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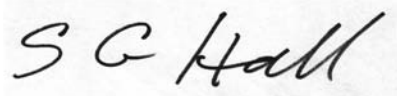
# Welcome from the Head of Department

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 large and lively MPhil/PhD programme, which is closely integrated with the research activity of the staff of the Department. The Department of Economics is committed to the provision of formal and broadly based research training and of high quality supervision to research students within an established research environment. Library and computing facilities are excellent, and the Department runs a number of seminars and workshops in which academic economists from inside and outside the Department present their recent research work. A special series of seminars where research students present their work is well attended by members of staff, and is an extremely useful source of feedback for research students on their work. Participation to outside conferences is encouraged. 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. Introduction

This handbook is intended both to provide some useful information for research students and to outline the responsibilities of supervisors. It is written in the context of a three or four year path to completion of a full-time PhD degree; for part-time students, statements and explanations should be adjusted accordingly. This is not a formal document, and is simply intended to give you some advice, and to tell you of the Department and university policy. It should be read in conjunction with the University Handbook (available at <http://www.le.ac.uk/academic/Regs/index.html>). In case of conflict between this document and the university regulations, the latter prevail.

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. Department of Economics Research Environment.

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.

### **Research**

The Department's publications profile since 2001 is very strong, indicating that most staff are attaining international excellence in terms of publications in leading journals. (For details of recent publications, visit [www.le.ac.uk/economics](http://www.le.ac.uk/economics)). Moreover, several members of staff have won new research grants, from a variety of external sources, including the ESRC, the Leverhulme Trust, Home Office, the Department of Work and Pensions, and the United Nations WIDER programme. Additionally, the Department has numerous research links with policy makers, including the World Bank, the European Commission, the European Central Bank, the OECD.

The Department provides an excellent research environment for academic and research staff. It provides state of the art hardware and software for carrying out cutting edge research in Economics, as well as electronic access to a large number of journals and databases (including Datastream). Attendance at major national and international conferences (general and specialist) is encouraged and generously supported. Within the Department, there is a thriving research culture, fostered by a friendly atmosphere, and facilitated through three different weekly seminar series and collaborative research amongst staff and PhD students. Research links with the outside academic and policy-making community are wide ranging, both nationally and internationally. There is a high profile external seminar series, with speakers from other UK universities and from European and North American universities.

**For staff research areas, see section 25 of this handbook.**

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## 3. Induction programme

### 3.1 Registration (for students newly joining the Department)

#### Registration

The University will have already sent registration 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) .

### 3.2 The Induction Programme

The induction programme provides you with an introduction to the University, the Library, and the Department. You will learn more about the research programme, the help and support available and the general facilities on offer at the University.

#### Friday 7<sup>th</sup> October 2011:

##### Departmental Induction for PhD students

**09:00 - 10:00** Library induction for Postgraduate Students, ATT UFT (*Note: This event is for both taught and research postgraduates*)

**11:00** Introduction to the Department of Economics, and the PhD programme, Room AC 017 on the ground floor of the Astley Clarke Building. Students will meet with Dr Subir Bose, the Departmental PhD Director and Samantha Hill, the Departmental Postgraduate Administrator.

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**Monday 10<sup>th</sup> October 2011:**

**10:00** Research Training programme commences: first lecture for EC7088 'Mathematical Methods for Economics', Physics Building, Lecture Theatre A. (For more information, see section 'Research Training' in this handbook)

**Tuesday 11<sup>th</sup> October 2011:****10:00 Graduate School Induction**

The Graduate School Induction morning takes place on 11<sup>th</sup> October 10:00-13:00 in the Peter Williams Lecture Theatre (behind the David Wilson Library Building).

<b>10:00 - 10:30</b>	Welcome from the Graduate Dean Prof. Sarah Hainsworth
<b>10:30 - 11:00</b>	You and Your Supervisor Prof. Kirsten Malmkjaer (Director of Postgraduate Research, College of Arts, Humanities, and Law)
<b>11:00 - 11:30</b>	The Purpose of Researcher Development Training Prof. Jo Brewis (Director of Postgraduate Research, College of Social Science)
<b>11:30 - 11:45</b>	Break (tea and coffee will be available in the Lecture Theatre atrium)
<b>11:45 - 12:15</b>	Postgraduate Researcher Development Team Workshops and Events Dr Mehdi Barghchi, Academic Practice Unit
<b>12:15 - 12:30</b>	University Library Services and the Graduate School Reading Room Dr Katie Fraser, University Library
<b>12:30 - 12:45</b>	English Language Teaching Unit James Lambert, English Language Teaching Unit
<b>12:45 - 13:00</b>	University of Leicester Students' Union and Ed Alex Nutt and Alysoun Hancock, Students' Union
<b>13:00</b>	Closing Remarks

**17:00 Vice-Chancellor's Drinks Reception for all new Postgraduate Researchers, Charles Wilson Building, Park Lounge (5<sup>th</sup> floor)**

The Vice-Chancellor and Graduate Dean are also hosting an evening drinks reception on the 11<sup>th</sup> October 17:00-19:00 in the Park Lounge, Charles Wilson Building (Fifth Floor). All postgraduate researchers joining the University this October are invited.

## 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 PhD Programme (or Postgraduate Tutor)</b>	Dr. Subir Bose Deputy: Dr. Javier Rivas, Dr. Abbi Kedir
<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 (PhD) Admissions	Dr. Subir Bose
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 Mazzuocolo
Deputy Head of Administration and Student Support Manager	Mrs. Korin Grant
Examinations and Assessments Administrator ( <i>Day-to-Day exam enquiries</i> )	Mr. Chet Bhundia
General Office Supervisor	Mrs. Ladan Baker
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
Student Services Administrator	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>

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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>
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 Mazzuoccolo	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>

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### **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 examinations, lecture timetables, seminar groups, and other important information. Your Pigeonhole can be found in Reception in the ground floor corridor of the Astley Clarke Building. We would strongly recommend that you check both your programme notice board and your pigeonhole on a regular basis.

### **4.4 Your Correspondence Address**

From time to time the Department will need to contact you via letter, 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 the Economics Reception or General Office 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 the Computer Centre 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 Departmental Secretary. (see 4.2)

### **4.7 Contacting Academic Staff**

All the Departments 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 Economics Reception between the hours of 09:00 – 17:00, where a member of administrative staff will be able to provide you with assistance. For more complex queries, please 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. 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. Student Support Services

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

### **Learning and Career Development**

#### **8.1 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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## **8.2 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**

## **8.3 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:

#### **8.4 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)

#### **8.5 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)

### **8.6 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>

### **8.7 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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## **8.8 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)

## **8.9 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>

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## **8.10 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 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 2011-12 are: Arabic, Catalan, Chinese (Mandarin), 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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## 9. The PhD Programmes

In line with the ESRC requirements, there are two programmes leading to PhD in Economics.

- The 1+3 PhD programme. Here the student is registered as an MSc student for one year upon arrival at Leicester. Upon completion of the MSc, the student must fulfil the criteria to be admitted onto the research programme.
- The 3 year PhD programme. Here the student is registered as an Advanced postgraduate (APG) for Year 1, and as PhD in Years 2 and 3.

### 9.1 The 1+3 PhD Programme

The “1” component of the programme will be called “MSc year” in what follows; the years in the “3” component will be called “Year 1”, “Year 2” and “Year 3”.

#### MSc year

During this year the student is registered on the MSc Economics degree and is awarded an MSc if the requirements for the MSc have been met at the end of the academic year. The student must comply with all the procedural requirements for the MSc including, (if appropriate) the dissertation. For further details regarding the MSc degree, see the Postgraduate Handbook.

The criteria for admission into year 1 of the PhD programme are the following:

- Pass the examination part of the MSc Economics degree with at least Merit.
- Presentation of a satisfactory research project. This may of course contain material from the MSc dissertation which will become part of the PhD thesis, and may therefore present some overlap with material included in the dissertation, although it is separate from it or from any other procedural requirements (such as projects) that MSc students are required to submit.
- Agreement of two suitable members of staff to act as a research supervisors.

#### PhD: Years 1, 2 and 3

Students will follow the same structure as the 3 year PhD programme from this point. The only difference is that students are not required to study the semester 1 core modules, unless this is specifically requested by a supervisor. Modules from other programmes may be substituted in their place.

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## **9.2 The 3 year PhD Programme**

The duration of this course in general is 3 years, plus up to one year “writing up”. The maximum period of registration permitted is 4 years.

### Year 1

During this year, students are registered as an APG (Advanced Postgraduate) student. Students are required to attend courses and advanced workshops which will be assessed. Please read the section titled ‘Research Training’ for more detailed information regarding this. Before the end of the first year of registration, a student will have their status reviewed and if the Thesis Committee are satisfied with a student’s performance during the year, an upgrade to PhD or MPhil can be recommended.

### Years 2 and 3

During this time, a student continues to write their thesis. Students are normally expected to present their completed research to internal and external workshops and seminars. Students are still required to attend staff seminars, staff internal workshops, and Research student workshops. Students are required to participate in the Departmental research student workshops at least once in both the second and third year.

### Year 4

If a student has not already submitted their thesis, registration can continue into a fourth year. A student can register either as full time, or as writing up during this year. It is also possible to spend part of the year as a full time student, and part of it as writing up.

