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### Term dates

#### 2016 – 2017
- **Autumn term:** 6 October 2016 – 16 December 2016
- **Spring term:** 16 January 2017 – 24 March 2017
- **Summer term:** 24 April 2017 – 30 June 2017

#### 2017 – 2018
- **Autumn term:** 5 October 2017 – 15 December 2017
- **Spring term:** 15 January 2018 – 23 March 2018
- **Summer term:** 23 April 2018 – 29 June 2018

### Calendar for 2016-2017

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**Examinations**

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* NB Graduation - Provisional, subject to change. Graduation dates apply to all three campuses

Please note Examination and Graduation dates may be subject to change
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<th>University Week no.</th>
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<td>3 w/c 17/10/16</td>
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<td>Classes commence first year PhD students only</td>
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<td>Wednesday 30 November EC995 Test: 10:00 -12:00 hrs</td>
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<td>Friday 10 March EC965 Test: 11:00 – 13:00 hrs</td>
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<td>24 w/c 13/03/16</td>
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<td>25 w/c 20/03/16</td>
<td>Thursday 23 March EC992 Test: 10:00 – 12:00 hrs</td>
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<td>30 w/c 24/4/16</td>
<td>Friday 28 April Spring Assignments Deadline: 12 noon</td>
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MSc/MA Dissertation submission deadline: Wednesday 6 September 2017, 12 noon

Main examinations period: Monday 15 May to Sunday 11th June 2017

PhD examinations: Normally held in January / February. You will be notified nearer the time

Undergraduate test dates are available in the UG 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

MyEssex Student Portal

myEssex is your online account. Use it to see your timetable, keep your personal details up-to-date, see how you’re doing on your course, let us know if you’ll miss a lecture or class, contact the Student Services Hub and much more - https://www.essex.ac.uk/myessex/
Meet your Department staff
The Postgraduate Student Administration team are:

Julie Oliver (taught courses):
Room 5B.206, Ext: 2647, joliver@essex.ac.uk

Lorna Woollcott (research courses):
Room 5B.208, Ext: 2726, lornaw@essex.ac.uk

The offices are open to students at the following times:

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Office Hours</th>
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<tbody>
<tr>
<td>Debbie Hall</td>
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</tr>
<tr>
<td>Chrissy Brown</td>
<td>Room</td>
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<tr>
<td>Hannah Tagg</td>
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<tr>
<td>John Cavanna (p/t)</td>
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Academic Staff with Specific Responsibility for Postgraduates

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Carlos Carrillo</td>
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<tr>
<td>Santiago Oliveros</td>
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<tr>
<td>Jayant Ganguli</td>
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<tr>
<td>Rossella Argenziano</td>
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<tr>
<td>Gordon Kemp</td>
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<tr>
<td>Simon Weidenholzer</td>
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<tr>
<td>Marcus Chambers</td>
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Academic Staff list

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<th>Name (title)</th>
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<th>Comments</th>
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<td>Alan, Sule (Prof)</td>
<td>5B.120</td>
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<tr>
<td>ya16571</td>
<td>TBC</td>
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<td>TBC</td>
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<td>rargenz</td>
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<td>mchamb</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

For details about Graduate Teaching Assistants (GTAs) see our website: www.essex.ac.uk/economics/staff/Staff.aspx?type=research

Contact Points between Students and Staff

**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/MA Administrator
- 5B.208 - Research Administrator
- 5B.212 - Departmental Manager

**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 assignment 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:**
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.

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

By 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

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

T: 01206 872647
www.essex.ac.uk/economics/

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
Learning and Teaching

Moodle, ORB and FASER

Our online resource bank (ORB) stores important module materials such as reading lists and past exam papers.

We use Moodle as our online learning environment, to enhance face-to-face teaching. It lets you get to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

FASER is our online coursework submission and feedback system. Use it to submit your coursework electronically, produce a watermarked copy of your work and receive electronic feedback all in one place.

www.essex.ac.uk/e-learning/tools/faser/account/login
www.essex.ac.uk/it/elearning

MSc Courses

MRes Economics
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

Other Courses

MA Economics
Diploma in Economics

*Dual award programmes

MSc dual programmes are offered with Konstanz University and Hamburg University, Germany. These are two-year programmes 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 or Hamburg 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 Tudela.
MSc Course structures

MRes
EC903 Microeconomics
EC904 Macroeconomics
EC511 Mathematical Methods
EC965 Time Series Econometrics OR EC964 Microeconometrics
EC992 Advanced Microeconomics
EC994 Advanced Macroeconomics
EC966 Estimation and Inference in Econometrics
EC981 Dissertation

MSc Economics
EC903 Microeconomics
EC904 Macroeconomics
EC511 Mathematical Methods
EC501 Econometric Methods*
Three optional modules
EC981 Dissertation

MSc Economics and Econometrics
EC903 Microeconomics
EC904 Macroeconomics
EC966 Estimation and Inference in Econometrics
EC965 Time Series Econometrics
Three optional modules
EC981 Dissertation

MSc Financial Economics
EC511 Mathematical Methods
EC501 Econometric Methods*
EC907 Financial Economics
EC908 Topics in Financial Economics
Three optional modules
EC981 Dissertation

MSc Financial Economics and Econometrics
EC907 Economics of Financial Markets
EC908 Topics in Financial Economics
EC966 Estimation and Inference in Econometrics
EC965 Time Series Econometrics
Three optional modules
EC981 Dissertation

MSc Financial and Business Economics
EC907 Economics of Financial Markets
EC908 Topics in Financial Economics
EC930 Theory of Industrial Organisation
EC511 Mathematical Methods
EC501 Econometric Methods*
Two optional modules
EC981 Dissertation
MSc International Economics
EC932 International Trade Theory
EC933 International Finance
EC511 Mathematical Methods
EC501 Econometric Methods*
Three optional modules
EC981 Dissertation

MSc Accounting and Financial Economics
EC907 Economics of Financial Markets
EC511 Mathematical Methods
BE150 Issues in Financial Reporting
BE151 Management Accounting
Three optional modules
EC981 Dissertation

MSc Applied Economics and Data Analysis
EC903 Microeconomics
EC511 Mathematical Methods
EC501 Econometric Methods Or EC966 Estimation and Inference in Econometrics
EC968 Panel Data Methods
EC969 Applications of Data Analysis
Two optional modules
EC981 Dissertation

MSc Management Economics
EC903 Microeconomics
EC511 Mathematical Methods
EC930 Theory of Industrial Organisation
EC951 Economics of Organisational Management
Three optional modules
EC981 Dissertation

MSc Financial Econometrics
BE352 Asset Pricing
EC966 Estimation and Inference in Econometrics
BE356 Financial Modelling
EC965 Time Series Econometrics
Three optional modules
Dissertation

MSc Computational Economics, Financial Markets and Policy
EC910 Computational Methods in Agent Based Economics and Policy Simulation
EC911 Computational Market Micro-Structure and Complexity Economics
EC913 Computational Agent-Based Macroeconomics, Financial Markets and Policy Design
Three optional modules
EC981 Dissertation

MSc Money and Banking
EC906 Banking
EC501 Econometric Methods
EC901 Monetary Economics
EC903 Microeconomics
EC904 Macroeconomics
Two optional modules
EC981 Dissertation
MSc Behavioural Economics
EC992 Advanced Microeconomics
EC909 Behavioural Economics I: Individual Decision Making
EC914 Behavioural Economics II: Games and Markets
EC903 Microeconomics

*Suitably qualified students can substitute EC966 for EC501 with the permission of the Director of Graduate Studies (Taught Courses).

