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# BA in Economics and Management

Course Handbook 2016

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# 1. Foreword

## 1.1. Statement of Coverage

This handbook is for students starting the BA in Economics and Management in Michaelmas term 2016. The information in this handbook may be different for students who started in other years.

## 1.2. Version

Version 1.0.0	First published	03/10/2016
Version 1.0.1	Published	07/10/2016
Version 1.0.2	Published	01/02/2017
Version 1.0.3	Published	24/04/2017
Version 1.0.4	Published	09/05/2017

## 1.3. Disclaimer

The Examination Regulations relating to this course are available at ([Prelims](#) and [Finals](#)). If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Undergraduate Programme Administrator at Said Business School via [undergraduate.administrator@sbs.ox.ac.uk](mailto:undergraduate.administrator@sbs.ox.ac.uk) - The information in this handbook is accurate as at January 2017, however it may be necessary for changes to be made in certain circumstances, as explained at <https://www.ox.ac.uk/coursechanges>. If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

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## 1.5. Introduction

Welcome to the Saïd Business School and the Department of Economics.

This handbook contains a lot of valuable information to which you are likely to need to refer during your time here. You should be able to find the answers to most questions you are likely to have about the operation of the E&M degree in this handbook, and your colleges will also have their own handbooks available on their websites, but you will also find further resources here including links to information on individual papers, degree regulations and examining conventions:

WebLearn site for Economics: <https://weblearn.ox.ac.uk/portal/site/:socsci:econ:undergrad>

WebLearn site for Management: <https://weblearn.ox.ac.uk/portal/site/:socsci:sbs:undergrads>

We hope that you will find the Economics and Management programme challenging and rewarding over the next three years. We are very proud of the E&M programme, which we believe is one of the best undergraduate courses of its type in the world, but we are always looking for ways to improve. If you have feedback about the course, or ideas for how we could do things differently, we would be delighted to hear from you, either directly or via the student representatives. Your reps play a very active role and are invaluable in ensuring that we can respond quickly to your concerns and ideas; please consider putting your name forward when we ask for volunteers. Three SBS student representatives are elected each Michaelmas from the incoming cohort and hold office for the duration of their course. They take part in three committees each term across the academic year: the Joint Student Consultative Committee, the E&M Standing Committee and the SBS Undergraduate Studies Committee. Further information about student representation is available at the OUSU website <https://ousu.org/your-union/> whilst unreserved minutes from committee meetings are available through the Department of Economics and SBS WebLearn sites. The Department of Economics Undergraduate Joint Consultative Committee acts as a two-way channel of communication between the department and its students on all aspects of their educational experience in the department. The UJCC represents all undergraduate students taking an Economics-based course at the University of Oxford. The undergraduate Economics students of each college shall select one UJCC student representative who would ideally hold office for no more than one year before being replaced by a new representative. The student Chair of the UJCC would also attend the E&M Standing Committee.

Studying at Oxford, you are part of a diverse community of over 22,000 fellow students, drawn from over 140 different countries. The Oxford Students website provides access to information, services and resources to help you get the most out of your university experience: <https://www.ox.ac.uk/students>.

The University Student Handbook <https://www.ox.ac.uk/students/academic/student-handbook> provides general information and guidance you may need to help you to make the most of the opportunities on offer at the University of Oxford. It also gives you formal notification and explanation of the University's codes, regulations, policies and procedures.

Finally, please do take full advantage of being part of a world-class university. The teaching and learning facilities here are of the highest standard, but also there are many events featuring prominent figures from the worlds of business and government as well as top international scholars to which you will often be invited. Get involved, and you will find the experiences enrich your time here.

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We look forward to getting to know you and to working with you.

David Barron - Director of Undergraduate Studies, Saïd Business School

Ian Crawford - Director of Undergraduate Studies, Department of Economics

## 1.6. Useful department contacts

### Saïd Business School Contacts



**Dr David Barron**

Director of Undergraduate Programmes at Saïd Business School

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Undergraduate Programme Administrator

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Head of Student Welfare, Conduct and Discipline

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Undergraduate Examinations Administrator

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**Chris Flegg**  
Bodleian Business Librarian

Chris is our main library contact for the Sainsbury library for the programme. She is located in the Sainsbury Library itself.

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## Saïd Business School Main Reception

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## Department of Economics Main Reception

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## Economics Department Contacts



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## Student Representatives

### Economics UJCC Chair



Promit Anwar

Harris Manchester College

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### First year student representatives



Jack Eales

Christ Church

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Christ Church

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## Second year student representatives



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Thomas Williamson

St Catherine's College

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**David Cartwright**

Hertford College

Email: [david.cartwright@hertford.ox.ac.uk](mailto:david.cartwright@hertford.ox.ac.uk)

## Other Contacts

Contact	Email
Social Sciences Division	<a href="mailto:enquiries.socsci@admin.ox.ac.uk">enquiries.socsci@admin.ox.ac.uk</a> 01865 614850
IT Help Desk: Contact Point for any IT issues	<a href="mailto:it@sbs.ox.ac.uk">it@sbs.ox.ac.uk</a>
Estates	<a href="mailto:maintenance@sbs.ox.ac.uk">maintenance@sbs.ox.ac.uk</a>
Alumni Team: Contact Point for any Alumni Queries	<a href="mailto:alumni@sbs.ox.ac.uk">alumni@sbs.ox.ac.uk</a>
The Disability Advisory Service	01865 280459

## 1.7. Buildings/Locations/Maps/ Access

### Saïd Business School

You can access site maps and access arrangements on the Estate Team's intranet site which is available [here](#). There is a list below of the relevant maps available for your attention.

[Park End Street – Level 0](#)

[Park End Street – Level 1](#)

[Park End Street – Level 2](#)

### The Department of Economics

The Department of Economics is located on the 2<sup>nd</sup> floor of the [Manor Road Building](#).

## 1.8. Important dates

### Dates of Term

Term	Start Date	End Date
Pre-Arrivals Week	3 <sup>rd</sup> October 2016	7 <sup>th</sup> October 2016
2016 Michaelmas Term	9 <sup>th</sup> October 2016	16 <sup>th</sup> January 2017
2017 Hilary Term	15 <sup>th</sup> January 2017	22 <sup>th</sup> April 2017
2017 Trinity Term	23 <sup>rd</sup> April 2017	7 <sup>th</sup> October 2017
2017 Michaelmas Term	8 <sup>th</sup> October 2017	13 <sup>th</sup> January 2018
2018 Hilary Term	14 <sup>th</sup> January 2018	21 <sup>nd</sup> April 2018
2018 Trinity Term	22 <sup>nd</sup> April 2018	6 <sup>th</sup> October 2018
2018 Michaelmas Term	7 <sup>th</sup> October 2018	12 <sup>th</sup> January 2019
2019 Hilary Term	13 <sup>th</sup> January 2019	27 <sup>th</sup> April 2019
2019 Trinity Term	To be confirmed	To be confirmed

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## 2. The course content and structure

### Bachelor of Arts in Economics and Management

#### 2.1 Overview

Arriving at Oxford and beginning the Economics and Management (E&M) degree programme can be a daunting experience. You will have lots of information to absorb, both within your colleges and in the Department of Economics and Saïd Business School. The E&M Handbook is designed to help you understand the E&M course and should act as a reference guide throughout your three years in Oxford. Please read it carefully; but note that some material will inevitably be updated and you will be able to find up-to-date information on the course WebLearn sites for [Economics](#) and [Management](#).

Responsibility for the E&M degree is shared between the Saïd Business School (the University's Management department) and the Department of Economics. In both departments, you will be taught by a range of academics and advanced postgraduates who are active in research. For all of your courses, you will have a combination of lectures, which are provided by the departments, and tutorials. In Oxford, these tutorials are at the heart of the teaching system for undergraduates and they are a unique feature of what you will experience. Tutorials will enable you to interact directly with faculty in both Economics and Management. You will find that many of the faculty have extensive business experience and advise executives, public bodies and businesses.

