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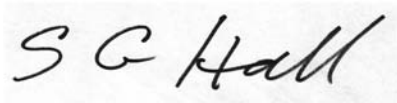
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## Welcome from the Head of Department

Welcome to the Department of Economics at the University of Leicester. You have joined one of the largest and most successful economics departments in the UK. There are many indicators of our success: in the latest Research Assessment Exercise, an important ranking run by the UK Government funding agency in 2008, 100% of our research output was classified as Recognised Internationally, with 70% "World leading" or "Internationally Excellent". We also were awarded the highest possible score (24/24) in the latest Quality Assurance Agency's Review (also government mandated) of the quality of our education provision. Students chose us as the top UK Economics Department in the first National Student Survey in 2005, and since then we have consistently been rated at the top of the National Student Survey. We are one of only 7 departments or centres in the UK to receive accreditation as a programme partner by the internationally prestigious Chartered Financial Analyst (CFA) Institute.

The Department has a long established and expanding programme of postgraduate study, offering five taught MSc degrees in 2011-2012. In addition, there is a large and lively MPhil/PhD programme, which is closely integrated with the research activity of the staff of the Department. The MSc degrees each have their distinctive features and advantages, but the programmes are co-ordinated so that, together, we can provide a choice of courses that is both wide and varied. Our department has a very large group of students, including many from several overseas countries. I am sure you will be making many friends here. To help you be aware of the study arrangements, opportunities and facilities available both in the Department and the wider University, we have produced this handbook. It should be regarded as a source of useful information about both the Department and the University.

We want your University experience to be productive, successful and enjoyable, and we hope this handbook helps to make clear what the Department offers and how it operates. If there are remaining questions, however, please do ask; we will be only too pleased to help.



Professor Stephen Hall

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# **I. I Introduction**

This handbook has been written for students registered on Department of Economics Masters programmes. It aims not only to explain the workings of the department, but also to provide information which you will require throughout your course. Its contents will:

- outline the structure and organisation of the department;
- advise on study skills and written work;
- explain our teaching and assessment methods;
- outline our programme structures and module content;
- advise on the aims and objectives of each degree programme;
- offer information on support services for students.

Further information will be provided to you at appropriate times during your studies here. In the meantime we would be pleased to receive your suggestions for topics which should be included in this handbook in future.

## ***1.2 A word from the Editor***

We hope this handbook provides you with the information you need to get the most from your course and time at Leicester.

The University, College and Department are constantly evolving, so there may be elements of the handbook which are updated or change during your time at Leicester. Whilst you are encouraged to keep this copy of the handbook safe for reference, you can always find an up to date electronic copy online on the Department's 'Student Information Centre'; [www.le.ac.uk/ec/teach](http://www.le.ac.uk/ec/teach) .

We welcome any comments or suggestions you may have about improving this handbook, or making any elements clearer. Please write to us at [economics@le.ac.uk](mailto:economics@le.ac.uk) if you have any ideas for improvements or additions.

We strongly welcome your feedback.

*Enjoy your time at Leicester!*

*Seb O'Halloran*

Head of Administration and Handbook Editor

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## 2. Induction programme

### **2.1 Induction for Masters' Degrees**

The Induction Programme for all new Economics postgraduate students will take place during the first week of term, and full details will be provided at registration.

The induction includes an introduction to the Department and postgraduate studies, an introduction to library and computing resources and the opportunity to ask any questions you may have about study at Leicester.

Training will also be provided in study/research techniques and computer skills, and talks are given by representatives of the University's Student Support and Development Service, and Student Welfare Office.

**All students are expected to attend these sessions.**

### **2.2 The Induction Programme (for students newly joining the Department)**

#### **Registration**

The University's Registry will you have already sent the instructions to you about how to register but we hope to provide the important elements below.

#### **Step 1: Online Registration**

You need to register for your degree programme online by proceeding to this link <https://register.le.ac.uk/> . Instructions as to how to complete the process are on the following link <http://www.le.ac.uk/academic/registry/Registration> and includes further information and contact information if you should need any help or advice.

As a student of the University, you are provided with a computer account that gives you an email address, access to a wide range of resources and computing facilities on and off campus. On completion of the registration process, you are provided with the computer account, an e-mail and a SMS message confirming your registration. This may take up to 24 hours after registration. Please ensure you remember your login and password. You must complete online registration before registering with the Department.

#### **Step 2: Central Registration**

This is applicable to INTERNATIONAL STUDENTS ONLY: (those students who pay the international fee level): Once you have completed online registration, you must report to University Central Registration in the Charles Wilson Sports Hall before proceeding to Departmental registration (step 3). When you have to do this is detailed in the 'Central Registration for International Students' section of the guide on this link [http://www.le.ac.uk/ua/ac/registry/Registration/Central\\_Registration.html](http://www.le.ac.uk/ua/ac/registry/Registration/Central_Registration.html) .

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### **Step 3: Departmental Registration**

#### **Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> October 2011: Registration with the Department**

PLEASE NOTE THAT YOU MUST COMPLETE ONLINE REGISTRATION BEFORE YOU CAN REGISTER WITH THE DEPARTMENT

You now need to register with the Department. All MSc students should report to the Department in the Astley Clarke Building Lecture Theatre (AC LT), in the ground floor corridor, during the time listed on the induction timetable as printed in section 2.6 of this handbook, to complete the Departmental element of the registration process. Please note that the Department will not normally be able to register you outside of the times advertised. A map of the Campus can be found here <http://www2.le.ac.uk/maps>.

Please ensure you have completed the online registration process before arriving. If you do not, you will not be able to register. To speed up your registration, you can bring with you a copy of the e-mail or the SMS message the University of Leicester sent to you that confirms you have completed online registration, but this is not a requirement and we can register you without the notification

### **2.3 The Induction Programme**

#### **Wednesday 5<sup>th</sup> October 2011 – Induction timetable commences**

The induction programme provides you with an introduction to the University, the Library, and the Department. You will learn more about your Degree programme, the help and support available and the general facilities on offer at the University. Training will also be provided in computing skills.

A copy of the induction timetable is in section 2.6 and is also available online on the following website <http://www.le.ac.uk/ec/registration>. The timetable will also be posted on Departmental notice boards.

### **2.4 Freshers Fair and Student Societies**

#### **Freshers Fair**

The University of Leicester Students' Union organises a weeklong activity during the first week of term to welcome you and to offer you the opportunity to join societies and associations. With over 200 groups and societies in the union, there is something for virtually every student! Further information is available from the Students Union, Percy Gee Building, or can be found at [http://leicesterunion.com/freshers/fresh\\_2011](http://leicesterunion.com/freshers/fresh_2011) or <http://leicesterunion.com/>.

#### **Economics Student Societies**

##### **Economics Society, Finance Society & Helponomics**

There are three thriving student societies affiliated with the Department that are here to help you make the most of your time at Leicester whether academically, socially or vocationally. Information on the Economics Society, SIFE and others will

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be available from the Fresher's Fair in the Percy Gee Building. You will have the opportunity to join the Societies during the Fair.

### **2.5 Any further Questions**

If you are unsure about any aspect of the above information please feel free to contact a member of the Department's Reception between 9:00 and 17:00 or by e-mailing [economics@le.ac.uk](mailto:economics@le.ac.uk). Further details regarding registration can be found at <http://www.le.ac.uk/ec/registration> .

### **2.6 The Induction Timetable**

The Induction Timetable, a brief summation of the induction programme and details of computing skills groups is on the following page but can also be located on this link [www.le.ac.uk/ec/registration](http://www.le.ac.uk/ec/registration).

# Induction Timetable

## Induction Week 2011 – MSc Students

	9:00 – 10:00	10:00 – 11:00	11:00 – 12:00	12:00 – 13:00	13:00 – 14:00	14:00 – 15:00	15:00 – 16:00	16:00 – 17:00	17:00 – 18:00
Monday 3 October	<b>Departmental Registration: AC LT (Astley Clarke Building)</b>								
			Compulsory Registration Talk for Surnames/Family Names commencing with A or B 11:00 AC LT	Compulsory Registration Talk for Surnames/Family Names commencing with C 12:00 AC LT	Compulsory Registration Talk for Surnames/Family Names commencing with D or E 13:00 AC LT	Compulsory Registration Talk for Surnames/Family Names commencing with F or G 14:00 AC LT	Compulsory Registration Talk for Surnames/Family Names commencing with H or I 15:00 AC LT	Compulsory Registration Talk for Surnames/Family Names commencing with J or K 16:00 AC LT	
Tuesday 4 October	<b>Departmental Registration: AC LT (Astley Clarke Building)</b>								
		English Language Support Talk 10:00 AC LT	Compulsory Registration Talk for Surnames/Family Names commencing with L 11:00 AC LT	Compulsory Registration Talk for Surnames/Family Names commencing with M or N 12:00 AC LT	Compulsory Registration Talk for Surnames/Family Names commencing with O, P or Q 13:00 AC LT	Compulsory Registration Talk for Surnames/Family Names commencing with R or S 14:00 AC LT	Compulsory Registration Talk for Surnames/Family Names commencing with T, U or V 15:00 AC LT	Compulsory Registration Talk for Surnames/Family Names commencing with W, X, Y or Z 16:00 AC LT	
Wednesday 5 October						Postgraduate Introduction to the Department Room RAT LT 14:00 – 15:00		English Language Test For International Students (who have not previously been taught in English) BEN LT2 15:30 – 17:30	
Thursday 6 October		EC7091 Quantitative Methods for Business and Finance Lecture KE LT1 10:00 – 12:00				EC7091 Quantitative Methods for Business and Finance Lecture KE LT3 14:00 – 16:00			
Friday 7 October	Library Induction for Postgraduate Students AUT UFT 9:00 – 10:00				Computing Induction class Group A DW IT R1 13:00 – 14:00	Computing Induction class Group B DW IT R1 14:00 – 15:00	Computing Induction class Group C DW IT R1 15:00 – 16:00	Computing Induction class Group D DW IT R1 16:00 – 17:00	

If you are unsure which Computing group you are in, please consult the lists on the noticeboard outside Reception or your welcome pack (which will be given to you at registration)

Students are requested to regularly consult their e-mail and course noticeboard outside Economics Reception

**KEY TO ROOMS:** AC: Astley Clarke Building RAT: Rattray Building ATT UFT: Attenborough University Film Theatre, Attenborough Building KE: Ken Edwards Building  
DW: David Wilson Building (Library), BEN: Bennett Building

## 2.7 Registration Checklist for all Degrees

Monday 3 October		Tick
11:00 – 17:00	Departmental Registration for surnames commencing A to K (AC LT Astley Clarke Building)	
Tuesday 4 October		
10:00 – 11:00	International students should include the English Language Support Talk (AC LT Astley Clarke Building)	
11:00 – 17:00	Departmental Registration for surnames commencing L to Z (AC LT Astley Clarke Building)	
Wednesday 5 October		
14:00 – 15:00	Attend the Postgraduate Induction to the Department (RAT LT Rattray Building Lecture Theatre)	
15:30 – 17:30	Attend the <b>COMPULSORY</b> English Language Test for International Students (who have not previously been taught in English), (BEN LT2, Bennett Building Lecture Theatre 2)	
Consult your Induction Week Timetable for the time and location of your Computing Induction class taking place on Friday 7th October.		
Thursday 6 October		
10:00 – 12:00 and 14:00 – 16:00	Attend the first two lectures for the module EC7091 'Quantitative Methods for Business and Finance'. (NOT FOR STUDENTS REGISTERED FOR MSC ECONOMICS)	
Friday 7 October		
09:00 – 10:00	Attend Library Induction for Postgraduate Students (AUT UFT, Attenborough Building Film Theatre)	
13:00 – 18:00	Attend your Computing Induction classes. Information regarding your Groups / Times/ Rooms can be found on the Postgraduate notice-board	

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## 3. The Department of Economics

The Department is one of the UK's leading academic centres for Economics, with an international reputation for both research and teaching at all levels. The Department has one of the largest graduating classes of economists in the country and has recently experienced rapid expansion in both its undergraduate and postgraduate intake, while at the same time raising its entry requirements across the board.

Currently, the staff of the Department comprises eight Professors, one part-time Professor, three Readers, two Senior Lecturers, sixteen Lecturers, a Principal and two Senior Teaching Fellows, two part-time lecturers, 25 Graduate Teaching Assistants and ten part-time Tutors. In addition, the Department has a Head of Administration, two Deputy Heads of Administration and 7.88 FTE clerical support staff. A number of new academic posts are currently being filled

### 3.1 Research in the Department of Economics

The academic and teaching staffs of the Department are researchers as well as teachers. In addition to teaching the discipline of Economics to students at the undergraduate and postgraduate levels, they actively contribute to the development and dissemination of new ideas in Economics.

The close relationship between teaching and research is one of the great advantages of studying at University. You will come into contact with staff who are actively engaged in the subject, not just teaching it as a fixed body of knowledge.

Members of the Department of Economics at Leicester are active in many different research areas. A partial list includes:

- Financial development and economic development
- Political economy
- International economics.
- Game theory and mechanism design.
- Industrial organisation.
- Macroeconometric modelling.
- Economics of education.
- Time Series Econometrics.
- Behavioural economics and finance.
- Computational methods in economics and finance.
- Growth theory.
- Innovation and market structure.
- Evolutionary Game Theory.
- Economic Theory
- Environmental Economics

The Department also has active research interests in the development of the European Union and the problems of transition in East European countries and concentrates on the economic issues that face Europe, post-1992: economic and monetary union; the marketisation and integration of eastern Europe into the European Community; industrial, regional and social policy in the 'European Economic Space'; and the economic relationships between Europe and other trading groups (e.g. United States, SE Asia, and the developing countries).

## 4. Departmental Communications

### 4.1 Key Contacts

As well as administrative staff and your personal tutor, you may need to contact other staff members if you have a specific query. Staff are available to give advice and support during their term-time office hours, although if you wish to see the Head of Department you are encouraged to make an appointment (see 4.6):

	Member of Staff
<b>Head of Department (HoD)</b>	Prof. Stephen Hall Deputy: Prof. Ludovic Renou
<b>Director of Taught Postgraduate Programmes</b>	Dr. Qiang Zhang
<b>Director of Postgraduate Research Programmes</b>	Dr. Subir Bose Deputy: Dr. Javier Rivas, Dr. Abbi Kedir
<b>Programme Co-ordinator(s)</b>	
MSc Banking and Finance	Dr. Abbi Kedir
MSc Business Analysis & Finance	Dr. Svetlana Andrianova
MSc Economics	Dr. Suresh Mutuswami
MSc Financial Economics	Dr. Dan Ladley
MSc Money and Banking	Prof. Wojtek Charemza
<b>Officers &amp; Tutors</b>	
Careers Tutor and Personal Development Plan Co-ordinator	Dr. Piercarlo Zanchettin
CFA co-ordinator	Dr. Dan Ladley
Data Protection/Freedom of Information Officer	Mr. Sebastian O'Halloran
Departmental Health & Safety Officers	Mr. Sebastian O'Halloran and Miss Eve Kilbourne
Dissertation Co-ordinator	Dr. Qiang Zhang
Economics Society Staff Contact	Mr. Sebastian O'Halloran
Equal Opportunities Officer	Dr. Suresh Mutuswami
Examinations Officer	Prof. Vincenzo Denicolo
Head of Learning and Teaching Committee	Dr. Qiang Zhang
Head of Staff/Student Committee	Dr. Qiang Zhang
Library Representative	Dr. Abbi Kedir
Director of Postgraduate (MSc) Admissions	Dr Maria Gil-Molto
Special Needs Tutor (AccessAbility)	Dr. Sara Lemos
Timetabling Officer	Mr. Sebastian O'Halloran
<b>Administrative Staff</b>	
Head of Administration and Assistant Registrar	Mr. Sebastian O'Halloran
Senior Departmental Secretary and Secretary to HoD	Miss Eve Kilbourne
Departmental Secretary	Miss Marie Nicholls
Deputy Head of Administration and Recruitment Manager	Mrs. Alex Mazzuoccolo
Examinations and Assessments Administrator ( <i>Day-to-Day exam enquiries</i> )	Mr. Chet Bhundia
Postgraduate Administrator ( <i>Day-to-Day course enquiries</i> )	Miss Samantha Hill
Postgraduate Admissions Administrators - Part Time ( <i>PhD/MPhil enquires</i> )	Mr. Sam Kilgariff and Mrs. Jill Mair
General Office Supervisor	Mrs. Ladan Baker

Student Support Manager  
Student Services Administrator

Mrs. Korin Grant  
Mrs. Nicola Pallett

## 4.2 Staff Directory

Day to day queries should be sent to: [economics@le.ac.uk](mailto:economics@le.ac.uk)

