



DEPARTMENT OF ECONOMICS  
SCHOOL OF LAW AND SOCIAL SCIENCES

# POSTGRADUATE TAUGHT STUDENT HANDBOOK

2022/2023

## Disclaimer

This document was published in September 2022 and was correct at that time. The department\* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College.

Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

\* Please note, the term 'department' is used to refer to 'departments', 'Centres' and 'Schools'. Students on joint or combined degree programmes should view both departmental handbooks.

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## 1 Introduction to your department

### 1.1. Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter 'the College') is one of the UK's leading research-intensive universities, with six academic schools spanning the arts and humanities, social sciences and sciences.

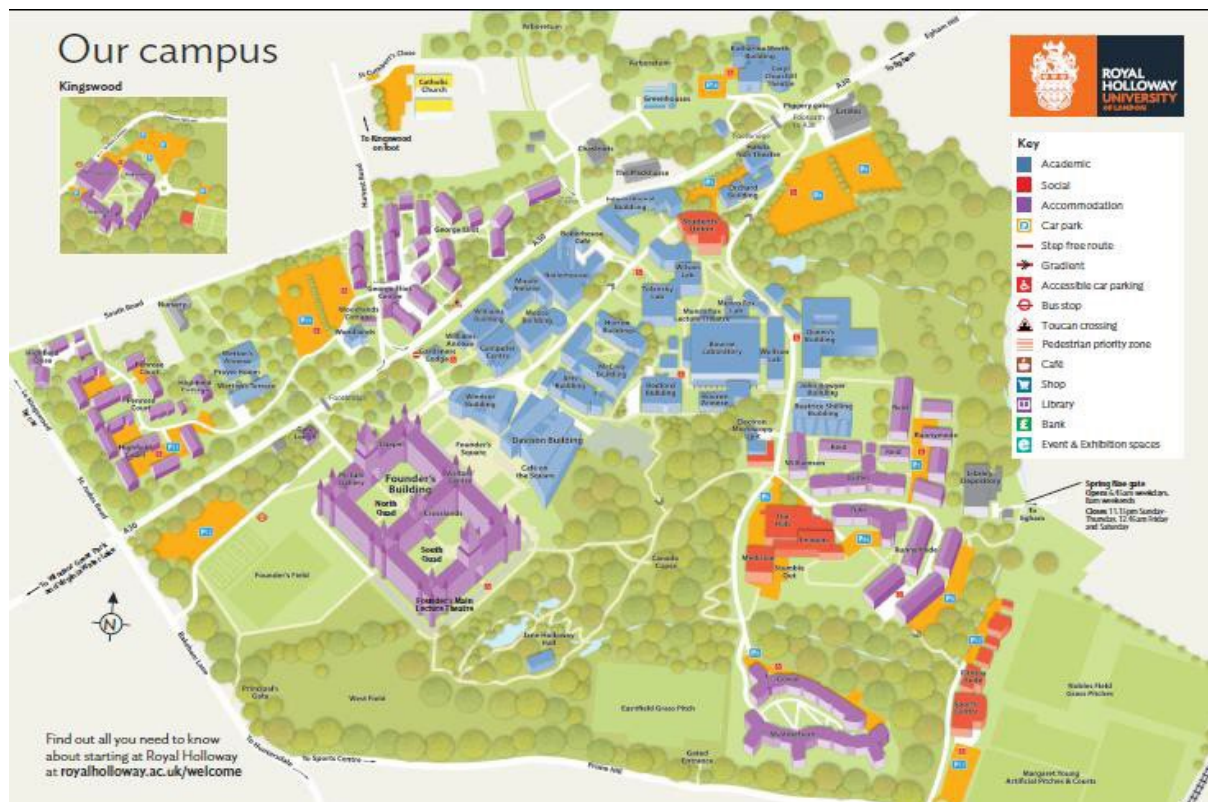
As a Department in one of the leading research universities, we have rigorous Masters Degree programmes. We choose to keep these programmes small and select and this year we expect to have about 70 Masters students in residence, maintaining a healthy balance between postgraduate and undergraduate education.

