistencies or confusions of thought in an answer may be tolerated.

**Description of mark standard: Range 0 – 49%**

The answer, though it may have some bearing on the question asked is either seriously flawed, superficial, or too poorly organised to constitute a satisfactory answer. In the more descriptive questions, the material presented, although it may be potentially relevant, is not well directed towards answering the question.

For questions requiring a formal analytical answer there will be major flaws in developing and presenting the argument.

Marks below 40% will be awarded for answers which are (a) correct as far as they go but which are very incomplete, (b) are complete but wholly off the point, or (c) are just plain wrong (i.e. logically incoherent or for which the information presented is erroneous). The extent by which the mark falls below 40% depends on how far these criteria are fulfilled.
Marking in the Department
Not marking anonymously

Rationale
This Department does not operate a system of anonymous marking. 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. We believe 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.

Moderation
- Each script is double marked, this means that there are two examiners. Marks are not written on the script.
- The names of internal examiners for any script are confidential. The person who taught the module is not necessarily one of the examiners.
- The external examiner is entitled to read and to change the mark on any script. It is at the external examiner’s discretion about which pieces of work to read and which marks to change.
- Decisions that involve challenges to the academic judgements of the examiners will not be re-opened except on appeal. It is, however, permissible to check that clerical errors have not been made in the recording or transcription of marks and that no procedural irregularity has occurred in the marking process.
- A Board of Examiners approves the marks on all scripts. Appeals are permitted against the decisions of a Board of Examiners on the grounds of either (a) procedural irregularity (e.g. the Board ignored some marks or had access to erroneous marks), or (b) the existence of extenuating circumstances which could not reasonably have been made available to the Board of Examiners when it met. For the appeals procedures, see: http://www2.essex.ac.uk/academic/students/appeals.html.
- The aggregate mark for each component is disclosed to students. Where the aggregate includes both coursework and examination marks, both are disclosed. Marks for answers to each question are not disclosed. Marks for individual pieces of coursework are normally made available during the academic year.
- Marks released before the Board of Examiners approves them are unofficial and are subject to change. The internal examiners will, however, have agreed the marks. Any student who wishes to challenge an unofficial mark should write to the Head of Department stating the reasons for the challenge. (Statements such as “I think the mark should have been higher” are not adequate.) Any subsequent action is at the discretion of the Head of Department.
- Although the University’s rules allow for viva voce (i.e. oral) examinations, these are exceedingly rare for economics courses. In the event that an oral examination is held, students will be given advance notice and guidance about the examination.

Remarking of essays and assignments
Where coursework has been moderated, and for exams, you cannot ask for a re-mark unless a procedural or administrative error is suspected. Requests for re-marking final exams are not granted as they are all double marked and a percentage is seen by the External Examiner.
Please see the following link for more information about the policy:
www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy/remark_reconciliation_of_marks.asp

Exam results
Detailed examination results for graduate students are available online, usually within one week of the board of examiners. Graduate students who are graduating receive a formal transcript of their results together with the Degree Certificate after the Degree has been conferred. 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 the Student Support Office.

Access to examination scripts
The scripts are viewed in the presence of the relevant module supervisor or other member of staff nominated by the Head of Department. Requests to view examination scripts should be made in writing to the Head of Department (via the Graduate Administrator).

Re-sitting Examinations
Resit examinations are always in the first week of September. Students requiring resits will be informed at the time their exam results are published.

Boards of Examiners
Extenuating circumstances are formally defined as “circumstances beyond the student’s control which cause the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do (on the basis of other work). In general, extenuating circumstances will be of a medical or personal nature affecting the student for any significant period of time and/or during the examination period.” Boards of Examiners will consider extenuating circumstances ONLY if they are reported in advance of the examiners’ meeting. Students who wish to report extenuating circumstances must complete an Extenuating Circumstances Form (see links below). There are guidelines to accompany the extenuating circumstances form and these explain what kind of documentation you need to support your claim. The form must be returned to the Registry by the published deadline. Students who do not submit a form in advance will not be able to appeal against the decision of a Board of Examiners or Examinations Committee on grounds of extenuating circumstances later.

Students needing any advice about the reporting of problems should see a member of departmental staff involved in student support, or contact Registry or the Student Support Office. The Guidelines for reporting extenuating circumstances and extenuating circumstances forms are available on the University web site at http://www2.essex.ac.uk/academic/students/pt/extenpg.htm.
What effect can extenuating circumstances have on your academic results? This is at the discretion of the Board of Examiners and will depend upon the Board’s evaluation of the severity of the circumstances. The Board will not arbitrarily change any mark (e.g. raise a mark from 50% to 60%) but the Board may allow a reassessment opportunity as a ‘first sit’, i.e. without capping the mark of the reassessed work. Note carefully that actions are at the Board’s discretion. There can be no guarantee that the Board will take any of the action – everything depends on the Board’s judgement about the impact of the extenuating circumstances that you document.

Rules of Assessment
The 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. More information on the Rules is given in Section 4.

Department annual prizes
MSc Examination Prize – awarded annually to the graduate student in the Department of Economics who achieves the best results in the MSc examinations

MSC Dissertation Prize – awarded annually to reward excellence in carrying out independent research
D. Research Degrees

Overall Structure of Research Degrees

This section describes the relevant regulations and departmental procedures governing students registered for research degrees. Two different degrees are offered by the Department: MPhil and PhD. There are two different pathways to the PhD: a 3-year and a 4-year path.