University of Essex and Konstanz Hamburg Dual award Masters courses will consist of:

MSc Economics
EC511 Mathematical Methods
Six optional modules
Dissertation

MSc Economics and Econometrics
EC966 Estimation and Inference in Econometrics
EC965 Time Series Econometrics
Five optional modules
EC981 Dissertation

MSc Applied Economics and Data Analysis
EC511 Mathematical Methods
EC966 Estimation and Inference in Econometrics
EC968 Panel Data Methods
EC969 Applications of Data Analysis
Three optional modules
EC981 Dissertation

MA Economics Course structure
EC201-7-AU Macroeconomics
EC202-7-AU Microeconomics
EC252-7-AU Introduction to Econometric Methods
EC366-7-AU Market Structure and Strategic Behaviour OR EC367-7-AU International Trade: Theory and Practice OR EC371-7-AU Economics of Asset Prices
EC907-7-SP Economics of Financial Markets
EC930-7-SP Theory of Industrial Organisation
EC932-7-SP International Trade
EC983-7-FY MA Dissertation

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 online 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.

Changing your degree
If you want to change your course, you should talk to someone in your department first. Normally, you would be required to make a new application for admission.

Investigate your potential new course by looking at course information on the department’s web pages, talking to students on the course and speaking to tutors. You should also look at our Rules of Assessment for the new course to check whether there are any course-specific requirements.

If you want to change your mode of study from full-time to part-time, you should discuss this with our departmental staff. If this is possible, you will need to make a formal request using the online Change of Mode of Study form which you can find here: www.essex.ac.uk/esf/

Changing your mode of study may affect your immigration status if you have a Tier 4 visa and you may need to contact the Home Office or make a new Tier 4 application.

Please read carefully our guidance on Tier4 and course changes here:
www.essex.ac.uk/immigration/studies/changes
### Economics postgraduate modules

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<td>EC511</td>
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<td>EC901</td>
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### PhD Modules

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**Please Note:**
- All taught MSc 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 [www.essex.ac.uk/courses/](http://www.essex.ac.uk/courses/).
- EC981 Dissertation is the only core module for MSc students.
Module enrolment
You are required to enrol in your modules each year via eNROL www.essex.ac.uk/enrol.

You are advised to do this sooner rather than later to stand the best chance of taking your preferred modules.

eNROL is open from **Wednesday 13th April at 12:00 until 08:59 on Monday 24th October 2016.**

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.

Listen Again
Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. Available in teaching rooms or lecture theatres where you see the sign. 
[listenagain.essex.ac.uk/](listenagain.essex.ac.uk/)

Essex Abroad
The department welcomes study abroad students from other countries. Students coming to Essex as part of their programme should seek advice about modules from the department’s Study Abroad Co-ordinator or the Director of Postgraduate Studies. Module choices must be approved by the department’s Study Abroad Co-ordinator.

**Assessment:**
Autumn term only students: take exams at end of Autumn term
Spring term only students: take exams during the Summer term

Placement information
If you are doing a work placed project as part of the PSS, information is available via the PSS team [http://www.essex.ac.uk/studentfinance/pg/university_support/pss/projects/default.aspx](http://www.essex.ac.uk/studentfinance/pg/university_support/pss/projects/default.aspx)

Information for disabled students
We would encourage all new students with a disability, long term medical condition, specific learning difficulty or mental health difficulty to disclose and register with the disability service so that we can plan how best to support you in your studies.
You can find out about the academic and learning support we offer here: [www.essex.ac.uk/students/disability/academic.aspx](www.essex.ac.uk/students/disability/academic.aspx)

UK students may be eligible for a Disabled Students’ Allowance grant. Go here for more information including application forms and key changes for 2016-17 [www.essex.ac.uk/students/disability/funding.aspx](www.essex.ac.uk/students/disability/funding.aspx)
Information for international students
We are proud to be a global community and we recognise that living and studying in the UK may be very different from your own country.

Essex has a wide range of support covering academic and health and wellbeing issues. Our friendly and professional staff will be able to guide, give advice and assist you during your time at Essex.

You can find helpful information here - [www.essex.ac.uk/students/new/international](http://www.essex.ac.uk/students/new/international)

If you are studying on a Tier 4 visa, don’t forget to read the section Tier 4 Information of this handbook which has further information and links.

Mature and part-time students
As a mature student you’ll be in very good company – around 37% of our students are mature students.

We appreciate that studying as a mature student can present challenges. This is particularly true if this is your first experience of higher education and you have other commitments and responsibilities to meet such as work and family. We want you to be aware of the support available so that you can make the most of your time at Essex.

You can find more information here: [www.essex.ac.uk/life/students/mature](http://www.essex.ac.uk/life/students/mature)

Student representation, Student Staff Liaison Committees, Student Assessment of Modules and Teaching and Student Surveys
Student feedback is a vital part of the University's approach to quality assurance and enhancement. It is important that you are given the opportunity and that you take time to feedback to the University.

You can do this in a number of ways:

1. You can contact (or be elected as) a student representative who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.
3. You can find out information about Student Staff Liaison Committees here: [www.essex.ac.uk/quality/student_representation/sslc.asp](http://www.essex.ac.uk/quality/student_representation/sslc.asp).

Every year, we will ask you to complete the Student Assessment of Module and Teaching (SAMT). This survey will be summarised and discussed by SSLCs and will inform reports written by us for central University committees as part of our quality assurance processes.

Student satisfaction surveys enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance the student experience of learning at Essex. You will probably be aware of the National Student Survey (NSS) for final year undergraduate students which feeds into university league tables. We also run our own Student Satisfaction Survey (SSS) which tells us on a local level how we’re doing and where we can make improvements. It’s for all postgraduate students (except those in the first year of a part-time postgraduate taught programme). The surveys are run online and you will receive a link to the survey in your email.

Library Services
At our Colchester Campus, the Albert Sloman Library on Square 5 has long opening hours, a new extension, and 24 hours a day access in the weeks leading up to exam time, the library has a wide range of learning resources, including books, journals, British and foreign-language newspapers, databases, microfilms and audio-visual materials. There are quiet group study areas and networked PCs on all floors. [libwww.essex.ac.uk](http://libwww.essex.ac.uk)
Attendance monitoring (Count-me-in) and absence from sessions

Your attendance at lectures and classes has a significant impact on how successful you are in your studies. At Essex, we monitor attendance so we can identify students who may need guidance and support.

You'll need to **record your attendance** at teaching events using your registration card and the electronic reader in the teaching room. Just ‘tap in’ for every timetabled teaching event you attend. Your tap will count from 15mins before the start time and up to 15mins after the start time on your timetable.

**You should not tap in for someone who is not attending the class; and also you should not tap in if you then immediately leave the teaching event.** This is breaking the Student Code of Conduct and you could be fined.

Attending is especially important if you are here on a Tier 4 visa.

If you **lose your card** or it is **faulty**, go to the Student Services Hub to get a new card (a small fee is applicable for lost cards).