It is assumed that a student would have submitted their thesis by the end of this year but in circumstances where this is not possible, an extension to the registration period can be applied for. However, extensions are not guaranteed and are at the discretion of the Graduate Dean.

For more information regarding this, please see the section ‘Administrative Matters’ within this handbook.

## **9.3 Visiting Students**

Research students can also enrol as visiting students, for a limited period of time, typically one or two semesters. They are assigned one or possibly two supervisors, and receive the same benefits as Research students registered for a degree (access to computers, library, Departmental seminars and workshops, office space in the Department, university accommodation and so on). They are also required to pay the same tuition fees as Research students, at the appropriate rate. The position of visiting research student has been taken in the past by students enrolled for a PhD at a different institution, who have taken the opportunity of their stay in Leicester to write one or two chapters of their thesis under the supervision of a member of a Department, while enjoying the research environment of the University of Leicester.

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## 10. The First Year of Research

As described previously, a student's registration is initially as an APG (Advanced Postgraduate) student, even if their intention is ultimately to study for the PhD degree. The reason for this is that it allows a staged progress of work giving the student recognisable short-run targets to attain during the first year of research, and at the same time it allows the Thesis Committee regularly to evaluate the potential for submission of the student. For all students there is a broadly uniform set of activities in the first year consisting of:

- Attendance of core modules in the first semester and advanced workshops in the second semester. Additionally, attend modules from the MSc syllabus in the second semester that the Thesis Committee considers appropriate.
- Confirmation of topic and supervisor(s)
- Working on the first main chapter containing a substantive original contribution to knowledge

In addition, students are required to attend at least 50% of the staff seminars, the staff internal workshops, and the research student workshops.

The Thesis Committee will meet three times during the first year of research to assess student progress and monitor research training needs, as follows:

- Meeting 1: November: A meeting to discuss appropriate training for the rest of the academic year, in addition to the core programme.
- Meeting 2: March: Assesses student progress based upon examination results from semester 1, recommending any resit attempts if necessary.
- Meeting 3: September: Review of APG status to determine progress into the second year of the research programme. It is at this stage that the Thesis Committee recommends that a student should be registered on either a PhD degree or an MPhil degree BUT only if they are satisfied with the student's progress. Further information is available in the 'APG review' section of this handbook.

The Thesis Committee will expect students to have achieved the following during the first year of studies:

- Pass the semester 1 examinations and Semester 2 examinations taken as per Thesis Committee's suggestions with an average of 60% or higher;
- Satisfactory performance in the assessment for the advanced workshops
- To have presented a satisfactory research report at the PhD conference, in which the student's research questions and the methods to answer those questions are clearly stated.

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### ***10.1 Confirmation of a topic and supervisor***

For some students this is dictated by the terms of their scholarship e.g. ESRC award holders who have come to work on a specified topic with specified supervision. For other students there is more freedom of choice. At Leicester the first semester courses and, in particular, the advanced workshops are intended to give the student a better understanding of the research frontier in economics and the type of research questions the faculty is interested on working. Although, prior to admission all students will have been required to present a short thesis proposal so as to ensure that we will be able to provide adequate supervision to the applicants, the research topic and supervisor may change during this year.

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## 11. Research Training

The induction programme and research training provided by the Department and College of Social Sciences aims to facilitate the transition from taught postgraduate work to postgraduate research work. The arrangements described below aim to provide a supportive framework within which students can acquire and develop skills required to undertake research successfully while at the same time providing the freedom to develop and explore their own ideas. The arrangements are designed to ensure timely submission of theses and to ensure that a research student's time spent in the Department is academically challenging, enjoyable and successful.

All research students are required to complete the research training agreed with their Thesis Committee and this is formulated according to the needs of the student. Students registered within the Department of Economics are required to undertake core training, as described in sections 11.1, 11.2 and 11.3 below.

### ***11.1 Departmental training in the first semester (first year)***

During the first semester of year 1, all students are required to study and sit the examinations for the core modules of the MSc Economics degree that is offered by the Department. These modules are:

- EC7085 Macroeconomic Theory
- EC7086 Microeconomic Theory
- EC7087 Econometric Theory
- EC7088 Mathematical Methods for Economics

Advancement on the course is conditional on the student passing the exams with an average of 60% or above.

The above semester 1 courses are intended to give a student a PhD level training in the core areas of economics. These courses are assessed during the January Examination period. A brief description of each of these courses can be viewed in section 11.7. Full module outlines are distributed in the first lecture and are also available on the following Departmental webpage: [www.le.ac.uk/ec/teach](http://www.le.ac.uk/ec/teach)

### ***11.2 Departmental training in the second semester (first year)***

The Department provides training in the form of workshops in the second semester, which are intended to expose students to the research frontier in more specialised areas. At the first meeting of a student's Thesis Committee, it will agree a training programme of which workshops are compulsory. Some of the workshops will be assessed by coursework. The workshops that have taken place in previous years is as follows:

- Advanced Macroeconomics
  - Macro Labour: Search and Matching Theory
  - Growth Theory: Innovation and Growth
- Advanced Microeconomics
  - Mechanism Design
  - Learning and Games

- 
- Introduction to Matlab
  - Behavioural Economics
  - Advanced Macroeconometrics
  - Introduction to Stata
  - Advanced Microeconometrics

Please note this is only a provisional list, once the final programme has been confirmed, details will be provided separately. In previous years, these workshops have taken place between February and May.

In addition to the above, as mentioned previously, a student's Thesis Committee can recommend the study of additional taught modules that form part of MSc programmes offered by the Department. As with the assessment in semester one, advancement on the course is conditional on passing the exams with an average of 60% or above.

### ***11.3 College of Social Sciences skills training***

Research students are strongly encouraged to attend courses provided by the College of Social Science. Students should discuss what training is most suitable for their needs with their thesis supervisor(s).

The dates of the College of Social Science Research Student Generic Skills Training Programme for 2011/12 are:

22 November 2011  
14 February 2012  
15 May 2012

The training days will run from 9.30 am – 3.30 pm and include lunch. Further details and a full programme will be sent out to students by email as soon as they are available.

### ***11.4 Guide to Researcher Development Training***

The Graduate Office provides information on the full range of training opportunities available to research students. This can be found in the Guide to Researcher Development Training (<http://www2.le.ac.uk/departments/gradschool/current/rdt-guide>). It includes information on the below types of training (and much more):

- College training programmes and workshops
- Central training programmes and workshops
- English Language Training
- Skills for the professional researcher

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### **11.5 Keeping a record of training**

Students are required to maintain a record of any training that they attend and to keep a plan of future training that will be attended. Students are advised to discuss training requirements with supervisors during their initial meetings during the first semester. At the first Thesis Committee meeting in November, the training that should be undertaken will be discussed and then confirmed.

Students should keep a record of when they attend training on the form provided by the Department. This record should include compulsory Departmental training as well as any courses or workshops that are agreed by the Thesis Committee. This record will be reviewed at the APG review in September – failure to supply a training record in this meeting will delay or stop any transfer from APG status. Students will not be allowed to transfer from APG status to a named degree unless the Graduate Dean is satisfied that appropriate research training has been undertaken.

### **11.7 Module Information (core programme)**

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**EC7085 Macroeconomic Theory**

**Semester I**

**15 credits**

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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: Dr. 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 I 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 I 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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## **12. Student Obligations**

### ***12.1 Student responsibilities:***

The responsibilities of the student include:

- familiarising themselves with research student regulations;
- taking the initiative in raising problems or difficulties, however elementary they may seem;
- discussing with the supervisor the type of guidance and comment found most helpful;
- agreeing a mutually convenient schedule of meetings;
- attending the research training programme and any other taught classes as required by the Department;
- maintaining and sustaining the progress of the work in accordance with the stages agreed with the supervisor, including in particular the prompt presentation of material, written in good, clear English, as required in sufficient time for comments and discussion before proceeding to the next stage (in this context written material includes interim reports, drafts of theses, running commentaries on the evolution of the argument, appraisal of written sources, laboratory results);
- complying with Departmental reporting procedures and providing an annual progress report to the Graduate School;
- taking the initiative to contact other students in the research area and arrange and take part in informal discussions alongside more formal research activities;
- deciding when to submit the completed thesis, taking due account of the supervisor's opinion which is, however, advisory only. The supervisor's support of the decision to submit must not be taken as any guarantee that the degree sought will in fact be awarded. The recommendation to award rests entirely with the examiners;
- ensuring that the thesis complies with all regulations including those relating to format and maximum lengths;
- ensuring timely submission of the thesis to comply with University and Research Council requirements.

### ***12.2 Attendance***

Attendance is an essential requirement for a research degree. Full-time students must reside in Leicester or within easy commuting distance of the city for the duration of their studies.

In addition to standard attendance monitoring practices, the Department will also operate specific attendance monitoring procedures and checkpoints for international full-time students during each academic year.

Students who fail to meet their attendance obligations will be reported to the Graduate Office and may have their registration lapsed. This will result in reporting to the UK Border Agency and will mean that you will need to return home.

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### ***12.3 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 Graduate Office (for research students). Students registered with other general practices should ensure that their medical certificates are similarly distributed.

