

Your studies

DEPARTMENT OF ECONOMICS

Undergraduate

STUDENT HANDBOOK
2017-18



University of Essex

Introduction



Welcome

Welcome to the Department of Economics and thank you for choosing to study with us.

We are delighted that you have chosen to study at Essex and hope that your time here will be both enjoyable and successful.

Essex provides a stimulating and challenging environment in which to study. At the same time we also offer a friendly and approachable Department to support students throughout their studies. We strive to maintain the highest standards of teaching and research. We have recently been rated 5th in the UK for research by the Research Excellence Framework (REF 2014), achieved 92% student satisfaction and top 25% nationally (NSS 2017). We are ranked top 30 UK university for economics (The Times and the Sunday Times Good University Guide 2017). We are also ranked among the top one hundred and fifty departments on the planet according to the QS World University Rankings (2017).

The Economics Department at Essex is one of the very best in Britain. On behalf of the Department I encourage you to take an active part in the academic as well as the social life offered here. We wish you every success in your studies.

Professor Kate Rockett
Department of Economics

About your Student Handbook

This handbook gives you essential information about your Department and the University.

Other helpful sources of information are available at www.essex.ac.uk/myessex and www.essex.ac.uk/students. Our friendly departmental staff are also here to help and you can find their contact details in this handbook.

At our three uniquely intimate campuses we celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you're part of a vibrant community that lives, learns and plays together.

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Term dates

Information relating to the University's term dates for students can be found at:
<https://www.essex.ac.uk/governance/key-dates>.

Calendar for 2017-18

Week No	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Welcome Week	02-Oct	03-Oct	04-Oct	05-Oct	06-Oct	07-Oct	08-Oct
2	Autumn term	09-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct
3	Autumn term	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct
4	Autumn term	23-Oct	24-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct
5	Autumn term	30-Oct	31-Oct	01-Nov	02-Nov	03-Nov	04-Nov	05-Nov
6	Autumn term	06-Nov	07-Nov	08-Nov	09-Nov	10-Nov	11-Nov	12-Nov
7	Autumn term	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov	18-Nov	19-Nov
8	Autumn term	20-Nov	21-Nov	22-Nov	23-Nov	24-Nov	25-Nov	26-Nov
9	Autumn term	27-Nov	28-Nov	29-Nov	30-Nov	01-Dec	02-Dec	03-Dec
10	Autumn term	04-Dec	05-Dec	06-Dec	07-Dec	08-Dec	09-Dec	10-Dec
11	Autumn term	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17-Dec
12	Christmas Vac	18-Dec	19-Dec	20-Dec	21-Dec	22-Dec	23-Dec	24-Dec
13	Christmas Vac	25-Dec	26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	31-Dec
14	Christmas Vac	01-Jan	02-Jan	03-Jan	04-Jan	05-Jan	06-Jan	07-Jan
15	Christmas Vac exams	08-Jan	09-Jan	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan
16	Spring term	15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan
17	Spring term	22-Jan	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan
18	Spring term	29-Jan	30-Jan	31-Jan	01-Feb	02-Feb	03-Feb	04-Feb
19	Spring term	05-Feb	06-Feb	07-Feb	08-Feb	09-Feb	10-Feb	11-Feb
20	Spring term	12-Feb	13-Feb	14-Feb	15-Feb	16-Feb	17-Feb	18-Feb
21	Spring term	19-Feb	20-Feb	21-Feb	22-Feb	23-Feb	24-Feb	25-Feb
22	Spring term	26-Feb	27-Feb	28-Feb	01-Mar	02-Mar	03-Mar	04-Mar
23	Spring term	05-Mar	06-Mar	07-Mar	08-Mar	09-Mar	10-Mar	11-Mar
24	Spring term	12-Mar	13-Mar	14-Mar	15-Mar	16-Mar	17-Mar	18-Mar
25	Spring term	19-Mar	20-Mar	21-Mar	22-Mar	23-Mar	24-Mar	25-Mar
26	Easter Vac	26-Mar	27-Mar	28-Mar	29-Mar	30-Mar	31-Mar	01-Apr
27	Easter Vac	02-Apr	03-Apr	04-Apr	05-Apr	06-Apr	07-Apr	08-Apr
28	Easter Vac	09-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr
29	Easter Vac	16-Apr	17-Apr	18-Apr	19-Apr	20-Apr	21-Apr	22-Apr
30	Summer term + early exams	23-Apr	24-Apr	25-Apr	26-Apr	27-Apr	28-Apr	29-Apr
31	Summer term + early exams	30-Apr	01-May	02-May	03-May	04-May	05-May	06-May
32	Summer term + early exams	07-May	08-May	09-May	10-May	11-May	12-May	13-May

33	Examinations	14-May	15-May	16-May	17-May	18-May	19-May	20-May
34	Examinations	21-May	22-May	23-May	24-May	25-May	26-May	27-May
35	Examinations	28-May	29-May	30-May	31-May	01-Jun	02-Jun	03-Jun
36	Examinations	04-Jun	05-Jun	06-Jun	07-Jun	08-Jun	09-Jun	10-Jun
37	Summer term	11-Jun	12-Jun	13-Jun	14-Jun	15-Jun	16-Jun	17-Jun
38	Summer term	18-Jun	19-Jun	20-Jun	21-Jun	22-Jun	23-Jun	24-Jun
39	Summer term	25-Jun	26-Jun	27-Jun	28-Jun	29-Jun	30-Jun	01-Jul
40	Summer Vac	02-Jul	03-Jul	04-Jul	05-Jul	06-Jul	07-Jul	08-Jul
41	Summer Vac	09-Jul	10-Jul	11-Jul	12-Jul	13-Jul	14-Jul	15-Jul
42	Graduation *	16-Jul*	17-Jul*	18-Jul*	19-Jul*	20-Jul*	21-Jul	22-Jul
43	Summer Vac	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul
44	Summer Vac	30-Jul	31-Jul	01-Aug	02-Aug	03-Aug	04-Aug	05-Aug
45	Summer Vac	06-Aug	07-Aug	08-Aug	09-Aug	10-Aug	11-Aug	12-Aug
46	Summer Vac	13-Aug	14-Aug	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug
47	Summer Vac	20-Aug	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug
48	Summer Vac	27-Aug	28-Aug	29-Aug	30-Aug	31-Aug	01-Sep	02-Sep
49	Resit Exams	03-Sep	04-Sep	05-Sep	06-Sep	07-Sep	08-Sep	09-Sep
50	Summer Vac	10-Sep	11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep
51	Summer Vac	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep
52	Summer Vac	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep

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

Please note Examination and Graduation dates may be subject to change

Undergraduate Deadlines and Test Dates, 2017-18

Univ. Week	Tchg Week	First year Modules	Second year Modules	Third year Modules
7	Au-06		EC251 Test Tuesday, 14 November 14:00	EC324 Test Monday, 13 November 10:00
8	Au-07	EC120 Assignment 1: Wednesday 22 November 12:00 mid-day EC114 Test Tuesday, 21 November 18:00	EC201 Test Tuesday, 21 November 18:00	EC383 Assignment Wednesday, 22 November 12:00 mid-day
9	Au-08	EC111 Assignment: Tuesday, 28 November 12:00 mid-day		EC352 Test Monday, 27 November 10:00
10	Au-09	EC115 Test 1, Tuesday, 5 December 18:00 EC116 Assignment: Tuesday 5 December, 12:00 mid-day	EC202 Assignment Wednesday, 6 December 12:00 mid-day	EC368 Test Monday, 4 December 10:00 EC366 Test Thursday, 7 December 15:00

11	Au-10			EC831 survey and plan Wednesday, 13 December, 12:00 mid-day
Christmas & New Year Vacation				
16	Sp-01		Autumn Term Assignments: Friday, 19 January 12:00 mid-day	Autumn Term Assignments: Friday, 19 January 12:00 mid-day
17	Sp-02			
18	Sp-03			
19	Sp-04			
20	Sp-05	EC120 Assignment 2: Wednesday, 14 February, 12:00 mid-day	EC201 Assignment Wednesday, 14 February 12:00 mid-day	EC322 Test Tuesday, 13 February 14:00
21	Sp-06	EC115 Test 2, Tuesday, 20 February 18:00	EC202 Test Monday, 19 February 18:00	
22	Sp-07			EC384 Test Tuesday, 27 February 18:00
23	Sp-08	EC116 Assignment: Tuesday, 6 March 12:00 mid-day	EC252 Test Monday, 5 March 13:00	EC351 Test Thursday, 8 March 16:00
24	Sp-09	EC111 Test Tuesday, 13 March 18:00 EC114 Assignment Friday, 16 March 12:00 mid-day		
25	Sp-10	EC123 Coursework: Wednesday, 21 March 12:00 mid-day	EC252 exercise Wednesday, 21 March 12:00 mid-day	
Easter vacation				
30	Su-01	EC120 Assignment 3: Wednesday, 25 April 12:00 – mid-day		Projects: Friday, 27 April 12:00 mid-day
31	Su-02		Spring Term Assignments: Friday, 4 May 12:00 mid-day	Spring Term Assignments: Friday, 4 May, 12:00 mid-day

Please note deadlines for coursework and mid-term test dates may be subject to change.

MyEssex Student Portal

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

About our Department

Meet your Department staff

The Undergraduate Student Administration offices are situated in rooms:

5B.209 – first year and 5B.206 – second and third year

The offices are open to students at the following times:

Monday – Friday

10:00 – 13:00 and 14:00 – 16:00

Closed for lunch 13:00-14:00 daily

Closed on Wednesday afternoons

****NB the student administrator for the first years does not work Mondays, for urgent enquiries please contact the student administrator for second and third years in her absence.***

	Ext.	Email
Student administrator (first years): Hannah Tagg	2755	htagg@essex.ac.uk
Student administrator (second and third years): Julie Oliver	2647	joliver@essex.ac.uk

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

Departmental Manager (PT)	Claire Cox	2728
	clairecox@essex.ac.uk	
Departmental Manager (PT)	Carol MaCaskill	2728
	TBC	
Deputy Department Manager	Debbie Hall	3943
	dhall@essex.ac.uk	
Graduate Administrator:	Lorna Woolcott	2726
	lornaw@essex.ac.uk	
Finance Assistant:	John Cavanna (p/t)	2697
	icavanna@essex.ac.uk	

Academic Staff with Specific Responsibility for Undergraduates

Kate Rockett	Head of Department
Gianluigi Vernasca	1 st Deputy to HOD, Director of Undergraduate Studies & Director of Education
Carlos Carrillo Tudela	2 nd Deputy to HOD
Eric Smith	Deputy Director of Undergraduate Studies – first year modules
Daniele Condorelli	Deputy Director of Undergraduate Studies - second & third year modules
Gianluigi Vernasca	Director of Undergraduate Projects
Nadia Campaniello	Deputy Director of Undergraduate Projects
Karen Khachatryan	Student Liaison Coordinator and Disability Liaison Officer
Abhimanyu Gupta	Mentors Coordinator
Jiang, Lingqing	(Assistant) Mentors Coordinator
Jordan Marcusse	Study Abroad Coordinator
Christian Ghiglino	International Academy Liaison Coordinator
Marco Francesconi (AU, SU), HOD (SP)	Employment Director
Stefan Niemann	Deputy Employment Director – Placements
Jordan Marcusse	Deputy Employment Director – UG Training

Academic Staff list

Email	Tel.	Name (title)	Room	Teaching 2016 - 2017	Comments
salan	2707	Alan, Sule (Prof)	5B.120	EC100 (SP), EC248 (SP) EC384 (SP)	
ya16571	4388	Antler, Yair (Dr)	5B.135	EC906 (SP)	
rargenz	3418	Argenziano, Rossella (Dr)	5B.317		On leave all year
v.arthi	2727	Arthi, Vellore (Dr)	3.206	EC335 (SP)	
rbailey	2763	Bailey, Roy (Mr)	5B.315	EC120, EC371 (AU), EC372 (SP)	
ncampa	3803	Campaniello, Nadia (Dr)	5B.340	EC383 (AU), EC386 (AU)	
cocarr	3414	Carrillo Tudela, Carlos (Dr)	5B.203	EC904 (AU)	
mchamb	2756	Chambers, Marcus (Prof)	5B.326	EC501 (AU), EC965 (SP)	On leave SU
ac17815	4309	Clymo, Alexander (Dr)	5B.148	EC111 (SP), EC901 (SP)	
tcross	2335	Crossley, Tom (Prof)	2N2.5B.07	EC324 (AU)	
mcole	4875	Coles, Melvyn (Prof)	5B.319	EC115 (AU), EC511 (AU), EC201 MA (AU)	
dcond	2736	Condorelli, Daniele (Dr)	5B.205	EC950, EC911, EC993 (AU)	
ad17920	2597	Dianat, Ahrash (Dr)	5B.110	EC909 (AU), EC993 (AU)	
bsethe	2889	Etheridge, Ben (Dr)	3.208	EC991 (AU)	
mfranc	2765	Francesconi, Marco (Prof)	5B.328	EC995 (AU)	On leave SP
jganguli	2723	Ganguli, Jayant (Dr)	5B.311	EC992 (SP)	
cghig	2744	Ghiglino, Christian (Prof)	5B.319A	EC351 (SP), EC994 (SP)	On leave AU
imgome	4123	Gomez-Oliveros, Leyre	5B.146	EC100 (SP), EC116 (SP), EC245 (AU)	

Email	Tel.	Name (title)	Room	Teaching 2016 - 2017	Comments
aguptah	2597	Gupta, Abhimanyu (Dr)	3.203	EC114 (SP), EC252 (SP)	
jhalket	2394	Halket, Jonathan (Dr)	3.202		On leave all year
hatton	2182	Hatton, Tim (Prof)	5B.122	EC246 (SP), EC950	
TBC	2132	Jiang, Linqing (Dr)	5B.147	EC116 (AU), EC262 (AU)	
k.khachatryan	4168	Khachatryan, Karen (Dr)	5B.131	EC930 (SP), EC951 (AU)	
kempgcr	2766	Kemp, Gordon (Dr)	5B.309		On leave all year
wpkenn	4468	Kennedy, William (Dr)	4.144	EC120	
TBC	TBC	Leruth, Luc	TBC	EC245 (AU)	
j.marcusse	2182	Marcusse, Jordan	5B.122	EC201 (SP), EC251 (AU)	
scher	2742	Markose, Sheri (Prof)	3.312	EC907 (SP), EC911 (AU), EC912 (SP), EC913 (SP)	
Jm16093	4262	Mazza, Jacopo (Dr)	5B.129	EC100 (AU), EC363 (SP), EC831, EC964 (SP)	
andmc	4468	McAuley, Alistair (Mr)	4.144	EC330 (AU)	
fmengel	3417	Mengel, Friederike (Prof)	5B.313	EC914 (SP)	
myra.mohnen	2764	Mohnen, Myra (Dr)	5B.336	EC261 (SP)	
TBC	4308	Mueller, Andreas	5B.149	EC368 (AU), EC991 (AU)	
sniem	3351	Niemann, Stefan (Dr)	5B.325	EC933 (SP)	
pjnolen	2735	Nolen, Patrick (Dr)	5B.327	EC902 (SP)	
soliveb	2512	Oliveros, Santiago (Dr)	5B.118	EC903 (AU)	
TBC	TBC	Ortega, J	TBC	EC202 (AU), EC322 (SP), EC202 MA (AU)	
kerock	3559	Rockett, Kate (Prof)	5B.204		HOD
ns17003	4873	Sakarya, Neslihan	5B.323	EC352 (AU), EC966 (AU)	
christoph.siemroth	3518	Siemroth, Christoph (Dr)	3.204	EC247 (AU)	
esmith	2758	Smith, Eric (Prof)	5B.207	EC355 (SP), EC365 (SP)	
m.sraieb	2769	Sraieb, Mohamed (Dr)	3.201	EC336 (AU), EC367 (SP), EC932 (SP)	
symeonid	2511	Symeonidis, George (Dr)	5B.215	EC202 (SP), EC366 (AU),	
dtabas	2754	Tabasso, Domenico (Dr)	5B.334	EC114 (AU), EC115 (SP), EC329 (SP), EC831	
lvasco	2725	Vasconcelos, Luis (Dr)	5B.342		On leave all year
gvern	4874	Vernasca, Gianluigi (Prof)	5B.217	EC111 (AU), EC201 (AU), EC831	
wangt	3480	Wang, Tianxi (Dr)	3.205	EC908 (SP), EC943 (SP)	
sweide	2731	Weidenholzer, Simon (Prof)	5B.210		On leave all year

Please note: The information given above is correct at the date of publication. Staff rooms and module teaching may change during the year. Check the Economics web pages for any changes.

