

MSc in Economics

MSc in Economics (Environmental Pathway)

MSc in Economics (Economics of Health Pathway)

MSc in Financial Economics

MSc in Econometrics

MSc in Economics & Econometrics

Programme Handbook

2014 – 2015

School of Social Sciences

Faculty of Humanities

University of Manchester

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Please note that you can access an up-to-date information on the web on the University's Policies and Procedures <http://documents.manchester.ac.uk/studentrelatedlist.aspx>

1.) Introduction

Welcome to Economics at the University of Manchester.

This programme handbook provides you with important information about your programme of study and discipline area contacts and facilities.

May we wish you a very enjoyable and successful academic year,

Michele Berardi, Igor Evstigneev, Arthur Sinko, Noel Russell, William Whittaker and Eleonora Fichera.
(Programme Directors)

Dean's Welcome Statement

WELCOME TO THE FACULTY OF HUMANITIES

As Dean of the Faculty of Humanities, I would like to extend a warm welcome to all students in The University of Manchester. The Faculty of Humanities is one of four faculties in the University and consists of five Schools. We offer an unprecedented range of innovative programmes at undergraduate and graduate level, embracing disciplines as diverse as business and management, social sciences, law, education, languages, arts and environment and development.

This rich mix of opportunities makes study at The University of Manchester an exciting and stimulating experience, where you will benefit from the experience of leading scholars in your field and also from being part of a large, diverse and international student community.

Within the Faculty we are committed to providing a student experience of the highest standard. During this year we will be asking you how effective we are in meeting your needs and fulfilling your aspirations. I urge you to participate in this conversation, and use every opportunity to let us know how we can improve the quality of education we provide.

In this Handbook you will find material specific to the programme of study or the discipline area in which your studies will be based.

Keith Brown
Vice-President and Dean, Faculty of Humanities
September, 2014

What is the Faculty and how is it run?

Universities all over the world traditionally divide their academic activities into faculties which consist of academic units based on a particular discipline, or on a grouping of disciplines employing similar methodologies. This is the approach that is followed at The University of Manchester, and these sub-faculty disciplinary units are known as Schools. The Faculty plays an important role within the University, since it is the Faculty which is responsible, on behalf of Senate, for the regulation of the degree programmes offered, and it is through the Faculty that academic qualifications are awarded. The designation Humanities distinguishes this Faculty from the other three faculties – Engineering and Physical Sciences; Medical and Human Sciences; and Life Sciences.

The Faculty of Humanities encompasses academic areas as diverse as Arts, Education, Social Sciences and Business & Management and is the largest Faculty in the University. With over 16,000 students and some 1200 academic staff, it is the largest Faculty of the Humanities in the UK and is equivalent to a medium-sized university. All the disciplines in the Faculty recruit students globally and the overwhelming majority of our academics have international reputations for the quality of their research. The University is committed to the ongoing enhancement of the international profile of the Faculty of Humanities.

One of the great advantages of being a student at the University of Manchester is that you will have the opportunity to be taught by internationally recognised researchers. Based on any analysis of the results of the 2008 Research Assessment Exercise (RAE), Manchester is amongst the UK's top four or five major research universities. 65% of research staff (amounting to 1,193 full time equivalent staff) at the university are judged to be carrying out research which is 'world leading' (4*) or 'internationally excellent' (3*). The Research Excellence Framework (REF) is the new system for assessing the quality of research in UK higher education institutions and was completed in 2014. The publication of the outcomes from the exercise are expected in December 2014.

The Faculty of Humanities has five Schools: Arts, Languages and Cultures; Environment, Education and Development; Law; Social Sciences; and Manchester Business School. The organisational culture of these schools provides opportunities for increased collaboration throughout the Faculty and for regional, national and international engagement.

The Faculty is the interface between the discipline-based Schools and the University and is headed by a Dean who is supported by a team of Associate Deans all of whom hold a particular portfolio, and these are listed below:

Dean & Vice-President

Professor Keith Brown

Associate Deans

Teaching, Learning & Students
Postgraduate Education
Research & Deputy Dean
External Relations

Dr Fiona Smyth
Professor Maja Zehfuss
Professor Colette Fagan
Professor James Thompson

Assistant Associate Deans

Teaching, Learning & Students

Postgraduate Education
Research
External Relations

Professor Matthew Jefferies
Dr Judy Zolkiewski
Ms Judith Aldridge
Professor Claire Annesley
Professor David Law

C What can the Faculty do for you ?

The work of the Faculty involves co-ordinating and developing activities to respond effectively to Institutional or external initiatives or activities, encouraging best practice across Schools and facilitating the seamless operation of processes across School, Faculty and University boundaries to help make your experience at Manchester the best it can be.

The Faculty is committed to gathering student views on the provision of teaching and learning and centrally operated areas of the University (such as Library; Estates; IT; Careers; eLearning) and as a student you can feed into this process via the Faculty's Staff / Student Liaison Group (SSLG) which

meets a minimum of twice a year. These meetings provide a forum for students, who are elected as Student Representatives within their School / discipline, to:

- discuss overarching issues of concern with members of staff from different areas of the University in an open manner;
- engage constructively with staff to identify those areas where there is scope for improvement, bringing forward ideas and suggestions;
- identify and share good practice;
- respond to items brought forward by members of staff.

The Faculty also occasionally holds consultation groups with students to find out what is being done well across the Faculty and what you feel could be done to improve your experience as a student.

The focus of your involvement as a student is likely however to be the disciplinary grouping, i.e. the School within which your studies are based, or in the case of students on interdisciplinary programmes, the office which is responsible for administering your programme. You may have contact with the Faculty if you have a problem that cannot be resolved at a local level within the School or Programme Office, e.g. breach of regulations, appeals or disciplinary matters. Otherwise it is entirely possible to complete a course of study without ever interacting directly with the Faculty.

The Faculty has a role in considering issues, such as an academic appeal or complaint, which cannot be resolved with an appropriate member of staff in your School.

Sometimes disciplinary action is required when students are in breach of The University's General Regulation XVII (Conduct and Discipline of Students); the most common breach is when students commit academic malpractice e.g. plagiarism, collusion or other forms of cheating. Any student found guilty of misconduct has the right of appeal both against the finding itself, and any penalty imposed, provided that there is: evidence of procedural irregularity on the part of the University; availability of new evidence which could not reasonably have been expected to be presented at the original hearing; or the disproportionate nature of the penalty.

The relevant Regulations / Policies and forms can be found at the link below and the completed forms should be submitted to:

Mr Damien Tolan, Appeals
Appeals, Complaints & Malpractice Coordinator
Faculty of Humanities
Room G24 Crawford House
University of Manchester
Oxford Road, Manchester M13 9PL
(telephone +44 (0)161 306 1119, email damien.tolan@manchester.ac.uk).

<http://documents.manchester.ac.uk/studentrelatedlist.aspx>

2.) General Information

i) Key roles and contact details

Role	Contact	Email	Room	Tel
Programme Directors	Dr Arthur Sinko (MSc Economics & Econometrics, MSc Econometrics)	Arthur.Sinko@manchester.ac.uk	Arthur Lewis Building 3.075	01612754842
	Dr Michele Berardi (MSc Economics)	Michele.Berardi@manchester.ac.uk	Arthur Lewis Building 2.011	01612754834
	Professor Igor Evstigneev (MSc Financial Economics)	Igor.Evstigneev@manchester.ac.uk	Arthur Lewis Building 3.061	01612754275
	Dr Noel Russell (MSc Economics – Environmental Pathway)	noel.russell@manchester.ac.uk	Arthur Lewis Building 3.011	01612754797
	Dr Eleonora Fichera	Eleonora.fichera@manchester.ac.uk	Jean McFarlane 4.320	01612755204
Heads of Economics	Dr William Whittaker (MSc Economics – Economics of Health Pathway)	William.whittaker@manchester.ac.uk	Jean McFarlane 4.304	01613068002
	Dr Edmund Amann (Teaching & Learning)	Edmund.Amann@manchester.ac.uk	Arthur Lewis Building 3.022	01612754277
	Professor Paul Madden (Research & Strategy)	Paul.madden@manchester.ac.uk	Arthur Lewis Building 3.064	01612754870
Programme Administrator	Jill Chandler	Jill.Chandler@manchester.ac.uk	Arthur Lewis Building, 2.003	01612754823

The Programme Directors deal with academic matters. Jill Chandler deals with administrative matters and is available to see students Monday and Tuesday from 9.00am – 3.30pm and Wednesday, Thursday and Friday from 9.00am to 4.00pm.

Messages will be posted on a notice board for MSc students outside 2.003

Students must notify Student Services of any change of address as soon as possible, this may be done online via the student system: <http://www.campus.manchester.ac.uk/ssc/>

A large print version of this handbook can be obtained from the School of Social Sciences Postgraduate Office, Room 2.003

ii) Semester Dates 2014 - 2015

First semester

Attendance:

15 September 2014 – 12 December 2014

Christmas vacation:

13 December 2014 – 11 January 2015

Attendance:

12 January 2015 – 23 January 2015

Second semester

Attendance:

26 January 2015 – 20 March 2015

Easter vacation:

21 March 2015 – 12 April 2015

Attendance:

13 April 2015 – 5 June 2015

iii) Length of Course

Masters degree

According to the current regulations, the period of registration at this University for the degree of Master of Science (MSc) is 12 months full-time or 27 months part-time. The period of registration commences in September 2014 until September 2015 for full time students and to December 2016 for part-time students.

iv) Learning Resources

IS Services within the Faculty of Humanities

Students at the University of Manchester enjoy access to a wide range of high quality IS services provided across campus. Within Humanities itself there are in excess of 500 computers located within Faculty buildings available for student use complementing the 1000+ seats provided by the University in public clusters – including a public cluster at Owens Park.

All cluster computers are configured in the same way and provide access to services offered by schools, faculties and central service providers such as Humanities ICT Office (<http://ict.humanities.manchester.ac.uk/>), IT Services (<http://www.studentnet.manchester.ac.uk/it->

services/) and the University Library (<http://www.library.manchester.ac.uk/>). These include printing, scanning and copying and access to a wide range of general use and course specific software on the Windows 7 operating system. A list of software is available at

<http://ict.humanities.manchester.ac.uk/facilities/software/HumanitiesClusterSoftware.html>

In addition to cluster computers wireless networking is being installed across campus enabling students with wireless equipped laptops to access IS services on campus. Full details of the services offered, including a list of available locations, can be found at <http://www.itservices.manchester.ac.uk/wireless/>.

Help and advice is available from our Service Desk which can be contacted by phone, via the web, email or in person. Physical Service desk support is available at the University Library and the Joule Library. Details of opening hours and other contact details can be found at <http://www.itservices.manchester.ac.uk/contacts/>. Telephone support is available 24 hours a day throughout the year.

v) Library and Information Resource Facilities

The University Of Manchester Library

<http://www.manchester.ac.uk/library>

The University of Manchester Library, one of the best-resourced academic libraries in the country, provides you with the resources and support you need throughout your programme.

The Library houses all the essential text books, across various sites, and has an extensive online collection of e-books, e-journals and research databases.

Facilities

The Main Library holds the principle collections for social sciences, including social anthropology, and offers group study rooms, individual study spaces and computer clusters. Wi-Fi is available throughout the building and a cafe lounge can be found on the ground floor.

The Alan Gilbert Learning Commons provides a state of the art 24/7 learning environment, offering flexible open learning spaces, multimedia facilities, computer clusters and bookable group study rooms plus runs a wide range of study skills workshops throughout the academic year.

In addition to the main sites, there are a number of specialist libraries located across the campus which may hold texts for your area and provide study facilities.

For details of Library locations, facilities and opening hours see the library website.

Getting Started: Quick Guide

You will need your student card to access all library sites around campus and your central university username and password to access the electronic resources.

Use Library Search to find books, eBooks, online journals and articles.

The Library Subject Guides are a very useful starting point for finding information on relevant library resources for your subject area. There are guides for all subject areas including Economics, Philosophy, Politics, Sociology, Social Anthropology and Social Statistics. Use these guides to find out which databases to use, how to reference, how to keep up to date with research and access online training tutorials.

My Manchester MyLibrary tab has quick links to all of the Library's resources and services available,

Training and Research Support

The Library runs a series of information skills sessions and skills clinics throughout the year. Details of sessions, times and how to book are available via the My Learning Essentials Training Calendar.

For general enquiries or support with finding, accessing or using the electronic resources contact the library in person, via phone or online.

See the Enquiries and Feedback page or complete the Library Request form via MyManchester.

Library News and Updates

Keep up to date with the latest library developments via Facebook or Twitter.

John Rylands University Library Manchester (JRULM)

Telephone: Main Library (University Campus) 0161 275 3751
 Special Collections, Deansgate, City Centre 0161 834 5343

Web: <http://www.library.manchester.ac.uk/>

Janette Watson is the Librarian for Economics and Social Sciences and can be contacted on 0161 275 6503 or at janette.watson@manchester.ac.uk.