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 University.

General practices may charge for providing reports and such charges must be borne by the student. In relation to payment for reports from the Freeman's Common Health Centre, financial assistance may be available from the Student Welfare Service, to which enquiries should be addressed.

### ***12.4 Neglect of Academic Obligations***

The responsibilities of students registered as Advanced Postgraduates or for named research degrees are detailed in the Code of Practice for Research Degrees. If supervisors/Thesis Committees have concerns about whether students are meeting their academic obligations or have serious doubts about students' progress or ability to achieve the degree for which they are registered the Head of Department should be notified immediately.

The Head of Department, in consultation with the Postgraduate Tutor and Thesis Committee, will decide on the most appropriate course of action. The Head of Department should ensure that students fully understand their responsibilities and the reasons why their progress is considered to be unsatisfactory. Initial measures taken by the Department will usually be supportive; for example, suspension of studies if there are personal or medical difficulties, reformulation of topic, or transfer to a lower degree.

If, following such action, a student's progress or attendance remains unsatisfactory, or the student is unable to demonstrate the ability to perform at the required level, the Head of Department may report the student to the Graduate Office. The student should be advised of this decision in writing.

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The Department should submit a report detailing its recommendation with supporting evidence to the Head of the Graduate Office. The Graduate Office will advise the student of the receipt of the report and invite them to make a written statement. The Department's report and the student's statement will be considered by the Graduate Dean who will determine one of the following:

- i. that no further action is taken;  
or
- ii. that a formal warning be issued to the student that if their progress remains unsatisfactory or they continue to neglect their academic obligations their registration may or will be terminated;  
or
- iii. that the student's registration be terminated.

The Graduate Office will notify the student of the recommendation in writing and, where appropriate, their right of appeal against it.

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## **13. Your Supervisor and Other Important Contacts**

A student's main contact will be with their supervisors; students should look to them for academic guidance and for help on other issues. The Thesis Committee (see 13.3) can also help on academic matters.

On matters of an administrative nature connected with the Department, students should consult the Postgraduate Administrator or the General Office. Students can also consult the Graduate Office (13.4).

In any eventuality, if you are confused about something - do ask one of us. We are happy to help. Please see the section 'Departmental Contacts' in order to find the contact information of the above mentioned people.

### ***13.1 Your supervisor***

From the time of a student's arrival they should feel that they are in touch with other research students, academic staff and the Department. The most important immediate link for this is the supervisor(s). Most students will be assigned to two supervisors; students should try and meet with them as soon as possible upon arrival.

A student's relationship with their supervisor(s) is likely to change at different stages of the thesis. The frequency at which a research student sees their supervisor varies between students and supervisors. Some supervisors like to see their students at regular intervals: for example, for an hour every fortnight or more. Other supervisors will see students "on demand", when they have some particular pieces of written work to show, or a problem needing their advice. At different stages of the thesis the frequency of meetings is likely to vary widely.

It is important that both the student and supervisor(s) are clear about the supervisory arrangement. It is part of the supervisor's job to supervise and to meet regularly with their research students. It is also important that students do not bury themselves away and remain out of contact with the supervisor for prolonged periods.

If a student is, for whatever reason, away from Leicester for a short period of time, then they should try to remain in contact with their supervisor, even if only to send emails to let them know how they are getting on. Failure to do this could have impact on a student's registration status (see attendance information in section 12.2)

At all times students should expect to be able to meet with their supervisor within a week of requesting an appointment and should expect to get reactions to work returned within a fortnight of its delivery. On the other hand, it is reasonable for your supervisor to set a limit to the number of times they read the same piece of work: there is no point in them re-reading a chapter if it has undergone only minor variations since the last time it was read.

In the case of joint supervision, it is essential that a clear division of responsibility and/or time is agreed at the outset. The student should always be able to approach at least one of the supervisors at any particular time.

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### **13.2 Supervisor Responsibilities:**

Some of the supervisor's responsibilities include:

- emphasising to the student the need for familiarity with the Code of Practice for Research Degrees and the Postgraduate Regulations;
- giving guidance about:
  - the nature of research and standard expected
  - the planning of the research programme
  - literature and sources
  - attendance at taught classes, including the research training programme
  - requisite techniques (including arranging for instruction where necessary)
  - the need to develop oral and written communication skills
  - the problems of plagiarism (including drawing attention to the appropriate regulations)
- monitoring the progress of the research through regular consultations in accordance with Departmental and University policy, and in light of discussion of arrangements with the student;
- being accessible at mutually convenient times when the student may need advice;
- giving detailed advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time. The planning of the research programme should anticipate a final draft of the thesis being prepared by the end of a three-year period of full time research or an equivalent period for part-time study;
- emphasising the importance of timely submission both in terms of good academic practice and in relationship to University and Research Council requirements and explaining the consequences of failing to meet the appropriate deadlines;
- requesting written work as appropriate, and returning such work with constructive criticism and in reasonable time;
- reading the whole of the final draft of the thesis, giving advice about appropriate length and ensuring that the thesis complies with regulations on the length of theses;
- arranging as appropriate for students to talk about their work to staff or at graduate seminars, and to have practice in oral presentations, bearing in mind the demands of the oral examination;
- ensuring that the student is made aware of inadequacy of progress or of standards of work below that generally expected. If at any time the supervisor is of the opinion that the student is unlikely to achieve the degree for which the student is registered, the supervisor must notify the Head of Department in writing without delay.

In many cases the supervisor can see how the thesis will evolve and perhaps anticipate the main results; however, the supervisor is certainly not expected to write the student's thesis for them. In practice this means that usually the supervisor suggests the structure and methods to follow in broad outline in the very early stages but it is up to the student to work out the details and then to develop ideas for further directions in which to take the thesis.

The supervisor will of course give advice when possible, but research students are expected to do the bulk of the work themselves.

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One misconception that should be dispelled is that in order to do a good job, the supervisor should be an expert on the specific topic selected by the student. While it is clearly the case that the supervisor should have good knowledge of the general area (e.g. macroeconomics), it is not very likely that the supervisors should also have a very good knowledge of the specific topic in which student is writing his or her thesis. In particular, it should certainly be the case that by the time a student has finished their thesis, they should be one of the “world's expert” on their topic, and should therefore know more than their supervisor.

In order to evaluate whether a supervisor is devoting enough energy to supervision, students must keep in mind that a main supervisor receives 20 hours' credit per year. As with lectures and tutorials, preparation (ie the time it takes to read a supervisee's work before a meeting) is not included in the 20 hours. As a rough estimate if a student sees their supervisor once every fortnight (including the holiday periods) for about 30-40 minutes per meeting, and if they read 200 pages of work per year, then the supervisor is devoting around 30 hours per year to the student's work. If a student believes that their supervisor is devoting substantially less than this to their work, then they should consider the reasons why this is so, and consider whether further action should be taken.

The Department recommends that supervisory meetings be properly recorded. To minimise bureaucracy the record is usually a brief note of the date of the meeting, its length, and its content. As a first approach you may discuss this with the chair of your Thesis Committee.

Pastoral care is included in the supervisor's duties. You should feel free to contact your supervisor for personal problems.

During a three year period of research, it is very likely that your supervisor will go on research leave for a term or more. This should be planned in advance, so that your other supervisor can take over for the semester and supervise a different chapter as appropriate. It is essential that arrangements are taken well in advance of the change, so that you can plan your work. This can be a delicate time for you, and if you are at all uneasy about this then make sure you see the chair of your Thesis Committee about the arrangements.

Students may also need to show some flexibility with regard to their research topic. It is possible, but cannot be guaranteed that a student's research topic can be supervised by more than one person. So if a student's main supervisor is absent (or leaves the university), then it may be necessary for them to shift their research interests in the direction of someone who may be more suitable to supervise them in the area. This is not a bad thing, as it will give more breadth to the student's range of expertise, and may introduce them to other research areas they may not be aware of.

### **13.3 The Thesis Committee**

Each student has a committee of staff members known as the Thesis Committee. This comprises the PhD Director (or the Deputy Director), plus the supervisor(s) of a student. It normally meets three times during a student's first year. This will be in November, March and September. Subsequently, the Thesis Committee normally

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meets once a year. It may also meet immediately after the meeting of the Board of Examiners to determine whether any student in the PhD programme should be allowed to re-sit exams in the September examination session.

The purpose of Thesis Committee meetings is to discuss the overall progress of a student. Minutes of these meetings must be taken and a copy must be submitted to the Postgraduate Administrator.

Matters often discussed include:

- results from any examinations taken;
- seminars and research workshops that have been attended during the academic year;
- how much written work has been produced during the term/year;
- progress on specific tasks a supervisor has set in previous meetings;
- what intellectual or practical problems have arisen during the past term or year;
- whether the overall thesis structure appears to remain viable;
- whether additional specialist supervision in some aspects of work is desirable;
  - the proposed plan of study for the next academic year, or the remainder of the thesis;
  - the pattern of supervision for the next academic year

In practice it often represents a natural deadline for which a student can aim to have completed some aspects of their thesis work.