For a full list of academic staff, including research interests, please visit the Economics website: www.essex.ac.uk/economics/staff/Staff.aspx?type=academic

For details about Graduate Teaching Assistants (GTAs) who teach first and second year classes, see our website: www.essex.ac.uk/economics/staff/Staff.aspx?type=research-students

Contact Points between Students and Staff

Who to contact...

Contact an Economics Administrator in the department, who will be able to answer your question directly or will guide you to someone who can.

The offices to go to are:

- 5B.209 – Student administrator (first years),
- 5B.211 – Student administrator (second and third years),
- 5B.206 – Deputy Department Manager
- 5B.212 - Department Manager/s.

Contact your class teachers about the material covered in each module. If there is something you don't understand or have missed; first check with your class teacher. But note: class teachers do not determine the allocation of students to classes, cannot grant extensions to assignment deadlines and cannot give permission for absences from tests. Class teachers mark assignments and tests (but not Assignments or final examinations).

Contact module supervisors (the lecturers of modules) about the academic aspects of modules that class teachers cannot answer. Module supervisors are responsible for all academic aspects of modules, i.e. the coverage of lectures, exercises, assignments and Assignment titles (where appropriate). Module supervisors have no authority to change assignment deadlines or to change test dates.

Contact the relevant Director of Undergraduate Studies about course or module changes, and general issues concerning the administration of Undergraduate modules and Economics courses.

Contact the Director of Undergraduate Projects if you have a question about your project (EC831). The Director of Undergraduate Projects is responsible for the assignment of students to project supervisors, for approving project titles or changes to titles.

Contact the Student Liaison Officer (SLO) if you have a general concern about economic studies, or a personal problem. There are two economics SLOs, one for undergraduates and another for postgraduate students. Each SLO is responsible for organising support for students enrolled for schemes administered by the Department of Economics. The SLO also chairs the Student-Staff Liaison Committee, SSLC.

Contact a Student Representative if you wish to raise an issue at the SSLC. Student representatives are elected at the start of each academic year and, together with the SLO, comprise the SSLC. Student representatives also attend Departmental Meetings (which are held at least once each term).

Your personal tutor

All undergraduate students have a personal tutor who you'll meet soon after you've arrived, and who you'll meet regularly throughout your course. Your personal tutor is there to help

you feel connected to your department, and is someone you can talk to if you have questions about your course or encounter any difficulties which affect your studies. Your personal tutor may also recommend other support services on campus that might be able to help. If you're unsure who your personal tutor is, please ask a member of the administrative staff in your department.

Student mentors

All first-year undergraduate students in the department have a student mentor available to them. Your student mentor can help you with any questions or problems you may have. Providing advice from their own experiences as a student in the Department, mentors are there to listen, provide good advice and can guide you through your time here at Essex. We recruit new student mentors every year from our group of current second and third year students.

Details of who our mentors are and their contact details will be available from October at: <https://www1.essex.ac.uk/economics/current/mentors.aspx>

If all else fails, **contact the Head of Department (HoD)**. Contact the HoD **only** if you have been unable to resolve your problem with other members of the department. The HoD has overall authority for the department but delegates most student related matters to other economics staff.

If you wish to contact the HoD, you must do so via the Department Manager.

How to contact Teachers and other members of Staff

By email:

Every member of economics staff has an email account that is monitored regularly. Email is the recommended way of getting answers to straightforward questions or to make appointments for meetings.

During Academic support hours:

All teachers hold academic support hours at which they meet students. Academic support hours are normally posted on the teacher's office door and on the department's website. You should make every effort to see teachers during their academic support hours. If you are unable to meet a member of staff during the stated hours, you should make an appointment to meet at a different time. Appointments should be made via email.

Telephone contact:

All members of staff can be contacted at their internal university telephone extensions. You should not telephone a member of staff at home unless you have explicit permission from the person you are trying to contact. If for any reason it is necessary to contact a member of staff at home, you must do so via an Administrator.

How the Department communicates with Students

By email: this is the preferred form of communication with students. Be sure to check your email regularly. The Department strongly recommends you to **check your email every day**.

On the department website: www.essex.ac.uk/economics/

This is a very important source of news about all aspects of your studies. Check it regularly.

By letter: to your local or home address: this is used only when email is inappropriate (e.g. for serious problems concerning academic progress or absence from prescribed instruction).

By a notice on your student portal: myEssex. Your student portal will alert you about modules and other aspects of your studies.

By telephone: this is used in emergencies or when it is otherwise necessary to receive an immediate response.

By text message: this is used to inform at very short notice of lecture or class cancellations.

You can also find us on **Facebook** via the below link or search for Economics at University of Essex:

www.facebook.com/#!/pages/Economics-at-University-of-Essex/167683629920102

Our location

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

Direct tel: 01206 872728

General enquiries: ueco@essex.ac.uk

Pre-registration programme enquiries: ueco@essex.ac.uk

Website: www.essex.ac.uk/economics/default.aspx

Job references

Requesting references from members of staff

If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject.

For example, final year project supervisors, year organisers, core course supervisors are likely to be more suitable than lecturers that have taught you on a first year option course. Every reasonable effort will be made to meet a request for a reference for a student who has undertaken study within our Department, within a minimum period of three years following his/her departure from the University. Requests received outside of this time scale may, of course, be met if a member of staff is equipped with the necessary information on the student and is willing to provide a reference. In the case of research students, it would be normal to expect to provide a reference for a more extended period of up to ten years. It is helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – It is not always possible for a member of staff to write a reference immediately.

Copies of references

A copy of any reference provided will be retained within our Department for no longer than three years for taught students and ten years for research students. If a reference is retained

beyond this timeframe, our Department will seek explicit consent from the student concerned.

Department annual prizes

Each year the Department of Economics is pleased to award prizes signifying excellence. The following prizes are awarded to undergraduate students:

First Year Prize

Awarded for the best overall performance by a student enrolled for the first year of an economics course.

Second Year Prize

Awarded for the best overall performance by a student enrolled for the second year of an economics course.

Final Year Prize

Awarded for the best overall performance by a student enrolled for the final year of an economics course.

The Project Prize

Awarded to the student who submits the most outstanding undergraduate economics research project.

Roy Bailey Prize

The Editorial Board of the Essex Economics Students Journal will award a prize for the best Assignment submitted to the EESJ each academic year.

Special Prize for Academic Achievement

Awarded from time to time in recognition of outstanding academic merit.

Learning and Teaching

Moodle and FASER

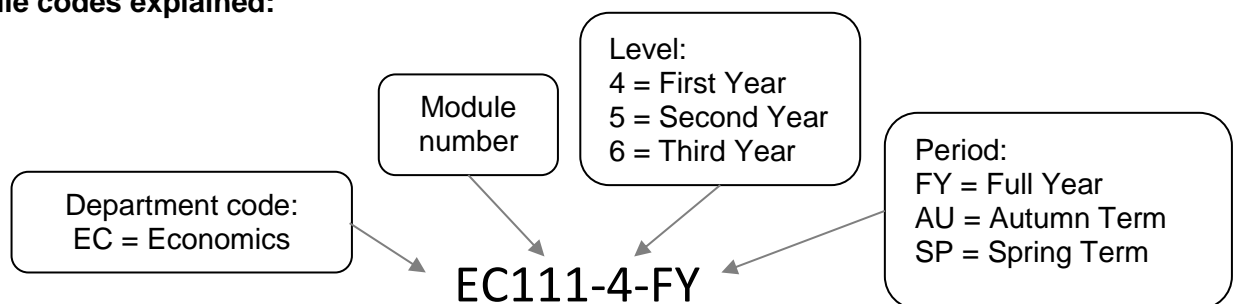
We use Moodle as the online learning environment. In there you will find all the relevant module materials such as lecture notes, class material, problem set solutions, reading lists and past exam papers.

FASER is an **online coursework submission and feedback system** used for the modules in the Economics Department. Where relevant, you can use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place.

faser.essex.ac.uk

www.essex.ac.uk/it/services/learning-technology/

Module codes explained:



Modules are usually referred to by their *short code*, i.e. EC111

First year Economics Modules run by the Department

EC111-4-FY Introduction to Economics	EC111 is a core module and compulsory for all Economics courses and several others too.
EC114-4-FY Introduction to Quantitative Economics	EC114 is a core module and compulsory for all Economics courses.
EC115-4-FY Methods of Economic Analysis	EC115 is a core module and compulsory for all Economics courses.
EC116-4-FY Applied Economics and Policy	EC116 is an optional module available to all first year students.
EC123-4-FY Employability Module	Compulsory for all Economics courses.
EC120-4-FY The World Economy in Historical Perspective	EC120 is an optional module available to all first year students. (The module is also run as a second year option EC120-5-FY)
EC100-4-FY Economics for Business	EC100 is ONLY available to students in the Essex Business School and is the equivalent to EC111.

Full module details can be found in the Module Directory online: www.essex.ac.uk/courses/

First Year Course Structure

Whichever BA or BSc Economics degree you have chosen (with the exception of BA History & Economics, and BA Financial Economics and Accounting. For further details, please see the programme specifications online) the first year course structure is as follows:

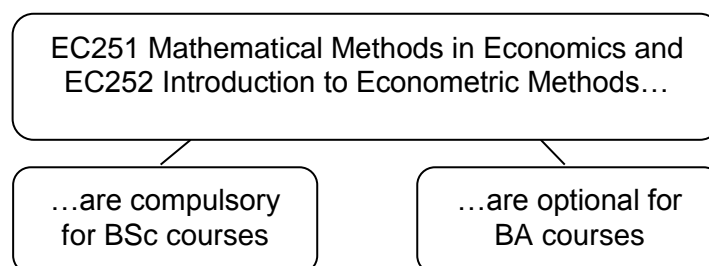
Module code	Module title	Credits
EC111-4-FY	Introduction to Economics	30
EC114-4-FY	Introduction to Quantitative Economics (unless you take MA108 (15 credits) and MA114 (15 credits))*	30
EC115-4-FY	Methods of Economic Analysis (unless you take MA101-4-FY Calculus)*	30
EC123-4-FY	Compulsory Employability module	0
	An optional module	30

* For EC114 and EC115 there is the opportunity to take maths modules instead for those of you who are *very* competent and have a strong background in mathematics. The alternative to EC114 is: MA114-4-AU Linear Mathematics, **and** MA108-4-SP Statistics.
The alternative to EC115 is: MA101-4-FY Calculus.

All course structures and full details can be found in the Programme Specification Catalogue online: www.essex.ac.uk/programmespecs/

BA or BSc: what's the difference?

The difference is the maths content...



- Note that the first year is the same for both BA and BSc. The crucial decision must be taken at the end of your first year (or, at the latest, beginning of the second year). It is normally a formality to change before the start of your second year, you will need to fill in an online change of course form if you wish to do so which can be found here:

<https://www.essex.ac.uk/students/course-admin/changing-course.aspx>

Which course to choose: a BA or BSc?

- From the view of the department, it does not matter. However, you are recommended to take EC251 and EC252 (whether as part of a BSc or a BA) if you can. You may not want to take these modules, in which case you must enrol for a BA. If you can cope with EC251 and EC252, the topics covered by these modules will prove beneficial in the long run (by developing your quantitative and analytical problem-solving skills).
- If you plan to continue your studies at the graduate level in economics and/or finance (MA, MSc or PhD), you should *definitely* take EC251 and EC252 – and also EC351 Mathematical Economics and EC352 Econometric Methods in your final year.
- The degree schemes for which both BA and BSc are available are:

Course	Course code	
	BA	BSc
Economics	L100	L101
Economics including a year abroad	L106	L107
Economics including a placement year	0F66	0E45
Management Economics	L108	L109
Management Economics including a year abroad	L192	L193
Management Economics including a placement year	9L11	5M00
International Economics	L115	L116
International Economics including a year abroad	L163	L162
International Economics including a placement year	9O47	5H18
Financial Economics	L111	L114
Financial Economics including a year abroad	L195	L194
Financial Economics including a placement year	5A84	0Q64

Programme Specifications

The Department of Economics administers the following courses:

Single honours:

- BA/BSc Economics (3-year courses L100/L101; 4-year, year abroad variants L106/L107; 4-year placement year variants 0F66/0E45)
- BA/BSc Financial Economics (3-year courses L111/ L114; 4-year, year abroad variants L195/L194; 4-year placement year variants 5A84/0Q64)
- BA/BSc Management Economics (3-year courses L108/L109; 4-year, year abroad variants L192/L193; 4-year placement year variants 9L11/5M00)
- BA/BSc International Economics (3-year courses L115/L116; 4-year, year abroad variants L163/L162; 4-year placement year variants 9O47/5H18)
- BA Political Economics (3-year course L150; 4-year, year abroad variant L150)
- BA Economics with Modern Language (4 year course L1R0)
- BSc Economics with Mathematics (3-year course L1G1; 4-year abroad variant L1GC)

Joint honours:

- BA History and Economics (3-year course LV11; 4-year abroad variant VL11)

- BA Financial Economics and Accounting (3-year course L148; 4-year abroad variant L149)

Economics modules are included in other degree courses.
For details see the handbooks issued by the administering department.