Name	Room Number	Phone Number	E-mail Address
<b>Academic Staff</b>			
Dr. Fabrizio Adriani	AC007	0116 252 3371	<a href="mailto:fa148@le.ac.uk">fa148@le.ac.uk</a>
Dr. Ali al-Nowaihi	AC004	0116 252 2898	<a href="mailto:aa10@le.ac.uk">aa10@le.ac.uk</a>
Dr. Svetlana Andrianova	AC110	0116 252 2462	<a href="mailto:sa153@le.ac.uk">sa153@le.ac.uk</a>
Prof. Badi Baltagi	-	-	<a href="mailto:bb68@le.ac.uk">bb68@le.ac.uk</a>
Dr. Subir Bose	AC208	0116 252 3420	<a href="mailto:sb345@le.ac.uk">sb345@le.ac.uk</a>
Prof. Wojciech Charemza	AC005	0116 252 2899	<a href="mailto:wch@le.ac.uk">wch@le.ac.uk</a>
Prof. Gianni De Fraja	AC106	0116 252 3909	<a href="mailto:gdf@le.ac.uk">gdf@le.ac.uk</a>
Prof. Panicos Demetriades	AC112	0116 252 2835	<a href="mailto:pd28@le.ac.uk">pd28@le.ac.uk</a>
Dr. Sanjit Dhami	AC006	0116 252 2086	<a href="mailto:sd106@le.ac.uk">sd106@le.ac.uk</a>
Prof. Vincenzo Denicolo	AC104	0116 252 2629	<a href="mailto:vd51@le.ac.uk">vd51@le.ac.uk</a>
Prof. Clive Fraser	AC009	0116 252 5374	<a href="mailto:cdf2@le.ac.uk">cdf2@le.ac.uk</a>
Dr. Gaia Garino	AC114	0116 252 2882	<a href="mailto:gg44@le.ac.uk">gg44@le.ac.uk</a>
Dr. Maria Gil-Molto	AC010	0116 252 2854	<a href="mailto:mjgm1@le.ac.uk">mjgm1@le.ac.uk</a>
Prof. Stephen Hall	AC102	0116 252 2827	<a href="mailto:sh222@le.ac.uk">sh222@le.ac.uk</a>
Dr. Martin Hoskins	AC207	0116 252 2904	<a href="mailto:mdh@le.ac.uk">mdh@le.ac.uk</a>
Dr. Abbi Kedir	AC109	0116 252 2894	<a href="mailto:ak138@le.ac.uk">ak138@le.ac.uk</a>
Dr Martin Foureaux Koppensteiner	AC010	0116 252 2170	<a href="mailto:mk332@le.ac.uk">mk332@le.ac.uk</a>
Dr. Daniel Ladley	AC213	0116 252 2880	<a href="mailto:dl110@le.ac.uk">dl110@le.ac.uk</a>
Dr. Sara Lemos	AC209	0116 252 2480	<a href="mailto:sl129@le.ac.uk">sl129@le.ac.uk</a>
Dr. Francisco Martinez Mora	AC105	0116 252 2789	<a href="mailto:fmm14@le.ac.uk">fmm14@le.ac.uk</a>
Dr. Jesse Matheson	AC118	0116 252 2494	<a href="mailto:jm464@le.ac.uk">jm464@le.ac.uk</a>
Dr. Emi Mise	AC008	0116 252 5315	<a href="mailto:em92@le.ac.uk">em92@le.ac.uk</a>
Prof. James Mitchell	AC107	0116 252 5368	<a href="mailto:jm463@le.ac.uk">jm463@le.ac.uk</a>
Dr. Suresh Mutuswami	AC204	0116 252 5385	<a href="mailto:sm403@le.ac.uk">sm403@le.ac.uk</a>
Mr. Jim O'Hare	AC015	0116 252 5155	<a href="mailto:jo88@le.ac.uk">jo88@le.ac.uk</a>
Dr. Tania Oliveira	AC202	0116 252 5369	<a href="mailto:to20@le.ac.uk">to20@le.ac.uk</a>
Dr. Matthew Polisson	AC119	0116 252 5348	<a href="mailto:mp395@le.ac.uk">mp395@le.ac.uk</a>
Prof. Stephen Pollock	AC012	0116 252 2884	<a href="mailto:dsqp1@le.ac.uk">dsqp1@le.ac.uk</a>
Prof. Ludovic Renou	AC111	0116 252 3900	<a href="mailto:lr78@le.ac.uk">lr78@le.ac.uk</a>
Dr. Javier Rivas	AC211	0116 252 2885	<a href="mailto:jr168@le.ac.uk">jr168@le.ac.uk</a>
Dr. Barbara Roberts	AC201	0116 252 2906	<a href="mailto:bbr@le.ac.uk">bbr@le.ac.uk</a>
Dr. Andre Rocha	AC016	0116 252 2901	<a href="mailto:ar290@le.ac.uk">ar290@le.ac.uk</a>
Dr. James Rockey	AC210	0116 252 1237	<a href="mailto:jcr12@le.ac.uk">jcr12@le.ac.uk</a>
Dr. Konstantinos Tatsiramos	AC206	0116 252 2901	<a href="mailto:kt141@le.ac.uk">kt141@le.ac.uk</a>
Dr Dimitrios Varvarigos	AC117	0116 252 2184	<a href="mailto:dv33@le.ac.uk">dv33@le.ac.uk</a>
Dr. Nicholas Vasilakos	N/A	N/A	<a href="mailto:nv34@le.ac.uk">nv34@le.ac.uk</a>
Prof. Chris Wallace	AC108	0116 252 2492	<a href="mailto:cw255@le.ac.uk">cw255@le.ac.uk</a>
Dr. Piercarlo Zanchettin	AC113	0116 252 5319	<a href="mailto:pz11@le.ac.uk">pz11@le.ac.uk</a>
Dr. Qiang Zhang	AC214	0116 252 5645	<a href="mailto:qz14@le.ac.uk">qz14@le.ac.uk</a>
<b>Administrative Staff</b>			
Mrs. Ladan Baker	Reception	0116 252 5667	<a href="mailto:lb29@le.ac.uk">lb29@le.ac.uk</a>
Mr. Chet Bhundia	Reception	0116 223 1074	<a href="mailto:cb204@le.ac.uk">cb204@le.ac.uk</a>
Miss Samantha Hill	Reception	0116 252 2892	<a href="mailto:sh208@le.ac.uk">sh208@le.ac.uk</a>
Miss Siân Maton	Reception	0116 252 5360	<a href="mailto:sem24@le.ac.uk">sem24@le.ac.uk</a>

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Mrs. Nicola Pallett	Reception	0116 252 2158	<a href="mailto:njp27@le.ac.uk">njp27@le.ac.uk</a>
Mrs. Korin Grant	AC LG08	0116 252 2173	<a href="mailto:kg53@le.ac.uk">kg53@le.ac.uk</a>
Miss Eve Kilbourne	AC120	0116 252 2887	<a href="mailto:ek40@le.ac.uk">ek40@le.ac.uk</a>
Ms Marie Nichols	AC120	0116 252 2852	<a href="mailto:mln4@le.ac.uk">mln4@le.ac.uk</a>
Mr. Sebastian O'Halloran	AC122	0116 252 2886	<a href="mailto:sdo2@le.ac.uk">sdo2@le.ac.uk</a>
Mrs. Alex Mazzuocolo	AC103	0116 252 3857	<a href="mailto:asm8@le.ac.uk">asm8@le.ac.uk</a>
Mr. Sam Kilgariff	AC101	0116 252 5113	<a href="mailto:sjk18@le.ac.uk">sjk18@le.ac.uk</a>
Mrs. Jill Mair	AC101	0116 252 2157	<a href="mailto:jm126@le.ac.uk">jm126@le.ac.uk</a>
Mrs. Dawn Wedd	AC101	0116 252 2890	<a href="mailto:dw85@le.ac.uk">dw85@le.ac.uk</a>

### **4.3 Your Programme Notice Board and Pigeonhole**

Your programme notice board can be found in the ground floor corridor of the Astley Clarke building. All the information you need is posted on the notice board. This includes details of lecture timetables, seminar groups, and other important information. We would strongly recommend that you check your programme notice board on a regular basis.

### **4.4 Your Correspondence Address**

From time to time the Department will need to contact you via letter or other written form; for example to notify you of your examination results. It is therefore extremely important that you ensure that the Postgraduate Administrator is kept informed of your current correspondence address at all times. If you need to change any of your addresses for any reason, ask at Reception for a 'Change of Address' form.

### **4.5 Your E-mail**

The Department will need to contact you frequently via e-mail. You are expected to read your e-mail regularly and advise IT Services if you are experiencing any difficulties with your computer account, who will attempt to assist you in resolving the problem. (see 5.10)

### **4.6 Contacting the Head of Department**

To arrange an appointment with the Head of Department, please contact the Senior Departmental Secretary. (see 4.1)

### **4.7 Contacting Academic Staff**

All Departmental staff have term-time office hours displayed on their door and on the Economics website (see 4.10). If you require any advice or support regarding your course, you are more than welcome to see them at these times. If you need to see a member of staff outside these times we would strongly recommend that you contact them via e-mail to arrange an appointment.

### **4.8 Contacting Administrative Staff**

If you require any further information which is not contained in this handbook or on your programme notice board, please feel free to visit the Reception, where a member of administrative staff will be able to provide you with assistance. Reception can be found on the ground floor of the Astley Clarke building.

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## Reception Opening Hours

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Monday	
Tuesday	
Wednesday	9:00-17:00 during term time
Thursday	10:00-16:00 out of term time
Friday	

*Outside these hours please feel free to contact the staff using e-mail (see 4.2)*

### **4.9 Handing in your written work, etc.**

As a student of the Department you will be expected to complete written coursework. You will be provided with instructions as to where to hand this work in, and dates by which it is to be submitted.

When submitting coursework, you are required to complete a yellow MSc Coursework coversheet, which is available from Reception. This should be attached to your work and handed to a member of the Reception staff. Please make sure that you write your Candidate Number on both your coursework and the cover sheet.

### **4.10 Information on the Web**

Departmental Website: <http://www.le.ac.uk/economics/>

The Department provides you with the 'Student Information Centre' on the Departmental website ([www.le.ac.uk/ec/teach](http://www.le.ac.uk/ec/teach)) which contains valuable information regarding your chosen degree programme and module choices. You will be shown how to access this area during your Induction Week; if you are already familiar with the Departmental website you can access this page using the address above and selecting 'For Current Students'.

Examples of the information in the 'Student Information Centre' pages include:

- Module outlines
- Electronic version of the timetable
- Lecture notes
- Problem sheets
- Sample solutions to problem sheets
- Past exam papers
- Data files for practical classes
- Additional on-line resources

The resources are organised by year of study and by module number. You will be informed by your Module Leader when they have posted new material; nevertheless we would strongly recommend that you regularly check these pages. If you have any difficulties accessing any of the posted material then you should contact the Postgraduate Administrator.

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## 5. Computing

The Department of Economics is committed to enhancing the quality of teaching through the use of learning technology. This includes the provision of much of our teaching material on the Web and the use of computer-based tutorials. We expect all students to have access to the CFS (Campus File Store) network, and to make effective use of the facilities available. We appreciate that some students may have little or no previous experience of computing. As a result, the Department and the University will attempt to provide support where required.

The following information from IT Services is intended to help.

The computing service on campus is referred to as the CFS service and this provides Windows and Microsoft Office 2007 as well as many other programs that will help you with your studies.

### **5.1 Computer Accounts**

When you complete your online University registration you will be issued with an email address and a username for accessing the CFS service.

### **5.2 Regulations of Use**

Students must abide by Senate's Regulations Concerning the Use of Computing Services as well as the other policies located at

<http://www2.le.ac.uk/offices/itservices/about/regulations>

### **5.3 Access to Computers**

There are many PC areas across campus where there are PCs you can use and some of these rooms provide overnight and week-end access. There are also several Student PC Areas in the David Wilson Library.

### **5.4 Printing on Campus**

Most PC areas on campus have a printer and printouts can be paid for using a bank card. The costs of printing are automatically debited from your 'Print and Copy' account which is created when you register for a computer account. See [go.le.ac.uk/studentprinting](http://go.le.ac.uk/studentprinting).

### **5.5 Wi-Fi**

The eduroam wi-fi service provides free wi-fi access across campus, allowing web browsing, access to your University email and filestore. See [go.le.ac.uk/wifi](http://go.le.ac.uk/wifi) NOTE: Your laptop or smartphone must be suitably configured to use the wi-fi service.

### **5.6 Off-campus Access to University Email**

Outlook Web Access provides access to your University email from anywhere in the world via <http://webmail.le.ac.uk/>

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## **5.7 Online Resources**

The University subscribes to a number of online resources that can be accessed through the Leicester Digital Library from the library home page [library.le.ac.uk](http://library.le.ac.uk).  
NOTE: Support for these services is provided by staff in the David Wilson Library.

## **5.8 Halls of Residence Network**

All of the study rooms in University accommodation include internet access. This residential network is provided by a commercial company.

## **5.9 IT Support**

IT help on campus is provided through the combined Library and IT Services Help Zone in the David Wilson Library. Alternatively, email: [ithelp@le.ac.uk](mailto:ithelp@le.ac.uk) or phone +44(0)116 252 2253, or your department may have computer support staff who can offer you help.

## **5.10 ITS Website**

For more information about the services see: <http://www2.le.ac.uk/offices/itservices>

## **5.11 Contact Details**

IT Service Desk

Open: Monday to Friday, 9:00 - 17:00

Tel: 0116-252-2253

Email: [ithelp@le.ac.uk](mailto:ithelp@le.ac.uk)

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## 6. Library Services

### **6.1 University Library:**

The University Library is a significant research library. The inspirational award winning David Wilson Library building at the heart of the campus was opened by HM The Queen in April 2008. The building, contemporary in design, combines state-of-the-art technology with the strengths of a traditional research library and over 1,500 study places, with Wi-Fi available throughout. Opening hours are generous, including extended vacation opening to cater for postgraduate students.

The Library provides access to over a million printed volumes and a wide range of electronic journals and information resources; using them effectively will make a key contribution to success in your studies. These resources supplement any core texts which you may need to own.

### **6.2 Leicester Digital Library**

[www.le.ac.uk/library](http://www.le.ac.uk/library)

Leicester has significant electronic collections. We subscribe to over 18,000 electronic journals and an increasing number of electronic books. The majority of these resources are available off campus.

### **6.3 Nicholas Corah Graduate School Reading Room & Media Zoo**

The Nicholas Corah Graduate School Reading Room in the David Wilson Library is exclusive to postgraduates and University staff. It offers a variety of study spaces from silent study to informal space, and group study rooms that can be booked only by postgraduate students.

The Graduate Media Zoo in the Graduate School Reading Room provides a 'safe' environment for you to learn about and experiment with the 'technological wildlife' available in Higher Education. The Media Zoo offers the opportunity to handle and see the potential of new devices such as eBook Readers, and take a tour around the 3D virtual world of Second Life.

### **6.4 Support for part-time research students**

The University Library places special emphasis on support for part-time research post-graduates who cannot always visit the Library in person. Services include postal loans for books and arranging access to local libraries.

### **6.5 Special Collections**

The David Wilson Library includes the Kirby & West Special Collections suite. This facility houses many fine collections both medieval and modern. These resources can provide students with dissertation options.

### **6.6 Specialist support for researching your subject area**

The Library has Information Librarians for each subject area. They may be contacted by email, phone or in person. You may find it particularly useful to contact them when beginning a piece of extended project work or dissertation.

*The member of the library staff with special responsibility for Economics is Andrew Dunn. His telephone number is 0116 252 2055, or you can e-mail him at [ad158@le.ac.uk](mailto:ad158@le.ac.uk).*

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## 6.7 Using the Library

Entrance to the libraries requires a Student ID/University Library card which is issued as part of registration. To make full use of the Library Catalogue you need a Library PIN, which is sent to your University of Leicester email address. For security reasons your card and PIN should not be shared with anyone. Your CFS username and password, which you get when you register, is needed to access the Digital Library off campus. For more details please visit [www.le.ac.uk/library/help](http://www.le.ac.uk/library/help).

## 6.8 Library Regulations

The Library is a shared service for all members of the University and, as such, some rules need to be respected when using it. Please note that as a registered student Senate's Library Regulations apply to you; these can be found by following the link for regulations at [www.le.ac.uk/library/about](http://www.le.ac.uk/library/about). The Librarian, or any person nominated by the Librarian, can apply sanctions, or levy a fine on any user who breaks these regulations. Please visit: [www.le.ac.uk/library/about](http://www.le.ac.uk/library/about) for current charges and other fees.

## 6.9 Books

The Library uses the Dewey Decimal Classification for books. Economics books are shelved at 330-339 on Floor 1 Blue Zone. Other material of potential interest is shelved elsewhere, for example:

*Computing (001.6) Floor 1 Orange Zone;*  
*Statistical theory & method (519) Floor 1 Blue Zone*  
*Business and Industrial Management (658) Floor 1 Yellow Zone;*  
*Economic & social statistics (Official Publications) Floor 2 Orange Zone;*  
*Law (340 – 349) Floor 2 Yellow Zone*

## 6.10 Library Catalogue

The best way to find a book if you know its title or author is to consult the Library's online catalogue, which is accessible via terminals located throughout the Library, and on the World Wide Web at <https://library.le.ac.uk/>. Simply follow the on-screen instructions, and note the shelf mark of the required book. There are visual guides showing where books with that number are shelved, and this information can also be found on the Library website at <http://www.le.ac.uk/library/find/shelflocations/library-collections>. The catalogue will also indicate if the item is on loan, or whether it is kept in a place other than the main shelves. For instance, an item whose shelf mark is prefixed with the term REF will be found in the Reference Collection, while F shows that it is in one of the oversize sequences located on each floor of the Library. You can also use the catalogue to check your library account, to reserve books, etc., if you first log on with your Library User ID and PIN.

## 6.11 Online databases

Computer-based databases, including EconLit, Business Source Premier, The Guardian newspaper and ASSIA (Applied Social Science Index and Abstracts) are available via the Internet and can be accessed from the Economics Subject Room at <http://www.le.ac.uk/library/find/subjects/economics>

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## **6.12 Journals**

There are two ways to find out if the library takes a specific journal. Journals in print format are listed on the Catalogue, but the Library also subscribes to a large number of online journals which can be accessed via Leicester E-Link <http://gl9sn3dh2u.search.serialssolutions.com/> . It is usually better to search on Leicester E-Link first, because, from there, you can also open the catalogue to see if a printed version is available.

Most of the printed journals for Economics have the shelf mark PER 330. The journals for all subjects except Law are shelved in the basement of the Library.

## **6.13 Short Loan Collection**

On the ground floor of the Library you will find the Express Zone, where extra copies of many recommended textbooks and photocopies of journal articles are shelved. To ensure maximum circulation of these items, the loan period is short, and fines for late return are heavy. Loan periods are for up to 24 hours (48 hours if you borrow on a Saturday). The date and time a short loan is due back will be on the receipt you get when you take it out. Check this carefully. Fines for late return are £3 per day or part of day.

## **6.14 Official Publications and Statistics collections**

These collections, which are shelved on Floor 2 Orange Zone of the Library comprise British government publications and those of most important intergovernmental organisations, including: the United Nations; European Union; Food & Agriculture Organisation; International Labour Organisation; International Monetary Fund and World Bank. There is a Help Desk located near the collection where specialist assistance can be obtained.

## **6.15 Reference Collection**

The Library's Reference Collection contains material that will provide you with both factual and bibliographic information. In it you will find general reference works like encyclopaedias, dictionaries, directories, and other basic information sources for topics of interest to economists. The collection is shelved on Floor 1 Yellow Zone and Floor 3 Yellow Zone.

We look forward to seeing you in the Library.

Contact Details

Web site: [www.le.ac.uk/library](http://www.le.ac.uk/library)

David Wilson Library:

email: [library@le.ac.uk](mailto:library@le.ac.uk)

Tel: (0116) 252 2043

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## 7.0 University Bookshop

The Bookshop is owned and managed by the University. Established in 1958 the bookshop moved to new premises on the ground floor of the David Wilson Library in April 2008.

