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 in research by the Research Excellence Framework (REF), achieved 92% student satisfaction (NSS 2016) and ranked among the top hundred departments on the planet in the QS World University Rankings.

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.

Dr Kate Rockett
Department of Economics

About your Student Handbook

This handbook has been designed to give you essential information about your department and the University.

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

Remember that at Essex, we don’t separate our students and academic staff, or our professional services staff from our alumni. Everyone is a member of our community for life. Our three uniquely intimate campuses encourage an inter-weaving of people, ideas and disciplines. We celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you are part of a vibrant community that lives, learns and plays together.
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## Term dates

### 2016-2017
- Spring term: 16 January 2017 – 24 March 2017
- Summer term: 24 April 2017 – 30 June 2017

### 2017-2018
- Autumn term: 5 October 2017 – 15 December 2017
- Spring term: 15 January 2018 – 23 March 2018
- Summer term: 23 April 2018 – 29 June 2018

## 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/](https://www.essex.ac.uk/myessex/)

## Calendar for 2016-2017

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

Please note Examination and Graduation dates may be subject to change.
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<tr>
<th>Univ. Week</th>
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<td>EC201 Test Tuesday, 22 November 18:00</td>
<td>EC322 Test Thursday, 24 November 11:00</td>
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<td>EC831 survey and plan Wednesday, 14 December, 12:00 mid-day</td>
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**Christmas & New Year Vacation**

<p>| 16         | Sp-01     | Autumn Term Assignments: Friday, 20 January 12:00 mid-day | Autumn Term Assignments: Friday, 20 January 12:00 mid-day |
| 17         | Sp-02     |                    |                   |
| 18         | Sp-03     |                    |                   |
| 19         | Sp-04     |                    |                   |
| 20         | Sp-05     | EC120 Assignment 2: Wednesday, 15 February 12:00 mid-day | EC201 Assignment Wednesday, 15 February 12:00 mid-day | EC324 Test Thursday, 23 February 12:00 mid-day |
| 21         | Sp-06     | EC115 Test 2, Monday, 20 February 18:00 | EC202 Test Thursday, 23 February 18:00 |                   |
| 22         | Sp-07     | EC114 Assignment Tuesday, 28 February 12:00 mid-day |                    | EC351 Test Monday, 27 February 13:00 |
|            |           |                   |                    | EC384 Test Monday, 27 February 11:00 |
| 23         | Sp-08     | EC116 Assignment: Tuesday, 7 March 12:00 mid-day | EC252 Test Monday, 6 March 18:00 |                   |</p>
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</table>
| 24 | Sp-09 | EC111 Test  
Thursday, 16 March  
16:00 |   |
| 25 | Sp-10 | EC123 Coursework:  
Wednesday, 22 March  
12:00 mid-day | EC252 exercise  
Wednesday, 22 March  
12:00 mid-day |
|    |   | **Easter vacation**                                                          |   |
| 30 | Su-01 | EC120 Assignment 3:  
Wednesday, 26 April  
12:00 – mid-day | Projects:  
Friday, 28 April  
12:00 mid-day |
| 31 | Su-02 | Spring Term Assignments:  
Friday, 5 May  
12:00 mid-day | Spring Term Assignments:  
Friday, 5 May,  
12:00 mid-day |
Meet your Department staff

The Undergraduate Student Administration offices are situated in rooms:

**5B.209 - First Year and 5B.211 - 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 first year administrator does not work Fridays, for urgent enquiries please contact the second and third year administrator in her absence.**

<table>
<thead>
<tr>
<th>First Year Undergraduates:</th>
<th>Hannah Tagg 2755</th>
<th><a href="mailto:htagg@essex.ac.uk">htagg@essex.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Second/Third Year Undergraduates:</td>
<td>Chrissy Brown 3943</td>
<td><a href="mailto:c.brown@essex.ac.uk">c.brown@essex.ac.uk</a></td>
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</table>

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

<table>
<thead>
<tr>
<th>Administrative Staff</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Administrator:</td>
<td>Debbie Hall 2728 <a href="mailto:dhall@essex.ac.uk">dhall@essex.ac.uk</a></td>
</tr>
<tr>
<td>Senior Graduate Administrator:</td>
<td>Julie Oliver 2647 <a href="mailto:joliver@essex.ac.uk">joliver@essex.ac.uk</a></td>
</tr>
<tr>
<td>Graduate Administrator:</td>
<td>Lorna Woollcott 2726 <a href="mailto:lornaw@essex.ac.uk">lornaw@essex.ac.uk</a></td>
</tr>
<tr>
<td>Finance Assistant:</td>
<td>John Cavanna (p/t) 2697 <a href="mailto:jcavanna@essex.ac.uk">jcavanna@essex.ac.uk</a></td>
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**Academic Staff with Specific Responsibility for Undergraduates**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Gianluigi Vernasca</td>
<td>Director of Undergraduate Studies, Director of Education &amp; Senior Personal Tutor</td>
</tr>
<tr>
<td>Eric Smith</td>
<td>Deputy Director - First Yr Undergraduate Students Personal Tutor</td>
</tr>
<tr>
<td>Abhimanyu Gupta</td>
<td>Deputy Director - Second &amp; Third Yr Undergraduate Students Personal Tutor (SP only)</td>
</tr>
<tr>
<td>Daniele Condorelli</td>
<td>Deputy Director - Second &amp; Third Yr Undergraduate Students Personal Tutor (AU only)</td>
</tr>
<tr>
<td>Jonathan Halket</td>
<td>Director of Undergraduate Projects</td>
</tr>
<tr>
<td>Marcus Chambers</td>
<td>Student Liaison Officer and Disability Liaison Officer</td>
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<tr>
<td>Jonathan Halket</td>
<td>Mentors Coordinator</td>
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<tr>
<td>Kate Rockett</td>
<td>Head of Department (contact via the Departmental Administrator)</td>
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<tr>
<td>Gordon Kemp</td>
<td>Study Abroad Coordinator</td>
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<tr>
<td>Sheri Markose</td>
<td>International Academy Liaison Coordinator</td>
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<tr>
<td>Simon Weidenholzer</td>
<td>Employability Development Director</td>
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<tr>
<td>Stefan Niemann &amp; Matthias Parey</td>
<td>Deputy Employability Development Directors</td>
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<td>Christoph. siemroth</td>
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<tr>
<td>hweeds</td>
<td>2727</td>
</tr>
<tr>
<td>sweide</td>
<td>2731</td>
</tr>
</tbody>
</table>