Each of these degrees requires examinations and coursework but the degree itself is assessed on a dissertation (or thesis), which is written under the supervision of one or more members of the academic staff. For the PhD the maximum length of the dissertation is 80,000 words; for the MPhil the maximum word length is 50,000.

Minimum Periods of Registration

For MPhil the minimum period of registration is six terms; for PhD the minimum period of registration is either nine terms for the 3-year PhD programme or twelve terms for the 4-year PhD programme. In the case of part-time students minimum periods of registration are normally double those for full-time students. For details, see Completion, Submission and Examination of Thesis, page 34.

Entry Levels of the PhD Programme

The main route to a PhD in Economics is the four-year programme. The first year of the four-year programme corresponds to the MSc in Economics. For those who already hold an MSc in Economics or an equivalent qualification from the University of Essex or from other leading universities around the world, we might consider the possibility to waive the first year. Here are the entry requirements for the two programmes (LINK).

All students on the three year PhD are initially registered as MPhil students until they are upgraded to full PhD status following their Confirmation Board at the end of the first year. Students who are accepted directly into the MPhil programme can also request to be upgraded to the PhD at a Confirmation Board in the first year; see Research Student Progress, page 31.

Modules

First year of 4-Year PhD programme:

During the first 9 months, a student will have to take seven MSc modules. During the remaining three months the student can choose to commence work on the PhD research topic although it is recommended that, instead, students choose to do the MSc dissertation, thereby securing an MSc award at the end of the first year. For students on the 1+3 PhD the MSc dissertation is compulsory.

Four of the seven modules are compulsory, these being:
- EC501 Econometric Methods and Applications
- EC511 Mathematical Methods
- EC903 Microeconomics
- EC904 Macroeconomics

In addition, students must take three modules from the list of MSc in Economics options.
First year of MPhil, first year of 3-Year PhD, and second year of 4-Year PhD programme:

In the first year of the 3-year programme or the second year of the 4-year programme, each student must take three doctoral:

- EC992 Advanced Microeconomics
- EC994 Advanced Macroeconomics
- EC996 Advanced Econometrics

Assessment for each module: 50 percent Test Mark, 50 percent Exam Mark or 100% exam if this is greater.

Examinations for these modules will take place on 21st/26th Jan and 3rd Feb 2015. Continuation in the PhD programme is conditional upon passing all three modules (i.e. obtaining a mark of at least 50), as well as the preparation of an acceptable research plan (which must also obtain a mark of 50). Where necessary, re-sit examinations will be held in May/June. The formal rules of assessment can be found in the section entitled Student Progress, page 31.

Many students find it useful to attend some of the MSc modules (without examination) as a refresher or for additional background. These modules will not be formally assessed.

Research Strategy Seminar

The Research Strategy Seminar (RSS) meets twice weekly during term. The seminar generally involves a presentation by one of the research students, the objectives being to provide feedback on your work, to broaden your knowledge, and to develop your presentational skills. One of the weekly seminars concentrates on applied research while the other seminar concentrates on theoretical research. Attendance at either the applied or theory seminar is compulsory for all research students in residence (other than students in the first year of the 4-year PhD programme). Attendance will be monitored during each RSS meeting and failure to attend will be recorded. Students in the first year of the 3-year PhD (or second year of the 4-year PhD) make a short (approximately 15 minute) presentation of their proposed research at the beginning of the Summer Term. Students in subsequent years are required to present once each academic year and attend at 12 seminars per term. Each seminar is chaired by a member of the academic staff who writes a report on each presentation. These reports are submitted to the students Supervisory Board and to the Research Students Progress Committee (RSPC). Failure to present, attend, or fully participate in the RSS can be considered as unsatisfactory progression in the degree scheme for which the student is enrolled.

Departmental Seminars

There are weekly external seminars held on Tuesdays at 4:00pm in the Common Room. Academics from outside Essex come to present their work on the latest developments in economics. There is also an internal seminar on Wednesdays at 1:00pm in which Essex academics present their research work. Indeed, final year PhD students are frequently invited to present in this seminar. Graduate students are strongly encouraged to attend these events. Information about all our seminars and workshops can be found on the department’s web pages.

For information about University seminars and events please visit the following site:
Learning and Teaching Unit
Two-day induction modules, entitled FirstSteps, will be held in October for all new PhD students.

At the beginning of the study period, the student and the supervisor should together decide which skills the student does not yet have and will need to acquire to complete the research project. The student’s research training needs should be recorded and updated each year. A form will be given to each student which must be completed, signed by the supervisor and returned to the Graduate Administrator.

Information about The Skills Training modules for Postgraduate Research Students can be found at: http://www.essex.ac.uk/ltu/

Another useful site is the UK GRAD programme www.grad.ac.uk

Proficio - Professional Development for Doctoral Students

Proficio is for doctoral research students across the university. The University recognises the vital part that advanced training should play in the doctoral experience. As a result the University will provide every registered doctoral student with funds that can be spent on Proficio courses, £1000 in the first year, £500 in the second and third years. More information can be found here https://shortcoursesgateway.essex.ac.uk/Portal/DesktopDefault.aspx or email proficio@essex.ac.uk

Job Market Preparation

During the final stages of the PhD the Department encourages students to prepare to enter the job market. Throughout the academic year students will be asked to take part in mock interviews and those students who intend on entering the academic job market will also be asked to take part in mock job talks.