All prescribed and recommended texts are kept in stock, so that students can rely on the Bookshop to supply all the books that they are encouraged to buy in the course of their studies. A wide range of paperbacks and books of general interest are also kept in stock. Any book not in stock can be quickly provided to order.

Maps, greeting cards, and a wide range of stationery items are stocked as well as University of Leicester branded merchandise including an ever changing range of clothing and gifts.

The opening hours are as follows:

Monday to Friday	9.00 a.m. - 5.30 p.m. (during term-time)
Monday to Friday	9.00 a.m. - 5.00 p.m. (during vacation)
Saturdays	9.00 a.m. - 12.30 p.m. (all year)

The Bookshop is open to the general public as well as to all students. In addition to accepting payment in cash, using Visa, Mastercard and Maestro, there is a mechanism by which money may be deposited with the bookshop by parents or friends and later used to purchase books and stationery. Money can also be deposited via the website <https://shop.le.ac.uk>

Contact details: Telephone: 0116 229 7440

E-mail: [bookshop@le.ac.uk](mailto:bookshop@le.ac.uk)

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## **8. Teaching Methods and Study Skills**

### **8.1 Problems or Difficulties in Studying?**

Some students experience difficulties in studying, for example, writers block, a specific learning difficulty or disability. Your Personal Tutor, Supervisor, Programme Co-ordinator or Head of Administration will be more than willing to help, but if you require further assistance or would like to talk to someone in confidence, then please feel free to contact the Department's AccessAbility Tutor (see 4.1), the AccessAbility Centre, in the David Wilson Library; telephone 0116 252 5002, or alternatively the Student Learning Centre in the David Wilson Library, telephone 0116 252 5090. (See sections 25.1 and 25.2 for further information).

In certain circumstances, students with specific learning difficulties may be given special examination arrangements when suitable supporting evidence is provided. The most commonly granted arrangement is extra time; fifteen minutes per hour is usual and the limit is twenty minutes per hour. For further information on these arrangements, please consult the AccessAbility Tutor or the AccessAbility Centre.

### **8.2 International Students**

All students whose first language is not English, will be offered the opportunity to gain support from our English Language Teaching Unit and to participate in English language classes (see Section 25.9).

### **8.3 Dissertations, Projects and Other Written Assignments**

Written assignments in general, and dissertations and theses in particular, must all be your own work. It is acceptable to use sources of data, articles, books, etc, in the composition of your work, provided these sources are acknowledged by a proper reference. In particular direct quotations or passages which rely very heavily on another source must be clearly referenced. This is especially important where the written work is part of your module assessment. In such a case, using borrowed sources without acknowledging them, in other words plagiarism, is treated as equivalent to cheating in an examination, the consequences of which are spelt out in the postgraduate regulations. If you are in any doubt about what counts as plagiarism, then consult your tutor or refer to the 4S Manual on study skills available from the Department's Student Information Centre [www.le.ac.uk/ec/teach](http://www.le.ac.uk/ec/teach) . Also, see section 24 of this Handbook. Where there is any doubt about plagiarism, you may be required to attend a viva voce to explain sources of material in assignments and to demonstrate that they fully understand the material they have presented.

The MSc dissertation is written under supervision over the period June to September and requires you to demonstrate your understanding of economic and empirical analysis in a research context. You should consider topics for your dissertation during the first semester. These must be registered with the Postgraduate Administrator by the date specified in the dissertation module outline. Supervisors will be members of staff. Outlines for the dissertation should be prepared by the end of the second semester in consultation with course leaders and other members of staff. Students will be expected to present a first version in a written research proposal and orally to a small audience. Full time work on the dissertation will be during the summer period. Students must attend a programme

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which will include guidance in the preparation of the presentation and the written dissertation. Details are contained in the 'Module Outline' for EC7080 Dissertation.

### **8.4 Research Methods Course**

There are two aspects to this course which all MSc students are required to attend. A programme of separate sessions in semesters one and two; and Projects, dissertations and presentations associated with individual modules, and in particular EC7080 Dissertation.

#### Programme of Special Sessions

##### **Semester 1**

1 Hour: Induction into Department of Economics. (Week 1)

1 Hour: Computing in the Department of Economics. (Week 1)

Social Sciences Research Methods courses: PhD students will be notified of these later.

##### **Semester 2**

Five one hour sessions on presentation skills and report writing provided by members of the Student Learning Centre and the Department of Economics.

#### Elements Integrated with Modules

Several of the first semester modules require the completion of projects. These will be supervised by your course teachers. You will be expected to give short presentations to discuss these projects and will receive comments. The projects are an important part of the assessment but the presentations will not count towards the module mark.

Some second semester modules require the completion of projects and presentations. Marks will be awarded for the presentations in many of these. Details will be provided in module handouts at the beginning of the semester.

The dissertation EC7080 requires you to give a presentation, which counts as 15% of the total marks for the module.

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## 9. Your Timetable

Timetables will be posted on the programme notice board and the Department's Learning and Teaching internet homepage ([www.le.ac.uk/ec/teach](http://www.le.ac.uk/ec/teach)) at the beginning of each semester. The Department utilises open source timetabling software to produce the master timetable (known as FET) and the University's CMIS system.

If you have any queries as to the times and scheduling of classes, please consult the Postgraduate Administrator or Department's Reception. You should also inform Reception of any clashes in the classes assigned to you, although this is a rarity. The Department's Timetabling Officer is the Head of Administration who is responsible for building the best possible lecture, seminar and tutorial timetable to meet the needs of students on undergraduate and postgraduate programmes, taking into account the availability of staff and University rooms. Official teaching times are 9:00 to 18:00.

The Timetable is complex and takes months to prepare. The Timetabling Officer commences work on the timetable 7 months in advance of the academic year.

### **9.1 Tutorial and Computing Groups**

You will be assigned to a seminar, tutorial and/or computing group for each module you study. You cannot normally change the group you are assigned to. If there are medical, religious or mitigating reasons that prevent you from attending a class at a particular time, please consult the Postgraduate Administrator. Please however note that part time employment commitments are not sufficient grounds for you to change the time or group to which you are assigned.

### **9.2 Amendments and Alterations**

Amendments and alterations may be made to the teaching timetable during the course of the term. You are strongly advised to check your e-mail and programme notice board regularly to keep abreast with any changes. If you have any queries with the timetable, please contact the Postgraduate Administrator who would be happy to help you.

Current copies of the programme timetable are posted on Department's Student Information Centre of the Department's website ([www.le.ac.uk/ec/teach](http://www.le.ac.uk/ec/teach)) and your Programme's notice board.

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## 10. Student Obligations/Staff Obligations

### 10.1 Teachers' Responsibilities and Obligations (Taught Courses)

Your tutors owe you the same degree of courtesy and consideration as they expect from you. It is reasonable for you to expect teaching staff to:

- treat you fairly and impartially regardless of sex, gender, sexual orientation, gender re-assignment, colour, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs in accordance with the University's policy on equal opportunities.
- start and finish classes punctually (*teaching scheduled to begin and end on the hour should normally begin at five minutes past the hour and end at five minutes to the hour*).
- keep appointments they make with you.
- advertise office hours when they will be available to talk to students on a 'drop-in' basis.
- answer questions helpfully in tutorial and other small group sessions.
- listen to your views (*whether individually or through the structure of the Staff-Student Committee*).
- return coursework promptly and with helpful comments.
- take action on your behalf if you ask for help with a problem.

### 10.2 Students' Responsibilities and Obligations (Taught Courses)

The Department treats its students as responsible adults. The good working atmosphere depends upon mutual trust. This trust requires that you shoulder a fair measure of responsibility for managing your own studies, while we undertake to fulfil our responsibilities towards you. This following list summarises your responsibilities:

- registering for your modules by the deadlines set by the University.
- registering for your exams by the deadlines set by the University.
- keeping a diary of regular and one-off classes to attend, appointments with tutors or personal tutors, etc.
- arriving on time for classes, appointments, and exams.
- using blank study periods in your timetable in a disciplined way, especially as opportunities for study.
- managing your own time and workload.
- meeting deadlines for assessed work.
- making best use of the University's opportunities and resources (*IT facilities, Library, etc*).
- informing your tutors (*directly or via the Postgraduate Administrator*) beforehand if you cannot attend a tutorial or appointment.
- informing the Department immediately if you are ill or have a problem that will affect your academic work.
- respecting staff office hours and 'do not disturb' periods.
- residing in or near Leicester throughout terms, as you are required to do by the University.
- informing the Department and University of any change of address.
- observing the University's regulations and code of conduct.

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- Students should also note that a copy of the University's Student Charter will be issued to new students on Registration in October.

### ***10.3 Notification of Ill Health***

Students who suffer a minor illness for a period of less than seven days are required to report this to their departments:

- (a) if the illness leads to absence from classes at which attendance is compulsory;
- (b) where it might be a contributory factor in a failure to meet course deadlines or to perform up to expectations in any academic assignment.

Students must self-certify their illness using a standard form available from departmental offices, and must report the illness as soon as they are fit to do so.

Where the illness is of more than seven days' duration or is of a non-minor nature, medical advice should be sought and a medical certificate submitted to the University. Students are responsible for collecting medical certificates from the Freeman's Common Health Centre and supplying a copy to their department and to the Registry (for taught postgraduate students and undergraduate students other than MBChB students), the Medical School Office (for MBChB students), or the Graduate Office (for postgraduate research students). Students registered with other general practices should ensure that their medical certificates are similarly distributed.

The seven-day ruling is suspended by the Freeman's Common Health Centre during the First and Second Semester and September resit examination periods, when it is the responsibility of students to seek medical help as soon as possible for any ill health experienced during, or near to, the examinations.

It is the responsibility of students who are required to produce medical evidence of fitness to continue or resume study to acquire such evidence by the date specified to them by the Registry, the Graduate Office or the Board of Examiners.

Freeman's Common Health Centre now charges the University for providing medical certificates and reports. Students and tutors may be asked to complete an application form before a letter is written (this request form is submitted to Freeman's Common Health Centre through the Student Welfare Service for audit purposes). Other general practices may charge for providing reports and such charges must be met by the student concerned.

### ***10.4 Neglect of Academic Obligations***

The University has a disciplinary code and procedure to deal with cases of neglect of academic obligations by students. The main aspects of a student's obligations have been described in Section 10.2 and 10.3 above, and the University's general position is set out in the General Regulations for Taught Programmes (also see section 26.5 of this handbook)

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Students who are judged to have seriously neglected their academic obligations, for example through unexplained absence or failure to submit written work on time, may be reported by the Department of Economics to the relevant University Board/Committee. The Head of Department (or nominee) will notify the student in writing of the alleged neglect and invite him/her to make representations. The Board, after considering the evidence supplied by the Department and the explanations offered by the student, may decide (i) to take no action; or (ii) to issue a formal warning that if the student continues to neglect their academic obligations their registration will or may be terminated, or (iii) to recommend to Senate that the student's registration be terminated.

As indicated in sections 10.2 and 10.4 above, it is important that students inform their personal tutor of problems that are affecting their academic work.

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## 11. Personal Tutor System

The current guidelines on the operation of the personal tutor system are available at: <http://www.le.ac.uk/ua/ac/quality/guidelines/cotlptut.pdf>. Arrangements for Economics students are as follows:

- i. *MSc degrees*: You will be allocated a personal tutor on your arrival here, who will act as your personal tutor for the duration of your programme.
- ii. *PhD degrees*: Your supervisor will act as personal tutor.

Personal tutors are the first point of contact if you need help or advice of a non-academic nature. Your personal tutor will want to see you at the start of each semester to discuss your exam results and any matters relating to your course of study, your accommodation, your health, your finances or any other matter about which you think friendly advice might be useful. Your tutor can put you in touch with University welfare services if appropriate.

If necessary your personal tutor will speak on your behalf in discussion of, for example, examination difficulties or problems with particular modules. It is therefore essential that you let your personal tutor know about any such difficulties, and of any absences from the University or from examinations. If you need medical help you should ask a doctor either to send a medical note to your tutor, or to provide you with a medical note to give to your tutor. If you wish to change tutor, you should see the Director of Taught Postgraduate Programmes (see section 4.1) or the Head of Administration. If you feel unable to discuss a problem with your tutor you are encouraged to see the Head of Department or the Head of Administration. To see the Head of Department, please arrange an appointment through the Senior Departmental Secretary (see section 4.6).

In some circumstances you may feel more comfortable discussing personal or intimate matters with someone other than your Personal Tutor. The Director of Taught Postgraduate Programmes or the Head of Administration can either advise you of another member of staff who would be pleased to talk to you, or discuss the matter themselves with you.

When your Personal Tutor is not available and you require urgent help or advice, please contact the Head of Department or Head of Administration.

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## **12. Staff/Student Committee**

The Department has a Postgraduate Staff/Student Committee which considers issues connected with postgraduate study. The Committee meets twice each semester and consists of the Director of Postgraduate Research Programmes, the Director of Taught Postgraduate Programmes, the Head of Administration and Postgraduate Administrator and one representative of each of the MSc degrees (who are elected early in the first semester). Further information regarding the election will be on the programme notice board in October along with a list of members of the Committee once elected and minutes of meetings held during the semester. Alternatively this information is available in the Student Information Centre on the Departmental website ([www.le.ac.uk/ec/teach](http://www.le.ac.uk/ec/teach)). Training for student representatives on departmental committees is provided by the Students' Union's Education Unit.

If you would like to raise an issue at a meeting you should contact your course representative. If for any reason you are unable to reach them you may write directly to the Chairman via the Postgraduate Administrator (see section 4.1), or the Head of Administration.

In addition, representatives of students studying for research degrees are elected and meet the Head of Department and others in the department concerned with the supervision of research students.

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## 13. Feedback and Questionnaires

The Department of Economics places great value on the feedback it receives from students concerning their teaching and learning experiences and attempts to integrate this back into the Curriculum. One of the way in which this is achieved is through the student questionnaire programme. All modules are subject to a detailed student questionnaire every year.

The Head of the Postgraduate Learning & Teaching Committee, the Head of Department, the Head of Administration and the teachers of individual modules all have access to the detailed results of these student questionnaires. Staff and tutors take careful note of comments made, which are discussed in regular formal staff appraisal sessions. A summary of the results for all modules can be found within the Student Information Centre on the Department's web pages.

(<http://www.le.ac.uk/ec/teach/info/studenteval.html>)

The Postgraduate Staff-Student Committee also acts as a vehicle for feedback from students about lectures, seminars and classes in individual modules, although it is requested that in the first instance students raise any problems or issues with the lecturer or tutor concerned. The minutes of our Staff Student Committee meetings are also available in the Student Information Centre on the Internet located at [www.le.ac.uk/ec/teach](http://www.le.ac.uk/ec/teach) .

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## 14. Departmental Societies

The University of Leicester Economics Society is a popular society which is open to all students regardless of course studied. It is run by students for the benefit of students. The Society aims to foster and further the interest in economics throughout the University and to provide for the social, careers, intellectual and sports interests of its members.



University of Leicester Economics Society

Throughout the academic year we hold highly popular social events and gatherings ranging from bar crawls to Christmas/ post-exam parties and meals which this year will be sponsored by Revolution. We also enter both a football and netball side every year which takes part in the University Intramural League and Cups, both of which have had varying levels of success.

The society will also be inviting a variety of companies and special guest speakers to run workshops and make presentations. These events aim to make members aware of the different opportunities available to them, give information about what prospective employers are looking for and improve skills to make members more employable. Examples of past academic events include special skills session on; Commercial Awareness, Negotiation Skills, Leadership Skills, Business Games, CV and application forms and Teamwork and Presentation Skills.

We also communicate effectively any appropriate career promotional material to our members through via email, the Student's Union website and social media. The society also offers support and advice for new and old students, and with the committee's invaluable experience, there is no question or query which cannot be answered! The Society also has strong links with the Economics Department and encourages students to meet up informally once a term with the Head of Department to discuss the running of it.

The society acts an excellent way for members to meet, socialise and network with fellow students with similar interests and encourages students to become more involved in Economics at the University of Leicester. Members benefit from joining the society by getting discounts to all social events and merchandise and being kept informed of all career support material.

Please come and find us at the Fresher's Fair if you are interested in joining or have any questions or suggestions for the society. In the meanwhile please find us on Facebook for any more information or to be informed on future events, as we have both a group and fan page, simply search for the University of Leicester Economics Society. You can also find us on the Student's Union website <http://leicesterunion.com/> and even pay for membership online!

Economics Society, proudly sponsored by [www.kpmg.co.uk/careers](http://www.kpmg.co.uk/careers)



Find us on  
**Facebook**

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## **SIFE**

SIFE (Students In Free Enterprise) is a global network uniting students from universities in over 40 different countries with communities from across the globe.

The organisation take on community projects such as organising Farmer's Markets on campus and supporting emerging small businesses.

In the process students develop leadership, teamwork and communication skills. Whilst SIFE is not exclusive to Economics students, it has proved popular with our students in recent years. For more information please visit [www.sifeleicester.org](http://www.sifeleicester.org)

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## **15. Careers and Employment References**

The Department has a dedicated Departmental Careers Tutor (see section 4.1) who works closely with the Career's Service to provide individual careers support to students. There is a Careers Notice Board in the Department in the ground floor corridor of the Astley Clarke building which provides you with up-to-date information on careers talks, workshops, employer presentations, campus recruitment visits and work experience opportunities.

### ***15.1 Employment References***

The Department will provide job references for you to aid you in any applications. The following should be noted:

- Students may approach any member of staff they feel they know to ask for a reference, usually the academic or personal tutor and are encouraged to do so. In cases where a student is unable to do this, the Head of Department or Head of Administration will provide a general reference.
- The member of staff who is acting as your referee will require brief details of the post you have applied for, and in the case of past students some additional information about your activities since leaving the University.

The University's Registry will also supply evidence of courses taken and examinations passed.

### ***15.2 Course Syllabus & Transcripts***

All graduating students receive a transcript showing their examination results/module marks. Students are requested to make photocopies of these documents as necessary for their own use. Please note that the University reserves the right to charge for replacement copies.

Some employers/professional bodies require more information about courses than can be given in the degree course syllabus and students are therefore advised to retain the detailed outlines and reading lists from their modules.

Copies of outlines and reading lists may be obtained by former students by contacting the Postgraduate Administrator. A fee may be charged for the provision of such materials in certain circumstances. You will be informed of this in advance.