JRULM is among the finest University libraries in the country, and combines a sense of tradition with the best information systems to provide an extensive range of services and resources to actual and virtual visitors. The JRULM is a member of CALIM, the Consortium of Academic Libraries in Manchester, which enables you to use the libraries of all the other participating Universities in Manchester. When you register you will receive a library card which will allow you to access the library, borrow books and use the online information resources. The library is only a few minutes walk from the Faculty and is open on most week days until 9.00pm (7.00 pm on Fridays), on Saturday mornings until 1.00 pm with borrowing services and, during semesters, on Saturday and Sunday afternoons until 6.00pm for reference.

You will receive an induction to the JRULM when you begin the programme, however you can also contact Miss Watson for any additional help and advice.

JRULM's resources are catalogued and can be searched for on the web (please see the address above). It also offers an inter-library loans service which can be used to obtain books or articles which are not available from one of the University's libraries. This service is charged per item and its effectiveness depends on the quality and completeness of the information you supply in your request form.

vi) General Facilities

Photocopying facilities are available in the John Rylands Library, the Student Union and the Arthur Lewis Building ground floor common area.

Social facilities include the Arthur's Brew Cafe, Ground Floor, Arthur Lewis Building which is open daily 9.00–4.00 and also Kaffé K on the Ground floor of the Humanities Bridgeford Street building.

Lockers

There is a bank of 70 lockers on the Ground floor near the showers for use by PGT students.

All lockers are coin operated (£1.00). If you lose the key there will be a £10.00 charge for a replacement.

vii) Blackboard: courses and enrolments

The teaching and learning activities within your courses are enhanced and supported by the use of Blackboard. All of your courses/spaces are listed in: <http://my.manchester.ac.uk/> under the 'Blackboard' tab. Within this tab you will find:

- a list of all the courses you are registered to take, under the 'Course List',
- a list for Programme spaces or other 'Organisations', in the 'My Communities' list.

You can also access Blackboard on your smartphone using the Blackboard Mobile Learn app. For guidance, search for 'How to: Access your Bb9 course through a Mobile Phone or Tablet' in the Knowledge Base at: <http://www.manchester.ac.uk/servicedesk/>
Courses become available to students one week before the start of teaching. For most courses in 2014/15 this is:

- Semester 1 and all-year courses: 8th September 2014
- Semester 2 courses: 19th January 2014

To ensure that you have access to all of your courses within Blackboard, you must be enrolled on them through the Student Records system. Once enrolled, your courses should appear in Blackboard within 24 hours. Also, your tutor needs to have 'activated' your Blackboard course in order for you to access it. If you cannot see a course you expect to see, please:

- contact your School Administrator to check that you have been enrolled;
- check with your tutor that they have made the course available;

Note: If you change your course enrolments there will also be a delay of up to 24 hours in acquiring your new courses and removing those you are no longer taking.

Your Blackboard course(s) will contain different elements, depending on how your tutor(s) have set them up. They may be used for course materials, lecture handouts, coursework submission, quizzes, additional resources, discussion boards or blogs, for example. If you have any queries about the content, please check with your tutor first.

After enrolment or changing your enrolments, if your courses are not correctly listed in Blackboard after 24 hours, please let us know which course(s) you are missing by going through <http://www.manchester.ac.uk/servicedesk/>

If your course is assessed by coursework, and the submission of coursework is done online via Turnitin you can find detailed guidance on 'Submitting an Assignment via Turnitin' in the Knowledge Base at <http://documents.manchester.ac.uk/display.aspx?DocID=13010> (document)
<https://stream.manchester.ac.uk/Play.aspx?Videoid=21235> (video)

If your tutor delivers feedback on your coursework also online you can also look up the Guidance on how to access your feedback and 'Downloading Feedback from Turnitin' at <http://documents.manchester.ac.uk/display.aspx?DocID=13011>

For general information on Blackboard and access to support information, please visit: www.studentnet.manchester.ac.uk/blackboard . You can also search the Knowledge Base from here.

Please note: periods when Blackboard access may not be possible (at-risk periods) are Sundays 2am to 5am, Easter holidays and the whole of July. Notification of significant downtime during Easter and July will be communicated through My Manchester Student News.

viii) List of Discipline Area Staff

The permanent staff of the Economics discipline area and their research interests are listed at: <http://staffprofiles.humanities.manchester.ac.uk/StaffList.aspx?ou=14035>

ix) Information Points & Communication

University Student Portal

The University has a Student Portal through which you can view a summary of your e-mails, view your library account, get examination information, and access the Student System through which you register, find your timetable and marks. The portal also links through to all University Policy's and Procedures, some of which are referenced further on in your handbook.

www.studentnet.manchester.ac.uk

E-mail

Most of the information sent out by administrators and academics comes via your *University of Manchester* e-mail address which you are allocated upon arrival (e.g. John.Smith@postgrad.manchester.ac.uk). This can be accessed via the internet, or you can set up your University e-mail to be diverted to your personal e-mail account. **It is your responsibility to ensure that you regularly check your e-mail accounts.** If you believe that you are not receiving all relevant e-mails, you must inform your Programme Administrator *immediately*.

Contact Details

It is your responsibility to keep all contact details up-to-date on the on-line student system (which you used to register). If you change address during the course of the academic year, you must update this system accordingly.

School of Social Sciences Intranet

The main reference point for information about your programme, the discipline and the School is the School's Student Intranet

<http://www.socialsciences.manchester.ac.uk/student-intranet/>

x) Student Service Centre

The SSC is the single point of contact for most of the administrative tasks you need to carry out as a student, including registration/fees, documentation, loans and grants, exams and graduation. The SSC is located on Burlington Street, between the library and the refectory. Opening times: Monday - Friday, 10:00am - 4:00pm, telephone: 0161 275 5000.

<http://www.studentnet.manchester.ac.uk/crucial-guide/>

3). **Programmes of Study**

i) MSc Economics

Programme aims and objectives

The aims of the MSc in Economics are to:

- provide advanced instruction and rigorous training in economic theories and the relevant methods of empirical research in those areas
 - develop students' powers of inquiry, critical analysis, and logical thinking and to apply theoretical knowledge to current issues of policy and practice
 - encourage initiative, independent learning, and create awareness of the range of methodological approaches to research and problem solving and their implications for research findings
 - provide training for those who wish to subsequently pursue a research and/or academic career via a PhD in Economics
 - enable students to apply advanced research skills to a relevant research area in economics via course units and a dissertation.
 - provide students with the knowledge and skills to equip them for a range of careers in economics and/or econometrics, in government, in industrial firms and the service and public sectors
-

The learning outcomes of the MSc in Economics are that students should be able to:

- acquire a systematic knowledge and understanding of current and prospective developments in the theory and practice of economics
- acquire an advanced knowledge and understanding of the core theoretical models of economics and econometrics, and an awareness of associated empirical evidence
- acquire knowledge and understanding of basic research skills in economics, including analytical, behavioural and comparative aspects
- acquire a knowledge and understanding of advanced techniques and skills applied in theoretical and empirical research
- acquire a systematic and advanced knowledge and understanding of selected specialised fields of economics, including a familiarity with the latest research developments and issues; an understanding of the limits of such knowledge and the effects of this on analyses and interpretation
- acquire knowledge and experience in the development of a research enquiry and to select the tools necessary for executing the research; the skills to pursue independent learning, to analyse and interpret quantitative and qualitative data and to present results in a form that is appropriate
- acquire a critical awareness of research issues, methodologies, and methods in economics, combined with a knowledge of corresponding skills in planning and managing a research project, carrying out a piece of original research

- produce an original piece of academic research in the form of a dissertation, demonstrating a critical knowledge of the associated research literature and an awareness of the implications and of the limitations of the research findings.

Programme content and structure

Semester 1 (60 credits)

ECON60101 Microeconomic Theory	15 credits
ECON60111 Macroeconomic Theory	15 credits
ECON61001 Econometric Methods	15 credits
ECON60081 Mathematical Methods in Economic Analysis	15 credits

ECON60901 Pre Session Maths and Statistics	0 credit
SOCS61230 Health and safety	0 credit

Semester 2 (60 credits)

ECON60052 Cross Section Econometrics Or / And ECON60522 Applied Macroeconometrics	15 credits
Approved optional course unit	15 credits
Approved optional course unit	15 credits
Approved optional course unit	15 credits

June – September (60 credits)

ECON63000 Dissertation	60 credits
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A full-time student normally attends for twelve months from mid-September, the academic year being divided into two semesters. Students take eight course units (15 credits each) comprising two units in economic theory (Econ60101 and Econ60111), at least two units in econometric techniques (Econ61001 and at least one of Econ60052 or Econ60522), one mathematical unit (Econ60081) and three approved optional units. An integral part of an MSc programme is the completion by September of a dissertation (60 credits) of 12-15,000 words on a topic chosen by the student and supervised by a staff member from Economics. The dissertation might be one of various types, that is (i) develops an original theoretical idea; (ii) uses theory in interpreting data or a real-world event; (iii) tests a theory using econometric techniques or (iv) critically reviews a piece of literature.

Students are also required to take a non-credit bearing unit offered by the School of Social Sciences, Graduate Office, Pre Session Maths and Statistics. Details of this course unit can be found here: <http://www.socialsciences.manchester.ac.uk/subjects/economics/postgraduate-taught/pre-session-maths/>

Optional course units

The following course units are available as options to students on the MSc in Economics:

ECON60202	Public Economics#
ECON60122	Macroeconomic Theory and Policy#
ECON60132	International Macroeconomics#
ECON60212	Poverty, Inequality and Government Policy in LDCs
ECON60332	Financial Econometrics
ECON60402	Mathematical Finance
ECON60422	Environmental Valuation
ECON60432	Topics in Economics of Health
ECON60462	Numerical Methods for Economists#
ECON60472	Labour Macroeconomics #
ECON60482	Topics in Applied Economics #
ECON60492	Political Economy (not running 2014-2015)
ECON60502	Econometric Theory
ECON60532	Asymptotic Inference in Econometrics# (not running 2014-2015)
ECON60552	Applied Development Economics Project
ECON60562	Mathematical Economics
ECON60662	Economic Growth# (not running 2014-2015)
ECON60682	Natural Resource Economics
ECON60762	Agriculture in Economic Development
ECON60782	
ECON61902	Topics in the Economic Development of China
ECON61212	Advanced Topics in Development Economics: Growth, Labour Markets, Public Capital and Gender
ECON61262	Financial Economics#

At present, all of the above options unless stated otherwise are available to students in 2014-2015. However, some options may subsequently be cancelled depending on student numbers on the course and unforeseen circumstances of the lecturer. Certain course units are more suitable than others in forming a coherent programme of study. These are indicated by a # symbol and it is expected that students will normally choose at least two options from this group. The Programme Director is available to give further advice to students

NB: Full course unit outlines, including details of assessment requirements, will be provided at the start of each course unit.

ii). **MSc Economics - Environmental Economics Pathway**

Programme content and structure

Semester 1 (60 credits)

ECON60101 Microeconomic Theory	15 credits
ECON60781 Economics of Environmental Policy	15 credits
ECON61001 Econometric Methods	15 credits
Approved optional course unit	15 credits

ECON60901 Pre Session Maths	0 credit
SOCS61230 Health and Safety	0 credit

Semester 2 (60 credits)

ECON60052 Cross Section Econometrics	15 credits
ECON60682 Natural Resource Economics	15 credits
ECON60422 Environmental Valuation	15 credits
Approved optional course unit	15 credits

June – September (60 credits)

ECON63000 Dissertation	60 credits
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A full-time student normally attends for twelve months from mid-September, the academic year being divided into two semesters. Students take eight course units (15 credits each) comprising:

- Three compulsory course units shared with the more general MSc Economics: Microeconomic Theory, Cross Section Econometrics and Econometric Methods.
- Three compulsory course units specific to this pathway: Economics of Environmental Policy, Natural Resource Economics and Environmental Valuation
- Two approved optional course units from a wide range of MSc Economic units and selected units taught by Politics, Development, Geography and Planning.