Along with other UK universities, the University of Essex is required to publish a Programme Specification for each programme of study that leads to an award of the University. A specification consists of four parts:

Section A: General Information

- The title and level of the award
- The institution responsible for the delivery and/or validation of the award
- Any professional or vocational accreditations that may be earned
- The overall aims of the programme.

Section B: Learning Outcomes

The skills and areas of knowledge that students who successfully complete the programme will typically demonstrate, and which the student will encounter during the programme. These are described under four headings:

- Knowledge and Understanding
- Cognitive Skills
- Practical Skills
- Key (transferable) skills

Alongside each set of outcomes are details of the learning & teaching methods used to deliver these outcomes and the assessment methods used to enable you to demonstrate your achievement.

Section C: Course Structure

This includes the current compulsory and optional modules in each year of the programme.

Section D: Rules of Assessment

The criteria for determining whether a student has successfully completed the programme and achieved the award, and for the class of degree to be awarded, if appropriate. Learning outcomes are reviewed periodically by academic departments and the specifications displayed online reflect the outcomes and expected course structure for students admitted to the course in the current academic year.

When viewing 'Section C' of the Programme Specification online please note the following:

For Financial, Management, International and straight Economics courses

- Students are allowed to take a maximum of 30 credits of outside options (non-economics modules) in the second and final years combined (i.e. at least 210 credits out of the 240 credits achieved must be 'EC' modules) The only exception is for a language module continued from the second to the final year.
- Approval must be obtained from the relevant Director of Undergraduate studies in Economics for all outside option choices. Outside option choices will normally be approved except:

- (a) first year modules (including initial language modules) are not permitted;
- (b) where there is too much overlap with Economics modules.
- Second year options must either be EC2xx modules or outside options. Final year Economics options are not permitted in the second year.
- Option choices may be restricted by timetable clashes and the need to fulfil pre-requisites.
- A four year, year abroad variant is available, for further information see page 25.
- Final year options:
Students must obtain at least 60 credits from final year Economics modules (i.e. at least five modules with 'EC3' module codes) plus 30 credits from the project, EC831.
The remaining 30 credits may be chosen from final year Economics options, second year Economics options or outside options (subject to constraints).

For Economics with Mathematics

- Approval must be obtained from the relevant Director of Undergraduate studies in Economics for option choices.
- Option choices may be restricted by timetable clashes and the need to fulfil pre-requisites.
- Final year options
Students must obtain at least 45 credits from final year Economics modules (i.e. at least five modules with 'EC3' module codes) plus 30 credits from the project, EC831.
Of the remaining 45 credits, 30 must be obtained from final year mathematics modules.

For Economics with Modern Language courses

- Each student's enrolment in the mastery level language option in the final year is conditional upon having spent at least eight weeks in residence in the relevant speaking country between the end of the first year and the start of the third year.
Students who do not fulfil this requirement are not eligible to take the mastery level module. The period of residency is not required for students taking the proficiency level module.
- Students are required to at least reach the standard of the proficiency level module. If this is achieved in the second year, then it is permissible (but not recommended) for no language module to be taken in the final year.
- Second year options must either be EC2xx modules or outside options. Final year Economics options are not permitted in the second year.
- Final year options
Students must obtain at least 60 credits from final year Economics modules (i.e. at least five modules with 'EC3' module codes) plus 30 credits from the project, EC831.
- Option choices may be restricted by timetable clashes and the need to fulfil pre-requisites.
- A four year, year abroad variant is available, for further information see page 25.

For History and Economics

- Second year options must be EC2xx modules. Final year Economics options are not permitted in the second year.

- Option choices may be restricted by timetable clashes and the need to fulfil pre-requisites.

Changing your degree and maximum period of study

Changing your course

If you want to change your course, you should talk to the Director of Education in your department first. Check the deadlines for course changes with the Student Services Hub. www.essex.ac.uk/students/course-admin/changing-course.aspx

You should discuss your thoughts about changing course with someone in your school/department/centre. If your new course is in a different department, you should also speak to someone in that department.

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

If you are considering changing course due to academic worries with your current course you might find it useful to seek academic support before changing course by contacting the Talent Development Centre.

www.essex.ac.uk/students/study-resources/tdc

If you want to make a formal request for a course change, you should do so via the online Course Change form available here: www.essex.ac.uk/esf/

Maximum period of study

Undergraduate students have a maximum period in which to complete their studies. This is set at the point at which you register, and is normally the length of your programme plus two additional years. This is to allow some flexibility in cases where you find you must intermit, or you fail a stage of study and must repeat it, or you want to transfer to a new course and must retake a stage of study.

Enrolling in and changing a module

- You are required to enrol in your modules each year via eNROL, with modules totalling 120 credits per year. You are advised to do this sooner rather than later to stand the best chance of taking your preferred modules.
- Enrol in your modules via eNROL: www.essex.ac.uk/enrol
- eNROL is open from **Wednesday 12 April 2017 at 12.00 noon** and will close on **Monday 23 October 2017 at 8.59am**.
- You are permitted to change your optional modules within the first two weeks of the Autumn term (or the first two weeks of the Spring term for Spring term only modules), subject to the approval of the department(s) concerned and, where necessary, the relevant Deputy Dean (Education).
- If you need advice about your choice of modules, e.g. if you wish to take an optional module that is not normally available, you should discuss this matter with a member of staff in the department teaching the module.

- Advice about the procedures relating to module enrolment or changes of module is available from the relevant administrator in the Registry.
- Before making up your mind about module choices, you should check the structure of your course. Then, if you have any questions, contact the relevant Director of Undergraduate Studies.
- Please see below for eNROL dates for the next academic year

	eNROL opens:	eNROL closes:
UG - to select 2017/18 modules	12 April 2017 at 12.00 noon	23 October 2017 at 8.59am
UG - Spring options	6 December 2017 at 12:00 noon	29 January 2018 at 8.59am

Timetable Clashes / Change of class requests

Though the Central Timetabling Office make every attempt to produce clash free timetables for every student, due to the volume of data being timetabled and the complexity of module choices, it is not always possible to do so.

If there are any clashes you will see a warning displayed when you view your individual timetable online (www.essex.ac.uk/timetables), please report this to the Central Timetabling Office using the Report a Timetable Problem button.

It may not be possible to accommodate your optional selections. In this case you will be contacted by the Department and requested to change your optional modules.

Clashes on core and compulsory modules will always be resolved by the Central Timetabling Office.

In special circumstances students may request a change in their class allocations – for example, if you have childcare or caring commitments, work commitments, attendance on other courses of study or for medical reasons. Permission to change to an alternative class or lecture is agreed at departmental level and the right is reserved to refuse permission to change. The above list is not exhaustive, and we understand there may be other genuine reasons for changes

For any queries regarding timetabling please consult <http://www.essex.ac.uk/students/course-admin/timetables.aspx>

Undergraduate Economics Modules

A list of all Economics modules can be found below.

Full module details can be found in the Module Directory online: www.essex.ac.uk/courses/

- Please note: Not every module may be offered each year!
- Please note: It may be necessary to change the term in which a module is taught at short notice!
- Moodle contains material (e.g. reading list, lecture notes) that you will find very useful for the modules you are taking.
Moodle can be found here: <https://moodle.essex.ac.uk/>
- Questions about the academic aspects of economics modules should be addressed to the module lecturer. Questions about your course should be addressed to the department that administers your course.

Reading lists

All course materials (reading lists, lecture notes, assignment questions, problem sets etc.) can be found in the Moodle link as above.

Pre-requisites

There are pre-requisites for most second and third year modules - these are shown below.

If you would like to enrol for a module but do not have the necessary pre-requisites, you may request permission for these to be waived. Pre-requisites are waived only if there is reasonable evidence that a standard of at least the equivalent to the pre-requisite has been achieved via other qualifications. Contact the relevant Director of Undergraduate Studies if you wish to discuss this.

Pre-requisites for Economics Modules

Module	Title	Pre-requisites	Co-req.	Pre-or-Co	Credit
EC111-4-FY	Introduction to Economics				30
EC114-4-FY	Introduction to Quantitative Economics		EC111		30
EC115-4-FY	Methods of Economic Analysis		EC111		30
EC116-4-FY	Applied Economics and Policy		EC111		30
EC120-4-FY	The World Economy in Historical Perspective				30
EC123-4/5/6-FY	Career Skills in Economics				0
EC120-5-FY	The World Economy in Historical Perspective	EC100 or EC111			30
EC201-5-FY	Macroeconomics (Intermediate)	EC111			30
EC202-5-FY	Microeconomics (Intermediate)	EC111			30
EC245-5-AU	International Financial Institutions and Policy	EC100 or EC111			15
EC246-5-SP	International Trade Institutions and Policy	EC100 or EC111			15
EC247-5-AU	Financial Instruments and Capital Markets	EC111			15
EC248-5-SP	Financial Innovations and Monetary Policy	EC111			15
EC251-5-AU	Mathematical Methods in Economics	EC115			15
EC252-5-SP	Introduction to Econometric Methods	EC114			15
EC261-5-AU	Management of New Technology	EC111			15
EC262-5-SP	Economics of Organisational Management	EC111			15
EC322-6-AU	Microeconomics (Advanced)	EC115 & EC202			15
EC324-6-SP	Macroeconomics (Advanced)	EC201			15
EC329-6-SP	Economics of the European Union	EC100 or EC111			15
EC330-6-AU	Economics of Transition	EC100 or EC111			15
EC335-6-SP	Strategies of Economic Development	EC100 or EC111			15
EC336-6-SP	Economic Development in a Global Perspective	EC100 or EC111			15
EC351-6-SP	Mathematical Economics	EC251			15
EC352-6-AU	Econometric Methods	EC252			15
EC355-6-SP	Public Economics	EC202			15
EC363-6-SP	Labour Economics			EC202	15
EC365-6-SP	Theory of Monopoly and Regulation			EC202	15
EC366-6-AU	Market Structure and Strategic Behaviour			EC202	15

EC367-6-AU	International Trade	EC115 & EC202			15
EC368-6-SP	International Money and Finance	EC115 & EC201			15
EC371-6-AU	Economic Analysis of Asset Prices	EC115 & EC202			15
EC372-6-SP	Economics of Bond and Derivatives Markets	EC115 & EC202			15
EC383-6-AU	Environmental Economics	EC115 & EC202			15
EC384-6-SP	Corporate Finance	EC202			15
EC386-6-AU	Health Economics and Policy	EC111			15
EC831-6-FY	Project: Economics	EC111			30

Pre-requisite: A module(s) you must have already taken.

Co-req.: Co-requisites; modules that must be taken at the same time.

Pre-or-Co: Module must be taken at the same time or have already been taken previously.

FY = Full year

AU = Autumn term

SP = Spring term

Level 4 denotes first year (e.g. EC111-4-FY)

Level 5 denotes second year (e.g. EC245-5-SP)

Level 6 denotes final year (e.g. EC322-6-AU)

Objectives of Undergraduate Economics Courses

Students who successfully complete one of the **single honours economics degrees** will be able to demonstrate:

- A grasp of micro and macro economic theories at the intermediate level, together with the mathematical methods and introductory econometrics needed in the application of the theories.
- The ability to express their knowledge of economics through a variety of assessment methods.
- An understanding of one or more non-economics subject at an introductory level.
- The ability to design, undertake and report on a research project on a topic of their choice.
- An understanding of relevant specialist topics adequate (i) to sustain reasoned arguments appropriate for the topics, (ii) to deploy quantitative techniques competently in the analysis of data, and (iii) to allow a critical appreciation of evidence and economic policy.
- A capacity to study independently and to explore assigned reading at their own pace.
- The acquisition of skills in the context of economic issues, for problem solving, numeracy, communication, information technology and improving own learning and performance.
- An understanding to an advanced undergraduate level, of one or more subjects appropriate for their choice of course:
 - International Economics: international financial and trade institutions and policy; international trade; international money and finance.
 - Management Economics: economic analysis of organisations; market structure, strategic behaviour including the adoption of new technology; theories of monopoly and regulation.

- Financial Economics: financial instruments and capital markets; monetary innovations and monetary policy; models of asset prices; bond and derivatives markets.
- Economics: any combination of subjects available to the above schemes.

Students who successfully complete a **joint course involving economics** will be able to demonstrate:

- Competence at an advanced undergraduate level in at least one area of economics, though with a more restricted range of economic knowledge than in single-honours economics.
- An understanding of a non-economics subject relevant to the course to an advanced undergraduate level.
- An understanding of specialist topics relevant for the subjects of the course adequate to sustain reasoned arguments appropriate to those subjects.
- The acquisition of skills appropriate to the subjects comprising the course, for problem solving, numeracy, communication, information technology and improving own learning and performance.

- A capacity to study independently and to explore assigned reading at their own pace. Students who successfully complete **economics modules(s) as part of other courses with economics** will be able to demonstrate:

- A grasp of elementary micro and macro economic principles.
- The ability to apply these to analyse elementary problems in economics.
- An appreciation of economic reasoning at the intermediate level in one or more aspects of economics.

Students who successfully complete **economics modules(s), though not registered for economics courses** will be able to demonstrate at least:

- A grasp of elementary economic principles.
- The ability to apply these to analyse elementary problems in economics.

Key Skills

Economics students have many opportunities to acquire key transferable skills that include:

Problem solving skills

These are acquired by constructing economic models to determine their predictions and policy implications. As an economics student you are encouraged to foster habits of logical and critical thinking that can be applied to any economic or related problem.

Communication skills

Requiring you to present the results of your economic reasoning in written work develops these skills. Economic analysis emphasises the importance of conciseness and rigour in the expression of ideas (whether they are applied to economic or other problems).

Improving own knowledge and performance

Every Economics module requires students to spend time reading and further deepening their knowledge about the subject. This is an important aspect of learning to think impartially about problems and about how to organise your time in the most effective way.

Numeracy (i.e. quantitative analysis)

These skills involve learning how to apply statistical methods in the context of economic data or to manipulate theoretical models. Knowledge of the methods can then be applied to any problem for which data is analysed.

Information technology

Computers and the systematic processing of information affect most aspects of life nowadays. In addition to common word-processing skills, many Economics modules involve analysing data using dedicated statistical and econometric software packages. In some circumstances, students also apply software packages to help solve complicated modelling problems or to make simulations of the economy.

