

MA in Economics

Programme Handbook

2013 – 2014

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://www.studentnet.manchester.ac.uk/policies/>

1 Introduction

Welcome to the MA in Economics at the University of Manchester.

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

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

Nicholas Weaver (Programme Director)

2 General Information

2.1 Key roles and contact details

Role	Contact	Email	Room	Tel
Programme Director	Nicholas Weaver	nick.weaver@manchester.ac.uk	Arthur Lewis 3.014	0161 2754835
Head of Economics	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 3.064	01612754870
Programme Administrator	Jill Chandler	Jill.Chandler@manchester.ac.uk	Arthur Lewis 2.003	01612754823

The Programme Director deals with academic matters. Jill Chandler deals with administrative matters and is available to see students Monday and Tuesday 10.00am - 3.30pm and Wednesday, Thursday, Friday 10.00am – 4.00pm.

Messages will be posted on a notice board outside 2.003 (Arthur Lewis Building)

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

2.2 Semester Dates 2013-2014

First semester

Attendance:
16 September 2013 – 13 December 2013

Christmas vacation:
14 December 2013 – 12 January 2014

Attendance: 13 January 2014 – 24 January 2014

Second semester

Attendance:
27 January 2014 – 4 April 2014

Easter vacation:
5 April 2014 – 27 April 2014

Attendance: 28 April 2014 – 6 June 2014

2.3 Length of Course

According to the current regulations, the period of registration at this University for the degree of Master of Arts (MA) is 12 months full-time or 27 months part-time. The period of registration commences in September 2013 until September 2014 for full time students and to December 2015 for part-time students.

2.4 Learning Resources

Computing Facilities

IS Services within the Faculty of Humanities

Students will have access to the University's wireless network.

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.

There are computers located in the Atrium areas of the Arthur Lewis Building for use by Postgraduate Taught Students 24 hours per day, seven days per week. All PGT students have access to this area as a shared resource. Please do not store data on the hard drive.

PGT students also have access to a number of computer clusters throughout the University including:

- Humanities Bridgeford Street
- Mansfield Cooper Building
- Williamson Building
- John Rylands Library (Burlington Street in zones Blue 1, Blue 2 and Blue 3).Joule Library (Sackville Street Building on F Floor).
- Owens Park
- University Place (Building 37a)
- Barnes Wallis Building (Student Association) 2nd Floor
- Sackville Street (Room G11)

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>

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.

Students will be able to self-register themselves during registration or, following registration, on any of the above PCs.

All students will be given an email address at the beginning of the year. This is the main way in which we will contact you so please make sure you check your account regularly.

The University Of Manchester Library and Information Resource Facilities

<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

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.

2.5 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 are 70 coin operated (£1.00) lockers on the Ground floor near the showers for use by PGT students. Please note that if you lose the key there is a £10.00 replacement charge.

2.6 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 2013/14 this is:

- Semester 1 and all-year courses: 9th September 2013
- Semester 2 courses: 20th 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/>

For general information on Blackboard and access to support information, please visit: www.studentnet.manchester.ac.uk/blackboard

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.

2.7 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>

2.8 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/intranet/pg/>

2.9 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 Programme of Study

3.1 Programme aims and objectives

The aims of the MA in Economics are to:

- provide instruction and rigorous training in economics and the relevant methods of mathematical economics and 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
- encourage initiative, independent learning, awareness of analytical and theoretical approaches in the field of economics, exposure to recent research and the state of the art tools in applied work in economics
- give training to students in research methods and core skills in microeconomics, macroeconomics, econometrics, mathematical economics, problem-solving, written and oral expression, communication presentation skills
- equip students with the intellectual apparatus and practical skills necessary for an economist working in private or public organisations
- enable students to apply advanced research skills to a relevant research area either in economics or econometrics, via course units and a Research Project

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

- Acquire a solid knowledge and understanding of the core principles of microeconomics, macroeconomics, 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 economics.
- Develop and demonstrate a solid knowledge and understanding of the micro- and macro-economic modelling tools used in modern economics, including familiarity with the latest quantitative tools used in recent research in the field of economics, and develop and demonstrate ability to understand, interpret and critically assess the advantages and limits of methods and models used in economics.
- Comprehend the key types of research applied and theoretical methodologies, mathematical and econometric techniques and the skills that are used in 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 use theoretical models in an applied context, to 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 economics, and show ability and knowledge of relevant skills and research methodology for developing, planning, managing and implementing original research projects.
- Produce a piece of academic research in the form of an MA Dissertation, demonstrating a knowledge of the relevant literature, 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 economics.