*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](http://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](http://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 - First Year Administrator,
5B.211 - Second and Third Year Administrator,
5B.212 - Departmental Administrator.*

**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: [www.essex.ac.uk/economics/current_students/mentors/default.aspx](http://www.essex.ac.uk/economics/current_students/mentors/default.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 Departmental Administrator.*

**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 office hours:**
All teachers hold office hours at which they meet students. Office 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 office hours.
If you are unable to meet a member of staff during the stated office 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/](http://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](http://www.facebook.com) via the below link or search for Economics at University of Essex: [www.facebook.com/#!/pages/Economics-at-University-of-Essex/167683629920102](http://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](mailto:ueco@essex.ac.uk)  
Pre-registration programme enquiries: [ueco@essex.ac.uk](mailto:ueco@essex.ac.uk)

Website: [www.essex.ac.uk/economics/default.aspx](http://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.
Moodle, ORB and FASER

Our **online resource bank (ORB)**, stores important module materials such as reading lists and past exam papers.

Some module supervisors use **Moodle** as part of their online learning environment, to enhance face-to-face teaching, but as a department you will find most necessary module materials available on ORB.

**FASER** is an **online coursework submission and feedback system** used for some modules in the Economics Department, but not all. Where relevant, you can use it to submit your coursework electronically, for some modules you may be asked to watermark your work. For some modules you may also receive feedback via FASER.

[faser.essex.ac.uk](http://faser.essex.ac.uk)
[www.essex.ac.uk/it/elearning](http://www.essex.ac.uk/it/elearning)

### Module codes explained:

- **Department code:** EC = Economics
- **Module number**
- **Level:**
  - 4 = First Year
  - 5 = Second Year
  - 6 = Third Year
- **Period:**
  - FY = Full Year
  - AU = Autumn Term
  - SP = Spring Term

**EC111-4-FY**

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 a compulsory module for students studying a degree in Economic Analysis for Public Policy. This module is also available as an optional module to other Economic 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/](http://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 Economic Analysis for Public Policy. For further details, please see the programme specifications online) the first year course structure is as follows:

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

* 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/](http://www.essex.ac.uk/programmespecs/)

**BA or BSc: what's the difference?**

The difference is the maths content…

- EC251 Mathematical Methods in Economics and EC252 Introduction to Econometric Methods…
  - …are compulsory for BSc courses
  - …are optional for BA courses

- 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 (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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td>L100</td>
</tr>
<tr>
<td>Economics including a year abroad</td>
<td>L106</td>
</tr>
<tr>
<td>Economics including a placement year</td>
<td>0F66</td>
</tr>
<tr>
<td>Management Economics</td>
<td>L108</td>
</tr>
<tr>
<td>Management Economics including a year abroad</td>
<td>L192</td>
</tr>
<tr>
<td>Management Economics including a placement year</td>
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</tr>
<tr>
<td>International Economics</td>
<td>L115</td>
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<tr>
<td>International Economics including a year abroad</td>
<td>L163</td>
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<tr>
<td>International Economics including a placement year</td>
<td>9O47</td>
</tr>
<tr>
<td>Financial Economics</td>
<td>L111</td>
</tr>
<tr>
<td>Financial Economics including a year abroad</td>
<td>L195</td>
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<tr>
<td>Financial Economics including a placement year</td>
<td>5A84</td>
</tr>
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</table>

Programme Specifications

The Department of Economics administers the following courses:

**Single honours:**
- BA/BSc Economics (3-year courses L100/L111; 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 Economics Analysis for Public Policy (3-year course L170; 4-year, year abroad variant L171; 4-year placement year variant L172)
- BA Political Economics (3-year course L150; 4-year, year abroad variant L150)
- BA Economics with French (3-year course L1R1; 4-year variant L1RC)
- BA Economics with German (3-year course L1R2; 4-year variant L1RF)
- BA Economics with Italian (3-year course L1R3; 4-year variant L1RH)
- BA Economics with Spanish (3-year course L1R4; 4-year variant L1RK)
- BA Economics with Portuguese (3-year course L1R5; 4-year variant L1RM)
- 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 a 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

If you want to change your course, you should talk to someone in your department first. Check the deadlines for course changes with the Student Services Hub.
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. Contact the Talent Development Centre for advice. [www.essex.ac.uk/students/study-resources/tdc](http://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. Go to [www.essex.ac.uk/students/course-admin/changing-course](http://www.essex.ac.uk/students/course-admin/changing-course) for more information.