If the Thesis Committee is not satisfied with the progress made by a student, it can formally warn them if it has reason to believe that it is unlikely that the student will complete the research degree. In such circumstances, it can also:

- Require the student to re-sit examinations taken during the examination session; or to redraft a part of the thesis
- Defer the decision to upgrade registration from APG status (in the case of first year students, see section 14)
- Recommend registration onto a lower degree
- Terminate the student's registration (normal appeal procedures apply).

Immediately after any Thesis Committee meeting, a student has the opportunity to meet the chair of the Thesis Committee, in order to discuss any difficulty – real or perceived – in the supervisory process. The discussion of this meeting is minuted, but remains private between the student and the chair of the Thesis Committee: students should therefore feel to be as frank as possible if they feel that they are not receiving the advice they are entitled to. While this meeting is important, students should still feel free to approach their Thesis Committee members for advice and comments at any time.

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### ***13.4 The Graduate School***

The Graduate School provides an umbrella under which the postgraduate activity of the University is organised. The Graduate School has three main components:

- The Graduate Dean
- College Directors of Postgraduate Research
- Graduate Office

#### ***The Graduate Dean***

The Graduate School is headed by the Graduate Dean, Professor Sarah Hainsworth. The Graduate Dean is a senior academic appointed to the post for three years and is the voice for postgraduate students on all major University committees. The Graduate Dean works with partners across the University to promote and deliver academic and support services for taught and research postgraduates.

Additionally, the Graduate Dean provides the main contact point between the University and relevant external bodies such as the UK Council for Graduate Education, Vitae, etc.

#### ***College Directors of Postgraduate Research***

Each College has a Director of Postgraduate Research who plays a key role in assisting the Graduate Dean and the Head of College in formulating and implementing policies and procedures relating to postgraduate researchers. The Directors play an important role in promulgating University policy at College level and ensure that there is effective communication between the Graduate School and each College.

The Director for the College of Social Sciences is Professor Jo Brewis.

#### ***The Graduate Office***

The Graduate Office deals with all administrative matters relating to registered postgraduate researchers. It is located on the ground floor of the Fielding Johnson Building and is open to visitors Mondays to Fridays from 09:30 to 16:00. Students can call in if they require advice or information during the course of their degree.

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## **14. The Upgrading Decision – APG Review**

The review of a student's probationary APG status must be completed within 12 months of commencing a research degree. By the end of the first year of thesis work a student might have completed a first written draft of a literature review, which may or may not be included in the final draft of the thesis, and have formulated the first draft of their original model. Through discussion with supervisors and the Thesis Committee a student should have a draft outline of the entire thesis structure; a preliminary idea of the timetable for its completion and a clear idea of whether the topic will generate a PhD thesis or remain a less ambitious piece of work at the MPhil level.

There are two stages to the review of APG status, as follows:

### ***14.1 Presentation at the PhD Conference***

Each first year research student is required to present at a research workshop/PhD conference prior to the APG review. This is usually scheduled in mid to late September. The research workshop/PhD conference will be chaired by the PhD Director, and the members of the presenting students' Thesis Committee will be expected to attend. Other members of staff usually attend the workshop, especially if they are working on related material

The aim of the workshop is for the student to outline the issues, models, data which they intend to address in their research, and how these relate to the existing literature. Whilst some students may have substantive results to present, others may only have a framework and research agenda. The research student should discuss the possible contents of the workshop with their supervisor. Typically, students will be expected to present for around 20 minutes.

Prior to the actual presentation, research students should provide a very short outline of their research topic, which will be circulated to all research students and academic staff. This should be sent to the Postgraduate Administrator at least 14 days prior to the presentation and should include:

- a) Title: this can be the title of the thesis, or of a chapter which is being presented.
- b) Abstract: this should outline the main issues/results in no more than 200 words.

The Thesis Committee will provide feedback on a student's presentation during the APG review.

### ***14.2 Meeting of the Thesis Committee (the APG review)***

This meeting will take place after the PhD student's conference, usually in the last week of the academic year. Prior to the meeting, students are generally expected to submit the following material to the Thesis Committee before the upgrading decision can be made:

- Drafts of the work of the first year. This may include a literature survey but should also include a description of work that is the student's own development of original material.

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- A brief synopsis of the proposed structure of the whole thesis. This should sketch out the proposed contents of each chapter of the ultimate thesis with some indication of the length of the various chapters. However, it is quite acceptable simply to write “to be written”, in situations where a chapter is planned but not yet conceived.
  - A written timetable for the whole proposed thesis indicating roughly how long it is expected that each chapter should take to produce. The supervisor's advice is crucial here but even with this there will be margins of error involved. An important point is not to be too ambitious both in the amount that can be covered realistically in a PhD thesis and in the amount of time that it will take.

Where students have been asked to take resit exams, the following will be re-considered:

- Students should have obtained at least an average of 60% in the assessed coursework and advanced workshops.

The Thesis Committee will review all this evidence and if it feels that the thesis proposal has a realistic prospect of successful completion within the time span available and that the student has demonstrated the ability to complete the research, it will recommend that the student's registration be upgraded to PhD. The Thesis Committee may also communicate in writing its views as to the strength and weaknesses of the research proposal to the student.

It is very important to realise that the decision about upgrading is about the prospective potential of the research. If upgrading is recommended, it means that the Department judges that the proposal and the work so far have the potential of subsequently being worked up into a PhD. It does not mean that the work already completed meets the requirements of the MPhil; it does not mean that a PhD will automatically follow in a couple of years. The bulk of the work necessary for a PhD will usually remain to be done after the upgrading decision, and if it is not done well, then a PhD will not be awarded.

In the event that upgrading is not recommended or deferred, the supervisor and research student should agree a schedule of work that needs to be done in order for upgrading to occur (e.g. the deriving and writing up of specific results). Also, a provisional date should be agreed for the Thesis Committee to reconsider the upgrading decision.

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## 15. The Second and Third year of Research

During this time, a student continues to write their thesis. Students are normally expected to present their completed research to internal and external workshops and seminars. Students are still required to attend staff seminars, staff internal workshops, and Research student workshops. Students are required to participate in the Departmental research student workshops at least once in both the second and third year.

The Thesis Committee will meet once per year after a student has been upgraded from APG to either PhD or MPhil. In these meetings, the Thesis Committee will continue to monitor a student's progress.

It is in this period that the research student should obtain the bulk of the results which are going to form the main body of the thesis. It is a good idea throughout this stage for the student and supervisor together lay out a timetable and path towards the completion of the thesis within the time limit. This path should be reviewed at various stages throughout the year, and become more defined as time goes by. The thesis advisory group is often helpful at this stage. Once again milestones become very important, as slippage now usually means slippage in the final date of submission. There are various questions which can be asked at this stage and the wise student will make a list of these and their draft answers.

First, what questions has the work so far answered, and what open questions has it left or raised?

Second, what is the relation of the work completed to previous work done by other people?

Does the student really understand the work that has gone before? What comments can be made on it in the light of the thesis material? Is there a full list of references, etc.?

Thinking about these questions should help in writing the introduction to the thesis; redrafting the literature survey in the light of the emerging final orientation of the work and checking the overall structure to see that it hangs together sensibly.

When writing up a thesis and results, it is always important that you make it clear throughout what results are yours, and how they differ from existing results. The best style is clear and concise, and whilst you need to explain your results in detail, it is important that your exposition does not submerge the wood under the trees. Many details can often be put in an appendix to the chapter or thesis.

After the third year of full-time registration the university allows a year in which to write up the thesis, arrange typing and any further revisions necessary. In the writing up period students are still registered at the university but are expected to have completed active research and be working on tasks such as rewriting sections as necessary and typing the final version of the thesis. It is also possible to spend a fourth year as a full-time student if active research has not yet been completed.

As different parts of the thesis near completion, they should always be shown to the supervisor. When all of the chapters are completed in draft form, then you will have reached the stage at which you can consider submission of the thesis. At this stage,

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there should be a Thesis Committee meeting, and you should decide whether to submit or do some more work on the basis of the Thesis Committee's advice. The Graduate Office and Postgraduate Administrator should be informed of the target submission date at this stage.

It is possible to submit the thesis before the end of the full time period of registration. In this case the formal period of registration is shortened. In exceptional circumstances, and only if the student has finished their thesis and will not be able to make use of the university services (for example because he/she needs to be away from Leicester), the progress committee can propose a change of registration to "writing up" status.

Remember in any case that the decision whether to award you a PhD will be the examiners' and any prediction that your supervisor or Thesis Committee members may make on the outcome of the examinations is their subjective judgement and does not commit the examiners in any way.

### ***15.1 Submitting to refereed journals***

Students and supervisors should also considering submitting finished chapters to refereed journals. There are several beneficial reasons for doing so. If the paper is accepted by the time the thesis is eventually submitted, this will constitute a fact that the examiners can take into account when evaluating the thesis. Quite apart from that, "il primo articolo non si scorda mai" the first publication is never forgotten. It will make a substantial contribution to a student's CV, and to his or her career prospects. If the paper is rejected (and don't forget this is the most likely outcome, 90 per cent of the papers submitted to refereed journals are rejected), then the student is subjected early to the chill unpleasant shower of the real world, where your work is not appreciated as it should, where referees do not even bother to read your paper, let alone the try to understand it, and where the editors are not making fair decisions, and are only interested in publishing the work of their friends. The referees' report, however, are always useful. They might contain constructive comments, or points of view that the supervisor and the students had not thought of; if they are bluntly dismissive, then they should perhaps make you think that there is something wrong with your presentation or your results: a referee has no preconceived reason to be negative, in many cases refereeing is double blinded (the referees don't even know who you are); if the referee does not like your work, then it might happen that the examiners will not like it either. It is in general quite useful for a student to discuss his submission strategy (before and after the completion of the thesis) with the supervisor. This is because processing times in refereed journals are measured in months, if not years, and submitting to an obviously wrong journal might be very costly: aiming too high might waste precious months for the first publication, and aiming too low might waste a first rate paper in a second rate outlet.