#### 2.2 Course aims

The aim of the E&M programme is to develop understanding of how economies and organisations function, and how resources are allocated and coordinated to achieve an organisation's objectives. The course is rooted in social scientific approaches into these issues, including sociological, anthropological and psychological theory and research as well as economics.

#### 2.3 Intended learning outcomes

In the course of their studies, students should expect to:

1. Acquire a broad and analytical appreciation of Management Studies and Economics, including mathematical and statistical techniques where appropriate, characterised by range, depth and conceptual sophistication;
2. Engage and enhance their critical skills;
3. Develop advanced skills that are transferable to a wide range of employment contexts and life experiences, especially: the handling and interpretation of academic literature; the development and critique of argument; written and verbal communication; interpersonal relations;
4. Learn how to be self-directed and reflective learners, with effective self-management and research skills.

## 2.4 Course structure/description

### Prelims

The first year course is designed to ensure that you have a broad knowledge of economics and management before you go on to do the core and option papers in the second and third years. It involves work in three subjects, leading to three exam papers that are taken in the ninth week of Trinity Term. The three subjects are General Management, Introductory Economics and Financial Management.

Each of the three courses is taught through a combination of lectures and tutorials or classes.

### Final Honour School

After you have passed Prelims, you progress onto the Final Honour School programme. In both Management and Economics this builds on the introductory material covered in the first year. There are no formal University examinations during your second year; Final Examinations will take place in Trinity Term of your third year.

Over the course of the two years you are required to take courses for 8 Finals papers, or 7 papers and a thesis. You are required to take the three core Economics papers – Macro, Micro and Quantitative Economics. Although there are no compulsory Management courses, at least two of your options must be from the Management list. The remaining two or three options can be selected in any combination from either department's list of options.

## 2.5 Syllabus

### Prelims

#### 1. Introductory Economics

Introductory Economics provides a general overview of the concepts and tools of economic analysis. It covers both microeconomics and macroeconomics and includes the mathematical techniques used in economics, mainly simple algebra and calculus. The microeconomics part of the course covers the functioning of the market economy: the decisions of households who have wants and budget constraints; the behaviour of firms, who employ labour and capital and choose their level of output; and the functioning of markets under competition and monopoly. The macroeconomics part of the course looks at the determination of national income and employment, monetary institutions and the money supply, inflation, the balance of payments and exchanges rates, and macroeconomic policy.

#### 2. Financial Management

Financial reporting and analysis of company accounts; management accounting, including cost behaviours, capital budgeting, budgetary planning and control; discounting and net present value; internal rates of return; measurement and evaluation of risk; capital asset pricing; investment appraisal; sources of funds; capital budgeting and implementation.

### 3. General Management

General Management provides students with a broad introduction to the major functional areas of management which will be available as options papers in years 2 & 3. The course will begin by providing an examination of the emergence of big business and understanding how to think about firms, technology, work organisation and context. The course examines further topics, including Strategic Management, Marketing, Organisational Behaviour and Technology and Operations Management over the course of Michaelmas and Hilary Terms.

## Final Honour School

### Management Finals Papers

You are required to select a minimum of two optional papers in Management. You can choose any two from the list that will be published each Trinity Term (there may be a restriction on numbers in some options). The list of options currently offered to the 2nd and 3rd year students is as follows, but additions and deletions may occur in future years:

- Accounting
- Finance
- Marketing
- Organisational Behaviour and Analysis
- Strategic Management
- Entrepreneurship and Innovation
- Technology and Operations Management
- Thesis in Management

Before you select your options you will have the opportunity to attend a presentation by faculty teaching the modules to give you guidance as to the content and design of the course. You should also use your experience of these subjects during the first year, consult your College Tutor, and you may also want to talk to students in the second and third years.

Options choices are fixed two weeks before the start of term. Late change requests disrupt the publication of the tutorial schedule and there is no guarantee that a tutor will be available at short notice. Therefore, you are advised to make your choices carefully, and inform your tutor of your choices.

Teaching for Finals papers combines lectures with tutorials, supplemented where appropriate by classes. The teaching structure of different courses reflects what is appropriate given the material to be covered, but there will typically be 16 hours of lectures for each course. In addition, the Organisational Behaviour, Strategic Management, Entrepreneurship and Innovation, and Marketing papers each have eight one-hour tutorials during the course of the term. The Accounting paper is taught through a combination of four one-hour tutorials and four classes of ninety minutes. The Finance paper is taught by a combination of six one-hour tutorials and two two-hour seminars. The Technology and Operations Management paper is taught by a combination of seven hour-long tutorials and one 90 minute class.

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## Economics Finals Papers

The compulsory papers are Microeconomics, Macroeconomics, and Quantitative Economics. These are taught in the three terms of the second year.

For your remaining three finals papers, you can choose any other papers from the list of Management papers or from the following list of Economics papers (which may be amended from time to time). In Hilary Term of your second year, before making your choice, you should attend the Options Fair: this is an opportunity to find out more about which options are on offer, their content and who teaches them. The list of options available in a particular year is announced at the Options Fair in Week 4 of Hilary Term of the 2<sup>nd</sup> year; the current list is:

- Behavioural and Experimental Economics
- British Economic History since 1870
- Econometrics
- Economics of Developing Countries
- Economics of Industry
- Game Theory
- International Economics
- Labour Economics and Industrial Relations
- Microeconomic Analysis
- Money and Banking
- Public Economics
- Thesis in Economics

As in the first year, teaching will take place in lectures, tutorials and classes. Trinity Term of the third year is generally devoted to revision and taking examinations.

## Thesis

You may also offer a thesis of up to 15,000 words in place of one of the optional Finals papers. We encourage you to consider this possibility, which provides the opportunity to undertake in-depth research into a topic related to either the Economics or the Management parts of the course. Further information about undertaking a Thesis can be found in section 3.2 of this handbook.

## Further Details about Second and Third Year Papers

An outline of the syllabus for each paper, called the rubric, is given in the Examination Regulations (the 'Grey Book'), the





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most up-to-date version of which can be found at:

<http://www.admin.ox.ac.uk/examregs/>.

Further information and resources, teaching arrangements, and the names of faculty members involved in teaching each paper, can be found on the SBS and Economics Department WebLearn websites.

## Timetable

Detailed timetables are provided each by the Economics Department and the Said Business School. These will be distributed by email and/or WebLearn. These timetables are subject to change, so it recommended that you consult the most up to date version available on WebLearn throughout the year.

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# Teaching and learning

## 3.1 Organisation of teaching and learning

### Economics

#### 1<sup>st</sup> year

##### Lectures

Introduction to Microeconomics (20 hours of lectures in Michaelmas Term) and Introduction to Macroeconomics (18 hours of lectures in Hilary Term).

##### Tutorials and Classes

Students will normally have 15 associated tutorials/classes, taught by college tutors. These may be given in Michaelmas and Hilary Terms alongside the lectures, or may be spread across three terms. The timing and content of these tutorials will be determined by colleges.

##### Examination

Introductory Economics is examined in a single 3-hour paper. Candidates must answer 3 questions from Part A and 1 from Part B, and must show knowledge of both Microeconomics and Macroeconomics. Part A contains structured questions, usually with several parts, some of which may require the application of mathematical techniques. Part B contains essay questions. Two specimen examination papers are available: Specimen Paper 1; Specimen Paper 2; past papers can be found on the university exam paper database, OXAM (but note that prelims examination papers earlier than 2006 have a different format).

#### 2<sup>nd</sup> year

##### Michaelmas Term: Microeconomics

*Microeconomics* Lectures – 20 lectures.

*Maths and Probability* Lectures – these cover techniques to be used in all three of the core courses – 4 lectures.

8 Microeconomics Tutorials/Classes (arranged by college tutors)

##### Hilary Term: Macroeconomics

*Macroeconomics* Lectures – 21 lectures.

7 Macroeconomics Tutorials/Classes (arranged by college tutors)

##### Trinity Term: Quantitative Economics

*Quantitative Economics* Lectures – 23 lectures.