Students are also offered a non-credit bearing unit by the School of Social Sciences, Graduate Office, Pre Session Maths and Statistics. Details of this course unit can be found here: <http://www.socialsciences.manchester.ac.uk/subjects/economics/postgraduate-taught/pre-session-maths/>

Optional course units

The following Economics course units are available to students on the MSc in Economics (Environmental Economics Pathway):

ECON60022	Development Microeconomics
ECON60081	Mathematical Methods in Economic Analysis
ECON60111	Macroeconomic Theory
ECON60122	Microeconomic Theory and Policy#
ECON60132	International Macroeconomics#
ECON60171	Industrialisation in Developing Countries
ECON60202	Public Economics#
ECON60332	Financial Econometrics
ECON60402	Mathematical Finance
ECON60432	Topics in Economics of Health
ECON60441	Economics of Health
ECON60462	Numerical Methods for Macroeconomists
ECON60472	Labour Macroeconomics
ECON60492	Political Economy (not running 2014-2015)
ECON60482	Topics in Applied Economics
ECON60502	Econometric Theory
ECON60522	Applied Macroeconometrics
ECON60532	Asymptotic Inference in Econometrics#
ECON60552	Applied Development Economics Project
ECON60562	Mathematical Economics
ECON60662	Economic Growth (not running 2014-2015)
ECON60762	Agriculture in Economic Development
ECON60212	Poverty, Inequality and Government Policy in LDCs
ECON61212	Topics in Development Economics: Growth, Labour Markets, Public Capital and Gender
ECON61262	Financial Economics#
ECON61902	Topics in the Economic Development of China

In addition some course units from outside Economics are available to students on the MSc Economics (Environmental Economics Pathway)

IDPM60801	Environment and Development (moving to semester 2)
IDPM71952	Conservation and Development (not running 2014-2015)
GEOG70921	Key Readings in Environmental Governance
PLAN60441	Concepts in Environmental Law
POEC61002	Politics, Economics and Environment (not running 2014-2015)

At present, all of the above options unless stated otherwise are available to students in 2014 - 2015. However, some options may subsequently be cancelled depending on student numbers on the course and unforeseen circumstances of the lecturer. Certain course units are more suitable than others in forming a coherent programme of study so please discuss your optional choices with your Programme Director who must approve your choices before you can register.

NB: Full course unit outlines, including details of assessment requirements, will be provided at the start of each course unit.

iii). MSc Economics - Economics of Health Pathway

Programme content and structure

Semester 1 (60 credits)

ECON60101 Microeconomic Theory	15 credits
ECON60441 Economics of Health	15 credits
ECON61001 Econometric Methods	15 credits
ECON60081 Mathematical Methods in Economic Analysis	15 credits

ECON60901 Pre Session Maths and Statistics	0 credit
SOCS61230 Health and Safety	0 credit

Semester 2 (60 credits)

ECON60052 Cross Section Econometrics	15 credits
ECON60202 Public Economics	15 credits
ECON60432 Topics in Economics of Health	15 credits
Approved optional course unit	15 credits

June – September (60 credits)

ECON63000 Dissertation	60 credits
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A full-time student normally attends for twelve months from mid-September, the academic year being divided into two semesters. Students take eight course units (15 credits each) comprising two health economics course units (one theoretical - Econ60441; and one applied - Econ60432), two units in economic theory (Econ60101 and Econ60202), two units in econometric techniques (Econ61001 and Econ60052), one mathematical unit (Econ60081), and one approved optional unit. An integral part of an MSc programme is the completion by September of a dissertation (60 credits) of 12-15,000 words on a topic chosen by the student and supervised by a staff member from Economics. The dissertation might be one of various types, that is (i) develops an original theoretical idea; (ii) uses theory in interpreting data or a real-world event; (iii) tests a theory using econometric techniques or (iv) critically reviews a piece of literature.

Students are also required to take a non-credit bearing unit offered by the School of Social Sciences, Graduate Office, Pre Session Maths and Statistics. Details of this course unit can be found here: <http://www.socialsciences.manchester.ac.uk/subjects/economics/postgraduate-taught/pre-session-maths/>

Optional course units

The following course units are available as options to students on the MSc in Economics – Economics of Health Pathway

ECON60122	Macroeconomic Theory and Policy#
ECON60132	International Macroeconomics
ECON60212	Poverty, Inequality and Government Policy in LDCs
ECON60332	Financial Econometrics
ECON60402	Mathematical Finance
ECON60482	Topics in Applied Economics
ECON60532	Asymptotic Inference in Econometrics (not running 2014-2015)
ECON60552	Applied Development Economics Project
ECON60562	Mathematical Economics
ECON60662	Economic Growth (not running 2014-2015)
ECON60682	Natural Resource Economics
ECON61212	Advanced Topics in Development Economics: Growth, Labour Markets, Public Capital and Gender#
ECON61262	Financial Economics
ECON61902	Topics in the Economic Development of China

At present, all of the above options unless stated otherwise are available to students in 2014-2015. However, some options may subsequently be cancelled depending on student numbers on the course and unforeseen circumstances of the lecturer. Certain course units are more suitable than others in forming a coherent programme of study. These are indicated by a # symbol and it is expected that students will normally choose at least two options from this group. The Programme Director is available to give further advice to students.

NB: Full course unit outlines, including details of assessment requirements, will be provided at the start of each course unit.

iv.) Programme of Study – MSc in Financial Economics

Programme aims and objectives

The aims of the MSc in Financial Economics are to:

provide advanced instruction and rigorous training in financial economics and the relevant methods of mathematical finance and financial econometrics research in this area

develop students' powers of inquiry, critical analysis, and logical thinking and to apply theoretical knowledge to current issues of policy and practice in economics and financial economics

encourage initiative, independent learning, awareness of analytical and theoretical approaches in the field of financial economics, exposure to recent research and the state of the art tools in applied work in financial economics

give training to students in research methods and core skills in, including econometrics, mathematical finance/economics, problem-solving, written and oral expression, communication presentation skills

equip students with the intellectual apparatus and practical skills necessary for a financial economist working in private or public organisations

provide training for those who wish to subsequently pursue a research and/or academic career via a PhD in financial economics, or economics or financial econometrics

enable students to apply advanced research skills to a relevant research area either in financial economics or econometrics, via course units and a MSc-dissertation.

The learning outcomes of the MSc in Financial Economics are that students should be able to:

Acquire an advanced knowledge and understanding of the core theoretical models of microeconomics, macroeconomics and financial economics, and an awareness of the quantitative tools used in applied and empirical work

Develop and demonstrate knowledge and understanding of the current and prospective developments in the theory and applications of financial economics.

Develop and demonstrate an advanced knowledge and understanding of the micro- and macro-economic modelling tools used in modern financial economics, including familiarity with the latest quantitative tools used in recent research in the field of financial economics, and develop and demonstrate ability to understand, interpret and critically assess the advantages and limits of methods and models used in financial economics.

Comprehend the key types of research applied and theoretical methodologies, mathematical and econometric techniques and the skills that are used in financial economics research.

Demonstrate the ability to develop research ideas and manage research projects, to identify and select the tools for implementing profound analyses, show ability to pursue independent learning, to analyse theoretical models and interpret quantitative and qualitative findings, and to interpret and present such findings in an appropriate (written and/or verbal) format.

Demonstrate a critical awareness of research issues, analytical and quantitative methods in financial economics, and show ability and knowledge of relevant skills and research methodology for developing, planning and managing and implementing research original projects.

Produce an original piece of academic research in the form of a dissertation, demonstrating a critical knowledge of the relevant literature and ability to use methodologies and quantitative tools in modelling obtaining results together with awareness and ability to present advantages and limits of methods and models used in financial economics.

Programme content and structure

Semester 1 (60 credits)

ECON60101 Microeconomic Theory	15 credits
ECON60111 Macroeconomic Theory	15 credits
ECON61001 Econometric Methods	15 credits
ECON60081 Mathematical Methods in Economic Analysis	15 credits
ECON60901 Pre Session Maths and Statistics	0 credit
SOCS61230 Health and Safety	0 credit

Semester 2 (60 credits)

ECON60402 Mathematical Finance	15 credits
ECON61262 Financial Economics	15 credits
ECON60332 Financial Econometrics or ECON60522 Applied Macroeconometrics or ECON60052 Cross Section Econometrics	15 credits 15 credits 15 credits
Approved optional course unit	15 credits

June – September (60 credits)

ECON63000 Dissertation	60 credits
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A full-time student normally attends for twelve months from mid-September, the academic year being divided into two semesters. An integral part of an MSc programme is the completion by September of a dissertation (60 credits) of 12-15,000 words on a topic chosen by the student and supervised by a staff member from Economics. The dissertation should demonstrate a critical knowledge of the relevant literature and ability to use methodologies and quantitative tools in modelling obtaining results together with awareness and ability to present advantages and limits of methods and models used in financial economics.

Students are also offered a non-credit bearing unit by the School of Social Sciences, Graduate Office, Pre Session Maths and Statistics. Details of this course unit can be found here: <http://www.socialsciences.manchester.ac.uk/subjects/economics/postgraduate-taught/pre-session-maths/>

Optional course units

The following course units are available as options to students on the MSc in Financial Economics:

ECON60122	Macroeconomic Theory and Policy
ECON60132	International Macroeconomics
ECON60202	Public Economics
ECON60212	Poverty, Inequality and Government Policy in LDCs
ECON60462	Numerical Methods for Economists
ECON60472	Labour Macroeconomics
ECON60482	Topics in Applied Economics
ECON60532	Asymptotic Inference in Econometrics (not running 2014-2015)
ECON60562	Mathematical Economics
ECON60662	Economic Growth (not running 2014-2015)
ECON61212	Topics in Development Economics

At present, all of the above options unless stated otherwise are available to students in 2014-2015. However, some options may subsequently be cancelled depending on student numbers on the course and unforeseen circumstances of the lecturer. The Programme Director is available to give further advice to students.

NB: Full course unit outlines, including details of assessment requirements, will be provided at the start of each course unit.

v) Programme of Study – MSc in Econometrics

Programme aims and objectives

The aims of the MSc in Econometrics are to:

- provide advanced instruction and rigorous training in econometric theories and the relevant methods of empirical research in those areas
- develop students' powers of inquiry, critical analysis, and logical thinking and to apply theoretical knowledge to current issues of policy and practice
- encourage initiative, independent learning, and create awareness of the range of methodological approaches to research and problem solving and their implications for research findings
- enable students to apply advanced research skills to a relevant research area in economics and/or econometrics, via course units and a dissertation.
- provide students with the knowledge and skills to equip them for a range of careers in economics and/or econometrics, in government, in industrial firms and the service and public sectors
- provide training for those who wish to subsequently pursue a research and/or academic career via a PhD in econometrics
- equip students with core skills in computer literacy, numeracy, use of databases and IT skills, problem-solving written and oral communication, report writing and presentation

The learning outcomes of the MSc in Econometrics are that students should be able to:

- acquire knowledge and understanding of basic research skills in econometrics, including analytical, behavioural and comparative aspects
- acquire a systematic knowledge and understanding of current and prospective developments in the theory and practice of econometrics
- acquire a knowledge and understanding of advanced techniques and skills applied in theoretical and empirical econometric research
- acquire a systematic and advanced knowledge and understanding of selected specialised fields of economics and econometrics, including a familiarity with the latest research developments and issues; an understanding of the limits of such knowledge and the effects of this on analyses and interpretation
- acquire knowledge and experience in the development of a research enquiry and to select the tools necessary for executing the research; the skills to pursue independent learning, to analyse and interpret quantitative and qualitative data and to present results in a form that is appropriate
- acquire a critical awareness of research issues, methodologies, and methods in economics and econometrics, combined with a knowledge of corresponding skills in planning and managing a research project, carrying out a piece of original research
- produce an original piece of academic research in the form of a dissertation, demonstrating a critical knowledge of the associated research literature and an awareness of the implications and of the limitations of the research findings.

- acquire an advanced knowledge and understanding of the core theoretical models of econometrics and an awareness of associated empirical evidence

Programme content and structure

Semester 1 (60 credits)

ECON61001 Econometric Methods	15 credits
ECON60081 Mathematical Methods in Economic Analysis	15 credits
Approved optional course unit	15 credits
Approved optional course unit	15 credits

ECON60901 Pre Session Maths and Statistics	0 credit
SOCS61230 Health and Safety	0 credit

Semester 2 (60 credits)

ECON60522 Applied Macroeconometrics	15 credits
ECON60502 Econometric Theory	15 credits
ECON60052 Cross Section Econometrics	15 credits
ECON60332 Financial Econometrics	15 credits

June – September (60 credits)

Dissertation	60 credits
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A full-time student normally attends for twelve months from mid-September, the academic year being divided into two semesters. Students take eight course units (15 credits each) comprising five units in econometric techniques (ECON61001, ECON60522, ECON60502, ECON60052 and ECON60332), one in Mathematical Methods in Economics (ECON60081) and two approved optional units. An integral part of an MSc programme is the completion by September of a dissertation (60 credits) of 12-15,000 words on a topic chosen by the student and supervised by a member of the discipline area. The dissertation might be one of various types, that is (i) critically reviews a piece of econometric literature; (ii) develops a theoretical econometric technique; or (iii) applies an econometric technique in a practical situation.