The research methods in economics workshop discusses at length the writing of papers and submission strategy to international journals.

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## 16. Do's and Don'ts of the Research Process

### 16.1 Do's

Hopefully the preceding material shows that, while producing a thesis is a demanding task for the student in which the student must often take their own decisions especially in the later stages, there are many support mechanisms available: the supervisor(s), the annual report system, direct contact with the Thesis Committee members and the PhD Director. A summary list of recommended practice for the student might be:

- discuss with the supervisor the type of guidance and comment found to be most helpful;
- take the initiative in raising problems or difficulties, however elementary they may seem;
- plan a timetable for the research and then maintain the progress of the work in accordance with stages agreed with the supervisor, including in particular the presentation of written material in sufficient time to allow comment and discussion before proceeding to the next stage. It is a very good idea to word-process the written material from the very beginning;
- meet with the Thesis Committee regularly and complete regular reports;
- take comments of the supervisor and Thesis Committee into account in modifying the work;
- to discuss with the supervisor whether additional formal instruction in any area is necessary (this may mean attending particular courses either in the Department of Economics or other Departments);
- decide, after taking due account of advice, when the thesis is ready for submission;
- if a student is dissatisfied with progress or any of their supervisory and support arrangements, they should contact either their supervisor, the members of the Thesis Committee, the PhD Director or the Head of Department as appropriate.

### 16.2 Don'ts: plagiarism and collusion

The student must be aware of the pitfalls of plagiarism and collusion: the university has produced very detailed guidance on this. Basically you have to be very careful to make full and proper attribution of frameworks or results that you are using in your own work that have been developed by others. If a thesis does involve plagiarism, the award of any degree at all may be jeopardised.

Any hint of plagiarism can be avoided by proper use of references. If you should use passages from other people's work you must put them in quotation marks and attribute them properly. Even if you choose to paraphrase such passages slightly, or to summarise them, you could still lay yourself open to charges of plagiarism. You will be assessed according to the use you make of any material in developing your own analysis. That is, how you apply or criticise other people's ideas to produce your argument. The examiners are looking for some evidence of originality of

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thought and style. If in doubt about the extent to which it is proper to use somebody else's work, ask. Remember that the external examiners have a wide knowledge of your area, and there is a fair chance that they may actually know the source of an attempted plagiarism. Moreover, Google is an extraordinary effective way of detecting plagiarism.

Collusion is more difficult to define. It is clearly desirable on academic and intellectual grounds, as well as inevitable, that students will discuss their work with each other.

Nevertheless, it is unacceptable for two or more students to work out their results or chapter presentations jointly without declaration of this. Provided that you make proper use of references, the cause of such similarities will be clear and hence they will constitute neither collusion nor plagiarism. In the case of joint work with another student, the same material may appear in the thesis of both students, but, as in the case of joint work with the supervisor or other persons, it must be clearly stated that this chapter is joint work. If you are in doubt about what is acceptable, or how to proceed, your supervisor will be glad to help. If you are in doubt, do not take risks.

The University regulations state:

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 or using work written by 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:

- First offence during the development of the thesis: Severe written warning
- Plagiarism in the submitted thesis: Normally failure without the right of resubmission

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It should be noted that in cases of very serious plagiarism, even where this is a 'first offence', then it is appropriate to utilise the more severe penalties straight away. For example, at undergraduate level, in a case of the submission of an entire piece of work written by another it would be appropriate to award a mark of zero. Where this piece of work is part of an assessment that counts towards the degree classification then down-grading of the degree class, if not occurring automatically, should be considered.

The appeals procedures for students whose registrations are terminated because of plagiarism will be as for termination on the grounds of failure.

Marks of zero awarded in respect of plagiarism are recorded on the student's University transcript and in Departmental records, and the offence may be reported to any relevant professional body.

Where a student is found to have been cheating in written examinations or falsifying results, the case will be referred to the Academic Registrar and considered under the Code of Student Discipline.

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# 17. The structure of the PhD and MPhil thesis

## 17.1 The PhD degree

For a PhD degree the university regulations state that “a candidate shall have presented a thesis on the advanced study and research which has satisfied the examiners and contains original work, and contains material which is deemed worthy of publication, and shall have satisfied the examiners in an oral examination.” In other words, thesis examiners take the view that a PhD thesis should contain a substantial amount of original material, which either means developing new frameworks or extending those to old or new problems, or of extending existing approaches to new areas. The underlying philosophy which inspires the PhD programme in Economics in Leicester is that a PhD should have a sound knowledge of economics as a whole not just their more or less narrowly defined field of expertise, as well as having a general preparation in research methods.

The Department sets an upper word limit for a PhD thesis of 50,000 words. This limit is lower than the recommended length for thesis in the Social Sciences, because of the more technical nature of much research in economics, and because most economics research is published in the form of journal articles, rather than books. The limit is strict, and includes Tables, Figures, Appendices and Bibliography. There is no lower limit. The recommended length for a thesis which does not contain much peripheral relevant material is 30,000 words. A thesis might have an introduction/survey of 20 pages, and three further chapters of about 20 pages each, yielding a total of 80 pages. You should not think that length is in itself a “good thing”: indeed, excessive length is often a signal that the research student has not sorted out what is important and what is not. The best theses are written in a concise manner that is easy to read and shows that the candidate has a clear understanding of the results they have obtained. To the extent that chapters will be submitted for publication in refereed journals, you will soon find that, as an almost unbreakable rule, editors require that the paper submitted be shortened as a condition for publication. It is also the case that practically all research in economics, unlike in other social sciences, is nowadays disseminated in the form of articles, not books. To the extent that a PhD thesis is a preparation for academic research, its format and structure should reflect this.

Theses need not necessarily have a uniform structure but in many cases there is a common pattern of:

- An introduction: this states the problem or phenomenon on which the thesis focuses, and summarises the main conclusions of each chapter.
- There may be a survey of the literature (as a separate chapter, or together with the above). This should make clear how other people have approached the topic of the thesis, and what the established results are. This may also highlight existing areas of ignorance, and the contribution that the thesis will make to extend the existing literature. It is however, important to stress that it is not necessary to have a survey of the literature in order to lengthen the thesis. A survey of the literature should be included only if it constitutes a contribution to knowledge, for example because it organises existing

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contribution in a novel way, or because it links the material covered to new areas of economics, or simply because there are no surveys on the topic around. The criterion for inclusion in the thesis should be, as with the rest of the thesis, its publishability (see below). An examiner will recognise unnecessary padding up and dismiss it.

- Some chapters containing the main body of original work in the thesis. These may develop sequentially, with each chapter developing from the previous ones, or they may be in parallel (developing a basic idea in different directions/applications, or looking at different approaches to related phenomena). It is not necessary that the chapters cover related topics. Indeed, many theses could be entitled “Three Essays on [insert broad area here]”. It is important from early on to get an idea how the final product might look.
- It is common to have a special page, where acknowledgements are made, and where the reader is explicitly informed about which parts of the thesis are written jointly with somebody else, as well as, possibly, informing whether any part of the thesis has been published, or presented at conferences.

On the length and number of chapters, there are several factors. There is obviously a trade-off between the number of chapters and their substance. Therefore while three substantial chapters might be sufficient, three short notes are very unlikely to be. The requirement which many examiners work on is that there should be two publishable contributions. Publishability, however, is in the eye of the beholder, and what you or the supervisor may thin publishable an examiner may think it is not. It is therefore helpful to have at least some buffer of extra material, in order to ensure that if there is a “conflict of opinion” with the examiner in respect of the quality of one of the chapters, then the quality of other chapters may make up for it. Short notes may count for a fraction of one publishable chapter.

It is not uncommon for theses to contain joint work, typically developed by the research student and the supervisor, or with another research student. This is to be encouraged, and is a good way of learning how to do research. In the case of joint work, there is some need for a greater quantity: roughly speaking, you get slightly above 50% credit for writing a joint chapter. In the case where the work is joint with another research student, the same chapter can appear in the theses of both students. However, in the case of joint work, its jointness should be made absolutely clear when it is written up.

There is no compulsion for a research student to do joint work with his or her supervisor.

Clearly, the input of the supervisor to a research student's work will usually be considerable in the normal course of events. Whilst it may be useful and appropriate to have some chapters of the thesis as joint work, it is best to keep some of the chapters "sole authored": there should be a clearly identified part of the thesis that is your own independent work. Otherwise, there is a danger that your ability to undertake independent research may be questioned. There is one exception to this general rule: where a PhD is funded by and linked to a research project, then most (if not all) of the PhD might be joint work with the supervisor or other members of the research team. If you have a disagreement with your supervisor about how to

treat joint research, you should feel free to discuss this matter with the PhD Director, or the Head of the Department.