3.2 Programme content and structure

ECON60901 Pre Session Maths	0 credits
SOCS61230 Health and Safety (Online BB)	0 credits

Semester 1 (60 credits) 4 Core units

ECON60411 Macroeconomics	15 credits
ECON60391 Microeconomics	15 credits
ECON60081 Mathematical Methods for Economics Analysis	15 credits
ECON60611 Introduction to Econometrics	15 credits

Semester 2 (60 credits) One Core and Three optional units from

Core Unit:	
ECON60622 Further Econometrics	15 credits

Optional Units:	
ECON60432 Topics in Economics of Health	15 credits
ECON60202 Public Economics	15 credits
ECON61902 Topics in the Economic Development of China	15 credits
ECON 60022 Development Microeconomics	15 credits
ECON60782 Economics of Environmental Policy	15 credits
ECON60422 Environmental Valuation	15 credits
ECON60212 Poverty, Inequality and Government Policy in Less Developed Countries	15 credits
ECON60472 Labour Macroeconomics	15 credits
ECON60482 Topics in Applied Economics	15 credits
ECON60462 Numerical Methods for Economists	15 credits

June – September (60 credits)

ECON73000 MA Dissertation	60 credits
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Please see <http://www.socialsciences.manchester.ac.uk/intranet/pg/handbooks> for any updates to optional course units. Please discuss with the programme director if you would like to register on a course unit from a different programme.

A full-time student normally attends for twelve months from mid-September, the academic year being divided into two semesters. Students on the MA economics will take compulsory courses in both Microeconomics and Macroeconomics; they will further advance their quantitative skills and techniques in the core courses in Introduction to Econometrics, Mathematical Methods in Economic Analysis and Further Econometrics; and, as part of their MA dissertation (60 credits),

they will focus on applied and/or policy-oriented research of economic data as relevant to policy makers and economics professionals.

Please see outlines of compulsory course units

<http://www.socialsciences.manchester.ac.uk/intranet/pg/materials/>

3.3 Course Unit Outlines:

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

<http://www.socialsciences.manchester.ac.uk/postgraduate/taught/modules/courselist.html?department=3>

3.4 Choosing your Course Units

The MA degree comprises eight 15 credit course units, usually divided equally between two semesters. Students who wish to 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 MA must also take ECON73000 the MA Dissertation in Applied Economics. The 8 course units count for 120 credits and the dissertation counts for 60.

During the induction week your Programme Director will talk 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/>

3.5 Making Changes to Your Course Units

After you have registered you may 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 4th October 2013.

In Semester II you must make any course unit changes by Friday 7th February 2014.

3.6 Timetable

Please see: <http://www.socialsciences.manchester.ac.uk/intranet/pg/timetables/>

3.7 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/intranet/healthandsafety/>

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

4.1 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.

4.2 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.

4.3 Mitigating Circumstances

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

5.1 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

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 TurnitinUK, 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 TurnitinUK 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 TurnitinUK 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](#) for what constitutes grounds for mitigation.

[Essay/Assignment Extension Application form](#)

[Dissertation Extension Request form](#)

5.2 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.

Distinction: To get a distinction you need to

1. Pass all taught modules and the dissertation at the first sitting (i.e. no referrals = resits) and
2. one of the following criteria is met:
 - a) Overall weighted average of module and dissertation marks is ≥ 70
 - b) If this overall average is between 68.0 - 69.9 AND you have 120 out of 180 credits with marks ≥ 70

Merit: To get a merit you need to:

1. Pass the dissertation (after referral if required).
2. Have at least 150 credits of marks ≥ 50 (i.e. passes), after referrals if required
3. Have 180 credits of marks ≥ 40 (i.e. reaching the compensation level), after referrals if required
4. one of the following criteria is met:
 - a) Overall weighted average of module and dissertation marks is ≥ 60 (after referral if required).
 - b) If this overall average is between 58.0 - 59.9 AND you have 120 out of 180 credits with marks ≥ 60 (after referral if required).

NB: Marks recorded for referred modules which reach at least the compensation mark are capped at 40, and this mark is used in calculating the overall weighted average of taught module and dissertation marks (but see the Additional Remarks on Referrals).

