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1. Foreword

Statement of Coverage

This handbook applies to students starting the MPhil in Economics in Michaelmas Term 2018. The information in this handbook may be different for students starting in other years.

Disclaimer

The Examination Regulations relating to these courses are available at: http://www.admin.ox.ac.uk/examregs/. If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Graduate Administrator (econgrad@economics.ox.ac.uk).

The information in this handbook is accurate as at 30 September 2018. However it may be necessary for changes to be made in certain circumstances, as explained at www.graduate.ox.ac.uk/coursechanges. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

For the latest version and updates visit the Graduate Section of the Department WebLearn site: https://weblearn.ox.ac.uk/portal/site/socsci:econ.

Policies and Regulations

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website https://www.ox.ac.uk/students/academic/regulations.
1.1 Welcome
From the Head of Department

I am very happy to welcome you to the Department of Economics and our lively and diverse community of economists, with nearly 50 Professors and Associate Professors, more than 30 early career researchers, and around 300 graduate students. Whatever your areas of interest within economics, you should find others here – fellow students and faculty members – with whom you can share ideas, and from whom you can learn – through informal interactions as well as in lectures, classes and the extensive seminar programme.

The MPhil and DPhil in Economics have been starting points for the careers of many distinguished economists, in academia and beyond. You will be taught and supervised by people at the forefront of research, who will encourage you to aim high. We hope that you will take advantage of the many opportunities available here to develop your own expertise as an economist, and above all that you will enjoy studying and learning with us.

Professor Margaret Stevens

From the Director of the MPhil in Economics

I am pleased to welcome you to graduate studies in the Department of Economics. Many faculty members are graduates of the Oxford MPhil Economics programme and know that the next couple of years will be both challenging and rewarding. During that time you will hone your analytical skills and develop your critical awareness – and I hope you will later use them to benefit both yourself and others. Welcome.

Professor Godfrey Keller
1.2 Introduction

This handbook has been prepared by the Graduate Studies Committee of the Department of Economics. It is intended as a source of information in its own right, and as a guide to other sources of information that will help you to organise and plan your studies.

Please note the following points, which may help you to find your bearings in the University:

- You should ensure that you have been issued with a University card by your college. This card, among various other functions, gives you access to the Bodleian and Bodleian Social Science libraries.

- Make sure that you have a University email address and access to the Internet. There is a large amount of relevant information on the Department of Economics Website and notices from the Department are typically distributed to graduate students through email.

- Make sure that you have a copy of the Lecture List, available on WebLearn; [https://weblearn.ox.ac.uk/portal/site:/socsci:econ:graduate](https://weblearn.ox.ac.uk/portal/site:/socsci:econ:graduate)

- Information about research interests of current graduate students and staff may be found on the Department of Economics website ([www.economics.ox.ac.uk](http://www.economics.ox.ac.uk))

The Department of Economics

Most teachers of Economics in the University have both University and College posts. The Department of Economics is housed in purpose-built accommodation in the Manor Road Building on Manor Road.

The building, designed by Sir Norman Foster, houses the Bodleian Social Science Library, research facilities, graduate workspace area, lecture theatre, teaching rooms, IT training rooms and a large common room for faculty and graduate students.

The Social Science Library is a first-class research library open to all members of the University. It possesses over 150,000 books and 500 current social science journals, all on open shelving. There are places for 400 readers, including three study rooms for exclusive use by graduates. It also has extensive IT facilities.

The Department is home to the Oxford Centre for the Analysis of Resource Rich Economies (OxCarre), Centre for the Study of African Economies (CSAE), and the Oxford Institute for Global Economic Development (OxIGED).

OxCarre has been established to become a global centre of excellence for the analysis of resource-rich economies, under the direction of the BP Professor of Economics. The centre will act as the core of a global network, undertaking rigorous research to improve our understanding of the performance of resource-rich economies. It brings together existing Oxford expertise in the theoretical and empirical economics and applies this to the issues facing resource-rich economies in the developing and the developed world.

[http://www.oxcarre.ox.ac.uk/](http://www.oxcarre.ox.ac.uk/)
CSAE applies modern research methods to Africa's economic problems. It offers attractive facilities to doctoral students working on topics related to the economics of Africa and other parts of the developing world, and also manages the Museveni Scholarship.  
http://www.csae.ox.ac.uk/

Social Sciences Divisional Board

Graduate students in Economics at Oxford come under the jurisdiction of the Social Sciences Divisional Board.

The Graduate Studies Committee for Economics

In practice most of the responsibilities are delegated by the Social Sciences Divisional Board to its Graduate Studies Committees. The Economics Graduate Studies Committee has seven members, who are chosen annually. For the academic year 2018-2019, the Director of Graduate Studies (and thus Chair of the Committee) is Dr Sanjay Jain.

The MPhil Committee

The organisation of the MPhil course is the responsibility of the MPhil Committee, and is chaired by the Director of the MPhil, Professor Godfrey Keller; co-opted members will normally be those who convene the MPhil core courses. The GJCC MPhil representatives also attend this meeting.
1.3 Useful Contacts

Department of Economics

Professor Margaret Stevens
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Deputy Head of Department
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Dr Sanjay Jain
Director of Graduate Studies
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Professor Godfrey Keller
Director of the MPhil in Economics
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Head of Administration and Finance & Disability Contact
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Ms Julie Minns
Graduate Administrator
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Ms Vanessa Sumner
Graduate Admissions Officer
Email: econgrad.admissions@economics.ox.ac.uk

Mr Dan Spencer
Administrative Assistant
Email: academic.office@economics.ox.ac.uk
Division

Ms Lesley Darcy
Graduate Studies Coordinator
Email: graduate-studies-3@socsci.ox.ac.uk

Graduate Consultative Committee (GJCC)

Mr Simon Finster (Chair)
Nuffield College
DPhil
Email: simon.finster@economics.ox.ac.uk
1.4 Useful Links

<table>
<thead>
<tr>
<th>College Handbooks</th>
<th>These are available on College websites.</th>
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<tr>
<td>Economics website</td>
<td><a href="http://www.economics.ox.ac.uk/">http://www.economics.ox.ac.uk/</a></td>
</tr>
<tr>
<td>Economics WebLearn</td>
<td><a href="https://weblearn.ox.ac.uk/portal/site:/socsci:econ:graduate">https://weblearn.ox.ac.uk/portal/site:/socsci:econ:graduate</a></td>
</tr>
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| Exam Regulations & Conventions | Department: [https://weblearn.ox.ac.uk/portal/site:/socsci:econ:graduate](https://weblearn.ox.ac.uk/portal/site:/socsci:econ:graduate)  
University: [http://www.admin.ox.ac.uk/examregs/](http://www.admin.ox.ac.uk/examregs/) |
| Manor Road IT Services | itsupport@manor-road.ox.ac.uk  
[https://it.manor-road.ox.ac.uk/](https://it.manor-road.ox.ac.uk/) |
| Oxford Students website | [https://www.ox.ac.uk/students?wssl=1](https://www.ox.ac.uk/students?wssl=1) |
| Social Sciences Library | ssl@bodleian.ox.ac.uk  
[http://www.bodleian.ox.ac.uk/ssl](http://www.bodleian.ox.ac.uk/ssl) |
| Student Status (changes) | [https://www.ox.ac.uk/students/academic/guidance/graduate/status](https://www.ox.ac.uk/students/academic/guidance/graduate/status) |
| University Student Handbook | [https://www.ox.ac.uk/students/academic/student-handbook](https://www.ox.ac.uk/students/academic/student-handbook) |

1.5 Important Dates

<table>
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<tr>
<th>Term Dates</th>
<th>Michaelmas 2018</th>
<th>Sunday 7 October – Saturday 1 December</th>
</tr>
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<tr>
<td></td>
<td>Hilary 2019</td>
<td>Sunday 13 January – Saturday 9 March</td>
</tr>
<tr>
<td></td>
<td>Trinity 2019</td>
<td>Sunday 28 April – Saturday 22 June</td>
</tr>
</tbody>
</table>

| Submission dates 1st year MPhil students | Hilary Term (wk 5) | Option choice to be submitted to the Academic Office.  
Trinity Term (wk 5) | Notification of MPhil thesis supervision submitted to the Academic Office. |

| Examination Timetable | 1st year | Michaelmas Term | Students are automatically entered for first year exams.  
Trinity Term | Examinations will commence in week 7. Results announced in week 10. |
|----------------------|----------|----------------|------------------------------------------------|
|                      | 2nd year | Hilary Term    | Submission of entry for final examinations by Friday of week 2.  
Trinity | Submission of two copies of the MPhil thesis by noon on Wednesday of week 3.  
Written examinations will commence in week 7. Results announced in week 10. |
2. **Funding and Awards**

Student Funding Services is responsible for administering a wide range of Oxford schemes offering financial support to students. The competition for scholarships and grants to study in the UK is extremely strong and there are usually strict requirements. You should check carefully that you are eligible to apply for a particular scholarship before making an application, as most of the schemes are restricted to certain nationalities and/or courses. If you are an international student, you should also contact the Ministry of Education or Education Department in your own country for information on national aid schemes, as well as your nearest British Council Office for advice on opportunities and funding for studying abroad.

The Student Funding Services website – [http://www.ox.ac.uk/students/fees_funding_living_costs/](http://www.ox.ac.uk/students/fees_funding_living_costs/) – contains detailed information on funding sources and support available and how to apply. You can also enter your details into the searchable funding database, to find out which schemes you are eligible for.