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## **16. Degree Programmes**

### ***16.1 Change of Degree Programme***

All proposed changes of programme must be discussed with Programme Co-ordinators or the Head of Administration and registered with Reception, during its normal opening hours. If you wish to change your degree programme, you must first obtain a 'Change of Degree Programme' form from Reception. Your change of Programme must be authorised by the relevant Degree Programme Co-ordinator in section 4.1, or the Head of Administration, and completed within the first two weeks of the academic year.

### ***16.2 Degree Programme Structures***

The academic year is divided into two semesters, each semester consisting of 10 teaching weeks followed by a period of examinations. Dates of semesters and examinations are given at the beginning of this handbook.

The degree programmes are made up of modules, some of which are core and some of which are optional. Students take separate modules in each semester which are usually examined at the end of that semester. Each module is given a credit relative to the study involved. Students taking taught modules must accumulate exactly 120 credits, 60 credits being taken in each semester. MSc students will additionally submit a 60 credit dissertation written in the period June to September.

### ***16.3 Registration on taught programmes***

Students on taught programmes are registered for 50 weeks from the first day of the academic year (not from the first day a student registers). The first day of the academic year is the first day of the autumn term and is published at the beginning of this handbook.

Extensions to registration can be made, but only in exceptional circumstances and subject to the agreement of the relevant University Board or Officer on the recommendation of the Department.

Applications for extension must be forwarded to the Head of Administration via the Postgraduate Administrator. It is anticipated that such extensions are made when mitigating and medical grounds prevent a student from completing their degree during their original period of registration. Appropriate evidence should be forwarded with any requests for extension (along with a fully completed and signed Department of Economics Mitigating Circumstances Form, see the appendix). Retaking examinations will not be considered valid mitigating circumstances for extensions.

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## 16.4 Economics Degree Programme Regulations

### **MSc in Economics**

Period of registration: One year full-time

#### Course aims

The MSc aims to provide students with a thorough understanding of the theory and techniques of modern economic and econometric analysis. It also aims to provide students with an opportunity to demonstrate their command of modern economics and/or econometric theory and methods by applying them to a research topic.

#### Curriculum:

All candidates will take the following core modules:

<b>Code</b>	<b>Module title</b>	<b>Semester</b>	<b>Core/Optional</b>	<b>Credit</b>
EC7085	Macroeconomic Theory	1	C	15
EC7086	Microeconomic Theory	1	C	15
EC7087	Econometric Theory	1	C	15
EC7088	Mathematical Methods for Economics	1	C	15
EC7058	Applied Microeconometrics	2	C	15
EC7059	Applied Macroeconometrics	2	C	15
EC7089	Game Theory	2	C	15
EC7080	Dissertation (April-September)	-	C	60

Candidates will also take one optional module from the following

EC7061	Corporate Finance	2	O	15
EC7075	International Money & Finance	2	O	15
EC7076	Financial Derivatives	2	O	15
EC7094	Behavioural Finance	2	O	15
EC7096	Financial Systems and Economic Performance	2	O	15
EC7097	Financial Risk Management	2	O	15
EC7098	Fixed Income Securities	2	O	15
EC7101	Regulation of Business	2	O	15

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Assessment:

- i. Modules will be assessed by a mixture of continuous assessment (essays and project work) and written examinations. At the beginning of the course students will receive a written document explaining the weights given to each type of assessment in each module. Written examinations will normally take place at the end of the semester in which the module has been studied.
- ii. Candidates for the degree of Master of Science will be required to submit a dissertation on an approved topic of not more than 15,000 words. The dissertation will carry a credit rating of 60 credits.

Qualifications awarded:

- i. Candidates who accumulate 120 credits and satisfactorily complete the assessment requirements for each taught module will be awarded the Postgraduate Diploma in Economics.
- ii. Candidates who accumulate 180 credits, satisfactorily complete the assessment requirements for each of the modules and submit a satisfactory dissertation will be awarded the degree of Master of Science.

Notes:

- i. The degree of Master of Science may be awarded 'with distinction' or 'with merit' in cases of exceptional performance (see 20.1 and 20.2).
- ii. Candidates who achieve a sufficiently high standard in the MSc may be considered for direct admission to study for the degree of Doctor of Philosophy.

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## **MSc in Banking and Finance**

Period of registration: One year full-time

### Course aims

The MSc offers teaching in the main areas of finance and banking with an emphasis on banking and financial risk management. The degree offers opportunities to acquire the analytical skills which are of increasing importance in modern banking and is particularly suitable for students wishing to pursue a career in banking and major financial institutions.

### Curriculum:

All candidates will take the following core modules:

<b>Code</b>	<b>Module title</b>	<b>Semester</b>	<b>Core/Optional</b>	<b>Credit</b>
EC7084	Principles of Finance	1	C	15
EC7091	Quantitative Methods for Business and Finance	1	C	15
EC7093	Principles of Banking	1	C	15
EC7095	Financial Statement Analysis	1	C	15
EC7090	The Macroeconomic Environment	2	C	15
EC7096	Financial Systems and Economic Performance	2	C	15
EC7080	Dissertation (April-September)	-	C	60

Candidates will also take two optional modules from the following

EC7058	Applied Microeconometrics	2	O	15
EC7059	Applied Macroeconometrics	2	O	15
EC7061	Corporate Finance	2	O	15
EC7075	International Money & Finance	2	O	15
EC7089	Game Theory	2	O	15
EC7094	Behavioural Finance	2	O	15
EC7097	Financial Risk Management	2	O	15
EC7098	Fixed Income Securities	2	O	15

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**Assessment:**

- i. Modules will be assessed by a mixture of continuous assessment (essays and project work) and written examinations. At the beginning of the course students will receive a written document explaining the weights given to each type of assessment in each module. Written examinations will normally take place at the end of the semester in which the module has been studied.
- ii. Candidates for the degree of Master of Science will be required to submit a dissertation on an approved topic of not more than 15,000 words. The dissertation will carry a credit rating of 60 credits.

**Qualifications awarded:**

- i. Candidates who accumulate 120 credits and satisfactorily complete the assessment requirements for each taught module will be awarded the Postgraduate Diploma in Economics.
- ii. Candidates who accumulate 180 credits, satisfactorily complete the assessment requirements for each of the modules and submit a satisfactory dissertation will be awarded the degree of Master of Science.

**Notes:**

- i. The degree of Master of Science may be awarded 'with distinction' or 'with merit' in cases of exceptional performance (see 20.1 and 20.2).
- ii. Candidates who achieve a sufficiently high standard in the MSc may be considered for direct admission to study for the degree of Doctor of Philosophy.

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## **MSc in Business Analysis & Finance**

Period of registration: One year full-time

### Course aims:

The course is designed for Economics and Business Economics graduates who intend to pursue a career in the business sector, and for those already working in business who wish to develop relevant skills. In addition to the opportunity to acquire expertise in general economics and quantitative analysis, the course provides a core of essential material in the fields of business strategy, finance, planning, forecasting and decision making. Training is provided in the use of computer software for the formulation and solution of business problems.

### Curriculum:

All candidates will take the following core modules:

<b>Code</b>	<b>Module title</b>	<b>Semester</b>	<b>Core/Optional</b>	<b>Credit</b>
EC7071	Economics of Organisation	1	C	15
EC7084	Principles of Finance	1	C	15
EC7091	Quantitative Methods for Business and Finance	1	C	15
EC7095	Financial Statement Analysis	1	C	15
EC7061	Corporate Finance	2	C	15
EC7101	The Regulation of Business	2	C	15
EC7080	Dissertation (April-September)	-	C	60

Candidates will also take two option modules from the following

EC7058	Applied Microeconometrics	2	O	15
EC7059	Applied Macroeconometrics	2	O	15
EC7075	International Money & Finance	2	O	15
EC7076	Financial Derivatives	2	O	15
EC7089	Game Theory	2	O	15
EC7090	The Macroeconomic Environment	2	O	15
EC7094	Behavioural Finance	2	O	15
EC7096	Financial Systems and Economic Performance	2	O	15
EC7097	Financial Risk Management	2	O	15

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Assessment:

- i. Modules will be assessed by a mixture of continuous assessment (essays and project work) and written examinations. At the beginning of the course students will receive a written document explaining the weights given to each type of assessment in each module. Written examinations will normally take place at the end of the semester in which the module has been studied.
- ii. Candidates for the degree of Master of Science will be required to submit a dissertation on an approved topic of not more than 15,000 words. The dissertation will carry a credit rating of 60 credits.

Qualifications awarded:

- i. Candidates who accumulate 120 credits and satisfactorily complete the assessment requirements for each taught module will be awarded the Postgraduate Diploma in Economics.
- ii. Candidates who accumulate 180 credits, satisfactorily complete the assessment requirements for each of the modules and submit a satisfactory dissertation will be awarded the degree of Master of Science.

Notes:

- i. The degree of Master of Science may be awarded 'with distinction' or 'with merit' in cases of exceptional performance (see 20.1 and 20.2).
- ii. Candidates who achieve a sufficiently high standard in the MSc may be considered for direct admission to study for the degree of Doctor of Philosophy.

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## **MSc in Financial Economics**

Period of registration: One year full-time

### *Course aims:*

The MSc offers teaching in financial economics with an emphasis on asset management and risk management. The degree offers opportunities to acquire the relevant skills which are of increasing importance in modern financial institutions and is particularly suitable for students wishing to pursue a career in finance as an analyst, a trader or consultant.

### *Curriculum:*

All candidates will take the following core modules:

<b>Code</b>	<b>Module title</b>	<b>Semester</b>	<b>Core/Optional</b>	<b>Credit</b>
EC7084	Principles of Finance	1	C	15
EC7091	Quantitative Methods for Business and Finance	1	C	15
EC7092	Investment Management	1	C	15
EC7095	Financial Statement Analysis	1	C	15
EC7061	Corporate Finance	2	C	15
EC7076	Financial Derivatives	2	C	15
EC7080	Dissertation (April-September)	-	C	60

Candidates will also take two option modules from the following

EC7058	Applied Microeconometrics	2	O	15
EC7059	Applied Macroeconometrics	2	O	15
EC7075	International Money and Finance	2	O	15
EC7089	Game Theory	2	O	15
EC7090	The Macroeconomic Environment	2	O	15
EC7094	Behavioural Finance	2	O	15
EC7096	Financial Systems & Economic Performance	2	O	15
EC7097	Financial Risk Management	2	O	15
EC7098	Fixed Income Securities	2	O	15

### **CFA Candidates please note:**

Students wishing to study for the CFA examinations are advised to choose EC7097 and EC7098 as options in the second semester.

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Assessment:

- i. Modules will be assessed by a mixture of continuous assessment (essays and project work) and written examinations. At the beginning of the course students will receive a written document explaining the weights given to each type of assessment in each module. Written examinations will normally take place at the end of the semester in which the module has been studied.
- ii. Candidates for the degree of Master of Science will be required to submit a dissertation on an approved topic of not more than 15,000 words. The dissertation will carry a credit rating of 60 credits.

Qualifications awarded:

- i. Candidates who accumulate 120 credits and satisfactorily complete the assessment requirements for each taught module will be awarded the Postgraduate Diploma in Economics.
- ii. Candidates who accumulate 180 credits, satisfactorily complete the assessment requirements for each of the modules and submit a satisfactory dissertation will be awarded the degree of Master of Science.

Notes:

- i. The degree of Master of Science may be awarded 'with distinction' or 'with merit' in cases of exceptional performance (see 20.1 and 20.2).
- ii. Candidates who achieve a sufficiently high standard in the MSc may be considered for direct admission to study for the degree of Doctor of Philosophy.

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## ***MSc in Money and Banking***

Period of registration: One year full-time

### Course aims

The MSc offers teaching in the main areas of money and banking covering both microeconomic and macroeconomic aspects. The degree offers opportunities to acquire the analytical skills relevant to understanding national and international money markets and banking practices. It is particularly suitable for students wishing to pursue careers in commercial bank, central banks, finance ministries and international organisations such as the IMF or World Bank.

### Curriculum:

All candidates will take the following core modules:

<b>Code</b>	<b>Module title</b>	<b>Semester</b>	<b>Core/Optional</b>	<b>Credit</b>
EC7084	Principles of Finance	1	C	15
EC7091	Quantitative Methods for Business and Finance	1	C	15
EC7093	Principles of Banking	1	C	15
EC7095	Financial Statement Analysis	1	C	15
EC7075	International Money and Finance	2	C	15
EC7090	The Macroeconomic Environment	2	C	15
EC7080	Dissertation (April-September)	-	C	60

Candidates will also take two optional modules from the following

EC7058	Applied Microeconometrics	2	O	15
EC7059	Applied Macroeconometrics	2	O	15
EC7061	Corporate Finance	2	O	15
EC7089	Game Theory	2	O	15
EC7094	Behavioural Finance	2	O	15
EC7096	Financial Systems and Economic Performance	2	O	15
EC7097	Financial Risk Management	2	O	15
EC7098	Fixed Income Securities	2	O	15

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**Assessment:**

- i. Modules will be assessed by a mixture of continuous assessment (essays and project work) and written examinations. At the beginning of the course students will receive a written document explaining the weights given to each type of assessment in each module. Written examinations will normally take place at the end of the semester in which the module has been studied.
- ii. Candidates for the degree of Master of Science will be required to submit a dissertation on an approved topic of not more than 15,000 words. The dissertation will carry a credit rating of 60 credits.

**Qualifications awarded:**

- i. Candidates who accumulate 120 credits and satisfactorily complete the assessment requirements for each taught module will be awarded the Postgraduate Diploma in Economics.
- ii. Candidates who accumulate 180 credits, satisfactorily complete the assessment requirements for each of the modules and submit a satisfactory dissertation will be awarded the degree of Master of Science.

**Notes:**

- i. The degree of Master of Science may be awarded 'with distinction' or 'with merit' in cases of exceptional performance (see 20.1 and 20.2).
- ii. Candidates who achieve a sufficiently high standard in the MSc may be considered for direct admission to study for the degree of Doctor of Philosophy.

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## **Pre-Masters Diploma in Economics**

Period of registration: One year full-time

### Course aims

The diploma is intended for students with first degrees in disciplines other than economics at a level acceptable for entry to the Masters programme but who need further preparation in quantitative, economic, business and financial analysis.

### Curriculum:

All candidates will take the following core modules:

<b>Code</b>	<b>Module title</b>	<b>Semester</b>	<b>Core/Optional</b>	<b>Credit</b>
EC2000	Households, Firms, Markets, Welfare	1	C	15
EC2024	Foundations of Macroeconomic Theory	1	C	15
EC2002	Market Power and Market Failure	2	C	15
EC2032	Macroeconomics and Finance	2	C	15

All candidates will take ONE of the following modules in Semester 1

EC2009	Statistics for Economics and Business	1	C	15
EC2019	Sampling and Inference	1	C	15

All candidates will take ONE of the following modules in Semester 2

EC2020	Multiple Regression Analysis	2	C	15
EC2010	Introductory Econometrics	2	C	15

Candidates will also take one optional module in Semester 1 from the following

EC2023	Business Management and Strategy	1	O	15
EC2031	Money and Banking	1	O	15

Candidates will also take one optional module in Semester 2 from the following

EC2022	Principles of Finance	2	O	15
EC3044	Economics of Human Resources	2	O	15
EC3075	Mathematical Approaches to Economics	2	O	15

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**Assessment:**

- i. Modules will be assessed by a mixture of continuous assessment (essays and project work) and written examinations. At the beginning of the course students will receive a written document explaining the weights given to each type of assessment in each module. Written examinations will normally take place at the end of the semester in which the module has been studied.

**Notes:**

Candidates who achieve a sufficiently high standard in the Pre-Masters Diploma may be considered for direct admission to study an MSc degree within the Department of Economics. Typically this is offered when a student scores an overall average of 60% or higher.

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## Joint Degree Programme Regulations

### MSc in Financial Mathematics

Period of registration: One year full-time

#### Curriculum:

All candidates will take the following core modules:

Code	Module title	Semester	Core/Optional	Credit
MA7371	Financial Mathematics I	1	C	15
MA7312	Scientific Computing	1	C	15
CO7104	C++ Programming and Advanced Algorithms	1	C	15
MA7072	Financial Mathematics II	2	C	15
MA7011	Computational Methods for Partial Differential Equations	2	C	15
MA7073	Financial Risk	2	C	15

Candidates will also take ONE optional modules from the following in Semester 1

	Statistical Methods	1	O	15
EC7087	Econometric Theory	1	O	15
EC7093	Principles of Banking	1	O	15

Candidates will also take ONE optional modules from the following in Semester 2

MA7074	Actuarial Mathematics	2	O	15
MA7377	Operational Research	2	O	15
MA7022	Data Mining and Neural Networks	2	O	15
MA7078	Advanced Methods in Derivative Pricing	2	O	15
EC7075	International Money and Finance	2	O	15
EC7096	Financial Systems and Economic Performance	2	O	15
CO7212	Game Theory	2	O	15

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## MSc in Software Engineering for Financial Services

Period of registration: One year full-time

### Curriculum:

All candidates will take the following core modules:

Code	Module title	Semester	Core/Optional	Credit
CO7206	System Re-engineering	1	C	15
EC7084	Principles of Finance	1	C	15
CO7214	Service – Oriented Architecture	2	C	15
CO7218	Financial Services Information Systems	2	C	15
CO7210	Personal and Group Skills	1 or 2	C	15
CO7210	Individual Project	Spring/ summer	C	60

#### Optional modules in Semester 1

EC7093	Principles of Banking	1	O	15
CO7104	C++ Programming and Advanced Algorithm Design	1	O	15
CO7205	Advanced System Design	1	O	15
CO7213	Networking and Distributed Computing	1	O	15
CO7217	Domain Specific Languages	1	O	15
CO7215	Advanced Web Technologies	1	O	15

#### Optional modules in Semester 2

EC7061	Corporate Finance	2	O	15
EC7075	International Money and Finance	2	O	15
CO7212	Game Theory in Computer Science	2	O	15
CO7207	Generative Development	2	O	15

#### Supplementary Modules

CO7095	Software Measurement and Quality Assurance	1	O	15
CO7099	Cryptography and Information Security	2	O	15

### Students must take the following into account when selecting modules:

- Four modules must be taken per semester.
- All core modules must be taken.
- Students are not permitted to take modules together which clash, in a given semester. (CO7104 clashes with EC7093 in semester 1, check with Computer Science for Semester 2 clashes)
- The Individual Project is taken when all other taught modules have been completed.