Pass: To get a pass: meet all of the following requirements:

1. Pass the dissertation (after referral if required).
2. Have at least 150 credits of marks ≥ 50 (i.e. passes), after referrals if required
3. Have 180 credits of marks ≥ 40 (i.e. reaching the compensation level), after referrals if required

Additional Remarks on Referrals

1. A maximum of 60 credits of the 120 credits of coursework can be referred.
2. If a student has compensatable grades amongst failed credits, the exam board will declare up to 30 credits to be compensated. These course units will not be referred. Referrals will only be arranged for the remaining course units. (Example: An MSc student fails three 15 credit course units. Unit A: 37, Unit B: 45; Unit C 47. In this case the exam board will declare Units B and C as compensated and will ask the student to sit a referral exam for Unit A.)
3. If a student was allowed to proceed to dissertation, a dissertation can be referred (if so required) irrespective of the number of coursework referrals.
4. If a referral was passed (≥ 40) then the referral marks are capped at 40 unless the first sit was larger than 40 in which case the initial mark stands. If the referral was failed (<40) the mark of the first sit stands. (MA)
5. The grade determined in the previous point (2.) is the mark that is used for the overall weighted average calculation, if referrals were necessary.

Students who fail a Master's degree may be awarded a Diploma if they satisfy the appropriate conventions.

5.3 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.

5.4 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 your Programme Administrator.
6. When the extension request is approved or rejected, the student will be formally notified by the School office by email.

5.5 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.

5.6 Timing of Examinations

Courses are examined at the end of the semester in which they are taught. The 2013-2014 examination periods are as follows:

Semester 1 Examinations:	13 January 2014 - 24 January 2014
Semester 2 Examinations:	15 May 2014- 4 June 2014
Re-examinations:	18 August 2014 – 29 August 2014

5.7 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 15 th January 2014
Semester 2 courses:	Wednesday 7 th May 2014

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.

5.8 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

5.9 Referral 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.

5.10 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.

5.11 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 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

5.12 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 any other 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/>

5.13 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>

Academic Appeals

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/>

5.14 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, 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 2013-2014

- 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), Dep. 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

Students undertaking the MA in Economics are required to write a research proposal, produce a database, undertake and exploratory data analysis, do a presentation and produce a final dissertation of 6000 (+/- 700) words following exams in May and June. To help prepare for this, lectures and tutorials will be given in June - August 2013.

6.1 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/intranet/pg/ethics/>

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

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 our [intranet](#).
- 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 2014.
- 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 our [intranet](#).

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

6.2 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](#)", 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](#)" form and, if applicable, your "[Application form for approval of a research project](#)".

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

6.3 What is my deadline for submitting my Dissertation?

Full Time students who first register for their MA in September 2013 must submit their final dissertation by **Monday 1st September 2014**, except by special permission of the School Postgraduate Committee. Part time students must submit their dissertation by **Monday 1st December 2014**.

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 13th March 2015. 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 Employability: Skills and opportunities and the Careers Service

The MA Economics degree, along with the other economics degrees taught in the School of Social Sciences is designed to help those studying on it gain useful employment not only through the acquisition of knowledge of key concepts from economics and a subject-specific skill set but also a set of transferable skills. These have been identified by the QAA (2007) 'Economics' The Quality Assurance Agency for Higher Education. Retrieved September 2009 from:
<http://www.qaa.ac.uk/academicinfrastructure/benchmark/statements/Economics.pdf>¹

The subject specific concepts include:

Opportunity cost. The importance of incentives. The idea of equilibrium, disequilibrium and stability. Strategic thinking. Expectations and surprises. The relevance of marginal considerations.

7.1 Subject specific skills

The subject specific skills include the following:

An ability to abstract. From the study of economic principles and models, students see how one can abstract the essential features of complex systems and provide a useable framework for evaluation and assessment of the effects of policy or other exogenous events.

An ability to use various forms of logical analysis including both deduction and induction with economic reasoning often being formulated in terms of logical ways of using assumption-based models.

An ability to organise, present and analyse data and knowledge of sources of relevant to understanding industry, business and government.

An ability to frame questions. That is the ability to decide what should be taken as given or fixed for the purposes of setting up and solving a problem, ie what the important 'parameters' are in constraining the solution to the problem.

An ability to analyse, manage and present information using numerical, statistical and computational skills.

7.2 Transferable skills

The transferable skills include the following:

An ability to research, source and examine information thoroughly.

An ability to critically analyse evidence and construct coherent arguments.

An ability to write and speak well.

An ability to act independently and pursue one's own intellectual endeavours.

An ability to act with others in a team.

A flexible and open-minded approach to work.