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](http://www.essex.ac.uk/enrol)

- eNROL is open from Wednesday 13th April at 12:00 noon until 08:59 on Monday 24th October 2016

- 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 Dean.

- 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

<table>
<thead>
<tr>
<th>Module Type</th>
<th>eNROL opens:</th>
<th>eNROL closes:</th>
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<td>13-Apr-2016, noon</td>
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<td>UG - Spring options</td>
<td>7-Dec-2016, noon</td>
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**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](http://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](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/](http://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!
- The Economics Online Resource Bank (ORB) contains material (e.g. reading list, lecture notes) that you will find very useful for the modules you are taking. The ORB can be found here: [www.essex.ac.uk/dsh/orb](http://www.essex.ac.uk/dsh/orb)
- 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 Online Resource Bank (ORB) 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

<table>
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<tr>
<th>Module</th>
<th>Title</th>
<th>Pre-requisites</th>
<th>Co-req.</th>
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</table>
**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.

EC114 = EC114 or AC112 or MA108

EC115 = EC115 or AC112 or MA101

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 modest 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 24, 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

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<tr>
<th>Problem solving</th>
<th>EC111</th>
<th>EC115</th>
<th>EC120</th>
<th>EC202</th>
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<th>EC246</th>
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<td>Data analysis software</td>
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○ = 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 see a side of life which tourists never encounter.
- It is also true that employers value international experience in today's global economy.
- You can study abroad in either the second or third year depending upon your degree course.
- The marks you obtain will contribute towards your final degree result.
- 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
- L171 BA  Economic Analysis for Public Policy
- L192 BA  Management Economics
- L193 BSc Management Economics
- L195 BA  Financial Economics
- L194 BSc Financial Economics
- L1RC BA  Economics with French
- L1RF BA Economics with German
- L1RH BA Economics with Italian
- L1RK BA Economics with Spanish
- L1RM BA Economics with Portuguese

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 Study Abroad Co-ordinator or the relevant Director of Undergraduate Studies.
- Module choices must be approved by the department’s Study Abroad Co-ordinator.
- 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 relevant Director of Undergraduate Studies.
- The 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

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

Dr Gordon Kemp  
Tel: 01206 872766  
Email: kempgcr@essex.ac.uk

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

Information for disabled students
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 disability service so that we can plan how best to support you in your studies.

You can find out about the academic and learning support we offer here: www.essex.ac.uk/students/disability/academic

UK students may be eligible for a Disabled Students’ Allowance grant. Go here for more information including application forms and key changes for 2016-17 www.essex.ac.uk/students/disability/funding

Information for 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.
If you are studying on a **Tier 4 visa**, don’t forget to read section **8.4 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/life/students/mature](http://www.essex.ac.uk/life/students/mature)

**Student representation, Student Staff Liaison Committee, Student Assessment of Modules and Teaching and Student Surveys**

Student feedback is a vital part of the University's approach to quality assurance and enhancement. It is important that you are given the opportunity and that you take time to feedback to the University.

You can do this in a number of ways:

1. You can contact (or be elected as) a **student representative** who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.
3. You can find out information about SSLCs here: [www.essex.ac.uk/quality/student_representation/sslc.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. You will probably be aware of the National Student Survey (NSS) for final year students which feeds into university league tables. We also run our own Student Satisfaction Survey (SSS) which tells us on a local level how we’re doing and where we can make improvements. It’s for all undergraduate students not covered by the NSS. The surveys are run online and you will receive a link to the survey in your email.

**Library Services**

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has long opening hours, a new extension and 24 hours a day access in the weeks leading up to exam time, the library has a wide range of learning resources, including books, journals, British and foreign-language newspapers, databases, microfilms and audio-visual materials. There are quiet group study areas and networked PCs on all floors. [libwww.essex.ac.uk](http://libwww.essex.ac.uk)

**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 your registration card and the electronic reader in the teaching room. Just ‘tap in’ for every timetabled teaching event you attend. Your tap will count from 15mins before the start time and up to 15mins after the start time on your timetable.
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 is breaking the Student Code of Conduct and you could be fined.

Attending is especially important if you are here on a Tier 4 visa.

If you lose your card or it is faulty, go to the Student Services Hub to get a new card (a small fee is applicable for lost cards).

If you need to report an absence from a teaching event you should do so by completing the notified absence on MyEssex. 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 see www.essex.ac.uk/see/attendance for acceptable reasons to be absent.

You will be able to check your attendance record, and notified absences on MyEssex. We are introducing this by department during the year.

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.

For more information on attendance, and for links to forms and guidelines visit: www.essex.ac.uk/see/attendance
Assessment

Rules of Assessment [www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.aspx]

The Rules of Assessment are the rules, principles and frameworks which the University uses to calculate your course progression and final results. These decisions are made by the Board of Examiners, which meets at the end of the Summer Term. The Board of Examiners use the Rules of Assessment to decide:

- whether you can be awarded credit for the modules you have studied
- whether you have done enough to move on to the next stage of your course
- whether you have done enough to pass your course
- what classification you will receive
- what reassessment you could be offered
- whether you must withdraw from your course, with or without and exit award

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, see: [www.essex.ac.uk/students/exams-and-coursework/ext-circ.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.

Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Please 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], if you need any guidance.