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## 17. Module Information

### 17.1 Change of Module

Students are only able to sit examinations in modules for which they have registered. If you wish to change an optional module you must complete a 'Change of Module' which can be obtainable from the Reception in the first two weeks of each semester.

### 17.2 Module Descriptions for MSc Degrees

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<b>EC7058 Applied Microeconometrics</b>	<b>Semester 2</b>	<b>15 credits</b>
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This course develops advanced quantitative modelling techniques through the study of selected topics in applied microeconometrics developing familiarity and critical awareness of recent empirical research in this area, and teaching the selected topics both at a conceptual level and through implementations in mainstream software such as STATA.

Contact: Dr. K. Tatsiramos

20 lectures, 5 seminars, 5 classes, estimated private study 82.5 hours. Total hours 112.5

Assessment: By two written examination (70%) and an empirical project to be completed by the middle of May (30%).

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<b>EC7059 Applied Macroeconometrics</b>	<b>Semester 2</b>	<b>15 credits</b>
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This course develops advanced quantitative modelling techniques through the study of selected topics in macroeconomics, monetary economics and finance, developing familiarity and critical awareness of recent empirical research in these areas.

Contact: Dr. E. Mise

20 lectures, 4 seminars, 6 classes, estimated private study 82.5 hours. Total hours 112.5

Assessment: By two hour written examination (70%) and project(30%).

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<b>EC7061 Corporate Finance</b>	<b>Semester 2</b>	<b>15 credits</b>
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The intended learning outcomes of this module are:

- An understanding of corporate financial objectives, the dimensions of corporate financial decision making and the role of financial markets.
- Awareness of the debate on the efficiency of financial markets.
- Appreciation of capital structure and capital budgeting theories.
- Understanding the working of the market for corporate control.
- Understanding of the debate on corporate dividend policy.
- Recognition of agency problems in corporate finance.

Contact: Dr. F. Adriani

18 lectures, 5 seminars, estimated private study 89.5hours. Total hours 112.5

Assessment: By two hour written examination (100%).

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**EC7084 Principles of Finance****Semester I 15 credits**

This module introduces fundamental concepts and techniques used in modern finance theory. Topics include: compounding and discounting, financial decision-making under certainty and uncertainty, attitudes towards risk, portfolio analysis, market equilibrium and arbitrage in asset pricing.

Contact: Dr. S. Andrianova

20 lectures, 5 Tutorials, estimated private study 87.5 hours. Total hours 112.5

Assessment: By two hour written examination (100%)

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**EC7085 Macroeconomic Theory****Semester I 15 credits**

This module has the following intended learning outcomes:

1. An understanding of macroeconomic dynamics using optimal control theory and dynamic programming, with applications to social security
2. An understanding of the role of money with potential applications to money in the overlapping generations model, money in the utility function and cash in advance models.
3. An understanding of the rational expectations hypothesis and its application to the policy invariance theorem and to the formation of bubbles on asset prices.
4. An appreciation of consumption in an intertemporal framework with applications to certainty equivalence and precautionary savings.
5. An understanding of New Keynesian models with particular reference to nominal and real rigidities.
6. An understanding of some of the contemporary literature on unemployment with reference to monopolistic competition, wage staggering, and efficiency wages.
7. An appreciation of the role of multiple equilibria in macroeconomics.
8. Some understanding of credit market imperfections and the implications for macroeconomics.
9. An understanding of the justification and implications of the delegation of monetary policy under certainty and uncertainty focussing on the following: optimal Taylor rules, the rules versus discretion debate, time consistency of policy and conservative central banks.

Contact: Dr. S. Dhami

20 lectures, 10 seminars, estimated private study 82.5 hours. Total hours 112.5

Assessment: By two hour written examination (100%)

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**EC7086 Microeconomic Theory****Semester I 15 credits**

The module studies the analytical tools and concepts that are required to understand and develop advanced microeconomic theory. Topics studied include the firm, the consumer, decision under uncertainty, market structure and introductory game theory. It is intended that, on completion of the course, students will have learned how to apply the analytical tools to the study of these topics and also understand their application in the professional literature.

Contact: Prof. L. Renou

20 lectures, 10 seminars, estimated private study 82.5 hours. Total hours 112.5

Assessment: By two hour written examination (100%)

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**EC7087 Econometric Theory****Semester 1 15 credits**

On completion of the course, the students should be able to envisage the techniques of econometrics as an organised system as opposed to a mere collection of recipes. As a result, they should be better equipped to assimilate unfamiliar econometric techniques which they might encounter subsequently. They should reach an understanding of how the theory of hypothesis testing is used to develop and to refine models of economic relationships. They should also understand the dynamic implications of an econometric regression model which contains distributed lags and lagged dependent variables.

Contact: Prof. S. Pollock

20 lectures, 10 seminars, estimated private study 82.5 hours. Total hours 112.5

Assessment: By two hour written examination (100%)

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**EC7088 Mathematical Methods for Economics****Semester 1 15 credits**

This module aims to provide the essential mathematical tools for graduate study in economics. The topics covered are systems of linear algebraic equations, matrix algebra, determinants and quadratic forms; eigenvectors and eigenvalues, difference and differential equations; stability analysis; constrained and unconstrained static optimisation, an introduction to dynamic optimisation.

Contact: Dr. J. Matheson

24 lectures, 12 seminars, estimated private study 76.5 hours. Total hours 112.5

Assessment: By two hour written examination (100%).

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**EC7089 Game Theory****Semester 2 15 credits**

This module studies the methods of game theory and advanced microeconomic analysis and their application to selected current issues. Topics include static and dynamic games with complete and incomplete information, auctions and incentives.

Contact: Dr. S. Bose

20 lectures, 9 seminars, estimated private study 83.5 hours. Total hours 112.5

Assessment: By two hour written examination (100%).

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**EC7090 The Macroeconomic Environment****Semester 2 15 credits**

This module aims to develop an understanding of the methods of advanced macroeconomic analysis and to apply the methods in studying selected current issues in macroeconomics. Topics include the analysis of aggregate demand and supply; rational expectations; demand management policies; and macroeconomic dynamics.

Contact: Dr. J. Matheson

18 lectures, 10 seminars, 4 classes, estimated private study 80.5 hours. Total hours 112.5

Assessment: By two hour written examination (75%) and one hour class test (25%)

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**EC7091 Quantitative Methods for Business and Finance Semester I 15 credits**

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The module aims to develop mathematical, statistical and computational skills and their application in economics and finance. The course will include: the principles of matrix algebra, optimisation, probability distributions, estimation, hypothesis testing and regression analysis. The use of computer analysis and electronic software (Eviews) is an integral part of the course and required for the compulsory project.

Contact: Dr. M. Hoskins and Dr. A. Kedir

20 lectures, 10 seminars, 4 computer classes, estimated private study 78.5 hours. Total hours 112.5

Assessment: By two hour written examination (100%)

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**EC7092 Investment Management Semester I 15 credits**

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This course helps you develop a way of thinking on how individuals make choices among investment alternatives. We will explore the design of optimum portfolios of securities in an uncertain environment and the measurement of their performance over time. Further, the role of FX dynamics in internationally integrated markets and derivatives instruments in managing risk will also be discussed. This is not meant to be a 'get-rich-quick' course. It proposes solutions and techniques subjected to real-world data and particular attention will be given to the provision of lasting conceptual frameworks, useful to analyze new ideas and future challenges in the investment environment.

Contact: Dr. S. Mutuswami

20 lectures, 5 seminars, estimated private study 87.5 hours. Total hours 112.5

Assessment: By two hour written examination (100%)

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**EC7093 Principles of Banking Semester I 15 credits**

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At the end of this module, a typical student should be able to: Explain banking principles and the financial intermediation process. Gain a detailed understanding of a bank's balance sheet and income statements and their interrelationships. Explain the various asset and liability management approaches (on and off the balance sheet) available to bank managers to resolve the liquidity, profitability and risk trade-offs faced in banking; explain the importance of capital allocation (capital adequacy and Basel Accord) and VAR risk modelling in banking and have an understanding of key economic models of bank behaviour.

Contact: Dr S. Andrianova

20 lectures, 5 seminars, estimated private study hours. 87.5 Total hours 112.5

Assessment: By two hour written examination (100%)

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**EC7094 Behavioural Finance Semester 2 15 credits**

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The intended learning outcomes are as follows:

1. An introduction to the evidence on human choice in generic situations of risk and an understanding of Prospect theory which incorporates such evidence. Furthermore, students will see an actual application to finance- the equity premium puzzle- which is difficult to explain using the standard models but has a quite straightforward explanation under Prospect theory.
  2. An understanding of how people use various heuristics to make actual choices. Students will learn a range of heuristics, such as the representativeness heuristic, gambler's fallacy, conservatism, anchoring, availability etc. Students will also gain an appreciation of evidence that conflicts with the notion that humans use strict optimization and Bayes rule and that they have the unbounded rationality. Some applications of these heuristics to finance will also be given.
  3. An examination of the concept and evidence for and against the efficient markets hypothesis.
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4. An understanding of the model of noise trader risk and an appreciation of why irrational traders might earn more than rational traders, why the rational traders might not be able to drive out the irrational traders and why rational traders might worsen asset mispricing.
  5. An understanding of the implications for financial markets when there is a separation of brains and capital i.e. when there are dispersed and small investors who depend on professional arbitrage.
  6. An understanding of the evidence and theoretical framework for underreaction and overreaction of stock market prices.
  7. An understanding of the why there might be gradual (rather than instantaneous) flow of information in the stock market and the implications of that for momentum and trading volume.
  8. An introduction of behavioural corporate finance and an examination of the reasons and implications of CEO overconfidence for investment and mergers.
  9. An understanding of stock market bubbles and the implications for asset prices.

Contact: Dr. A. al-Nowaihi and Dr. S. Dhani

20 lectures, 10 seminars, estimated private study 82.5 hours. Total hours 112.5

Assessment: By two hour written examination (100%).

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### **EC7095 Financial Statement Analysis**

**Semester 1 15 credits**

This module aims to develop a framework to analyze the financial information reported by firms. The module aims at providing knowledge of the use of accounting statements to produce a financial module of the firm. Particular attention is devoted to see how the framework can be used by investors and analysts to value companies. The course is supplemented by a series of seminars on Ethics and Professional Standards for financial analysis.

Contact: Mr. J. O'Hare

20 lectures, 10 seminars, estimated private study 82.5 hours. Total hours 112.5

Assessment: By two hour written examination (70%) and assessed coursework (30%).

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### **EC7096 Financial Systems and Economic Performance**

**Semester 2 15 credits**

This module aims to advance student's understanding of modern financial systems, using economic theory and empirical evidence.

Contact: Prof. P. Demetriades

20 lectures, 4 seminars, 1 revision session, estimated private study 87.5 hours. Total hours 112.5

Assessment: By two hour written examination (70%) and assessed coursework (30%).

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### **EC7097 Financial Risk Management**

**Semester 2 15 credits**

This module aims at introducing students to the models and techniques used in the financial industry to measure and manage risk. The module is broadly divided in 2 sections. The first is devoted to measuring risk deriving from a position or a portfolio. The concept of Value-at-Risk (VaR) will be discussed and various econometric methodologies used to measure market risk. The second part focuses on managing risks in financial institutions including liquidity, operational and credit risk along with the key regulations.

Contact: Dr. D. Ladley

20 lectures, 5 seminars, estimated private study 87.5 hours. Total hours 112.5

Assessment: By two hour written examination (100%)

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**EC7098 Fixed Income Securities****Semester 2    15 credits**

This course focuses on the concepts and tools that are useful to asset managers who want to use bond securities for investing, market-making or speculating. After an initial markets and instruments overview, followed by a thorough discussion of basic concepts (such as price-yield relationship, discount factors, and price sensitivity measures), we explore and analyze the quantitative tools used to value bonds and manage bonds' portfolios. Both economic intuitions and practical implications will be emphasized.

Contact: Dr. A. Rocha

20 lectures, 5 seminars, estimated private study 87.5 hours. Total hours 112.5

Assessment: By two hour written examination (70%) and coursework (30%)

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**EC7101 Regulation of Business****Semester 2    15 credits**

This module introduces students to the essential economic analysis needed to understand selected topics in the regulation of business. Topics for consideration include: competition policy, price and quality regulation, the legal background to business, tacit collusion, entry deterring strategies and international harmonisation.

Contact: Dr. S. Mutuswami

20 lectures, 5 seminars, estimated private study 87.5 hours. Total hours 112.5

Assessment: By two hour written examination (70%) and assessed coursework (30%).

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## **18. Assessment Arrangements (Taught Courses)**

### ***18.1 Assessment Methods***

Module outlines are given out at the beginning of each module, and these include full details on the form of assessment together with a mock exam paper. A variety of assessment techniques are used in the Department of Economics, although the main emphasis is on formal examinations. These examinations may take a variety of forms (sometimes mixed together), including multiple choice questions, 'short answer' problems and traditional essay-style answers. Postgraduate exams are usually two hours in length. Some modules are assessed exclusively through the submission of a report or dissertation, and a number of modules mix an examination with continuous assessment and/or a computer based project. If you are in any doubt about particular assessment requirements, you should ask the lecturer responsible for the module for more information.

Coursework should be submitted to the Economics Reception. Before submitting coursework students must complete a 'Coursework Assessment Sheet'. This is available from the Reception. The 'Coursework Assessment Sheet' contains a 'No Plagiarism' declaration which students are required to sign. **JISC Plagiarism Detection software is used by the Department as part of the assessment of the dissertation.**

Students should also read the section on Examination Regulations, found in the Handbook and Regulation for Taught Postgraduate Courses.

First semester modules are generally examined at the end of the first semester, that is in the last two weeks of January, and second semester module exams take place in May/June, in the four weeks near the end of the second semester.

### ***18.2 Examination Anonymity & Candidate Numbers***

The Department operates the University's system of anonymity in marking examinations and assessed coursework. Candidate numbers are used to protect anonymity. Your student number is your candidate number, and remains so for the duration of your programme.

### ***18.3 Coursework Deadlines***

Submission dates for assessed work that counts towards the module grade will be clearly spelt out by the lecturer or module organiser in the relevant handout. A fixed penalty for late submission of coursework will be imposed: 10% of the available marks for the written work will be deducted upon the expiry of the deadline, with a further deduction of 5% of the available marks for each working day (or part of day) that the submission date is exceeded. Non-submission of such work will either mean a grade of zero for the piece of written work and/or module failure with a requirement to submit the assessed work by a specified date.

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If students remain in any doubt concerning assessment rules, please consult the member of staff concerned or, if that proves unsatisfactory, raise the matter at the next staff-student committee.

### ***18.4 Marking and Grading Practice***

Two internal examiners mark all postgraduate examination scripts. The External Examiner may re-mark any script, and will re-mark those scripts and assessed essays which are specially drawn to their attention by the internal examiners. These usually include scripts marked by the internal examiners at or near the fail mark and at or near a distinction, and ones on which the internal examiners are not agreed. All students are informed of their final mark in each module they take. Similar arrangements apply to the Dissertation element.

### ***18.5 Board of Examiners***

In June and November, the Department of Economics Board of Examiners meets and looks at the marks for the taught modules for postgraduate degrees. The External Examiners are present at this meeting. They offer advice on the marking of scripts, internal coursework assessment, the dissertation and the award of degrees.

### ***18.6 Late Submission of coursework***

The Department of Economics imposes the following penalties for late submission of assessed coursework (including the dissertation):

- A penalty of 10% of the available marks for the written work will be imposed upon the expiry of the deadline
- A penalty of 5% of the available marks will then be imposed on each of the ten subsequent working days

‘Available marks’ in this context means the maximum marks available for the piece of work (for example, 100 would be the available mark in a percentage marking scheme). ‘Working day’ in this context means a period of twenty four hours or part thereof from Monday to Friday inclusive.

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## **19. Examinations**

This section provides a brief outline of some important aspects of examinations with which students should be familiar.

### ***19.1 Examination Entry***

Registration for a module is taken as a record of intention to sit the examination. If you change modules you must notify the Economics Reception, where you should complete a change of module form. Students cannot sit an examination unless they have registered to study that particular module.

### ***19.2 Examination Timetable***

This will be e-mailed to you by the University's Examinations Office, and also displayed on the ground floor of the Charles Wilson Building and in the Department of Economics in advance of examinations in January and June. The timetable is also available on CWIS, via a link on the Department's Student Information Centre ([www.le.ac.uk/ec/teach](http://www.le.ac.uk/ec/teach)). Students are responsible for ensuring that they arrive at the appropriate place at the appropriate time. Examination clashes should be reported to the University Examinations Office in the Fielding Johnson Building.

### ***19.3 The examinations themselves***

Invigilators are present both before and during examinations, and if you have any problems or queries, you should ask them for advice.

Students will be allowed into examination rooms five minutes before the start and should make their way to the appropriate section of the room. Coats, bags and other personal belongings must be left outside or at the back or front of the examination room.

It is the responsibility of students to check that they are sitting at a desk with the correct examination paper - it is not unknown for students to sit the wrong exam! Before the examination begins students will be asked by the Invigilator to complete (i) an attendance slip and (ii) the information required on the front of the examination answer book. It is particularly important that candidate numbers are accurately recorded.

English language dictionaries will be available in each examination room for consultation. Only dictionaries provided by the University may be used, candidates are not allowed to take their own dictionaries into an examination room. To consult a dictionary, candidates should raise an arm to indicate to an Invigilator that a dictionary is required. The Invigilator will bring a dictionary to the candidate's desk for consultation. Students taking certain papers may not be allowed to consult a dictionary. This information is shown on the rubric of the question papers concerned.

Students are not allowed to remove their answer book from the examination room, even if it contains nothing at all or has been spoiled, and an attempt to do this is considered a serious offence. At the end of an examination you should leave your

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answer books and other answer papers tied together on the desk, and should remain in the examination room until these answer books have been collected by the Invigilator.

To be successful in an examination it is essential that you read the instructions at the start of the paper and always answer the required number of questions. In particular it is a serious mistake to believe that, for example, “two good questions will compensate for ignoring a third question” on a paper which requires you to answer three questions. Every year students ignore this advice and it is a common reason for failure!

### ***19.4 Use of Calculators in Examinations***

Where students are permitted to use a non-programmable calculator in written examinations this must be of a specific type. The non-programmable calculators approved for use in written examinations in 2011/12 are the Casio FX-83GTPLUS and FX-85GTPLUS.

