BA in Economics and Management

Course Handbook 2018
1 Foreword

1.1. Statement of Coverage

This handbook applies to students starting the BA in Economics and Management in Michaelmas term 2018. The information in this handbook may be different for students who started in other years.

1.2. Version

<table>
<thead>
<tr>
<th>Version</th>
<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>Version 1.0.0</td>
<td>First published</td>
<td>26th September 2018</td>
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</tbody>
</table>

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 - The information in this handbook is accurate as at August 2018; 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 will need to refer during your time here. You should be able to find the answers to most questions about the operation of the E&M degree in this handbook, and your colleges will also have their own handbooks available on their websites. Here you will also find further resources 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

Canvas site for Management: https://canvas.sbs.ox.ac.uk/

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 two committees each term across the academic year: the SBS Joint Student Consultative Committee and the E&M Standing 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 WebLearn and SBS Canvas 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 will select one UJCC student representative who 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. We look forward to getting to know you and to working with you.

Owen Darbishire - Director of Undergraduate Studies, Said Business School
Chris Bowdler - Director of Undergraduate Studies, Department of Economics
1.6. Useful department contacts

Saïd Business School Contacts

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Undergraduate Programme Administrator for BA Economics & Management  
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Email: undergraduate.administrator@sbs.ox.ac.uk

**Student Welfare, Conduct and Discipline**  
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Email: welfare@sbs.ox.ac.uk

This is the confidential email account managed by the Director of Student and Programme Services (SPS), the SPS Executive Officer and the Head of Student Welfare for the Business School.
Allison Robertson
Undergraduate Examinations Administrator

Telephone: +44 (0)1865 288957
Email: ug.exams@sbs.ox.ac.uk

Hal Kirkwood
Bodleian Business Librarian

Hal is our main library contact for the Sainsbury library for the programme. He is located in the Sainsbury Library itself.

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1.7. Buildings/Locations/Maps/ Access

Said Business School

You can access site maps and access arrangements on the Saïd Business School Canvas site which is available here.

The Department of Economics

The Department of Economics is located on the 2nd floor of the Manor Road Building.
1.8. Important dates

Dates of Term

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<td>13th January 2019</td>
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<td>2020 Trinity Term</td>
<td>26th April 2020</td>
<td>20th June 2020</td>
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2 The programme 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 online learning platforms for Economics and Management.

Responsibility for the E&M degree is shared between the Department of Economics and the Saïd Business School. In both departments, you will be taught by a range of academics and advanced postgraduates who are active in research. All your courses will comprise of 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 Economics and Management Studies, 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 choose 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.

During your second and third years you are required to take courses for 8 Finals papers, or 7 papers and a thesis. At least two of your options must be from the Economics list, and at least two of your options must be from the Management list. The remaining three or four options can be selected in any 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 which 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 exchange rates, and macroeconomic policy.

2. Financial Management

Financial Management includes financial reporting and the 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 College 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.
Economics Finals Papers

You are required to select a minimum of two papers in Economics. Microeconomics, Macroeconomics, Quantitative Economics and Development of the World Economy since 1800 must be studied in your second year (the first year of your work for Finals). The rest of the papers may only be studied in your third year (the second year of your work for Finals). Some third year papers can only be studied in combination with certain second year papers; for example, to study Econometrics in your third year you will need to have studied Quantitative Economics in your second year. Selecting Microeconomics, Macroeconomics and Quantitative Economics in your second year will maximise your choice of third year Economics options. Please note that this revised structure to the Economics FHS is subject to final institutional approval.

Second Year Papers

- Microeconomics
- Macroeconomics
- Quantitative Economics
- Development of the World Economy since 1800

Third Year Papers

- Econometrics [may only be studied in combination with the Quantitative Economics second year paper]
- Economics of Developing Countries [may only be studied in combination with the Quantitative Economics and Microeconomics second year papers]
- Game Theory [may only be studied in combination with the Microeconomics second year paper]
- Money and Banking [may only be studied in combination with the Macroeconomics and Quantitative Economics second year papers]
- Thesis in Economics

In addition, a number of further third year Economics option papers will be offered. In Hilary Term of your second year, before making your choice, you should attend the Economics Options Fair: this is an opportunity to find out more about which options are on offer, their content and who teaches them. Some of these option papers may only be studied in combination with Microeconomics, Macroeconomic and/or Quantitative Economics as appropriate. The list of options available in a particular year will be announced at the Options Fair in Week 4 of Hilary Term of the 2nd year; the current list is:

- Behavioural and Experimental Economics
- Economics of Industry
- International Economics
- Labour Economics and Industrial Relations
- Microeconomic Analysis
- Public 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 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 Canvas and Economics Department WebLearn sites.