6 Quantitative Economics Classes (arranged by college tutors)

#### 3<sup>rd</sup> year

In Economics, the provision of classes and tutorials for optional subjects is coordinated by the Department. Centrally nominated subject convenors will communicate with college tutors at the end of each term on the allocation of students to particular tutors for the forthcoming term.

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## Management

Lectures in the first year General and Financial Management and Final Honour School Management option courses are provided by the Saïd Business School. Normally, each course will involve two hours of lectures per week, plus additional revision lectures for 1<sup>st</sup> and 3<sup>rd</sup> year students. General Management tutorials are arranged by colleges and held weekly. Financial Management is split into Financial Reporting in Michaelmas and Financial Analysis in Hilary. Financial Management holds classes each term in addition to the lectures. Lecture outlines and associated reading lists are available on the SBS Undergraduate WebLearn site.

Tutorials for first year General Management are provided by college tutors, although they all draw on a set of essay topics and reading list developed by SBS faculty. The tutorial schedule will vary slightly from college to college, but over the three terms you will typically write 16 essays, each one being the basis of a tutorial, and have a number of revision sessions. Financial Management lectures are supplemented by teaching in classes of about 15 students during Michaelmas and Hilary Terms; these classes are organized by and held in SBS.

Tutorials for the FHS options in Strategic Management, Marketing, Organizational Behaviour, Entrepreneurship and Innovation, and Technology and Operations Management are usually arranged on behalf of your college by SBS, but some college tutors will make their own arrangements. There will normally be one tutorial per week for each course. The FHS courses in Finance and Accountancy are taught using a mixture of tutorials and classes, both of which are arranged by SBS. Reading lists, essay topics and problem sets for all Prelim and FHS courses are available on the SBS undergraduate WebLearn site, along with copies of lecture handouts.

It is generally possible to select any desired combination of FHS options, but in some cases this will require you to attend tutorials and classes in a subject in a different term from the one in which you attend lectures in that subject. It is not advisable to do more than two FHS courses in a term.

All queries regarding teaching in Management should be raised either with your college tutor or with the Undergraduate Administrator at SBS without delay.

## 3.2 Thesis

Students may choose to replace one FHS option (either Management or Economics) with a thesis of up to 15,000 words. Students making this choice will have an individual supervisor to guide them, but considerable independent research will be required. You will probably find that you will need to spend more time researching and writing a thesis than you would spend attending lectures and preparing for tutorials for a FHS option course, but you will be able to spread this work out over a longer period (including vacations) and of course there will be no exam revision. It is crucial that you select a thesis topic that is manageable so that you have enough time to research it properly. Your supervisor will assist you on this and will provide support when you research and write your thesis. You can expect to be able to meet up with your supervisor six times for about one hour (though this may be divided in different ways according to what is appropriate) and you can expect your supervisor to provide carefully considered comments on drafts of your thesis. This clearly does not mean that your supervisor will write your thesis for you! While your supervisor will guide you, they can only do so if you provide them material in good time. You need to remember that much of the onus of producing a thesis rests with you, with your supervisor in a supporting role.

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It is generally advised that you discuss the possibility of taking a thesis with your College Tutor during late Hilary or early Trinity terms of your second year. You are strongly advised to obtain approval for your thesis during Trinity term and to set time aside during the following Long Vacation to begin work on your thesis. The Exam Regulations specify that you have to obtain the approval of your College to take this option and that you have to prepare a 100 word summary of your proposed topic, specifying whether it comes under the general heading of Economics or Management. If your College Tutor does not feel able to advise you on a particular subject, it may be possible to arrange a specialist supervisor. You will also need to submit your thesis proposal for approval by the Economics & Management Standing Committee at their meeting in Trinity Term of your second year.

Before you start to work on your thesis, go over your plan with your tutor who can help you make sure that it is feasible and clear. Your tutor can also advise you on reading, although you need to remember that you will be searching out most of the readings yourself and, with this in mind, you need to arrange to be near a large library (whether it is in Oxford or somewhere else) for a few weeks during the Long Vacation. There may be the opportunity for you to attend Research Methods training designed principally for DPhil students, but very helpful if you are writing a thesis. If this is something you are interested in, please speak with the Director of Undergraduate Studies in Management, who in turn will need to request permission from the Director of the DPhil programme. Students also need to be aware that if they carry out research involving human participants, such as surveys or interviews, they are likely to need to apply for ethical review. You should discuss this with your supervisor at an early stage, as it can take several months to prepare an application and obtain approval. Both the Department of Economics and SBS have Departmental Research Ethics Committees; you would apply to the most appropriate one given the subject of your thesis. Further information can be obtained from Jenny Hayward ([jenny.hayward@economics.ox.ac.uk](mailto:jenny.hayward@economics.ox.ac.uk)) or Anita Jassi ([ethics@sbs.ox.ac.uk](mailto:ethics@sbs.ox.ac.uk)) or at <http://www.admin.ox.ac.uk/curec>.

Once you have a first draft of your thesis, your tutor may read and comment on it. It is very important that you take advantage of this. You must then write the final version on your own. You must not exceed the 15,000-word limit (excluding the bibliography). Much of the advice in the [Academic Writing Guide](#) on Weblearn is as relevant to writing a thesis as it is to writing an essay, including the advice about plagiarism and referencing in sections 8.3 and 8.4. Your thesis supervisor will be able to provide more specific guidance. Students are required to sign a Declaration of Authorship upon submission of their work including that they have appropriately acknowledged the support received from their supervisor and that they have not exceeded the maximum amount / type of supervision available which can be found [here](#). The deadline for submission of a thesis is noon on Monday of the first week of Trinity Term.

### **Third party proof readers policy**

Students have authorial responsibility for the written work they produce. Proof-reading represents the final stage of producing a piece of academic writing. Students are strongly encouraged to proof-read their own work, as this is an essential skill in the academic writing process. However, for longer pieces of work, such as a Thesis, it is considered acceptable for students to seek the help of a third party for proof-reading. Such third parties can be professional proof-readers, fellow students, friends or family members. The guidance outlined below applies to all assessed written work where the word limit is 10,000 words or greater. The use of third party proof-readers is not permitted for work where the word limit is fewer than 10,000 words. You can find the policy on using third party proof readers [here](#).

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## 3.3 Expectations of study

### Tutorials

It is important that you prepare thoroughly for each tutorial. Different tutors will organise their teaching in different ways, but you always need to complete the work assigned in advance. In preparing for a tutorial, it is your responsibility to read the recommended material attentively and to think carefully about the set question. You will often also find it useful to explore other sources of reading, particularly if some book or article proves inaccessible. You will often find that there is a lot of material that you could read, probably more than you could feasibly manage in the time available. Often your tutor will give some advice about particularly important sources, but otherwise it is up to you decide what you think is most relevant for the question you have been asked to address. Remember, though, that it is very important that you read widely to develop a broad understanding of the subject area. An important skill you need to develop is how to read attentively and thoughtfully, while skipping or skimming bits that are less relevant. 'Skim reading' is an important skill. For further advice, see the Essay Writing Skills guide on the SBS WebLearn site

When you come to write your tutorial essays it is very important that you think carefully about the material you have read. Do not just repeat it. Instead, critically evaluate the material. It is also extremely important that you think carefully and systematically about the question that is being asked. Address that question directly.

You must also make absolutely sure that you have completed the written work by the time set by the tutor. In some cases that will be by the time of the tutorial, though other tutors may require the work to be submitted in advance of the tutorial.

Tutorials are not optional. The purpose of a tutorial is to develop an individual student's capacity to think in depth about a subject area, and to operate with growing confidence within its techniques and methodologies, with the expectation that the process will promote increased understanding of the subject for both tutor and student. What you have a right to expect is your tutor's presence and attention throughout the hour agreed, plus guidance, e.g. a reading list and essay for the next meeting. Beyond that it is very important to note that the styles of tutors differ and different formats will be appropriate for different numbers in the group, different topics, students with different strengths, or if the tutor wants to highlight different points. This is an important part of tutorials and you must not expect uniformity. You will gain most if you succeed in adapting to differences in styles and learning from them.