7.3 Skills and Opportunities

This range of skills is in high demand and this is evidenced by the wide range of careers into which our graduates from our economics programmes have moved. Our students are typically very successful with getting useful and fulfilling employment or with going on to further study. Recent employers of our graduates from various programmes have been: various parts of the UK civil service (including the Government Economic Service, the Bank of England, the Department for International Development, the Home Office and the Foreign Office), the big city

¹ This section draws on the QAA (2007) *Economics* The Quality Assurance Agency for Higher Education. Retrieved September 2013 from:
<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Economics.pdf>

firms KPMG, Deloitte, PricewaterhouseCoopers, Merrill Lynch, Goldman Sachs, Citibank, United Assurance, HSBC, Prudential plc, Nationwide Building Society, Deutsche Bank and the Co-Op, as well large industrial companies such as Ford, Rolls Royce, British Telecom and BP. Every year we have students from our economics programmes (BA Econ Economists, BEconSci and PPE) going on to PG study not only at the University of Manchester but also at other leading Universities including Cambridge, Oxford, LSE, Imperial College and King's College .

Examples of the types of jobs for Economists can be found here:

http://www.prospects.ac.uk/options_economics.htm

Additional support can be found here:

<http://www.careers.manchester.ac.uk/students/employable/skills/>

Further details of some of our graduates can be found here:

<http://www.socialsciences.manchester.ac.uk/disciplines/economics/undergraduate/careers/>

With some specific profiles of recent graduates here:

<http://www.socialsciences.manchester.ac.uk/disciplines/economics/undergraduate/graduates/>

7.4 Careers Service

From the moment you arrive to university, we encourage you to be proactive about planning and developing your career. The Careers Service can help you in many ways, including:

- Exploring your career options and ideas
- Looking for part-time or vacation work
- Finding out about specific jobs and sectors
- Improving the skills sought by employers
- Finding graduate jobs, internships or postgraduate study;
- Writing strong applications and CVs
- Succeeding at interviews and assessment centres
- Starting your own business, and much more.

Please do not wait until your final year to access these services, or you might find that you have missed out on an important opportunity, such as a summer internships.

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/

8 Student Support and Guidance

8.1 Personal Tutor and academic guidance

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. Students are also encouraged to follow a Personal Development Plan, in conjunction with their Programme Director.

8.2 Making Changes: Applications to interrupt or withdraw from the course

Applications to interrupt the course

A student may be permitted to interrupt the course for good cause, such as illness, family crisis or bereavement. The provision for interruption is important because it effectively 'stops the clock' and postpones the programme. 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/intranet/pg/>

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/intranet/pg/>

8.3 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/>

8.4 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 7 October 2013. Registration opens on 27 September 2013. Please contact the Academic Support Programmes Officer on 0161 275 3425 if you require any further information.

8.5 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>

8.6 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/intranet/pg/>

8.7 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 Alumni Association 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.

You automatically become a member of the Alumni Association 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.

8.8 Opportunities for Further Study – A PhD?

The MA Economics is widely regarded as providing the basis for later PhD studies. However a PhD at Manchester in Economics typically requires a recognised research economics training masters. Economic's current RT courses are:

- Economics MSc
- Economics and Econometrics MSc
- Econometrics MSc

MA students may be admitted to our MScs and subsequently to PhD if they have a merit or above. Typically our minimum academic entry requirements for admission to the PhD is an MSc 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 via <http://www.socialsciences.manchester.ac.uk/postgraduate/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

9 Student Representation and Feedback

9.1 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/voice/academicreps>

Student representatives should also 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/intranet/pg/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 3 for further details of the role of student representatives.

9.2 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.

9.3 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 online course unit evaluation forms for each of your course units.

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.

9.4 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.

10 Tier 4 Visa Attendance Monitoring Census

For many students Manchester is their Tier 4 Visa sponsor. 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 records of attendance are kept.

10.1 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 2013	30 September – 8 October 2013	New students - at central registration Returning students - Postgraduate Office, 2 nd Floor Arthur Lewis Building
January 2014	13 January – 24 January 2014	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 2014	14 May – 27 May 2014	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 2014	18 July – 25 July 2014	Postgraduate Office, 2 nd Floor Arthur Lewis Building

10.2 Important Points

- 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

10.3 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

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 must leave the UK within 60 days

11 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 4. 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 personal tutor/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 which 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 are 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. Economics MA Assessment Feedback Form

To be completed by student:

Student Number		CourseUnit 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 (<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 particular comments not covered above.	
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. Extract of 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 4. 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

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 and 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 / early 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? If so 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?