Some examiners may also take a dim view of chapters similar to each other. So, if you have a chapter called “An important theorem on the theory of competition in duopoly”, containing a publishable contribution and another chapter called “An important theorem on the theory of competition in oligopoly”, which extends the previous chapter to the case of n firms, the examiner may view each chapter publishable, but not both (because they view the contribution of the second chapter as marginal, given the first chapter).

Thesis 1	Thesis 2																																																
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To be more concrete, let us consider the above two extreme thesis shapes:

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Without any knowledge of the content of the theses, it is clearly impossible to say that one is better than the other, but we can make some comments about their structure, and how the examiners may judge the extent of the contributions.

Take thesis 1 first. It has two chapters, one theory and one empirical, both of good length, and clearly different in topic and approach (also showing that the candidate can handle both theory and empirical work). The introduction is very short (probably just two short abstracts). Because there are only two chapters, we may infer that the candidate is very confident that they will be judged of publishable quality (maybe they are published already).

The second thesis is, on the face of it, more substantial: it has 10 chapters. But, let's do some elementary accounting. Chapter 1 is an intro [which the examiners would probably count as a 0 contribution], the literature survey has little original material (by definition) [1/4], ch 3 is joint [1/3], ch 4 is joint and a variation on a theme [ $1/2 * 1/3 = 1/6$ ], ch 5 is also a variation and is a note [ $1/3 * 1/3 = 1/9$ ], ch 6 is a comment [1/4], ch 7 is joint [1/2], ch 8 is joint and a variation on a theme [ $1/2 * 1/3 = 1/6$ ], ch 9 is a variation on a theme [1/3], ch 10 has no original material [0]. While examiners do not follow this strict accounting, totting up the contributions of each chapter we get 2 and 1/9. So the two theses do not seem so different in substance. And, many examiners would probably find the first thesis preferable. These two theses are probably extreme cases, and most theses fall somewhere in between.

## **17.2 The MPhil thesis**

Generally, an MPhil thesis has the same range of possible structures as a PhD thesis but is a smaller piece of work. The university stipulates that the maximum length of an MPhil thesis is 50,000 words. Often it will consist of a narrower study than the PhD with concentration on perhaps a single phenomenon or model and leaving open many more unexplored questions and extensions in the area than a PhD thesis. Usually it contains at least one original example, piece of empirical work, or critical analysis. As a minimum requirement, the MPhil thesis should contain a thorough and critical survey of the literature, and at least some initial development of an original idea or approach. There is no convention that an MPhil thesis contains any "publishable papers", but a good one will contain one publishable paper.

If a thesis is submitted for a PhD and the examiners do not deem it to be worthy of a PhD, then the examiners have the option of awarding the thesis an MPhil instead.

## **17.3 Format and Binding**

Theses should be presented on A4 paper, single-sided, normally with 12 point font typescript, with double spacing and good quality printing. There should be a margin of at least 3.5 cm on the left side of the page, both for typescript and diagrams to allow for binding. Other margins should be at least 2.5 cm.

Explanatory notes should stand at the foot of the relevant pages and the bibliography should follow the text and any appendices.

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The first page of the thesis should be a title page to include the following:

- the full title of the thesis the degree for which the thesis is submitted
- the year of submission
- the candidate's full name

The title page should be followed in this order by:

- the abstract page
- acknowledgement page
- list of contents
- main body of the thesis

If there are any addenda to the thesis (such as loose maps or CD-ROMs) these should be securely housed in a pocket attached to the back cover of the thesis and individually labelled with the name of the author, the degree and the date submitted.

### **17.4 Abstracts**

Abstracts of theses and dissertations are deemed to be an integral part of the work to be examined, and must be produced in strict accordance with the following requirements:

- A copy of the abstract should be bound into each copy of the thesis;
- The abstract must not exceed 300 words, must be produced with single spacing on one side of A4 paper, and must be suitable for photographic reproduction;
- The abstract must show the author and title of the thesis in the form of a heading.

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## **18. The Submission and Examination Process**

Finally, there is the examination process. Students must notify the Department and the Graduate Office of when they intend to submit their thesis. This should be done at least three months in advance of the submission date, using the form titled 'Notification of Intention to Submit'. This is available on the Graduate Office website, or from the Postgraduate Administrator. Once a student's Notice of Intention to Submit has been received, they will be sent a copy of the Graduate Office's 'Guidance for Submission and Examination of Your Thesis'.

The Graduate Office then prompts the Department to appoint two examiners who are judged to be expert in the area of the thesis. One will be member of staff within the Department and one will be from another university.

After the thesis has been submitted, one copy is sent to each examiner, who then examines it to see if it meets the criteria for the research degree for which it was submitted. The student meets with the examiners for a viva examination on the subject matter of their thesis.

### ***The Viva Examination***

The viva examination is where you will give a verbal defense of your thesis; its purpose is to:

- demonstrate that the thesis is your own work
- confirm that you understand what you have written
- investigate your awareness of where your original work sits in relation to the wider research field
- establish whether the thesis is of sufficiently high standard to merit the award of the degree for which it is submitted

Successful examination is based on the academic content of the thesis as judged by the examiners; it is not based on completing the required period of study; nor on the opinions of the Thesis Committee or supervisor although they will always give the best advice that they can.

If a thesis is submitted for the award of PhD and the examiners do not deem it to be worthy of a PhD, the examiners have the option of awarding an MPhil instead.

### ***Online resources***

Students can find detailed advice and guidance on the examination process, preparing for viva examinations and download The Good Viva video from the online guide: <http://www2.le.ac.uk/departments/gradschool/resources/thesis>

Students can also direct any questions about the examination process to the Postgraduate Administrator. Copies of all documentation relating to thesis submission and examination can be found on the Graduate Office website, in the 'Forms and documents' store.

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## 19. University Regulations

All students are issued at registration with a link to the University's Regulations for Research Degrees (<http://www.le.ac.uk/academic/Regs/index.html>). This is an important document which should be read carefully and retained until the end of a student's course. This section of the handbook highlights some of the points contained within the Regulations for Research Degrees.

### 19.1 Period of Registration

The prescribed minimum and maximum periods of registration shall be calculated by reference to the date of a candidate's original registration, either as an advanced postgraduate student or as a student reading for a specific degree.

Candidates for higher degrees by individually supervised study shall maintain registration for at least the period set out below before submitting a thesis or dissertation for the degree for which they are registered or presenting themselves for written examination for the degree.

- Ph.D:
  - if full-time: 2 years
  - if part-time : 3 years

Excepting that candidates for the degree of M.Phil. in the College of the Social Science shall maintain registration for the following minimum periods:

- if full-time: 1 years
- if part-time: 2 years

Candidates for higher degrees by individually supervised study shall not, other than with the approval of Senate, maintain their registration beyond the following maximum periods:

- Ph.D.
  - if full-time: 4 years
  - if part-time: 6 years

Candidates for the degree of M. Phil. in the College of the Social Science shall not, other than with the approval of Senate, maintain their registration beyond the following maximum periods:

- if full-time: 3 years
- if part-time: 5 years

### 19.2 Reporting Procedures

Departments are required to operate a formal procedure for the assessment of progress for each research student which includes the following components:

- a) twelve months (twenty-four months for part-time students) after initial registration full-time students will be required to submit a progress report with components, such as literature surveys and conclusions to preliminary research questions, which reflect their work to date. The report should also contain a research plan for the remaining period of registration, including

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research objectives, methods and an approximate time plan for reaching these objectives by the end of the maximum registration period.

- b) the report will be read and assessed by the supervisors and at least one other member of the academic staff. The student will then attend an oral examination or present a seminar in the Department and answer questions. The assessment of the examination or seminar will form the basis of the recommendation from the Department to the Graduate Dean for transfer of registration from Advanced Postgraduate status to a named research degree, an extension of APG status, or termination of registration.
- c) twenty-four months after registration full-time students' progress will be assessed by the supervisors and co-examiner of the first year report. This assessment will include a careful study of the further work needed for completion of the thesis and an agreement of a time scale for completion.
- d) each student, supervisor, and Head of Department is required to make an annual report to the Graduate School on request which will include details of individual students' progress, research training, and Departmental procedures.

If, at any stage, the supervisor has serious doubts about the ability of students to achieve the degree for which they are registered the Head of Department should be notified immediately. Following consideration of the circumstances the Head of Department may then decide to report the student under the regulation concerned with 'Neglect of Academic Obligations'. In some cases, more supportive procedures (e.g., suspension of registration, reformulation of topic, transfer to a lower degree, or mutually agreed withdrawal with open testimonial) may be more appropriate.

### ***19.3 Withdrawal***

Students who wish to suspend their studies or withdraw from the University permanently, are strongly advised to consult their supervisor. They must then notify the Graduate Office in writing of their intention to do so, using a form which is available from the Graduate Office for this purpose, and inform their Department.