### ***19.5 Illness***

#### Illness or other problems before and/or during an examination period

Further details on the regulations relating to medical evidence are given in section 21. If you feel ill, severely stressed or expect to be disadvantaged in some way during the examination period, you should seek medical help as soon as possible. Your personal tutor should also be kept fully informed and medical or other supporting evidence provided.

The University is able to make special arrangements for students with particular illnesses or difficulties, including dyslexia. If you require special arrangements you should let your personal tutor and the University Examinations Office, Fielding Johnson Building, know in good time.

If you are unable to take an examination for medical or other personal reasons, or if you fail an examination taken during a period of illness or serious difficulty, you will normally be allowed to sit this in the following September. This will not affect your right to resit the examination at a later date.

#### Illness during an examination

If you feel ill during an examination, you should attract the attention of an Invigilator and explain the problem. A nurse or informed person is available outside all examination rooms to provide help if required. Provision may be made in exceptional circumstances for students to complete examinations in the Health Centre or elsewhere if this is appropriate. It is never a good idea to rush in despair from an examination, but invigilators will not persuade you to stay if you are determined to leave. You should inform your personal tutor if you leave an examination in exceptional circumstances.

### ***19.6 Absence from an examination***

An unexplained absence from an examination is treated very seriously. You must notify your personal tutor or the Department of Economics Examinations Officer via the Examinations Administrator or the Student Services Administrator of any

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absence from an examination, providing medical certificates or other supporting evidence to explain your absence.

### ***19.7 Examination failure***

Students will be allowed to resit failed modules on one subsequent occasion in most circumstances. However, students who have been warned during the year that they are considered to have been grossly neglectful of their studies, usually because of persistent absence from tutorials or classes and/or failure to submit written work, may not be granted a right of resit. Students who seriously fail examinations and any resits may have their degree programme terminated. There is a right of appeal against degree programme termination. You are advised to consult your personal tutor before initiating an appeal.

### ***19.8 Resitting examinations***

Students who do not pass or unable to attend their examination in January/June will normally be expected to attempt the examination again in September (except finalists who will be expected to attempt the examinations in the January/June the year after). The results are normally released after the Board of Examiners of the Department of Economics has met in early November. You will be contacted by e-mail to confirm when the results will be released. The results are ordinarily released on Blackboard.

### ***19.9 Examination Feedback***

Students are encouraged to consult their personal tutor to discuss their examination performance at the end of the first and second semesters. Programme Coordinators and personal tutors will also be able to offer advice concerning improvement strategies and how best to tackle re-sits. First semester examination results will be made available to students in time for them to reflect upon their choice of second semester modules, and again academic staff will be pleased to offer advice if required.

### ***19.10 Publication of Examination Results***

The results for the January examinations are ordinarily released on Blackboard by the last day of February. Midsummer results are normally released on Blackboard after the Board of Examiners of the Department of Economics has met in late June. You will be contacted by e-mail to confirm when the results will be released.

A statement listing all provisional results will be available to collect from the Economics reception in late July. Final transcripts are posted to students by the Registry after the Graduation ceremony in January. To ensure that your results reach you without delay, please let the Economics Reception have any change of address at least two weeks before results are released.

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## 20. Assessment Scheme

### 20.1 Assessment for MSc Degrees in Economics

The pass mark for MSc modules within the Department of Economics is 50%.

#### Forms of Assessment:

Most of the taught modules for the MSc degree will be assessed by a two-hour examination. Some modules will also require coursework assessment. Details of assessment will be given at the beginning of each module by the person teaching it. Students must complete eight taught modules plus the dissertation.

### 20.2 The Assessment Scheme:

#### Masters

*To be awarded a master's degree a candidate must:*

- a) Obtain at least 90 credits at 50% or above in the taught modules and no more than 15 credits below 40%;
- b) Have satisfactorily completed all coursework requirements in the taught modules; and
- c) Achieve a mark of 50% or above in the dissertation.

*To be awarded a master's degree with merit a candidate must:*

- a) Obtain at least 60 credits at 60% or more in the taught modules;
- b) Achieve a mark of 60% or above for the dissertation; and
- c) Have no fail or resit marks.

*To be awarded a master's degree with distinction a candidate must:*

- a) Obtain at least 90 credits at 70% or above in the taught modules and a mark of 60% or above in the dissertation; or
- b) Obtain at least 60 credits at 70% or above in the taught modules and a mark of at least 70% in the dissertation; and
- c) Have no fail or resit marks.

#### Postgraduate Diploma

*To be awarded a Postgraduate Diploma a candidate must:*

- a) Obtain at least 90 credits in taught modules at 50% or above with no more than 15 credits below 40%; and
- b) Have satisfactorily completed all coursework requirements

*To be awarded a Postgraduate Diploma with merit a candidate must:*

- a) Obtain at least 60 credits or more in taught modules at 60% or above; and
- b) Have no fail marks.

*To be awarded a Postgraduate Diploma with distinction a candidate must:*

- a) Obtain at least 90 credits or more in taught modules at 70% or above; and
- b) Have no fail marks.

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### Postgraduate Certificate

To be awarded a Postgraduate Certificate a candidate must:

- a) Obtain at least 45 credits at 50% or more in the taught modules and no marks less than 40%; and
- b) Have satisfactorily completed all coursework requirements.

Candidates who have failed to gain a pass in six modules after the June examinations will be required to resit all modules in which they have scored a mark below 50%. Resits will take place in September. Students may be required to resubmit the dissertation, projects or other assessed coursework within a specified time period. Students may also be asked to attend a 'viva voce' to assess their understanding of material presented in the dissertation, projects or coursework.

### **20.3 Choosing Modules:**

You will be e-mailed by the University's Registry and asked to register for the optional modules you are interested in by using the online module registration system. Further information on the process will be sent to you by e-mail. Students wishing to change optional modules at a later date should complete a 'Change of Module' form obtainable from the Economics Reception. For modules taken in Semester 2, the 'Change of Module' form should be completed by the second week of the second semester.

Provisional dissertation titles should be registered with the Economics Reception at the end of the spring term, or at a date specified in the module outline for EC7080.

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## 21. Prizes for Economics Students

The following prizes are available to Postgraduate Economics students:

- **Best Masters Dissertation Prize** of £100 for the best mark in the dissertation.
- **Head of Department's Prize for Best Economics Student** of £100 for the student of either MSc Economics, MSc Public Sector Economics or MSc Business Analysis and Finance who achieves the highest overall weighted average mark
- **Head of Department's Prize for the Best Economics and Finance Student** of £100 for the student of either MSc Financial Economics, MSc Banking and Finance or MSc Money and Banking who achieves the highest overall weighted average mark.

The winners of the three above prizes will be recommended by the Department of Economics Postgraduate Board of Examiners which meets in November. It is anticipated that the prizes will be awarded at the subsequent graduation ceremony in January.

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## 22. Treatment of Medical and Other Evidence

Unfortunately, each year there are a number of students who suffer medical or other personal problems. In some of these cases it may be that a student's work and ultimately their examination performance is adversely affected by these problems. The Department of Economics handles such problems in the ways detailed below.

You should keep your Personal Tutor, Programme Co-ordinator or the Director of Taught Postgraduate Programmes fully informed and may approach Student Welfare, your Programme Co-ordinator or the Director of Taught Postgraduate Programmes for advice in confidence.

Your Personal Tutor, the Departmental Examinations Officer, or in their absence the Examinations and Assessments Administrator, should be provided with copies of any medical or other notes relevant to your performance during the year. Within seven days of your last examination paper, if you feel that your performance in any exam or exams may have been significantly affected by some event or other, you can make a written representation to the department for special consideration. No evidence submitted after the seven day period without prior warning will be considered.

The representation should take the form of a written submission to the Departmental Examinations Officer, supported by relevant medical or other evidence. The representation should detail the particular problem experienced, the date or dates over which the problem persisted, and specifically, which exam or exams may have been affected. This documentation must be accompanied by a mitigating circumstances form (see appendix) completed and signed by the student. A sub-group of the department will consider the representation along with comments invited from the teaching staff, and make recommendations to the relevant Board of Examiners. This is the Board which makes degree class recommendations.

Again, it should be stressed that teaching staff should be made aware of any problems encountered during the year, and that they can be approached for advice in the preparation of any representation to the department. It should be emphasised that the sub-group will consider representations as confidential information and will not reveal details that students wish to remain private to the department as a whole. No student should feel inhibited in making a representation on the grounds of confidentiality.

Please note that the submission of medical or other mitigating evidence does not imply that the Economics Board of Examiners will award you with a higher degree class. Academic performance is the only criterion by which degrees are awarded. The Board reserves full discretion as to whether a higher degree class should or should not be awarded to candidates with proven mitigating or medical circumstances. Once degree classes have been recommended by the Economics examiners and external examiners, they cannot be reconsidered even if new evidence is submitted.

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## 23. Appeals Procedure

An Academic Appeal is a procedure which allows you in certain circumstances to ask for a review of the decision relating to your academic progress or award. Circumstances in which you may submit an appeal include:

- a decision which prevents you from continuing your studies, usually a termination of course
- a decision which requires you to interrupt your studies, for example a re-sit without residence
- you have been transferred to a lower award
- a decision has been taken not to make an award to you and the consequence is that your course will be terminated
- you have been awarded a lower qualification than that for which you registered

You may not appeal if your results are not as good as you hoped or worse than you feel you deserve. Appeals which simply challenge the academic judgement of the examiners are not permitted. The grounds for appeal given in the regulations are summarised below:

- there are circumstances which materially affected your performance, for which supporting evidence exists, which were not known to the Board of Examiners or other academic body at the time its decision was taken and which it was not reasonably practicable for you to make known beforehand
- there were procedural irregularities in the conduct of examination or assessment procedures of such a nature as to create a reasonable possibility that the result may have been different if it had not occurred
- there is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners

It is important to note that the regulations on mitigating circumstances require students to notify their departments of any matters which may be relevant to their academic performance, for example, personal or medical circumstances at the time they occur and to supply supporting documentary evidence, such as medical certificates. Unless there were very good reasons why you were unable to notify your department or supply evidence at the time it is likely that an appeal will be disallowed.

If you decide that you have eligible grounds for an appeal should complete and submit an appeals form with supporting documentary evidence, by the stated deadline. The Appeal form and further details on the process for conducting an appeal hearing, the composition of the Appeal Panel, communication of appeals outcomes and details of the Office of the Independent Adjudicator are available on the Student and Academic Services website via the following weblink: <http://www.le.ac.uk/academic/registry/studentindex.html>

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The Education Unit in the Students' Union is able to provide support and advice to students compiling an appeal.

### **23.1 Review of Decision to Recommend Termination of Course**

Students whose course has been terminated, for whatever reason, including neglect of academic obligations will be notified of their position by Academic and Research Services. They will at the same time be informed of their entitlement to appeal against this decision by submitting evidence of mitigating circumstances or procedural irregularity on the relevant form. They will also be supplied with details of the way in which the appeal will be conducted. Students will be required to lodge their appeal within eight weeks of the date that their termination was confirmed to them in writing by the University. Where no eligible grounds have been given or where no evidence is submitted to substantiate claims, the student will be advised accordingly and the appeal will either be turned down or the student will be offered the opportunity to submit additional documentary evidence.

Where sufficient evidence has been provided students will subsequently be notified of the date of the hearing and of their right to attend. The appeal hearing is conducted by a panel comprising three members of academic staff drawn from outside the appellant's own department. Panels will normally be chaired by the Graduate Dean. The Appeal Form which the student must complete can be found at: <http://www.le.ac.uk/academic/registry/studentindex.html>

### **23.2 Appeal against the award of a lesser qualification:**

If a Board of Examiners recommends that a student registered on a Masters programme be transferred to Postgraduate Diploma during the course of their studies, or be awarded a Postgraduate Diploma or Postgraduate Certificate on completion of their studies, a student will have the right to appeal. Students may appeal against this decision if:

- They are in possession of evidence about the reasons for their academic performance which, for good reason, was not available to the Board of Examiners or which was only partially available (for example if additional medical evidence has been obtained subsequent to the meeting of the Board of Examiners)
- There appears to have been a procedural irregularity in the conduct of examining or assessment process.
- There appears to be evidence of prejudice or bias in the conduct of the assessment process

Appeals that simply challenge the academic judgement of the examiners will not be considered.

Students will be notified of the decision of the Board of Examiners by Academic and Research Services. They will at the same time be informed of their entitlement to appeal against this decision by submitting evidence of mitigating circumstances on the relevant form and be provided with deadlines for the submission of this, which will be within eight weeks of the date that their lesser award was confirmed in writing to

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them by the University. Where no eligible grounds have been given or where no evidence is submitted to substantiate claims, the student will be advised accordingly and the appeal will either be turned down or the student will be offered the opportunity to submit additional documentary evidence.

Where sufficient evidence has been provided students will subsequently be supplied with details of the way in which the appeal will be conducted. Students will be required to lodge their appeal within two months of the date that their termination was confirmed to them in writing by the University. They will subsequently be notified of the date of the hearing and of their right to attend. The appeal hearing is conducted by a panel comprising three members of academic staff drawn from outside the appellant's own department. Panels will normally be chaired by the Graduate Dean. The Appeal Form which the student must complete can be found at: <http://www.le.ac.uk/academic/registry/studentindex.html>

The Education Unit in the Students' Union can provide advice to students submitting appeals in either category.

The University reserves the right to refuse to continue with the operation of appeals procedures if the appeal is conducted in a way which is abusive, offensive, defamatory, aggressive or intimidating, or pursued in an unreasonably persistent or vexatious manner. In such cases the final decision rests with the Senior Pro-Vice-Chancellor.

Students should be advised that the full appeals process is laid out in the General Regulations for Undergraduate and Taught Postgraduate students, and can be viewed via: <http://www.le.ac.uk/ua/ac/Regs/index.html>

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## 24. Plagiarism: Guidance for Students

As you read through University Regulations, you will note that there is a specific regulation about academic honesty. This describes the penalties which apply when students cheat in written examinations or present someone else's material for assessment as if it were their own (this is called plagiarism). Very few students indeed commit such offences, but the University believes that it is important that all students understand why academic honesty is a matter of such concern to the University, and why such severe penalties are imposed.

Universities are places of learning in two senses. For students on taught courses, learning takes place through listening and talking to academic staff, discussion with peers, reading primary and secondary texts, researching topics for dissertations and project work, undertaking scientific experiments under supervision and so on. For Ph.D. students and academic staff, learning takes the form of original research, where the outcome will be a contribution to the sum of human knowledge. At whatever level this learning takes place, however, a common factor is the search for truth, and this is why an over-riding concern for intellectual honesty pervades all the University's activities, including the means by which it assesses students' abilities.

Throughout your time at the University you will legitimately gather information from many sources, but when you present yourself for any examination or assessment, you are asking the markers to judge **what you have made as an individual** of the studies you have undertaken. This judgement will then be carried forward into the outside world as a means of telling future employers, other universities, financial sponsors, and others who have an interest in your capabilities that you have undertaken the academic work required of you by course regulations, that you are capable of performing at a certain intellectual level, and that you have the skills and attributes consistent with your range of marks and the level of your award. If you use dishonest means with the aim of presenting a better academic picture of yourself than you deserve, you are engaging in a falsehood which may have the severest repercussions. If you are discovered, which is the most likely outcome, the penalties are severe. If by some chance you are not discovered, you will spend the rest of your life failing to measure up to the academic promise indicated by your degree results and other people's expectations of your abilities.

**Cheating in written examinations:** The University assumes that students know without being told that this is dishonest, and it therefore applies strict penalties in all written examinations at all levels. Any student found copying from another student, talking in an examination, or in possession of unauthorised material, is reported by the invigilator to the Examinations Officer, who refers the matter to the Registrar. The standard penalty is for a mark of zero to be given to the module concerned, but in some circumstances, particularly in the case of a repeat offence, the penalty could be permanent exclusion from the University. The risks associated with cheating are enormous. The simple advice is: Don't do it.

**Collaboration:** Many modules offer students the opportunity to work together in pairs or teams. Care should be taken to read departmental guidelines on how such modules are to be assessed.

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If a joint or collaborative report is requested, the team can work together right up to the point of submission. In such circumstances, individuals may be asked to indicate the sections of the report they contributed to, or the assessment may be of the group itself, or there may be an additional form of assessment, such as presentation session, which allows for individualised grading. A more common arrangement is where the collaborative investigation of a topic is followed by the submission of a report from each team member, where each report is independently produced. Similarly, work undertaken on computers or at the laboratory bench may be jointly undertaken with other students, but the outcome for assessment purposes is still meant to reveal the intellectual abilities of the individual students, and therefore has to be prepared by that student without the assistance of others. If you do not understand what is required of you, ask the module convenor or another academic tutor, or your personal tutor. Do not guess.

**Plagiarism:** Plagiarism is to take the work of another person and use it as if it were one's own in such a way as to mislead the reader. Whole pieces of work can be plagiarised (for example, if a student put his or her name on another student's essay), or part pieces, where chapters or extracts may be lifted from other sources, including the Internet, without acknowledgement. Sometimes plagiarism happens inadvertently, where students fail to read instructions about or do not understand the rules governing the presentation of work which require sources to be acknowledged. In such cases, the problem is usually identified very early in the course and can be put right through discussion with academic tutors. Deliberate attempts to mislead the examiners, however, are regarded as cheating and are treated very severely by boards of examiners. Any plagiarism in assessments which contribute to the final degree class are likely to lead, at the very least, to the downgrading of the degree class by one division or at Master's degree level to a downgrading of the award to Diploma level. In the worst cases, expulsion from the University is a possibility.

The severity of the penalties imposed for plagiarism stems from the University's view that learning is a search for truth and that falsehood and deception have no place in this search. The emphasis placed on avoiding plagiarism sometimes worries students, who believe that they will find it impossible to avoid using someone else's thoughts when they spend all their time reading critical works, commentaries and other secondary sources and are required to show in their work that they have studied such material. Sometimes problems arise from poor working practices, where students muddle up their own notes with extracts or notes taken from published sources. In the light of all that has been said above, the question you should ask yourself about any piece of academic work are 'Will the marker be able to distinguish between my own ideas and those I have obtained from others?' What markers fundamentally want to see is that students have read widely round the subject, that the sources used have been acknowledged, and that the conclusions which arise from the study are the student's own.