Supervision

Arrangements for Supervision

(i) Supervisors
The Director of Research Students is responsible for ensuring that all students have a supervisor and for allocating a chair for each supervisory board. Students entering the first year of the 3-year PhD or the second year of the 4-year PhD are expected to have a supervisory match by the end of the Autumn Term. Once an agreement has been made between supervisor and student to work together they must complete and sign an agreement form available from the Graduate Administrator. Those students who are unsuccessful in finding a supervisor will be assigned by the Graduate Director. The supervisor will be someone whose interests are related (but not necessarily identical) to the proposed topic of the thesis. It is strongly suggested that each student approach many potential supervisors to maximize the likelihood of an ideal supervisor/supervisee pairing.

(ii) Change of supervisor
The Department is committed to finding the best match between the skills and interests of the supervisor and the topic of the research student. It does not, and cannot, guarantee that a certain individual will be available to
supervise a student throughout the period of registration. In some cases pressures on particular staff members may mean that a preferred supervisor will not be available. In cases where a supervisor takes a period of leave, another staff member will act as the supervisor in her or his absence. Where a staff member leaves the Department permanently, a new supervisor will be found in consultation with the student concerned. The supervisor may also be changed, if it is deemed appropriate by the Director of Research Students, in consultation with the student and the supervisor, as a result of a change in the nature of the research for the dissertation, or as a result of a breakdown in the working relationship between the student and the supervisor.

(iii) Supervisory Boards
The Supervisory Board consists of the supervisor and a chair who is appointed by the Director of Research Students. The chair is not required to have expertise in the student’s area of research but can provide additional advice where needed. The role of the Supervisory Board is outlined in more detail below.

(iv) Guidelines on research supervision and training
The University publishes a broad statement of its policy in the document *Code of Practice: Postgraduate Research Degrees*, which is available from the Graduate Office in the Department. This is supplemented by departmental statements, procedures and arrangements, which are monitored by the Dean of Postgraduate Research and Education. This document can be found on the University web site at [http://www.essex.ac.uk/academic/docs/regs/prdcode.shtml](http://www.essex.ac.uk/academic/docs/regs/prdcode.shtml)

The Department's guidelines, outlined in the sections below, supplement those issued by the University. (If a conflict arises between departmental guidelines and those issued by the University, the latter take precedence).

**Supervisors and Students**

The relationship between the research student and the supervisor is the key to a productive and successful outcome. Experience indicates that this relationship works best when the following responsibilities and obligations are recognised by both parties.

(i) Responsibilities of the supervisor
These include:

1. Providing constructive guidance and stimulation in the development of the student's research plans;
2. Requesting written work, as appropriate, and returning such with full and constructive criticism within a reasonable time;
3. Developing and updating, together with the student, and on a rolling basis, a realistic and detailed timetable for completion of the thesis;
4. Advising on the standard expected of an MPhil or PhD thesis;
5. Advising students on the appropriate modules to attend;
6. Encouraging the student to maintain an interest in the subject of economics beyond the confines of her/his thesis topic, by such means as attendance at departmental seminars and modules;
7. Maintaining close contact through regular supervisory meetings (except when this is not physically possible for students not in residence, in which case regular contact should be kept by other means);
8. Being accessible to the student at reasonable times and with reasonable frequency;
9. Maintaining a record of meetings held with the student, and of work submitted and commented upon;
10. Ensuring that the student and RSPC are made aware of inadequate or poor performance;
11. Providing or arranging for the Supervisory Board to provide a careful report to each of the two meetings of the RSPC, and such other reports or advice that the Director of Research Students may seek.
(ii) Responsibilities of the student

These include:

1. Producing written or other work in accordance with the schedule agreed with the supervisor, and giving sufficient time for comment from and discussion with the supervisor;
2. Developing and updating, together with the supervisor, and on a rolling basis, a realistic timetable for timely completion of the thesis;
3. Attending the Research Strategy Seminar when in residence and making one presentation per year;
4. Providing a careful report of research progress for each of the two annual meetings of the RSPC, and other such reports as the RSPC or the Director of Research Students may seek;
5. Attending such modules as may be prescribed by the Director of Research Students;
6. Ensuring that, for any absence from the University exceeding one month, the supervisor and the Graduate Office in the Department have an address at which they may be contacted at short notice;
7. Familiarising him or herself with the relevant higher degree regulations;
8. Deciding when to submit the thesis taking due account of the supervisor’s opinion (which is advisory only).
9. Attend the RSS meeting regularly and participating in appropriate external training if/when possible.

The frequency of meetings with supervisors is likely to vary with the stage and nature of the student's work, and with pressure on the supervisor. At a minimum, students should expect to have 10 hours of substantive meetings with her/his supervisor throughout the year; the number of hours will include reading drafts or commenting/replying to emails.

Any problems with supervisory arrangements should be raised, in the first instance, with the student's supervisor. If a satisfactory solution is not found, then the problem should be raised with the Director of Research Students. If the Director cannot find a satisfactory solution then student can them approach the Head of Department. If the student is still not satisfied then he or she should request a meeting with the Dean of Postgraduate Research and Education.