If you have an enquiry which is not addressed by the information on our website, please email student.funding@admin.ox.ac.uk or call +44(0) 1865 280487.

2.1 **George Webb Medley and OEP Funds**

The purpose of these funds is to support small-scale research-related activities by members of the Economics Department, including graduate students. The funding is intended primarily for those without personal research allowances from other sources (e.g. ESRC).

The George Webb Medley and OEP Funds can award grants towards conference attendance for those presenting a research paper, travel costs to visit other universities for study purposes, as well as research expenses. Grants are given only to proposals with sufficient 'economic' content to be regarded as within the bounds of the 'science of political economy'.

Application should be made in advance of incurring any expenditure and must be justified in terms of its relevance to the student's research plan and of a carefully worked out budget based on the cheapest form of travel. It will need the support of one referee (normally the supervisor) who should be asked by the applicant to write directly to the secretary of the fund. Grants will not be made towards the foreseeable expenses of obtaining a higher degree (such as the cost of typing, binding or photocopying a thesis).

Guidelines and application forms are available [here](http://www.ox.ac.uk/students/fees_funding_living_costs/).

The completed form should be submitted to the Finance Department (financeadmin@economics.ox.ac.uk), room 262 (phase 1) Manor Road Building.

Applications may be sent in at any time, but it is advisable to apply at least one month in advance of the project for which the grant is required.
3. Course Content and Structure

The MPhils in Economics is a 21 month course, and has a FHEQ rating of 7, and minimum credit value of 180.

Course aims

The degree of MPhils is a basic professional qualification in Economics and the normal route in Oxford by which students who have previously acquired a first degree in Economics or another approved subject should equip themselves for advanced study and research. The programme has been designed to provide a rigorous training comparable to the first two years of the PhD programme in US universities.

Intended learning outcomes

Students will develop a knowledge and understanding of:
Modern Economics and Econometrics at an advanced level: we provide professional postgraduate training by providing a thorough grounding in all main branches of economics including the underlying necessary quantitative techniques, as well as a deep knowledge of at least two specialisms and some research experience. In particular we aim to teach a depth of knowledge across the board so that a person emerging from the course will be able to operate in more or less any specialism (e.g. macro-modelling, environment, utility regulation etc.) with a rather limited amount of study which can be undertaken informally. This is vital as the demand for expertise in various specialisms fluctuates dramatically through time. This training qualifies the student to work as a professional economist in government, commerce, industry, consultancy or international organisations. Such an economist may be expected to undertake original research, give economic advice, supervise consultancy projects etc.

The technical and research skills necessary to pursue research or professional careers in Economics: we prepare a student who so wishes to undertake doctoral research. Anyone who completes the MPhils is in a position immediately to undertake doctoral research without any further formal training. Indeed, in Oxford, the MPhils thesis is generally incorporated into the DPhils for those students who proceed to the research degree.

How to carry out a substantial research project, through largely independent work on a substantial thesis on a pure or applied topic in Economics.

Studying in a large and internationally diverse community of graduate students, faculty, and visitors: students from the MPhils in Economics are highly sought after by employees in both the private and public sectors. Many of our graduates have taken up employment in the City, the Bank of England and HM Treasury and, of course, have gone on to employment in the academic world.

Course structure/description

Overview

In the first year, students take courses in the three core subjects: Microeconomics, Macroeconomics and Econometrics. Lectures and classes are the main teaching vehicles, and are closely co-ordinated in an intensive programme. Each student is allocated to a class for the compulsory papers (Macroeconomics and Microeconomics meeting in alternate weeks; Econometrics meeting weekly). Assignments have to be prepared for each
class, and are marked and returned. The Lectures are ideal for putting across the basic concepts of the course and providing the necessary tools for the compulsory papers. The classes play a particularly useful role in providing the students with practical experience in dealing with specific problems and tasks. In the setting of a small class environment it is possible for the students to discuss particular areas of the course, which may present particular difficulties.

In the second year, students study at least one of the three core subjects at an advanced level plus a selection of optional courses. Option courses are taught through lectures, classes, tutorials and seminars, the balance varying with the nature of the material and the numbers taking the course. The choice and combination of the option courses is student-specific and often indicates the direction in which they anticipate their future career will follow.

Students are also required to write a thesis in the second year, supervised by a member of the Department. The thesis is up to 30,000 words in length and is expected to contain some original research. It is typically incorporated into a DPhil thesis if the student continues with his or her studies. In a typical year, around 1/4 to 1/3 – say 20 – of the graduating MPhil cohort continue to doctoral studies at Oxford. Research topics are chosen by students, in consultation with their intended thesis supervisor. Normally a student may expect a meeting at least once a fortnight, although there is no formal limit as to the amount of time the student may spend with their supervisor if there is a need.

**Detail**

**1st-year MPhil courses**

In the first year, MPhil students study the three core subjects:

- Microeconomics
- Macroeconomics
- Econometrics

There are lectures in the first two and a half terms of the year, supplemented by classes (fortnightly for Microeconomics & Macroeconomics, weekly for Econometrics) for which students submit solutions to the problem sets assigned by the lecturers.

There are also lectures and classes in:

- Mathematics

These run from two weeks before the start of the first term to about half way through the first term

There is an examination in each of the three core subjects at the end of the first year.
2nd-year MPhil courses

In the second year, MPhil students take five courses from a list of options and write a thesis. Courses are drawn from the following list:

- Advanced Econometrics 1*
- Advanced Econometric 2*
- Advanced Macroeconomics 1*
- Advanced Macroeconomics 2*
- Advanced Microeconomics 1* & 2* (can be taken as a single or double option)
- Behavioural Economics
- Development Economics 1
- Development Economics 2
- Economic History 1
- Economic History 2
- Empirical Microeconomics
- Financial Economics 1
- Financial Economics 2
- Industrial Organisation 1
- Industrial Organisation 2
- International Macroeconomics and Finance
- International Trade 1
- International Trade 2
- Labour Economics
- Public Economics
- Urban Spatial Economics

Candidates must take at least one starred (*) option (advanced core subject) and at least one non-starred option (field subject).

*Not all courses in the option list are available every year.* The provisional list of options available to you will be announced in Trinity Term of your first year. The final list will be confirmed before the start of Michaelmas Term in the second year.

Students are examined on these courses at the end of the second year.

Second year students make preliminary option choices by the end of week 5 of Hilary Term in their first year.

MPhil thesis

The thesis is up to 30,000 words long, and some lectures offering advice on the choice of topic and the approach to writing a thesis are provided at the end of the second term of the first year. It is for each student to initiate the process of finding a thesis supervisor from members of the Department that seem most appropriate. Students must notify the Graduate Administrator of their thesis supervisor and topic by the end of week 5 of Trinity Term of their first year, and the thesis must be submitted in the final term of the second year.

Teaching weeks

Oxford terms – Michaelmas, Hilary and Trinity – are measured in weeks. Undergraduate teaching takes place during Weeks 1–8 (known as Full Term), but some teaching for
graduate courses also takes place in Week 0 and Week 9. Consequently, it is important that
graduate students plan to be in Oxford during those weeks of term as well as during the
period of Full Term.

3.1 Syllabus
Description of Courses

A brief description is provided below. Detailed course information, including lecture lists, is
available on the Economics WebLearn site:
https://weblearn.ox.ac.uk/portal/site:socsci:econ:graduate

1st Year MPhil Courses

Macroeconomics
The course in macroeconomics is designed to give an overview of modern dynamic
macroeconomic theory.

Microeconomics
The objective of the course is to give students a thorough grounding in microeconomics so
that they can understand the modern microeconomic literature and can perform
microeconomic analysis in either a professional or academic environment.

Econometrics
The first-year econometrics course aims to provide students with a grounding in statistical
and probability theory, econometric theory and methods, and empirical applications in
economics, such that applied econometrics reported in the main economics journals can
be read with a good understanding and a critical perspective. The subject has advanced
rapidly over the last couple of decades, and is an essential element in every economist’s
toolkit.

Mathematical Methods
The Mathematics for Economics course, held during the two weeks before the start of
Michaelmas Term, covers foundations and basic techniques in mathematics and probability.
Preparatory notes and exercises covering the most basic material that is prerequisite for
the course are sent to students two months in advance, for them to work on before they
attend the course.

The Mathematical Methods course in Michaelmas Term follows on directly from the
introductory Mathematics for Economics course. The topics are Static Optimisation and
Dynamic Optimisation. The course is intended to provide students with knowledge of
mathematical techniques that are important in economics, particularly those required for
the first-year MPhil courses in Microeconomics, Macroeconomics and Econometrics.
2nd Year MPhil Courses

Advanced Econometrics 1
A thorough coverage of aspects of modern microeconometric methods such that students can potentially develop substantive new empirical findings.

Advanced Econometrics 2
A thorough coverage of aspects of modern time series econometrics such that students can potentially develop substantive new empirical findings.

Advanced Macroeconomics 1
Firm heterogeneity in macroeconomics; Computational economics

Advanced Macroeconomics 2
Applied monetary economics; Monetary policy, fiscal policy, and financial frictions; Topics in applied monetary economics.

Advanced Microeconomics 1
This course consists of several lecture modules covering important topics in Microeconomic Theory. Students taking this course, as either one or two units, are free to choose whichever lecture modules they wish to attend (regardless of the term), after taking into account the rubric for the examination. In particular, those taking Micro 1&2 as a single unit can focus on any two full modules from both terms (they need not take two modules in the same term). They can of course (and may well benefit if they) attend the lectures of more than two full modules, and then decide in the examinations which questions they want to answer.