The University has issued a code of practice on plagiarism to departments which includes guidance on the best ways of assisting students in the early part of their studies. This is in order to instil in them the sort of good learning habits which will help to guard against the dangers of academic dishonesty.

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If you are in any doubt about what constitutes good practice, read through departmental guidelines carefully and then if necessary ask your personal or academic tutors for further advice. Check the Careers Service website for guidance on how to avoid plagiarism (<http://www2.le.ac.uk/offices/ssds/sd/ld/resources/study/avoiding-plagiarism>) or make an appointment for individual advice.

***The University's Regulation on Plagiarism is as follows:***

The University's primary functions of teaching and research involve a search for knowledge and the truthful recording of the findings of that search. Any action knowingly taken by a student which involves misrepresentation of the truth is an offence which the University believes should merit the application of very severe penalties. Offences in this category include, but are not confined to, cheating in written examinations, copying work from another person, making work available to another person for copying, copying from published authorities, including the Internet, without acknowledgement, pretending ownership of another's ideas, and falsifying results. Any student who knowingly allows any of his or her academic work to be acquired by another person for presentation as if it were that person's own work is party to plagiarism.

Plagiarism is used as a general term to describe taking and using another's thoughts and writings as one's own. Plagiarism can occur not only in essays and dissertations, but also in scientific experimentation, diagrams, maps, fieldwork, computer programmes, and all other forms of study where students are expected to work independently and produce original material.

Where plagiarism is identified, departments are authorised to apply through the relevant Board of Examiners the following penalties:

Where written assignments are submitted consecutively:

First offence in the taught element of the programme:	Failure of the module, resit allowed, severe written warning
Second offence in the taught element of the programme:	Mark of 0 for the module. Resubmission required for the purposes of progression
Subsequent offence in the taught element of the programme:	Termination of course

Where a number of written assignments are submitted simultaneously at the end of the semester/term

Single or multiple offences occurring for the first time in the taught element of the programme:	Failure in the module(s), resit(s) allowed, severe written warning
Second offence following a single offence in the taught element of the programme:	Mark of 0 for the module. Resubmission required for the purposes of progression
Multiple offences following multiple offences in the taught element of the programme:	Termination of course

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All programmes:

Plagiarism in the dissertation  
without a previous offence:

Failure with downgrading to Postgraduate  
Diploma

Plagiarism in the dissertation  
with a previous offence:

Termination of course

Where a student is found to have been cheating in written examinations or falsifying results, the case will be referred to the Academic Registrar for consideration under the Code of Student Discipline. Penalties applied in relation to plagiarism or cheating in written examinations will be recorded on the student's official transcript, and a record of the offence will be held in the department. Cases of academic dishonesty may where relevant be reported to professional bodies.

Students can also refer to Learning Development's guidance on *Avoiding Plagiarism* and *Referencing and Bibliographies*, available from Careers Service Zone on the 2<sup>nd</sup> floor of the David Wilson Library and from the Careers Service Website

<http://www2.le.ac.uk/offices/ssds/sd/ld/help-with/plagiarism>

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## 25. Student Support Services

The Student Support and Development Service (SSDS) provides development and support services in the following areas:

### Learning and Career Development

#### 25.1 Careers Service

Whether it's developing the skills you need to succeed on your course, or in your life beyond university, the Careers Service is here to support and facilitate your academic, professional and personal development.

Visit the Careers Service in the David Wilson Library to access our extensive range of resources: we have over 50 different study guide titles and 20 career development guides, so whether it's writing better essays or building a CV, instant advice is available to take away. You can also access these resources from our website along with a range of online resources such as interactive study skills tutorials and videos on developing your career prospects.

One-to-one advice is available via study consultations, research consultations, maths help and careers consultations. You can see our advisors face-to-face in the Careers Service or use our website to find out how to access our services remotely. Every term, we have a busy programme of interactive workshops covering a diverse range of topics. Our learning development titles range from avoiding plagiarism to improving your essay writing, to giving effective presentations. Career development titles cover all the essential areas such as CV writing, job searching, application forms and interview skills.

The Careers Service provides lots of opportunities for you to develop your employability skills whilst at University. We maintain strong links with employers and advertise their vacancies and work experience opportunities through JOBSonline (on our website). We have a busy programme of employer-led events, from skills workshops to careers fairs, and we organise numerous opportunities for you to make the most of your time at University. Choose from a wide range of volunteering opportunities, work placement schemes and enterprise activities, or take an accredited programme and gain a Leicester Award in Employability skills.

Research postgraduates are catered for with resources, events and training specific to their needs: from Starting your PhD workshops to University-wide events such as the Annual Festival of Postgraduate Research.

To find out more about how the Careers Service can enhance your success at university and beyond, visit our website.

Contact: Careers Service, Student Development Zone, Second Floor, David Wilson Library

Telephone: 0116 252 5090

Email: [sdzhelpdesk@le.ac.uk](mailto:sdzhelpdesk@le.ac.uk)

Website: [www.le.ac.uk/careers](http://www.le.ac.uk/careers)

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## **25.2 AccessAbility Centre**

The Centre offers a range of services to all University of Leicester students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions. Staff offer one-to-one support, assessment of dyslexia, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students' Allowance. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Some of its computers have specialised software such as screen enlargement (Zoomtext) and scanning and speech output software (ZoomEx). Essay planning software (Inspiration) and speech output software (Texthelp Read and Write) are on the University wide CFS network. The Centre also has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, laptops and digital recorders). Its computers are equipped with specialised software for speech output (essay planning software and basic speech output software are on the University wide CFS network). Low-level photocopying, printing and scanning facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Contact: AccessAbility Centre, AccessAbility Zone, David Wilson Library.  
Tel/minicom: 0116 252 5002,  
Fax: 0116 252 5513,  
Email: [accessible@le.ac.uk](mailto:accessible@le.ac.uk),  
Website: <http://www.le.ac.uk/accessability/>

### **Practical matters**

## **25.3 Student Welfare Service**

The Student Welfare Centre offers wide ranging support for students. Practical advice and information is available on a wide range of issues.

Financial advice is offered, with information on budgeting and State benefits. Students can apply for hardship grants and loans through the Service; Welfare staff can assist with applications to charities and trusts.

For international students, the Student Welfare Service runs various Welcome programmes throughout the year. Information is provided on specific hardship funds, advice is given on immigration. Students are advised to renew their visas through the scheme provided by Student Welfare. The Service also co-ordinates HOST visits to British families and hospitality visits to local families in Leicester. International students with children may be eligible for help with childcare costs, which are claimed through the Service.

The Student Welfare Service works closely with Residential and Commercial Services in providing pastoral care for students living in University residences. Postgraduate and mature students are invited to apply for Resident Advisor positions; information and application forms are available on the University website. The Service also works closely with the local community to intervene in disputes with neighbours and to improve living conditions for those students who choose private rented accommodation.

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A legal advice clinic is held in conjunction with the School of Law.

Contact: Student Welfare Service, 1st Floor Percy Gee Building.

Telephone: 0116 223 1185

Fax: 0116 223 1196

Email: [welfare@le.ac.uk](mailto:welfare@le.ac.uk)

Website: <http://www.le.ac.uk/welfare>

## **Counselling, Health and Wellbeing**

### **Student Counselling, Healthy Living and Mental Wellbeing Service**

The staff of this Service offer a range of expertise and support for both the physical and psychological aspects of health and wellbeing in the context of your academic journey. The Service is available, at no cost, to all students of the University. The Service can also provide advice and information to all members of the University community who have general concerns about supporting students with needs relating to their physical or mental health. Services on offer include:

#### **25.4 Student Counselling Support**

Offers confidential counselling sessions on a one-to-one or group basis, as appropriate. Students may seek counselling for a variety of reasons both academic and/or personal; some just want to come once to talk over something that is troubling them, others may wish to see a counsellor regularly for a period of time, or explore issues together with others in a group. For initial appointment and explanatory leaflet, please ring or email the Service or visit the website

Contact: Student Counselling Service, 161 Welford Road (behind the Freeman's Common Health Centre)

Office hours: 10.00 a.m. to 8.00 p.m. Monday and Thursday; 10.00 a.m. to 5.00 p.m. Tuesday, Wednesday and Friday. Appointments can be made by telephone, email, or call in and speak to a receptionist in person.

Telephone: 0116 223 1780.

E-mail: [counselling@le.ac.uk](mailto:counselling@le.ac.uk)

Website: [www.le.ac.uk/counselling](http://www.le.ac.uk/counselling)

#### **25.5 Student Mental Wellbeing Support**

Offers discreet and confidential support on a one-to-one basis to students managing mental health issues at university. The aim of this support is to assist students to lessen the impact these issues might have on their studies. If required, the service can co-ordinate a network of support from those available both at the University and in the wider community. Related group activities and educational workshops are offered for all students from time to time. The service will also, with the students' permission, liaise on their behalf with their Departments or other parts of the University.

Students are welcome to make contact with the service at any point in their course. Pre-entry contact is also encouraged, from prospective students who wish to discuss any support they may require on course. An appointment to meet with an adviser can be made by telephone, letter or email.

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Contact: Student Support (mental wellbeing), 161 Welford Road (behind the Freeman's Common Health Centre)

Telephone: 0116 252 2283

Email: [mentalhealth@le.ac.uk](mailto:mentalhealth@le.ac.uk)

Website: [www.le.ac.uk/mentalhealth](http://www.le.ac.uk/mentalhealth)

### **25.6 Student Healthy Living Support**

Student Healthy Living strives to help students enjoy a balanced life; the service helps individuals to identify an approach to life which can improve their wellbeing, enhance study and reach their full potential. The service is committed to the delivery of health and wellbeing activities that support students in developing life skills. As well as supporting academic achievement, these skills are transferable and should prove beneficial through the transition from University to the demands of employment and graduate careers. The Student Healthy Living Service works closely with the Freeman's Common Health Centre and also provides direction to appropriate health care services. More information can be found on the Healthy Living Service website.

Contact: The Student Healthy Living Service, 161 Welford Road (above Freeman's Common Health Centre)

Telephone: 0116 223 1268

Email: [healthyliving@le.ac.uk](mailto:healthyliving@le.ac.uk)

Website: <http://go.le.ac.uk/healthyliving>

### **25.7 Religious Representatives and the Chaplaincy**

The University of Leicester, like the city, is a multi-faith community. The Chaplaincy and World Faith representatives are available to students and staff of the University community for support, advice and counsel. University life provides the opportunity for you to explore your own beliefs; to discover more about and to strengthen links with your own faith and to develop a greater awareness of the faith of others.

The Christian chaplains are based at the Gatehouse, an ecumenical Chaplaincy centre, on University Road opposite Mayors Walk. It is a place where people of any faith, or none, can meet to eat a cheap lunch, to relax, watch TV, listen to music, to pray and to discuss matters of common human, moral and spiritual interest. There are full-time Church of England and Roman Catholic Chaplains, assisted by part-time Free Church Chaplains. The Jewish, Muslim, Hindu, Sikh and Buddhist communities have representatives based on the main campus.

Prayer rooms are available for Islamic students. Situated on the mezzanine floor of the University's Charles Wilson Building, they form the focus of the Islamic Society, which was recently voted the best Islamic Society in Britain by the Muslim Student Awards. Friday Prayers are held in a large room on the 10th floor of the same building at 1.15 pm.

Contact: The Gatehouse, University Road. Telephone (0116) 285 6493; e-mail: [chaplaincy@le.ac.uk](mailto:chaplaincy@le.ac.uk). Web: [www.le.ac.uk/chaplaincy](http://www.le.ac.uk/chaplaincy)

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## **25.8 Education Unit, Students' Union**

The Education Unit(ED) is one of the crucial services that the Students' Union offers to students. The Unit provides a friendly, impartial and confidential service to help and advise students about the options available to them on a wide range of topics such as academic appeals, changing courses and examinations. If a student wishes to come and talk to us about their personal circumstances or problems they have encountered on their course we will offer guidance about where to go and what to do.

The Education Unit(ED) is based within the redeveloped Students' Union on the West Wing. Opening hours are weekdays 10.00 a.m. till 4.00 p.m. and you can either pop in or book an appointment in advance by contacting us on the details below. The service is available for all students and you can be assured that the Education Unit(ED) has a policy of treating all casework in the strictest of confidence.

Phone: 0116 223 1132/1228

E-mail: [educationunit@le.ac.uk](mailto:educationunit@le.ac.uk)

Website: [http://leicesterunion.com/yourunion/ed\\_the\\_education\\_unit](http://leicesterunion.com/yourunion/ed_the_education_unit)

## **25.9 English Language Teaching Unit**

The English Language Teaching Unit offers a variety of courses to international students who may require help with English and study skills during their course.

There are subject-specific support classes offered to students of Economics from October to March. Details of the time and place of these classes will be available at the beginning of the new semester from the English Language Teaching Unit.

There are also resources on the English Language Teaching Unit for students who wish to improve their English in their spare time (<http://www2.le.ac.uk/offices/eltu>)

Readson House provides a perfect environment for study:

- Comfortable, modern classrooms
- Internet access and data projectors in all classrooms
- Overhead sound systems in all classrooms
- Self Access Centre where you can borrow study materials to improve your English at home
- Computer room
- Wi-Fi access
- Student common room with tea and coffee-making facilities

Contact: English Language Teaching Unit, Readson House, 96-98 Regent Road, Leicester, LE1 7DF [eltu@le.ac.uk](mailto:eltu@le.ac.uk)

Web: <http://www2.le.ac.uk/offices/eltu>

## **25.10 Languages at Leicester**

*Languages at Leicester* is a university-wide programme of courses, at a variety of levels, in a range of modern European and other languages. It is open to staff and

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students from all disciplines and from all linguistic and cultural backgrounds, whether or not they have studied a language before. The courses are designed for those who are not specialist linguists and the aim is to enable participants to communicate effectively in the target language, so practical language skills are emphasised.

### **What are the programme's benefits?**

Studying another language not only enables communication in the chosen language, but provides insights into other cultures and can enhance transferable skills, from interpreting, summarising and presenting information, to better time management and improved independent learning. Upon successful completion of a *Languages at Leicester* course, participants will receive a certificate of proficiency from the University.

### **Which languages are offered?**

The languages likely to be on offer in 2010-11 are: Arabic, Chinese (Mandarin), Dutch, French, German, Greek, Italian, Japanese, Polish, Portuguese, Russian and Spanish. Other languages may be available, subject to demand and tutor availability. Please contact us if you are interested in learning a language other than those we are currently offering.

### **When are the courses?**

Courses run in two sessions of 8 weeks, with a three-hour block each week. Most courses will be held on campus but some take place at De Montfort University. Classes are usually held in the late afternoon/early evening; some take place on Wednesday afternoons.

### **What will participants be expected to do?**

As well as attending three hours of classes per week, participants will also be expected to undertake a small amount of independent study which may involve completing occasional written work.

### **Costs**

Participants are strongly encouraged to register for both sessions at the start of Semester 1 and there is a small discount on fees if you do. For those who are only spending one semester in Leicester, or are unable for other reasons to commit themselves to both semesters, it is possible to register for a single 8 week course.

### **Registration**

To reserve a place, participants will need to complete a registration form and pay in advance, normally at least a week before the start of the course. Registration will not be completed until payment has been received. You may register at any time by coming to the *Languages at Leicester* office in Attenborough 1116

### **Further information.**

Information about fees, timetables and how to register is available via the *Languages at Leicester* website: [www.le.ac.uk/ml/lal](http://www.le.ac.uk/ml/lal)

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## 26. University Regulations

All students are issued at registration with a web-link to the University's General Regulations (<http://www.le.ac.uk/academic/Regs/index.html>). This is an important document which should be read carefully. You are asked to note in particular the Regulations regarding Registration, the General Regulations Concerning Undergraduate and Taught Postgraduate Students and the Regulations Regarding Student Responsibilities at the beginning of the document cover some important matters which are summarised below:

### 26.1 Attendance

Attendance is an essential requirement for a first degree or taught postgraduate programme. Full-time students must reside in Leicester or within easy commuting distance of the city for the duration of each term, and all students are normally required to attend such lectures, seminars, practicals and other formal classes as are specified in their course timetables.

In addition to existing attendance monitoring practices, departments will monitor **international student** attendance at two 'checkpoints' during each academic year and report any absences to the University Registry. Where possible, checkpoints will be lectures, seminars, practical or other formal classes as specified in student course and examination timetables, or the submission of coursework, where this is made in person by the student to the department. As such, students will NOT normally be notified of specific checkpoint dates. Where the department cannot utilise either of these mechanisms, they will determine a suitable alternative interaction and notify students of the time and date.

Departments are empowered to authorise short absences for personal reasons, but requests for absences of more than one week must be explicitly approved by the University, and will only be granted if the department is in agreement with the proposal, and if the student concerned takes full responsibility for the completion of outstanding academic work. This procedure also applies if the absence is required for religious reasons, but as students are required to notify the Registry at the beginning of each academic year if there are likely to be religious reasons for any absence during that year, academic departments and administrative offices are expected to utilise this information pro-actively, so that any specific religious needs can be anticipated, and where practicable, met. **Authorisation of short absences will also apply to attendance checkpoints for international students.**

**International students who fail to attend checkpoints will be reported centrally and this may result in the termination of their course and the subsequent reporting to the UK Border Agency, in line with University sponsor obligations.**

### 26.2 Personal conduct

The University expects students to conduct themselves with propriety, both in and around the University buildings and also in public places.

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### **26.3 Term-time employment (full-time students)**

Paid employment during term-time should not exceed 15 hours per week. Such part-time work will not be accepted as a mitigating circumstance to excuse absence from classes, late submission of work, or examination failure

### **26.4 Examinations**

You should ensure that you are familiar with the University's Examination Regulations. These contain a variety of regulatory information and instructions relating to examinations, including rules governing:

- admittance
- student conduct
- permitted and prohibited items
- use of calculators and dictionaries
- absence due to illness
- cheating in examinations.

The University's full regulations regarding Examinations can be found at:

<http://www.le.ac.uk/academic/et/ex/ExaminationRegulations.html>

Examinations are normally scheduled utilising two periods a day for the First Semester examinations (9.30 a.m. and 2.30 p.m.), and two slots a day for the Second Semester examinations (9.30 a.m. and 2.30 p.m.). Examinations are held on six days a week, Monday to Saturday, and special arrangements cannot be made to accommodate students' personal preferences, unless these arise from specific religious requirements identified by the student at the commencement of the academic year, or are associated with approved measures to support students with disabilities. Students with disabilities who require special examination arrangements should contact the AccessAbility Centre.