Intermitting is a temporary withdrawal or leave of absence from your studies. Normally this is for reasons beyond your control such as health or personal problems. An intermission is approved for a defined period of time after which you would return to your studies. This is a formal process which needs formal approval.

If you are thinking about intermitting, there are some practical things you need to consider such as academic issues, for example the impact on your module choices and maximum period of study, accommodation, financial matters including the impact on your tuition fees and visas if you have a student or Tier 4 visa.

If you decide to intermit you will no longer be entitled to attend tuition but you will still have access to your Essex email account which we will use to communicate with you and some library access.

Please see [www.essex.ac.uk/students/course-admin/intermission] for guidance on intermission.
You should read the guidance on intermitting very carefully before submitting your form, at: www.essex.ac.uk/students/course-admin/intermission. You are strongly advised to discuss intermitting with your department.

You may experience doubts about continuing on your course at some point during your studies. **Withdrawing from your course** is the formal process for permanently leaving your programme of study and the University. There are plenty of people at Essex who can provide you with information, advice, guidance and support to help you to make a decision that’s right for you. For instance, you might find that taking a temporary break from your studies (intermitting) will enable you to resolve the current situation that is causing you to think about leaving. Also, please note that if you are thinking about withdrawing from the University, there are some practical things you need to consider: accommodation, financial matters including your tuition fees, visas if you have a student or Tier 4 visa, and careers advice. Who to contact for advice, the practical matters that you need to consider, your options, and the withdrawal process are all detailed here: http://www.essex.ac.uk/students/course-admin/withdrawing.aspx

**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 at: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy. You will need to complete a form 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 the individual marks for the work, but would liaise with the first marker if he or she believed that the marks were not at the correct level, with a view to the first marker reviewing and adjusting the marking.

Second marking is where a second marker marks the work but has access to the first marker’s marks and/or comments. Where two members of staff are involved in marking a piece of work, the markers should make every effort to agree a mark, rather than merely averaging the two marks. Departments must keep a full record of both individual and agreed marks for all work which is second or double marked.

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 at: www.essex.ac.uk/quality/external_examiners

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**

Academic Appeals Procedure
www.essex.ac.uk/see/appeals-ug
Following the release of your end of year results, you are eligible to submit a formal appeal against the progress decision of the Board of Examiners that have made the decision regarding your academic progress. Formal appeals can take up to 6 weeks to be considered, however, if you are not in the final year of your programme of study, you can “Consult the Dean” before submitting a formal appeal. The Dean can take action and change the original progress decision, and can also consider requests from students who want to repeat the year rather than take reassessment across the summer. Please visit the Appeals webpage for information regarding the deadline by which you must “Consult the Dean” and/or submit your formal appeal by.

As with all appeals, you would be required to provide any relevant evidence that substantiate your claims. The main legitimate grounds for appeal are any extenuating circumstances that you could not make the Board of Examiners’ aware of in advance, or procedural irregularities in the conduct of the Board of Examiners (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred. Other grounds will be considered on their merits but 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.

The Appeals Procedure gives examples of grounds for appeal which are not considered legitimate. You should read these before submitting an appeal. You may also appeal against the outcome of academic offences committees and progress committees under certain circumstances.

We strongly advise all students thinking about making an appeal to contact the Students’ Union Advice Centre. Please visit www.essexstudent.com/advice for more information.

The Complaints Procedure:
The University is a large community engaged in many activities, both academic and non-academic. If you feel dissatisfied with some aspect of your dealings with the University, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination. 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 read the procedures on the University website at: www.essex.ac.uk/students/exams-and-coursework/ppg

Academic Offences Procedure
www.essex.ac.uk/see/academic-offence

All students are expected to behave with honesty and integrity in relation to coursework, examinations and other assessed work. If you do not do so, you may be found to have committed an academic offence. The University takes academic offences very seriously.

Academic offences can include plagiarism, false authorship, collusion, falsifying data or evidence, unethical research behaviour and cheating in an examination (this list is not exhaustive). Academic offences can be committed as a result of negligence, meaning that you may be found guilty of an academic offence even if you didn’t intend to commit one.

It is your responsibility to make yourself aware of the Academic Offences Procedure, the regulations governing examinations, and how to correctly reference and cite the work of others. If you aren’t sure what referencing system you should use, you should ask your department and also refer to 8: Referencing and good academic practice in this handbook.

If an allegation of an academic offence is made against you, we strongly advise contacting the Students’ Union Advice Centre. Please visit www.essexstudent.com/advice for more information.
Ethics
All research involving human participants, whether undertaken by the University’s staff or students, must undergo an ethics review 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).’

Anonymous marking in coursework policy
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 for coursework. 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 students in areas where they have done have done well and to highlight what 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.
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).