Working with others

Economics courses do not *require* students to work in teams. You will also have the opportunity to develop interpersonal skills in informal networks by sharing your knowledge with other students and in discussions about course exercises. In some modules, you may be asked to confer with other students to make class presentations.

Key Skills Table

The key skills table, see page 25, summarises the key skills associated with Economics modules. This *should not be interpreted as prescriptive* but rather to give an overview of the sorts of skills that are normally relevant. The presence of a blank does not mean that a skill is irrelevant, rather that students would not expect to improve their capacity in the skill as a consequence of taking the module

List of key skill headings:

Problem solving

- Analytical reasoning (including logical argument)
- Conceptualisation of issues
- Critical evaluation (including appraisal of policy)
- Originality/Creativity (developing the ability to ask the right question, innovation)
- Model building (construction of theoretical framework and derivation of predictions)

Communication

- Summarise key issues (synthesis)
- Literature survey (comprehension)
- Independent inquiry (researching and using information)
- Handling large amounts of information
- Presentation (oral, including taking part in discussions)
- Presentation (written)

Working with others

- Team work
- Influencing, advising and guiding others
- Negotiation with others

Numeracy

- Mathematical operations (expressing theories symbolically and deriving implications)
- Interpretation of mathematical expressions in economic analysis
- Econometric/statistical (estimation, hypothesis testing, diagnostic, evaluation)
- Data analysis (collection and summarising data)

Information Technology

- Word processing
- Using the internet for independent study
- Use of data analysis/statistical software applications

Key skills in undergraduate economics module

	EC831	EC386	EC384	EC383	EC372	EC371	EC368	EC367	EC366	EC365	EC363	EC355	EC352	EC351	EC336	EC335	EC330	EC329	EC324	EC322	EC262	EC261	EC252	EC251	EC248	EC247	EC246	EC245	EC202	EC201	EC123	EC120	EC116	EC115	EC114	EC111			
Problem solving																																							
Analytical reasoning	○	○	●	○	○	●	●	●	●	●	●	●	○	○	○	○	○	○	●	●	●	●	●	●	○	○	○			●	●			○	●	●	●	●	●
Conceptualisation	●	●	●	●	●	○	●	●	●	○	●	○	●	●	●	●	●	●	●	●	●	●	○	●	●	●	○	○	○	●	●			●	○	○	○	○	
Critical evaluation	●	●	●	○	○	○	●	○	●	●	○	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		●	○	○		○	○	
Originality	●			○			○		○								○					○			○	○				○	○								
Model building	○		●	●	●	●	●	○	●	●	○	○	○	○					○	○	●	●	●	○	○		○		○	○	○					○	○	○	
Numeracy																																							
Mathematical Operations	○	○	●	●	○		○	○		○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○			○	○					○	○	○	
Interpretation of math.	●		○	●	●		●	●				●	●	●	○	○	○			●	●	●							●	●									
Econometrics and statistics			●													○	○					○																	
Data analysis			●	○			○									○	○					○	○																
Communication																																							
Summarise					●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	○	○	○	○	○
Literature survey					●																○	○																	
Independent inquiry					○		○														○	○																	
Handling info.	○	○		○	○	○															○																		
Oral presentation	○	○	○	○													○	○	○																				
Written presentation	○	○	○	○	○		○	○				○					○	○	○	○	○	○																	
Information technology																																							
Word processing software	○				○	○		○	○	○	○	○			○	○	○	○			○																		
Using the internet	○			○	○	○			○	○	○	○			○	○	○	○		○		○													○	○	○	○	
Data analysis software		●										●											●																
Working with others																																							
Team work		○		○		●			○	○	○	○		○																									
Influencing		○		○		●			○	○		○																											
Negotiation		○		○		●			○	○																													

- = the skill is relevant but not necessarily emphasised
 • = the skill is of particular significance

The presence of a blank does not mean that a skill is irrelevant, rather that students would not expect to improve their capacity in the skill as a consequence of taking the module

Listen Again

Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. It's available in teaching rooms or lecture theatres where you see the sign.

listenagain.essex.ac.uk

Essex Abroad

There are many opportunities for Economics undergraduates who wish to study in the United States (including Hawaii), Australia, Canada, Europe, Hong Kong, Japan, Latin America, the Middle East, New Zealand or Russia for one term or one year as part of their University of Essex programme of study.

Visit the Essex Abroad website for further information: www.essex.ac.uk/essexabroad/

- We have exchange agreements with a wide variety of universities and can help students to select the most appropriate destination.
- Study abroad can enhance your CV and gives you valuable experience of another culture and way of life.
- Spending an extended period of time in another country provides an unparalleled opportunity to enhance your personal development.
- Employers value international experience in today's global economy.
- You can study abroad in the third year of your degree.
- The mark you obtain will contribute towards your final degree result ONLY IF it does not reduce the degree classification you would obtain in a 3 year degree. There are usually no tuition charges other than what you normally pay to Essex (there are no tuition charges if you study abroad for a full year).
- Also, in many cases, the cost of living elsewhere is lower than Colchester, so you should not assume that study abroad is an expensive proposition.

Economics Courses with a Year Abroad

- L106 BA Economics
- L107 BSc Economics
- L163 BA International Economics
- L162 BSc International Economics
- L192 BA Management Economics
- L193 BSc Management Economics
- L195 BA Financial Economics
- L194 BSc Financial Economics
- L1R0 BA Economics with Modern Language
- L149 BA Financial Economics and Accounting
- VL11 BA History and Economics

Please note: the rules of assessment for 4 year courses with a year abroad differ from 3 year courses in how the overall degree class is determined. For full details please see the Rules of Assessment for Four Year Honours Degrees:

www2.essex.ac.uk/academic/students/ug/rules.htm

Going to another University during the Summer Vacation

Spend the summer vacation between the second and third year studying at another university in the European Union (EU) via the Study Abroad Programme.

Open to students who are enrolled on EC831 Economics Project. The purpose of the time spent abroad is to enable students to begin work on their projects.

Coming to Essex from another University

The department welcomes study abroad students from other EU countries.

- Students coming to Essex as part of their programme should seek advice about modules from the department's Departmental Study Abroad Officer (DSAO) or the relevant Director of Undergraduate Studies.
- Module choices must be approved by the department's Departmental Study Abroad Officer (DSAO)
- Assessment:
Autumn term only students: take exams at end of Autumn term
Spring term only students: take exams during the Summer term

Study abroad students (including Junior Year Abroad) and International Programmes

The department welcomes students from abroad who wish to study economics but not as part of an Essex degree.

- International programmes students wishing to enrol for economics modules should seek advice from the Departmental Study Abroad Officer (DSAO) or relevant Director of Undergraduate Studies.
- The Departmental Study Abroad Officer (DSAO) or relevant Director of Undergraduate Studies must approve economics module choices.
- Assessment:
Autumn term only students: take exams at end of Autumn term
Spring term only students: take exams during the Summer term

It is also possible to do work placements abroad, please refer to the separate student guide to placement years which is available via the Faculty Employability Co-ordinator.

Interested?

To apply you need to consult the Departmental Study Abroad Officer:

Dr Jordan Marcusse
Tel: 01206 872182
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For further information contact:

Essex Abroad Office
Room: 1E.3.503
Email: saoadmin@essex.ac.uk
Website: <http://www.essex.ac.uk/essexabroad/>

Placement information

A separate student guide to placement years is available via the Faculty Employability Co-ordinator.

EC123 Career Skills in Economics (Employability module)

The employability module is a compulsory module for all students in economics. It is a co-curricular module carrying zero credits. Attendance, assignments, and participation in the module is compulsory and you must satisfactorily complete all assignments in order pass the module.

This module is different from any other economic module in the sense that there is no exam and it runs over the whole of the three years of undergraduate studies. Upon the completion of the module each economics student will acquire a portfolio of employability skills and understanding of the working world necessary to successfully compete in the graduate labour market after graduation.

While the module runs over the three years of studies, nothing prevents students to successfully complete all the activity required in the module before the third year of studies. Some of the activities will include lectures by the Department in collaboration with the Employability and Careers Centre staff. Some activities will be completed by students directly without lectures required.

The module is assessed on a Pass/Fail basis and it is 100% coursework. The assessment consists of a portfolio of work/research that is concluded by a 1500-2000 words reflective document that must be submitted by the deadline at the end of the Spring Term of each student's final year of studies. The portfolio and reflective document need to be submitted after the student has successfully completed all the activities required in the module. Nothing prevents students from submitting their portfolio and reflective document well before the deadline if they successfully complete all activities required well in advance.

In the reflective document students need to explain how each activity was completed together with evidence of which employability skills have been acquired throughout the module. This should include a summary of their personal development and career plan. All the resources for this module will be available via Moodle

Equality and diversity

The University of Essex, in conformity with the intention of its Charter, confirms its commitment to a comprehensive policy of equal opportunities within the University. It aims to create the conditions whereby students and staff are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs and affiliations, family circumstances, sexual orientation or other irrelevant distinction. The University is committed to a programme of action to ensure that this policy be fully effective. The University is committed to a programme of action to ensure that this policy is fully effective.

If you have any further queries/comments on equal opportunities at the University then email: diversity@essex.ac.uk

Athena SWAN and Diversity in Economics

The Department of Economics is committed to the inclusion, progression, and success of all groups in its research, education and leadership activities. We aim to foster equality of opportunity and a positive culture for all, where our differences are respected and valued. We encourage anyone interested in the creative and productive atmosphere we foster to join us, and will support you in your career progression, from the first year of undergraduate study to Professorship.

The Athena SWAN Charter

“The Equality Challenge Unit’s Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women in science, technology, engineering, mathematics, and medicine (STEMM) employment in higher education and research.

In May, 2015, the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business, and law (AHSSBL), and in professional and support roles, and for trans staff and students. The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women.”

The University of Essex was awarded the Athena SWAN Institutional Bronze Award <https://www1.essex.ac.uk/equality/athenaswan/awards/> in November, 2013, in recognition of its continuing work to support women in STEMM. The University also joined the WISE Campaign <https://www.wisecampaign.org.uk/> in November, 2016. The Department of Economics is due to apply for a Bronze award in April, 2018.

For full details relating to Athena Swan please see:

<https://www1.essex.ac.uk/equality/athenaswan/>

Disability and emotional wellbeing

We would encourage all new students with a disability, long term medical condition, specific learning difficulty or mental health difficulty to disclose and register with the Student Services Hub so that we can plan how best to support you in your studies.

You can find out about the support we offer here:

www.essex.ac.uk/students/contact/help.aspx

UK students may be eligible for a Disabled Students’ Allowance grant. See our webpages for more information, including application forms and key changes:

www.essex.ac.uk/students/disability/funding.aspx

International students

We are proud to be a global community and we recognise that living and studying in the UK may be very different from your own country.

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

You can find helpful information here -

www.essex.ac.uk/students/new/international/default.aspx

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

Mature and part-time students

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

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

You can find more information here: www.essex.ac.uk/students/groups/mature-students.aspx

Student representation/SSLC/SAMT/Student Surveys

Student feedback is a vital part of the University's approach to quality assurance and enhancement. It is therefore important that you are given the opportunity to feedback and that you take time to feedback to the University. You can do this in a number of ways:

You can contact (or volunteer to be) a **student representative** who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.

<http://www.essexstudent.com/representation/coursereps/>

http://www.essex.ac.uk/quality/student_representation/student_rep.asp

http://www.essex.ac.uk/quality/student_representation/sslc.asp.

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

Student satisfaction surveys enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex. The National Student Survey (NSS) for final year students feeds into university league tables. NSS also lets us know how we're doing and where we can make improvements. The survey is run online and you will receive a link to the survey via email. Students not eligible for NSS will be invited to complete the UK Engagement Survey (UKES) which asks about how you spend your time on your course, what kind of learning you've taken part in and your views on your teaching and learning experience.

Library Services

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has a variety of study spaces over six floors, including 24/7 facilities and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, overnight chat service and the opportunity to book appointments with your Subject Librarian to help you through your studies and beyond.

libwww.essex.ac.uk

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and how to avoid plagiarism, using reference management software, and evaluating sources. Your Subject Librarian is Sandy Macmillan – contact him amacmi@essex.ac.uk or use the Book a librarian form on the Library website to get in touch.

For guidance in relation to third-party proofreading of student work:

www.essex.ac.uk/proofreading

Attendance monitoring (Count-me-in) and absence from sessions

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

You'll need to **record your attendance** at teaching events using the electronic reader in the teaching room. Just 'tap in' for every timetabled teaching event you attend.

You should not tap in for someone who is not attending the class; and also you should not tap in if you then immediately leave the teaching event. This may result in disciplinary action being taken against you.

If you **lose your card** or it is **faulty**, go to the Student Services Hub to get a new card (a fee may be applicable). If you attend a teaching event but are unable to record your attendance as you don't have your registration card, you should speak to a member of administrative staff in your department. In the case of a lost card, your department will normally record you as present for up to seven days.

For more information on attendance, and for links to forms and guidelines visit: www.essex.ac.uk/students/course-admin/attendance.aspx

If you need to **report an absence** from a teaching event, test or exam due to medical or other circumstances you should do so by completing the relevant form in myEssex for a **notified absence**. We will consider the reasons and may record it as an **authorised absence**. Be aware that you may need to **provide evidence**, including medical evidence if relevant.

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

Assessment

Rules of Assessment

The Rules of Assessment are used to calculate your results.

www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx

The following is only a summary of the key points. You should read the rules and make sure you understand them. If you need advice, ask your personal tutor, departmental administrator, or SU Advice.

Decisions about your results are made at the meeting of the Board of Examiners at the end of the Summer Term.

The rules cover:

- whether you have passed the modules you have studied and can be awarded credit
- whether you have met the requirements to move on to the next stage of your course
- whether you have met the requirements to pass your course, and what classification you will receive
- if you have not passed, what reassessment you could be offered
- if you have not passed, whether you must withdraw from your course, with or without an exit award

Marks and degree classification

40	Pass/third class (3)
50	Lower second class (2.2)
60	Upper second class (2.1)
70	First class (1)

Your final degree classification is based upon your marks in stage 2 and stage 3 (for a three year course). You must meet the requirements for stage 1 (first year) to continue on the course.

Core, compulsory and optional modules

To understand the requirements to pass your course, you need to know the status of the modules that you are taking. You can find details of the status of your modules in Section C of your programme specification via [My Essex](#).

Core	You must take this module	Must pass this module. No failure can be permitted.
Compulsory	You must take this module	There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.
Optional	You can choose which module to study	There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.

Most modules in each year must be passed, with only a small number of credits, if any, being allowed to be failed in the degree.

What do I need to do to pass my course?

To understand what you need to do to pass your course you should read the Rules of Assessment webpages; look up the status of the modules you are taking; and see whether there are any additional course requirements by checking any variations for your department (Appendix A under the rules of assessment).