Students are also offered a non-credit bearing unit by the School of Social Sciences, Graduate Office, Pre Session Maths and Statistics. Details of this course unit can be found here: <http://www.socialsciences.manchester.ac.uk/subjects/economics/postgraduate-taught/pre-session-maths/>

Optional course units

The following course units are available as options to students on the MSc in Econometrics:

ECON60101	Microeconomic Theory
ECON60111	Macroeconomic Theory
ECON60171	Industrialisation in Developing Countries

At present, all of the above options unless stated otherwise are available to students in 2014-2015. However, some options may subsequently be cancelled depending on student numbers on the course and unforeseen circumstances of the lecturer. Certain course units are more suitable than others in forming a coherent programme of study. These are indicated by a # symbol and it is expected that students will normally choose at least two options from this group. In addition, students can take as options certain courses in statistics offered by the Department of Mathematics or the Social Statistics Discipline Area within the School of Social Sciences, both subject to the approval of the Programme Director. The Programme Director is available to give further advice to students.

NB: Full course unit outlines, including details of assessment requirements, will be provided at the start of each course unit.

vi.) Programme of Study – MSc in Economics and Econometrics

Programme aims and objectives

The aims of the MSc in Economics and Econometrics are to:

- provide advanced instruction and rigorous training in economic and econometric theories and the relevant methods of empirical research in those areas
- develop students' powers of inquiry, critical analysis, and logical thinking and to apply theoretical knowledge to current issues of policy and practice
- enable students to apply advanced research skills to a relevant research area in economics and/or econometrics, via course units and a dissertation.
- encourage initiative, independent learning, and create awareness of the range of methodological approaches to research and problem solving and their implications for research findings
- provide training for those who wish to subsequently pursue a research and/or academic career via a PhD in economics and/or econometrics
- provide students with core skills in: computer literacy, numeracy, use of databases and IT skills, problem-solving, written and oral communication, report writing and presentation.
- equip students with the knowledge and skills to equip them for a range of careers in economics and/or econometrics, in government, in industrial firms and the service and public sectors

The learning outcomes of the MSc in Economics and Econometrics are that students should be able to:

- acquire a systematic knowledge and understanding of current and prospective developments in the theory and practice of economics and econometrics
- acquire an advanced knowledge and understanding of the core theoretical models of economics and econometrics, and an awareness of associated empirical evidence
- acquire knowledge and understanding of basic research skills in economics and econometrics, including analytical, behavioural and comparative aspects
- acquire a knowledge and understanding of advanced techniques and skills applied in theoretical and empirical economic/econometric research
- acquire a systematic and advanced knowledge and understanding of selected specialised fields of economics and econometrics, including a familiarity with the latest research developments and issues; an understanding of the limits of such knowledge and the effects of this on analyses and interpretation
- acquire knowledge and experience in the development of a research enquiry and to select the tools necessary for executing the research; the skills to pursue independent learning, to analyse and interpret quantitative and qualitative data and to present results in a form that is appropriate
- acquire a critical awareness of research issues, methodologies, and methods in economics and econometrics, combined with a knowledge of corresponding skills in planning and managing a research project, carrying out a piece of original research

- produce an original piece of academic research in the form of a dissertation, demonstrating a critical knowledge of the associated research literature and an awareness of the implications and of the limitations of research findings

Programme content and structure

Semester 1 (60 credits)

ECON60101	Microeconomic Theory	15 credits
ECON60111	Macroeconomic Theory	15 credits
ECON61001	Econometric Methods	15 credits
ECON60081	Mathematical Methods in Economic Analysis	15 credits

ECON60901 Pre Session Maths and Statistics SOCS61230 Health and Safety	0 credit 0 credit
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Semester 2 (60 credits)

ECON60522	Applied Macroeconometrics	15 credits
ECON60052	Cross Section Econometrics	15 credits
ECON60502	Econometric Theory	15 credits
Approved optional course unit		15 credits

June – September (60 credits)

Dissertation	60 credits
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A full-time student normally attends for twelve months from mid-September, the academic year being divided into two semesters. Students take eight course units (15 credits each) comprising two units in economic theory (ECON60101 and ECON60111), one involving mathematical methods in economics (ECON60081), four units in econometrics (ECON61001, ECON60522, ECON60052 and ECON60502) and one approved optional units. An integral part of an MSc programme is the completion by September of a dissertation (60 credits) of 12-15,000 words on a topic chosen by the student and supervised by a member of the discipline area. The dissertation might be one of various types, that is (i) develops an original theoretical idea in economics; (ii) uses theory in interpreting data or a real-world event; (iii) tests an economic theory using econometric techniques; (iv) critically reviews a piece of literature; (v) develops a theoretical econometric technique; or (vi) applies an econometric technique in a practical situation.

Students are also offered a non-credit bearing unit by the School of Social Science, Graduate Office, Pre Session Maths and Statistics. Details of this course unit can be found here:

<http://www.socialsciences.manchester.ac.uk/subjects/economics/postgraduate-taught/pre-session-maths/>

Optional course units

The following course units are available as options to students on the MSc in Economics and Econometrics:

ECON60202	Public Economics
ECON60122	Macroeconomic Theory and Policy#
ECON60132	International Macroeconomics#
ECON60212	Poverty, Inequality and Government Policy in LDCs
ECON60332	Financial Econometrics
ECON60402	Mathematical Finance
ECON60462	Numerical Methods for Economists
ECON60472	Labour Macroeconomics
ECON60482	Topics in Applied Economics
ECON60532	Asymptotic Inference in Econometrics# (not running 2014-2015)
ECON60562	Mathematical Economics
ECON60662	Economic Growth# (not running 2014-2015)
ECON60682	Natural Resource Economics
ECON60782	Economics of Environmental Policy
ECON61902	Topics in the Economic Development of China
ECON61212	Topics in Development Economics: Growth, Labour Markets, Public Capital and Gender
ECON61262	Financial Economics#

At present, all of the above options unless stated otherwise are available to students in 2014-2015. However, some options may subsequently be cancelled depending on student numbers on the course and unforeseen circumstances of the lecturer. Certain course units are more suitable than others in forming a coherent programme of study. These are indicated by a # symbol and it is expected that students will normally choose at least two options from this group. Any student interested in pursuing a PhD in Econometrics is strongly recommended to take Econometrics. The Programme Director is available to give further advice to students.

NB: Full course unit outlines, including details of assessment requirements, will be provided at the start of each course unit.

vii) Choosing your Course Units

The MSc degree comprises eight 15 credit course units, usually divided equally between two semesters. Students who take more course units in one semester than another do so at their own risk and must obtain the permission of their Programme Director.

Part-time students must normally take the equivalent of four course units (4 x 15 credits) in year one, usually divided equally between two semesters.

Students registered for the MSc must also submit a dissertation which is normally 12-15,000 words long; the word limit is agreed between the student and the staff member who supervises the dissertation. With the normal weighting, the 8 course units count for 120 credits and the dissertation counts for 60.

During the induction week you will also have an opportunity to talk with your Programme Director about the choice of course units most appropriate to your needs and interests. The online postgraduate course unit database can be searched at: <http://courses.humanities.manchester.ac.uk/pg/>

viii) Making Changes to Your Course Units

If you decide to change any of your course unit options, you can make the alteration yourself online (see 'Guide to Using Self-Service Course Unit Selection' included in your registration pack). However, before you process any changes, you will need to complete a *Course unit Change Form* (available from the School Postgraduate Office, room 2.003, Arthur Lewis Building or downloadable from the Intranet) so that we have a record of any alterations to your choice of course units. Changes to your choice of course units must be made no later than the dates specified below.

In Semester I you must make any course unit changes by Friday 3 October 2014.
In Semester II you must make any course unit changes by Friday 6 February 2015.

ix.) Timetable

Please see: <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/course-unit-timetable/>

x) Health and Safety

There is a Health and Safety online course (SOCS61230) which is compulsory and available through Blackboard.

A range of occupational health services are available to students. Further information is available at <http://www.studentnet.manchester.ac.uk/occupational-health/> including links to a range of policies.

With respect to Display Screen Equipment (including computer monitor screens) you can find further information at <http://www.socialsciences.manchester.ac.uk/student-intranet/health-and-safety/>

You must not interfere with or misuse any thing, object, structure or system of work provided by the University of Manchester in the interests of health and safety.

You must familiarise yourself with the procedures for dealing with an emergency, including what to do on discovery of a fire, and fire exit-points. You are also required to familiarise yourself with the Health and Safety at Work regulations, extracts of which are posted in all School buildings. Anyone requiring first aid for themselves or for others should contact one of the first aiders situated in the building. Their

names and telephone numbers are posted in commonly used areas. The Head of School is responsible for Health and Safety within the School.

Accidents and Emergencies

All accidents at work or study must be reported to the School Safety Adviser for SOSS, Lucy Jones, Arthur Lewis Building, telephone 0161 275 1757, email: lucy.jones@manchester.ac.uk

There are first aid boxes located at main reception points in all buildings on campus and in some discipline areas. Contact details of first-aiders for each building can be obtained from the front desk.

4.) Student Progress

i) Attendance Requirements

Students are required to attend all classes including both lectures and tutorials. Students are expected to participate fully in classroom-based sessions by preparation of materials as required and to ensure that they have undertaken the necessary study. Students will be required to submit assignments as detailed in section 5 of this handbook and failure to submit on time or without paying due regard to the procedures for extensions to work will result in a fail.

ii.) Consequences of unsatisfactory progress

Students who are not able to meet the requirements of progression through the course unit will be required to terminate their studies.

iii.) Special Circumstances

You may suffer from some unforeseen or unexpected personal or medical circumstances that adversely affects your performance and/or prevents you from completing an assessment; these are referred to as mitigating circumstances (or special circumstances).

Requests for mitigation (or special circumstances) submitted after the published date for the beginning of an examination period (except as a result of circumstances that have arisen during the course of that assessment period) will not be considered without a credible and compelling explanation as to why the circumstances were not known or could not have been shown beforehand.

It is important that you inform your Programme Director as soon as possible if you are ill or experiencing personal difficulties which may affect your performance, e.g. bereavement or family problems. If you are ill you should provide your Programme Director with a certifying letter from your doctor. Please see Appendix 1 for the university's regulations on the certification of student ill-health. If you do not inform the discipline area of any mitigating circumstances before work has to be submitted, or before the Board of Examiners meets and examination results are published, the Board will refuse to take such evidence into account afterwards.

5.) **Assessment**

i.) **Award of Degree**

Your degree is awarded by the University on the recommendation of the Board of the School of Social Sciences, Graduate Office. The degree may be awarded with Pass, Merit or Distinction.

Students who fail a Master's degree may be awarded a Diploma if they satisfy the appropriate conventions. Once a diploma has been awarded in these circumstances, a student cannot re-enrol on a Master's degree.

ii.) **Assessment Methods**

Course Units in Economics make use of a number of different assessment methods: written end-of year examinations, mid-term tests, online multiple choice tests, written coursework, written exercises and group work projects. The composition of assessment in each particular course unit will differ depending on the Learning Outcomes of that course unit. Some of these assessments may be of a formative nature only. That means that they do not contribute to your final grade, but serve to deliver feedback on the progress of your learning. Please check the respective course outlines for the specific assessment arrangements of your course units.

Examinations

Some courses are assessed by formal examination. Course units will normally be examined in January and May/June, at the end of the semester in which you have taken the course.

Individual examination timetables will be available for you to view through my Manchester. You **must** check to ensure that you have no timetable clashes and you are then responsible for attending all examinations.

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/>

The examination schedule has been produced using dedicated software for which the overarching factor is the production of a timetable with no, or as few as possible student clashes. Whilst attempts are made to ensure that you have a spread of examination dates throughout the examination period, in many cases this is not possible given the institutional constraints on the numbers of examination venues that are available, the number of examinations that are scheduled to take place and the options available to students on any particular programme of study. You should expect therefore to have examinations on two or more consecutive days and, potentially, have more than one examination within a single day.

Economic Studies follows the University's scheme of anonymous marking. General guidelines on this scheme and other aspects of the university's examinations process can be found on the Awards and Examinations Office web page <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/>

Students should note that work that is not formally assessed may be taken into account by examiners in deciding the final grade of borderline students or in the event of medical evidence suggesting the possibility of under-performance in the examination.

Guidance on the use of calculators in examinations is available on the Awards and Examinations Office web page (see above) under "Policies and Information".

Assessed essays

If your course requires you to submit assessed essays, you must observe the deadlines set by the Discipline area. The deadline for submission of work can be found in the course outline.

Information for Assignment Submissions

- Length of Assignments - Course unit convenors will state the specific length limits for individual pieces of work. (Assignments exceeding the specified length by more than 10 per cent will be penalised).
- Submissions - All assignments must be submitted to Turnitin via Blackboard by the deadline stated.
- Problems - If you are encountering any problems, please see either your course unit convenor or the Programme Director.
- Bibliography & Referencing - A full bibliography should be appended listing all sources consulted in preparing the assessment assignment. This should be arranged alphabetically, and in time order for publication in the case of where several works by the same author (or government or other collective source) are being used. Where no author is available for quotation, the title of the publication (for example, a newspaper or poster) should be placed alphabetically in the bibliography. Journals should be identified by their volume numbers as well as by the year of issue. A bibliography constructed in this way will permit references to be made easily in the text. In an appropriate place, the author, year of publication and page reference can be placed in parenthesis, for example (Banton, 1967, p. 143). In other words, use the standard Harvard referencing system.