- **Assignments**
  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 that 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†

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Method of Assessment</th>
<th>Exam</th>
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</thead>
<tbody>
<tr>
<td>EC111 Introduction to Economics</td>
<td>1 assignment, 1 test</td>
<td>Yes</td>
</tr>
<tr>
<td>EC114 Introduction to Quantitative Economics</td>
<td>1 test, 1 assignment (take-home exercise)</td>
<td>Yes</td>
</tr>
<tr>
<td>EC115 Methods of Economic Analysis</td>
<td>2 tests</td>
<td>Yes</td>
</tr>
<tr>
<td>EC116 Applied Economics and Policy</td>
<td>2 assignments</td>
<td>Yes</td>
</tr>
<tr>
<td>EC120† The World Economy in Historical Perspective</td>
<td>2 assignments</td>
<td>Yes</td>
</tr>
<tr>
<td>EC120† The World Economy in Historical Perspective</td>
<td>2 assignments</td>
<td>Yes</td>
</tr>
<tr>
<td>EC201 Macroeconomics (intermediate)</td>
<td>1 assignment, 1 test</td>
<td>Yes</td>
</tr>
<tr>
<td>EC202 Microeconomics (intermediate)</td>
<td>1 assignment, 1 test</td>
<td>Yes</td>
</tr>
<tr>
<td>EC245 International Financial Institutions &amp; Policy</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC246 International Trade Institutions &amp; Policy</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC247 Financial Instruments and Capital Markets</td>
<td>1 Assignment</td>
<td>Yes</td>
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<tr>
<td>EC248 Financial Innovations and Monetary Policy</td>
<td>1 Assignment</td>
<td>Yes</td>
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<tr>
<td>EC251 Mathematical Methods in Economics</td>
<td>1 test</td>
<td>Yes</td>
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<tr>
<td>EC252 Introduction to Econometric Methods</td>
<td>1 test, 1 exercise</td>
<td>Yes</td>
</tr>
<tr>
<td>EC261 Management of New Technology</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC262 Economics of Organisational Management</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC322 Microeconomics (advanced)</td>
<td>1 test</td>
<td>Yes</td>
</tr>
<tr>
<td>EC324 Macroeconomics (advanced)</td>
<td>1 test, 1 Assignment</td>
<td>Yes</td>
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<tr>
<td>EC329 Economics of the European Union</td>
<td>1 Assignment, 1 presentation</td>
<td>Yes</td>
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<tr>
<td>EC330 Economics of Transition</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC335 Strategies of Economic Development</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC336 Econ. Development in a Global Perspective</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC351 Mathematical Economics</td>
<td>1 test</td>
<td>Yes</td>
</tr>
<tr>
<td>EC352 Econometric Methods</td>
<td>1 test</td>
<td>Yes</td>
</tr>
<tr>
<td>EC353 Public Economics</td>
<td>1 Assignment</td>
<td>Yes</td>
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<tr>
<td>EC363 Labour Economics</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC365 Theory of Monopoly and Regulation</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC366 Market Structure and Strategic Behaviour</td>
<td>1 test</td>
<td>Yes</td>
</tr>
<tr>
<td>EC367 International Trade</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC368 International Money and Finance</td>
<td>1 test</td>
<td>Yes</td>
</tr>
<tr>
<td>EC371 Economic Analysis of Asset Prices</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC372 Economics of Bond and Derivatives Markets</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC383 Environmental Economics</td>
<td>1 assignment</td>
<td>Yes</td>
</tr>
<tr>
<td>EC384 Corporate Finance</td>
<td>1 test</td>
<td>Yes</td>
</tr>
<tr>
<td>EC386 Health Economics and Policy</td>
<td>1 Assignment</td>
<td>Yes</td>
</tr>
</tbody>
</table>
† Note: All coursework, including assignments, tests and Assignments, is compulsory.

Assignments, Tests, Assignments 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.

Assignments 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: www.essex.ac.uk/dsh/latesubmission

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: www.essex.ac.uk/dsh/latesubmission
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 the Online Resource Bank (ORB). (Module supervisors may, at their discretion, make assignment questions available earlier than this.)

The ORB can be found here: www.essex.ac.uk/dsh/orb

- 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:** www.essex.ac.uk/dsh/plagiarism

- EC111 and all second and third year module assignments are submitted as a paper copy to the relevant administrator, first years to room 5B.209, second and third years to room 5B.211. Submissions via email or fax are not permitted.

- While it is recommended that assignments are word-processed, this is not obligatory — hand-written assignments are permissible if the handwriting is clearly legible.

- You must bring your registration card with you as this is required for identification.

- 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.
- EC120 module assignments are submitted online via the Online Coursework Submission, login and follow the instructions. Please note you do not need to watermark your work.

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 can only do a make-up test/*take-home assignment if you have either failed the original test (achieved 39% or less) or were unable to sit the test due to extenuating circumstances.
- You cannot do a make-up test/*take-home assignment just to improve your mark.
- Marks in make-up tests/*take-home assignments will be capped at the pass mark of 40%, except when there are satisfactory extenuating circumstances.

* NB in some cases for first 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.

Assignments

Assignments 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

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

Making the best of your Essays, Assignments & Projects
Please see full details in the Appendix

Referencing
Please see full details in the Referencing section and appendix.
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, 14 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, 28 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 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 become more employable. 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, (Dr Jonathan Halket). 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 office hours. (Other academic staff may be consulted on matters that relate to the modules you have taken with them, during their designated office hours.)
- It is important that you contact your supervisor no later than the second week of the Autumn Term (by 21 October 2016) and again no later than the second week of the Spring Term (by 27 January 2017).
- 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 is available 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