The extent to which the timetabling of examinations can be adapted to meet the specific religious requirements of individual students will vary from case to case, but the University will make such alternative arrangements as are in its power, subject to the overriding requirements that the examinations must be scheduled within the published examination periods, and that alternative arrangements introduced for individual students must not disadvantage the majority. Students making requests for special treatment on religious grounds should recognise that measures designed to meet their needs might therefore involve an unavoidable element of inconvenience (for example, the requirement to remain incommunicado for a period of time).

### **26.5 Neglect of academic obligations**

Unsatisfactory attendance, work and progress may lead to termination of course. Students are advised to take note of the attendance and submission requirements for their individual course as provided by the department.

Students who are neglectful of their academic obligations by failing to attend teaching sessions and/or submit the required assessments will be warned by their department and, if their performance does not improve, may be issued with a formal warning by the University. Unsatisfactory attendance, work and progress may result in a

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student losing their right to re-sit failed assessments, or in some circumstances, termination of course.

In addition to this, any international student's failure to meet attendance and/or checkpoint requirements could lead to the termination of your course and the reporting of this to the UK Border Agency, in line with the University sponsor obligations.

### **26.6 Withdrawal**

Students, who wish to withdraw from the University, either temporarily or permanently, should consult their personal tutor and/or other members of the academic staff, and where applicable, seek advice from the Learning Development team in the Careers Service and/or Student Welfare Service. A guidance leaflet on withdrawal and an application form are obtainable from the Reception Desk in the Fielding Johnson Building. Requests for temporary withdrawal and associated conditions of re-entry require the approval of the University.

### **26.7 Academic Dress**

Full academic dress must be worn when students are presented at Degree Congregations.

The official robe makers to the University, Ede and Ravenscroft Limited, Unit A, Denny Industrial Centre, Waterbach, Cambridge CB5 9PB, are the only authorised suppliers of the University's gowns, hoods and caps.

### **26.8 Residential Accommodation**

All students are required to be familiar with the University's regulations regarding residential accommodation, available on the Accommodation Services website:

<http://www2.le.ac.uk/offices/accommodation>

### **26.9 Library**

All students are required to be familiar with the University's regulations regarding use of the library, available at the following link:

<http://www2.le.ac.uk/library/about/strategypoliciesandregulations/library-regulations>

### **26.10 University Computing Facilities**

All students are required to be familiar with the University's regulations regarding use of the University computing facilities, available at the following link:

<http://www2.le.ac.uk/offices/itservices/resources/cis/iso/csregs>

### **26.11 Parking**

All students are required to be familiar with the University's regulations regarding parking, available at the following link:

<http://www2.le.ac.uk/offices/estates/services/day-to-day-services/transport/parking-1>

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### **26.12 Internet Code of Practice and Guide to Legislation**

This is available at <http://www.le.ac.uk/regulations/computing/internetcode.html> and <http://www2.le.ac.uk/offices/itservices/resources/cis/iso/Policy-Documents/Published%20PDFs/Guide%20to%20Information%20Legislation%20%28ISP-15%29.pdf> alongside a range of other guidance documents relating to computer usage.

### **26.14 Other useful Regulations**

It may be advisable for you to refer to other University Regulations:

- Regulations concerning the freedom of speech
- Code of Student Discipline
- Examinations regulations
- Regulations governing the Students' Union
- Appeals procedures
- Data Protection Act
- Payment of fees

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## 27. Complaints Procedure

The University is committed to providing the highest quality of education possible within the limits imposed by the resources available to it, and it strives to ensure that its students gain maximum benefit from the academic, social and cultural experiences it offers. Where students feel that their legitimate expectations are not being met, or where misunderstandings about the nature of the University's provision occur, the University expects that problems will be speedily and effectively dealt with at local level. Its complaints mechanism is based on the assumption that staff will at all times deal thoughtfully and sympathetically with students' problems, so as to minimise the extent to which formal procedures need to be followed.

Students are expected to utilise the consultative and organisational arrangements in place at departmental and institutional level (these include heads of department, the personal tutor system, student/staff committees and the Staff/Student Council, the services of the Students' Union's sabbatical officers and its Education Unit, Hall JCR officials, and various user groups). Students are expected to familiarise themselves with the constitution and membership of those bodies which are intended to represent their interests, and for general complaints about academic matters to avail themselves of the opportunities provided for direct feedback on the performance of individuals or in relation to the provision of services (such feedback might include course questionnaires, comment boxes and user surveys).

If matters cannot be resolved informally, students should address any formal complaint in writing to the senior officer responsible for the relevant area of activity. This must be done within three months of the conclusion of any departmental consideration of the complaint.

Senior officers comprise:

- The Heads of the Colleges (in relation to academic and other College matters) – in such cases, assistance to the Heads in the consideration of the complaint will be provided by the Heads of College Administration.
- The Librarian (in relation to the Library)
- The Director of IT Services (in relation to IT Services)
- The Director of Residential and Catering Services (in relation to student accommodation, and the University's catering and conference services)
- The Registrar and Secretary (in relation to any aspect of the University's administration and the operation of its administrative offices)
- The Academic Affairs Officer of the Students' Union (in relation to the Students' Union; a complaint to the Academic Affairs Officer will initiate proceedings under the Union's own complaints procedure, as set out in the Regulations of the Union).

At this formal stage, the complaint must include full details of the unresolved issue, the attempts made to secure a resolution, and the identification of the desired remedy. The complaint must be accompanied by a complaints form which can be found on CWIS.

<http://www.le.ac.uk/academic/registry/AppealsComplaints/ComplaintsForm.doc>

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The form requires complainants to provide their personal details (name, address, etc), and a short summary of their complaint and the way in which it has been pursued to date, including the names of those to whom their concerns have been addressed to date. The senior officers have the right to refuse to consider complaints where students have made no attempt to find a negotiated solution.

Students must complain on their own behalf; senior officers will not discuss or correspond about such matters with third parties, including family members, other than in the most exceptional circumstances, and then only with the student's written permission. Anonymous complaints are disallowed. Complaints submitted by e-mail will be accepted by senior officers and will trigger the initiation of formal procedures. Complainants will, however, be contacted by letter and asked to submit a signed complaints form in order to ensure that the submission is genuinely their own.

Senior officers will immediately acknowledge in writing the receipt of any complaint, and will initiate a review by seeking a written report from the head of the department/section/unit against which the complaint is being issued. So far as is practicable the senior officer will respond to the complainant in full within twenty eight days. The complainant will normally, unless there is a significant practical impediment (for example, because the student is overseas or is for some other reason unable to attend the University), be called for interview during the period of investigation.

The University will respect a complainant's desire for confidentiality unless this impedes the course of the investigation, in which case the complainant will be given the options of pursuing the complaint with a reduced level of confidentiality or accepting the status quo.

This procedure applies to current students (including students whose registration may be temporarily in abeyance). Students who have initiated a complaint but permanently withdrawn from the University before a conclusion has been reached may pursue their concerns up to and including the final appeals procedure. Former students who have not initiated a complaint during their period of registration may not retrospectively utilise the complaints procedure.

### ***27.1 Appeals against the response to a formal complaint***

Appeals against the responses of senior officers to formal complaints must be submitted in writing to the Academic Registrar, Fielding Johnson Building. This must be done within two months of the conclusion of the formal complaint stage. The Academic Registrar will immediately acknowledge the receipt of any such appeal and assign a member of the administrative staff of Student and Academic Services to manage the appeal process. The appeal will be heard by a panel comprising either the Vice-Chancellor or the Senior Pro-Vice-Chancellor (in the Chair) and one other Pro-Vice-Chancellor. Unless the complaint relates to the activities of the Students' Union, the Academic Affairs Officer, will be invited to attend the appeal as an observer. The panel will interview the student, who may be accompanied by a member of the University of his/her choosing, the senior officer responsible for considering the complaint, and such other parties to the complaint as it feels is necessary, and it will review all the relevant paperwork.

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The panel is also authorised to request further informal discussion between the parties. So far as is practicable, the appeal process will be conducted, and the outcome announced, within twenty five working days of the receipt of the appeal request, and dates in the University's calendar of meetings will be set aside to facilitate this. The decision of the appeals panel shall be regarded as final.

At the conclusion of the appeal, the student will be sent a completion of procedures letter and details about the Office of the Independent Adjudicator.

The University reserves the right to refuse to continue with the operation of complaints procedures if the complaint is conducted in a way which is abusive, offensive, defamatory, aggressive or intimidating, or pursued in an unreasonably persistent or vexatious manner. In such cases the final decision rests with the Senior Pro-Vice-Chancellor.

Advice on the operation of the complaints procedure can be obtained from the Academic Registrar, Fielding Johnson Building (tel 0116 2522419), or from the Education Unit, Students' Union (tel 0116 2231132, e-mail: [educationunit@le.ac.uk](mailto:educationunit@le.ac.uk)). The latter can also provide assistance in formulating complaints, and in supporting students throughout the formal stages of the complaints procedure.

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## 28. Safety and Security

If you wish to speak with the Departmental Safety Officer please contact the Departmental Secretary (see section 4.1). Alternatively the University also has a Safety Officer, who may be contacted on extension 5046.

### 28.1 Safety Awareness

#### **On Hearing a Fire Alarm**

Leave the building by the nearest available exit.

- *Keep calm.*
- *Do not use the lifts*
- *Do not shout or talk loudly*
- *Do not stop to collect personal belongings*
- *Re-enter the building*

Proceed to the designated assembly point.

#### **Accident and First Aid**

Within the Astley Clarke building there are a number of 'First Aid' boxes these can be clearly identify by their dark green colour and prominent position.

In the event of an emergency contact the Reception on extension 2892, who will call the designated First Aid Officer or if in doubt call the emergency services number 999.

#### **If You Discover a Fire**

- Sound the alarm
- Call the University emergency number 888
- Call the emergency services number 999
- Evacuate the building

### 28.2 Security Awareness

The University's security officers and members of the administrative staff are authorised to ask for proof of identity from anyone who is in a building out of hours, or who is in a restricted area, or who is behaving inappropriately. Academic staff, administrators, and others with responsibility for buildings, property or equipment are authorised to check disorderly or improper conduct wherever it may occur.

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## **29. Personal Property**

### ***29.1 Insurance of Personal Belongings***

The University has third-party insurance which provides it with indemnity in respect of its legal liability to compensate students who suffer injury, damage to property, etc., where proof of negligence on the part of the University can be established. Students who feel they need insurance cover which would apply in the case of genuine accidents should be advised to take out their own policies. There is no cover for personal property, and students are therefore advised to check whether their parents' or family policies provide adequate protection. If not, private insurance arrangements should be made.

### ***29.2 Bicycles on Campus***

Bicycles may be brought onto the main site but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. Mention can be made in the handbook of the site of any cycle racks adjacent to the building in which the department is based. Attention should be drawn to the Coded Cycle Scheme run by the Security Office together with the Students' Union and local Police. It aims to reduce the number of cycle thefts by introducing a number of security measures. Registration is free of charge and an opportunity to purchase an acclaimed cycle lock is available at a very much reduced price for NUS Xtra card holders. For details visit:

[http://www.le.ac.uk/estates/facilities\\_&\\_services/security/CodedCycleScheme.html](http://www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html)

### ***29.3 Lost Property***

A lost property service operates from the Security Lodge which is situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University entrance No. 1.

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## 30. Alumni

We are delighted to welcome back former students who are visiting Leicester, and we urge you to keep in touch with your tutors and send us back news.

The Alumni Relations Office ([www.le.ac.uk/alumni/](http://www.le.ac.uk/alumni/)) looks after the University's relations with graduate members. It publishes Leicester Graduates' Review twice a year, holds annual, regional and social events, offers services, and looks after the University's Family Programme for the families of current students. All graduates are automatically members of the University of Leicester Alumni Association and lifelong members of the University. They have free access to the library and may borrow up to four books.

### ***Benefits and services***

We are always eager to enhance the range of benefits we can offer - please contact us if you have any suggestions.

- [Family Programme](#) - Parents and close family of students can keep in touch with general developments at the University and find out about events or projects which may be of interest.
- [Memorabilia](#) - Perfect gifts or keepsake mementos for graduates and friends of the University.

### Graduate benefits

- [Find your friends](#) - Contact people who shared your course, society, hall etc.
- [Arrange a reunion](#) - Large or small, we can help by providing publicity on this website and in the Leicester Graduates' Review, and through helping you contact your old team/society/class mates
- [Careers Advice](#) - The University's Careers office can provide alumni with advice on career development and job searches
- [Email for Life](#) - The email forwarding service for graduates, giving you a consistent, professional email address: yourname@alumni.le.ac.uk
- [Travel Programme](#) - The Development and Alumni Relations Office has teamed up with IMA Travel to offer specialised tours for our graduates.
- [Graduates' Magazine](#) - Read news about the university and your fellow alumni; subscription to our magazine is free for graduates of the University.
- [Library](#) - Graduates can apply for a reduced rate borrowing card, in addition to a free reference card.
- [Sports card](#) - Purchasing a Graduates' Sportscard will give you access to the University's sports facilities.

A Graduate Homecoming takes place on the Saturday at the end of the summer term, where there is a programme of events to welcome back former students. Please visit the alumni website on [www.le.ac.uk/alumni](http://www.le.ac.uk/alumni) .

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## 31. Department of Economics Staff List

<p><b>Dr Ali al-Nowaihi</b> Behavioural economics; oligopoly theory; macroeconomic theory; spatial economics; illicit activity; political business cycles and club goods.</p>	<p><b>Dr Fabrizio Adriani</b> Information economics; applied and evolutionary game theory; financial economics.</p>
<p><b>Dr Svetlana Andrianova</b> Banking and financial development; contract theory; game theory; poverty and development; development economies with application to formerly planned economies</p>	<p><b>Professor Badi Baltagi</b> The theoretical and applied econometrics of panel data, including spatial panels.</p>
<p><b>Dr Subir Bose</b> Game theory; auctions; mechanism design; industrial organisation</p>	<p><b>Professor Wojciech Charemza</b> Financial econometrics; modelling of East European economies; nonlinear and non stationary time series econometrics.</p>
<p><b>Professor Gianni De Fraja</b> Economics of education; game theory; theoretical health economics; development economics; industrial organisation; regulation; public economic theory</p>	<p><b>Professor Panicos Demetriades</b> Finance and growth; financial development; financial liberalisation; economic growth; monetary policy in emerging market economies.</p>
<p><b>Professor Vincenzo Denicolo</b> Industrial organization; economics of innovation; social choice theory; competition policy; law &amp; economics; environmental economics; economic growth</p>	<p><b>Dr Sanjit Dhani</b> Macroeconomic theory; public economic theory; behavioural economics; political economy; industrial economics and economic development theory.</p>
<p><b>Professor Clive Fraser</b> Political economy and public good provision; tax evasion and the hidden economy; fiscal federalism; the economics of the arts; industrial organisation and the globalisation and poverty.</p>	<p><b>Dr Gaia Garino</b> Applied microeconomic theory; contract theory; intertemporal consumer choice; applied general equilibrium; labour microfoundations and personal sector finance.</p>
<p><b>Dr Maria Gil-Molto</b> Microeconomics and industrial organisation; economics of technology; R&amp;D and competition policy and empirical industrial organisation.</p>	<p><b>Professor Stephen Hall</b> Macroeconomics; macroeconomic modelling; econometrics; cointegration; financial econometrics and forecasting.</p>
<p><b>Dr Martin Hoskins</b> Skill training and the effects of trade and technological change on occupational skill structure.</p>	<p><b>Dr Abbi Kedir</b> Development economics; trade liberalisation and poverty labour; education and health economics.</p>
<p><b>Dr Martin Koppensteiner</b> Applied microeconometrics; economics of education; development economics; health economics; economics of crime.</p>	<p><b>Dr Daniel Ladley</b> Computational finance; quantitative methods and financial markets; evolution of trading strategies in limit order markets; agent-based simulations.</p>

<p><b>Dr Sara Lemos</b> Applied econometrics; labour economics; economics of migration; economics of crime and development economics; inequality and poverty.</p>	<p><b>Dr Francisco Martinez Mora</b> Economics of education; urban economics; local public economics and fiscal-federalism.</p>
<p><b>Dr Jesse Matheson</b> Applied econometrics; applied microeconomic theory; health economics; behavioural economics; peer effects and behavioural policy design.</p>	<p><b>Dr Emi Mise</b> Time series econometrics; econometric theory; applied microeconometrics.</p>
<p><b>Dr James Mitchell</b> Time series econometrics; forecasting; applied macroeconomics; macroeconomic modelling; business cycle analysis; economic statistics; survey expectations; migration.</p>	<p><b>Dr Suresh Mutuswami</b> Mechanism design and related problems; network and coalition formulation and cooperative game theory.</p>
<p><b>Mr Jim O'Hare</b> Usefulness of company financial statements and their use in making economic decisions.</p>	<p><b>Dr Tania Oliveira</b> Economics of education; labour economics; applied microeconometrics; public economics; game theory.</p>
<p><b>Professor Matthew Polisson</b> Applied microeconometrics; consumer theory; health economics.</p>	<p><b>Professor Stephen Pollock</b> Time-series analysis; econometrics; numerical analysis and computing; environmental studies.</p>
<p><b>Professor Ludovic Renou</b> Game theory and its applications to social science, in particular contract theory; mechanism design and theory of coalition formulation.</p>	<p><b>Dr Javier Rivas</b> Bounded rationality; learning; macroeconomic theory; game theory; social networks.</p>
<p><b>Dr Barbara Roberts</b> International trade and development; multinationals; empirical industrial organisation and economics of Eastern Europe.</p>	<p><b>Dr Andre Rocha</b> Game theory; evolutionary game theory.</p>
<p><b>Dr James Rockey</b> Macroeconomics and economics; political economy; public economics.</p>	<p><b>Dr Konstantinos Tatsiramos</b> Labour economics with emphasis on microeconomic analysis; policy evaluation; population economics</p>
<p><b>Dr Dimitrios Varvarigos</b> Theory of economic growth and development.</p>	<p><b>Professor Chris Wallace</b> Game Theory</p>
<p><b>Dr Piercarlo Zanchettin</b> Industrial organisation and regulation; economics of innovation and intellectual property rights; game theory; growth theory.</p>	<p><b>Dr Qiang Zhang</b> Consumption; asset pricing; inflation dynamics and applied econometrics.</p>