If for any reason, such as illness, you know you will not be able to complete your work by the time of your tutorial it is your responsibility to get in contact with your tutor at the earliest opportunity to inform them of the problem. If there is no good reason for you having not completed the work set, your tutor has a right to take appropriate action.

If you experience any problems with your tutorials or your tutor, you should contact the college Fellow in charge of your subject in the first instance. Alternatively, colleges frequently have other systems of support, such as a College Adviser or Senior Tutor.

### Lectures

You are strongly advised to attend all of the lectures in Economics and Management that are relevant for your course. Furthermore, you will get most out of the lecture when you have read relevant material in advance and if you take notes. (You will often be provided with printed versions of the slides used in the lecture and you can annotate these.) Write up your

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notes into a more coherent form shortly after the lecture, adding in supplementary material from your own reading.

Lecture timetables are published online every term. There are separate timetables for Economics and Management on the respective department websites. You should consult both timetables at the start of each term for the time and place of the lectures that are recommended for you.

Attendance in class is monitored in various ways. Although not all lecturers will take attendance, the use of seating arrangements means that absences will be noticed and lecturers may request information from a student.

## Classes

Some tuition is by means of college or University classes, a system especially suited to subjects that require you to complete quantitative exercises rather than essays. You have a right to expect that written work for a class will be returned to you with written and/or oral feedback.

## Vacation Work

Terms in Oxford are short but very intense. You will have a lot of work to complete during the term and most students find that they need to use the vacations to catch up, to consolidate the work from the previous term, and to supplement reading to gain a broader and deeper understanding of the subjects studied. So, vacation study is vital. You are said to 'read' for an Oxford degree and vacations are an important time for you to do so. Indeed, the time between terms is called a 'vacation' not a 'holiday' because although you 'vacate' Oxford you should still be working! In addition, some college tutors may require students to do specific pieces of work over vacations.

Most college tutors will set exams on a term's work when you return at the beginning of the following term. These exams are called 'Collections' – see the section below on Assessment. Preparation for collections is another important use of vacations.

Please also view guidance on paid work on the Oxford Students website (<https://www.ox.ac.uk/students/life/experience>).

## Lecture Recording Policy

For pedagogical purposes, the School will video record regular undergraduate lectures, subject to the lecturer's agreement, under two circumstances.

Video recording of the whiteboard and slides used in the lecture, together with the lecturer's audio, will be undertaken using the University's Replay service. These videos will be made available from the end of the term in which the lecture took place until the end of the examination period in the current academic year, so that they can be used for personal private study and revision. They will only be able to be viewed only by students registered for the course, via Weblearn. This will include students in Economics and Management and Engineers attending the Entrepreneurship & Innovation FHS course.

Exceptionally, video recording of the lecturer and slides from the back of the lecture theatre is conducted upon the recommendation of the University Disability Advisory Service or at the direction of the University Proctors for students who are unable to attend class or benefit from class attendance due to a disability or prolonged illness. These videos are securely store until the end of the relevant examination period, and may be viewed only by students for whom they are intended.

Other talks and events at the School to which undergraduate students may be invited, including the Distinguished Speakers' Seminars and other public talks, may be videoed or webcast.

Students and lecturers will be informed at all times when a lecture is being videoed. A sign will be posted on the lecture theatre door prior to the start of the lecture. The University's policy on the recording of lectures can be found [here](#).

### **Terms of Use**

Any recordings made are a study aid provided on a best-efforts basis. We do not guarantee that the recording will be available 24/7 (there may be technical difficulties), and the lecturer may unpublish a recording at any time. You should not therefore rely on their availability for your studies or revision.

The recordings may not be reproduced in any way. They may not be uploaded to any website or online collection. The recordings may not be passed on to any third party or distributed in any way. To do so will be a breach of University Regulations.

The content of the lectures remains the intellectual property of the lecturer delivering them, and the lecturer retains the copyright in the lectures and in the recordings. Information given in the recorded lectures must be referenced and attributed to the lecturer if referred to in your own academic work.

### **Notice for Students**

Recordings will aim to show the slides, rather than the room and people present. However, there may be compromises with technology that require the video feed to show the room or parts of the room (i.e. whiteboards, document cameras, lecturer).

The audio will attempt to capture all that the lecturer says, as well as any questions asked by audience members. If you have any questions regarding the policy, please contact the Undergraduate Programme Administrator via [undergraduate.administrator@sbs.ox.ac.uk](mailto:undergraduate.administrator@sbs.ox.ac.uk).

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## 4 Assessment

### 4.1 Assessment structure

#### Assessment

Your work will be assessed informally by your tutors and class teachers, and formally in University Examinations.

Every term, each tutor who has taught you in tutorials and/or classes will write a report on your term's work, including an assessment of your levels of achievement and effort, and often also containing constructive comments on your written work and contributions to tutorials. These reports are submitted electronically by the tutor to your college, in an online system called Oxkort, and are then made available for you to read. Most colleges hold report-reading sessions at the end of term, at which you will be able to discuss the reports with your college tutors and possibly also the Senior Tutor and the Head of the college. (Confusingly, report-reading sessions may be referred to as 'Collections' – the same word that is used to denote college examinations.)

Most colleges will set exams, known as 'Collections', when you return at the beginning of each term. They usually take place on Friday or Saturday of 0th Week. (Colleges normally require undergraduates to return to Oxford no later than the Thursday of 0th Week.) Your College Tutors are likely to require that you take these exams each term, based on the work from the previous term, so you should return prepared for them.

These Collections are normally compulsory, but they do not count towards your degree. Their purpose is to provide you, and your tutors, with an assessment of the level of attainment you have reached – and an indication of what further work will be needed before you take formal University exams. They also provide an opportunity for you to practice and improve your exam technique.

There are two formal University Examinations: the Preliminary Examination at the end of the first year, described below, and the Final Examination at the end of the third year, described in section 3.

#### Preliminary Examination

At the end of the first year you will take Prelims, which comprises one three-hour exam in General Management, one three-hour exam in Economics and one three-hour exam in Financial Management. A good way to prepare for Prelims is to look at past papers, which can be found on the main university website: [www.oxam.ox.ac.uk](http://www.oxam.ox.ac.uk).

These exams do not affect your final degree result, but you will be required to pass all three papers to continue on the E&M course. If you fail any papers you will be given an opportunity to retake the ones you failed, once, in September of the same year.

Prelims exams do not give you a 'classification': the result is simply Pass, Fail, or Distinction: distinctions are awarded to those obtaining a high total number of marks across all three papers.

#### Marking of Prelims Scripts

Papers are marked on the scale 0-100.



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100-70: work displaying analytical and argumentational power, with good command of the facts and/or arguments relevant to the questions and evidence of ability to organise them with clarity, insight and efficiency.

69-60: work displaying analytical power and argumentational power, but with less comprehensive and thorough command of evidence; or work showing considerable thoroughness but less analytical skill or less clarity in organisation.

59-50: competent work with no major defects, but giving an incomplete account of the question, or marred by inaccuracies; or work which demonstrates lapses in (but does not lack) analytical and argumentational skills.

49-40: work that is generally weak with muddled argumentation, but containing some evidence of knowledge of facts and analytical skill; or work that, while competent and knowledgeable in itself, does not address the question asked by the examiners.

39 and below: very poor quality work, showing little if any evidence of effective study.

You should note that one of the most common reasons for answers receiving poor marks is irrelevance. It is very important to direct your answer at the question which has actually been asked.

## Final Examinations

The Final Honour School of Economics and Management examinations are taken at the end of your third year. Finals consist of the three core papers in economics, plus five other papers (unless you substitute a thesis for one of them). Each subject is examined in one three-hour paper. All syllabi are published annually in the University's Examination Regulations (the 'Grey Book'), to which this handbook refers. You will have received a copy of the undergraduate version of the Examination Regulations when you arrived. The most up-to-date Regulations can be found on the university website at [www.admin.ox.ac.uk/examregs](http://www.admin.ox.ac.uk/examregs). A copy of the Examination Conventions is available on the course websites and will also be sent to you in advance of your Finals.