If you are thinking of undertaking a work placement or year abroad, you should check the requirements for these programmes.

Exit Awards

If you decide to withdraw from your course before you finish, or you fail too many credits to be awarded a Bachelor's degree, you may be awarded a qualification at a lower level, if appropriate.

Extenuating Circumstances, withdrawing and intermitting

www.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

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

You need to submit your form by the deadline given here –

www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx

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

You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the Students' Union Advice Centre (www.essexstudent.com/services/advice_centre/) or the Student Services Hub (www.essex.ac.uk/students/contact/default.aspx).

Thinking of leaving or taking a break from your studies?

You may experience doubts at some point during your studies, if you're thinking about leaving Essex, we're here to support you and give you the advice you need to help you make an informed choice.

Intermission is a temporary withdrawal or leave of absence from the University and provides you with the opportunity to take a break from your studies. Normally, this is for reasons beyond your control (e.g. health or personal problems) although other reasons are permitted. Intermission must be approved by the University first, so if you are thinking about intermitting, we strongly advise you to contact your department and your Student Services Hub to talk to one of our advisers.

You should also read our guidance on intermitting very carefully at www.essex.ac.uk/see/intermit. If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.

Withdrawing is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the university is not formally notified, then you may risk continuing to incur further tuition or accommodation fees. More advice and information is available at www.essex.ac.uk/see/withdraw.

Re-marking of coursework

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

Moderation, second marking policies and External Examiners

The University policy on **moderation** is part of the Marking Policy. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. A moderator would not change individual marks for the work, but would liaise with the first marker to agree whether marks should be reviewed across the particular piece of assessment or module, which may lead to marks being adjusted.

Second marking is where a second marker marks the work but has access to the first marker's marks and/or comments.

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

You can find out more about how the University uses External Examiners here: www.essex.ac.uk/quality/external_examiners/default.asp

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

Appeals, complaints, and fitness to practise

Appeals on academic grounds can be made following the meeting of the Board of Examiners and the publication of your results. Be aware that there are strict deadlines for the submission of the appeal form and your evidence.

We strongly advise all students thinking about making an appeal to contact the Students' Union Advice Centre.

You may not appeal against academic judgement. This means that you can't appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

More information about appeals, including the deadlines and forms to complete, can be found online at: www.essex.ac.uk/see/appeals

Making a Complaint: The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, you may feel dissatisfied with some aspect of your dealings with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination.

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

You can find the complaints procedure and the forms here: www.essex.ac.uk/see/complaints

Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work). If this applies to you, you will have been told by your department. You can find the full Fitness to Practise procedure online at: www.essex.ac.uk/students/exams-and-coursework/ppg

Academic Integrity and Academic Offences

The University expects students to act with honesty and integrity in relation to coursework, examinations and other assessed work, and to follow our conventions for academic writing (including appropriate referencing of sources) and ethical considerations. If you don't meet these expectations, then you may be charged with having committed an academic offence, a matter the University takes very seriously.

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. An academic offence can take place even if you didn't mean to commit one, and examples include plagiarism, falsifying data or evidence, and communicating with another candidate in an examination.

If you aren't sure what the conventions are, particularly in relation to referencing, you should ask your department, contact the Talent Development Centre, and also refer to the **Referencing and good academic practice** section of this handbook.

More information about academic offences and getting support can be found at: www.essex.ac.uk/see/academic-offence

Ethics

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

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

Coursework

The Importance of Coursework

Coursework is compulsory and failure to participate in coursework is interpreted as evidence of lack of academic progress. In severe cases, students with poor academic progress can be required to withdraw from the University (even before the final examinations). Your academic progress is monitored throughout the year and failure to complete coursework indicates that you are effectively not taking the module – and therefore don't deserve to take the final exam.

Aside from its educational value, coursework can act as a sort of "insurance" against a bad examination performance. Imagine what might happen if you are ill on the day of the final exam and unable to perform to the best of your ability. A low mark in just one module can affect the class of your entire degree.

Coursework is compulsory in all modules.

Economics assessment methods comprise of:

- **Tests**
Short examinations (up to 2 hours) that focus on concise presentation of knowledge and the application of analytical methods.
- **Assignments**
Often of a problem-solving nature, allowing the exploration of theories, methods and policies with more creativity and depth than tests, being less time constrained.
- **Final examinations**
Test the concise expression of ideas, analytical reasoning capabilities and arguments that critically assess evidence (including economic policy).
- **Term Papers**
Independently prepared essays exploring a topic in depth and presenting reasoned arguments that support an analytical framework and/or critically evaluating evidence, including policy evaluation.
- **Projects and dissertations**
The outcome of supervised research – similar to Assignments but deploying a wider range of methods, theories and evidence, thus providing greater scope for originality.

Progress Procedures

The proportion of submitted coursework will be reviewed at the end of the autumn term. If students haven't submitted at least 50% of the required coursework they will be called in to see their personal tutor. This means if you have 4 pieces of assessment (including all of those listed above) if you submit less than two pieces of coursework you will be called in to see your tutor. If you have 5 pieces of coursework and submit less than 3 you will be called in to see the tutor. Should students not attend this meeting or do not show signs of improvement they will be referred to a departmental progress officer. Please note students are expected to submit ALL coursework and attend all tests; these minimums are laid out to provide guidance as to when you will be reviewed under the progress procedures.

Academic Offences

Severe penalties are enforced to discourage academic offences (such as plagiarism and cheating) and the department emphasises preventative measures through guidance and its code of practice. In designing assessment rules to reflect students' achievements, attempts are made to balance the benefits of teamwork against the temptation to free-ride on others' effort.

Outside Options

Modules in other departments taken by students registered for Economics courses are assessed according to the rules for the module. Economic students must abide by the rules of the department who administer the module. For example if you take a language module e.g. Initial French you will be assessed for that module according to the rules set out by the Language and Linguistics department whether or not they are similar to the rules for Economics modules.

Module Assessment[†]

	Module Title	Method of Assessment	Exam
EC111	Introduction to Economics	1 assignment, 1 test	Yes
EC114	Introduction to Quantitative Economics	1 test, 1 assignment (take-home exercise)	Yes
EC115	Methods of Economic Analysis	2 tests	Yes
EC116	Applied Economics and Policy	2 assignments	Yes
EC120†	The World Economy in Historical Perspective	2 assignments	Yes
EC120†	The World Economy in Historical Perspective	2 assignments	Yes
EC201	Macroeconomics (intermediate)	1 assignment, 1 test	Yes
EC202	Microeconomics (intermediate)	1 assignment, 1 test	Yes
EC245	International Financial Institutions & Policy	1 term paper	Yes
EC246	International Trade Institutions & Policy	1 term paper	Yes
EC247	Financial Instruments and Capital Markets	1 term paper	Yes
EC248	Economics of Corporate Finance	1 test	Yes
EC251	Mathematical Methods in Economics	1 test	Yes
EC252	Introduction to Econometric Methods	1 test, 1 exercise	Yes
EC261	Management of New Technology	1 term paper	Yes
EC262	Economics of Organisational Management	1 term paper	Yes
EC322	Microeconomics (advanced)	1 test	Yes
EC324	Macroeconomics (advanced)	1 test, 1 assignment	Yes
EC329	Economics of the European Union	1 term paper, 1 presentation	Yes

EC330	Economics of Transition	1 term paper	Yes
EC335	Strategies of Economic Development	1 term paper	Yes
EC336	Econ. Development in a Global Perspective	1 term paper	Yes
EC351	Mathematical Economics	1 test	Yes
EC352	Econometric Methods	1 test	Yes
EC355	Public Economics	1 term paper	Yes
EC363	Labour Economics	1 term paper	Yes
EC365	Theory of Monopoly and Regulation	1 term paper	Yes
EC366	Market Structure and Strategic Behaviour	1 test	Yes
EC367	International Trade	1 term paper	Yes
EC368	International Money and Finance	1 test	Yes
EC371	Economic Analysis of Asset Prices	1 term paper	Yes
EC372	Economics of Bond and Derivatives Markets	1 term paper	Yes
EC383	Environmental Economics	1 assignment	Yes
EC384	Corporate Finance	1 test	Yes
EC386	Health Economics and Policy	1 term paper	Yes

† **Note:** All coursework, including assignments, tests and term papers, is **compulsory**.

Assignments, Tests, Term Papers and Marking Guidelines

Coursework is made up of either one, or a combination of assignments and/or tests and/or Assignments depending on the module and the level. See the Module Assessment on the previous page for specific details.

Term Papers and Assignments - Coursework Deadline Policy

Zero marks for late submission

The University's policy for the late submission of coursework applies uniformly for all undergraduate modules. The policy states that all coursework submitted after the deadline will receive a mark of zero.

No extensions to deadlines will be granted

The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. More information about extenuating circumstances relating to late submission of coursework is available via the Registry.

Full details relating to late submission of coursework can be found via the Registry webpages: <https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx>

What the University policy means for you:

- You should complete your coursework well ahead of the deadline. You are encouraged to submit coursework in the week before the deadline. Your target

completion date should be one week before the deadline. Make every effort to complete work by the target date.

- If you experience difficulties in completing your work, you must make every effort to contact the relevant Administrator *before* the submission deadline. Always contact the department that runs the module.

The department has a Late Submissions Committee which deals with claims of extenuating circumstances for work which was not submitted by a deadline for reasons beyond your control. You make your claim by submitting a Late Submission of Coursework Form with any evidence i.e. medical certificate, along with your coursework, within seven days (including weekends and bank holidays) of the deadline. The Late Submissions Committee will decide whether your work should be marked and whether that mark will count towards your formal assessment (which means the mark will be instated).

It is important to note that you use this form to request instatement of your marks on the basis of extenuating circumstances which directly prevented you from handing in your work by the deadline. A claim that you needed more time will not be accepted and the committee will not consider circumstances such as oversleeping, or confusion about the deadline as acceptable.

The late submission of coursework form can be found here:

<https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx>

Answer guidelines ('solutions') for assignments are normally made public seven days after the deadline. As soon as the answer guidelines have appeared you will receive a mark of zero, *no matter what your circumstances*.

Please note the Late Submissions of Coursework form is different to the university's Extenuating Circumstances form:

Late Submission forms are used for particular pieces of coursework only, and will not be taken into consideration for anything more than this.

Extenuating Circumstances forms are submitted towards the end of the year and enable you to explain the effects of any circumstances that adversely affected your performance over the whole or any part of the academic year. Your extenuating circumstances form should generally deal with significant problems that affected you beyond any particular late piece of work.

If you hand in a late assignment or miss a midterm test – use the Late Submissions form.

If you've suffered circumstances which have affected your performance for a significant part/all of the academic year – use the Extenuating Circumstances form.

Preparation and Submission of Assignments

Assignment question sheets are normally available at least two weeks before the submission deadline via Moodle. (Module supervisors may, at their discretion, make assignment questions available earlier than this.)

- It is your responsibility to obtain a copy of the assignment questions.

- While you may study the subject matter covered by an assignment with your friends, it is important that your assignment is *all your own work*. It must adhere to the University's rules and department conventions on good practice. If you have any concerns about whether your assignment breaches the rules, please seek advice from your class teacher or module supervisor.
Be careful not to copy other students' submissions, and don't allow others to copy yours.

Advice on authorship and plagiarism can be found here:

<https://www1.essex.ac.uk/ldev/resources/plagiarism/>

- All module assignments and Term Papers **are submitted online** via the Online Coursework Submission (FASer). You will be advised how to submit a week before the deadline by the relevant administrator.
- While it is recommended that assignments are word-processed, this is not obligatory, scanned hand-written assignments are permissible if the handwriting is clearly legible.
- Term papers must be word-processed
- An email message will be sent to you as a receipt for submission of your assignment. Make sure you keep a copy of this email message because it is the only acceptable evidence that your assignment has been received.
- Assignments must be submitted no later than 12:00hrs mid-day (not midnight) on the day of the deadline. You may submit assignments any time during the week preceding the deadline – it is in your interests to submit well before the deadline.

Login to the University's Online Coursework Submission (FASer) here:

www.essex.ac.uk/e-learning/tools/faser

When submitting to the system you will be asked to tick a statement to confirm that you will abide by university regulations in regards to academic offences and give consent for your submission to be processed in the context of the JISC Plagiarism Detection Service.

You do not need to submit a paper copy when submitting through the system, just submit online.

- If you submit your assignment after the deadline you must also hand in a late submission of coursework form to the appropriate administrator.

Attendance at Tests

- Attendance at tests is compulsory on the day and time specified for the test. You will not be allowed to take a test at another time — the reason is simply to preserve the fairness and integrity of the test.
- It is your responsibility to check the dates, times and locations of all tests in your modules.

- Please arrive at the test room about five minutes before the test commences. Make sure that you bring your registration card with you. This will be checked during the test to confirm your identity and attendance.
- Although tests may be scheduled for a one (or two) hour time slot this does *not* mean the test will last that long. The module supervisor should announce the duration of the test in advance, contact the module supervisor if you're unsure about the duration of the tests, the number of questions you're required to answer and the amount of choice you're allowed.
- Cheating in a test is an academic offence.
- If you are absent from a test your mark will always be recorded as zero.
- If you are unable to attend a test due to extenuating circumstances then you need to fill in a late submission of coursework form and hand this in to the relevant administrator along with any supporting documents so that you will be able to have another opportunity to take the test (make-up test ***or a take-home assignment**).
- Once results are published a make-up test or ***a take-home assignment** will be set for a date and time at the discretion of the department. There will be one, and only one opportunity to do the make-up test/*take-home assignment.
- You cannot do a make-up test/*take-home assignment that you have already passed just to improve your mark.
- The University policy on coursework re-assessment is available here:
<https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx>

*** NB in some cases for first and second year modules only, there may be a take-home assignment set instead of a make-up test.**

Assessment of Assignments and Tests

- Class teachers mark assignments and tests with guidance from the module supervisor.
- The module supervisor is responsible for maintaining a consistent standard of marking.
- Appeals against an assignment or test mark should be made initially to the class teacher. If agreement cannot be reached, the module supervisor should be approached. If agreement with the supervisor cannot be reached, an appeal may be made *in writing* to the Head of Department.
- Marked assignments and tests are normally returned to students within 4 weeks of the submission deadline.
- You are not permitted to re-submit assignments or re-take tests in order to raise your mark. Therefore you should take special care in advance to prepare your assessed work.
- You must keep hold of your marked assignments and tests as they may be required to be sent to the external examiner.

Term Papers

Term papers are compulsory.

They are extended essays submitted in many (but not all) second and final year economics modules.

Submission - One copy online via Online Coursework Submission:- (FASer) here:
www.essex.ac.uk/e-learning/tools/faser

Term Papers are assessed differently from assignments (see below).