If you need to **report an absence** from a teaching event you should do so by completing the **notified absence** on MyEssex. We will consider the reasons and may record it as an **authorised absence**. Be aware that you may need to **provide evidence**, including medical evidence if relevant. Please see **www.essex.ac.uk/see/attendance** for acceptable reasons to be absent.

You will be able to **check your attendance record**, and notified absences on **MyEssex**. **We are introducing this by department during the year.**

Please contact your Personal Tutor, department staff or the Student Services Hub for advice and support, particularly if you are going to be absent for several weeks.

For more information on attendance, and for links to forms and guidelines visit: **www.essex.ac.uk/see/attendance**
The Rules of Assessment are the rules, principles and frameworks which the University uses to calculate your course progression and final results. These decisions are made by the Board of Examiners who use the Rules of Assessment to decide:

- you can be awarded credit for the modules you have studied
- you have done enough to move on to the next stage of your course (if you are on a course which lasts more than one year)
- you need reassessment
- whether you have done enough to pass your course
- whether you are eligible to receive a merit or distinction

If you fail your course you are not able to repeat it. The Rules of Assessment for Postgraduate Taught Awards only allow reassessment for up to a maximum of 60 credits worth of modules for taught masters degrees. The Board of Examiners will inform you if you are eligible for reassessment once it has considered your marks.

If you fail your dissertation you may be permitted by the Board of Examiners to resubmit your work, provided you meet the criteria as set out in the Rules of Assessment for Postgraduate Taught Awards. Alternatively, if you have obtained enough credits in your taught modules, you may be eligible for another award such as a postgraduate diploma or certificate.

You can decide if you want to accumulate credit by taking individual modules with the aim of achieving a postgraduate award; this is called Modular study. There are opportunities to achieve postgraduate awards through credit accumulation study in an increasing number of departments, as an alternative to standard full or part-time study.

Individual modules can yield 15, 20, 30 or 40 credits depending upon which department you are studying in. Each award has a defined structure, normally consisting of a combination of core, compulsory and optional modules, and requires a specific volume of credit to be achieved:

- Graduate/Postgraduate Certificates - 60 credits (all taught module credits)
- Graduate/Postgraduate Diplomas - 120 credits (all taught module credits)
- Masters Courses - 180 credits (normally 120 credits of taught module credits and a 60 credit dissertation or equivalent)

Credit is awarded for successful completion of individual modules. Students taking a credit-accumulation route of study register for the separate modules individually and accumulate the required volume of credit for the relevant award, including the dissertation if necessary. You will be given a different registration number for each module.

The Rules of Assessment are different when you study individual modules; make sure you check the relevant Rules of Assessment for the award you’re studying towards.

You will have a maximum of six years to study (this is usually five years with a sixth year for a dissertation). We measure the six years from the first module you register on towards the award. You can find out more information here: www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/modular and you should talk to your tutors about fees, and applying accumulated credit towards an award.
Extenuating Circumstances, withdrawing and intermitting

**Extenuating circumstances** are circumstances beyond your control which cause you to perform less well in your coursework or examinations than you might have expected. In general, extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time and/or during the examination period. You need to submit your form by the deadline given here - [www.essex.ac.uk/students/exams-and-coursework/ext-circ](http://www.essex.ac.uk/students/exams-and-coursework/ext-circ)

You will **not** get extra marks you hand in an extenuating circumstances form. Boards of Examiners use other methods to take into account extenuating circumstances, such as permitting further reassessment opportunities for uncapped marks.

**Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Please seek advice from the Students’ Union Advice Centre ([www.essexstudent.com/services/advice_centre/](http://www.essexstudent.com/services/advice_centre/)) or the Student Services Hub ([www.essex.ac.uk/students/contact/registry](http://www.essex.ac.uk/students/contact/registry)) if you need any guidance.**

**Intermitting** is a temporary withdrawal or leave of absence from your studies for one term, two terms or one academic year (stage). In exceptional circumstances, a period of up to two academic years away from our University may be allowed as long as it does not exceed your maximum period of study. Normally this is for reasons beyond your control such as health or personal problems. An intermission is approved for a defined period of time after which you would return to your studies. This is a formal process which needs formal approval.

If you are thinking about intermitting, there are some practical things you need to consider such as academic issues, for example, the impact on your module choices and maximum period of study, accommodation, financial matters including the impact on your tuition fees, and visas if you have a student or Tier 4 visa.

If you decide to intermit you will no longer be entitled to attend tuition but you will still have access to your Essex email account (which we will use to communicate with you) and some Library access.

If you decide to intermit, you will need to complete the online form at: [www.essex.ac.uk/esf/](http://www.essex.ac.uk/esf/) and you will receive an email confirming whether your request to intermit has been successful.

**You should read the guidance on intermitting very carefully before submitting your form at [www.essex.ac.uk/students/course-admin/intermission](http://www.essex.ac.uk/students/course-admin/intermission). You are strongly advised to discuss intermitting with your department.**

You may experience doubts about continuing on your course at some point during your studies. **Withdrawing from your course** is the formal process for permanently leaving your programme of study and the University. There are plenty of people at Essex who can provide you with information, advice, guidance and support to help you to make a decision that’s right for you. For instance, you might find that taking a temporary break from your studies (intermitting) will enable you to resolve the current situation that is causing you to think about leaving. Also, please note that if you are thinking about withdrawing from the University, there are some practical things you need to consider: accommodation, financial matters including your tuition fees, visas if you have a student or Tier 4 visa, and careers advice. Who to contact for advice, the practical matters that you need to consider, your options, and the withdrawal process are all detailed here: [http://www.essex.ac.uk/students/course-admin/withdrawing.aspx](http://www.essex.ac.uk/students/course-admin/withdrawing.aspx)

If you decide to withdraw, you will need to complete the online form at [www.essex.ac.uk/esf/](http://www.essex.ac.uk/esf/) and you will receive a letter confirming that your withdrawal has been completed.
Re-marking of coursework
You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy. You will need to complete a form and be aware that marks can go down as well as up.

Moderation, second marking policies and External Examiners
The University policy on moderation can be found as part of the Marking Policy. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. A moderator would not change the individual marks for the work, but would liaise with the first marker if s/he believed that the marks were not at the correct level, with a view to the first marker reviewing and adjusting the marking.

Second marking is where a second marker marks the work but has access to the first marker’s marks and/or comments. Where two members of staff are involved in marking a piece of work, the markers should make every effort to agree a mark, rather than merely averaging the two marks. Departments must keep a full record of both individual and agreed marks for all work which is second or double marked.

External Examiners are usually academics from other universities but may be from industry, business or the profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that courses at the University meet the academic standards expected across UK higher education. External Examiners write reports on the courses and modules they are responsible for which are made available to you via your department. You can find the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications Catalogue and the Module Directory. You can find out more about how the University uses External Examiners by following this link: www.essex.ac.uk/quality/external_examiners

Please note: you may not contact External Examiners directly under any circumstances. If you have any concerns about the quality and standards of your course, please contact your student rep, your Head of Department or the Students’ Union.