Each year a board of examiners is appointed from the members of the faculty. One board is appointed for Prelims and another for Finals. The Finals examiners are assisted by a number of assessors (also members of the faculty) who deal with specialised subjects. Please remember that it is your responsibility to enter yourself for the University examinations and that if you enter late, or change any of your options, you will be subject to a late fee. You must enter through your college. The dates of the examinations are published each year, usually a month or two before they are due to take place.

As with Prelims, a good way to prepare for Finals is to look at past papers. Papers are available from the main university website: [www.oxam.ox.ac.uk](http://www.oxam.ox.ac.uk). This will give you a good idea about how the questions are phrased and how you should tackle them. In the examination select a question, work out what it means and decide what you think the answer to it is. When you start writing state the answer and defend it, or, if you think that there is no answer, explain why. Do not attempt to write too much. It can be easy to run out of time and end up not answering enough questions because of this. Most critically of all, you should make sure that your answers explicitly and directly answer the questions asked and not the question you would like to have been asked!

After the written exams, the Finals scripts will each be marked by two separate assessors. These assessors mark your scripts 'double blind' – i.e. they do not know who you are and they do not know what mark the other examiner has given.

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Your marks are then combined to determine your degree classification (see below). It is possible that you could be called for a viva voce examination. If you are called for a viva and fail to appear, you are deemed to have withdrawn from the entire examination unless you can give the Vice-Chancellor and Proctors a satisfactory reason as to your non-attendance.

At University examinations you must wear 'sub-fusc' and academic dress. i.e. a dark suit with dark socks, or a dark skirt with black stockings or trousers with dark socks and an optional dark coat; black shoes; plain white collared shirt; a black tie or white bow tie. Candidates serving in HM Forces are permitted to wear uniform together with a gown. Details are available at <http://www.admin.ox.ac.uk/statutes/regulations/48-012.shtml>.

You also need to be aware that the University has special regulations on: the typing of illegible scripts (which you will have to pay for yourself); the use of word processors and calculators in examinations; the use (where permitted) of computers in examinations; and candidates who are unable to take papers on certain days for religious reasons. Candidates with any disabilities may also have special rules apply, including additional time if required for medical reasons. In certain examinations calculators may be helpful and a list of permitted calculators can be found on the Department of Economics website.

Should you at any time have problems connected with University examinations inform the Senior Tutor of your College who can then communicate with the examiners. Never approach the examiners directly.

## Marking and Degree Classification

All finals scripts, theses and supervised dissertations are double-blind-marked. Any wide discrepancies, or discrepancies that might affect a candidate's class, are either re-read by the two original markers or given an adjudicating mark by a third marker, to determine an established mark for each script or thesis. The External Examiners play a special role in adjudication.

## Range of marks for each class in E&M Final Examinations

The Examination Conventions currently establish the following standards for markers:

Papers are marked on the scale of 0-100.

90–100 Exceptional First Class: Work displaying First Class qualities throughout and displaying original thought.

80–89 Excellent First Class: Work displaying First Class qualities throughout.

70–79 Standard First Class: Work displaying (in substantial parts) analytical and argumentational power with good command of the facts and/or arguments relevant to the questions, and evidence of ability to organise them with clarity, insight and efficiency.

60–69 Upper Second Class: Work displaying analytical and argumentational power, but with less comprehensive and thorough command of evidence than in a First Class answer; or work showing considerable thoroughness but less analytical skill or less clarity in organisation.

50–59 Lower Second Class: Competent work with no major defects, but giving an incomplete account of the question, or marred by inaccuracies; or work that demonstrates lapses in (but does not entirely lack) analytical and argumentational skills.

40–49 Third Class: Work that is generally weak with muddled argumentation, but containing some evidence of knowledge of

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facts and analytical skill. Third Class marks should also be used for work that, while competent and knowledgeable in itself, does not address the question asked.

30–39 Pass: Very poor work, showing only slight evidence of having studied.

10–29 Fail: Work of such a low standard that it cannot even be given a Pass mark, but not so poor that it should prevent the candidate from being awarded a degree if able to show greater ability in enough other subjects.

0–9 Outright Fail: Work of such dismal standard that the candidate should not be awarded a degree irrespective of performance on other subjects, unless the Examiners find exceptional mitigating circumstances.

You should note that one of the commonest reasons for answers receiving poor marks is irrelevance. It is very important to direct your answer at the question which has actually been asked.

There are penalties for a missing or negligible answer, and for ignoring instructions on the question paper (such as ‘show knowledge of both authors’), which vary according to the seriousness of the omission. The penalty for ‘short weight papers’ (i.e. where the candidate answers fewer questions than required) is that the maximum mark is reduced proportionately. For example, if you are required to write four essays but only write three, then the maximum mark you can receive is 75, not 100.

The average of your established marks is used to determine your degree classification. The boundary for classifying each candidate to a class is set a little below the minimum mark associated with that class (e.g. in recent years the minimum average score required for a First has been 67.5 rather than 70). In addition, you must have at least two papers with established marks in the relevant class or above (so you need at least two papers with marks above 70 for a First). It is also possible to achieve a First Class degree by minority excellence, which is interpreted as three scripts with a mark of 80 or above, and no script with a mark of 49 or below.

Candidates who miss a paper are governed by the general regulations in Examination Regulations, which allow for classification in some circumstances. Vivas are used only as a last resort, when the examiners judge that the candidate may have been unable to provide evidence in the written examination but may be able to provide it orally, and the classification would be affected.

## 4.2 Feedback on learning and assessment

Students will receive large amounts of feedback on their work in a variety of different forms.

- a) **Feedback on tutorial/class work.** The tutorial is the cornerstone of teaching and learning at Oxford. Tutors are likely to provide feedback on the written work you prepare in advance of tutorials. This feedback will mainly consist of advice regarding how the work could have been improved, ideas for additional reading that could enhance your understanding of a topic, etc. Many tutors will also provide a numeric mark or an indication of the general standard of the essay (e.g., 1<sup>st</sup> class standard). Tutors are also always willing to meet with students outside tutorials to discuss any questions you may want to raise privately.
- b) **Tutorial reports.** End of term tutorial reports provide a summary of the standard of work done during the term. Particularly during the second and third years when many of your tutorials will be out of your college, it is likely that your college tutor will meet with you to go over the term’s work. Once each year in most colleges you will also meet

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with the Senior Tutor and Head of the college to review your progress.

- c) **Collections.** Most colleges require students to sit collections at the start of each term. These exams usually take the same form as the equivalent formal University Examination, so the mark you obtain on them is a useful indicator of your likely performance. Usually, you will also get some comments that will help you understand the strengths and weaknesses of the answers you have given.
- d) **Prelims.** You will receive marks for the three papers taken at the end of the first year.

## 4.3 Examination conventions

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work. The E&M Examination conventions for both Prelims 2016-17 and Finals 2016-17 can be found [here](#). Please note that any modifications will be published to prospective candidates not less than one whole term before the examination takes place.

## 4.4 Good academic practice and avoiding plagiarism

### University Definition of Plagiarism

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence

Further details on Plagiarism can be found [here](#).

### Guidelines

Advice on academic good practice including avoiding plagiarism, managing your time, reading, note taking, referencing and revision can be found here: **Academic Good Practice**

### Training

Advice on what Plagiarism is and how to avoid it can be found at: **Plagiarism Tutorial**

### Why does plagiarism matter?

Plagiarism is **a breach of academic integrity**. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also

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undermines the standards of your institution and of the degrees it issues.

## What to avoid

The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students' essays. You must also attribute text or other resources downloaded from web sites.

There are various forms of plagiarism and it is worth clarifying the ways in which it is possible to plagiarise:

- **Verbatim quotation without clear acknowledgement**

Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.