Behavioural Economics
Behavioural economics is a blend of traditional neoclassical microeconomics and empirically motivated assumptions whose goal is a better understanding of economic behaviour. It can be divided into behavioural decision theory and behavioural game theory. Each subfield differs from its mainstream counterpart by paying particular attention to the psychological realism of behavioural assumptions and their consistency with empirical evidence. The goal is to identify empirically important deviations from traditional assumptions, use the alternative assumptions the evidence suggests to build tractable formal models, and use the models to reconsider standard microeconomic questions. (Much of the empirical evidence used is experimental, but this is not a course in experimental economics: Experimental methods are considered only as needed to interpret evidence; and connections with field evidence will be made whenever they are helpful.)

Development Economics 1
The objective of the course is to give students an introduction to major themes in the modern microeconomics of development, covering both empirical and theoretical methods. The course, taught in Michaelmas Term, consists of 16 hour lectures covering core development economics material and discussing the application of methods of modern micro-economic analysis to developing countries

Development Economics 2
The purpose of this course is to give an opportunity to students to specialize in some of the many areas that fall under the development economics umbrella. The course is divided into eight 4-week modules. Each module is self-contained and can be taken independently.
Economic History 1
Why are some countries rich and others poor? The gap between rich and poor has emerged since 1500, and the course will analyse nature and causes of this divergence by confronting theories of growth with the facts of history. The roles of geography, institutions, and culture will be explored as well as the impact of globalization and imperialism on both the colonized and colonizers. Why did western countries invent and adopt high productivity technology and why has its use spread slowly to most of the rest of the world? And how have a few poor countries managed to catch up with the West?

Economic History 2
This course provides an introduction to the history of globalization, and to monetary and financial history. The first half of the course provides an introduction to the history of the international economy over the past two centuries, and asks: What were the causes and consequences of globalization and deglobalisation over the long run? The course will focus in particular on the period between 1870 and 1939, and special attention will be paid to the Great Depression and its consequences.

Financial Economics 1
An introduction to major issues in asset pricing and market microstructure. Topics covered may include the following: equilibrium in security markets, incomplete markets, options pricing, CAPM and APT, money and default, models in theoretical and empirical microstructure, prices and rational expectations equilibrium, strategic trading.

Financial Economics 2
Major themes in corporate finance. Topics covered may include the following: debt, taxes and capital structure, capital structure with asymmetric information, security design with asymmetric information, security design and investor information production, mechanism design in financial markets, interactions between financial and real markets, empirical corporate finance.

Empirical Microeconomics
The objective of the paper is to provide students with a thorough introduction to the analysis of micro data, with a special focus on bringing together micro theory and micro data. The course will rely heavily on particular illustrations of empirical work in the lecturers’ own fields.

Industrial Organisation 1
The course covers models of equilibrium in monopoly and oligopoly markets. Indicative topics include oligopoly pricing, product differentiation, price discrimination, search, market power, entry, and vertical relations. Lectures cover theoretical and empirical treatments of these topics: half of the lectures are Theoretical IO and the other half are Empirical IO. The exam allows candidates to specialize in Theoretical IO topics, or specialize in Empirical IO topics, or to cover both sets of topics.

International Macroeconomics and Finance
The aim of the course is to give an overview of the recent literature in international macroeconomics and finance as well as to develop tools and ideas for writing research papers. The first part focuses on the real determinants of the current account. The second part studies international financial markets and business cycles. The last part looks at financial crises and monetary policy in open economy.
**International Trade 1**
What determines countries’ production structures and the consequent patterns of international trade? How does trade shape the level and evolution of the distribution of income within and between countries? What are the arguments for and against trade policy? The course will cover comparative advantage, including classical and Heckscher-Ohlin trade theory, and theoretical extensions incorporating monopolistic competition and firm heterogeneity. Material will be primarily micro-economic theoretic but will also include empirical tests of theory.

**International Trade 2**
This course will cover recent developments in the empirical literature on international trade and foreign direct investment as well as theoretical models of international oligopoly and intra-industry trade. The topics will include the impact of trade and services liberalization on productivity, implications of FDI inflows for host countries, the link between access to financing and exports, and the role of superstar firms in the global economy.

**Public Economics**
Topics in health and inequality; the theory of taxes and transfers including welfare measurement, income transfers and optimal taxation; the empirical estimation of incentive effects of taxes and welfare programs.

**Urban and Spatial Economics**
This course will cover recent theoretical and empirical approaches in urban and spatial economics. The over-arching questions addressed are: what determines the spatial distribution of economic activity, across regions and between and within cities? Why are some cities more successful than others? What policy issues do cities face? Topics include the sizes and functions of cities; the measurement, modelling and estimation of agglomeration economies; the costs of cities and their internal structure with emphasis on land use regulations and transportation; amenities and the local supply of labour; the behaviour of cities in the aftermath of shocks. Some parts of the course will focus on the urbanisation process taking place in developing economies.
4. Teaching and Learning

4.1 Organisation of teaching and learning

The course provides a thorough training in advanced research methods in which the methodology of the social sciences is applied to the study of economic problems. The three core courses (Macroeconomics, Microeconomics and Econometrics) are intended to equip students with the skills, tools, concepts and research resources that will enable them to undertake research in Economics and related disciplines, and to complete within the specified time period. They become familiar with the main concepts in economics, and are exposed to leading-edge practice, in line with their abilities and interests. In addition the course develops their ability to undertake advanced study in the subject areas relative to their own interests. These are taught in interactive small classes. Students develop the ability to read critically advanced literature in the field, and to carry out their own original research, which involves conceptual innovation and the identification and use of new information. These skills are then consolidated by means of the experience of investigating and writing up a thesis to a high standard of research and of presentation. Training for this is based partly on the core courses and optional papers, partly on the individual supervision provided for the thesis. Over the course of research training, students acquire specialized and general skills of relevance both to the continued professional development of economic understanding and transferability to a wide range of employment contexts and life experiences. This is supplemented by an extensive programme of research workshops and seminars.

Further information on lectures and classes is available on WebLearn here.

4.2 Supervision

Each registered student will have one or more University supervisors, appointed by the Department. In addition to giving specific instruction and advice, supervisors have broad responsibility for a student's course of study.

Supervisors are obliged to report on the progress of their supervisees at the end of each term. It is therefore of first importance for all students to keep in regular contact with their supervisors during residence and, if working away from Oxford, to keep supervisors fully informed as to the progress of their studies.

Everybody recognises that occasionally there can arise incompatibilities of temperament or approach between supervisor and student, and because of the central importance Oxford attaches to the relationship between supervisor and student, students are urged to discuss any problem of this kind freely with their college advisor or departmental supervisor (or, if this person is unavailable or inappropriate, with another member of the Graduate Studies Committee). An alternative method of approach in such cases is through the student's college tutor for graduate students.

The Department of Economics has taken the view that resident students will normally have supervision at least four times a term, except during the first year of the MPhil for which special class arrangements apply (see section below on MPhil Supervision). Although supervisors are asked to make the first appointment with the student each term, it is advisable for the student to contact them at, or before, the beginning of each term.
If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in section 10.2 (Complaints and appeals).

MPhil Supervision

In the first year of the MPhil, each student has a Departmental Supervisor who reports on their progress termly to the Graduate Studies Committee of the Department via Graduate Supervision Reporting system – GSR. Supervisors receive reports on performance from the class teachers for the macroeconomics, microeconomics and econometrics classes to which that student has been assigned. For most students, the intensive lecture- and class-based teaching of the first-year course provides all the help that they need. But occasionally students find themselves in difficulty, unable to keep up with some aspects of the work. If any student feels that they need special supervision, they should first talk to their Supervisor, who will then make a request to the Graduate Administrator.

In the second year of the MPhil, the person supervising the student’s thesis becomes the University supervisor. It is for each student to initiate the process of selecting a thesis supervisor with whichever member of the Department seems most appropriate given their interests. Students are required to notify the Graduate Administrator of their thesis supervisor and topic by the end of Week 5 of Trinity Term of their first year.

4.3 MPhil thesis

The thesis subject may lie in any field of economics and may be chosen within the same field as an optional paper offered by the student. The thesis must not exceed 30,000 words in total (including references, etc.), and the examiners may refuse to accept an overlong thesis. Students should state the number of words in their thesis, calculated by counting the words on a typical page containing only text and multiplying by the total number of pages. The examiners look for evidence of ability to tackle a research problem (that is, to define and set up the problem clearly, to choose relevant techniques and show competence in their use, and to summarise results and establish sound conclusions) rather than evidence of a completed and mature research project such as would be necessary for the degree of MLitt or DPhil. (It is possible for a student to pass with a thesis that is primarily a review of a literature but only if it makes a genuinely original contribution to the understanding of that literature. Such a thesis would, however, not normally be awarded a mark higher than 60%.)

Students should work on their thesis for about the same amount of time of they do on a core course in the first year, i.e., roughly 4 months. Students should aim to do about half of this work during the long vacation before the start of their second year. Consequently, students are advised to choose the topic and arrange a supervisor for their thesis sufficiently early to enable them to do that amount of work during the summer. Students should notify the Graduate Administrator of their supervisor and thesis topic by the end of Week 5 of Trinity Term of the first year. All students must have finalised their thesis title by the end of Week 5 of Hilary Term of the second year. Later title changes will not normally be permitted.