<table>
<thead>
<tr>
<th>First class</th>
<th>Upper second class - 2.1 (59.5 – 69.4%)</th>
<th>Lower second class - 2.2 (49.5–59.4%)</th>
<th>Third - 3rd class (39.5–49.4%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Perceptive analysis of relevant literature that demonstrates clearly its relevance to the topic of the project</strong></td>
<td>Competent analysis of relevant literature that shows its relevance to the topic of the project</td>
<td>Analysis of relevant literature that shows its relevance to the topic of the project</td>
<td>A description of literature that has a bearing on the topic of the project</td>
</tr>
<tr>
<td><strong>An essay that integrates the literature surveyed into a coherent whole, capable of being understood without the requiring the reader to access the surveyed materials</strong></td>
<td>An essay that integrates the literature surveyed in a systematic way that does not merely reproduce any existing survey</td>
<td>An essay that presents a comprehensible survey including a discussion of the merits and shortcomings of the literature surveyed</td>
<td>An essay that shows awareness of topics relevant for the project</td>
</tr>
<tr>
<td><strong>A plan that shows clearly how its implementation could result in a dissertation that demonstrates originality in any branch of economics. Where appropriate, potential data sources should be specified and summary statistics given.</strong></td>
<td>A plan that shows clearly how its implementation could result in a dissertation that demonstrates understanding of economics principles for the topic of the project. Where appropriate, potential data sources should be specified.</td>
<td>A plan that shows clearly how its implementation could result in a dissertation that demonstrates knowledge of economic principles relevant for the topic of the project</td>
<td>A plan that shows how its implementation could result in a dissertation that demonstrates knowledge of economic ideas and concepts that have a bearing on the topic of the project</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>First class</th>
<th>Upper second class - 2.1 (59.5 – 69.4%)</th>
<th>Lower second class - 2.2 (49.5–59.4%)</th>
<th>Third - 3rd class (39.5–49.4%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion:</strong> Demonstrates a personal and nuanced understanding of the topic and the relevant literature. Responds adequately to questions.</td>
<td>Achieves most of these goals.</td>
<td>Achieves some of these goals</td>
<td>Achieves few of these goals.</td>
</tr>
<tr>
<td><strong>Content:</strong> Organised outline of literature, clearly related to topic and to project plan. Project plan is realistic and has some detail.</td>
<td>Achieves most of these goals.</td>
<td>Achieves some of these goals</td>
<td>Achieves few of these goals.</td>
</tr>
<tr>
<td><strong>Slides:</strong> Slides are clear, compelling, relevant, presented in a meaningful order, and integrate with the speech.</td>
<td>Achieves most of these goals.</td>
<td>Achieves some of these goals</td>
<td>Achieves few of these goals.</td>
</tr>
<tr>
<td><strong>Speech:</strong> Speaks in professional, complete and grammatical sentences, with poise and measured confidence.</td>
<td>Achieves most of these goals.</td>
<td>Achieves some of these goals</td>
<td>Achieves few of these goals.</td>
</tr>
</tbody>
</table>
Criteria for the Dissertation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>First class (69.5% and above)</th>
<th>Upper second class - 2.1 (59.5 – 69.4%)</th>
<th>Lower second class - 2.2 (49.5–59.4%)</th>
<th>Third - 3rd class (39.5–49.4%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A necessary attribute of first class projects is that they demonstrate originality in any branch of economics and they will also satisfy at least one of the following:</td>
<td>Upper-second class projects will demonstrate understanding of economic principles relevant for the topic of the project and they will also satisfy at least one of the following:</td>
<td>Lower-second class projects will show knowledge of economic principles relevant for the topic of the project and they will also satisfy at least one of the following:</td>
<td>Third class projects will show a limited knowledge of economic ideas and concepts that have a bearing on the topic of the project and they will also satisfy at least one of the following:</td>
<td></td>
</tr>
<tr>
<td>Innovative construction, estimation and analysis of empirical model (or models) designed to test hypotheses developed in the project</td>
<td>Competent estimation and analysis of an empirical model (or models) available in the literature, together with extensions and modifications adapted to suit the topic of the project</td>
<td>Estimation and limited interpretation of an empirical model (or models) found in the literature, with modifications</td>
<td>Limited description and estimation of an empirical model (or models) replicating those found in the literature but with different data</td>
<td></td>
</tr>
<tr>
<td>Construction of a theoretical model to address issues relevant for the project, derivation of the predictions of the model and evaluation of their implications</td>
<td>A survey that integrates and assesses the relevant academic literature in a systematic way that does not merely reproduce any existing survey</td>
<td>A comprehensible survey that discusses the merits and shortcomings of the relevant academic literature</td>
<td>A survey of the literature that shows awareness of topics relevant for the project</td>
<td></td>
</tr>
<tr>
<td>Analysis of existing empirical, theoretical or historical studies in a systematic way that obtains original insights (theoretical, empirical, or both)</td>
<td>Competent presentation and thorough assessment using economic reasoning of one or more aspects of economic policy</td>
<td>An examination of one or more aspects of economic policy that displays appreciation of the issues, together with an attempt at evaluation of the policies</td>
<td>An overview of one or more aspects of economic policy that shows awareness of the economic arguments</td>
<td></td>
</tr>
<tr>
<td>Perceptive exposition, discussion and critical evaluation, that goes beyond the existing literature, for one or more aspects of economic policy</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**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: [http://www.essex.ac.uk/academic/docs/regs/rpp.shtm](http://www.essex.ac.uk/academic/docs/regs/rpp.shtm)

**Max Rule**

**The Max Rule does not apply to first year undergraduate students from The 2016-17 academic year***. Please refer to the module directory for more detail regarding assessment [https://www.essex.ac.uk/modules/default.aspx](https://www.essex.ac.uk/modules/default.aspx)

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

The aggregate mark for each module 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)
- 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:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Mark Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>69.5 – 100.0%</td>
</tr>
<tr>
<td>2.1</td>
<td>59.5 – 69.4%</td>
</tr>
<tr>
<td>2.2</td>
<td>49.5 – 59.4%</td>
</tr>
<tr>
<td>3rd</td>
<td>39.5 – 49.4%</td>
</tr>
<tr>
<td>~</td>
<td>00.0 – 39.4%</td>
</tr>
</tbody>
</table>

(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 Assignments, 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 Assignments 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.