Appeals, complaints, and fitness to practise
Following the release of your end of year results, you are eligible to submit a formal appeal against the progress decision of the Board of Examiners that have made the decision regarding your academic progress. Formal appeals can take up to 6 weeks to be considered, however, if you are not in the final year of your programme of study, you can “Consult the Dean” before submitting a formal appeal. The Dean can take action and change the original progress decision, and can also consider requests from students who want to repeat the year rather than take reassessment across the summer. Please visit the Appeals webpage for information regarding the deadline by which you must “Consult the Dean” and/or submit your formal appeal by.

As with all appeals, you would be required to provide any relevant evidence that substantiate your claims. The main legitimate grounds for appeal are any extenuating circumstances that you could not make the Board of Examiners’ aware of in advance, or procedural irregularities in the conduct of the Board of Examiners (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred. Other grounds will be considered on their merits but you may not appeal against academic judgement. This means that you can’t appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

The Appeals Procedure gives examples of grounds for appeal which are not considered legitimate. You should read these before submitting an appeal. You may also appeal against the outcome of academic offences committees and progress committees under certain circumstances.

We strongly advise all students thinking about making an appeal to contact the Students’ Union Advice Centre. Please visit www.essexstudent.com/advice for more information.
The Complaints Procedure:
The University is a large community engaged in many activities, both academic and non-academic. If you feel dissatisfied with some aspect of your dealings with the University, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination. You can find the complaints procedure and the forms here:
www.essex.ac.uk/see/complaints

Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work). If this applies to you, you will have been told by your department.

You can read the procedures on the University website at:
www.essex.ac.uk/students/exams-and-coursework/ppg

Academic Offences Procedure
www.essex.ac.uk/see/academic-offence

All students are expected to behave with honesty and integrity in relation to coursework, examinations and other assessed work. If you do not do so, you may be found to have committed an academic offence. The University takes academic offences very seriously.

Academic offences can include plagiarism, false authorship, collusion, falsifying data or evidence, unethical research behaviour and cheating in an examination (this list is not exhaustive). Academic offences can be committed as a result of negligence, meaning that you may be found guilty of an academic offence even if you didn't intend to commit one.

It is your responsibility to make yourself aware of the Academic Offences Procedure, the regulations governing examinations, and how to correctly reference and cite the work of others. If you aren't sure what referencing system you should use, you should ask your department and also refer to Referencing and good academic practice in this handbook.

If an allegation of an academic offence is made against you, we strongly advise contacting the Students’ Union Advice Centre. Please visit www.essexstudent.com/advice for more information.

Ethics
All research involving human participants, whether undertaken by the University's staff or students, must undergo an ethics review by an appropriate body and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - www.essex.ac.uk/reo/governance/human - along with the University Ethical Approval application form.

‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.
Coursework

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.
- **Assignments**: 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. Assignments 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, assignment submission is optional.

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 all EC5— and EC9—modules, including doctoral modules, except the dissertation (EC981) 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.

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.

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

Assignments
- Assignments are extended essays.
- It is the responsibility of each module supervisor to provide a list of assignment titles at the start of the term in which the module is taught. You must choose a title from the list provided.
- Assignments are optional. However, you are encouraged to submit a assignment in each module.
- Assignments must be submitted no later than the specified deadline.
- Assignments should have a maximum length of 4,000 words.
- One paper copy of each assignment 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 assignments by email or fax.
- A signed cover sheet, acknowledging and accepting the rules governing academic offences, must be attached to each assignment.
- The mode of assessment of assignments is similar to that for examinations.
- Each assignment submitted in paper form must be accompanied by an electronic version submitted via FASer. Other than the signed cover sheet the electronic copy should be identical to the paper copy. Make sure you comply with University regulations regarding plagiarism.

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.
Making the Most of Your Assignments 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 information is intended to help you in presenting your work to its best advantage. In what follows “paper” should be understood to include assignments, 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.

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 assignments) 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 assignments 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.

**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, Assignments and Dissertations**

Dissertations should be typed or printed on A4 paper. 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.

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: 12 noon on Wednesday 6 September 2017. One paper copy should be submitted in person 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 Assignments 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.

Assignments
- 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 assignments with feedback written on it.

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

Undergraduate Modules (taken by Diploma / MA 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 assignments 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 references to cited works but where appropriate, these should appear in other forms of submitted work).

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 studied. 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.

**Anonymous marking in coursework policy**
Effective feedback helps students to understand the mark given for a particular piece of work, and helps
students to reflect on their own learning and to achieve better marks in future pieces of work. A variety of
methods of providing feedback are used across the University, and departments chose the most appropriate
for their courses and modules. The University does not have an institution-wide approach to anonymous
marking in coursework. Departments decide whether to use anonymous marking in coursework or not.

This department does not operate a system of anonymous marking. We believe 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
students in areas where they have done have done well and to highlight what they could do better. We take
great care to mark fairly and effectively and we feel strongly that our ability to do this is improved through
knowing our students.

Please see page 25 of this handbook for details of how to submit your coursework.

**If you take optional modules outside your home department, you should make sure you are aware of
the policy on whether coursework is marked anonymously or not and how to submit your
coursework.**

**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 you 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 on page 39 of this handbook for information on referencing and where to seek advice.
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.

Providing full and accurate references to your sources is a very important part of presenting your work. There are two aspects of this: (a) citations that point to references (e.g. Keynes (1936), p. 383); and (b) the bibliography that contains information about the references themselves.

**Here are some rules:**

You must always include direct quotations from other people’s work — published or unpublished — in inverted commas: “ ”. *Failure to do so is a serious academic offence.* (See Academic offences, page 47.)

Always follow a quotation with the relevant citation. Example:

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

The citation Keynes, 1936 in the example, should point to exactly one reference in the bibliography, which appears at the end of your paper.

It is not sufficient merely to include the cited work in the bibliography. The quotation in your paper must be accompanied by a citation as described.

When not to quote: “Commonly known facts, available in numerous sources, should not be enclosed in quotation marks or given a source citation unless the wording is taken directly from another.” (*Chicago Manual of Style*, 13th edition, p.282.) If the wording is taken from another source, you must include the quoted words in inverted commas.

Citations should also appear when you refer to the work of others without direct quotation. Example:

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

In this example, the citation Deaton and Laroque (1992) alerts the reader to the source of the work being discussed.

The bibliography is a list of references that appears at the end of your paper or project. The following information should always be included: *author, date of publication; title of the work*. For a book you should also include the *edition, place of publication and publisher*. For an article you should include the journal or book in which the article appears as well as page numbers and, if possible, the volume number.

For unpublished works, you will have to use your discretion but always make clear the origin of the work (i.e. from where it can be obtained). List the references in alphabetical order by author.
Examples:


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

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

You may come across non-standard cases which do not fit into the above categories, in which case try to be as systematic as you can. For instance, if there is no author such as for a newspaper article, give the reference by title. Example:


Two important rules:

For every citation, there must be exactly one reference in the bibliography.

For every reference in the bibliography, there must be at least one citation. Never include references in the bibliography that are not cited in your paper. Why not? Because the reader is left puzzling about the role and significance of such references in your paper.

It is bad style to string together long quotations. Use quotations to support your argument not as a substitute for it. Examiners interpret long quotations as a sign of laziness. You will not be accused of plagiarism — so long as the quotations are in inverted commas and properly cited. But the paper will be penalised with a lower mark than otherwise.

If you have used one or more primary data sources then it is useful to provide the source and the definition of the variables (with methods of derivation where appropriate) in an appendix at the end of the paper.
Examinations

Examination regulations
The General Regulations which govern examinations can be found via the website here www.essex.ac.uk/about/governance/regulations/affairs.aspx#exams.