Let us express to new students, on behalf of the staff of the Department, our delight that you have joined us. We look forward to working with you over the next year.

### 1.2. How to Find the Department

The Department is primarily located in the Horton Building. This can be found on the College campus map as building 20.

### 1.3. Map of the Egham campus



## 1.4 How to find us: the staff

**Head of School: Professor Mathew Humphreys**

Email: [Matthew.Humphreys@rhul.ac.uk](mailto:Matthew.Humphreys@rhul.ac.uk);

Tel. 01784 44 6482

Office: McCrea 1-01

**Head of Department: Professor Dan Anderberg**

Email: [Dan.Anderberg@rhul.ac.uk](mailto:Dan.Anderberg@rhul.ac.uk);

Tel. 01784 414 082

Office: Horton-317

**Academic Staff:** [A full list of staff can be found on the website.](#)

**School Manager: Moya Watson**

Email: [Moya.Watson@rhul.ac.uk](mailto:Moya.Watson@rhul.ac.uk);

Tel. 01784 44 3564

Office: McCrea 1-01

**Help desk: James McEwan**

Email: [James.McEwan@rhul.ac.uk](mailto:James.McEwan@rhul.ac.uk);

Tel. 01784 27 6883

Office: McCrea 1-01

**Disability and Dyslexia Services Network Member: James McEwan**

Email: [James.McEwan@rhul.ac.uk](mailto:James.McEwan@rhul.ac.uk);

Tel. 01784 27 6883

Office: McCrea 1-01

## 2. How to find us: the School office

The department office is located in Room 1-01 in the McCrea building, room 1-01

## 3. The Department: practical information

All Postgraduate enquiries should in the first instance be directed to the Helpdesk via email ([lss-school@rhul.ac.uk](mailto:lss-school@rhul.ac.uk)), our Term Time opening hours are 10am-4pm, Monday – Friday.

## 4. Staff research interests

Up to date information on staff research interests can be found on the staff directory: [Staff and Research Interests.](#)

## 5. Support within your School

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in McCrea 1-01. For the majority of queries, the best thing to do would be to email [LSS-School@rhul.ac.uk](mailto:LSS-School@rhul.ac.uk) directly, where one of the team will be able to pick up your query.

## 6. Communication

### 6.1. Personal Tutors

PGT students should contact the PG Academic Coordinator, Philip Neary in the first instance, or their Programme Director.

### 6.2. Questionnaires

At the end of each term, students are invited to assess each of the courses they have taken within the Department. These course evaluations are taken seriously by the Department, and are used to make improvements. Students may view the aggregated statistics generated by these evaluations at Departmental Office.

We are always interested in feedback from students on how we can improve the Department. However with over 600 undergraduate students, plus postgraduate students this cannot be done by responding to comments and emails from individual students. Instead we have set up two methods of collecting and aggregating student feedback: evaluation questionnaires at the end of each course and the Staff Student Liaison Committee that meets once a term about the Master's degree programme as a whole.

## 7. Space

A study room (H307) for Postgraduate Taught students is available on the first floor of the Horton Building. Two computers with web access and a number of software programs pertinent to PGT study are available for use.

There are some very simple house rules for the Postgraduate Study Room that must be followed the facility is for Department of Economics PGT students only (including those on joint degrees). Friends from other departments are not permitted to use the room and should use study space elsewhere in the College Please keep the room tidy. You are welcome to eat your lunch in the room, but tidy up after you have eaten and please be considerate of others.

Although the study room is open 9-6pm we suggest that in the interests of your personal safety that you do not work alone in the room after 5pm. Our MSc students also have 24 access to MX 035 which is a computer lab / simulation trading room in the Moore Annexe. Although there are times when this is booked (a timetable outside the door will indicate the times when the room is booked during any week).

## 8. Teaching

### 8.1 Study weeks

**Term dates** for the year are as follows.

**Autumn term:** Monday 20 September to Friday 10 December 2021

**Spring term:** Monday 10 January to Friday 25 March 2022

**Summer term:** Monday 25 April to Friday 10 June 2022

## 9. Degree Structure

Full details about your course, including, amongst others, the aims, learning outcomes to be achieved on completion, modules which make up the course and any course-specific regulations are set out in the course specification available through the [Course Specification Repository](#).