Please read carefully the information on our policy on assignment extensions.

Turnitin

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include Turnitin, the plagiarism detection service used by the University.

As part of the formative and/or summative assessment process, you may be asked to submit electronic versions of your work to Turnitin and/or other electronic systems used by the University (this requirement may be in addition to a requirement to submit a paper copy of your work). If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to Turnitin and/or other electronic systems used by the University.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

The University's policy on late submission of course work assignments/essays and dissertations

If you submit your course work or dissertation late there will be a penalty of 10 marks per day (sliding scale) applied for up to 10 days. So, for example, if you submit your course work or dissertation 2 days late, 20 marks will be deducted after examination. A day includes weekends and weekdays.

Extensions to the submission deadline can be granted to students where there are exceptional mitigating circumstances (e.g. compelling medical reasons). It is vital that you provide documentary evidence to support your application. The application must be submitted before the due date of your

work. You are advised to refer to the University's Policy on Mitigating Circumstances <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/> for what constitutes grounds for mitigation.

Essay/Assignment Extension Application form

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/>

Dissertation Extension Request form

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/>

iii) **Mitigating Circumstances and extension requests**

If you think that your performance or academic progress is likely to be affected by your circumstances or that you may not be able to hand in your assignment/dissertation by the deadline, you may submit a Mitigating Circumstances form/extension request form, with relevant supporting documentation, for consideration by the Mitigating Circumstances Committee and Board of Examiners.

The nature of the supporting documentation required will vary according to the nature of the circumstances, but it must be sufficiently independent and robust to confirm the veracity of the case you are making. Please note that it is your responsibility as the student to submit a request for consideration of mitigating circumstances by the published deadlines. You should not wait until your results are issued or the deadline for the submission of your work to have passed to apply for mitigating circumstances as cases will not be accepted retrospectively.

Grounds for Mitigation

Students should be aware that grounds for mitigation are 'unforeseeable or unpreventable circumstances that could have a significant adverse affect on your academic performance'. Please see below for examples of possible mitigating circumstances as well as circumstances which will not be considered as grounds for mitigation.

Examples of possible mitigating circumstances:

- significant illness or injury;
- the death or critical/significant illness of a close family member/dependant;
- family crises or major financial problems leading to acute stress;
- absence for jury service or maternity, paternity or adoption leave.

Circumstances which will NOT normally be regarded as grounds for mitigation:

- Holidays and events which were planned or could reasonably have been expected
- Assessments which are scheduled closely together
- Misreading the timetable or misunderstanding the requirements for assessment
- Inadequate planning and time management
- Failure, loss or theft of a computer or printer that prevents submission of work on time: students should back up work regularly and not leave completion and printing so late that they cannot find another computer or printer
- Consequences of paid employment
- Exam stress or panic attacks not diagnosed as illness.

iv) **Assignment Extension Policy**

For Mitigating Circumstances please read this in conjunction with the information on Medical & Personal Problems and Mitigating Circumstances.

Please note that this policy also applies to the Dissertation. To apply for an extension:

1. Extension applications should be made on the 'Application for Extension to Submission Date' form available from the School website at:
<http://www.socialsciences.manchester.ac.uk/intranet/pg/>
2. Where relevant applications must be accompanied by documentary evidence e.g. certification by a qualified doctor specifying nature of illness, duration and impact on ability to study, letter from qualified counsellor, copy police incident report etc.
3. Applications must be submitted to your programme administrator
4. Applications for extension to the submission date must be made in advance of the published submission date. Applications received after the submission date will not be accepted.
5. Your application will then be considered by the Programme Administrator within your DA.
6. When the extension request is approved or rejected, the student will be formally notified by the School office by email.

v) **Generic Assignment Guidelines**

The following criteria for assessment govern the way in which we mark assignments and dissertations. These guidelines have been established by the School of Social Sciences and, as such, operate across the School's discipline areas:

40 – 49% (40% = Pass at PG Certificate/ Diploma level)	Work should be at a postgraduate level although not reaching the level required for a Masters course. Such work should provide a competent discussion of relevant material, although this may be largely descriptive and lack critical/analytical depth. Work should be well structured, well presented and demonstrate an awareness of relevant literature.
50 – 59% (50% = Pass at MA level)	This represents the minimum performance required on a Masters course. Work should provide a competent discussion of relevant material and some evidence of critical/analytical thought. It should be well structured, well presented, demonstrate an awareness of relevant literature and consistently evidence arguments/assertions by reference to relevant literature/research.
60 – 69% (Merit at MA level)	Work that is competent and well presented, touching very good work at the top end of the range. This work should be critical and comprehensive in its coverage and have a degree of depth and imagination in the presentation and consideration of the material, especially at the top end.
70 – 79%	This is excellent work, showing evidence of comprehensiveness and focus, with critical depth and insight that befits work at graduate level. These grades mean that the student is producing work that fits within a distinction profile.
80% +	This is outstanding work in every respect constituting or approaching publishable work.

The Taught Degree Regulations Glossary of Terms states the following with regard to Compulsory Course units: 'Compulsory Course units are course units which cannot be substituted and must be taken in order to meet the intended learning outcomes of the programme. Compulsory course units are not normally compensatable.' However, programmes in the School of Social Sciences do allow compensation for compulsory course units in line with point 14 of the PGT regulations.

vi.) Timing of Examinations

Courses are examined at the end of the semester in which they are taught. The 2014-2015 examination periods are as follows:

Semester 1 Examinations: 12 January 2015 - 23 January 2015

Semester 2 Examinations: 14 May 2015- 3 June 2015

Re-examinations: 24 August 2015 – 4 September 2015

vii.) Coursework Requirements

The deadlines for the submission of coursework are normally as follows, unless otherwise specified through the relevant course convenor.

Semester 1 courses: Wednesday 14 January 2015

Semester 2 courses: Wednesday 6 May 2015

Coursework should be submitted to the School of Social Sciences Postgraduate Office (2.003). Work should be typed and in most course units should not exceed 2000 words. To ensure that the coursework is marked anonymously, students should include their student registration number only on the work. Students' names should **not** appear on coursework. When you submit your essay, you will be provided with a cover sheet designed to ensure student anonymity.

If you fail to submit any work by the relevant deadline without special permission, you will be deemed by the Board of Examiners to have failed that examination.

viii.) Feedback to students on their work

The School of Social Sciences adheres to the University's policy on Feedback to students. The full policy is available at <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6518>

We are committed to providing timely and appropriate feedback to you on your academic progress and achievement, thereby enabling you to reflect on your progress and plan your academic and skills development effectively. Feedback, and acting on feedback, is therefore part of the active learning process throughout your course of study.

Feedback to students on their work is generally provided by a feedback sheet attached or is available to view online through self-service. It is sometimes difficult for staff to mark formally assessed work in time to give students feedback before the examinations; however, for Semester 1 course units, students may collect the completed feedback forms upon request, once the examination results have been published.

Methods of feedback will vary according to assessment type, discipline, level of study and the needs of the individual student.

This policy applies to undergraduate and postgraduate taught provision. It sets out the principles under which feedback should be planned and delivered and relates to both formative and summative work

ix.) Re-sit Arrangements

Candidates who fail end of course unit assessments, in essay or exam form, may, with permission of the Board of Examiners, re-sit on one subsequent occasion.

Re-sit examination papers will be set according to the syllabus of the relevant course unit(s) as delivered in the year of registration for that course unit.

Only one re-sit of any paper is permissible.

x)Accessing Marks

The marks for January examinations, as issued to graduate students by the Postgraduate Office, are **provisional** marks and are provided for information only. **Provisional** marks for assessed essays submitted in Semester 2 may be given to students. **Confirmed** marks for examination papers will not be made available to students until after the June meeting of the School Postgraduate Committee. Students are advised that:

- these marks may be raised or lowered by the external examiners.
- once marks have been agreed by the internal examiners and issued to students, they can only be changed via the external examiners.
- if the mark for a particular exam is both 'marginal' and 'critical' to the overall result, the exam paper / assessed essay will always be referred to the appropriate external examiner.
- questions of compensation will be dealt with in the June Examinations Board, when the full range of results is available.
- marks are never confirmed until the meeting of the School Postgraduate Taught Programmes Examinations Board in June.
- the University does not allow student appeals against the academic judgements of Examiners.

The pass mark on all our taught Masters programmes is 50%.

Examination results will be available through the Student Self-Service system at a date to be announced.

To view your marks: Go to your Student Service Centre. Using the drop down menu on the left (under Academic History) select Assignments. Click on the arrows next to it.

This takes you to a list of your modules. Click on the link for the module required to bring up the marks page. To view marks and any assignment comments, click on Instructor Comments at the bottom of the screen.

Please note, if you have a hold or a restriction on your account, this means you have an outstanding debt to the University. If this is the case, you must contact the Student Credit Office, based in the John Owens Building room G10 (tel: 0161 275 8130/email: self.funding@manchester.ac.uk) to sort this matter out. In the meantime, you will be able to view your results by accessing Self Service>Enrolment>View My Assignments>Assignment Categories.

xi) Guidance to students on plagiarism and other forms of academic malpractice

Preface: please note that the School reserves the right to request electronic copies of course work assessments. These may be used to investigate suspected cases of academic malpractice.

For help and advice on plagiarism and related matters, potential sources of assistance are: your academic advisor; your course tutors; the Student Guidance Service; and Paul Smith, the School's Student Support Officer.

Plagiarism

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between: the ideas and work of other people that you may have quite legitimately exploited and developed, and the ideas or material that you have personally contributed.

http://www.humanities.manchester.ac.uk/studyskills/essentials/writing/avoiding_plagiarism.html

xii) Complaints Procedure

Should any student want to make a complaint regarding an examination, then they **MUST** notify staff within 24 hours of the complaint, however, this complaint **MUST** then be followed up in writing (not via email) along with any supporting evidence no later than 72 hours after the examination has taken place.

Any exam complaints **MUST** be submitted to the Chair of the Board of Examiners. Please forward any exam complaints to the programme administrator who will forward on.

If you have a complaint it should be made as soon as possible, and in any case within eight weeks, of the events or actions (or lack of actions) which have prompted the complaint. The University will not normally consider complaints made after this period, unless there is good reason for the delay

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/complaints/>

xiii.) Appeals Process

The appeals process is published by the University in the **Academic Standards Code of Practice**, which is available on the web at: <http://documents.manchester.ac.uk/studentrelatedlist.aspx>

The purpose of this regulation is to safeguard the interests of students and may only be used when there are adequate grounds for doing so which are outlined in the regulation. It may not be used simply because you are dissatisfied with the outcome of your assessment or other decision concerning your academic progress.

Appeals based upon provisional decisions of the University cannot be considered.

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/academic-appeals/>

xiv) External Examiners

External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and academic standards. They ensure that assessment and examination procedures have been fairly and properly implemented and that decisions have been made after appropriate deliberation. They also ensure that standards of awards and levels of student performance are at least comparable with those in equivalent higher education institutions.

External Examiners' reports relating to this programme will be shared with student representatives at the *Staff Student Liaison Committee (SSLC)*, where details of any actions carried out by the programme team/School in response to the External Examiners' comments will be discussed. Students should contact their student representatives if they require any further information about External Examiners' reports or the process for considering them."

Please see below for details of the external examiners for 2014-2015

Professor Xavier Mateos-Planas (Macroeconomics)
School of Economics and Finance
Queen Mary, University of London

Professor Klaus Schenk-Hoppe (Financial Economics)
Leeds University Business School
University of Leeds

Professor Jeremy Smith (Econometrics)
Department of Economics
University of Warwick

Please note that it is inappropriate for students to make direct contact with External Examiners under any circumstances, in particular with regards to a student's individual performance in assessments. Other appropriate mechanisms are available for students, including the University's appeals or complaints procedures and the UMSU Advice Centre. In cases where a student *does* contact an External Examiner directly, External Examiners have been requested not to respond to direct queries. Instead, External Examiners should report the matter to their School contact who will then contact the student to remind them of the other methods available for students. If students have any queries concerning this, they should contact their Programme Office (or equivalent).

6.) **Dissertation Arrangements**

Students undertaking any MSc programme in Economics are required to write a dissertation of between 12,000 and 15,000 words in the period following the exams in May and June. To help prepare for their dissertations, a Dissertation Workshop will be held in December following which students will be required to write a dissertation outline and a research plan. On the basis of these, each student will be allocated a member of staff who will act as their dissertation supervisor. Following discussion with their supervisor, students must return dissertation title forms to the Postgraduate Office before the beginning of May.