### ***19.4 Personal conduct***

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

### ***19.5 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.

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### **19.6 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>

### **19.7 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>

### **19.8 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>

### **19.9 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>

### **19.10 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.

### **19.11 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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## 20. Administrative matters

### 20.1 Personal Details

It is important that you keep the Department informed if any of your personal details, such as your address and contact information change. Please register any change in your contact details using the change of address form available in the Economics Reception. Alternatively, changes in email address can be communicated directly to the Postgraduate Administrator by email. Any changes in personal details that are reported to the Department will automatically be sent to the Graduate School.

If you wish to formally change your name (due to marriage or divorce), or want to report that your name is incorrect on University records, you should inform the Graduate School in writing. You will be required to send copies of your passport or birth certificate. For changes of name due to marriage or divorce, a copy of a marriage certificate /decree absolute will need to be provided.

### 20.2 Re-registration

All PhD students are required to re-register with the University for each year during their studies. Typically this will occur at the start of each academic year. There are two stages to re-registration; the payment of fees (or confirmation of sponsor details) and registering online.

#### Final year students:

If a PhD student wishes to re-register for their fourth year (or third year for MPhil students), the process of registering is slightly different. At this stage, students are required to inform the Department whether they wish to transfer to writing-up status (see 21.3 below), or to remain as full or part-time for their final year. A student must complete a 'request to re-register' form in order to remain as full or part-time.

To accompany the form, a summary of the student's progress must be submitted, in addition to their plans for completion and submission of their thesis within their final year of registration.

Students should indicate on the form whether they are to remain in the full-time or part-time capacity for the whole year, or only part of the year. This will enable the Graduate Office to determine whether a student is eligible to apply for writing-up status for the remainder of the year.

### 20.3 Transfer to 'writing up' status

Once a student has concluded the active part of their research, it is possible to transfer their registration to that of writing-up status. In order to transfer to writing-up status, students must have completed the minimum registration period for their degree (see *Regulations for Research Students*, also section 19.1 of this handbook).

Students should discuss this transfer with their supervisor in the first instance. The 'transfer to writing-up request' form should then be completed by the student and then passed to their supervisor. A student's supervisor will only sign the form if they

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approve of the transfer. Once the form has been signed by the supervisor, it should be submitted to the Postgraduate Administrator. Attached to the request form should be a detailed work plan that sets out how the student will complete the thesis over the writing-up period. A student can obtain a copy of the form from the Postgraduate Administrator, or from the website of the Graduate School.

No student is permitted to register as writing-up for longer than 12 months and there are no exceptions to this rule. The fee charged to writing-up students is £100 for the year, payable as follows: £50 for the first six months and a further £50 for the second six months, if required.

Students registered as writing-up still have access to the Library and their University email account. Although students are not required to reside in Leicester if they have writing-up status, they must make sure that they still comply with any visa requirements, especially with respect to attendance (for more guidance, please see 12.2). It is expected that a student will submit their thesis before the end of their writing-up period.

#### **20.4 Extensions of registration**

In certain circumstances PhD (or MPhil) students may need extensions of registration. The university regulations allow for four years full-time registration for a PhD and three years for an MPhil, although it is expected that PhD students should aim to be in a position to submit their thesis within 3 years of commencing their studies.

If a student is not in a position to submit their thesis at the end of their maximum period of registration, it is sometimes possible to apply for an extension on the grounds of special academic or personal circumstances that have caused delay. However, it should be noted that the University enforces the registration periods rigorously, since its funding from the government depends on completion rates, and therefore a student should not count on being able to obtain an extension unless there has been some clearly identifiable event (e.g. illness) which has held things up.

The Department of Economics will not normally consider extension requests of more than 3 months. A student must complete the 'request for extension of registration' form, which is obtained from the Postgraduate Administrator. Part of the form is completed by the student and part is completed by the supervisor. The student and supervisor must explain why an extension of registration is needed, what part of the thesis remains to be completed and a projected timetable for completing the work must be attached.

Once the form is completed, it must be submitted to the Postgraduate Administrator, who will then pass it to the PhD Director for their consideration. The Department sends the extension request to be considered by the Graduate School.

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## **20.5 Suspension of Registration**

If a student finds themselves affected by circumstances which prevent them from continuing with their studies in the short term, a suspension of between 3 and 12 months can be applied for. This is appropriate if a student is ill, needs a period of maternity/paternity leave, or has some other serious personal or financial difficulties.

In the first instance, a student should seek advice from their supervisor and if appropriate, the University Welfare Service (section 8.3). The student should then complete a form to formally apply for a period of suspension. The form is available from the Postgraduate Administrator, or from the Graduate Office website. Once complete, the form should be returned to the Postgraduate Administrator, along with a letter/email of support from the student's supervisor. Students are required to provide supporting documentation for the suspension request.

The following points should be noted when applying for a suspension of registration:

- Backdated requests for suspension will not be considered under any circumstances
- A student cannot suspend their studies for less than 3 months.
- Periods of suspension in excess of 12 months will only be considered in exceptional circumstances and must be accompanied by supporting documentation.
- Tuition fees are not payable for the period of suspension. However, students do not have access to any University facilities and are not entitled to any supervision for the duration of the suspension period.
- The UK Border Agency will be notified if a student with a Tier 4 Student visa, obtained using a Confirmation of Acceptance for Studies (CAS) statement, suspends their registration.

### **Returning to studies after a period of suspense**

Although suspension can start on any date, all students must return to their studies on one of the following dates: 1<sup>st</sup> October, 1<sup>st</sup> January, 1<sup>st</sup> April and 1<sup>st</sup> July. Students cannot return on any other date.

It is the responsibility of the student to inform the Department, the Graduate School and their supervisor if they are not able to resume their studies on the date of return that is indicated on their suspension request.

## **20.6 Transfer to Part-Time Registration.**

Due to the nature of the research training that forms a major part of the first year of studies, it is not advisable to transfer to part-time until the first year has been completed. Student's considering changing their registration to that of a part-time student should consult with their supervisor and the Postgraduate Administrator.

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## 21. Seminars and PhD Conferences

### 21.1 The PhD Conferences

Each year there is a series of seminars at which research students give presentations to an audience of research students and staff. It is a basic requirement that all research students participate in this series. This is organised by the PhD Director (see above, 4.4). Students will be contacted directly by email in advance to inform them of the exact schedule.

The form of a presentation may differ with students; often it consists of presentation of the main results and problems found so far in the first substantive chapter; but it could equally well consist of presentation of problems encountered in the literature or of a broader overall view of the thesis.

Quite apart from the help and encouragement that students can offer to their colleagues, these are extremely useful opportunities to improve presentation skills, by learning from both what's good and what's bad in other students' presentations.

### 21.2 Departmental Seminars

Students are actively encouraged to attend the Departmental Seminars and Workshops at which academic economists from inside and outside the Department present their recent research work. Members of the Department are engaged in a wide variety of externally-funded research projects. Where possible, research students are encouraged to become attached to these research groups as this provides further exposure to the most recent developments in economics and state-of-the-art research methods.

There is a general Departmental staff/research student seminar, usually weekly and usually addressed by visitors. These seminars are held in the Astley Clark Building, room AC017, on **Wednesdays** at **1.30pm** unless otherwise indicated next to seminar. All are welcome to attend. Seminars given by members of staff within the Department are held in the Astley Clark Building, room AC017, on Thursdays at 5.00pm unless otherwise advertised.

The schedule is currently advertised on the following webpage:

<http://www.le.ac.uk/ec/research/seminars.html>

### 21.3 Discussion Papers

The Department has its own Discussion Paper Series and discussion paper library which can be found online, including discussion papers from around the world. Research students are permitted to download these discussion papers (found here: <http://www.le.ac.uk/economics/research/dpseries.html>)

Research students may publish discussion papers in the Departmental series; as a condition for acceptance the paper has to have been accepted for presentation at a “good” conference (the chair of the Thesis Committee will need to initial the request).

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## **22. Facilities for Research Students in Economics**

### **22.1 Office Space**

At present research students have a suite of rooms in the Department. Typically each student has access to a desk and a computer, which is allocated within the first semester of registration. If a student wishes to change to another desk/room, a request must be made in writing to the Postgraduate Administrator by no later than July of the current academic year. All such requests are considered in July/August and any allocation of new desks/rooms is made in August. Students must have moved to the new desk/room before the end of September.

It should be noted that space within the Department is at a premium and desk spaces are not guaranteed on an indeterminate basis. The Department will do all they can to provide appropriate facilities.

All University buildings have a non-smoking policy and this includes all offices in the Astley Clarke building.

### **22.2 Building Access**

For out of hours access to the Astley Clarke building, you will require an access card. Your access card will automatically be sent to the Department once you have completed registration. If this is not possible, you will be asked to complete an application form which needs to be signed by the Departmental Secretary. Once completed, the form needs to be taken to The Security Office, Room 003, The Security Lodge (located directly opposite to the Astley Clarke building).

A code is required to access the Economics Reception when it is closed (before 09:00 and after 17:00, plus weekends). This code will be sent to you by the Postgraduate Administrator by email and must not be passed on to anyone else.

### **22.3 Post**

There is a pigeonhole for each PhD student, located in the Economics Reception area. You can receive post related to your studies if it is addressed to you at:

Department of Economics  
Astley Clarke Building  
University of Leicester  
University Road  
Leicester  
LE1 7RH

### **22.4 Fax**

The fax number for the Department is 0116 252 2908. There is a fax machine located in the Economics Reception which PhD students can use.