### Criteria for a mark in the first (1st) class (69.5% and above) range

First class answers must be coherently organised, clearly written and directed towards addressing the question. They also satisfy at least one of the following:

| A.1 | Demonstrates subtle understanding of relevant economic principles or policies |
| A.2 | Comprehensive coverage, showing a thorough grasp of relevant issues and their relative importance |
| A.3 | Formal analysis (including mathematics) shows deep understanding of economic reasoning |
| A.4 | Perceptive use of empirical evidence in support of arguments |
| A.5 | Insightful critical evaluation that integrates relevant literature |
| A.6 | Shows originality in a logically coherent manner, relevant to the question |
| A.7 | High proportion of technically correct answers (in answering formal questions) |

*A mark of 70-85 indicates an excellent answer. Comprehensive and well-presented showing a deep and nuanced understanding of the subject. Very strong analytical input demonstrating intellectual maturity and is perceptive with highly developed organisation. Sophisticated use of primary and secondary material.*

*A mark of 86-100 indicates a superb answer. Where appropriate, adds original and scholarly insights to the topic. Coursework in this category achieves or is close to publishable standard. As good an answer as could be achieved under examination conditions or in the space permitted by the word count.*

### Criteria for a mark in the upper-second (2.1) class range (59.5–69.4)

Upper second class answers will be substantially correct, coherent and clearly written. They will also satisfy at least one of the following:

| B.1 | Demonstrates an understanding of economic concepts and principles |
| B.2 | Shows an understanding of economic theory and modelling approaches |
| B.3 | Competent application of formal analysis (including mathematics) |
| B.4 | Shows proficiency in the presentation of empirical evidence |
| B.5 | Presents ideas in an orderly manner, beyond being a mere list of points |
| B.6 | Displays an understanding of relevant literature |
A mark of 68 indicates work of a “high 2.1” standard. It should not be interpreted as a borderline first.

### Criteria for a mark in the lower-second (2.2) class range (49.5–59.4)

Lower-second class answers are broadly correct both analytically and factually. They will also satisfy at least one of the following:

| C.1 | Shows knowledge of relevant economic concepts and principles |
| C.2 | Expresses knowledge of relevant economic theory and modelling approaches |
| C.3 | Presents formal analysis in a comprehensible manner |
| C.4 | Demonstrates appreciation of relevant empirical evidence |
| C.5 | Extensive coverage of material, most of which is relevant to the question |
| C.6 | Shows moderately accurate knowledge of relevant literature |
| C.7 | At least one-half of answers are technically correct (in answering formal questions) |

A mark of 58 indicates work of a “high 2.2” standard. It should not be interpreted as a borderline 2.1.

### Criteria for a mark in the third (3rd) class range (39.5–49.4)

Third class answers have some bearing, possibly implicit on answering the question. They will satisfy at least one of the following:

| D.1 | Shows knowledge of economic ideas, some of which are relevant to the question |
| D.2 | Conveys awareness of economic theory that may be considered relevant |
| D.3 | Shows appreciation, though limited, of correct economic reasoning |
| D.4 | Includes factual information or evidence that may be construed as relevant |
| D.5 | Moderate coverage of material, though possibly of limited relevance |
| D.6 | Shows awareness of economic controversies that may be considered relevant |
| D.7 | A substantial minority of technically correct answers (in answering formal questions) |

A mark of 48 indicates work of a “high third class” standard. It should not be interpreted as a borderline 2.2.
Criteria for fail marks (including bad fails, i.e. less than 20%)

| (a) | display little effort, being seriously inadequate or incomplete; or |
| (b) | are crude paraphrases of source materials; or |
| (c) | are based upon factual material that is substantially inaccurate; or |
| (d) | are just plain wrong |

- The extent by which the mark falls below 39.5% varies according to the severity with which the above criteria are fulfilled.
- Answers that are too short to merit the award of a third class mark but which show evidence that a correct answer might have been presented had time been available may be awarded a mark above 20%.
- Answers that, although irrelevant, could have been the answer to some question which might have been asked (on the subject matter being assessed), will also normally attract a mark above 20%.
- Marks below 20% are reserved for answers with little redeeming merit. Non-existent answers must be awarded a mark of 0%. Marks need not be awarded merely because something has been written in answer to a question.
- Failing marks may be imposed as penalties for academic offences (e.g. cheating) but only as a consequence of the application the University’s procedures for dealing with such offences, i.e. not by the examiners.

A mark of 39.4 indicates a clear fail.

Anonymous marking in coursework policy

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.
Examinations

Examination regulations
The General Regulations which govern examinations can be found via the website here
www.essex.ac.uk/about/governance/regulations/affairs.aspx#exams.

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. You can find further information about Assessment Policies for Undergraduate and Taught Postgraduate Awards at: www.essex.ac.uk/quality/university_policies

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 BAII Plus (including the BAII Plus Professional).

A limited number of the permitted 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.