Absence from the University

Students are expected to be present at the University and to maintain contact with their supervisors during the period for which they are registered. If the research for the thesis requires fieldwork away from the University (such as for the collection of data or consultation of material not available at Essex or through electronic means) permission must be obtained from the Dean of Postgraduate Research and Education. This requires written approval from the supervisor stating the academic purpose of the period of absence. This would normally apply to periods of one term or more. Such periods of absence are not permitted during the first year of study.

A student who needs to be away from the University for a period as long as a term for reasons of illness, personal reasons or on compassionate grounds must apply to intermit for that period. In such circumstances an Intermission Request form must be completed by the student which is available via https://www.essex.ac.uk/esf. The request is subject to approval of the Director of Research Students and the Dean of Postgraduate Research and Education. When a period of intermission is granted, this extends the end date of the student's minimum period of residence accordingly. However during the period of intermission the student is not entitled to supervisory or administrative support from the department or university. See the Code of Practice: Postgraduate Research Degrees for further information.
Research Student Progress

**Supervisory Boards**
The Supervisory Board consists of the supervisor and chair. The student is expected to report in writing on his/her progress in research. This should include an outline of substantive developments in the research and any problems or difficulties encountered. Based on the assessment of progress by the members of the Supervisory Board, the Chair of the Board writes a report on the student's progress highlighting positive or negative elements in the development of the thesis and commenting on the expected timetable to completion. The board is allowed to consider attendance at the RSS and external training as part of the its decision.

The Department recognises that the appropriate timetable to completion is likely to differ according to the nature of the thesis. It may be hard to predict, for instance, whether empirical work will prove necessary, or whether it will prove feasible, and it is not always clear where theoretical work will lead. For these reasons the Department does not lay down a common timetable for work. Instead, supervisor and student are expected to revise their plans on a rolling basis and provide a timetable of work to at least one of the two annual meetings of the RSPC.

The report of the Supervisory Board is forwarded to Graduate Administrator to be considered by the RSPC. The report should be seen and acknowledged by the supervisor and student.

**Research Students Progress Committee**
The Research Students' Progress Committee (RSPC) meets at least twice a year to consider the progress of research students and to make recommendations based on the evidence placed before it. The RSPC consists of the Director of Research Students and at least two other members of the academic staff of the Department.

**Student Progress**

*Students in the 4-Year PhD programme*
- The first year of the 4-Year PhD programme
  Progression to the second year will normally require marks of 70 or more in at least five of the seven taught modules, and marks of 50 or more in the other two modules. Students are required to obtain marks of 70 in each of the four compulsory modules.

- The second year of the 4-Year PhD programme
  Students in the second year of the 4-Year PhD programme have the same rules for progression as students in the first year of the 3-year PhD programme or MPhil.

- The third and subsequent years of the 4-Year PhD programme
  Students in their third and subsequent years of the 4-year PhD programme have the same rules for progression as students in their second and subsequent year of the 3-Year PhD programme or MPhil.

*Students in the 3-Year PhD programme or MPhil*

3-year PhD students are expected during their first year to embark on substantive work for their thesis, in addition to taking the advanced modules. By the start of the Summer Term they are expected to have developed a clear research plan (EC990) for consideration by the Supervisory Board and the RSPC. The research plan will have a word limit of 6,000 words. In order to give time for the research plan to be read, it should be submitted to the Graduate Administrator in room 5B.208 no later than midday on Friday 17th April 2015. The pass mark for the research plan is 50.
The decision on a student's confirmation of PhD status and progress to the second year is made in June of the first year. Confirmation of PhD status normally requires students to pass all three exams (i.e. obtain a mark of 50 or more) and have the research plan (EC990) approved by the supervisory board (also obtaining a mark of 50 or more). Students not achieving pass marks in the January exams will have the opportunity to re-sit the exams they failed in May/June.

The decision on the confirmation of PhD status can be deferred only once and before the start of the second academic year (1st Week of September). At that time the Supervisory Board will expect to see a revised research plan which is commensurate with the standard required for a PhD in Economics.

Students failing to satisfy the criteria for confirmation of PhD status are not allowed to continue in the PhD programme, but are eligible for the award of a Postgraduate Certificate in Advanced Economics provided they achieve marks of at least 40 in three components and a mark of at least 30 in the remaining component (the components being the three modules and the research plan).

The RSPC may exercise its discretion in the application of these rules.

The second year of the 3-Year PhD programme or MPhil

The supervisory board meets twice a year and reports on the student’s progress to the RSPC. The RSPC receives the report of the Supervisory Board taking note of any evidence of lack of satisfactory progress.

At the end of the Autumn Term, the supervisory board will expect to see a complete draft of the first substantive research chapter which is commensurate with the standard required for a PhD in Economics. Students must be ready to present this draft chapter at the RSS either in the Autumn Term or in the Spring Term. At the end of the year, students are expected to have at least one complete chapter and a first draft of the second chapter of their thesis. Students not meeting these expectations will be considered as not progressing satisfactorily. In the event that a student’s progress is deemed at first sight to be unsatisfactory the student will be notified of the concerns of the RSPC by either the Director of Research Students or the student’s supervisor and, where appropriate, specific targets for achievement within a specific timetable will be set by the RSPC. Students whose progress is not satisfactory may be downgraded to MPhil Status or required to withdraw from the University.