Please see appendix 3 for dissertation Guidelines for Supervisors and Supervisees and key dates

i) Ethical Issues in Research

In carrying out their work, researchers inevitably face ethical dilemmas which arise out of competing obligations and conflicts of interest. Research proposals involving human subjects are coming under closer scrutiny; it is an issue that the University takes very seriously. Therefore it is important that steps are taken to ensure that safeguards are in place, not only in the interests of the participants but also those of the investigator conducting the research. This brief statement aims to alert all postgraduate students undertaking research to issues that raise ethical concerns and more generally to identify good research practice. This might apply to any research student in the Faculty but is particularly relevant to students in the Social Sciences whose research work involves other humans. In general, “research on human beings” will raise ethical issues and this is why you are required to declare whether or not this applies to your dissertation topic and, if so, how these ethical issues are to be addressed. In doing so, you are providing an assurance that you have read the It is vital that when completing this form that both you and your supervisor have read and understood the following:

- Notes of Guidance on completing an application form for the approval of a research project by the Committee on the Ethics of Research on Human Beings
- Additional Notes of Guidance for applicants from SoSS
- Guidelines for Applicants

All of these guides are available on the School of Social Sciences intranet at <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ethical-approval-process/>

In particular, a research student and their supervisor preparing a thesis must adhere to the following fundamentals:

- Researchers have a responsibility both to safeguard the interests of those involved in, or affected by, their work, and to report their findings accurately and truthfully. They need to consider the effects and consequences of their work for those they study and other interested parties.
- Researchers should satisfy themselves that the research they undertake is worthwhile and that the techniques proposed are appropriate. They should be clear about the limits of their detachment from, and involvement in, their areas of study and recognise the diversity of social and other research so that they can respond reasonably and courteously to those with whom they disagree.
- Researchers should never present others' work as their own. Nor should they misrepresent knowingly the findings of their research or the work of others. (See section on Plagiarism above).
- The Faculty of Humanities provides support to researchers by holding workshops on the purpose of adhering to ethical procedures. Students are encouraged to attend these

sessions to gain an overview of Research Ethics procedures. For further information please contact Claire Stocks (Claire.Stocks@manchester.ac.uk) who is a member of the Skills Training Team in the Faculty of Humanities.

Procedure for Pre-screening your research for ethical issues, confirming your Dissertation Title and submitting forms for Ethical Approval

If you are on a MA, MSc, MRes or Diploma programme with option to upgrade (ie you will be completing a dissertation) you are required to complete this process.

The purpose of this is for you and your supervisor to confirm your Dissertation Title and to ascertain if your research requires ethical approval or not. If your research requires ethical approval it is expected that in the majority of cases this approval can be obtained by completing one of our template forms

The process:

- The process for confirming your dissertation title and *screening your research for ethical approval* is available on <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ethical-approval-process/>. You should also consult your programme handbook which may contain subject specific information for your programme.
- Your Programme Administrator will contact you regarding this process in February or March
- It is expected that in all areas this process is completed by **1st May 2015 but please note that in most areas this process is completed much earlier.**
- Safety - If the project involves a likelihood of danger to the researcher above and beyond risks normally associated with social sciences research the student is required to complete a risk assessment form available from <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ethical-approval-process/>

No work on a research project can take place until you have completed this process. Please be aware that the University cannot guarantee that it will provide the required insurance to students who embark on their research and have not submitted completed this process

ii) **Notice to submit your Dissertation**

Subject to you being Passed Subject To Dissertation at the Examinations Board in June you will be sent a "Notice of Submission Form" (<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/>), together with information about the presentation of your dissertation ie. Guidance for the Presentation of Taught Masters Dissertations <http://documents.manchester.ac.uk/display.aspx?DocID=2863>

This will only be sent to you if you have submitted your "[Confirmation of Dissertation Title & Pre-Screening for Ethical consideration](http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ethical-approval-process/)" <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ethical-approval-process/> form and, if applicable, your "[Application form for approval of a research project](http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ethical-approval-process/)". <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ethical-approval-process/>

Please submit a completed, signed, paper copy of your Notice of Submission along with your dissertation.

Please note that according to our regulations you must complete the taught component (course units) of your degree before you can proceed to dissertation. A student who works on their dissertation before being formally passed subject to dissertation by our Examinations Board do so at their own risk

iii) Dissertation Presentation and Guidance

Guidelines on the presentation of your dissertation including binding requirements are available on the intranet at the following:

<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/dissertation-workshop/>

(See Section 4: Preparing Your Dissertation)

Students will be required to submit two bound copies and upload an electronic version on Turnitin.

iv) What is my deadline for submitting my Dissertation?

Full Time students who first register for the degree of MA/MSc/MRes in September 2014 must submit their dissertation by **Monday 7 September 2015**, except by special permission of the School Postgraduate Committee. Part time students submission date will be by **Monday 7 December 2015**.

For **those students who fail to satisfy the taught element of their PGT programme and have to do re-sits in the August** re-sit period before being permitted to proceed to dissertation, the deadline for you to submit your dissertation will be in **March 2016**. Students who do not satisfy the examiners after re-sits will be considered against the criteria for award of a PG Diploma or Certificate

7.) Student Support and Guidance

i.) Personal Tutorial System

Students who require academic guidance or need to discuss issues of a personal nature, which may have an impact on their ability to study and/or meet course unit requirements, should see their Programme Director. There is no formal system of personal tutors for postgraduate students.

Students will also follow a Personal Development Plan, in conjunction with their Programme Director and dissertation supervisor (later in the year).

ii.) Making Changes

Applications to interrupt the course

It is the expectation of the University that you will complete your programme in one continuous period of uninterrupted study. It is understood, however, that you may encounter personal difficulties or situations which may seriously disrupt your studies. In such instances, you may be granted a temporary interruption to your studies.

It is important to realise that we may not be able to provide an identical teaching, supervision and assessment experience on your return as would otherwise have been available. Programmes of study and regulations change to reflect developments in the subject, requirements of external bodies and the resources available to the University. While we will try to make reasonable provision for you following your interruption you need to realise that permission for an interruption is a privilege and not a right.

During your period of interruption you will not be a registered student of the University and your right to be on University premises will be that of a member of the public. You may not undertake work on University premises as you are not covered by our insurance agreements. You should also note that you will lose onsite IT and student library access; however, you can retain remote email access to your student email account. You do need to ensure, however, that, if necessary, you save work and provide alternative forwarding contact email details to us.

If you fail to return and re-register at the expected date of return following an interruption, we will attempt to contact you but if we receive no response after 30 days following your expected date of return, we can deregister you from the student system.

A student may be permitted to interrupt the course for good cause, such as illness, family crisis or bereavement. It is therefore very much in the student's interest to seek formal interruption where the progress of study has been disrupted by any unforeseen circumstance. In such cases, the Graduate Office should be informed of the reasons for the request and a medical certificate should be provided if an interruption is sought on health grounds. Where appropriate, students are also advised to consult their funding body before making such an application.

Interruption applications should be made on the 'Application to Interrupt Programme' form available from the School website at: <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/>

Withdrawal from the programme

If, after consultation with your supervisor, you decide, for whatever reason, to withdraw from a programme of study you must inform the Postgraduate Office by completing the relevant form.

The Postgraduate Office will then update your Student Record, which will prompt the Fees Office to contact you regarding any refund due.

Withdrawal applications should be made on the 'Application for Withdrawal from Programme' form available from the School website at <http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/ma-msc-diploma-proformas-and-guidance/>

iii.) University Support Services

Details of the University's support services, including accommodation services, the Careers Service, the Central Academic Advisory Service, the Counselling Service, the Language Centre, the Research and Graduate Support Unit, Student Health and support for students with disabilities can be found on the web at <http://www.studentnet.manchester.ac.uk/>

Information about the Postgraduate and Mature Students and International Societies is also available on the web, at <http://www.burlington.manchester.ac.uk/> and <http://orgs.man.ac.uk/intsoc/>

iv) The University Language Centre

The University Language Centre provides a range of English language support services for registered students, visiting fellows and international staff members whose first language is not English. These include the following:

- [Online Diagnostic test](#) for registered international students;
- Timetabled [in-session courses](#) for international students, covering academic writing, academic speaking, pronunciation and grammar;
- [Academic writing tutorial service](#) for students wishing to discuss and improve particular aspects of their academic writing style;
- Materials development, including online resources such as [the Academic English and Skills Development Material](#) and the [Academic Phrasebank](#), to help students improve their academic English.

Up-to-date information about the above services is available on the ULC's website: <http://www.ulc.manchester.ac.uk/english/academicsupport/>

Students wishing to register for our in-session courses will normally need to complete our online diagnostic test. Details can be found at www.ulc.manchester.ac.uk/english/academicsupport/testing-service. In-session registration information can be found on the website (see in-session courses link above). Classes will start week commencing 6 October 2014. Registration details will be available in September 2014. Please contact the Academic Support Programmes Officer on 0161 275 3425 if you require any further information.

v.) Study Skills Website

The Faculty of Humanities has a Study Skills Website where you will find sources of information, hints & tips and practical activities to help you develop your study skills and become a better learner.

You'll also find advice about how to prepare for lectures, tutorials and seminars; how to deal with exam stress; organising yourself; and on personal development and career planning. See <http://www.humanities.manchester.ac.uk/studyskills/>

vi.) Dignity at Work and Study

The University of Manchester does not tolerate any form of harassment, discrimination or bullying. If you believe that you are being bullied or harassed, you can contact a Harassment Advisor. Harassment Advisors provide confidential support and information to students and staff on the University's policy and will be able to explain the options available to you. For further information see <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2755>

vii.) University Policies & Regulations

There are a number of University policies and regulations which apply to you during your period of registration. Further details can be found at <http://documents.manchester.ac.uk/studentrelatedlist.aspx>

These policies may undergo changes during your period of registration. You will be notified when changes take place, e.g. by email or by posting updates to the Document Resources section of the School of Social Sciences website at: <http://www.socialsciences.manchester.ac.uk/student-intranet/>

viii.) Careers Service

From the moment you arrive at university, we want to help you to stand out from the crowd. Your Careers Service can help you in many ways, including:

- Exploring your career options and ideas
- Looking for part-time or vacation work
- Volunteering opportunities
- Work experience, placements and internships
- Finding out about specific jobs and sectors
- Developing the skills employers look for
- Finding graduate jobs and internships
- CV and application advice
- Employer events and careers fairs
- Succeeding at interviews and assessment centres
- Postgraduate study and funding
- Mentoring support
- Starting your own business.... and much more.

Don't leave it until your final year to use our services; make the most of your time at Manchester and get involved from the start of your degree.

The Careers Service is located in the Atrium, University Place.

(<http://www.manchester.ac.uk/medialibrary/maps/campusmap.pdf>) Building number 13.

tel: 0161 275 2829

email: careers@manchester.ac.uk

www.manchester.ac.uk/careers/students/

ix.) The University of Manchester Alumni Association

What does alumni mean? It simply means 'former student' and you become one after studying here.

The University of Manchester's Division of Development and Alumni Relations is the main point of contact for the University's global network of over 270,000 former students. It gives you the opportunity to continue a lifelong connection with us and to remain an active part of The University of Manchester. It also gives you some added extras; we offer exclusive discounts and services, you can continue learning with discounted CPD courses and access to learning resources, and get insight into cutting-edge research through our alumni events – including the annual Cockcroft Rutherford lecture – exclusive and free to alumni. This lecture has been delivered by Professor Andre Geim, discoverer of graphene, and leading science communicator Professor Brian Cox.

Many of our alumni are committed to giving back to their University by enriching your student experience and employability. Each year alumni financially support students undertaking voluntary projects overseas to benefit the communities they visit and alumni contribute to funding for scholarships, hardship grants and student projects.

Alumni also volunteer their time to the University, returning to campus to give talks, take part in workshops and advice sessions and to mentor students. These have included Alex Cole (BA Politics and Modern History, 1993), Director of Corporate Affairs at Sainsbury's; Sir Terry Leahy (BSc Management Science, 1977), former CEO of Tesco; and actor Toby Jones (BA Drama 1989).

When you complete your Manchester studies you will be joining a prestigious group of professionals who have become very successful in every sector. There are performing artists such as Benedict Cumberbatch (The Hobbit, Star Trek: Into Darkness and the BBC's Sherlock), Ed Simmons and Tom Rowland (The Chemical Brothers); journalists like Ian King (Business presenter of Sky News, former Business Editor of The Times,), Sam Bain and Jesse Armstrong (award-winning television writers of Peep Show and Freshmeat); architects such as Sir Norman Foster, and high profile politicians such as Chuka Umunna MP (Shadow Business Secretary) and George Maxwell Richards (former President of Trinidad and Tobago).

You automatically become a member of the alumni community on graduation, but to get the full benefit you should register with our online alumni community 'Your Manchester Online' www.manchester.ac.uk/yourmanchester during your final year.

x.) **Opportunities for Further Study – A PhD?**

The School welcomes enquiries and applications for research programmes throughout the year.