## 10. Department Specific information about degree structure

To help you make good progress in your studies at RHUL, we have a simple on-line module SS1001 in 'Academic Integrity' which will guide you through preparing your assignments using the best academic standards. You will need to successfully complete this short module, and you can have as many attempts as you like before the deadline to pass it.

All Master's students are required to take some zero credit courses, starting with the Pre-session Maths course in the autumn. Further zero credit courses include Mathematical Methods and Research Methods.

Master's students need to take a number of core courses that are mandatory; most of these run in the autumn. The core courses are combined with optional courses in the Spring Term. Each course is worth 20 credits. The dissertation, which is written in the summer, is also mandatory and is worth 60 credits.

## 11. Change of course

Where provision is made for this in the programme specification, you may transfer to another programme, subject to the following conditions being met before the point of transfer:

- You must satisfy the normal conditions for admission to the new programme;
- You must satisfy the requirements in respect of mandatory courses and progression specified for each stage of the new programme up to the proposed point of entry;
- The transfer must be approved by both the department(s) responsible for teaching the new programme and that for which you are currently registered.
- If you are a student with Tier 4 sponsorship a transfer may not be permitted by Tier 4 Immigration rules.
- You may not attend a new programme of study until their transfer request has been approved.

## 12. Facilities

### 10.1 Facilities and resources within your department

The Economics department have a fully equipped room for Economics Postgraduate Students (MSc) based in the Horton building. The MSc Study room (H307) is a dedicated space for both studying and socialising. The room is equipped with two desktops, a printer, laptop and network ports for easy connectivity.

## 13. The Library

The Library is housed in the Emily Wilding Davison Building.

Details, including Library Search, dedicated subject guides and opening times can be found online from the Library home page.

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for Postgraduate Taught courses. . The rest of the Library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work, as well as many areas to work on your own. The Library contains a large number of PCs and has laptops to borrow on the ground floor to use in other study areas.

The Information Consultant for Economics is Greg Leurs, who can be contacted at [Greg.Leurs@rhul.ac.uk](mailto:Greg.Leurs@rhul.ac.uk).

The London School of Economics and Political Science Library, 96 Euston Road, London, NW1 2DB. Tel: 020 7412 7000; The Library collects social sciences material in the widest sense, with the collections particularly rich in economics, statistics, political science and public administration. A range of services and facilities are available



to LSE students and visitors. All University of London students have access via their web. Academic staff and degree students are provided with reference access on production of a valid university ID card.

### 13.1. Photocopying and Printing

The departmental printers and photocopier are reserved for staff use. Copier-printers (MFDs) for students are located in the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available here:

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time.

### 13.2. Computing

There are ten open access PC Labs available on campus which you can use, including three in the Computer Centre. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card.

[How to find an available PC](#)

## 14. Assessment Information

### 12.1 Anonymous marking and cover sheets

In line with college policy, assessed coursework (including final exams) are marked anonymously. There is a separate cover sheet for assessed work where students include only their candidate numbers. Non-assessed or formative coursework is not marked anonymously.

### 12.2 Submission of work:

Unless otherwise stated, **ALL deadlines are 12 noon** for formative and assessed submissions.

In general, assessed coursework must firstly be submitted to Turnitin via Moodle. Students may also be asked by module leaders to print and include the first page of the JISC report and attach this to their coursework (as this includes the paper ID number), and submit it to the Departmental Office.

This is to be done before 12:00 noon on the deadline date or earlier. Students will be given an assessed coursework submission form to complete and provided with a receipt on submission, which they should keep. In line with college rules,

Assessed work will be marked anonymously, the scripts will not be returned to students, but students will receive a copy of the submission form for feedback purposes. If the course tutor wishes to use an alternative submission method (for example another means of electronic submission), students will be informed about this, and any questions should be directed to the course tutor.