Thesis titles may not be changed without the express permission of the Chairman of Examiners

The thesis must be printed or typed with a margin of 3 to 3.5 cms on the left-hand edge of each page (or on the inner edge, whether left-hand or right-hand, in the case of a thesis which is printed on both sides of the paper), and must be securely and firmly bound in either hard
or soft covers. The thesis must be accompanied by a Declaration of Authorship form confirming that it is the student’s own work except where otherwise indicated. The parcel should bear the words: “MPHIL THESIS IN ECONOMICS” in block capitals in the bottom left-hand corner. The theses (two copies) should be in an envelope marked ‘The Chairman of the Examiners for the Degree of MPhil in Economics’ to: The Examination Schools, 75 – 81 High Street, Oxford OX1 4BG. The following documents should be included with your thesis:

**Declaration of Authorship, Deposit and Consultation of Thesis (GOS.3b) and Information for Thesis Cataloguing (GSO.26b).**

<table>
<thead>
<tr>
<th>Aspect of provision</th>
<th>Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency and timing of meetings</td>
<td>8 to 12 meetings, distributed over three terms</td>
</tr>
<tr>
<td>Framing the research topic/question</td>
<td>Provide feedback on the suggested topic. Suggest alternative angles on a topic. Critique the proposed topic/research question (including suggestion of modifications or refinements to the question proposed by the student). Occasionally, propose the research topic, or play a significant role in the formulation of the research question.</td>
</tr>
</tbody>
</table>

## 4.4 Expectations of study

The MPhil in Economics is an intensive full-time course. You should expect lectures, classes and private study together to occupy at least 40 hours per week during term-time. Vacation study may be somewhat less intensive, but will certainly be required if you are to make the most of the course. Most students find it valuable to set aside several weeks during the summer vacation to do preparatory work for the thesis.

*Visit the link below for Paid work guidelines*

www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork
5. Assessment

5.1 Assessment Structure

The policy of the Department is to admit as students for the MPhil only those who possess the equivalent of an Upper Second or First Class honours degree of the normal standard of a British university. Such a student should be able to pass the written examination without stress and without a narrow concentration on examination technique. Given that many of the examination papers require students to write essays, those whose first language is not English and who are not experienced in writing essays are strongly advised to practice writing essays in preparation for the examinations.

Examinations

Students are examined at the end of the year in which they have studied. The three first-year subjects of Macroeconomics, Microeconomics and Econometrics are hence examined after 3 terms, and the range of optional papers are examined after 6 terms, together with the thesis.

The best guide to standard and coverage is the collection of examination papers set in the recent past, but note that the format of both the Microeconomics and Macroeconomics first year examinations changed in 2012, and the style of the second year optional papers changed in 2013.

First year examination

Students who pass the examination in all three core subjects at the end of the first year will be allowed to proceed to the second year of the course.

Students who fail one of the three core subjects may be allowed to proceed to the second year of the course, by permission of the Graduate Studies Committee. In this case they will be required to resit the failed core subject at the same time as the Final Examination at the end of the second year.

Otherwise, students that do not pass the first year examination must resit all three core subjects at the end of their second year. If they pass, they can proceed with the course and enter the Final Examination at the end of their third year.

Final Examination

For the Final Examination, students must offer five optional subject and submit a thesis. All students must take at least one starred (*) subject (advanced core subject) and at least one non-starred subject (field subject). Students that intend to apply to proceed to the DPhil after the MPhil are required to take TWO starred (*) subjects (advanced core subjects).

The thesis provides the opportunity for some original work which can, under the regulations, be incorporated into a later thesis submitted for the DPhil degree. (For details about the thesis, see below.)

The MPhil degree

To satisfy the examiners for the MPhil degree, a student must pass the examinations in the three core subjects, plus all five optional subjects and the thesis. However, it is possible to compensate for a marginal fail in two optional subjects OR the thesis OR one core subject (second attempt at the same time as the Final Examination) if the other marks are sufficiently
high; it is also possible to compensate for a single fail in one optional subject (but not a bad fail).

A student who fails any of the examinations for the MPhil may enter again on one subsequent occasion only, and only if this is still within 12 terms of his/her initial registration. (Note that this implies that a student that retakes, and fails, a core subject at the same time as taking the Final Examination may not enter again.)

A student that fails any of the optional subjects but who passes the thesis is required to retake the failed optional subject(s), but the marks on the other optional subjects and the thesis mark are carried over. Similarly, a student that fails the thesis but passes all of the optional subjects must resubmit the thesis, but the marks on the optional subjects are carried over.

5.2 Feedback on learning and assessment

Feedback on formative assessment and other informal feedback

Formative assessment does not contribute to the overall outcome of your degree and has a developmental purpose designed to help you learn more effectively.

In addition to informal feedback provided during classes and other interactions with teaching staff, all students on taught Masters programmes can expect to receive formal written feedback on at least one designated piece of formative assessment during their first term. The purpose of this feedback is to:

provide guidance to those for whom extended pieces of writing are unfamiliar forms of assessment;

indicate areas of strength and weakness in relation to the assessment task;

provide students with an indication of the expectations and standards towards which they are working.

In the Department of Economics students studying for the Master of Philosophy, will receive formal written feedback on their weekly assignments in the core subjects studied in their first year during Michaelmas, Hilary and Trinity Terms. For both Macroeconomics and Microeconomics there are self-administered ‘half-exams’ to be completed in each of the two short vacations, and for Econometrics there is a two hour practice test under exam conditions at the beginning of the second term.

Additionally, after the end of the Final Examination, MPhil students receive written feedback on their theses.

Feedback on summative assessment

Summative assessment contributes to your degree result and is used to evaluate formally the extent to which you have succeeded in meeting the published assessment criteria for your programme of study.

The purpose of feedback on summative assessment e.g. theses and dissertations, is to provide a critical review of the work and suggestions for improvements and future development of the research topic to enable students to develop their work for doctoral study, if appropriate. Students will receive formal written feedback on their thesis.
submitted in the final term of their course. The report will be sent electronically to students once the exam process has been completed.

Other information about assessment standards

Students are advised to read the internal and external examiners' reports for recent past cohorts which can provide valuable insights and contribute to students' preparations for examinations and other forms of assessment. See WebLearn site for details: https://weblearn.ox.ac.uk/portal/site/socsci:econ:graduate/tool/f1387ee9-3e82-4e50-bb61-d2a1e353be15

5.3 Examination conventions

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work.

Economics Exam Conventions are available on the following WebLearn site: https://weblearn.ox.ac.uk/portal/site/socsci:econ:graduate/tool/f1387ee9-3e82-4e50-bb61-d2a1e353be15

The final approved version will be made available at the beginning of Hilary Term 2017.

5.4 Good academic practice and avoiding plagiarism

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work. Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.

Useful Links

University plagiarism website
Oxford Student skills pages

5.5 Entering for university examinations

Please see the Oxford Students website for further information on examination entry and alternative examination arrangements.

5.6 Examination dates

First & second year: Written examinations are normally held in week 7 and 8 of Trinity Term.

Second year: Thesis submission is in week 3 of Trinity Term.
The exact timetable will be confirmed approximately 5 weeks before the start of the examinations.

Please see the Oxford Students website for further information.

5.7 Sitting your examination

Information on (a) the standards of conduct expected in examinations and (b) what to do if you would like examiners to be aware of any factors that may have affected your performance before or during an examination (such as illness, accident or bereavement) is available on the Oxford Students website

https://www.ox.ac.uk/students/academic/exams/guidance?wssl=1

A list of permitted Calculators is available on the Examination page on the economics WebLearn site.

5.8 External examiner and examiners’ reports

Examiners’ reports are available on the following WebLearn site:

https://weblearn.ox.ac.uk/portal/site:socsci:econ:graduate/tool/f1387ee9-3e82-4e50-bb61-d2a1e353be15

5.9 Prizes

Prizes are awarded for the best performance in the examination at the end of the first year.

For the Final Examination, prizes are awarded for the best thesis and for the best overall performance in the written papers.
6. Skills, Learning and Development

6.1 Academic progress

It is mandatory to complete a self-assessment report every reporting period. If you have any difficulty completing this you must speak to your supervisor or Director of Graduate Studies.

Your self-assessment report will be used by your supervisor(s) as a basis to complete a report on your performance this reporting period, for identifying areas where further work may be required, and for reviewing your progress against agreed timetables and plans for the term ahead. GSR will alert you by email when your supervisor or DGS has completed your report and it is available for you to view.

Use this opportunity to:

- Review and comment on your academic progress during the current reporting period
- Measure your progress against the requirements and agreed timetable for your programme of study
- Identify skills developed and training undertaken or required (taught programmes only)
- List your engagement with the academic community
- Raise concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)

Students and supervisors are reminded that having a positive student-supervisor relationship is an important factor in student success. Research suggests that one of the strongest predictors of postgraduate completion is having expectations met within the student-supervisor relationship.

Access to GSR for students will be via Student Self Service https://www.ox.ac.uk/students/selfservice. Students will be sent a GSR automated email notification with details of how to log in at the start of each reporting window, and who to contact with queries.

6.2 Learning development and skills

The Department of Economics is based in the Manor Road Building. The building, designed by Sir Norman Foster, provides research facilities – including graduate workspace areas, teaching rooms, a PC training room/experimental laboratory, and a large common room for faculty and graduate students. It also houses the Social Science Library, which is a first-class research library open to all members of the University. It possesses over 200,000 books and 1,800 periodicals, all on open shelving, and places for 350 readers. Also housed in the Department is the Oxford Centre for the Analysis of Resource Rich Economics (OxCarre) and the Centre for the Study of African Economies (CSAE).