- Your module supervisor will provide a list of Term Paper titles early in the term in which the module is taught. You must choose a title from the list provided.
- You must submit a Term Paper in each module for which an Assignment constitutes the coursework.
- No extensions are granted to Term Paper deadlines unless there are relevant extenuating circumstances.
- Term Papers normally have a maximum length of 3000 words (including footnotes, tables, appendices and bibliography)!
- The examiners may award a lower mark than otherwise for Term Papers that exceed the word limit.
- Term Papers must be word-processed. They should be double-spaced with a 12 point typeface and margins of at least 1 inch.
- Term Papers must be submitted online.
- Do not watermark your Term Paper!
- It is not permissible to submit Term Papers by email or fax.

Making the best of your Term Papers & Projects

Please see full details in the Appendix page 64.

Referencing

Please see full details in the Referencing section and appendix page 66.

Final Year Project

The Project consists of three parts:

- Literature review and project plan
- Oral and slide presentation of the literature review and project plan
- Dissertation (which will carefully *incorporate* a literature survey)

Submission deadlines

Literature survey and project plan:

Wednesday, 13 December, 12:00 mid-day

Presentation:

This will be scheduled for the 3rd or 4th week of Spring term. (You will be given a scheduled time to present; if you have a valid and evidenced reason, you can request that this be rescheduled.)

You must submit your presentation slides via FASer before your scheduled presentation date.

Dissertation:

Friday, 27 April, 12:00 mid-day

Submit:

One online copy via Online Coursework Submission (FASer):

<https://www.essex.ac.uk/e-learning/tools/faser>

Assessment

Literature Review and project plan: 15 %

Presentation: 15%

Dissertation: 70%

Maximum lengths:

Literature Review: 3,000 words (2,500 words recommended)

Dissertation: 10,000 words (*including* the literature review, footnotes, appendices, bibliography, etc.)

Note: this is a maximum; a shorter word count is often preferable; *content* and *clarity* are what is important.

Attend all lectures, pc-lab sessions, and workshops given in support of EC831. Lecture and class participation will be recorded in several ways, including attendance, and participation in Moodle forums.

Moodle- check the module material on Moodle for all lectures and lab-sessions.

Oral and slide presentation of literature review and project plan

The project includes a mandatory oral presentation with accompanying slides, worth 15% of the mark. We have introduced this to help our students to develop a wider range of skills

that will help you becoming more employable in the labour market. Gaining an experience in public speaking and preparing a slide presentation will give you a 'leg up' in the academic and professional world!

We will assign you a time and a location (a 'session' with other students) to give your presentation, likely to be in weeks 3-4 of Spring term; if the initially proposed time conflicts with your schedule, you can request a change. You will give an oral presentation - with slides - of your literature review and project plan, lasting about 10 minutes, in front of a member of the academic staff. After this the lecturer will take three minutes to ask you questions about your presentation. The lecturer may also interrupt you briefly during your talk to ask clarification questions.

Remember to bring your presentation on a USB stick, as well as submitting it via FASer in advance.

Presentations will take place as a 'session' with several other students. After your presentation, the lecturer will give you some immediate feedback. The mark for your presentation will be given along with the mark for your literature survey and project plan. Marking guidelines for presentations are given in the table further down.

Further guidance on presentations, and supporting reading materials and resources will be provided.

Amending your Title

- Changes of titles are only permitted with the permission of your supervisor as well as from the Director of Undergraduate Projects. To request a change, please contact your supervisor and the Director of Undergraduate Projects; they will respond, and will update your details or give comments.
- Significant changes should not normally be made after the end of the Autumn Term, but small changes for clarity and focus will still typically be permitted.

Project supervision

- You will be allocated to a supervisor according to the topic of your project.
- Supervision can only be received by your designated supervisor, typically during their designated academic support hours. (Other academic staff may be consulted on matters that relate to the modules you have taken with them, during their designated academic support hours.)
- It is important that you contact your supervisor no later than the second week of the Autumn Term (by 20 October 2017) and again no later than the second week of the Spring Term (by 26 January 2018).
- You should expect to see your supervisor for up to four hours spread throughout the Autumn and Spring Terms.
- All project supervision should be completed no later than the last day of the Spring Term. **No further supervision should be expected during the Easter holidays.**

Academic progress

- You are expected to take the initiative to contact your supervisor!

- **By the end of week 8 (middle of November)** – show a first draft of your literature review and project plan to your supervisor, along with a draft of your presentation slides.
- **By the end of February** – show a first draft of your dissertation to your supervisor, demonstrating a substantial part of the project has been completed.

Criteria for Literature Review and Project Plan

Mark Range	Overall quality	Contributing Factors		
		Structure	English	Project Plan
90-100%	Displays exceptional critical awareness of the relevant literature	Exceptional standard of professionalism in organising the material	Displays exceptional writing skills	Displays exceptional clarity and competence in the structure
80-89%	Displays excellent critical awareness of the relevant literature	Excellent standard of professionalism in organising the material	Displays excellent writing skills	Displays excellent clarity and competence in the structure
70-79%	Very good grasp of the relevant literature	Very good standard of professionalism in organising the material	Very good writing skills	Displays very good clarity and competence in the structure
60-69%	Good grasp of the relevant literature	Good standard in organising the material	Displays good writing skills	Displays general clarity and competence in the structure
50-59%	Satisfactory grasp of the literature	Satisfactory standard in organising the material	Displays satisfactory writing skills	Displays satisfactory clarity and competence in the structure
40-49%	Potential grasp of the literature but showing major gaps in understanding	The review may be unsatisfactory organised	Displays unsatisfactory writing skills in various parts	Displays unsatisfactory clarity in the structure
30-39%	Inadequate grasp of the relevant literature	The review is poorly organised	The review is overall very poorly written	Very poorly structured plan
0-29%	Wholly inadequate grasp of the literature	The review is very poorly organised	The review is extremely poorly written	Extremely poor, or absent, plan.

Criteria for the Oral and Slide Presentation (of the literature review and project plan)

First class (69.5% and above)	Upper second class - 2.1 (59.5 – 69.4%)	Lower second class - 2.2 (49.5–59.4%)	Third - 3rd class (39.5–49.4%)
Discussion: Demonstrates a personal and nuanced	Achieves most of	Achieves some	Achieves few of

understanding of the topic and the relevant literature. Responds adequately to questions.	these goals.	of these goals	these goals.
Content: Organised outline of literature, clearly related to topic and to project plan. Project plan is realistic and has some detail.	Achieves most of these goals.	Achieves some of these goals	Achieves few of these goals.
Slides: Slides are clear, compelling, relevant, presented in a meaningful order, and integrate with the speech.	Achieves most of these goals.	Achieves some of these goals	Achieves few of these goals.
Speech: Speaks in professional, complete and grammatical sentences, with poise and measured confidence.	Achieves most of these goals.	Achieves some of these goals	Achieves few of these goals.

Criteria for the Dissertation

Mark Range	Overall quality	Structure	English	Analysis
90-100%	Exceptional project, highly original and extensive. Suitable for postgraduate study	Exceptional standard of professionalism in organising the material	Displays exceptional writing skills	Exceptional competence in several areas of economic research*
80-89%	Excellent project with significantly original element	Excellent standard of professionalism in organising the material	Displays excellent writing skills	Excellent competence in several areas of economic research*
70-79%	Very good project with some original material	Very good standard of professionalism in organising the material	Very good writing skills	Very good competence in several areas of economic research*
60-69%	Good project with some original material	Good standard in organising the material	Displays good writing skills	Good competence in several areas of economic research*
50-59%	Decent project, with satisfactorily original material	Satisfactory standard in organising the material	Displays decent writing skills	Displays satisfactory levels of competence in at least one area*

40-49%	Potential contribution to the subject but insufficient demonstration of competence	The project may be unsatisfactory organised	Displays unsatisfactory writing skills in several parts of the project	Displays satisfactory competence in one area but other areas are inadequate
30-39%	Inadequate project with insufficient demonstration of competence	The project is poorly organised	The project is overall very poorly written	Inadequate competence in all areas of economic research
0-29%	Wholly inadequate project	The project is very poorly organised	The project is extremely poorly written	Failure to demonstrate competence in any area of economic research

**** eg theoretical analysis, critical discussion of the literature, econometrics (if needed), data presentation and analysis (if needed), use of examples, case studies, etc. etc.***

Presentation and length

- Pay particular attention to the guide to good practice in assessed work, you may also like to read '*Excellent Dissertations!*' by Peter Levin (Amazon or Open University Press, McGraw-Hill). Also see "Writing Economics," by Neugboren and Jacobsen, and the materials provided on the EC831 pages.
- **You *must* include a complete bibliography in the form of a list of references**

Every entry in the bibliography must be referred to at some point in the project and every citation in the project must be included in the bibliography!

Submission

- Complete the final version of your project *at least one full week before the deadline* to allow for last minute delays in printing and checking.
- Online submission only of your project - no later than 12.00hrs (midday) on the specified deadlines!
- No extensions are granted for the submission of projects. In particular, extensions are not normally granted because of any form of computer failure.

Any overlap between your project and any other submitted work *must be acknowledged* in your project, in accordance with University Regulation 6.20. The regulations can be viewed on the following website: <https://www.essex.ac.uk/governance/regulations>

Examinations

Examination regulations

The General Regulations which govern examinations can be found via the website here: www.essex.ac.uk/governance/regulations

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

Access to exam scripts

If you want to see your exam script, you should normally make the request within four weeks after the exam to the department which is responsible for that module. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module or give you a copy or summary of the examiners' comments on your performance.

Calculators

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

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

A limited number of Casio calculators will be available to borrow **on the day of your exam** from the Exams Office on a first-come, first-served basis, on production of your registration card. Please note financial calculators will not be available.

General information about summer exams and examination results

You can find your personalised exam timetable online at: www.essex.ac.uk/examtimes/

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

You can download a guide to examinations at: www.essex.ac.uk/students/exams-and-coursework/default.aspx and watch a short video at: www.essex.ac.uk/students/exams-and-coursework/default.aspx

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

Anonymous marking policy in examinations

All formal examinations at the University of Essex are marked anonymously.

Your Exam Entry form also has your candidate number in large print in the centre of the page. This is the number you should write on your examination scripts.

Reassessment in examinations

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

Remember that reassessment in examinations (and coursework) carries a fee.

Referencing in examinations

Please refer to the Referencing and good academic practice section of this handbook.

Departmental policy on the use of dictionaries/calculators in exams

You will be advised by the lecturer for the module whether you are able to use any of the above.

Marking Criteria

Max Rule

For the academic year 2017-18 the Max Rule only applies to final year modules.

The Max Rule does not apply to first year undergraduate students as of the 2016-17 academic year* or the second year undergraduate students as of the 2017-18 academic year*.

Please refer to the module directory for more detail regarding assessment <https://www.essex.ac.uk/modules/default.aspx>

****Please note the above will also apply to students studying EC120-5-FY***

The aggregate mark for each final year module (apart from EC831 Project) is calculated using the 'max rule'

The max rule*:

The aggregate module mark is the **larger** of the following two numbers:

50% (coursework mark) +
50% (final examination mark)

OR

Final examination mark alone

If your final examination mark is **higher** than the coursework mark, it is the final examination mark that counts. Therefore coursework can only raise the module mark, it cannot lower it.

* The exception to the above is;

- EC831 - The research project.
The aggregate mark for this module is the mark of literature review and project plan (15%), presentation (15%) and the project (70%).

What mark do I need to pass a module?

You need to achieve 40% or greater in the aggregate module mark to pass.

Marking Guidelines

The department adopts the University classification of marks for each piece of assessed work:

1 st	First	69.5 – 100.0%
2.1	Upper second class	59.5 – 69.4%
2.2	Lower second class	49.5 – 59.4%
3 rd	Third class	39.5 – 49.4%
~	Fail	00.0 – 39.4%
(A mark of less than 20% is usually interpreted as a Bad Fail.)		

For assessment purposes marks are rounded up to one decimal place. No other rounding takes place.

Range of marks

- Examiners are encouraged to use the full range of marks from 0-100%.
- For technical or mathematical pieces of work, marks spanning the full range emerge naturally.
- For more essay based subjects, examiners are encouraged to signal clear first class answers by awarding marks well above the 70% level.
- In particular, marks above 80% should be used to signify truly outstanding work.
- Conversely, marks below 20% should be awarded for answers with little or no redeeming merit.

Different sorts of work

While the same principles hold for all formally assessed work, there are differences of emphasis for answers written in different circumstances – closed examinations compared with submitted work such as assignments, essays, Assignments or projects.

For assignments, tests and examinations, it is recognised that a closed examination answer written under a time constraint cannot attain the detail and length of submitted work written with access to other materials and without a time constraint.

For term papers, projects and essays, the layout, style and presentation are important because they affect the clarity of the exposition. The clarity of presentation will affect your mark. Examiners are entitled to penalise work that is unclear for whatever reason (most commonly incoherent organisation or ambiguous use of English).

- In particular, you must pay close attention to bibliographies and citations in assignments, essays and projects. (Examination or test answers do not normally include page references to cited works but, where appropriate, these should appear in other forms of submitted work.)
- Similarly, the level of factual detail is expected to be greater for submitted work than is possible in examination answers. This does not condone factual errors in

examination answers but, rather, it acknowledges that the amount of detail is likely to be smaller than for submitted work.

- Assessed work is marked according to an absolute, not relative, standard. Quotas are not assigned for the proportion of marks in any class, including fails and firsts.

Scaling of marks

Final examination marks are rarely scaled.

In the rare event that the marks for a module are scaled, this would be done only with the approval of an external examiner on recommendation of the Head of Department and reported to the relevant Board of Examiners. Occasionally the Head of Department will approve scaling coursework marks (e.g. of an in-term test).

Word limits or other length constraints

Examiners may penalise work that exceeds the published upper limit.

The limit for undergraduate economics Term Papers is **3,000** words.

For projects (EC831) the limit is **10,000** words. Note: this is a maximum; a shorter word count is often preferable. Brevity and clarity are valued as long as your work has sufficient and appropriate content.

- Length constraints for assignments will be specified, where needed, separately for each piece of work.
- The limits are for the whole piece of work, including appendices, footnotes and bibliography.
- Do not confuse length with the amount of effort needed to complete the work: conciseness of expression is a merit. Quality is more important than quantity.
- Examiners have the discretion to award a lower mark than otherwise for work that exceeds the stated limit. The markers will make an assessment after reading the whole piece of work. The size of the penalty will reflect the extent to which:
 - (a) the limit is violated;
 - (b) the work lacks focus;
 - (c) the style is repetitious;
 - (d) irrelevant material is included;
 - (e) the coverage is unnecessarily broad to address the question.
- Mark penalties are not stated separately though examiners may note their concern in feedback sheets.
- There are no specified limits (upper or lower) for examination answers.
- Examinations are designed such that *you should need the whole of the time allowed to complete them*.
- You have the discretion to allocate the time for each answer as you wish.