Timetable

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

3.1 Organisation of teaching and learning

Economics
The first year Introductory Economics paper covers both Microeconomics and Macroeconomics. The lectures are provided by the Department of Economics. In Michaelmas Term you will study Microeconomics and in Hilary Term, Macroeconomics. In all there will be around 38 lectures. 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. Tutorials are primarily the responsibility of your college and their timing and content will be determined by your college.

Second- and third-year Finals papers are offered over the five terms of your work for Finals with your examinations taking place in the sixth term (Trinity Term of your final year). It is advisable to choose your options papers to spread your workload over the available time. Second- and third-year papers typically each have between 16 and 24 hours of lectures and 6 to 8 associated tutorials or classes. The precise number depends on the paper with some subjects being more focused around reading-lists whilst others are more lecture-focused. The lectures are provided by the Department of Economics. The provision of classes and tutorials for second- and third-year papers is coordinated by the Department. Centrally nominated subject conveners will communicate with college tutors at the end of each term on the allocation of students to particular tutors for the forthcoming term.

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 1st and 3rd 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 classes are held each term in addition to the lectures. Lecture outlines and associated reading lists are available on the SBS Undergraduate Canvas 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 Accounting 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 Canvas 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; you will need to obtain permission to do so from your college tutor.

All queries regarding teaching in Management should be raised either with your college tutor or with the Undergraduate Administrator at SBS.
Recommended patterns of teaching (RPT)

**BA Economics and Management**

**Prelims (1st year):** 2 core Management courses; 1 core Economics course. Student must pass all 3 papers, however these do not count towards the final degree.

**Final Honours School (2nd and 3rd years):** EITHER 8 elective OR 7 elective courses plus a thesis (a minimum of 2 of these courses must be Economics options and a minimum of two must be Management options).

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<th>Dept/Faculty</th>
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<td>[3.] Introduction to Economics</td>
<td>MT 20</td>
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<td>[4.] Microeconomics</td>
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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 for up to six one-hour tutorials (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.

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 it. 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) or ensure that you can access Oxford’s online library resources off site, 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 one of the two Conveners 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) or Chris Brooke-Hollidge (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 opportunity. 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 Canvas 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](https://weblearn.ox.ac.uk/portal/site/socsci:econ:undergrad). The deadline for submission of a thesis is noon on Monday of the first week of Trinity Term of your third year.

**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](https://weblearn.ox.ac.uk/portal/site/socsci:econ:undergrad).

### 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 Canvas 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.

You have a right to expect that written work for a tutorial will be returned to you with written and/or oral feedback.

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 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 departmental learning platforms. 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 about their reasons for being absent.

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.
Lecture Recording Policy

Introduction

1. The University recognises that there are a number of reasons why students might wish to record lectures or other formal teaching sessions (such as seminars and classes) in order to support their learning. The University also recognises that in most cases copyright in lectures resides with the University or with the academic responsible for the lecture or formal teaching session, and that academics and students may have concerns about privacy and data protection. This policy sets out the circumstances in which such recordings may take place; the respective roles and responsibilities of those involved in such recordings; and the implications of breaches of this policy.

2. For the purposes of this policy, the term 'recording' refers to any audio or visual recording of a lecture or other formal teaching session, made with any type of audio or visual recorder.

Permission to record a lecture or other formal teaching session

3. Students who have been given permission to record lectures or other formal teaching sessions as a reasonable adjustment on disability-related grounds do not need to ask for permission to record from individual academics. Students who believe they have disability-related grounds for recording should contact the University’s Disability Advisory Service (http://www.ox.ac.uk/students/welfare/disability/study or disability@admin.ox.ac.uk) for further information on the process for obtaining such permission.