- **Paraphrasing**

Paraphrasing the work of others by altering a few words and changing their order or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.

- **Cutting and pasting from the Internet**

Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

- **Collusion**

This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

- **Inaccurate citation**

It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. Title of book, discussed in Wilson, E., Title of book (London, 2004), p. 189).

- **Failure to acknowledge**

You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

- **Professional agencies**

You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided. Under Statute XI on University Discipline, all members of the University are prohibited from providing material that could be submitted in an examination by students at this University or elsewhere.

- **Autoplagiarism**

You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination, unless this is specifically provided for in the special regulations for your course.

## 4.5 Entering for University examinations

Information about entering your examinations is available on the Oxford Students' Examination Entry website:

<https://www.ox.ac.uk/students/academic/exams/entry?wssl=1>

## 4.6 Examination dates

Exam dates are released in Trinity through the University website. Dates for Final Exams are usually released by the 1<sup>st</sup> week of Trinity Term, with Prelims Exam dates released in the first few weeks of Trinity Term. The dates can be found through the following website: <https://www.ox.ac.uk/students/academic/exams/timetables>

## 4.7 Sitting your examination

Information on (a) the standards of conduct expected in examinations and (b) what to do if you would like examiners to be aware of any factors that may have affected your performance before or during an examination (such as illness, accident or bereavement) are available on the Oxford Students website ([www.ox.ac.uk/students/academic/exams/guidance](http://www.ox.ac.uk/students/academic/exams/guidance))

The Examination Regulations relating to this course are available here: [Prelims](#) and [Finals](#).

Past papers are available on [Oxam](#).

## 4.8 External examiner and Examiners' reports

**External Examiner for Economics:** Prof Anindya Banerjee

Department of Economics, University of Birmingham, Edgbaston, Birmingham, B15 2TT

**External Examiner for Management:** Prof Bart MacCarthy

Nottingham University Business School, Jubilee Campus, Nottingham, NG8 1BB

*Students are strictly prohibited from contacting external examiners directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal to the Proctors via their college.*

Examiners' Reports are available on the Economics [WebLearn](#) site.

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## 4.9 Prizes

### The follow prizes are available for E&M Finals:

The Lubbock Prize for best overall E&M candidate (£400).

The Gibbs Prize in Economics (1<sup>st</sup> and 2<sup>nd</sup> - £150 and £75).

The Gibbs Prize in Management (1<sup>st</sup> and 2<sup>nd</sup> - £150 and £75).

John Hicks Foundation Prizes for best overall performance in Quantitative Economics, Microeconomics and Macroeconomics (all £150).

George Webb Medley Thesis Prize - *shared across E&M, PPE and H&E*, (£150).

## Skills and learning development

### 5.1 Academic progress

Academic progress is monitored through tutorials and collections. If you have any questions regarding this please refer to your college information.

#### Tutorials

Your preparation and participation for tutorials will be monitored by each tutor. For each term they will file reports through the OxCORT system, which is sent to your college for review. These are a key part of monitoring your academic progress and understanding of the subject. If your tutor has concerns about your progress during the term they may bring it to your college's attention. In particular, failure to attend tutorials or submit work on time without good reason is likely to be reported to your college.

#### Collections

Collections serve a function similar to mock exams. Most colleges will expect you to sit a collection in 0<sup>th</sup> week each term on subjects you studies the previous term. The exam will usually be marked by either your college tutor or the person who gave your tutorials. Collections are a strong indicator of your performance under exam conditions and provide you the opportunity to build your knowledge in certain areas to improve your confidence and performance for your exams.

### 5.2 Learning development and skills

Economics and Management is not a vocational course, but does equip you with skills that are transferable to many career paths, such as

1. Key analytical skills, including mathematical and statistical techniques, characterised by range, depth and conceptual

sophistication.

2. Strong critical thinking and evaluation skills.
3. The handling and interpretation of academic literature; the development and critique of argument; written and verbal communication, and interpersonal relations.
4. How to be a self-directed and reflective learner, with effective self-management and research skills.

Beyond the skills that the programme provides, there are many courses and workshops offered by the Central University, for up-to-date information about these opportunities, please follow this link: <https://www.ox.ac.uk/students/academic/guidance>

## 5.3 Induction

In the first week of Michaelmas Term, first year students are asked to attend an afternoon of induction workshops at the Business School, including the Dean's Welcome, collection of SBS building access cards, and briefings from the Course Directors, Student Representatives, Library Personnel and Health and Safety Officer. More specific information about induction will be sent to students via Weblearn and email, from the Undergraduate Programme Administrator. Please find information from Induction in the Key Documents section on the SBS [WebLearn](#) site.

## 5.4 Opportunities for skills training and development

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing - through the Oxford Students website <http://www.ox.ac.uk/students/academic/guidance/skills>

## 5.5 Careers information and advice

Careers advice is provided by CareerConnect, who hold workshops providing guidance across a range of areas, as well as individual appointments to discuss careers. More information on the current events and services offered be found through the following link: <http://www.careers.ox.ac.uk/>

You can also sign up to the Careers Service newsletter, and visit the Careers Service blog for up-to-date information: <http://www.careers.ox.ac.uk/the-careers-service-blog/>



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## 6 Student representation, evaluation and feedback

### 6.1 Department representation

For each year group, there are three student representatives elected. These students are nominated and elected in Michaelmas Term. Representatives attend meetings of the Economics and Management Committee, the SBS Undergraduate Studies Committee, and the SBS Joint Student Consultative Committee. The E&M Committee deals with issues that are specific to the course, the USC deals with issues that are specific to the Management component of the course, and the JCC (which has student representatives from all SBS degree programmes) deals with non-academic aspects of SBS. The current student representatives can be found in section 1.5 of this handbook. In addition, there is undergraduate representation on the Sainsbury Library and the Social Science Library Committees (these may be different reps).

### 6.2 Division and University representation

There is a student representative on the Social Sciences Divisional Undergraduate Studies Committee. Student representatives sitting on the Social Sciences Divisional Board are selected through a process organised by the Oxford University Student Union (OUSU). Details can be found on the OUSU website along with information about student representation at the University level. <http://ousu.org/representing-you/your-reps/>

### 6.3 Opportunities to provide evaluation and feedback

We seek feedback from students at the end of each term about that term's teaching. Students also are asked to participate in the National Student Survey and the Student Barometer. Results from these surveys are publicly available and both are formally reviewed each year by the two departments and by the Social Sciences Division. Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at: [www.ox.ac.uk/students/life/feedback](http://www.ox.ac.uk/students/life/feedback). Final year undergraduate students are surveyed instead through the National Student Survey. Results from previous NSS can be found at [www.unistats.com](http://www.unistats.com).

The programme, in common with all Oxford degrees, is subject to periodic review by the Division. The next review will take place in Trinity Term 2017; students will have the opportunity to feed their views in to this review. Beyond this, students are encouraged to approach Student Representatives, who work with each Department to ensure that the best possible outcome is delivered for students, or to approach either of the undergraduate administrators or Directors of Undergraduate Studies directly.

Students may also approach their Heads of College, Senior Tutors and Personal Tutors with any feedback.

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## 7 Student life and support

### 7.1 Who to contact for help

#### Introduction from Welfare Director

Our aim is to ensure that your time with us at the Saïd Business School is an exciting and enjoyable experience.

Both the University and the Saïd Business School take student welfare extremely seriously and offer a wide variety of support, both academic and pastoral in the form of SBS supervisors and College supervisors, as well as support from your Programme Director.

My role is to provide you with additional support and guidance should you need it. From time to time students will experience difficult and challenging times, so if you do need someone to talk to, whether it is about a personal or academic matter, I am available at any time. You can reach me at [maxine.hewitt@sbs.ox.ac.uk](mailto:maxine.hewitt@sbs.ox.ac.uk) or telephone 01865 288842. Please note all discussions are completely confidential.