- It is normally advisable to allocate time approximately according to the marks for each question, e.g. if you are asked to answer two equally weighted questions in two hours, allocate roughly one hour to each.

Guidelines for marking standards

The guidelines below describe criteria for both students and examiners in economics (not necessarily other subjects). While they are intended to be as explicit as possible, it should be recognised that no set of guidelines can be complete to the extent of eliminating all ambiguity while remaining sufficiently flexible to accommodate creative expression.

- **Range 70-100% (First Class):**

For questions which require descriptive answers:

the answer clearly shows evidence that the student understood and mastered all the relevant material and used it effectively in the answer. The answer is presented clearly, in a logical manner and with a high standard of English. Diagrams and formulae (where required) are accurate, relevant and very well explained. The answer shows a high level of critical and analytical analysis. There are no logical flaws in the answer. There is very little or no irrelevant material.

For questions which require formal analytical answers:

a very high proportion of correct answers with clear derivations shown. The answer is neatly and fully laid out. There can be very few minor mistakes, but those are not related to flaws in student understanding of the problem at hand.

For Term Papers (essay):

display a very good grasp of the material. The student shows very good competence in several areas of economic research (theoretical analysis, data presentation, use of relevant case studies, critical discussion of the relevant economic literature). The paper is very well written with a high standard of English. The material is very well structured.

- **Range 60-69% (Upper Second Class):**

For questions which require descriptive answers:

the answer shows evidence that the student has read and understood most of the relevant material and is able to use it in the answer. The answer contains most of the information required with some errors but not major flaws in understanding. The answer shows an adequate level of critical and analytical analysis. Explanations are written with a good level of English. The student demonstrates substantial understanding of the material but not at the level required for a First Class.

For questions which require formal analytical answers:

there is a relatively large proportion of correct answers. There are some minor errors in derivations. However, those minor errors are not related to major flaws in student understanding of the problem. The answer is well laid out but there are some minor problems in presenting it.

For Term Papers (essays):

display a good grasp of the material but there can be some minor gaps in the explanation provided. The student shows good competence in several areas of economic research (theoretical analysis, data presentation, use of relevant case studies, critical discussion of the relevant economic literature) but there are minor flaws in the way those areas are used in the analysis. The paper is well written with a good standard of English. The material is well structured but there are minor problems in the way the material is organised.

- **Range 50-59% (Lower Second Class):**

For questions which require descriptive answers:

the answer shows that the candidate has understood the question and has made a moderately satisfactory attempt at providing an answer. It contains the core material but it does not address all aspects of the question. The answer contains some minor errors and few major errors. It contains some irrelevant material. Shows a decent level of critical and analytical analysis but there are some logical flows in the explanation.

For questions which require formal analytical answers:

there is a good proportion of correct answers. There are some errors in the derivations but they are not substantial. While the student shows an understanding of the questions there are some problems in presenting the answers.

For Term Papers (essays):

display a satisfactory grasp of the material but there are some gaps in the explanation provided. The student shows satisfactory competence in at least one area of economic research (theoretical analysis, data presentation, use of relevant case studies, critical discussion of the relevant economic literature) but there are several flaws in the way that area is used in the analysis. The paper is written with a satisfactory standard of English. There are some problems in the organisation of the material presented.

- **Range 40-49% (Third Class):**

For questions which require descriptive answers:

the student shows some understanding of the question under assessment. However, the answer, though it may have some bearing on the question asked is either flawed in several parts or superficial in several parts. The material presented, although it may be potentially relevant, is not well directed towards answering the question in the correct way in several parts.

For questions which require formal analytical answers:

there are some correct answers but there are some substantial errors in the derivations. While the student shows some understanding of the questions there are several problems in presenting the answers.

For Term Papers (essays):

display a potential grasp of the material but the analysis is not well explained and there are some major flaws in the explanations. The student shows a potential competence in at least one areas of economic research (theoretical analysis, data presentation, use of relevant case studies, critical discussion of the relevant economic literature) but there are several flaws in the way that area is used in the analysis. Several parts of the term paper are not well written. The term paper is not well organised.

- **Range 0-39% (Fail):**

Marks below 40% will be awarded for answers (descriptive and formal analytical answers) which are (a) correct as far as they go but which are very incomplete, (b) are complete but wholly off the point, or (c) are just plain wrong (i.e. logically incoherent or for which the information presented is erroneous). The extent by which the mark falls below 40% depends on how far these criteria are fulfilled.

For Term Papers (essays):

the student shows an inadequate understanding of the material presented and/or most of the material is irrelevant. The term paper is poorly written and organised.

Anonymous marking in coursework policy

All coursework which contributes to your final module mark should be marked anonymously where it is practical to do so, where this is not possible, departments will inform you in advance of the assessment task.

www.essex.ac.uk/quality/university_policies/default.asp

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

This department does not operate a system of anonymous marking. We believe that marking provides an important point of contact with the student, through which individualised and personal forms of encouragement and involvement can be fostered. We believe that the quality of formative feedback is enhanced when the marker knows the student, and current work can be seen in the context of earlier assignments and classroom interactions. The comments we provide in coursework seek to encourage some students that they have done well and other students that they could do better. We take great care to mark fairly and effectively and we feel strongly that our ability to do this is improved through knowing our students.

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

Reassessment Strategy

In the event of failing one or more modules during a year (i.e. obtaining an aggregate mark for the module below 40%) and the number of credits failed is not above 60 you will be given the opportunity to *resit* the failed modules. Resit exams normally take place in September.

Reassessment is by examination only (except for EC831- Economics Final Year Project, see below):

- When a module is failed because coursework and exam are both below 40, the resit exam would stand as 100% of the module aggregate.
- When a module is failed because coursework is above 40 but the exam failed, the resit exam would be re-aggregated with the original coursework mark
- When a module is failed because coursework is below 40 but the exam is above 40, the resit exam would stand as 100% of the module aggregate.

For the module EC831 (Economics Final Year Project), students will be required to resubmit the Project over the Summer, and this resubmission will be 100% of the final mark.

Feedback

Feedback is “*information that can help you to improve your learning of the material and therefore the marks you achieve on assessed works*”

The Department of Economics aims at providing its students with as much feedback as is reasonably achievable to help them in developing their knowledge, to build confidence in their abilities, and to improve their academic performance over time.

Throughout your studies you will receive feedback in many ways. However you may not always recognise all the ways in which feedback is provided to you. Therefore it is important that you realise how the Department of Economics provide feedback on your assessed work and on your learning so that you can get the most out of your work here.

Students are encouraged to take an active and responsible approach to their own learning and development and so they must make the most of the various forms of feedback available.

How the Department of Economics provides you with feedback:

- **Feedback on Assessed Work:** you will receive a Mark on all your assessed coursework. You will receive written comments on your assessed work which explain why a given mark was awarded to you. The written comments take the form of a *Feedback Sheet* for Term Papers and the final year Project (including the Literature Review and final year Presentation) which will be provided through Faser. It takes the form of *small notes* on the scripts of Tests and Assignments. The written comments should guide you as to improvements you can make and allow you to reflect on your performance. The expectation is to return feedback on assessed work within 20 working days from the submission;
- **Test and Assignments solutions:** on top of any comments on the scripts, the detailed *solutions of Tests and Assignments* will be placed in Moodle <https://moodle.essex.ac.uk/>
- of the relevant modules. Those solutions represent very valuable feedback since you can use those solutions to work back over the test and assignments papers to learn from any mistake you may have made;
- **Examples of Term Papers and Projects (including Literature Reviews):** you can find good examples of Term Papers and third year projects in the Essex Economics Students Journal (EESJ) at: <http://www.essex.ac.uk/economics/ug/journal.aspx> This represents an important source of feedback and guidance for writing term papers and final year projects;
- **Classes and Lecture interaction:** Classes as *feedback sessions*. By attempting to solve the weekly problem sets and then seeing the solutions of those problem sets in class you learn directly about your understanding of the material. Moreover, during classes you have the possibility to ask questions and generate discussions. The solutions combined with guidance provided in classes are an invaluable source of feedback. Questions and answers during lecture can also provide you with feedback on your understanding of basic concepts as they are presented to you;
- **Revision Classes and Lectures:** before the final exams, in each module, there will be revision classes or revision lectures. During those sessions you have the chance to revise previous exam questions. This provides you with feedback on how a good

exam answer is supposed to be in a given module. Moreover the material will be available on the Moodle can be found here: <https://moodle.essex.ac.uk/>

- **Academic support hours:** Academic support hours (of both lecturers and GTAs) are for *academic support and may also include feedback*. Academic support hours are an opportunity for you to meet with your Lecturers and GTAs on a one-to-one basis and receive invaluable feedback and guidance or simply discuss interesting economic topics. Furthermore, in the case you feel that the feedback you have received on assessed work is unclear or you want to have more explanation about it you can use academic support hours to ask for clarification.

Remember that you must take the first step to receive feedback: you must do problem sets in order to obtain feedback on your own work rather than the generic feedback that solutions sets provide. You must ask questions in order to receive the feedback that answers provide. You must attend classes to listen and participate in the discussions. You must go to academic support hours to receive one-to-one support. This first step is your responsibility. It is also your responsibility to act on the feedback so that you realise your improvements.

If you need general support on how to use feedback, your lecturers, class teachers, and supervisors are ready to help.

Student Voice

The Department actively encourage students to provide feedback to us. This can be done in several ways.

The Department operates an open door policy and students can contact a member of the administration team and members of staff most of the time.

Students can provide feedback to us through their Student Representatives.

Students can provide anonymous feedback to the Department through the Economics Students Suggestion Box in Moodle: <https://moodle.essex.ac.uk>

Referencing and good academic practice

Referencing and good academic practice

Respecting authorship through good academic practice is one of the key values of higher education in the UK. **We advise that you familiarise yourself with the guidance in the Handbook's Appendix.**

The Talent Development Centre provides online courses and guides to help you fully understand what is required from you. You can find out about the full range of workshops and resources that are available to you by visiting <https://www1.essex.ac.uk/students/study-resources/tdc/>. You can also complete the online Academic Integrity course at moodle.essex.ac.uk/course.

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

Referencing is a key academic/scientific skill. It is how you will acknowledge all sources used within a piece of work. You must reference all works used directly (quotes) and indirectly (paraphrasing and summarising).

Referencing allows you to give credit to authors'/researchers' concepts and ideas/ideas and results, demonstrate your breadth of reading and knowledge on a subject, direct readers to your sources, and avoid plagiarism.

You should always use the best available sources of evidence, such as peer reviewed journals and recognised books.

To find out about your departmental referencing style, XXX and for help with referencing, visit the library website: <http://libwww.essex.ac.uk/referencing.htm>

The University Academic Offences Policy

Please see section 4.6 and remember that the Academic Offences Policy applies to all students www.essex.ac.uk/about/governance/policies/academic-offences.aspx.

You Matter

Learning Community

Team working is a highly valued skill by employers. The Department actively promote the development of such a skill in several ways:

- All economic students are encouraged to form study groups throughout the years at Essex;
- In several modules you will be assigned to a small size class where group activities and discussions can take place;
- Team work is part of the activities that students have to do in EC123

Students are also active members of the research community in the Department. You will perform research under the supervision of an academic member of staff as part of your final year project.

Practicalities: Getting started and IT matters

Registration

All new and returning students are required to **register** at the start of each academic year. The process for new students includes activating an IT account, completing Pre-Arrival Online, and attending the University's main registration event in the Sports Hall.

New students: www.essex.ac.uk/students/new/registration.aspx

Returning students are required to complete Online Registration. In addition to this, returning students who hold Tier 4 visas are required to complete a document check in person at the University's main registration event in the Sports Hall.

Returning students: www.essex.ac.uk/students/course-admin/registration.aspx

Module enrolment

Students registered on programmes of study leading to a degree may have options to select as part of their course structure. The eNROL system is an online tool to review and select available modules specific to a particular course and year of study. All new and returning students should use the online system prior to the start of each academic year. Returning students will access the system from the April preceding the next academic year. New students will access the system from the end of August. Departments will approve student selections within a few weeks of eNROL use and timetables will take module enrolment into account when planning for the next academic year. Early module enrolment will ensure students know which modules to attend and where the lectures and classes are held.

Award documents

As your studies draw to a close, and once your exam board has met, it takes up to five working days for your results to be confirmed. You will be sent an email to inform you when the results are live on a password protected web page. Graduating students will receive a degree certificate and graduating undergraduate students also be able to access their electronic HEAR which gives details of all marks obtained during their studies.

Further information can be found at:

www.essex.ac.uk/students/graduation/award-documents/default.aspx

Find Your Way and room numbering system

Find Your Way is our interactive campus map app. Download it to help you find any location on campus and get directions quickly and easily. There's also a handy web version - <http://findyourway.essex.ac.uk/>

If you're looking for a specific room, follow these rules.

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

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

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

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

IT support, wifi, email account, free MS office, computer labs, m:drive

Visit our website to set up your IT account and password, register an external email address and passphrase and request a reminder for a forgotten passphrase: www.essex.ac.uk/it/getaccount.

You must change your password within four weeks of your account being created, and then once every four months after that. The easiest way to **change your password** is online at: www.essex.ac.uk/password.

Once you're set up, you can access email, log on to lab computers, connect to eduroam wi-fi and much more.

As part of your Office 365 email account you get 1TB cloud storage space for all your documents with OneDrive. OneDrive lets you create, edit, and share documents online. You also get at least 300 MB of local storage, known as your M: drive. You can access this by going to 'My Documents' on any lab computer.

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

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

Information on computers and software is available here: www.essex.ac.uk/it/services/computers-and-software/default.aspx?tab=3

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

www.essex.ac.uk/it/services/computers-and-software/default.aspx

Immigration information

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

On-campus facilities

There is a broad range of **facilities** to support your living and learning experience at our Colchester Campus – including study-based services like the IT helpdesk and group study pods, but also various food and drink venues, two banks, a general store run by the Students' Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more.

Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

www.essex.ac.uk/students

www.essex.ac.uk/welcome

Graduation

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

www.essex.ac.uk/students/graduation/default.aspx

Skills, Employability and Experience

Employability and Careers Centre

Get valuable, one-to-one advice from careers specialists throughout your time at Essex and beyond. Come and see us or log in to CareerHub+ whether you have one hundred questions or just don't know where to start! We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online services for creating CVs, interview preparation and job vacancies.

www.essex.ac.uk/careers

Learning Languages at Essex

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

www.essex.ac.uk/study/why/languages

Talent Development Centre

Our specialist academic skills advisors are on hand to give you guidance on all aspects of study skills such as assignment planning; essay writing; English language and academic style; maths, numeracy and stats support. Visit us to find out how to book in for one-to-one sessions and small-group workshops.

www.essex.ac.uk/students/study-resources/tdc/

CareerHub+

Find hundreds of part-time jobs, internships and graduate vacancies, book on to careers events and workshops, take career assessments, practice your interview skills, build your CV, and connect with employers on **CareerHub+**, the online Essex careers and jobs portal. Login with your Essex IT ID and password.

careerhub.essex.ac.uk/students/login

Frontrunners

Challenge yourself. **Frontrunners** is Essex's unique on-campus work placement scheme for students. You'll get the chance to work on real projects in real workplaces and develop real skills for you to brag about on your CV. You'll get fully trained in your role and you'll get paid for it.

www.essex.ac.uk/frontrunners

Student Ambassadors

Be a Student Ambassador and make a difference to others and make a difference on your CV! Student Ambassadors help to promote the University and higher education. You'll be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador vacancies on CareerHub+ at the start of the Autumn Term.

www.essex.ac.uk/careers/job_hunting/on_campus

Volunteering

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

www.essex.su/vteam

Big Essex Award

The University's **employability award** is a guaranteed way to help you stand out from the crowd and get University recognition for all your extra-curricular experience on your Higher Education Achievement Record (HEAR). Sign up and start your journey!

www.essex.ac.uk/careers/bige

Essex Interns

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

www.essex.ac.uk/careers/internships

You Matter: Health, Welfare, Support and Safety

Student Services Hub, including contacts for disability/SpLD

Wellbeing, counselling and confidential issues

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

Colchester email: askthehub@essex.ac.uk

Southend email: askthehub-sc@essex.ac.uk

Loughton email: askthehub-lc@essex.ac.uk

www.essex.ac.uk/students/health-and-wellbeing/default.aspx

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

www.essex.ac.uk/fees-and-funding/money/

Harassment advisory network, dignity and respect

We are Essex. We encourage a culture of dignity and respect. We're committed to upholding an environment that's free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our network of trained harassment advisors are on hand to help.

www.essex.ac.uk/equality

www.essex.ac.uk/equality/harassment

www.essex.ac.uk/students/new

Faith groups

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

www.essex.ac.uk/students/experience/mfc/default.aspx

Nightline

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

www.essex.ac.uk/students/health-and-wellbeing/nightline.aspx

Health and safety on campus

Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this we work closely with local agencies including the police and borough councils. Take a look at our website for general advice and information:

www.essex.ac.uk/students/experience/safety.aspx

Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

www.essexstudent.com/safetybus

www.essex.ac.uk/students/campus/emergency.aspx

www.essex.ac.uk/health-safety/fire/peep

Residence Life

Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents' assistant (RA) is assigned an area and will aim to get to know you and organise a range of social activities. Plus they can help if you've got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.

www.essex.ac.uk/accomodation/support/reslife

Health Centre

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

www.rowhedgesurgery.co.uk

www.nhs.uk

Students' Union Advice Centre

Our SU advice centre offers free, confidential, independent and impartial advice on any issue that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex.

www.essex.su/advice

suadvice@essex.ac.uk

01206 874034

University Privacy Statement

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

www.essex.ac.uk/website-privacy

www.essex.ac.uk/records_management/request

Essex Matters

The Essex Experience

The Essex Student Charter

Our **Student Charter** is developed by the University of Essex and our Students' Union as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community.

www.essex.ac.uk/students/experience/charter

Freedom of speech policy and Code of Conduct – Terms and Conditions Apply booklet for 2015

For regulations relating to the **Code of Student Conduct**, see the University's website:

www.essex.ac.uk/students/study-resources/handbooks/default.aspx

www.essex.ac.uk/governance/regulations

Essex Spirit, social media and What's on?

Keep up-to-date with important news, events and offers from across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.

<http://blogs.essex.ac.uk/essexspirit/>

www.essex.ac.uk/news

We have more than 60 Facebook pages, including one for each department. We're also on Twitter.

www.facebook.com/uniofessex/

https://twitter.com/Uni_of_Essex

Our 'What's on?' calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex.

www.essex.ac.uk/events

Students' Union

We're famous for our **Students' Union** at Essex, and for good reason. Here you're not just a member of a normal Students' Union, you're part of a family. We're here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. We've given students the tools to set up over 100 societies for anything

they want. And if you're into sport – we run more than 40 sports teams and unlike other Universities ours are free to join. You choose what drinks we serve in our bar and what products we stock in our shops, just write it on the wall and we'll do our absolute best to get it in stock for you ASAP.

Say hello at essex.su

Alumni

Your time will fly by. But Essex is forever, not just for a few years, and you'll be part of this place for life. When you graduate, you'll get an alumni card, which gets you access to all alumni events, like our popular Sports Weekend, and allows you to keep using the gym and the library, so stay in touch.

<http://alumni.essex.ac.uk/home>

What comes next?

Choosing to be a **postgraduate student** at Essex is one of the few decisions in life that's black and white. Our research degrees include PhD, MPhil, MSc, MA and MD, and our culture of world-class research provides an outstanding and supportive environment in which to undertake your research study. If you decide to stay on for further study with us, you'll have a great opportunity to study a challenging course within a research-intensive and supportive environment. You'll develop knowledge in your chosen area and learn from some of the top academics in the field, while becoming a valued member of our postgraduate community. Explore our courses on our coursefinder, and find out more about the value of being a postgrad.

www.essex.ac.uk/masters

www.essex.ac.uk/phd

www.essex.ac.uk/coursefinder

Appendix

Making the best of your Essays, Term Papers and Projects

Presenting your work

The Economics Department is keen to encourage you to gain the highest mark possible for your Assignments and/or project. However, there is concern that many students lose marks because of poor presentation (style and layout) of their work.

This part of the handbook is intended to help you in presenting your work to its best advantage.

Here are two little books that you will find useful in preparing written work:

- *Levin, P. Write great essays!* (Open University Press, 2004)
- *Strunk, W. and E. B. White. The Elements of Style* (Published by Allyn and Bacon, latest edition Aug 1999). Although it may appear old fashioned, this book contains lots of wise advice.

You are strongly encouraged to follow guidance in both of these books. If you do so you will be surprised at the improvement in your marks.

Layout

(In what follows, “paper” should be understood to include Term Papers, projects or essays, i.e. any piece of submitted work for which you have discretion with regard to presentation.)

An economics examiner commented recently, “structure is not quite all but it is a lot!”

If your paper is well organised you stand a much better chance of getting the reader (examiner) on your side. Well organised papers receive their just rewards. Poorly structured papers will receive a lower mark than those which are well organised.

Points to keep in mind:

Introduction and conclusion

- Always divide your paper into sections with an Introduction and a Conclusion. Each section should form a coherent element of the whole paper.
- The introduction...
...informs the reader about (a) the issues you will discuss, (b) the questions you will address, and (c) how the arguments will unfold in the following sections. It is not necessary to include a separate abstract (a very brief overview of the paper). Consider leaving the introduction to write last of all – by which stage you will know exactly what follows.
- The conclusion...
...can be used to summarise the previous sections, to draw the threads of the argument together and, perhaps, to offer some comments about unresolved problems that deserve future research.

References

- Providing bibliographical references is so important that it merits a separate section, see below. Pay special attention to referencing.

Statistical results

- When presenting econometric results, say from STATA, do not simply paste in the computer output. That suggests laziness. Usually, you will need to construct tables of results. Sometimes you may wish to present regression results in an equation format with standard errors in parentheses under the estimated coefficients.

Very important:

- You must make absolutely clear when you are reproducing statistical results obtained by others.
- You must cite the source. (See the section on References, below.)
- If you fail to cite the source, the reader will presume that you have obtained the results yourself. Then, if the examiners spot that the results have been copied from elsewhere without acknowledgement, you will be in serious trouble as this is evidence of unfair practices and will be dealt with as an academic offence.

On the positive side, blow your own trumpet! Leave the reader in no doubt about your own contribution in terms of statistical results or any other original aspect of your work. Don't hide any originality that you believe deserves credit. Be bold about what you have achieved. However, be careful not to overstate your results – do not claim conclusions beyond the evidence you have provided.

Footnotes and appendices

Footnotes...

...can be used for short clarifications and extensions of your argument that would otherwise interrupt the flow of your paper. Try to keep them to a minimum.

Appendices...

...can be used for material of a detailed background or ancillary nature, too long for a footnote. Appendices are often devoted to (a) descriptions of data sources and about how the data have been transformed; (b) listing data (but only when the data have been obtained from non-standard sources); (c) technical derivations of results (e.g. theorems) discussed in the body of the paper. It is not normally necessary to list data in Assignments or projects; but you must always be prepared to supply the data if requested.

Footnotes and appendices should not be used in an attempt to evade the word limit. Markers find this ploy unacceptable.

Further information regarding Referencing

Providing full and accurate references to your sources is a very, very important part of presenting your work.

There are two aspects of this:

- a) Citations that point to references (e.g. Keynes (1936), p.383)
- b) The bibliography, which contains information about the references themselves.

Here are some guidelines:

- You must always include direct quotations from other people's work (published or unpublished) in inverted commas: “ ”
 - Failure to do so is a serious academic offence.
- Always follow a quotation with the relevant citation.

Example:

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

- The citation, Keynes, 1936 in the example, should point to exactly one reference in the bibliography, which appears at the end of your paper.
- It is not enough merely to include the cited work in the bibliography. The quotation in your paper must be accompanied by a citation as described.

When not to quote:

“Commonly known facts, proverbs, and other familiar expressions require no source citation unless the wording is taken directly from another work.” (Chicago Manual of Style, 15th edition, p. 445)

If you do take the wording from another work, you must include the quoted words in inverted commas.

- **Citations** must also appear when you refer to the work of others without direct quotation.

Example:

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

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

- You should include a citation such as this whenever you paraphrase the work of others or base your exposition on the works of others.

- **Indirect references**

Suppose that you wish to make a reference to something that itself includes a reference to a third source.

Example:

Suppose you wish to quote the following from Marx's *Capital* that you read in another book:

"This expropriation [of the capitalist] is accomplished by the action of immanent laws of capitalistic production itself, by the centralization of capital. One capitalist kills many."

- Unless you have actually read Marx's *Capital* (and can quote the volume and page number) you must cite the place from which you obtained the quote.
- In this example, here is a correct citation following the quoted words above: "Marx, *Capital*, as quoted in Harold James, *The End of Globalization: Lessons from the Great Depression*, page 21."

The rule is: only cite sources that you have actually accessed.

If your reference is to a source cited in something you have read you must make this clear.

In your bibliography you should include only those sources that you have accessed and have cited in your essay, Assignment or project.

You must treat information from the internet in exactly the same way as other published or unpublished material, even if you cannot identify the author.

- If you cut-and-paste information from any electronic source, you must place it in quotation marks and cite the source in such a way that the reader can readily locate it.
- Failure to do so is evidence of an academic offence, even if you claim that your action is the result of negligence.

The **bibliography** is a list of references that appears at the end of your paper.

- The following information should always be included:
author; date of publication; title of the work.
 - For a book you should also include: the edition; place of publication; publisher.
 - For an article you should include the journal or book in which the article appears as well as page numbers and if possible, the volume number.

- For unpublished works, you will need to use your discretion about how to give the reference but always make clear the origin of the work (i.e. from where it can be obtained).
- The fact that a source is unpublished is no excuse for not citing it and omitting it from the bibliography.
- Lecture handouts (whether issued in paper or electronic format) must also be referenced: give the teacher's name, the module code and any other relevant information needed to identify precisely the handout to which you refer.
- List the references in alphabetical order by author.

Examples:

Brittan, S. (2002) "The rules need fixing, but greed can be good", Financial Times, 04/07/02. URL: http://www.samuelbrittan.co.uk/text118_p.html (accessed on 27 Nov 2008)

Deaton, A. S. and G. Laroque (1992) "On the Behaviour of Commodity Prices" Review of Economic Studies, vol. 59, pp. 1–23.

Keynes, J. M. (1936) The General Theory of Employment, Interest and Money London: Macmillan.

Krugman, P. (1999) "Thinking about the Liquidity Trap" (unpublished) December 1999 URL: <http://www.wws.princeton.edu/~pkrugman/trioshrt.html> (accessed on 19 Jan 2010).

Belot, M., V. Bhaskar and J van de Ven. (2007) "Is Beauty only Skin-deep? Disentangling the Beauty Premium on a Game Show" (unpublished) University of Essex Economics Discussion Paper Series, No. 624, January 2007.

- Notice that the Brittan (2002) and Krugman (1999) references are to internet resources. In this case it is conventional to provide the URL (i.e. the address) between angle brackets: < >, and also the most recent date on which you accessed that URL
- You have discretion in terms of how you present your citations and bibliography. That is, you are not required rigidly to adhere to the style outlined above. But remember, you will lose marks for sloppiness. If in doubt, adopt the format outlined above.
- You may come across non-standard cases which do not fit into the above categories, in which case try to be as systematic as you can.
 - For instance, if there is no author (such as for a newspaper article) give the reference by title.

Example:

The Economist (2008) "Endurance test: some reasons not to expect a collapse in raw-materials prices" August 23rd 2008, pp. 61-2.

Two important rules:

1. For every citation there must be exactly one reference in the bibliography.
2. For every reference in the bibliography there must be at least one citation.

Never include references in the bibliography that are not cited in your paper.

Why not?

Because the reader is left puzzling about the role and significance of such references in your paper.

- You must cite any other work of your own on which your paper draws. For example, suppose that your final year project is on the same topic as one of your Assignments. If you use any of the same material in your project as in the Assignment you must cite this (preferably at the beginning) - otherwise you will have committed an academic offence.
- It is bad style to string together long quotations. Use quotations to support your argument not as a substitute for it. Examiners interpret long quotations as a sign of laziness. You will not be accused of plagiarism – so long as the quotations are in inverted commas and properly cited. But the paper will be awarded a lower mark than otherwise. If you submit a paper which is largely a collection of quotations, you will get a very low mark (probably a fail mark, depending on how much of the paper comprises quotations).

Last words

Visit the online resources provided by the TDC:

<https://www1.essex.ac.uk/students/study-resources/tdc/writing/>

- Make sure that you spell check the final version of your paper before you print it.
- Follow the guidance offered above and your paper will be awarded the mark that it deserves. Ignore the advice and your paper will receive a lower mark than you might expect.
- If you need further advice ask your teacher or project supervisor before the work is submitted. It's no good grumbling afterwards when you get a mark lower than you expect or if you are accused of an academic offence.