4. Students may request permission to record any lectures or other formal teaching sessions. All such requests should be made in writing (including by email) prior to the lecture course or equivalent, to the academic responsible. Subject to paragraph 3 above, the decision on whether to grant permission is at the discretion of the academic. Students may only record lectures where the academic responsible for the session has given their consent prior to the start of the lecture in writing (e.g. by email), and recordings of lectures may not be made by students unless this consent has been given. Retrospective requests are not permissible under this policy and covert recording of lectures will be treated as a disciplinary offence.

5. Students granted permission in writing to record a formal teaching session other than a lecture should ask the session leader to check at the start of the session that there are no objections from others present to a recording being made.

6. Where recordings are made available routinely by departments and faculties, students may not make personal recordings unless they have been given permission to record as a reasonable adjustment.

Use of recordings

7. Recordings of lectures or other formal teaching sessions may only be made for the personal and private use of the student.

8. Students may not:

   (a) pass such recordings to any other person (except for the purposes of transcription, in which case they can be passed to
one person only);

(b) publish such recordings in any form (this includes, but is not limited to, the internet and hard copy publication).

9. Students may store recordings of lectures for the duration of their programme of study. Once they have completed the programme of study, students should destroy all recordings of lectures or other formal teaching sessions.

Implementation

10. Where a student breaches this policy, the University will regard this as a disciplinary offence. All such breaches will be dealt with in accordance with Statute XI (http://www.admin.ox.ac.uk/statutes/352-051a.shtml).

Fieldwork Safety and Training

Fieldwork

Many students will, as part of their course, be required to undertake fieldwork. Fieldwork is considered as any research activity contributing to your academic studies, and approved by your department, which is carried out away from the University premises. This can be overseas or within the UK. The safety and welfare of its students is paramount to the University. This includes fieldwork and there are a number of procedures that you must follow when preparing for and carrying out fieldwork.

Preparation

Safe fieldwork is successful fieldwork. Thorough preparation can pre-empt many potential problems. When discussing your research with your supervisor please think about the safety implications of where you are going and what you are doing. Following this discussion and before your travel will be approved, you will be required to complete a travel risk assessment form. This requires you to set out the significant safety risks associated with your research, the arrangements in place to mitigate those risks and the contingency plans for if something goes wrong. There is an expectation that you will take out University travel insurance. Your department also needs accurate information on where you are, and when and how to contact you while you are away. The travel assessment process should help to plan your fieldwork by thinking through arrangements and practicalities. The following website contains some fieldwork experiences which might be useful to refer to https://www.socsci.ox.ac.uk/fieldworkers-experiences

Training

Training is highly recommended as part of your preparation. Even if you are familiar with where you are going there may be risks associated with what you are doing.

Safety Office courses http://www.admin.ox.ac.uk/safety/overseastravelfieldwork/ (termly)

- Emergency First Aid for Fieldworkers.

- Fieldwork Safety Overseas. A full day course geared to expedition-based fieldwork.
Social Sciences Division Research and Skills Training [http://www.socsci.ox.ac.uk/training](http://www.socsci.ox.ac.uk/training) (termly)

- **Preparation for Safe and Effective Fieldwork.** A half day course for those carrying out social science research in rural and urban contexts
- **Fieldwork in Practice.** A student led course on negotiating the practical aspects of fieldwork.
- **Vicarious trauma workshops.** For research on traumatic or distressing topic areas or contexts.

Useful Links

More information on fieldwork and a number of useful links can be found on the Social Sciences divisional website:

- [http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork](http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork)
- [http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork-more-information](http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork-more-information)
- [http://researchtraining.socsci.ox.ac.uk/site-search?keys=fieldwork](http://researchtraining.socsci.ox.ac.uk/site-search?keys=fieldwork)
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 providing 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 Oxcort, 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 sometimes 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.

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.
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 eight papers (unless you substitute a thesis for one of them). Each subject is examined in one three-hour paper with the exception of ‘Behavioural and Experimental Economics’ which is assessed on the basis of coursework. All syllabi are published annually in the University’s Examination Regulations (the ‘Grey Book’), to which this handbook refers. A copy of the undergraduate version of the Examination Regulations is available online. The most up-to-date Regulations can be found on the university website at 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. 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.
Your marks are then combined to determine your degree classification (see below).

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 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., 1st 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 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 2017-18 and Finals 2017-18 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 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](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 1st 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](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](https://canvas.sbs.ox.ac.uk/) and [Finals](https://weblearn.ox.ac.uk/portal/site:socsci:econ:undergrad).