You need to be aware that attendance at examinations is compulsory. For exams that are more than an hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only an hour long, you will only be admitted up to ten minutes after the start of the exam.

Access to exam scripts
If you want to see your exam script, you should normally make the request within four weeks of the exam to the department which is responsible for that module. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module or give you a copy or summary of the examiners’ comments on your performance. Further information can be found in the Assessment Policies for Undergraduate and Taught Postgraduate Awards www.essex.ac.uk/quality/university_policies

Calculators
If you are allowed to use a calculator in your examinations, the only models you are permitted to use are the Casio FX-83GT PLUS or the Casio FX-85GT PLUS.

The only exception is for certain Finance exams that require a financial calculator, in which case you may use the Hewlett Packard 12c (all variants) or the Texas Instruments BAII Plus (including the BAII Plus Professional).

A limited number of the permitted calculators will be available to borrow on the day of your exam from the Exams Office on a first-come, first-served basis, on production of your registration card.

General information about exams and examination results
You can find your personalised exam timetable online here - www.essex.ac.uk/examtimes

You must bring your registration card and exam entry form with you to the exam. You will not be allowed entry without them. Remember to check your exam entry form carefully and contact the Examinations Office if there are any errors.

You can download a guide to examinations here: www.essex.ac.uk/students/exams-and-coursework/
You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule here: www.essex.ac.uk/students/exams-and-coursework/schedule

Examinations anonymous marking policy
All formal examinations at the University of Essex are marked anonymously.

Reassessment in examinations
You can find information relating to resitting exams at: www.essex.ac.uk/students/exams-and-coursework/resits

Remember that reassessment in examinations (and coursework) carries a fee.
Referencing and good academic practice

Respecting authorship through good academic practice is one of the keys to academic integrity, and a key value of higher education in the United Kingdom.

The Talent Development Centre provides online courses and guides to help you fully understand what is required from you. You can find out about the full range of workshops and resources that are available to you by visiting www.essex.ac.uk/see/tdc. You can also complete the online Academic Integrity course moodle.essex.ac.uk/login/index.php

You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see page 23: Academic Offences Procedure).

Remember, if you have any questions about referencing you can ask our academic staff, or staff in the Talent Development Centre.

For full details on referencing, please see pages 32-33 in this handbook.

The University Academic Offences Procedure

Please see page 23 and remember that the Academic Offences Procedure applies to all students www.essex.ac.uk/see/academic-offence
Course Structure

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 4-year path (integrated PhD) and a 3 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.

Modules

Students admitted to the 4-year scheme, begin with a year during which they follow the Master of Research in Economics. Refer to Course structure on page 14 of the handbook.

To proceed to the next stage, the 3 year PhD, students will need to obtain an average mark of at least 60 (Merit) in each of the microeconomics, macroeconomics, and econometrics sequences, and a mark of 60 in the mathematics module, and in the dissertation of the MRes Economics.

In the first year of the 3-year programme or the second year of the 4-year programme, each student must take two out of the following doctoral modules offered currently in the Autumn Term.

Topics in Macroeconomics
Topics in Economic Theory
Topics in Applied Economics

Examinations for these modules will take place in January/February; continuation in the PhD programme is conditional upon passing both modules (i.e. obtaining a mark of at least 60). Where necessary, re-sit examinations will be held in May/June. Students are also required to work towards a research paper starting with identifying an acceptable topic for the paper. Students must also obtain a mark of 60 on the paper in order to continue on the PhD programme.

The deadline to submit the research paper is noon on Friday 2nd June 2017. One electronic copy should be emailed to the Graduate Administrator by the deadline.

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

Students are encouraged to identify a suitable research topic and a supervisor in consultation with faculty members. This should be completed in the first half of the spring term. The Director of Research Students will act as interim supervisor until a permanent one is appointed Note: the Department does not assign supervisors to students prior to their registration at the University.

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.
Registration, intermitting, changing your degree and the maximum and minimum periods of study

All new students and returning students must register at the start of each academic year. The full process for new students includes activating your student record for the academic year, your email account, access to IT and library services, enrolment on modules and confirming your contact details.

You should discuss any proposed change of degree title with your supervisor. One you have decided you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form (available here: https://www.essex.ac.uk/esf/)

During your minimum period you may request a transfer from one mode of study to another, for example from full time to part time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor.

If you are a sponsored student, you should discuss any proposed change with your funding body and/or check its terms and conditions. If you are a Research Council funded student you should contact the Student Services Hub to discuss your request to change your mode of study.

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online Change of Mode of Study form, which will need to be approved by your department and the Dean. You can find the form at: www.essex.ac.uk/esf/

If your request is approved your minimum and maximum period will be adjusted pro-rata.

Please read carefully our guidance on Tier 4 and course changes here: http://www.essex.ac.uk/immigration/studies/changes.aspx

Maximum and Minimum periods of study from 2008-09

<table>
<thead>
<tr>
<th>Research degree</th>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td>FT</td>
<td>Two years</td>
<td>Three years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Four years</td>
<td>Five years</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>FT</td>
<td>Three years</td>
<td>Four years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Six years</td>
<td>Seven years</td>
</tr>
<tr>
<td>Doctor of Philosophy Integrated (PhD)</td>
<td>FT</td>
<td>Four years</td>
<td>Five years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Eight years</td>
<td>Nine years</td>
</tr>
</tbody>
</table>

*(Table taken from the Principal Regulations for Research Degrees – Appendix 1)*

*Please note that Part-time study will only be considered after the first year of the PhD/MPhil programme or second year of the Integrated PhD*

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. A request form must be completed by the student which is available via https://www.essex.ac.uk/esf 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.
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 first half of the spring 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 one by the Director of Research Students. 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.shtm

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:
- Providing constructive guidance and stimulation in the development of the student's research plans;
- Requesting written work, as appropriate, and returning such with full and constructive criticism within a reasonable time;
- Developing and updating, together with the student, and on a rolling basis, a realistic and detailed timetable for completion of the thesis;
- Advising on the standard expected of an MPhil or PhD thesis;
- Advising students on the appropriate modules to attend;
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, Research Strategy Seminars, and modules;
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);
Being accessible to the student at reasonable times and with reasonable frequency;
Maintaining a record of meetings held with the student, and of work submitted and commented upon;
Ensuring that the student and RSPB are made aware of inadequate or poor performance;
Providing or arranging for the Supervisory Board to provide a careful report to each of the two meetings of the RSPB, and such other reports or advice that the Director of Research Students may seek.

(ii) Responsibilities of the student
These include:
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;
Developing and updating, together with the supervisor, and on a rolling basis, a realistic timetable for timely completion of the thesis;
Attending the Research Strategy Seminar when in residence and making one presentation per year;
Providing a careful report of research progress for each of the two annual meetings of the RSPB, and other such reports as the RSPB or the Director of Research Students may seek;
Attending such modules as may be prescribed by the Director of Research Students;
 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;
Familiarising him or her with the relevant higher degree regulations;
Deciding when to submit the thesis taking due account of the supervisor's opinion (which is advisory only).

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 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.

Progression

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 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 RSPB.