The third year of the 3-Year PhD programme

The supervisory board meets twice a year and reports on the student’s progress to the RSPC. The RSPC receives the report of the Supervisory Board taking note of any evidence of lack of satisfactory progress.

At the end of the Autumn Term, the supervisory board will expect to see one complete chapter and one very advanced draft chapter of the thesis. At the end of the year, students are expected to have three complete chapters of the thesis or two complete chapters and one almost complete chapter so that they are in a position to enter completion.

Students whose progress is deemed to be unsatisfactory will be notified of the concerns of the RSPC by either the Director of Research Students or the student’s supervisor and, where appropriate, specific targets for achievement within a specific timetable will be set by the RSPC. Where there is continued evidence of unsatisfactory progress, students may be downgraded to MPhil Status or required to withdraw from the University.
(iii) Upgrading
Students registered for the MPhil may be considered for upgrading at a Confirmation Board at the end of the first year in the same way as students registered for the PhD Programme; for details see above. In such cases the recommendation for a change of status is made to the Dean of Postgraduate Research and Education with the corresponding change in the minimum period of registration.

(v) Appeals
Appeals against decisions of the Research Progress Committee must be made in writing to the Dean of Postgraduate Research and Education.

Full details available at: [http://www.essex.ac.uk/academic/docs/regs/researchap.shtm](http://www.essex.ac.uk/academic/docs/regs/researchap.shtm)

**Completion, Submission and Examination of Thesis**

**Completion**
The minimum period from registration to submission is as follows:

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<td>4 Year PhD</td>
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<td>MPhil</td>
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<th></th>
<th>Part-time</th>
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<td>3 Year PhD</td>
<td>6 years</td>
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<td>4 Year PhD</td>
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<tr>
<td>MPhil</td>
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The Department attaches very high priority to the timely submission of all PhD and MPhil thesis. At the end of the minimum period of study the Supervisory Boards of students who have not yet submitted their thesis for examination are required to write a report for the RSPC. The Committee will make a recommendation to the Dean of Postgraduate Research and Education for the student to register as a completion student where it is satisfied that the student has completed written work of sufficient quality and quantity to provide clear evidence that they are in a position to write up the remainder of the thesis and submit within 12 months. The student must have completed all data collection or equivalent and have a substantial proportion of the thesis written in draft of a satisfactory quality in order to enter completion. Typically a student will only be able to enter completion if the student has completed three dissertation chapters and only minor work remains. If the RSPC recommends that the minimum period be extended the student will be required to register as full-time for the period and a full-time fee will be charged.

At the end of the minimum period, a candidate may be permitted to proceed to a twelve month completion period by the Dean of Postgraduate Research and Education on the recommendation of the RSPC. Application for
extensions to the completion period must be communicated to the RSPC. The support of the Supervisory Board will be required for a recommendation to the Dean of Postgraduate Research and Education for an additional completion period. Extensions are not automatically recommended or granted. If a further completion period is granted, additional fees will be incurred. It is extremely rare that any extensions to the twelve month completion period be granted.

**Submission**

Two months before the submission date the student must complete and submit the form, “Approval of Thesis Title,” available from the Registry, this must be signed by the supervisor and the Head of Department or the Graduate Director. Although the student has a right to submit a thesis when he or she chooses, the Department strongly recommends that this should only be done with the full approval of the supervisor. Once a complete version of the thesis is assembled it should be presented for comments to the supervisor to be read in full by the supervisor. It is not recommended that a thesis be submitted without a final reading and approval by the supervisor.

**Structure of Thesis**

A thesis submitted by a candidate for the degree of Doctor of Philosophy must embody the results of research carried out during the module of the approved Programme of Study and research. In the thesis and examinations the candidate is required to conduct and present original investigations, to test ideas, whether the candidate’s own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express him/herself clearly and concisely.” (Higher Degree Regulations and Procedures, sections 4.16 –4.21) The thesis should contain original research, which is potentially publishable in refereed journals. As a guideline, in recent years successful PhD dissertations in the Department have consisted of at least three chapters, of which there have been at least two substantial pieces of work that can be viewed as publishable in a suitable journal.

A candidate for an MPhil must submit a thesis for examination in accordance with the rules set by the Senate. It must embody results of research carried out during the module of the Programme of Study and research, and a *viva voce* (oral) examination is conducted. “In the thesis and the examination the candidate is required to present the results of research and demonstrate competence in the area of study.” (Higher Degree Regulations and Procedures, section 3.51. See also 3.52-3.57)

**Outline of Examination Arrangements for Research Students**

The Registry publishes details of the arrangements for the examination of theses presented by research students, together with notes for guidance on how to present the thesis. These are available from the Registry. [http://www2.essex.ac.uk/academic/services/staff/grad/thesis.doc](http://www2.essex.ac.uk/academic/services/staff/grad/thesis.doc)

On the submission of a thesis, two examiners will be appointed to examine it. The internal examiner is a member of staff of the Department (or an appropriately qualified person from another Department within the University). The internal examiner must not have been the student's supervisor at any time during the period of study for the degree, or the chair of the Supervisory Board in the twelve months prior to submission. The external examiner is an academic member of another University whose expertise is related to the subject area of the thesis. The examiners are appointed by the Registry on the recommendation of the Head of Department.