Past papers are available on [Oxam](https://oxam.ox.ac.uk/).

### 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](https://canvas.sbs.ox.ac.uk/) site and the SBS [Canvas](https://weblearn.ox.ac.uk/portal/site:socsci:econ:undergrad) site.
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 (1st and 2nd - £180 and £100).

The Gibbs Prize in Management (1st and 2nd - £180 and £100).

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

5 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 0th 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 a day of induction workshops at Saïd Business School.
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 Canvas and email, from the Undergraduate Programme Administrator at Saïd Business School. Please find information from Induction under the Getting Started section on the SBS Canvas 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

The academic and college environment at Oxford University is rich with opportunities for you to develop many transferable skills that are eagerly sought by employers. Undertaking an intellectually demanding academic course (often incorporating professional body requirements) will equip you for the demands of many jobs. Your course will enable you to research, summarise, present and defend an argument with some of the best scholars in their subject. Under the direction of an experienced researcher, you will extend your skills and experiences through practical or project work, placements or fieldwork, writing extended essays or dissertations. In college and university sports teams, clubs and societies you will have the chance to take the lead and play an active part within and outside the University.

Surveys of our employers report that they find Oxford students better or much better than the average UK student at key employability skills such as Problem Solving, Leadership, and Communication. Hundreds of recruiters visit the University each year, demonstrating their demand for Oxford undergraduate and postgraduate students, fewer than 5% of whom are unemployed and seeking work six months after leaving.

Comprehensive careers advice and guidance is available from the Oxford University Careers Service, and not just while you are here: our careers support is for life. We offer tailored individual advice, job fairs and workshops to inform your job search and application process, whether your next steps are within academia or beyond. You will also have access to thousands of UK-based and international internships, work experience and job vacancies available on the Careers Service website.
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 Economics Department has an Undergraduate Joint Consultative Committee (UJCC) which represents the views of all students studying Economics on cognate degrees – PPE and History of Economics (HECO) – and across all of the undergraduate colleges. The Economics UJCC meets termly with the Director of Undergraduate Studies and the Deputy Head of Departments and acts as a two way channel of communications between the student body and the Department. The UJCJJ is Chaired by an Undergraduate student. 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/](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. 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.
7 Student life and support

7.1 Whom to contact for help

Our aim is to ensure that your time with us at Oxford Said is an exciting and enjoyable experience. The University and Said Business School take student welfare seriously and offer a wide variety of support, both academic and pastoral, in the form of Academic Supervisors and College Advisors, as well as your Programme Director, Administrators and Head of Student Welfare.

If your concern relates to your programme or fellow students, you may contact your Programme Director or Programme Administrator who will present themselves to you during Induction. These are your main points of contact during your studies and, in many cases, for many happy years to come.

The Head of Student Welfare, Maxine Hewitt is a dedicated staff member responsible for dealing with student welfare issues across all programmes and is available to support you on any issue related to your wellbeing.

If in doubt about whom to contact at your college or the Business School on welfare issues, please contact welfare@sbs.ox.ac.uk the confidential email account managed by the, Student Programme Services (SPS) Executive Officer & Disability Coordinator, Gemma Sheppard.

Overview of Welfare at the University and in the Colleges

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, 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 University’s Student Health Website. For emergency contact details and a wide selection of support services are available on the help section of this website.

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 Peer Support 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.

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.

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.

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?wsrl=1 for further information.
Equality and Diversity at Oxford

“The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.” Equality Policy (2013).

Oxford is a diverse community with staff and students from over 140 countries, all with different cultures, beliefs and backgrounds. As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with respect, courtesy and consideration.

The Equality and Diversity Unit works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the ‘protected characteristics’ of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation. Visit our website for further details or contact us directly for advice: www.admin.ox.ac.uk/eop or equality@admin.ox.ac.uk.