The University of Oxford is an ancient and idiosyncratic place, and I am here to guide you through the appropriate channels in order to achieve the best outcome for you, especially during challenging times. I am also responsible for dealing with student complaints, and I always welcome suggestions from you on how we can improve our service to you.

Within the Student Handbook you will find a section on all of the student support services that are available to you, both within the school and the wider University, it is important that you take time to review this information.

I look forward to getting to know all of you throughout the year, and I wish you a very enjoyable year of study!

Maxine Hewitt

Head of Student Welfare, Conduct & Discipline

#### Overview

Every college has their own systems of support for students, please refer to your College handbook or website for more information on who to contact and what support is available through your college. Details of the wide range of sources of support available more widely in the University are available from the Oxford Students website [www.ox.ac.uk/students/welfare](http://www.ox.ac.uk/students/welfare), including in relation to mental and physical health and disability. If you are ill or otherwise unable to attend departmental classes, lectures or tutorials please contact your relevant undergraduate programme administrator.

#### Health

We have information on accessing medical advice and guidance for staying healthy while studying at the University. From registering with your college doctor or Oxford General Practitioner, to medical emergencies, information on dentists, opticians and other health services, and supportive resources, you can find all the necessary contacts [here](#)

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## Emergency Contacts

From emergency services, to non-emergency health, welfare and academic support, this [page](#) provides you with details for a selection of the help services available to you.

## Peer Support

Student Peer Supporters are available in colleges and departments to talk with you informally about anything that is concerning you. All Peer Supporters have been carefully selected and trained to take up this role and receive ongoing support and supervision from the University Counselling Service.

The Peer Support Programme was developed in recognition of the essential role students play in supporting and encouraging one another on a day-to-day basis throughout their time at university. Students are likely to look to each other first for help in thinking through issues and for emotional support, but there are times when this can leave friends feeling out of their depth, unsure how best to help but anxious about seeking advice for fear of betraying trust.

The Programme seeks to better equip students for this role, enabling them to feel more confident in supporting their peers and more aware of the professional support networks available to them. Since its launch it has been embraced by an Oxford University review as an integral part of its welfare provision.

Full specifics of the peer support network can be found [here](#).

## Student Counselling Service

The University has a professionally staffed confidential Student Counselling Service for assistance with personal, emotional, social and academic problems. The Service is available free to all matriculated undergraduate and graduate members of the University.

You may find that it is helpful to talk things through first with a friend, family member, tutor, supervisor, chaplain or your college doctor or nurse – often problems can be resolved by talking to someone like this. But if you don't feel that these people could help you, you are welcome to try the Student Counselling Service for confidential help and advice. There are times when it may be right to seek help away from the familiar daily environment and the Student Counselling Service was set up to meet just such a need.

The Service has a team of professionally trained and widely experienced female and male counsellors, psychotherapists, psychologists and a psychiatrist, who are accustomed to helping people from many different backgrounds and cultures and with a wide range of personal issues.

You can access the full details of their services [here](#).

## Disability Support

The University offers a range of support to help those with a disability to maintain their track record of academic success as they pursue their studies. The Disability Advisory Service provides information and advice for students with disabilities including sensory or mobility impairments, health conditions, specific learning difficulties, autistic spectrum conditions or mental health difficulties, and can assist with organising disability-related study support.

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The full details of the support they offer can be found [here](#)

## Orientation Programme

To help you to settle into Oxford life, the University offers an undergraduate and graduate Orientation Programme for European and international students. Erasmus and visiting students may attend either programme, as appropriate. The main Orientation Programme is held in late September or early October each year, however, there are also sessions for students starting in Hilary and Trinity terms. As well as providing practical details for living and studying in the UK and Oxford, and a walking tour, the Programme provides a fantastic opportunity to meet students from more than 100 countries before starting your studies. Please follow visit <https://www.ox.ac.uk/students/new/orientation?wssl=1> for further information.

## 7.2. Complaints and appeals

### Complaints and academic appeals within the Department of Economics and Saïd Business School

The University, the Social Sciences Division, the Department of Economics and the Saïd Business School all hope that provision made for students at all stages of their course of study will result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, the Department of Economics, the Saïd Business School and bodies like the Counselling Service or the OUSU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of those sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the Department of Economics and the Saïd Business School's committees.

### Complaints

If your concern or complaint relates to teaching or other provision made by the Department of Economics and the Saïd Business School, then you should raise it with Director of Undergraduate Studies at the Department of Economics Dr Ian Crawford [ian.crawford@econmics.ox.ac.uk](mailto:ian.crawford@econmics.ox.ac.uk) or the Director of Undergraduate Studies at the Saïd Business School Dr David Barron [david.barron@sbs.ox.ac.uk](mailto:david.barron@sbs.ox.ac.uk) as appropriate. Complaints about departmental facilities should be made to the Departmental administrator Katherine Cumming [econundergrad@economcs.ox.ac.uk](mailto:econundergrad@economcs.ox.ac.uk) or Andrew Woodman [undergraduate.administrator@sbs.ox.ac.uk](mailto:undergraduate.administrator@sbs.ox.ac.uk). If you feel unable to approach one of those individuals, you may contact Head of Student Welfare, Conduct & Discipline Maxine Hewitt [Maxine.hewitt@sbs.ox.ac.uk](mailto:Maxine.hewitt@sbs.ox.ac.uk). The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure (<https://www.ox.ac.uk/students/academic/complaints>).

If your concern or complaint relates to teaching or other provision made by your college, you should raise it either with your tutor or with one of the college officers, Senior Tutor, Tutor for Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

### Academic appeals

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An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.

If you have any concerns about your assessment process or outcome it is advisable to discuss these first informally with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries must not be raised directly with the examiners.

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure (<https://www.ox.ac.uk/students/academic/complaints>).

### 7.3 OUSU and societies.

Your University registration constitutes your application for membership to the Oxford University Student Union (OUSU), and your undertaking to contribute £1 towards meeting the liabilities of OUSU should it be dissolved. Follow the link for more information: <https://www.ox.ac.uk/students/selfservice/ousu?wssl=1>.

### 7.4 Policies and regulations

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website [www.ox.ac.uk/students/academic/regulations/a-z](http://www.ox.ac.uk/students/academic/regulations/a-z).

#### Equal Opportunities and Welfare Policies

The University of Oxford and its colleges aim to provide education of excellent quality at undergraduate and postgraduate Level for able students, whatever their background. In pursuit of this aim, the University is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

#### Recruitment and admissions

Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements Laid down by any professional body), assessed by the application of selection criteria appropriate to the course of study. Admissions procedures are kept under regular review to ensure compliance with this policy.

We seek to admit students of the highest academic potential. Except in respect of the college admitting women only, all selection for admission takes place without reference to the sex of the candidate. ALL colleges select students for admission without regard to marital status, race, ethnic origin, color, religion, sexual orientation, social background or other irrelevant distinction. Applications from students with disabilities are considered on exactly the same academic grounds as those from other candidates. We are committed to making arrangements whenever practicable to enable such students to participate as

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fully as possible in student Life. Details of these arrangements can be found in the University's Disability Statement, and information will be provided on request by colleges or by the University Disability Co-coordinator.

In order to widen access to Oxford, the University and colleges support schemes which work to encourage applicants from groups that are currently under-represented.

None of the above shall be taken to invalidate the need for financial guarantees where appropriate.

## The curriculum, teaching and assessment

Unfair discrimination based on individual characteristics (Listed in the statement on recruitment and admissions above) will not be tolerated. University departments, faculties, colleges and the central quality assurance bodies monitor the curriculum, teaching practice and assessment methods. Teaching and support staff have regard to the diverse needs, interests and backgrounds of their students in all their dealings with them.

Further details of these services are included in the Proctors' and Assessor's handbook, available [here](#)

## Visas

If you need a visa to be in the UK for your course you must be careful to keep to any conditions linked to the visa, for example registering with the police if required, not remaining in the UK beyond the time limit or working without permission, which includes self-employment. Visa arrangements and conditions can change suddenly: the most up-to-date information can be found [here](#).