After both examiners have read the thesis a date is arranged, in consultation with the candidate, for a *viva voce* (oral) examination. At the examination (which normally takes about two hours) the candidate is asked questions about the material in the thesis or topics related to it. Candidates are probed on the arguments or statements
made in the thesis, about the methods used and the logic, mathematical or otherwise, employed in reaching conclusions. The candidate is expected to be able to display knowledge of the general area of the thesis and to be able to cogently defend the analysis, methods and arguments, which are presented in the thesis.

Shortly after the examination, the examiners will communicate to the candidate their decision. Four possible outcomes are allowed for in the regulations:

1. **Pass.** In this case the degree is awarded with no further requirements.

2. **Pass with minor editorial revisions.** In this case the examiners stipulate minor revisions, which must be completed in a period not exceeding two months. There is no further oral examination but the examiners must be satisfied that corrections have been made as specified before recommending the award of the degree.

3. **Pass with editorial revision.** In this case the examiners stipulate revisions, which must be completed in a period not exceeding four months. There is no further oral examination but the examiners must be satisfied that corrections have been made as specified before recommending the award of the degree.

**Referral.** A thesis is referred if there are major flaws in the argument or material presented such as to require extensive re-writing or additional research in order to meet the standard required for the award of the degree. The candidate is permitted to re-submit on one occasion, normally not exceeding twelve months after the first examination. The thesis would then be subject to a further oral examination unless, with the approval of the Dean of Postgraduate Research and Education, the examiners recommend that a further examination be waived.

**Fail.** In the case of a PhD candidate, the examiners may, with the approval of the Dean of Postgraduate Research and Education, either permit a candidate to re-submit the thesis and be re-examined for an MPhil within three terms, or determine that the candidate is immediately eligible for the award of MPhil. In the case of a candidate for MPhil, the award of MSc may be recommended.

**Appeals Procedures**

There are two appeals procedures that apply to research students. There is an appeals procedure that relates to progress decisions (downgrading and discontinuation made by the Departmental Research Students’ Progress Committee) and an appeals procedure following examination of the thesis/dissertation. Information on both procedures is published on the web at [http://www.essex.ac.uk/academic/docs/regs/researchap.shtml](http://www.essex.ac.uk/academic/docs/regs/researchap.shtml)

Where the Research Students’ Progress Committee is considering a recommendation that a student’s studies be downgraded or discontinued, it will invite the student to discuss this with the RSPC before making a final recommendation to the Dean of Postgraduate Research and Education. If downgrading or discontinuation is confirmed by the RSPC the student may then request a review of the recommendation using the appeals procedure (see above).
Fees and Scholarships

Fees
Fees are payable to the University at the full rate for the minimum period of registration. The full lists of fees are available at www.essex.ac.uk/fees

These fees are payable even if the student submits his/her thesis before the end of the minimum period of registration. Fees (or a part thereof) are only refunded to students under very exceptional circumstances on the formal recommendation of the Department and in association with a reduction in the minimum period of registration.

Charges are also made for other things such as re-examination and duplicate degree certificates.

Please note: Fees are charged by, and payable to, the University, not the Department. Departmental offices do not deal with issues concerning the payment of fees or with the decisions about fees. Questions relating to the determination of fees should be referred to the Registry (Room 6.112) and those relating to the payment of fees should be referred to the Finance Office (Room 4.401).

Scholarships
A small number of University of Essex Scholarships are available from the University through the Department. These are normally only available to students on admission to the PhD and are normally given for a period of three years. Scholarships are not generally allocated to students who have already completed some part of their period of study.

Note: Scholarships available through the Department are allocated by a departmental committee, principally on merit. Need is a necessary but not sufficient condition to qualify for a Scholarship. The decision of the departmental committee on the award of a Scholarship is final.

The following may be awarded separately or in combination:

1. **University of Essex Scholarships** are given for a period of 1-3 years.

2. **Economic and Social Research Council (ESRC) Studentships.** Students holding an offer of admission to a PhD can apply for an ESRC Awards, which are available for Home and EU students. The ‘1+3’ studentships cover a four-year period that includes one year of study for the MSc in Economics followed by three years of PhD study. The ‘+3’ studentships cover a three-year period of PhD study for applicants who already hold a Masters degree in Economics of a suitable standard. These studentships cover fees plus a stipend.

3. **Graduate Student Teaching.** Each year the Department employs a limited number of PhD students to teach some undergraduate classes. For further details about opportunities for class teaching, see Graduate Teaching Assistants, below.

4. **Grants from external funding bodies.** Grants in aid of fees and/or maintenance are available from a variety of funding bodies such as the British Council, and the European Union's Phare ACE programme.
Applications must be initiated by the student but typically require supporting recommendations and documentation from the Department. The Department encourages students to seek such external funding even where the student has applied for a bursary through the Department.