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. For more information on the University’s Harassment and Bullying policy and the support available for students visit: www.admin.ox.ac.uk/eop/harassmentadvice

There is range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit: www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres

Student Welfare and Support Services

The Disability Advisory Service (DAS) can provide information, advice and guidance on the way in which a particular disability may impact on your student experience at the University and assist with organising disability-related study support. For more information visit: www.ox.ac.uk/students/shw/das

The Counselling Service is here to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential service. For more information visit: www.ox.ac.uk/students/shw/counselling

A range of services led by students are available to help provide support to other students, including the peer supporter network, the OUSU Student Advice Service and Nightline. For more information visit: www.ox.ac.uk/students/shw/peer

OUSU also runs a series of campaigns to raise awareness and promote causes that matter to students. For full details, visit: ouusu.org/get-involved/campaigns

There is a wide range of student clubs and societies to get involved in - for more details visit: www.ox.ac.uk/students/life/clubs

7.2. Complaints and appeals
Complaints and academic appeals within the Department of Economics and Said 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 make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

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 faculty/department, then you should raise it with the Director of Undergraduate Studies (Professor Owen Darbishire for Saïd Business School or Professor Chris Bowdler for the Department of Economics) as appropriate.

If you concern relates to the course as a while, rather than to teaching or other provision made by one of the faculties/departments, you should raise it with the Chair of the Economics and Management Standing Committee.

Complaints about departmental facilities should be made to the Departmental administrator (Tanya Gujral for Saïd Business School or Katherine Cumming for Department of Economics). 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 Complains 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 or Senior Tutor. 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

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).

Complaints of Harassment
This Procedure is designed to deal with student complaints of harassment by other students that arise in a University context. Also available is an easy to follow flow chart on student harassment procedures.

Complaints of harassment against students which arise purely within the college environment will normally be dealt with under appropriate college procedures, while reflecting the principles of the University harassment Policy.

Records

The University and all those involved in this Procedure must comply with the principles of the General Data Protection Regulation (May 2018). These include ensuring that personal data is kept accurate and up-to-date, held securely, and not kept for longer than necessary.

Those interviewed in the course of any investigation by the Proctors will be asked to review the notes of their individual discussions with the investigator as soon as is reasonably possible in order to comment on any inaccuracies or omissions. All notes will be preserved during the process and until such time as the University’s internal processes and any external processes are concluded.

The Director of Student Welfare and Support Services should be consulted about filing and retaining any notes and documents related to this Procedure, all of which must be held in confidence.

Oversight in this context refers to the Director of Student Welfare and Support Services being aware of all cases so as to ensure the provision of appropriate support to students.

The University’s Data Protection policy is available at: www.admin.ox.ac.uk/councilsec/dp/policy.shtml

Any member of the University can also contact the Proctors for advice and information on any matter.

The powers of the Proctors in relation to action pending the outcome of criminal proceedings are laid down in Statute XI: University Discipline.

The University’s Data Protection policy is available at: www.admin.ox.ac.uk/councilsec/dp/policy.shtml

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.
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. All colleges select students for admission without regard to gender, 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 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 2018/19

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 offer such as a noodle bar or hot dog selection. These are advertised around the catering areas on the weekly menus & on their Facebook page: https://www.facebook.com/Baxterstoreysaid.

At SBS the school catering services are fully cashless and you can enable your SBS access pass to pay for catering. 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 1st 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

Your Programme Administrator will issue you with a security swipe card for access in and around the building. The building is restricted for use of Oxford Said members only so please do not lend your card to another person or allow someone to tailgate through access doors. If your card is lost or stolen, for security, please immediately advise someone at reception or your relevant Programme Administrator so that your card may be blocked from use. A replacement card will be issued within three days but a temporary card may be signed out daily from reception. There is a charge for replacement cards.

Outgoing Mail/Fax Services

University messenger post is picked up around 3pm each weekday afternoon and delivered to Colleges and other university departments the following day.

First Aid

In accordance with regulations, the 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 Restaurant. If you have a serious injury/emergency, please call 999 and advise Reception. There is a first aid room on site, however this is not a triage facility.

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.

Workspace

The Lower Reading Room in the Library (see section 8.3) offers an informal space for individual and group-based study, whilst the Garden Room is a new addition and offers a fantastic setting with floor to ceiling windows.
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, with Wi-Fi, PCs, Macs, docking stations, copiers and printers throughout. 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 webpage with an extensive collection of electronic resources, including access to business databases, financial and economic data, industry, market research, and analyst reports, e-journals and e-books. Course reading lists are provided with direct links to online readings and case studies. As the Sainsbury Library is one of the Bodleian Libraries, you also have access to the range of resources purchased for all the subjects taught at Oxford.

The library gateway and most of 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. 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 every day. 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 conveners, 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. 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

On behalf of the School’s IT team we’d like to welcome you to the business school and in doing so invite you to take a five to ten minutes to view our new IT induction video.