The report of the Supervisory Board is forwarded to Graduate Administrator to be considered by the RSPB. The report should be seen and acknowledged by the supervisor and student.
Research Students Progress Board
The Research Students' Progress Board (RSPB) 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 RSPB 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
For progression to the following year, students must attain marks of 60% (Merit) in all MREs graduate 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 doctoral 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 RSPB. 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 2nd June 2017. The pass mark for the research plan is 60.
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 the exams (i.e. obtain a mark of 60 or more) and have the research plan (EC990) approved by the supervisory board (also obtaining a mark of 60 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. The RSPB 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 RSPB. The RSPB 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 RSPB 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 RSPB. 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 RSPB. The RSPB 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.

Research and Skills training

Proficio
Proficio is our innovative professional development scheme for doctoral students, and it’s unique to Essex. We believe that your academic and professional development is vital to your growth as a doctoral student and so we credit your Proficio account with funds that can be spent on a variety of courses. You can find out more information via www.essex.ac.uk/study/pg/research/proficio and you can contact the Proficio team at proficio@essex.ac.uk.

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 or in the first term (autumn) of the 3-year 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 and workshops

There are weekly external seminars usually 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: www.essex.ac.uk/comms/events/whatson.htm
Assessment

Principal Regulations for Research Degrees and the Code of Practice for Research Degrees
www.essex.ac.uk/about/governance/regulations/regulations-higher.aspx;
https://www.essex.ac.uk/about/governance/regulations/codes-higher.aspx

The Principal Regulations and the Code of Practice are extremely important documents that set out both your responsibilities and the responsibilities of the University to you. Take time to familiarise yourself with them. They outline the roles and responsibilities of you, your supervisor, your Supervisory Board and the Research Student Progress Committee.

Extenuating Circumstances, withdrawing and intermitting www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

Extenuating circumstances are circumstances beyond your control which cause you to perform less well in your coursework or examinations than you might have expected. In general, extenuating circumstances will be of a medical or a personal nature that affect you for any significant period of time and/or during the examination period.

If you are taking taught modules you need to submit your form by the deadline, see:
www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx

Exceptional circumstances submissions relating to your overall postgraduate research studies should be made to the Supervisory Board and Research Student Progress Committee and you should consult your supervisor for the appropriate deadline.

Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Please seek advice from the Students’ Union Advice Centre, www.essexstudent.com/services/advice_centre/, or the Student Services Hubs, www.essex.ac.uk/students/contact/registry.aspx if you need any guidance.

Intermitting is a temporary withdrawal or leave of absence from your studies for one term, two terms or one academic year (stage). In exceptional circumstances, a period of up to two academic years away from our University may be allowed as long as it does not exceed your maximum period of study. Normally this is for reasons beyond your control such as health or personal problems. An intermission is approved for a defined period of time after which you would return to your studies. This is a formal process which needs formal approval and must be supported by your supervisor.

If you are thinking about intermitting, there are some practical things you need to consider such as academic issues, for example the impact on your maximum period of study, accommodation, financial matters (including the impact on your fees) and visas if you have a student or Tier 4 visa.

If you decide to intermit your registration will be changed to partial registration, which means that you will no longer be entitled to supervision or to attend any modules or training events. You will still have access to your Essex email account which we will use to communicate with you and some library access.

If you decide to intermit, you will need to complete the online form at www.essex.ac.uk/esf/ and you will receive an email confirming whether your request to intermit has been successful.

You should read the guidance on intermitting very carefully before submitting your form, at:
www.essex.ac.uk/students/course-admin/intermission.aspx. You are strongly advised to discuss intermitting with your department.
Withdrawing from your course is the formal process for permanently leaving your programme of study and the University. Before deciding that withdrawal is the best action for you, there are plenty of people at our University who can offer you information and advice. Where possible, we will try and give you the advice and support you need to help you stay and carry on with your studies.

You should consider whether taking a temporary break from your studies will help you to address the concerns that are making you think about leaving.

If you are thinking about withdrawing, there are some practical things you need to consider: accommodation; financial matters including your fees or funding body, visas (if you have a student or Tier 4 visa), careers advice available from our Employability and Careers Centre www.essex.ac.uk/careers/.

If you decide to withdraw, you will need to complete an online form (https://www.essex.ac.uk/esf/) and you will receive a letter confirming that your withdrawal has been completed.

**Completion, Submission and Examination of Thesis**

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 RSPB. 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 RSPB 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 RSPB. Application for extensions to the completion period must be communicated to the RSPB. 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 Director of Research Students. 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 based on a full reading 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.

The transition over to the electronic submission of theses for final copies
From 1st October 2015, students will be able to submit one bound hard copy of their thesis to the Library and an electronic copy of their thesis to the Repository. During this period students may still submit two hard bound copies to the Library rather than an electronic copy if they wish.

From 1st December 2015, students must submit one bound hard copy of their thesis to the Library and an electronic copy of their thesis to the Repository in order to receive the confirmation of award letter.

The Thesis Deposit Agreement
When submitting an electronic version, students will need to complete a Thesis Deposit Agreement at the Library and an electronic version of this for the Repository.

Students will be expected to have the same requirements for their Library and Repository thesis copies regarding any embargoes.

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:

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

**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.

**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.

**Re-marking of coursework**

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: [http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy/default.aspx](http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy/default.aspx) You will need to complete a form and be aware that marks can go down as well as up.

**Your viva and your examiners**

Your supervisor will not normally be present during your viva and will not normally have any contact with your examiners other than to arrange their appointment.

**Appeals, complaints, and fitness to practise**

If the recommendation of your Research Students Progress Committee is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so within two weeks of receiving the notification. You must do so in writing on the Form of Appeal which is available online at [www.essex.ac.uk/students/exams-and-coursework/ppg/pgr/default.aspx](http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgr/default.aspx).

You should read carefully the Appeals Procedure against a progress decision – postgraduate research students at: [www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx](http://www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx)

You may also appeal against an examination decision. 'Failed' or 'referred' candidates may submit their appeal no later than eight weeks after the notification of the decision.

You should read carefully the Appeals Procedure against an examination decision – postgraduate research students (thesis) at: [www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx#thesis](http://www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx#thesis)

Professional doctorate students may appeal against the recommendation of a Research Students’ Progress Committee that they be discontinued or downgraded within two weeks of receiving notification of the recommendation. You should read carefully the Appeals Procedure for professional doctorate students at [www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx#doctoral](http://www.essex.ac.uk/about/governance/policies/research-progress-appeals.aspx#doctoral)

Making a complaint. The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination. You can find the complaints procedure and the forms at [www.essex.ac.uk/students/experience/complaints.aspx](http://www.essex.ac.uk/students/experience/complaints.aspx)

A complaint is defined as **the expression of a specific concern about matters that affect the quality of a student’s learning opportunities** (this is in line with the QAA Quality Code for Higher Education, Chapter B9: Academic Appeals and Student Complaints). The University aims to resolve complaints quickly and informally.

Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work) at: [www.essex.ac.uk/about/governance/documents/policies/procedures-fitness-to-practise.pdf](http://www.essex.ac.uk/about/governance/documents/policies/procedures-fitness-to-practise.pdf)

If this applies to you, you will have been told by your department.