Further information is available at:

http://www.essex.ac.uk/studentfinance/pg/

**Funding for Conferences**

All PhD students are eligible to apply for Research Training Support Grants (RTSG). RTSG must be for £750 or less. A student is entitled to apply for as many RTSG as s/he would like over the course of her/his PhD study but, in total, can receive no more than £750. Applicants must complete and return the RTSG form to the Graduate Administrator no less than six weeks before the required funding is needed. RTSG applications can be collected from the Graduate Administrator at any time. Applications for funding will be reviewed by the Director of Graduate studies. The RTSG is awarded at the discretion of the Director of Research Students. Although a student may be to receive up to £750, this funding is not guaranteed.

**Graduate Teaching Assistants**

**Selection of GTAs**

Graduate Teaching Assistants (GTAs) are normally appointed annually from among economics research students according to the department’s needs determined by the Head of Department and available funds. Each year, during the summer months, new and existing research students are invited to apply for appointment as GTAs. Existing GTAs, who continue as full-time research students and whose teaching is deemed satisfactory by the GTA Coordinator, are normally re-appointed for a subsequent year if they so wish. The GTA Coordinator, in consultation with at least one member of academic staff, prepares a short-list of candidates, according to the qualifications, background and experience of the applicants relative to the specific needs of the Department. Research potential may be taken into account in drawing up the short-list. The GTA Coordinator, or her/his nominee, together with at least one other member of the academic staff conduct interviews of short-listed candidates.

The criteria for the selection of GTAs include:

- A thorough background in economics.
- Knowledge of the subject area(s) of the module to be taught.
- Previous experience of teaching or evidence of other activity requiring similar skills.
- Evidence of the ability to show flexibility and adaptability in teaching style.
- Ability to express her/him self fluently and effectively in English.
- Capability to explain economic concepts orally.
- Evidence of enthusiasm in conveying economic ideas.
Unsuccessful candidates are entitled to request feedback about their interview performance and suitability. Requests should be made, in writing, to the GTA Coordinator within two weeks of the announcement of the results of the selection process.

**Responsibilities of GTAs**

GTAs are normally appointed to teach classes. On rare occasions GTAs are appointed to deliver lectures. The duties of GTAs are the same as for other class teachers and lecturers, as described in the Department of Economics Handbook for Teaching Staff. GTAs are represented at departmental meetings via the Staff-Student Liaison Committee.

**Training and Guidance for GTAs**

All new GTAs are required to undertake a training module organised by the Department as soon as possible after appointment. At the beginning of each academic year all GTAs are required to attend a briefing meeting that provides formal induction to departmental procedures and policies. Throughout the academic year GTAs are expected to maintain contact with the relevant module supervisors, who will provide guidance with regard to material to be covered in classes and any other aspect of teaching about which they are concerned. (GTAs who are appointed as module supervisors to deliver lectures should seek guidance, when needed, from the director of graduate studies or the Head of Department.) GTAs are encouraged to avail themselves of opportunities for the development of their teaching skills and should inform the GTA Coordinator if they wish to participate in further training; the GTA Coordinator will communicate such requests to the Staff Development Office. The teaching of GTAs is monitored in the context of the Department’s programme of peer review of teaching, as described in the Department for Economics Handbook for Teaching Staff.

Towards the end of each academic year the GTA Coordinator interviews each GTA with a view to gaining feedback about their experience during the year. The results of the interviews are reported to the TLC, which seeks to evaluate the information gained for meeting the needs of GTAs and the enhancement of their teaching effectiveness. GTAs are encouraged to support their applications for academic employment with evidence of their teaching experience; guidance about how to accomplish this most effectively should be sought from their supervisors.

**Rewards**

The main benefits of becoming a graduate student teacher are gaining useful experience of teaching economics in a University environment and financial gain.

Payment for class teaching is based on the number of “effort hours” which allows for marking and preparation time plus an office hour. The first hour in the classroom is worth 3.5 effort hours, the second classroom hour is worth 2.5 effort hours each and any subsequent hours are worth 2 effort hours. Payment is by the number of effort hours and the rate for 2014/15 is expected to be £16.07 per hour. As an example, for two classes taught over a period of 20 weeks the pay would be £16.07 x 6 (i.e. 3.5 + 2.5) hours * 20 weeks = £1928.40. Labs are worth 1.5 effort hours and Office hours are paid as 1 effort hour. Only one office hour is paid for each module. Note: marking, invigilation of tests and the induction module are included within the total fee, they are not paid separately. All classes, whatever the level are paid at the same rate. Payment is made one month in arrears, i.e. work done in October will be paid at the end of November. If you are unable to teach for any reason, please inform the senior GTA or lecturer for that module. Any classes you miss or take extra must be communicated to the Senior GTA in the first instance. You should also inform the Departmental Administrator and Finance Assistant (John Cavanna) as soon as possible.
Graduate Teaching Assistants (GTAs) Code of Practice

The University Senate has approved a Code of Practice on Teaching by Graduate Students, which covers the selection and training of GTAs as well as teaching duties and departmental arrangements. The Code of Practice is available on the Graduate School web pages at http://www.essex.ac.uk/academic/docs/regs/gstudents.shtml.