If you are interested in applying for funding for a PhD please be aware that it is now **generally** required that you have completed a Research Training (RT) Masters in the first instance. However, we do of course welcome applications from any Masters student regardless of what programme they are doing. The School's current RT courses are:

Political Science (Research Route)	MA	PG Diploma
International Politics (Research Route)	MA	PG Diploma
Human Rights (Research Route)	MA	PG Diploma
Political Economy (Research Route)	MA	PG Diploma
Economics	MSc	
Economics and Econometrics	MSc	
Econometrics	MSc	
Sociological Research	MSc	
Anthropological Research	MA	
Philosophy	MRes	
Social Research Methods & Stats	MSc	PG Diploma

The minimum academic entry requirements for admission to the PhD is a Masters degree at Merit level, which MUST include an overall taught course average of 60% (with no mark below 50%) **and** a dissertation mark of 60%

The University normally holds a Postgraduate Open Day in November and further details will be available via <http://www.manchester.ac.uk/postgraduate/opendays/>

Information on all School funding opportunities, including details on the deadlines will be advertised <http://www.socialsciences.manchester.ac.uk/study-with-us/fees-and-funding/>

Competition for funding is very strong and we therefore advise that you consult with a prospective supervisor regarding your research proposal before submitting a full application. Applications must be submitted via the on-line application service at <http://www.manchester.ac.uk/postgraduate/howtoapply/>

If you have any further queries please email pg-soss@manchester.ac.uk

Event Information

Details of events can be found at the below links.

Entire calendar: <http://events.manchester.ac.uk/highlights/>

School events: <http://www.socialsciences.manchester.ac.uk/about-us/events/>

Economics: <http://www.socialsciences.manchester.ac.uk/subjects/economics/events-and-seminars/>

Philosophy: <http://www.socialsciences.manchester.ac.uk/subjects/philosophy/events-and-seminars/>

Politics: <http://www.socialsciences.manchester.ac.uk/subjects/politics/events-and-seminars/>

Social Anthropology: <http://www.socialsciences.manchester.ac.uk/subjects/social-anthropology/events-and-seminars/>

Social Statistics: <http://www.socialsciences.manchester.ac.uk/subjects/social-statistics/events-and-seminars/>

Sociology: <http://www.socialsciences.manchester.ac.uk/subjects/sociology/events-and-seminars/>

8.) **Student Representation and Feedback**

i) Student Representation

The University of Manchester is committed to receiving and responding to student feedback in order to bring about improvement in the quality of the student experience and development of learning and teaching within the institution.

Student representation covers a diverse range of activities and structures and student feedback can be provided by a number of different means, for example, through programme evaluation questionnaires, the academic advisor system or through students being present at Staff-Student Liaison Committees or Programme Committees. Representation enables dialogue between the student body and staff in order to aid development of programmes of study, the student experience and the quality of the institution as a whole. This dialogue can take place in both formal and informal structures and circumstances.

For further information please go to the Students Union Website
<http://manchesterstudentsunion.com/>

Student representatives will also be called upon to attend one or two Faculty-level meetings per year.

You should contact your student representative if you wish to raise any issues about a course unit or your programme with the discipline area. The representative will first discuss such issues with the Programme Director, but if needs be, will liaise with them at the committees mentioned above. Elections will be held early in the first semester and the contact details of representatives will be posted on a notice board outside 2.003 (Arthur Lewis Building).

Student representatives may also be sought during the course of the year to sit on smaller working groups where student input is important.

The individual discipline pages will also hold details of student representatives for each programme, once they have been nominated.
<http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/student-reps/>

Students on each of the taught postgraduate programmes elect a representative for their programme. She or he sits on the Postgraduate Committee and the Student Representative Committee for the School of Social Sciences.

Please see Appendix 6 for further details of the role of student representatives.

ii) Staff/Student Liaison Committee

The Postgraduate Staff/Student Liaison Committee meets twice a year. The Committee membership includes the student representatives for each programme, the Programme Directors and the Programme Administrator. The purpose of the Committee is to provide a forum for the expression of student's views on individual course units and postgraduate programmes as a whole, to allow staff to respond to these comments and to give advice on how students' concerns may be best progressed.

iii) Course Unit Evaluation Questionnaires

It is very important that you provide us with feedback on our course units also. We strongly encourage all students to complete the course unit evaluation forms for each of your course units. These are

normally circulated to you in your last course unit tutorial. If you do not receive one, you should contact your course unit tutor or Programme Administrator.

At the end of the programme students may be asked to complete a short, anonymous evaluation questionnaire. The results are used to evaluate the organisation and content of the individual courses and overall programme.

These forms are reviewed by the Programme Director, who brings any problems to the attention of the Economics Discipline Area. The results of the forms are then processed and distributed to individual members of staff and to Teaching Groups, which manage the teaching in each subject area. In July of each year, the Teaching Groups conduct an Annual Review of their course units in which the results of students' course unit evaluations are taken into account.

iv) How students receive feedback on action taken as a result of their comments

Feedback to students on their comments is provided at the discipline area's Staff/Student Liaison Committee (see above). In addition overviews of the operation of each course unit during the previous year, including responses to student feedback, are provided on the web.

9) Tier 4 Visa Attendance Monitoring Census

As your Tier 4 sponsor, the University of Manchester must monitor your attendance and be assured that you are fully engaged with your course of study or research. We also need to ensure that you have up-to-date contact details for you. If you leave Manchester for any reason during your studies we also need to know this.

You must attend the census points in addition to complying with the attendance requirement of your programme of study.

Attendance at lectures and tutorial is mandatory and this is recorded on campus solutions.

When are the census points?

The Census Dates for 2013/14 for all active Tier 4 students are as follows.

Census Point	Dates	Where
October 2014	29 September – 13 October 2014	New students - at central registration Returning students - Postgraduate Office, 2 nd Floor Arthur Lewis Building
January 2015	12 January – 26 January 2015	Postgraduate Office, 2 nd Floor Arthur Lewis Building MA/MSc students in Economics only – The census is completed via your attendance at formal examinations
May 2015	13 May – 3 June 2015	Postgraduate Office, 2 nd Floor Arthur Lewis Building MA/MSc students in Economics only – The census is completed via your attendance at formal examinations
July 2015	17 July – 24 July 2015	Postgraduate Office, 2 nd Floor Arthur Lewis Building

Please note:

- Please enter these dates in your diary. You must report in person on one occasion during each census period with your student card to the PG Reception Desk on the 2nd Floor of Arthur Lewis building during the dates specified.
- You must ensure that your current term-time address, telephone number and other contact details are correct and up to date at all times. How do I do this – [click here](#).
- If you are going to be away from Manchester during any period of your registration you need to let your administrator know by completing this [form](#).
- You will receive a reminder e-mail from the School about each census point. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.
- If you cannot attend in person during the dates specified, please let the school know by completing this [online form](#).
 - If you cannot attend due to illness you must provide a copy of a medical certificate to your Programme Administrator
 - If you are unable to attend the census you should report in person to the School as soon as possible after you return to campus.
 - Students who are recorded as interrupting their studies are not expected to attend during their period of interruption
 -

What happens if I cannot attend a census point?

The School must be able to confirm your presence to the UKBA by the end of each census point in the academic year. If you do not attend a census point when required and you do not provide a valid explanation for your absence you will be deemed to be “not in attendance”.

Those students identified as “not in attendance” will be reported to the UKBA and the University will cease to sponsor the student’s Tier 4 visa. The Tier 4 visa will then be curtailed and the student will be required to leave the UK within 60 days

Further information

For more information on Tier 4 visas:
www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/

Your responsibilities as a tier 4 student are outlined in the crucial guide [here](#).

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact pbs@manchester.ac.uk

10.) **Personal Development Plan (PDP)**

Personal Development Training is a structured and supported process undertaken by you to reflect upon your own learning, performance and/or achievement and to plan for your personal, educational and career development. The primary objective for PDP is to improve your capacity to understand what and how you are learning, and to review, plan and take responsibility for your own learning, helping you to:

- become a more effective, independent and confident self directed learner;
- understand how you are learning and relate your learning to a wider context;
- improve your general skills for study and career management;
- develop a positive attitude to learning throughout life.

The planning and reflection required for personal development results in two intended outcomes:

1. Enhanced self-awareness of strengths and weaknesses and directions for change. The process is intended to help you understand the value added through learning that is above and beyond attainment in the subjects they have studied.
2. A record of learning experiences and achievement, personal reflections and plans for self-improvement (Personal Records) that provides you with a unique resource. The information in such record is owned by you and maintenance, authenticity and use is your responsibility.

The components for personal development planning in this programme are:

1. September – You are expected to complete a skills audit and reflect at the beginning of the programme on the skills you expect to develop. Your expectation should relate to your choice of optional areas of study where available. Your Programme Director will say more about this at the meeting in Registration Week.
2. End of first semester. You are encouraged to reflect on the degree to which you have developed expected skills through some reflective questions contained in Appendix 7. These questions are in part linked to the aims of your programme of study. It is your choice whether you share your consideration of these questions with your programme director and you are able to request a personal development meeting at this stage if you wish.
3. During the second semester. As part of the process of selection of your dissertation topic, you should reflect on your studies and skills in preparation for the dissertation stage of the programme. This can be facilitated through a meeting with your dissertation supervisor, once students have been allocated to supervisors. Your preparation will be assisted by your development through the Dissertation Workshop.
4. At the end of the programme. You should review the development aims you established at the beginning of your programme and evaluate the extent to which you have attained your expectations. You may wish to maintain a record of your review as a basis for incorporating statements regarding your skills and attainments in a curriculum vitae or other document

Appendix 1: Certification of Student Ill Health

If your illness is severe, if it persists or if you are in any doubt about your health, you should always consult your GP (or for emergencies the Accident and Emergency Department of a hospital).

You should also consult your GP if illness keeps you absent from the University for more than 7 days including weekends. If you do consult a GP and they consider that you are not fit for attendance at the University, then you should obtain a note from the doctor to that effect or ask them to complete Part III of the University form 'Certification of Student Ill Health' copies of which are available at local GP surgeries. You should hand this certificate to your programme director, tutor or subject area office as appropriate at the earliest opportunity.

If your condition is not sufficiently serious to cause you to seek medical help, then the University will not require you to supply a doctor's medical certificate unless you are absent from the University due to illness for more than 7 days (in which case see b. above). You **must** however contact your Discipline Area as soon as possible and self-certify your illness (by completing and signing the "Certification of Student Ill Health" form to state that you have been ill) as soon as you are able to attend. You should do this if your illness means you are absent from the University for any period up to 7 days (see section I) or if you are able to attend the University but your illness is affecting your studies (see sections ii and iii).

The following sub-paragraphs explain what you should do if your illness affects your attendance at compulsory classes or if you consider that your performance in your studies/examinations has been impaired.

- i) If you are unwell and feel unable to attend the University to take a compulsory class, assessment or examination then you **must** seek advice by contacting your Discipline Area immediately, in person, through a friend or family member, by telephone or by email. This is to ensure that you understand the implications of being absent and the consequences for your academic progress, which might be quite serious. **You must do this as soon as possible so that all options can be considered and certainly no later than the day of your compulsory class, assessment or examination.** If you do not do this then you will normally be considered have been absent from the class without good reason, or to have taken the assessment or examination in which case you will be given a mark of zero. You **must** also complete and hand in a "Certification of Student Ill Health" form on your return.
- ii) You may be unwell but are able to proceed with an assessment or examination and yet you feel that your performance will have been impaired. If you wish this to be taken into account as an extenuating circumstance, you **must** inform your subject area about this on the day of the assessment or examination and hand in to your subject area a completed "Certification of Student Ill Health" form. If you leave this until later it will not normally be possible to take your illness into account when assessing your performance.
- iii) If, as a consequence of your illness, you wish to seek an extension to a deadline for submitting assessed coursework, you **must** complete a "Certification of Student Ill Health" form and discuss it with the appropriate person in your subject area. The application for extension **must** be made BEFORE the deadline and not retrospectively.

You may be under occasional and ongoing medical attention that affects your studies. If so, you should obtain a letter from your physician who should be given to your subject area before the end of the January, May/June or August/September examination period, as appropriate, if you wish your condition to be taken into account as an extenuating circumstance.

Please note that it is most important that you inform your subject area and your supervisor of any illness or other major personal difficulty that may affect your academic performance. If you do not inform your subject area or supervisor of any illness or difficulty before work has to be submitted, or before the examiners meet and examination results are published, medical or other special pleas cannot be taken into account afterwards.

Certification of Student Ill Health forms is available in all Schools/Discipline Areas and halls of residence.

Your Discipline Area will give you guidance on the effect of any absence from your studies or if you consider your illness has affected your studies. If you have repeated episodes of ill health, which is affecting your studies, your subject area may refer you to the Student Health Centre.

If you are found to have been deceitful or dishonest in completing the Certification of Student Ill Health form you could be liable to disciplinary action under the University's General Regulation XX: Conduct and Discipline of Students.

The use of the "Certification of Student Ill Health" forms by GPs as described above has been agreed by the Manchester Local Medical Committee. A GP may make a charge for completing the form.

