

TEMPLATE FOR POSTGRADUATE TAUGHT STUDENTS: MPHIL IN ECONOMICS

1. *Who is the Course Director with overall responsibility for students on this course?*

Professor Marcel Fafchamps, Director of Graduate Studies.

2. *What induction arrangements will be made?*

Students are sent a package in July with details of the programme, preliminary reading, maths crash course, IT Introductory classes and IT User Statement.

Graduate induction consists of an introductory meeting, maths crash course, interview with their Departmental Advisor, OUCS, Library and IT induction programmes.

3. *What is the overall length of the course, and for how many weeks are students expected to work in Oxford?*

This is a full-time two-year course. Students are expected to work for about 44 to 46 weeks, but outside of normal term time they might be working away from Oxford.

4. *What is the pattern of lectures, classes, seminars, tutorials and self-directed work for this course?*

The three core courses in year 1 are based around a series of lectures with accompanying weekly or fortnightly classes in groups of 10-12 students. Self-directed work is based around regular problem sets for each course, and essays. These are marked by class tutors and students receive regular feedback on their work.

The option courses in year 2 are taught through a combination of lectures and seminars. Students are provided with directed reading lists and may be required to complete problems sets and/or essays depending on the nature of the course material.

In year 2, students are assigned an MPhil thesis supervisor who provides regular one-to-one supervision.

5. *What one-to-one or small group teaching will students on this course receive?*

Students in the 1st year of the MPhil receive small group teaching for classes (usually no more than 10 in a group).

In the 2nd year many of options offered are taught in small groups. Thesis supervision is on a one-to-one basis.

6. *Who will take overall responsibility for an individual student's progress and for completing the joint progress report form in each term of the course?*

Responsibility for an individual student's progress is usually taken by the supervisor, but the Director of Graduate Studies and the Graduate Administrative Officer will also monitor progress of all students on the course. The progress report form each term will be completed by the supervisor.

7. *What workspace will be provided? What IT support/library facilities/experimental facilities will be available?*

Workspace, thin clients and a printer for students use is provided in a study room in the Library. The Social Sciences Building has an IT Office who provides support to all students.

8. *What opportunities are provided for students to take part in research seminars or groups? What formal graduate skills training will be provided?*

The timetable for Departmental Seminars given by members of academic staff, research students and visitors to the Department, is available on the website. They are encouraged by their supervisors to attend these talks and also to attend talks organised by some of the research groups that may be of particular interest.

The Department offers a “How to write a thesis” course where members of academic staff give presentations on techniques and ideas on how to do research and write a thesis. .

9. *What are the arrangements for student feedback and for responding to student concerns*

GJCC meet every term and information about the timing of the meetings and who to contact are put on the website. Students undertake a survey and this is then passed to course convenors. Comments are incorporated in a report which is presented to the Graduate Studies Committee and GJCC.

10. *What arrangements for accommodation, meals and social facilities will be made for students on a graduate taught course?*

Obviously, this question relates mostly to colleges, but common room and cafeteria are provided in the building for graduate students.

Many colleges will be able to provide the student with at least one year’s accommodation. Generally speaking the college will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and students will need to familiarise themselves with their college’s detailed arrangements. In addition there are usually self-catering facilities available in graduate accommodation. Students will be a member of the Middle Common Room, or equivalent, of their college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and may often have dedicated funds for research (conference and field grants). It also represents the interests of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

11. *What arrangements are in place for pastoral and welfare support?*

There are many people within the Department to provide pastoral and welfare support, i.e. the Supervisor, the Advisor, the Course Director, Director of Graduate Studies and the Graduate Administrative Officer. If a student does need such support, then we ensure that we communicate with the college so that this can be co-ordinated.

There is an extensive framework of support for graduates within each college. The college will allocate students a College Advisor from among its Senior Members, usually in a cognate subject, who will arrange to see them from time to time and whom they may contact for additional advice and support on academic and other matters. In college student may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates is a fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of Tutor for Graduates. Each college will also have other named individuals who can offer individual advice. The University also has a professionally staffed confidential Student Counselling Service, which offers assistance with personal, emotional, social, and academic problems.