Video: https://vimeopro.com/sbsav/2018launch
Password: 2018Intake

The video provides an outline of the School’s IT services and support, to share with you an overview of what to expect from our IT colleagues when you arrive.

The School’s IT team includes our experienced and knowledgeable IT Service Desk who will be available to help you on-site, in person with any and all IT questions, issues and queries. The team are conveniently located in Main Reception and are available from 8am to 6pm to help you in person. No appointment is necessary; the IT Service Desk is a ‘drop in’ service for all staff, faculty and students.

If you have any IT questions in advance of arriving the team can be contacted on it@sbs.ox.ac.uk or +44 (0) 1865 288868 and will be happy to assist.

Alongside the School’s IT team, the University and your college also have independent IT officers or teams to help support you. We’d like to present the School’s IT team as your first destination for all IT questions and queries and we can then liaise with the University’s central IT teams on your behalf.

“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 IT Rep your experiences (good or bad) of the School’s IT and IT Service.”

Mark Bramwell, CIO/IT Director

Wifi

Before you have activated your SSO (Oxford Single Sign On)

1. Use _TheCloud
   a. What is _TheCloud? _TheCloud is the UK’s largest public Wi-Fi network for fast and reliable internet connectivity. Many of the colleges and departments in the University of Oxford use _TheCloud for public and guest Wi-Fi access, immediately available when you arrive on campus

2. Connect to _TheCloud and open your browser, you will be redirected to _TheCloud logon page

3. On first using _TheCloud you’ll be asked to setup an account, by providing an email address and setting a password. If you have used _TheCloud previously use your existing email and password

4. Thereafter your device will connect _TheCloud automatically
After you have activated your SSO

Use eduroam

What is eduroam? Eduroam provides free wifi in all University of Oxford locations including the School. Eduroam is a global service providing free wifi globally to education institutes.

On your device go to https://register.it.ox.ac.uk/self/remote_access

Click to ‘Register for a Remote Access account’. If you have been setup with a Remote Access account already the page will advise of this, if not please click to set up a password and await the confirmation email

Then on your device go to https://cat.eduroam.org and choose Oxford University as your institution

Download and run installer (and corresponding certificates) for your device type

You can then use your SSO as your username and corresponding password to gain access

Need help, then go to http://help.it.ox.ac.uk/network/wireless/services/eduroam/

Oxford Single Sign On (SSO)

Up to three weeks after you have submitted your University Card form to our Admissions team you will receive your ‘Oxford Single Sign-On’ account logon. Also known as your SSO this account allows you to access all of the School’s online resources once you programme begins.

You will receive your SSO by email. As such, make sure you look out for an email from ‘registration@it.ox.ac.uk’ with the subject ‘Oxford registration credentials’. When you receive your SSO please click on the link in the email to activate your account. Activating will take no more than ten minutes to complete.

If you have any questions regarding your SSO then please contact our IT Service Desk who will be happy to assist.

Software and Hardware Discounts

Apple Education Store

http://store.apple.com/uk_edu_5000754

Create a UNiDays account with ‘University of Oxford’ as your qualifying institution

You will need your Oxford Single Sign On (SSO) setup to gain access

Dell Discounts

Please go to https://webapp.dell.epsilon.com/EMEA/UltraCVM/Coupons/Register/DAEUK?c=GB&l=en

Enter your school email address to receive a voucher.

Please then enter this code at the checkout.
Student Software (including Office 2016)

https://e5.onthehub.com/WebStore/Welcome.aspx?ws=5eb07b75-83fe-dc11-89b0-0030485a6b08&vso=8

You will again need your Oxford Single Sign On (SSO) setup to gain access

Sophos Anti Virus

http://help.it.ox.ac.uk/viruses/index

Click on ‘Download Sophos’ from the right hand menu

You will again need your Oxford Single Sign On (SSO) setup to gain access

8.4. WebLearn and Canvas

WebLearn and Canvas are online learning platforms that serve to highlight course and programme information, lecture slides, tutorial and lecture timetables, examination information and the handbook itself. The Economics Department WebLearn site can be found here. The Said Business School Canvas site can be found here.

An introduction to navigating Canvas can be found on the SBS Canvas site under ‘Getting Started’ in General Programme Information.