**Academic Offences Policy** [www.essex.ac.uk/about/governance/policies/academic-offences.aspx](http://www.essex.ac.uk/about/governance/policies/academic-offences.aspx)
The University takes academic offences very seriously. It is your responsibility to make yourself aware of the Academic Offences Policy, the regulations governing examinations, and how to correctly reference and cite the work of others. If you aren't sure what referencing system you should use, you should ask your department and also refer to page 39: Referencing and good academic practice in this handbook.

Academic offences include plagiarism, falsifying data or evidence, submitting a fraudulent claim of extenuating circumstances and copying the work of another candidate or otherwise communicating with another candidate in an examination. This list is not exhaustive. An academic offense can take place even if you didn’t mean to commit one.

**Ethics**

All research involving human participants, whether undertaken by the University's staff or students, must undergo an ethics review and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants at: [www.essex.ac.uk/reo/governance/human.aspx](http://www.essex.ac.uk/reo/governance/human.aspx) - along with the Ethical Approval application form.

‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements).

**Referencing and good academic practice**

**Information relating to the University's policy on academic offences**

Respecting authorship through good academic practice is one of the key values of higher education in the UK.

The University takes academic offences very seriously. You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully.

The Talent Development Centre offers a Moodle course in referencing via their website at: [www.essex.ac.uk/students/study-resources/tdc/writing/default.aspx](http://www.essex.ac.uk/students/study-resources/tdc/writing/default.aspx). You can also find online referencing guides for the main referencing guides used by the University at: [www.essex.ac.uk/students/study-resources/tdc/research/referencing.aspx](http://www.essex.ac.uk/students/study-resources/tdc/research/referencing.aspx) and attend workshops [www.essex.ac.uk/students/study-resources/tdc/research/workshops.aspx](http://www.essex.ac.uk/students/study-resources/tdc/research/workshops.aspx)

Further information relating to authorship and plagiarism is available at: [www.essex.ac.uk/plagiarism/index.html](http://www.essex.ac.uk/plagiarism/index.html)

Remember, if you have any questions about referencing you can ask our academic staff, or staff in the Talent Development Centre. **Also refer to pages 35-37 of this handbook for more referencing information including style guides.**

**Funding for Conferences**

All PhD students (except ESRC funded students) are eligible to apply for the departments Research Training Support Grants (RTSG). Claims for 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/himself 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 Education (?) 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. Full details of the hourly rates and how payments are made can be obtained by contacting the Departmental Manager or the Finance Assistant.

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.

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.shtm

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.
Practicalities: Getting Started and IT Matters

Registration, enrolling and transcripts
All new and returning students must register at the start of each academic year. The full process for new students includes activating your student record for the academic year, getting your email account, gaining access to IT and library services, and enrolment on modules and confirming your contact details. As your studies draw to a close, once your exam board has met, it takes up to ten working days for your results to be confirmed. The Assessment Team will publish your results, close your record and send you an award confirmation letter. You will receive an email when your results have been published on a secure web page. Your award certificate and academic transcript cannot be produced until the Assessment Team has released the results. For more about registration, visit our student webpages.
www.essex.ac.uk/students/new/registration
www.essex.ac.uk/students/graduation/award-documents

Find Your Way and room numbering system
Find Your Way is our interactive campus map app. Download it to help you find any location on campus and get directions quickly and easily. There’s also a handy web version - http://findyourway.essex.ac.uk/
If you’re looking for a specific room, follow these rules.

If the room number has three parts and the first is alphabetical eg TC.1.20 then the room is in one of the outer buildings. The format is building.floor.room. The first part indicates the building - “TC” is the Teaching Centre and “LH” is the Ivor Crewe Lecture Hall. The second part tells you the floor and the third the room number. For example, LH.1.12 is Ivor Crewe Lecture Hall, floor 1, room 12.

If the number has three parts and the first contains numbers and letters eg 5N.7.16, then the room is in square 4 or 5. The format is entrance.floor.room. The first part tells you the square and corner (eg 4S is the south corner of square 4), which matches the labels on the entrances (eg door 4NW is next to The Store). The second part is the floor and the third part the room. For example, 5NW.6.12 is in the north-west (NW) corner of Square 5 (entrance "5NW"), floor 6, room 12.

If the number has two elements and the second element has three digits eg 4.722, the room is in the Maths/Social Studies/Rab Butler/Square 1 building area. The first number shows the floor and the last three digits show the room number.

Also... if the last three digits are 700-799 the room is off Square 1, and if the last three digits are 500-599 the room is in the Square 2 area (Computer Science). For example, 5.512 is room 512, floor 5.

www.essex.ac.uk/about/colchester/documents/location_of_teaching_rooms.pdf

IT support, wifi, email account, free MS office, computer labs, m:drive
Visit our website to set up your IT account and password. Once you’re set up, you can access email, log on to lab computers, connect to eduroam wi-fi and much more. www.essex.ac.uk/it/getaccount.
You must change your password within four weeks of starting, and then once every four months after that. The easiest way to change your password is online at: www.essex.ac.uk/password.

As part of your Office 365 email account you get unlimited cloud storage space for all your documents with OneDrive. OneDrive lets you create, edit, and share documents online. You also get at least 300 MB of local storage, known as your M: drive. You can access this by going to ‘My Documents’ on any lab computer.

Visit the IT Services website for helpful information, including how-to guides, answers to frequently asked questions, and links to video screencasts. www.essex.ac.uk/it

If you can’t find what you’re looking for, or if you need to talk to someone, then you can get help from the IT Helpdesk in the Silberrad Student Centre. Open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm.

You can also download Microsoft Office 365, for free. You can install it for free on up to five computers, and up to five mobile devices. www.essex.ac.uk/see/software

If you need to use a computer on campus our computer labs are the perfect place to study or work. Many labs stay open until late and some are open 24/7. For computer lab locations, opening hours and real-time availability visit: www.essex.ac.uk/it/computers/labs.

Tier 4 Information

If you are a citizen of a country that is not part of the European Economic Area or Switzerland it is likely that you will require a visa to enter or remain in the UK to study. The type of visa you need to apply for will depend on your personal circumstances, proposed study and where you are applying from. Find out more on the University’s website at: www.essex.ac.uk/immigration/

On-campus facilities

There is a broad range of facilities to support your living and learning experience at our Colchester Campus – including study-based services like the IT helpdesk and group study pods, but also various food and drink venues, three banks, a general store run by the Students’ Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

www.essex.ac.uk/students
www.essex.ac.uk/welcome

Graduation

The culmination of all your hard work, Graduation ceremonies take place at our Colchester Campus each July in the Ivor Crewe Lecture Hall. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend. For more information visit our graduation pages:

www.essex.ac.uk/students/graduation
Skills, Employability and Experience

Employability and Careers Centre
Our careers specialists can give you valuable advice throughout your time at Essex and beyond. We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online access to graduate and part-time job vacancies.
www.essex.ac.uk/careers

Learning Languages at Essex
Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job. There are a number of ways to do it, so look online to discover the best option for you.
www.essex.ac.uk/study/why/languages

Talent Development Centre
Unleash your potential and visit our Talent Development Centre. Providing support on academic literacy, numeracy, English language, employability and IT to help you be the best you can be.
www.essex.ac.uk/students/study-resources/tdc/

Career Hub
Browse hundreds of top jobs and graduate vacancies, sign up to exclusive careers events, book CV reviews and one-to-one careers advice, and connect with employers on CareerHub, our online jobs portal.
www.essex.ac.uk/welcome/careerhub

Frontrunners
Frontrunners is the on-campus work placement scheme, and one of the best ways to enrich Frontrunners is our unique placement scheme for students. We'll give you challenging employment opportunities on campus and help you develop the skills you need to compete for the best jobs. We'll even give you on-the-job training and pay you, too.
www.essex.ac.uk/welcome/frontrunners

Student Ambassadors
Student Ambassadors are current students who help to promote the University and higher education. As a Student Ambassador you can get involved in a whole range of opportunities, in particular helping our Student Recruitment and Outreach teams. Student Ambassadors are normally recruited at the start of the Autumn Term.
www.essex.ac.uk/careers/job_hunting/on_campus

Volunteering
There are plenty of opportunities to **volunteer** during your time at Essex. The Students’ Union runs the vTeam, which is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

[www.essex.su/vteam](http://www.essex.su/vteam)

**Big Essex Award**
This is the University’s **employability award** and will help you stand out from the crowd and get University recognition for all your extra-curricular experience.