6.3 Information Technology

For information of the IT facilities available in the Manor Road Building please visit the following website: https://it.manor-road.ox.ac.uk/.

For help contact: itsupport@manor-road.ox.ac.uk.
6.4 Induction

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

The Maths crash course takes place in week -1 on Tuesday, Wednesday and Friday, and continues in week 0 on Monday and Tuesday.

There is an introductory meeting on Monday of week 0. Presentations are made by the Head of Department, Director of Graduate Studies, Director of the MPhil, and representatives from the Graduate Joint Consultative Committee (GJCC), Library and IT. Library tours are arranged to take place after the meeting.

All incoming students are allocated a supervisor who is a member of the department. The name of the supervisor will be available in the first few weeks of term.

6.5 Opportunities for skills training and development

Students will receive training in research skills and transferable skills during their courses. The Department offers a “How to write a thesis” workshop where members of academic staff give presentations on techniques and ideas on how to do research and write a thesis.

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing - through the Oxford Students website.

6.6 Opportunities to engage in the department research community

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

6.7 Careers information and advice

The Oxford University Careers Service is based at 56 Banbury Road. They provide information and advice on career opportunities and organize recruitment meetings, many of which occur in the first term. Many major corporations and institutions (such as investment banks, management consultancy firms, the IMF and World Bank) host recruitment events each year in Oxford.

University Careers Service (www.careers.ox.ac.uk)
7. **Student Representation, Evaluation and Feedback**

7.1 **Department representation**

The Graduate Joint Consultative Committee (GJCC) provides the formal link between Economics graduates and the Department of Economics. Any matter of concern to graduates may be raised here and discussed with the Director of Graduate Studies and the Director of the MPhil with whom the GJCC normally meets once per term. It will then go forward to the MPhil Committee, Graduate Studies Committee or the Department as appropriate. Equally, proposals made by Senior Members may be brought to the committee for discussion. Recent topics have included library opening hours, photocopying facilities, supervision problems, MPhil classes, the timing of exams and the content of lectures and seminars. Information on the GJCC membership and minutes from GJCC meetings are available on the GJCC link on the WebLearn site: https://weblearn.ox.ac.uk/portal/site:socsci:econ:graduate/tool/94613219-9645-44a5-8370-850258f3112c

The current GJCC representatives will arrange for new representatives to be elected by the beginning of Michaelmas Term. Contact details are available from the above page.

7.2 **Division and university representation**

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford SU. Details can be found on the [Oxford SU website](https://www.ox.ac.uk/students/life) along with information about student representation at the University level.

7.3 **Opportunities to provide evaluation and feedback**

The student representatives of the Graduate Joint Consultative Committee (GJCC) conduct a survey every year to find out what students think of the economics courses, and produce a report that is presented to the MPhil Committee. The results of this survey have been effective in bringing about significant changes in the way in which lectures and classes are run. If you have any comments or complaint about how your course is being run, you may contact your graduate students’ representatives directly at any time.

Students are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at [https://www.ox.ac.uk/students/life](https://www.ox.ac.uk/students/life).
8. Student Life and Support

8.1 Who to contact for help
If you have a problem or need advice or information you can consult:

Your supervisor(s)

Graduate Administrator, Julie Minns (Academic Office)
(econgrad@economics.ox.ac.uk)

The Graduate Studies Coordinator, Lesley Darcy (Divisional Offices)
(graduate-studies-3@socsci.ox.ac.uk)

Departmental Disability contact, Jenny Hayward
(jenny.hayward@economics.ox.ac.uk)

If you are ill or otherwise unable to attend departmental classes or lectures, please inform the Graduate Administrator, email: econgrad@economics.ox.ac.uk.

Every college has their own systems of support for students, please refer to your College handbook or website for more information on who to contact and what support is available through your college.

Details of support available more widely in the University are available from the Oxford Students website https://www.ox.ac.uk/students/welfare?wssl=1, including in relation to mental and physical health and disability.

8.2 Complaints and appeals

Complaints and academic appeals within the Department of Economics

The University, the Social Sciences Division and the Economics department all hope that provision made for students at all stages of their course of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the Oxford SU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty, department’s committees.

Complaints

If your concern or complaint relates to teaching or other provision made by the department, then you should raise it with the Director of Graduate Studies (Professor Sanjay Jain) as appropriate. Complaints about departmental facilities should be made to the Departmental Administrator (Jenny Hayward). If you feel unable to approach one of
those individuals, you may contact the Head of Department (Professor Margaret Stevens). The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure (https://www.ox.ac.uk/students/academic/complaints).

If your concern or complaint relates to teaching or other provision made by your college, you should raise it either with your tutor or with one of the college officers, Senior Tutor, Tutor for Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

**Academic appeals**

An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.

If you have any concerns about your assessment process or outcome it is advisable to discuss these first with your subject or college tutor, Senior Tutor, Course Director, Director of Graduate Studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners.

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure (https://www.ox.ac.uk/students/academic/complaints).

### 8.3 Student Societies

There are over 200 clubs and societies covering a wide variety of interests available for you to join or attend. See the following website: https://www.ox.ac.uk/students/life/clubs.

### 8.4 Policies and Regulations

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website https://www.ox.ac.uk/students/academic/regulations.
9. After the MPhil

Readmission to DPhil

Students who wish to apply to carry on to a research programme with no break in their study have to make a formal application to do so through the student self-service system. There is no application fee and but you will need code in order to submit your application. See following website for further information - Guidance for continuing Oxford graduates.

Admission to do a DPhil after the MPhil is not automatic. It requires a strong application, a good performance in the examinations (especially the thesis), and the availability of a suitable supervisor.

Students accepted after completing the MPhil Economics are admitted directly to DPhil status, and would need to have taken TWO starred (*) papers (advanced core subjects) in the 2nd year of the MPhil. The standard required is well above simply passing the examination. The committee will assess students’ potential for research on the basis of performance in written examinations, the thesis, the research proposal and a reference letter from the student’s MPhil supervisor. Students are expected to obtain at least 64 on most of their papers, and an average exam mark of at least 64. They are also expected to obtain at least 64 for their thesis. Students who obtain a distinction in the MPhil will almost certainly be admitted to the DPhil programme.

For an MPhil thesis being developed into a DPhil thesis, there is no presumption that the DPhil thesis must cover a wider subject area than the MPhil. thesis that preceded it; the additional research carried out may (but need not) be limited to specific aspects of the topic even though other aspects are in principle equally amenable to further research. Given full-time research, it will in some cases, but not all, be possible to extend an MPhil thesis to DPhil level by the end of the following academic year. This information is included in the notes to examiners. Students intending to submit a thesis for the MPhil who think that they may choose to extend it subsequently for the DPhil may wish to discuss their plans for such an extension with their supervisor at an early stage.

The deadline for application to the DPhil is Friday 25 January 2019. However a final decision on the applications is not made by the Economics Graduate Studies Committee until after the MPhil examination results have been announced at the end of June. Any offer made by the Graduate Studies Committee will be conditional only.
10. Equal Opportunities, Harassment, and Disability

Equality and Diversity at Oxford

“The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.” Equality Policy (2013).

Oxford is a diverse community with staff and students from over 140 countries, all with different cultures, beliefs and backgrounds. As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with respect, courtesy and consideration.

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the ‘protected characteristics’ of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation. Visit our website for further details or contact us directly for advice: www.admin.ox.ac.uk/eop or equality@admin.ox.ac.uk.

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University's Harassment and Bullying policy and the support available for students visit: www.admin.ox.ac.uk/eop/harassmentadvice.

There is range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit: www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres

Student Welfare and Support Services

The Disability Advisory Service (DAS) can provide information, advice and guidance on the way in which a particular disability may impact on your student experience at the University and assist with organising disability-related study support. For more information visit: www.ox.ac.uk/students/shw/das

The Counselling Service is here to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential service. For more information visit: www.ox.ac.uk/students/shw/counselling

A range of services led by students are available to help provide support to other students, including the peer supporter network, the Oxford SU's Student Advice Service and Nightline. For more information visit: www.ox.ac.uk/students/shw/peer

Oxford SU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: oxfordsu.org/communities/campaigns
There is a wide range of student clubs and societies to get involved in - for more details visit: www.ox.ac.uk/students/life/clubs

**Departmental Harassment contacts:**
Howard Smith ([howard.smith@economics.ox.ac.uk](mailto:howard.smith@economics.ox.ac.uk))

Katherine Cumming ([Katherine.cumming@economics.ox.ac.uk](mailto:Katherine.cumming@economics.ox.ac.uk))

**Departmental Disability contact:**
Jenny Hayward ([jenny.hayward@economics.ox.ac.uk](mailto:jenny.hayward@economics.ox.ac.uk))
11. Facilities

11.1 Social spaces and facilities
The Cafeteria is located on the first floor. Beverages, hot and cold food is served daily.

There is a common room alongside the cafeteria.

11.2 Workspace
There are study rooms available for the use of Economics MPhil students in the Social Sciences Library.

11.3 Photocopying
Printing facilities are available in the graduate study room in the Library.

11.4 Libraries
Bodleian Libraries is the main library service for the University of Oxford, offering over 12 million printed items, 30 site libraries, 3,800 study places, over 80,000 e-journals, document supply services, information skills training programmes and world-class staff expertise: www.bodleian.ox.ac.uk.