### 12.3 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (6) of the College's [Postgraduate Taught Regulations](#):

#### Section 13 (6)

*Any work (written, oral presentation, film, performance) which exceeds the upper limit set will be penalised as follows*

- *for work which exceeds the upper limit by up to and including 10%, the mark will be reduced by ten percent of the mark initially awarded;*
- *for work which exceeds the upper limit by more than 10% and up to and including 20%, the mark will be reduced by twenty*

percent of the mark initially awarded;

- for work which exceeds the upper limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.

The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations or films.

In addition to the text, the word count should include quotations and footnotes. Please note that the following are excluded from the word count: candidate number, title, course title, preliminary pages, bibliography and appendices.

#### 12.4 What to do if things go wrong – Extensions to deadlines

Please refer to the Extensions Policy and guidance on the College's webpage about [Applying for an Extension](#).

Students who are unable to submit written assignments should explore the extenuating circumstances process.

Please refer to the Extensions Policy and guidance on the College's webpage about [Applying for an Extension](#).

**Please note:** Not every assessment is eligible for an extension.

#### 12.5 Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, "a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities". It is for such conditions and SpLDs that Disability and Dyslexia Services (DDS) can put in place adjustments, support and exam access arrangements. Please note that a "long-term" impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the Disability and Dyslexia Services Office for an assessment of your needs before adjustments, support and exam access arrangements (') can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Dyslexia Services can discuss this process with you when you register with them.

Please see section 2 above for further guidance about registering with the Disability and Dyslexia Services Office.

Please note that if reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the Sub-board will not make further allowance in relation to your disability or SpLD.

#### 12.6 Academic Misconduct – Plagiarism

The College regulations on academic misconduct (also known as assessment offences) can be found on the Attendance and Academic Regulations page of the student intranet.

Academic misconduct includes, but is not limited to plagiarism (see below), commissioning, duplication of work, (that is, submitting work for assessment which has already been submitted for assessment for the same or another course), falsification, impersonation, deception, collusion, (for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work), failure to comply with the rules governing assessment, including those set out in the 'Instructions to candidates'.

The Regulations set out some of the types of academic misconduct in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Tutors or other members of staff in their department should they have any queries about what constitutes academic misconduct. The College treats academic misconduct

very seriously and misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.

## What is Plagiarism?

'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet. Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student's work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student's work alone, without reference to further evidence.

## 13 Health and Safety Information

The [Health and Safety webpage](#) provides general information about our health and safety policies.

## 14 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College's [Code of Practice on personal harassment for students](#) should be read in conjunction with the [Student Disciplinary regulations](#) and the [Complaints procedure](#).

## 15 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found [here](#).

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours. The Department and the type of work conducted by students is classified as a low risk activity and as such the following advice is relevant.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator or the College Health and Safety Office.

It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to students undertaking duties off campus.

## 16 Department Codes of Practice

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.

## 17 FAQ

**What to do if...**

### **You have a problem with a specific module?**

See your workshop/seminar tutor or lecturer first. If you cannot find them, try your personal tutor.

### **You need an extension for your assignment?**

Extensions are only given in exceptional circumstances. When you log into Campus Connect you can apply for an extension under the 'Extensions' heading in the My Studies Tab. In addition, please see the [Extensions Policy](#) above.

### **You have a problem with your course?**

If you are not sure if the choices you made on your course units were entirely appropriate, get in touch with your Programme Lead.

### **You have a general problem with your studies (I want to change course/university)?**

See your Programme Lead. If you cannot find them, try your personal tutor.

### **You have a general personal/social/academic problem?**

You could be studying for too long, or want to take up that part-time job, or you don't get on with your flat mates. See your personal tutor. Remember that you can also speak to the confidential Student Counselling Service for personal and social problems.

### **The lecturer you would like to see is on sabbatical?**

Check with your Senior Tutor about who is replacing your tutor.

### **You have experienced sexual harassment, assault, discrimination or a hate crime?**

Please get in touch with [Wellbeing@rhul.ac.uk](mailto:Wellbeing@rhul.ac.uk) as soon as you physically can, copying your personal tutor. If you require medical attention, please call, or attend the on-campus medical facilities. If you think any unlawful activity has been committed, call the Police on 999 as soon as you can.