[www.essex.ac.uk/careers/bige](http://www.essex.ac.uk/careers/bige)

**Essex Interns**
Essex interns create paid internships exclusively for you as an Essex student. They’re flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package.

[www.essex.ac.uk/careers/internships](http://www.essex.ac.uk/careers/internships)
Health, Wealth, Support and Safety

Student Services Hub, including contacts for disability/SpLD
Please see the section entitled disabled students’ information on page 18.

Wellbeing, counselling and confidential issues
If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the Student Services Hub is the place to go. Want to know how and when to apply for accommodation? Having problems with your funding? Struggling with exam stress? Your questions matter and you’ll get answers from our team of experts.

Colchester email: askthehub@essex.ac.uk
Southend email: askthehub-sc@essex.ac.uk
Loughton email: askthehub-lc@essex.ac.uk
www.essex.ac.uk/students/health-and-wellbeing

If you get into financial difficulty get help and talk to someone as soon as possible. The sooner your problem is identified, the sooner it can be solved. Advisers in our Student Services Hub and our independent SU Advice Centre can listen and talk you through the issues.

Harassment advisory network, dignity and respect
We are Essex. We encourage a culture of dignity and respect. We’re committed to upholding an environment that’s free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our network of trained harassment advisors are on hand to help.
www.essex.ac.uk/equality
www.essex.ac.uk/equality/harassment
www.essex.ac.uk/students/new

Faith groups
We’re proud of our vibrant and diverse multicultural community and we recognise and support the many different religions and beliefs on campus. The calm, friendly and supportive atmosphere in our Multi-Faith Chaplaincy is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.
www.essex.ac.uk/students/experience/mfc

Nightline
Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We work under strict confidentiality ensuring complete anonymity, and we’re always willing to listen. From tea and toast to campbeds, whether you’re waiting for a taxi, need a revision break, or just want to chat, pop in or call us.
www.essex.ac.uk/students/health-and-wellbeing/nightline

Health and safety on campus
Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this we work closely with local agencies including the police and borough councils. Take a look at our website for general advice and information. http://www.essex.ac.uk/students/experience/safety
Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disabilities that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

www.essex.ac.uk/students/experience/safety
www.essexstudent.com/services/safety_bus
www.essex.ac.uk/students/campus/emergency
www.essex.ac.uk/ohsas/fireSafety/peep.htm

Residence Life
Our Residence Life team is here to help you settle in and support you during your time living on campus. 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’ve got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.

http://www.essex.ac.uk/accommodation/support/reslife

Health Centre
If you’re studying on a course for more than six months, you’re required to register with a local doctor. Our Colchester Campus has its own health centre or you can use the NHS Choices postcode finder to find your nearest doctor.

www.rowhedgesurgery.co.uk
www.nhs.uk

Students’ Union Advice Centre
Our 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.

www.essex.su/advice
suadvice@essex.ac.uk
01206 874034

University Privacy Statement
Under the Data Protection Act 1998, any individuals about whom the University may be holding personal data have the right to access the data that is being held about them. Full details about how this works, and how to request such information are available on the Records Management web pages, see: ‘How to access your personal data’.

www.essex.ac.uk/site/privacy_policy
www.essex.ac.uk/records_management/request
The Essex Student Charter
Our Student Charter is developed by the University of Essex and our Students' Union as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community.
www.essex.ac.uk/students/experience/charter

Freedom of speech policy and Code of Conduct
For regulations relating to the Code of Student Conduct; procedures for investigating breaches; appeals process please refer to the Terms and Conditions apply booklet all new students receive with welcome information, previously known as the Code of Student Conduct and The Rulebook. This information is on the University’s website and is updated annually.
www.essex.ac.uk/students/study-resources/handbooks
www.essex.ac.uk/about/governance/regulations/code-conduct.aspx

Essex Spirit, social media and other channels of communication with students
Keep up-to-date with important news, events and offers from across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.
http://blogs.essex.ac.uk/essexspirit/
www.essex.ac.uk/students/new/

We have more than 60 Facebook pages, including one for each department. We’re also on Twitter.
www.facebook.com/uniofessex/
https://twitter.com/Uni_of_Essex

Our ‘What’s on?’ calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex.
http://www.essex.ac.uk/events

Students’ Union
We’re famous for our Students’ Union at Essex, and for good reason. Here you’re not just a member of a normal Students’ Union, you’re part of a family. We’re here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. We’ve given students the tools to set up over 100 societies for anything they want. And if you’re into sport – we run more than 40 sports teams and unlike other Universities ours are free to join. You choose what drinks we serve in our bar and what products we stock in our shops, just write it on the wall and we’ll do our absolute best to get it in stock for you ASAP.
Say hello at essex.su

Alumni
Your time will fly by. But Essex is forever, not just for a few years, and you’ll be part of this place for life. When you graduate, you’ll get an alumni card, which gets you access to all alumni events, like our popular Sports Weekend, and allows you to keep using the gym and the library, so stay in touch.
alumni.essex.ac.uk/home
What comes next?
Choosing to be a postgraduate research student at Essex is one of the few decisions in life that's black and white. Our research degrees include PhD, MPhil, MSc, MA and MD, and our culture of world-class research provides an outstanding and supportive environment in which to undertake your research study. If you decide to stay on for further study with us, you'll have a great opportunity to study a challenging course within a research-intensive and supportive environment. You'll develop knowledge in your chosen area and learn from some of the top academics in the field, while becoming a valued member of our postgraduate community. Explore our courses on our coursefinder, and find out more about the value of being a postgrad.

www.essex.ac.uk/study/pg
www.essex.ac.uk/coursefinder

We offer two research degrees in Economics:

- MPhil Economics
- PhD Economics
These degrees begin in the Autumn term with students taking two doctoral modules.

You will study in a vibrant research environment as recognised by our top ten ranking in the most recent national research ranking (REF 2014) and ranked among the top hundred departments on the planet according to the QS World University Rankings.
Located at the heart of an internationally acknowledged social science network, you will receive advanced research training, expert supervision to support progression through the programme and top quality research facilities.
We understand how important it is for research students to have access to computers and quiet space to work. There are also lots of opportunities to join the vibrant research culture in the department, whether that's through weekly seminars or discussions with academics in the coffee room.