To search the collections, locate items, access online resources, reserve or renew books, and use the library's instant chat service, please use SOLO (Search Oxford Libraries Online): solo.bodleian.ox.ac.uk/. For off-site access to online resources log in to SOLO with your Single-Sign-On. Once you have received your University Card you can also log in to library PCs or connect your laptop to the Bodleian Libraries network: https://register.bodleian.ox.ac.uk/. An extensive range of guides to resources and services is available online, including details of forthcoming training, http://libguides.bodleian.ox.ac.uk

The Bodleian Social Science Library (SSL) is the main library for the University’s Social Sciences Division and particularly supports the Departments of: Economics, International Development, Politics & International Relations, Sociology, and Social Policy & Intervention, and the Centres for: Criminology, Refugee Studies, Russian & East European Studies, and Socio-Legal Studies. The SSL is housed on the ground floor of the Manor Road Building, www.bodleian.ox.ac.uk/ssl, and is open 7 days a week during term-time (9am to 10pm Mon – Fri, 10am – 6pm Sat, 11am - 7pm Sun). The Library offers a variety of study spaces including two graduate study rooms for the exclusive use of Social Sciences Division graduate students, individual study carrels, and two group discussion rooms which are available for booking. For answers to FAQs (Which password do I use? How do I print, copy and scan? How do holds work? etc.), please see the SSL Getting Started webpage: http://www.bodleian.ox.ac.uk/ssl/gettingstarted. The SSL website also provides links to the Library’s Facebook page, RSS feed, Twitter account and the ‘ask an SSL Librarian’ enquiry form.

To arrange a one-to-one research support appointment please contact John Southall, Data Librarian and Subject Consultant for Economics: john.southall@bodleian.ox.ac.uk. John also manages the Bodleian Data Library website www.bodleian.ox.ac.uk/data and specialises in supporting graduates needing to store or use quantitative and qualitative data.
For information about library services for readers with disabilities please contact the SSL Reader Services Librarian, Craig Finlay: craig.finlay@bodleian.ox.ac.uk. To request new library materials for purchase, email ssl-orders@bodleian.ox.ac.uk or talk to library staff at the desk.

In addition to the SSL, there are separate social science libraries for Anthropology, Business, Education and Law. Area studies are well-served by the Vere Harmsworth Library, the Oriental Institute Library, the Latin American Centre Library, the Bodleian Japanese Library, and the China Centre Library.

Oxford College Libraries offer collections and services to their own members. Nuffield College also offers reference access to its library to all postgraduate members of the University.

11.5 Manor Road IT Services

IT literacy is an integral part of everyday life and university students are expected to be able to use their own device and supporting facilities provided for their coursework. Students will be registered with the Oxford University Central IT Services automatically. You will be required to activate the account and register for further services. Registration entitles the student to a username and an email mailbox with a college or department address – Students can set their preferences via the IT Services ‘Manage Accounts’ link. Account details for your department via Manor Road IT – the “socsci” account – will be emailed to the student at the end of Week 0. This account enables AnywherePrint (from your own device) to the Canon printers in the building. If a course of study requires Stata registration information will be sent to the student’s University email address during Week 0.

To get started with Central IT Services: https://www.it.ox.ac.uk/want/get-started.

To get started with your department via Manor Road IT: https://it.manor-road.ox.ac.uk/induction/induction-information.html

For help contact: itsupport@manor-road.ox.ac.uk.
12. General Information

12.1 Academic dress
Full academic dress should be worn at all formal University ceremonies including matriculation and degree ceremonies. Sub fusc (from the Latin sub fuscus meaning dark brown) should be worn beneath your academic gown and is also required when sitting examinations. See university website for details:

https://www.ox.ac.uk/students/academic/dress

12.2 Policy on the recording of lectures and other formal teaching sessions by students

Introduction

1. The University recognises that there are a number of reasons why students might wish to record lectures or other formal teaching sessions (such as seminars and classes) in order to support their learning. The University also recognises that in most cases copyright in lectures resides with the University or with the academic responsible for the lecture or formal teaching session, and that academics and students may have concerns about privacy and data protection. This policy sets out the circumstances in which such recordings may take place; the respective roles and responsibilities of those involved in such recordings; and the implications of breaches of this policy.

2. For the purposes of this policy, the term ‘recording’ refers to any audio or visual recording of a lecture or other formal teaching session, made with any type of audio or visual recorder.

Permission to record a lecture or other formal teaching session

3. Students who have been given permission to record lectures or other formal teaching sessions as a reasonable adjustment on disability-related grounds do not need to ask for permission to record from individual academics. Students who believe they have disability-related grounds for recording should contact the University’s Disability Advisory Service (http://www.ox.ac.uk/students/welfare/disability/study or disability@admin.ox.ac.uk) for further information on the process for obtaining such permission.

4. Students may request permission to record any lectures or other formal teaching sessions. All such requests should be made in writing (including by email) prior to the lecture course or equivalent, to the academic responsible. Subject to paragraph 3 above, the decision on whether to grant permission is at the discretion of the academic. Students may only record lectures where the academic responsible for the session has given their consent prior to the start of the lecture in writing (e.g. by email), and recordings of lectures may not be made by students unless this consent has been given. Retrospective requests are not permissible under this policy and covert recording of lectures will be treated as a disciplinary offence.
5. Students granted permission in writing to record a formal teaching session other than a lecture should ask the session leader to check at the start of the session that there are no objections from others present to a recording being made.

6. Where recordings are made available routinely by departments and faculties, students may not make personal recordings unless they have been given permission to record as a reasonable adjustment.

Use of recordings

7. Recordings of lectures or other formal teaching sessions may only be made for the personal and private use of the student.

8. Students may not:

   (a) pass such recordings to any other person (except for the purposes of transcription, in which case they can be passed to one person only);

   (b) publish such recordings in any form (this includes, but is not limited to, the internet and hard copy publication).

9. Students may store recordings of lectures for the duration of their programme of study. Once they have completed the programme of study, students should destroy all recordings of lectures or other formal teaching sessions.

Implementation

10. Where a student breaches this policy, the University will regard this as a disciplinary offence. All such breaches will be dealt with in accordance with Statute XI (http://www.admin.ox.ac.uk/statutes/352-051a.shtml).
13. Fieldwork Training and Resources for Students

13.1 Fieldwork

Many students will, as part of their course, be required to undertake fieldwork. Fieldwork is considered as any research activity contributing to your academic studies, and approved by your department, which is carried out away from the University premises. This can be overseas or within the UK. The safety and welfare of its students is of paramount importance to the University. This includes fieldwork and there are a number of procedures that you must follow when preparing for and carrying out fieldwork.

Preparation

Safe fieldwork is successful fieldwork. Thorough preparation can pre-empt many potential problems. When discussing your research with your supervisor please think about the safety implications of where you are going and what you are doing. Following this discussion and before your travel will be approved, you will be required to complete a travel risk assessment form. This requires you to set out the significant safety risks associated with your research, the arrangements in place to mitigate those risks and the contingency plans for if something goes wrong. There is an expectation that you will take out University travel insurance. Your department also needs accurate information on where you are, and when and how to contact you while you are away. The travel assessment process should help to plan your fieldwork by thinking through arrangements and practicalities. The following website contains some fieldwork experiences which might be useful to refer to https://www.socsci.ox.ac.uk/fieldworkers-experiences

Training

Training is highly recommended as part of your preparation. Even if you are familiar with where you are going there may be risks associated with what you are doing.

DTC courses (run termly) http://www.socsci.ox.ac.uk/training
- Preparation for Safe and Effective Fieldwork. A half day course for those carrying out social science research in rural and urban contexts.
- Fieldwork in Practice. A student led course on negotiating the practical aspects of fieldwork.
- Vicarious trauma workshops. For research on traumatic or distressing topic areas or contexts.

Safety Office courses http://www.admin.ox.ac.uk/safety/overseastravelfieldwork/ (termly)
- Emergency First Aid for Fieldworkers.
- Fieldwork Safety Overseas: A full day course geared to expedition based fieldwork.

Useful Links

- See the following pages on the Economics WebLearn site for further information:
  Oxford University and Ethics
  Travel Risk Assessment
  Travel Insurance
  Travel Expenses
More information on fieldwork and a number of useful links can be found on the Social Sciences divisional website:
http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork;
http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork-more-information
http://researchtraining.socsci.ox.ac.uk/site-search?keys=fieldwork

13.2 Ethical review procedures for research in the social sciences

ALL University of Oxford research projects involving human participants or personal data, conducted by Oxford students or staff (including academic and research staff) require research ethics scrutiny and approval before the research starts.

Why is ethics scrutiny and approval important?

- It is part of the responsible conduct of research.
- It demonstrates that your research has been conducted according to the highest ethical standards. It is important to protect the dignity, rights and welfare of all those involved in the research (whether they are participants, researchers or third parties)
- It is a University requirement.
- It is now the expectation - and in some cases formal requirement - of funding bodies.
- If you are a DPhil student, you will have to answer a series of questions regarding ethical scrutiny of your research in your Transfer and Confirmation of Status application forms.

You need ethics approval if;

- Your research requires human subjects to participate directly by, for example; answering questions about themselves or their opinions - whether as members of the public or in elite interviews; performing tasks, or being observed - such as completing an online survey, participating in an experiment in a computer lab, reading words aloud for linguistic analysis.
- OR your research involves data (collected by you or others) about identified or identifiable people.