If you would like to report an incident anonymously, please use the [RH BeHeard form](#) to do so.

### **What if an incident is taking place right now?**

If you are on campus, College Security operates, and is contactable, 24 hours a day, 7 days a week for your protection. If there is an emergency on campus please call the Security Control Centre located in Founder's East reception:

Emergency number 01784 44 3888

[securityrhul@royalholloway.ac.uk](mailto:securityrhul@royalholloway.ac.uk)

Telephone: 01784 44 3063

Store these numbers in your phone now – you might need them quickly at some point. If you are not on campus and are still at risk, call the Police immediately on 999.

## 18 You have a general or specific complaint?

In the first instance you should raise the problem with the person concerned. If this is not suitable then there are two channels to follow:

Arrange to see the Programme Lead and, if that does not help, the Head of Department;

Or

Contact your student representatives sitting on the Student-Staff Committee who can raise your concern in the meetings, or bring the matter directly to the School's attention. Student feedback questionnaires for each course unit are reviewed as part of our annual monitoring process. Ultimately, students have recourse to the College Complaints Procedure (available on the web).

## 19 Glossary

We understand that many of the concepts used in your everyday university life will be new to you. To make your life easier, please familiarise yourself with the following concepts.

**Module Tutor** – A member of academic staff who is responsible for the running of a module – also known as Course Co-Ordinator, Course Convenor, Lecturer or Instructor.

**Modules** – also called course units. These are the specific credit-bearing units taken during one academic year. They are either “whole” modules taken over two terms (typically bearing 30 credits) or “half” modules taken within one term only (typically bearing 15 credits). Within an academic year, you will be typically taking modules adding up to 120 credits.

**Lectures** – usually a one-hour session in which the most important points of a topic will be discussed by the lecturer. Students are required to attend, participate, and do any upfront or follow-up activity to prepare for the Lecture and the subsequent Seminar/Workshop.

**Personal Tutor** – A lecturer allocated to a number of students to give advice on academic and personal matters. Your Personal Tutor is the first person to whom reference requests should be directed.

**Plagiarism** – The passing off the thoughts and ideas of someone else without referencing them properly and claiming them to be your own (See EC1103 study skills classes).

**Programme Lead** – A lecturer who is responsible for the Undergraduate Programme and the students on it. Sometimes Programme Leads are referred to as the Academic Coordinators.

**Registration** – notice of intent to register for and take one of the course units available in that academic year. This is a School-level activity.

**Repeat** – Where a course unit has been failed a student may be offered the opportunity to Repeat. This means that all lectures and workshops are attended, all required coursework is submitted and the final examination sat. A repeat course will be charged at 25% of full fees for whole modules and 12.5% for half modules. A Repeat is the second and final attempt to pass a course. Exact amounts should be available from the Student Administration Centre and/or LSS Admin office.

**Resit** – Where a course has been failed a student may be offered the opportunity to resit. This means that the student is only required to re-submit failed coursework or resit the examination.

**Components** of the course which were passed will have their marks brought forward and the resubmitted or resit exam grades will be incorporated into the new final mark. All resit marks are capped at a maximum of 40%. There is an administrative fee for resits. Exact amounts should be available from the Student Administration Centre and/or LSS Admin office. A resit is the second and final attempt to pass a course.

**Seminars** – group classes which form a part of the course unit. Seminars are separate to the lecture but will act as a follow up and discussion on the topics covered in the lecture.

**Seminar Tutor** – This is a Teaching Assistant (TA) who assists the Module Tutor by leading seminars/workshops as a part of the

course unit. They can also be called Seminar Leaders.

Royal Holloway, University of London (hereafter 'the College') is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that:

- All staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
- Both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
- It puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- Teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- All staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
- It creates a positive, inclusive atmosphere, based on respect for diversity within the College
- It conforms to all provisions as laid out in legislation promoting equality of opportunity.