# 8. Facilities

## 8.1. Social spaces and facilities

### Catering Services 2016/17

The SBS Common room is a large, contemporary semi-circular space with floor to ceiling windows overlooking the School's landscaped grounds. It is open from 7.30am until 8pm (Mon-Fri) and 9am until 3pm (Sat/Sun) in term time, and from 8am until 6pm (Mon-Fri) and 9am until 3pm (Sat/Sun) outside term. The offers are varied, starting with a full breakfast offer Mon to Fri 7.30-11am, then lunch from 11.30-14.30 which includes a selection of high street style deli sandwiches, salads & hot dishes along with our own coffee blend served from our trained baristas & fabulous cakes & pastries prepared by our own in house pastry chef. The room is ideal to eat & drink in while socializing with fellow students and faculty.

The SBS Dining Room is a more formal setting with views out to the landscaped grounds, it is open from 11.30am-2.30pm for lunch and 5:30pm-7:30pm for dinner, although the room is open all day if you just wish to sit and study or meet with colleagues. The offer is a wide variety of hot dishes, soups, salads and desserts. The Dining Room also offers themed days where the menu is designed around a particular country or subject, there are also pop ups that offer a change to the normal

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offer such as a noodle bar or hot dog selection. These are advertised around the catering areas on the weekly menus & on the school intranet: <https://my.sbs.ox.ac.uk/content/menus>. The chef will also email updates regularly to keep everyone up to date with what is up and coming.

At SBS the school catering services are **fully cashless** and you can enable your access pass to pay for catering, please see the link below for details. We also have contactless technology at all pay points so credit & debit cards are accepted along with Apple & Android Pay.

The SBS gardens contain the **Fellows' Garden**, a place for quiet reflection, which marks the site of Rewley Abbey, the very first seat of learning in Oxford. During the summer students can also relax in the large internal courtyard or sit in the 300-seat Amphitheatre, which allows excellent views of the surrounding countryside.

The Department of Economics in the Manor Road Building has a bright and airy café as well as a large common room, both of which are located on the 1<sup>st</sup> floor.

## SBS Main Reception

The Reception Team consists of the Reception Manager and the daytime, evening and weekend receptionists. In the offices behind Reception you will find representatives of other support departments including IT and AV. The Main Reception number is (0)1865 288800.

The business school is open Monday through Friday from 7.30am-12 midnight, and on Saturday and Sunday from 8am-12 midnight. Your attention is drawn to the requirement for everyone to be off the premises by 12 midnight prompt to allow the alarms to be set.

The School has very limited parking facilities which are not available to students.

The Manor Road Building opening hours match the Social Sciences Library which is located on the ground floor. The Department of Economics opening hours match the Social Science Library's opening hours as both are open from 9am-6.30pm. Access to the SSL is via a valid University card and opening times are listed on their [website](#).

## SBS Access cards

The Programmes Office will issue you with a swipe card for access in and around the building. If your card is lost or stolen, please advise someone at reception or your relevant programme administrator immediately. It typically takes 2-3 days to make new cards.

## Outgoing Mail/Fax Services

University messenger post is picked up in the afternoon and delivered to Colleges and other university departments the following day. We have a fax machine available for use in reception. The incoming number is 01865 288805.

## First Aid

In accordance with regulations, the Saïd Business School has a team of staff members who are certified to administer first aid. A list showing these names and contact telephone numbers is posted in Reception, Library, Common Room, and

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Restaurant. If you have a serious injury/emergency, please call 999 and advise Reception (0)1865 288800.

Students can find First Aid information at the Department of Economics via their Weblearn [site](#) under Department info.

## Lost Property

Lost property is kept in reception. Items found will be held for at least two weeks and then donated to charity. If you have misplaced an item, please let a member of reception know so that you can be contacted if it is recovered. Items left in the Library will be held at the Library Enquiry Desk so please check there as well as Reception.

## 8.2. Libraries/museums

### Library and Information Services

The [Sainsbury Library](#) offers a modern and attractive study area and an innovative information support service with a strong emphasis on electronic resources and delivery. It comprises of two floors, both of which are wireless-enabled, as well as networked study desks, PCs, copiers and printers. The Lower Reading Room contains copies of books and articles on reading lists, and may be used for group work, while the Upper Reading Room is dedicated to quiet study and research and houses the research collections, as well as additional study space.

In addition to the print collection, the library provides a dedicated gateway to an extensive collection of electronic resources accessible from the School's Intranet, which includes access to business databases, financial and economic data, industry and market research reports, e-journals, e-books, and course reading lists with direct links to online readings. The library's web portal also provides a gateway to the additional information products provided by the combined Bodleian Libraries.

The library gateway and its databases are accessible to students from anywhere in the world. Experienced library staff members are available for in-depth help with finding and using more complex information sources for research, course projects and theses, as well as general advice and information support. A tutorial on using the library and IT facilities is provided during induction. Swipe card access is required in order to enter the library. As you are a member of the business school, your Saïd Business School swipe card will allow you entry into the library until 12 midnight. Please note that all non-SBS undergraduates **must report to SBS Reception in the first instance** in order to obtain a swipe card for access. This is due to a limited number of spaces available to undergraduates from the wider university.

Economics collections are primarily held in the Social Science Library (SSL) in the Manor Road Building. The SSL is part of the Bodleian Libraries. During full term the SSL is open from 9am to 10pm Monday to Friday, 10am to 6pm on Saturday and 10am to 7pm on Sundays. It is open 9am to 7pm Monday to Friday during Vacations and 10am until 6pm and 4pm on Saturdays and Sundays. Taught courses in the social sciences are usually structured around the course reading list. Reading lists are provided by college tutors, course convenors, and in some cases electronically via Weblearn. The SSL provides extensive guidance to students on how to understand the references in the reading lists so that they can find the readings in print in the university and college libraries or online quickly and easily through the library catalogue SOLO. Fully-searchable scanned digital copies of certain key reading list chapters and articles are available on the SSLS Weblearn eReadings site.



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These scans are created and hosted under the terms of the CLA HE Licence. In addition, photocopied versions of key reading list chapters and articles are also available at the issue desk as part of the Offprints collection.

The SSLs provide extensive training for students in locating and accessing information relevant to their studies. The SSL supports the development of transferable research skills for students by providing a wide range of inter-disciplinary and subject-specific information skills programmes. Their workshops, online guides and tutorials cover: Finding published and unpublished information in print and online; Keeping up to date with the most recent publications in your research area; Reference management software and other tools for managing information; Copyright, plagiarism and information ethics.

The libraries pride themselves on their range of electronic resources which provide immediate access to journal articles, full-text e-books, company reports, financial and economic data and industry reports. The databases can be accessed remotely 24 hours a day, using the Oxford University Single Sign-On.

## 8.3. IT

The Saïd Business School has an in-house IT Team which provides support to the School's Students, Faculty, Staff, Course Participants and Alumni across 3 sites. The **IT Tech Bar** and **Help Desk** are open Monday to Friday 08:00-18:00 and located to the right hand side of the main reception area. This is a 'drop in' service (no appointment needed) to provide help, support and advice with your technology needs.

The School provides a modern network with extensive wireless access. Through this and the School's systems students can access:

Electronic course materials including; timetables, reading lists, lecture notes, examination preparation, seminars, projects and other course-specific information.

Links and guidelines for computer usage, email, network status, search engines, telephone/email lists, maps, news, local information, etc.

Links to relevant websites including MYSBS, Weblearn, and OBA.

Students also have the use of IT facilities provided by their College, although these are provided and supported by our colleagues in the Central University IT Services Team. Please visit <http://www.it.ox.ac.uk>.

'We look forward to serving and supporting your technology needs during your time with us, and please do feel free to feedback either directly or via your Student representatives your experiences (good or bad) of the School's IT and IT Service.' Mark Bramwell, CIO/IT Director

## 8.4. WebLearn

Weblearn is an online learning platform that serves to highlight course information, timetables and the handbook itself. The weblearn site can be found [here](#).