What you need to do

Under the University's policy, ethical approval must be obtained before a research project begins.

1. Complete a CUREC 1 or 1A checklist. If this shows a CUREC 2 form is required, complete this too.
2. Obtain signatures (or email confirmation) from your department, including the signature(s) of your supervisor(s).
3. Send the checklist to the SSH IDREC or to your Departmental Ethics Committee (DREC), if your department has one (see link on WebLearn for further information).
Details of the procedure and application forms can be found on the Central University Research Ethics Committee (CUREC) website - http://www.admin.ox.ac.uk/curec/

Applications are considered by the Social Sciences and Humanities Interdivisional Research Ethics Committee (IDREC). If your department has its own Departmental Research Ethics Committee (DREC), you should submit your research ethics application to the DREC in the first instance. If your department does not have a DREC, applications for the SSH IDREC should be sent to the Secretary, who acts as the co-ordinator of the IDREC's work, at ethics@socsci.ox.ac.uk.
14. Appendix

14.1 Supervision Code of Practice

Code of practice on supervision

Note: Based on Education Committee requirements, this Social Sciences Division Code of Practice should be widely disseminated to PGR students and relevant staff in departments.

Appointment of supervisors for Graduate Research Students

The supervisory structure and sources of support

Patterns of supervision differ in the Social Sciences Division according to the nature of the subject or research project. In some subjects there is typically a sole supervisor; others may have two or more supervisors. Some research projects, particularly those with an interdisciplinary element, typically have more than one supervisor.

Where more than one supervisor is appointed, one of the supervisors may be designated the primary supervisor. In the case of joint supervision, the respective roles and responsibilities of the supervisors concerned should be clearly established from the outset, (for example, managing responsibility for fieldwork).

In all cases, the department or faculty shall ensure that each graduate student has access to one or more named persons to whom he/she can turn for support, such as a Department Adviser, the head of the relevant research group, or the Director of Graduate Studies. Where there is a sole supervisor, these other sources of support, and the arrangements for providing cover during the absence of the supervisor referred to at 3 below, are especially important.

Departments and faculties should ensure that expectations with regard to the supervisor role, including regular meetings with students, are spelled out clearly and are understood by all supervisors.

In all cases students should also expect to be able to approach a college adviser, appointed by the student’s college (the college advisor must not be the same person as the department supervisor). The college may also have procedures in place to monitor the overall well-being of graduate research students. If the college identifies any concerns which might impact on the academic progress of the student concerned, and which may not already have been recognised in departmental/faculty reports, it may refer these in confidence to the Director of Graduate Studies in the department/faculty concerned, who will take appropriate action.

The person(s) appointed to supervise

The supervisor shall normally be:

1. Someone of sufficient standing to be able to operate with credibility on behalf of the responsible body

   The main supervisor shall normally be a member of academic staff of the admitting department, or a college fellow, with appropriate standing and expertise.

   Where specialist supervision is needed that is not available from a member of academic staff or college fellow, or a person holding, in the department, a substantial external fellowship or equivalent, a senior member of research staff
(Grade 8 or above) may be appointed as a subject specialist supervisor, OR, in appropriate cases, a supervisor may be appointed who is external to the University of Oxford. In either of these circumstances, an experienced member of academic staff shall always be appointed as joint supervisor from within the department.

2. Someone who has sufficient experience to be able to provide appropriate guidance to the student about the necessary procedures and, in particular, the academic expectations associated with an Oxford doctorate in their subject area.

At least one supervisor will currently be engaged in research in the relevant discipline(s) or subject area so as to ensure that the direction and monitoring of the student’s progress is informed by up to date subject knowledge and research developments.

Appropriate support and training will be given to new supervisors and all appointees new to supervision are encouraged to use the extensive online materials on the Oxford Learning Institute’s Research Supervision Website http://supervision.learning.ox.ac.uk.

For members of academic staff in their first period of office, departments will appoint an adviser who will, amongst his/her other duties, provide advice, support, and guidance on teaching, and supervision of research students. New academic staff will also have access to general support and advice from the Director(s) of Graduate Studies in their department/faculty. The supervision record of a new member of academic staff is included in the review prior to appointment to retiring age, and a high standard of supervision is expected.

A candidate should not be admitted if there is no suitable specialist supervision available.

3. Someone who is able to undertake the tasks assigned to the supervisor in Section 4.4 of the Education Committee “Policy on Research Degrees” http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonresearchdegrees/ including integrating them into the national and international network in their subject.

In terms of academic standing and experience, this is dealt with above.

Departments should put in place mechanisms to ensure that the quality of supervision is not put at risk as a result of the excessive volume and range of other duties assigned to individual supervisors. In respect of supervision of research students the norm is for Associate Professors to supervise four students, and Associate Professors with Tutorial Fellowships and joint (cross-departmental) post-holders three (notional maxima being eight and six respectively). These norms and notional maxima are based on sole supervision and, where staff are engaged in joint supervision, would be adjusted to reflect the level of commitment involved. The division typically expects a research student to have individual meetings with his/her supervisor for one hour not less than two to three times per term.

However, the frequency may vary according to the stage of the research programme. It follows that, alongside their other duties, a supervisor should be able to provide this typical level of support for each of their research students.
Departments shall make appropriate arrangements to cover for a supervisor’s absence on leave or for other reasons, and should ensure that students are not disadvantaged by appointing a supervisor who is about to go on leave.

**Change of supervisor**

Where a student’s research changes focus such that their current supervisor may no longer be the most appropriate person to provide guidance on the revised topic, the department/faculty, in consultation with the supervisor concerned, should consider whether or not an additional or alternative supervisor should be appointed. It should be noted that such a change of research focus is unusual, and requires prior permission from the department or faculty concerned.

Where a student feels that there are good grounds for contemplating a change of supervisor, this should first be discussed with the supervisor concerned, or if this seems difficult, with the appropriate head of department, Director of Graduate Studies or their deputies, or the college adviser.

If this involves concerns over the quality of supervision, students should be encouraged to seek to resolve the matter by informal means where possible, but should be made aware of the University’s formal complaint procedures. The procedures adopted by the Proctors for the formal consideration of complaints and appeals are described in the University Student Handbook (Proctors and Assessor’s Memorandum) [https://www.ox.ac.uk/students/academic/student-handbook?wssl=1](https://www.ox.ac.uk/students/academic/student-handbook?wssl=1) and the relevant Council regulations [http://www.admin.ox.ac.uk/statutes/regulations/](http://www.admin.ox.ac.uk/statutes/regulations/)

4. **Someone who has sufficient security of tenure to make it likely that they will see the student’s research through to successful conclusion.**

Normally, nobody should be appointed as supervisor if it is known at the time of the appointment that he or she will not be in post at the time the student is due to complete the programme in question. Particular care should be taken when appointing supervisor(s) for part-time students who may be enrolled for 6-8 years.
Supervisor checklist

This document provides a checklist of the main areas of responsibility of supervisors:

General responsibilities

- provide academic leadership to the student, and clarification of expectations;
- advise the student about all aspects of the research programme: standards, planning, literature, sources, attendance at classes/lectures, techniques and skills;
- undertake a regular Training Needs Analysis/Skills Review with the student
- (where acting as a co-supervisor or part of a supervisory team) co-ordinate advice and guidance, and ensure that respective responsibilities (such as managing fieldwork etc) are clear both to academic colleagues and to the student;
- avoid absence on leave without appropriate temporary supervision having been arranged for the student. [Leave will not normally be approved without such arrangements being in place.]
- have reasonable familiarity with institutional, national and international expectations relating to research environments, research supervision and research training (see the section B11 of the UK Quality Code http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code).

Meetings and feedback

- agree with the student expected frequency and duration of meetings, and arrangements for contact when either the supervisor or student is away from Oxford, and the expected speed of feedback on student’s written work;
- meet with the student regularly (typically, for one hour two to three times per term) and return submitted work with constructive criticism within a reasonable time;
- keep written records of the meetings to ensure both student and supervisor are clear on action to be taken and to help in monitoring progress;

Student Research

- assist the student in defining the topic of research which can be completed and written up within the prescribed period;
- advise at an early stage on research design and the effective collection and storage of data
- provide an overview and guidance on the structure of the completed thesis and guide the student through to completion;
- give guidance on:
  (i) the nature of research and the standard expected (including advice on presentation and writing style);
  (ii) the planning of the research, literature and sources;
  (iii) attendance on appropriate research training and professional skills training courses, including fieldwork safety courses;
  (iv) techniques that may be needed;
  (v) other sources of advice and expertise;
  (vi) ethical issues, and the procedures for seeking ethical approval through the Social Sciences and Humanities Inter-Divisional Research Ethics Committee (IDREC), where appropriate;
• ensure that the student is aware of, and has taken appropriate action with respect to:
  (i) any ethical and legal issues connected with the research and data storage;
  (ii) any health and safety issues connected with the research, including lab-based research and/or fieldwork (see Annexe C – Supervisors’ responsibilities for students undertaking fieldwork). This includes identifying and ensuring appropriate risk assessment and training;
  (iii) issues concerning intellectual property;
  (iv) issues related to third party copyright for the hard copy and digital thesis
  (v) the need to avoid plagiarism and to be aware of University guidance on plagiarism (see also https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1