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, and watch a short video at www.essex.ac.uk/students/exams-and-coursework/default

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

Anonymous marking policy in examinations
All formal examinations at the University of Essex are marked anonymously.

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

Remember that reassessment in examinations (and coursework) carries a fee.
Referencing and good academic practice
Respecting authorship through good academic practice is one of the keys to academic integrity, and a key value of higher education in the United Kingdom. **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 [www.essex.ac.uk/see/tdc](http://www.essex.ac.uk/see/tdc). You can also complete the online Academic Integrity course at [moodle.essex.ac.uk/course](http://moodle.essex.ac.uk/course).

You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see section **4.6 Academic Offences Procedure**).

Remember, if you have any questions about referencing you can ask our academic staff, or staff in the Talent Development Centre.

**The University Academic Offenses Policy**
Please see section 4.6 and remember that the Academic Offence Procedure applies to all students [www.essex.ac.uk/see/academic-offence](http://www.essex.ac.uk/see/academic-offence)
Registration, enrolling and transcripts

All new and returning students must register at the start of each academic year. The full process for new students includes activating your student record for the academic year, getting your email account, gaining access to IT and library services, and enrolment on modules and confirming your contact details. As your studies draw to a close, once your exam board has met, it takes up to five working days for your results to be confirmed. The Assessment Team will publish your results and update your record. For graduating students, Degree Certificates will be provided by the Graduation Team either for collection at Graduation, or they will be sent afterwards for students who do not attend the Graduation event. For more about registration, visit our student webpages.

www.essex.ac.uk/students/new/registration
www.essex.ac.uk/students/graduation/award-documents

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.

www.essex.ac.uk/about/colchester/documents/location_of_teaching_rooms.pdf

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

Visit our website to set up your IT account and password. Once you’re set up, you can access email, log on to lab computers, connect to eduroam wi-fi and much more. www.essex.ac.uk/it/getaccount

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

As part of your Office 365 email account you get unlimited 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](http://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.

You can also download Microsoft Office 365, for free. You can install it for free on up to five computers, and up to five mobile devices. [www.essex.ac.uk/see/software](http://www.essex.ac.uk/see/software)

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/computers/labs](http://www.essex.ac.uk/it/computers/labs).

**Tier 4 Students**

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 personal circumstances, proposed study and where you are applying from. Find out more on the University’s website at: [www.essex.ac.uk/immigration/](http://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](http://www.essex.ac.uk/students)  
[www.essex.ac.uk/welcome](http://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](http://www.essex.ac.uk/students/graduation)
Skills, Employability and Experience

Employability and Careers Centre

Our careers specialists can give you valuable advice throughout your time at Essex and beyond. We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online access to graduate and part-time 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

Unleash your potential and visit our Talent Development Centre. Providing support on academic literacy, numeracy, English language, employability and IT to help you be the best you can be.

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

Career Hub

Browse hundreds of top jobs and graduate vacancies, sign up to exclusive careers events, book CV reviews and one-to-one careers advice, and connect with employers on CareerHub, our online jobs portal.

www.essex.ac.uk/welcome/careerhub

Frontrunners

Frontrunners is our unique placement scheme for students. We'll give you challenging employment opportunities on campus and help you develop the skills you need to compete for the best jobs. We'll even give you on-the-job training and pay you, too.

www.essex.ac.uk/welcome/frontrunners

Student Ambassadors

Student Ambassadors are current students who help to promote the University and higher education. As a Student Ambassador you can get involved in a whole range of opportunities, in particular helping our Student Recruitment and Outreach teams. Student Ambassadors are normally recruited at the start of the Autumn Term.

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

Volunteering

There are plenty of opportunities to volunteer during your time at Essex. The Students’ Union runs the vTeam, which 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

This is the University's employability award and will help you stand out from the crowd and get University recognition for all your extra-curricular experience.
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.
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

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.

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

Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disabilities that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).
www.essex.ac.uk/students/experience/safety
www.essexstudent.com/services/safety_bus - www.essex.ac.uk/students/campus/emergency
www.essex.ac.uk/ohsas/fireSafety/peep.htm

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/accommodation/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/site/privacy_policy.aspx
www.essex.ac.uk/records_management/request
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 the Code of Conduct – Terms and Conditions Apply booklet for 2015

For regulations relating to the Code of Student Conduct; procedures for investigating breaches; appeals process please refer to the Terms and Conditions apply booklet all new students receive with welcome information, previously known as the Code of Student Conduct and The Rulebook. This information is on the University’s website and is updated annually.

www.essex.ac.uk/students/study-resources/handbooks
www.essex.ac.uk/about/governance/regulations/code-conduct.aspx

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.

blogs.essex.ac.uk/essexspirit/
www.essex.ac.uk/students/new

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

www.facebook.com/uniofessex/
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.

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/study/pg
www.essex.ac.uk/coursefinder

HEAR

When you study at Essex, you get far more than just a degree. Along with showcasing your academic achievements, the Higher Education Achievement Report (HEAR) records any activities you’ve undertaken and logged through the Big Essex Award, and any awards and prizes you receive.

When you graduate, you’ll have full electronic access to your HEAR for free, for life. You’ll be able to share this with employers and other universities, providing them with a University-certified record of your achievements.

To start making the most of your HEAR; visit our website to activate your account.

www.essex.ac.uk/see/hear/
Appendix

Making the best of your Essays, Assignments 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:


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 Assignments, 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.

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 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:
• 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:


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 essay writing programme: www2.essex.ac.uk/essay-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.