A Sub-Committee on GTAs reports to the Graduate School on all matters relating to GTAs. Its membership includes two Graduate Teaching Assistants. GTAs are eligible to join the University and College Union (UCU) that represents university teachers, researchers and administrators.
Student engagement and feedback

**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.

**Student-Staff Liaison Committees (SSLCs)**
The Postgraduate 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. Minutes of the SSLC are published at [http://www.essex.ac.uk/economics/current_students/minutes.aspx](http://www.essex.ac.uk/economics/current_students/minutes.aspx)
Reports on SSLCs are taken to our Department’s Graduate Curriculum Committee where any relevant issues can be raised. In addition, student representatives (or their substitutes) are invited to attend unreserved staff meetings and report on issues or areas of concern regarding academic matters. Read more information on our Academic Standards and 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](http://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!
Academic guidance and regulations

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/see/attendance
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.

If you are absent from an examination, you should complete an Absence from Exam Notification Form. Depending on the reason for your absence, you may also need to complete an Extenuating Circumstances Form.

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 (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 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. However, students’ computing accounts will remain active throughout the intermission period, and limited library borrowing rights are available.

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](http://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.

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](http://www.essex.ac.uk/students/course-admin).

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 are at: [www.essex.ac.uk/students/course-admin](http://www.essex.ac.uk/students/course-admin). Further guidance on how you can avoid plagiarism is also available online at [www.essex.ac.uk/plagiarism](http://www.essex.ac.uk/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/plagiarism/index.html 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.

Academic conduct – personal recordings of teaching or other meetings
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.

Responsibilities relating to plagiarism

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 responsibility
   - To ensure that all Department 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 a 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
- [Link to University website for plagiarism rules]

Rules of Assessment

Rules of Assessment are the criteria for determining whether a student has successfully completed the course and achieved the award, and for the class to be awarded, as appropriate. Read the Rules of Assessment and frequently asked questions at: [Website link for rules of assessment]

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.

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: [Website link for exam regulations]

Extenuating circumstances

Extenuating circumstances are formally defined as “circumstances beyond the student’s control which cause the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do (on the basis of other work). In general, extenuating circumstances will be of a medical or personal nature affecting the
student for any significant period of time and/or during the examination period."

If you have experienced extenuating circumstances, and would like these to be taken into account by the Board of Examiners, you will need to submit a claim on an Extenuating Circumstances Form, which will be considered at the next available meeting of the Extenuating Circumstances Committee. This Committee only has the power to make a recommendation to the Board of Examiners. All decisions are confirmed or rejected by the Board.

http://www2.essex.ac.uk/academic/students/ug/extenuug.html

For claims of extenuating circumstances relating to your inability to submit coursework by the deadline and to request for your marks to be instated, you should read the Guidelines on Late Submission of Coursework and complete the Late Submission of Coursework form.

http://www2.essex.ac.uk/academic/students/ug/crswk_pol.htm

**Maximum periods of study**

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.

**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 on 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

**External oversight**

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.

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.

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 or school 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**
By the start of your course or a new academic year, 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. For more information go to information on changing modules at the start of the academic year: [http://www2.essex.ac.uk/academic/students/ug/chgcrse.html](http://www2.essex.ac.uk/academic/students/ug/chgcrse.html)

**Changing your degree**
At the start of the academic year you have the opportunity to change to a different course, subject to prior qualifications and to the approval of the Department and the relevant Dean. If you wish to discuss the possibility of changing course, you should see the Director of Graduate Studies (Taught Courses).

**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/](https://www.essex.ac.uk/studentdocs/)

**Exit awards**
If you are unsuccessful in achieving the number of credits required for the qualification you are registered for, 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*.
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: www.essex.ac.uk/password/.

Getting IT help
You can visit the IT services website at: [www.essex.ac.uk/it/](http://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](http://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](http://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/](http://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/](http://www.essex.ac.uk/it/computers/pods/).

**Your timetable**

You can view your timetable at: [www.essex.ac.uk/dsh/timetables](http://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

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,
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/ifyourway

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

Skills centre
We provide support to students on academic literacy, numeracy, English language, employability and IT. Look online, and please visit us in Room 4.204 to find out more. You can also access free maths support if you email: mathssupport@essex.ac.uk.

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, and is one of the 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

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

Frontrunners – 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, frontrunners. 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. Frontrunners 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 Frontrunners said that they would recommend the experience to a friend!

www.essex.ac.uk/dsh/frontrunners

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 is fully effective.
http://www.essex.ac.uk/equality/default.aspx

Privacy statement
Read the University’s privacy statement and find out more about how we handle your data online.
http://www.essex.ac.uk/records_management/policies/students.aspx

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. We have help online, 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.
private 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 – for example, if you have mental health difficulties or specific learning difficulties, long term medical conditions or temporary conditions (such as 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 note-takers), 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 campuses are 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/dshl/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 campuses offer 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 for University merchandise, the Copy Centre for printing and photocopying, the IT helpdesk for peripheral IT goods, Launderette in the Hexagon Building with additional facilities in accommodation, the prescription service via the SU Advice Centre, Unique Hair and Beauty, Print Essex graphic design and print service, the Sports Centre selling sports equipment, balls and rackets, the 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.  
http://www.essex.ac.uk/studyabroad/

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.  
http://www.essex.ac.uk/accommodation/support/rsn.aspx

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/about/essex_student_charter](http://www.essex.ac.uk/about/essex_student_charter)
Further useful information and links

Departmental website address:  http://www.essex.ac.uk/economics/default.aspx

Departmental Facebook page: https://www.facebook.com/Economics.UoE?ref=bookmarks

Departmental Twitter feed: twitter.com/UoE_Economics