It is most important that you inform your Discipline and your Programme Director of any illness or other personal difficulty, such as bereavement or family crisis, which may affect your academic performance.

If you do not inform your Discipline of any illness or difficulty before work has to be submitted, or before the Board of Examiners meets and examination results are published, the examining Board will refuse to take such evidence into account afterwards.

Appendix 2: Assessment Feedback Form

Economics Assessment Feedback Form – Essays

To be completed by student:

Student Number		Course Unit Code		Date	
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Essay Title	
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To be completed by marker:

	Outstanding (80+)	Distinction (70-79)	Good MA pass (60-69)	Satisfactory MA pass (50-59)	Diploma pass (40-49)	Outright fail (under 40)
Introduction and interpretation of title						
Structure of essay						
Analysis and argument						
Insight, innovation and originality						
Use of sources						
Use of diagrams and algebra						
Presentation						

Further observations <i>particular comments not covered above.</i>	
Suggestions for improvement	

Overall mark			
Marker		Date	

Note that where essays are a formal part of the assessment process marks are subject to confirmation by the external examiner.

Appendix 3: MSc Dissertation Supervision

The MSc Dissertation Process – Guidelines for Supervisors and Supervisees:

- All MSc students in Economics attend a dissertation workshop which covers a range of issues including; developing a research topic and a research strategy; planning and undertaking a literature review; the dissertation supervisor's role; writing and structuring a dissertation; plagiarism; and research planning and time management.
- MSc students are allocated to staff/topic, not students/topic to staff. Each staff member is allocated a fixed number of slots, based on teaching allocation, so that all students are allocated to a supervisor. Each slot corresponds to an MSc programme, so that specialist MSc students are supervised by appropriate specialists.
- Each member of staff advertises topics they want supervise. Ideally this comprises a one-paragraph outline of each topic. In the spirit of "research-led teaching", these can be closely related to the staff member's research interests. Topics can be widely or narrowly defined, and it is admissible to supervise students in groups. Lecturers in the same subject area can collaborate in what topics they wish to offer on a block basis.
- A list of advertised topics will be posted on the web in early March 2015.. Students then approach staff on a first-come first-served basis. Staff/student can negotiate about what the dissertation involves. Once a title has been agreed, and registered with Jill Chandler, the slot is deemed filled and removed from the web.
- As an alternative route, students will still be permitted to choose their own topic, but will need to write their own proposal and find their own supervisor (from amongst those not already "full"). It is expected that this process will be finished before the Easter break. Any student who fails to choose a topic by the beginning of the summer re-start, will simply be allocated to a supervisor who is not full.
- Following allocation to a supervisor, each student is required to submit a dissertation outline based on a topic agreed. This should consist of the agreed dissertation title; 200-300 words outlining research objectives and methodology; and a draft Contents page with numbered chapter/section headings. In addition, each student should provide a list of key references, sources of any data required and an assessment of their availability. A research plan is also prepared at this point, which should identify: efforts required to obtain primary data and other material not available in Manchester; assistance/instruction required (e.g. in bibliographic search techniques or specialised computer software); and an allocation of time to be devoted to library searches and reading, data collection, analysis, writing, reading and commenting on drafts by supervisor, revision of initial drafts, preparation of final manuscript, binding and submission.

Contact with the supervisor

- First meetings between supervisors and supervisees should take place soon after supervision arrangements have been agreed and must take place before early May 2015, since this is the deadline for the return of dissertation title forms to Jill Chandler. The dissertation outline and research plan may form the basis of discussion in this initial meeting, which will work towards a focus for the dissertation.
- Students can expect no more than four one-hourly meetings with their supervisor, unless by prior arrangement. Any help given in excess of the four hours will incur penalties, at the discretion of the two examiners. Supervisors will not be available **at all** for consultation between 13 July and 30 August.
- Supervisors are not expected to read drafts of the dissertation. Instead, students will submit a five page summary of what the dissertation will look like, and feedback will be given back, fairly immediately, on the basis of this document.

Supervisor's role and responsibilities

Students may expect their supervisors to give advice about the nature of the dissertation (title, viability, methodology, university regulations), literature and other sources (including SSCI, BIDS, Econlit and other electronic sources), required techniques (econometric analysis etc.), the planning of the dissertation (organisation into chapters, sections etc.), and the standard of work expected (without prejudging final mark). The role of supervisors is to guide students towards the production of their dissertation by discussing each part of the process. They will advise on relevant areas of literature, help a student to develop their thoughts on their topic, give guidance on the development of chapters and on the conventions of dissertation writing. They will **not** act as proof-reader of the student's work.

Student's responsibilities:

Whatever the circumstances, students may NOT expect their supervisors to provide detailed feedback on drafts of each chapter. Furthermore, it is the responsibility of students to arrange meetings with supervisors (taking account of any periods of holiday or work-related absence over summer) and attend them, discuss with supervisors the type of guidance and comments which they find most helpful, and maintain progress and meet deadlines. Students should also take the initiative in raising problems, ensure that submitted work is their own (i.e. avoid plagiarism) and, should serious difficulties arise, see their MSc Programme Director. ***It is the responsibility of the student to take the initiative throughout the dissertation writing process: raising problems or difficulties, discussing issues arising from feedback, taking appropriate action, and maintaining the progress of work as agreed with the supervisor.***

Difficulties or problems:

The supervisor will ensure that a student is made aware when progress on the dissertation is below the standard expected and is given guidance as to how the problem should be rectified. If a student feels that the dissertation is not proceeding satisfactorily and is unable to resolve the difficulty with the supervisor, s/he should seek advice by writing to the Programme Director. If the Programme Director is the supervisor, the letter should go to the Head of Economics.

2014 - 2015 Key dates:

December 2014	Dissertation workshop
Early March 2015	Submission of dissertation outlines and research plans to Jill Chandler
April 2015	Latest date for students to return Dissertation Title Forms and Ethical forms, signed by supervisors, to Jill Chandler.
End of August 2015	Latest date for return of Notice of Submission forms to School of Social Sciences, Graduate Office. (2.003, Arthur Lewis Building)
7 September 2015	Submit two copies of dissertation to School of Social Sciences, Graduate Office. (2.003, Arthur Lewis Building). Note that this is now a hard deadline. Late submission without valid reason (e.g. illness) may attract penalties and possible failure.
End of November 2015	Publication of results.
December 2015	Graduation

Appendix 4: Extract of the Academic Standards Code of Practice on Student Representation

An effective student representation system is of benefit to all parties involved; it is also of great value in maintaining teaching quality and in preparing for quality assurance exercises such as QAA Subject Reviews.

The individual student representative benefits through increased transferable skills; the wider student body benefits through having systematic input regarding their programmes; finally the discipline area gains students with a sense of ownership of their education and therefore an increased commitment to their course.

The role of a representative is threefold:

- to liaise between staff and students on matters of concern to either side;
- to provide two-way feedback on programme and teaching quality;
- to promote active student involvement in programme development.

In order to fulfil these roles effectively, representatives should at least receive the following support:

From the Discipline Area: a pigeon-hole and notice board within the discipline area; specific information on the committee/body they will sit on; an introduction to that body and the work it does; adequate notice of its meetings and information on other sources of support such as the Students' Union.

From the Students' Union: a folder containing basic information on student representation within the University; professional training in areas such as committee and presentation skills; the opportunity to attend Student Senate, which is a regular gathering of student representatives from around the University; a drop-in advice service.

Discipline areas may also wish to consider ways in which electronic means of communication may improve the quality of student representation and feedback.

Appendix 5: Reflective Questions

Semester 1

Knowledge and Understanding

Previous Experience

Which aspects of your previous education experience and qualifications (college, A-levels, first degree) did you find the most challenging? Which aspects did you find the most engaging and rewarding? What skills have you developed through your previous education?

Can you identify any skills that you have developed or enhanced as a result of previous work experience, both paid and/or voluntary?

What are your main interests/leisure activities outside of your academic studies? Can you identify any skills which you have developed or enhanced as a result of these interests (eg. team working, leadership, communication skills)?

Do the results of your skills audit reflect that you have developed the skills above? Did the results of your skills audit indicate areas of weakness in which you require further development? What do you plan to do to develop those weak areas?

Current Course Unit

Why have you chosen to study for this Masters programme? What are your expectations of the programme?

Do you understand the learning outcomes of the programme and how your skills development is linked to them?

Are there any skills you would like to develop during your degree? Are these reflected in any particular learning outcomes and course units?

Intellectual skills

Are you able to critically assess and analyse the strengths and weaknesses of arguments, ideas, methods?

Are you able to take a concept and apply it to a different situation?

Do you need to develop or enhance your conceptual and analytical skills? What strategies can you employ in order to do so?

Practical Skills

Information Gathering and Handling

Have you visited the John Ryland's University Library?

How confident do you feel about

- finding books, journal articles?
- using library electronic search engines (eg Athens, Emerald)?
- using electronic journals?
- using the WWW to find information?
- the rules about copyright?
- avoiding plagiarism?

Are there skills you need to develop further? If so, how do you intend to develop them?

IT Skills

Are you confident in using a computer for

- Word-processing
- Powerpoint presentations
- Email
- WWW
- File management
- Bibliographic searches

Do you need to develop/enhance any of these skills?

Time Management

Are you confident that you can manage your time effectively?

If you want to improve your time management skills how do you plan to do so? (i.e prioritise/structure your time/use a diary to keep track of lectures, tutorials, deadlines, appointments/ timetable a safety margin?)

Transferable Skills and Personal Qualities

Communication Skills

How confident are you that your oral and written communication skills are effective?

Are you able to set out an argument in a logical sequence, clearly and concisely?

Are you confident about presenting your work in front of an audience?

Do you need to develop or enhance your communication skills? Which skills do you want to work on and how will you go about this?

Interpersonal Skills

How well do you work in a team/as part of a group?

Do you contribute to discussion during tutorials, discussions?

Are you a leader? An active team member? Do you prefer to work on your own?

What strategies can you employ to develop or enhance your interpersonal skills?

Summary and Action Plan

Bearing in mind the previous discussion:

What are your greatest strengths? What are your weaknesses?

What areas are you going to prioritise for development during the rest of the semester?

What can you do to further your development in those areas?

Risk Factors

What are the major risk factors which might prevent you from achieving any of your targets? (eg. Competing demands from other commitments)?

Are there any contingency plans you can put in place?

End of Semester 1 / Semester 2

Knowledge and Understanding

How do you feel your studies are progressing so far?

What elements of the programme are you particularly enjoying?

Are there any elements of the programme that you are finding particularly difficulty and why?

Have you achieved the learning outcomes of the programme so far?

Have you identified your dissertation topic?

Intellectual skills

To what extent are you able to critically assess the strengths of arguments, ideas, methods?

Are you able to compare and synthesise what you read or learn in tutorials?

How confident are you in forming your own questions in relation to course content?

Are you able to formulate your own argument ?

Are you able to make connections between the different course units you have studied and to use insights gained in one to help you understand another?

Have you been able to apply these skills outside of your studies?

Practical Skills

Information Gathering and Handling

What has been your experience to date with locating and selecting the information you need i.e the JRULM, electronic resources, the WWW.

Are you confident that you have the necessary skills to enable you to research for your dissertation or are there skills you need to develop further?

Time Management

Are you confident that you are managing your time effectively?

What techniques do you use?

Have there been any special circumstances that have affected your ability to study thus far?

Is there any way in which you could adapt your organisation of time to make better use of it?

Technical/Practical Skills

How have your technical/practical skills developed, ie?

- Word-processing
- Powerpoint presentations
- Email
- WWW
- File management
- Bibliographic searches

Have you acquired the skills necessary for the production of your dissertation?

Are there any skills in which you require further development?

Have you developed any other general skills that will be useful to you in future work?

Transferable Skills and Personal Qualities

Communication Skills

Have your writing skills developed over the semester?

Have you received feedback on written assignments from semesters 1? Has this enabled you to identify your strengths/areas of weakness?

How well do you think you are interacting with other students/staff? Do you participate in discussion during tutorials?

Do you have confidence in your communication skills or do they require further development?

Interpersonal Skills

Have you worked in teams/groups as part of your studies? How well do you think you have contributed to the work of the team/group?

Can you identify your main strengths/weaknesses when working in a team/group?

Have you undertaken any extracurricular activities that have allowed you to develop your interpersonal skills?

Do you think these skills will be useful to you when you graduate?

Extra Curricular Activities (eg. clubs joined, sports, voluntary work, part-time employment, leisure interests)

Have you developed or enhanced any transferable skills as a result of extra curricular activity (eg, team working, leadership, communication skills).

Summary and Action

Having reflected on your experience over Semester 1, have there been any particular circumstances that have prevented you from achieving any of your targets?
Are there any areas of development would you like to focus on/seek guidance about?

<p>The information contained in this Handbook is offered in good faith as being correct. However, there could be changes for example in staff and in the course units which are offered. The University reserves the right to make such changes without notice.</p>
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