**Student progress, monitoring and performance**

• assist the student to work within a planned framework and timetable;
• monitor the student’s ability to write a coherent account of his or her work in good English;
• review student feedback and make termly reports on the student’s work using the Graduate Supervision System (GSS), including reviewing and updating training requirements. The supervisor should discuss the contents of the report with the student;
• provide the student with regular information as to the student’s progress, and, where problems arise, provide guidance and assistance in relation to necessary, corrective action;
• provide relevant information on students' attendance, academic progression, and performance to the department;
• assist the student with the preparation, time-table and submission of material relating to applications for transfer of status, and for confirmation of status, and to provide appropriate feed-back, especially where the student has failed to meet the required standards;
• ensure the student is familiar with all examination procedures and requirements;
• advise the student on the timing of submission of the thesis and consult with the student in order to make recommendations for the appointment of examiners

**Resources**

• ensure that the student is familiar with the research facilities and activities of a department or faculty;
• advise as appropriate on financial support available, for example, funding for conferences, field trips, or other research travel;
• encourage the student to obtain knowledge and information about career opportunities
• alert the student, where necessary to other services provided within the University, for example, health, disabilities, and counselling
Development and training

- assist the student during the course of the first term, and at least annually thereafter, with the identification and subsequent development of skills for subject specific research training and for personal and professional purposes, including advice on teaching opportunities and appropriate training and ensure that the Training Needs Analysis/Skills Review is uploaded onto GSS;
- encourage the student to attend the Divisional student induction event provided through the Grand Union Doctoral Training Partnership and the appropriate courses offered through Divisional Skills Training Programme;
- pursue opportunities for the student to take part in the intellectual life of the department and to discuss his or her work with peers and others in the wider academic community (including the presentation, and possible publication, of research outcomes where relevant) at divisional, university, national and international level.

Discussion prompts for first meetings with students

To help clarify mutual expectations and establish good communication between supervisors and students, it may be useful to consider the following questions:

Research Direction

- How much direction do you expect to provide as a supervisor?
- How much direction does your student expect you to provide?

Knowledge and skills

- What skills do you expect your student to have or to acquire? (Use the Training Needs Analysis/Skills Review document to support this discussion.)

Time management and meetings

- How often do you expect to meet with your students?
- How much time do they expect from you?

Feedback and constructive criticism

- How often do you expect to receive work from students?
- What sort of feedback will you provide?
- What are your student’s expectations?

Turnaround times

- How quickly do you expect to provide feedback on work that students have submitted for review?
- How quickly does your student anticipate you being able to provide feedback?

Communication between meetings

- What medium do you prefer to communicate with students: by phone, e-mail, in writing?
- How quickly do you expect to respond to messages from students?
- What do they prefer and expect?
Expectations for written work

- Do you expect to receive students’ work all at once, or in smaller chunks?
- Do you expect their drafts to be ‘works in progress’ or more polished pieces?
- At what intervals do you expect students to submit work?
- Would you prefer to receive documents in hard copy or electronically?
Research student checklist

This document provides a checklist of the main areas of responsibility of research students:

**General responsibilities**

- an obligation to act as a responsible member of the University’s academic community;
- responsibility for his or her own research activity, for satisfying the requirements of the D.Phil. programme, and for giving the necessary time and effort to the programme;
- responsibility for the direction of and innovation in the research project as it develops, with the support of the supervisor(s);
- responsibility for reviewing skills and training needs on a regular basis with the support of the supervisor(s), undertaking any training agreed with the supervisor and department(s) concerned, and uploading completed Training Needs Analysis/Skills Review documents on GSS;
- responsibility for working with his or her supervisor(s), other staff and colleagues to maximise progress in his/her research degree.

**Meetings and feedback**

- initiate arrangements for meetings with the supervisor and agree a schedule of meetings, and agree arrangements to maintain regular contact when the student or the supervisor is away from Oxford;
- discuss and agree with the supervisor the most appropriate model of supervision and the type of guidance/comment he/she finds most helpful;
- recognize the demands made on a supervisor’s time and the need to prepare adequately for meetings and to observe deadlines;
- accept the importance of constructive criticism within the supervisory relationship, and seek a full assessment of the strengths and weaknesses of any work;
- keep a written record of discussions with the supervisor, and give full weight to any suggested guidance and corrective action proposed;

**Research**

- define the area of research, complete the literature review, acquaint him/herself with the background knowledge needed, and produce a timetable for the completion of the research project;
- write a clear and detailed research proposal prior to embarking on the research for the thesis;
- abide by the University’s requirements with regard to plagiarism, and the legal, ethical, and health and safety guidelines related to her/his research;
- prior to embarking on empirical work or fieldwork (data collection):
  (i) seek approval from the supervisor;
  (ii) where research involves human subjects, seek ethical approval via her/his department/faculty and complete the University ethical approval form(s) for submission to the Social Sciences and Humanities Inter-divisional Research Ethics Committee (IDREC) prior to undertaking data collection;
(iii) Undertake any necessary risk assessments and obtain travel insurance, and agree a plan to remain in contact with the supervisor;

(iv) where necessary, apply in good time for a disclosure through the Disclosure and Barring Service (DBS) if the research involves working with children and/or vulnerable adults.

Progress, monitoring and performance

- in consultation with the supervisor, establish a clear timetable and programme work which is kept under regular review, and keep relevant records of all aspects of the work;
- submit written material in sufficient time to allow for comments and discussion;
- engage actively in the review process and play an active role in planning and reviewing progress;
- seek out and follow the regulations applying to the research programme, and seek clarification, where necessary;
- provide regular reports on progress where these are required (and at least once a year for the supervisor), and to inform the supervisor immediately of any circumstance which might lead to interruption of study;
- with the support of the supervisor, complete the assessed written assignments required as part of the research training programme and submit them by the dates specified;
- ensure that the standard of his or her written and spoken English is of the necessary standard for the submission of a thesis;
- allow sufficient time for writing up and pay particular attention to final proof reading;
- decide when he or she wishes to submit the thesis for examination, having provided the supervisor with sufficient time to comment on the final draft and having taken account of the supervisor’s opinion;
- (where the student feels that there are good grounds for contemplating a change of supervision arrangements) discuss this with the existing supervisor, or, if this presents difficulty, with another appropriate officer in the department, faculty or with a college adviser.

Resources

- make positive use of University, departmental/faculty, and college teaching and learning facilities;
- make appropriate use of any guidance available relating to the student’s career after successful completion of a research degree.

Development and training

- attend the required courses/training, and other appropriate courses and research training as agreed with the supervisor;
- make full use of opportunities to engage in the intellectual life of the department/faculty and the wider academic community;
- make appropriate use of opportunities for personal and professional level
Supervisors' responsibilities for students undertaking fieldwork

Overview

Fieldwork

The University has a legal duty of care to its students undertaking fieldwork. University Policies and Procedures are in place to set out how this duty of care is to be discharged. These procedures require that risks are assessed and proportionate measures and arrangements put in place to mitigate those risks to an acceptable level.

Responsibility

Supervisors play a key role in this process in terms of a) ensuring risk assessments are carried out b) ensuring their students are properly prepared for their fieldwork, as well as c) bringing their own experience and knowledge to guide, advise, assess and check arrangements. All University employees have a legal duty to take reasonable care for the safety of those affected by their [the employees] acts or omissions. Employees, and students, are therefore expected to comply with the University’s health and safety policies. A key requirement for field trips is careful planning to reduce the likelihood or impact of something going wrong. Supervisors must therefore be able to demonstrate this planning by ensuring assessments are in place, appropriately prepared, documented where necessary, reviewed and authorised.

Specific duties of Supervisors are to:

- Be aware of relevant University Safety Policies and Departmental procedures.
- Consider the health and safety implications of any research proposal.
- Ensure their students have received training appropriate to their needs.
- Ensure that risk assessments have been made and the safety provisions relating to the work exist and have been discussed with those doing it.
- Ensure that suitable arrangements are in place for regular contact to provide support and checks on the student’s welfare while they are away.
- Review arrangements with the student after the fieldwork to identify any problems and learn any lessons

Relevant university policies, training courses and further information /resources can be found at

http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork

http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork-more-information

http://researchtraining.socsci.ox.ac.uk/site-search?keys=fieldwork

http://www.admin.ox.ac.uk/safety/policy-statements/s1-09/
14.2 Declaration of Authorship

MASTER OF PHILOSOPHY IN ECONOMICS

DECLARATION OF AUTHORSHIP

Please complete this form and enclose it with your thesis when submitting to Examination Schools.

Name (in capitals): Candidate number:

College (in capitals): [Supervisor/Adviser:]

Title of [thesis/extended essay] (in capitals):

Word count: _________

Please tick to confirm the following:

I have read and understood the University’s disciplinary regulations concerning conduct in examinations and, in particular, the regulations on plagiarism (The University Student Handbook Section 8.8; available at https://www.ox.ac.uk/students/academic/student-handbook).

I have read and understood the Education Committee’s information and guidance on academic good practice and plagiarism at https://www.ox.ac.uk/students/academic/guidance/skills?wssl=1.

The thesis I am submitting is entirely my own work except where otherwise indicated.

It has not been submitted, either partially or in full, either for this Honour School or qualification or for another Honour School or qualification of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution.

I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.

I have clearly indicated the presence of all paraphrased material with appropriate references.

I have acknowledged appropriately any assistance I have received in addition to that provided by my [tutor/supervisor/adviser].

I have not copied from the work of any other candidate.
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I agree to retain an electronic copy of this work until the publication of my final examination result, except where submission in handwritten format is permitted.

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