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## **22.5 Telephones**

Each PhD office area will contain a telephone for student use. Please do not use these telephones to make private phone calls. The telephone number for each room is available on the Economics website. Telephones located in PhD rooms are not enabled to make international calls.

## **22.6 Photocopying**

There is a photocopier located in the Economics Reception which PhD students have access to. The Department will provide each student with a unique photocopying code (usually at the same time as the access card is distributed), which will allow 250 copies per academic year. Photocopying facilities are only to be used for the purposes of your own research and teaching. Photocopying codes should never be passed on to anyone else, including staff and other PhD students.

## **22.7 Stationary**

PhD students have access to the stationary cupboard for supplies relating to research and teaching, located in the Economics Reception. Paper and ink cartridges for office printers can also be obtained from the Economics Reception during its opening hours.

## **22.8 Software**

The Department has site licences or network licences for the computing software Stata, PCGive Oxmetrics, WinEcon Maple Matlab Scientific Workplace, Eviews, Mathematica

This software is available to research students. Full internet access and library databases are available via the campus network. Students should report any issues with computer software to IT services ([ithelp@le.ac.uk](mailto:ithelp@le.ac.uk)).

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## 23. Staff - Student Committee

Research students have their own representative on the main Departmental committees that are concerned with postgraduate affairs. The Department has a postgraduate staff/student committee which considers issues connected postgraduate study. The committee meets twice each semester and consists of the PhD Director, the Director of Taught Postgraduate Programmes, one representative of each of the MSc degrees (who are elected early in the first semester) and representatives who are studying for research degrees. Further information regarding the election will be on the programme notice board in October along with a list of members of the committee once they are elected. Alternatively this information, as well as minutes from previous meetings, is available on the Learning and Teaching pages of 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 (see 8.8). Information about the support the Union provides for representatives can be found on the S.U. website at <http://www.leicesterstudent.org/main/advice/edu>

If you would like to raise an issue at a meeting you should contact any of your programme representatives. If for any reason you are unable to reach them you may write directly to the Chair of the committee via the Postgraduate Administrator (see section 4.1).

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## 24. Complaints Procedure

If at any stage of the research process things appear to be going wrong or to be breaking down then the student should immediately see their supervisor or other members of the Thesis Committee. If for any reason this is not possible then the student should see the PhD Director, the Chair of the PGLTC, or ultimately if this too is unsatisfactory, the Head of Department.

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 Student/Staff 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 matters) – in such cases, assistance to the Heads in the consideration of the complaint will be provided by the Director of College Administration, with procedural advice provided by the Quality Office
- The University Librarian (in relation to the Library)
- The Director of IT Services (in relation to computing facilities)
- The Director of Residential and Commercial 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 Corporate Services)
- 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).

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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 at:

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

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 email 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 temporarily be in abeyance). Students who have initiated a complaint but permanently withdraw from the University before a conclusion has been reached may pursue their concerns up to and including the final appeals procedure.

### ***24.1 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 eight weeks 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 of the Union 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 or by a member of the Education Unit

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of the Students' Union, 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. 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. 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 will rest 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 252 2419), or from the Education Unit in the Students' Union, (tel. 0116 223 1228, 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 procedures.

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## 25. Staff Research Interests

**Dr Ali al-Nowaihi**

Behavioural economics; oligopoly theory; macroeconomic theory; spatial economics; illicit activity; political business cycles and club goods.

**Dr Fabrizio Adriani**

Information economics; applied and evolutionary game theory; financial economics.

**Dr Svetlana Andrianova**

Banking and financial development; contract theory; game theory; poverty and development; development economies with application to formerly planned economies

**Professor Badi Baltagi**

The theoretical and applied econometrics of panel data, including spatial panels.

**Dr Subir Bose**

Game theory; auctions; mechanism design; industrial organisation

**Professor Wojciech Charemza**

Financial econometrics; modelling of East European economies; nonlinear and non stationary time series econometrics.

**Professor Gianni De Fraja**

Economics of education; game theory; theoretical health economics; development economics; industrial organisation; regulation; public economic theory

**Professor Panicos Demetriades**

Finance and growth; financial development; financial liberalisation; economic growth; monetary policy in emerging market economies.

**Professor Vincenzo Denicolo**

Industrial organization; economics of innovation; social choice theory; competition policy; law & economics; environmental economics; economic growth

**Dr Sanjit Dhami**

Macroeconomic theory; public economic theory; behavioural economics; political economy; industrial economics and economic development theory.

**Professor Clive Fraser**

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.

**Dr Gaia Garino**

Applied microeconomic theory; contract theory; intertemporal consumer choice; applied general equilibrium; labour microfoundations and personal sector finance.

**Dr Maria Gil-Molto**

Microeconomics and industrial organisation; economics of technology; R&D and competition policy and empirical industrial organisation.

**Professor Stephen Hall**

Macroeconomics; macroeconomic modelling; econometrics; cointegration; financial econometrics and forecasting.

**Dr Martin Hoskins**

Skill training and the effects of trade and technological change on occupational skill structure.

**Dr Abbi Kedir**

Development economics; trade liberalisation and poverty labour; education and health economics.

**Dr Martin Koppensteiner**

Applied microeconometrics; economics of education; development economics; health economics; economics of crime.

**Dr Daniel Ladley**

Computational finance; quantitative methods and financial markets; evolution of trading strategies in limit order markets; agent-based simulations.

<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>

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## **26. The Graduate Teaching Assistantship (GTA) and the Tutorial Assistantship (TA)**

The Department offers two ways in which PhD students can obtain teaching experience and funding towards their studies. Each position is detailed further below (in section 26.3 and 26.4). Before we describe these further, we will first inform you of the training that is applicable to both TAs and GTAs and also the method in which the Department assigns teaching to TAs and GTAs.

### ***26.1 Teacher Training for Tutorial Assistants and Graduate Teaching Assistants***

All students wishing to undertake paid work for the Department of Economics (whether as a Tutorial Assistant or Graduate Teaching Assistant) are required to enrol on the Teacher Training Course provided by the College of Social Science. The course includes sessions on teaching small group seminars, marking coursework and providing student support. The teacher training course normally commences during the week prior to registration.

If the teaching you undertake falls on the date of your training, the teaching will have to be arranged as it is imperative, to meet QAA requirements, that you attend the course. If you have already attended this course, please let us know.

### ***26.2 Assignment of teaching and related duties to Tutorial Assistants and Graduate Teaching Assistants***

The Head of Administration has line management responsibility for Tutorial Assistants and Graduate Teaching Assistants and is responsible for day to day contract management, probation, the assignation of teaching duties and development of those appointed to the positions.

Your teaching and related duties (which include examination marking, presentation assessments, office hours, ongoing student support and other adhoc teaching duties) are assigned by mutual agreement with the Head of Administration and a meeting is normally held with all Tutorial Assistants and Graduate Teaching Assistants at the beginning of each semester to agree the duties for the semester. In considering the assignation of duties, the Head of Administration will make reference to

- The teaching need of the Department
- A student's area of research
- How the style of teaching of the tutor and module synthesise
- The progress a student is making on their thesis
- A tutor's previous teaching experience

Tutorial Assistants and Graduate Teaching Assistants are not normally expected to work more than 6 contact hours per week without the express permission of their supervisor. They may work increased hours during vacation periods.

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The Department cannot guarantee teaching in a particular area and it is a requirement of any Tutorial Assistant or Graduate Teaching Assistant that they undertake any teaching duty reasonably assigned within the spirit of their contract.

### **26.3 The Graduate Teaching Assistantship:**

#### **The Graduate Teaching Assistant Scheme**

The Graduate Teaching Assistant Scheme (GTA) scheme itself was established at the University of Leicester a number of years ago. It formalises the common arrangement whereby PhD students carry out teaching and other duties on behalf of University departments or services, and receive a studentship, salary and maintenance grant. Those appointed as Graduate Teaching Assistants are normally subject to a 6 month probationary period and receive an income from the University that will be made up of two elements:

- Salary for carrying out teaching and academic related administrative work, assigned by the Head of Administration, for the Department of Economics (calculated at 0.1 or 0.2FTE – depending on your contract/offer- of the bottom point on the University's salary grade 5).
- Scholarship for your PhD work. This, along with your salary, is normally equivalent to the amount you would receive from a research council scholarship in the United Kingdom. The overall package is subject to inflationary increases.
- A fee waiver studentship equivalent to the Home/EEA fees will run for the full duration of your employment. If you are an overseas student, your fees will be reduced by the Home/EEA waiver amount and you will need to pay the difference.

The Department of Economics will fund both the salary and the scholarship elements of the total income package. Your paid contract of work will start as soon as you are able to start, and will up to four years in length on a fixed term contract, subject to your being registered for a PhD in the Department at all times. The Scholarship will also have a fixed term of up to four years.

The conditions of the GTA Scheme include provisions for both the employment contract and the scholarship to end when you withdraw from your academic study.

Income from the two elements is detailed briefly below:-

#### **Salary**

This will be either at 0.1 FTE or 0.2 FTE (according to the package offered to you by the appointing panel) at a rate linked permanently to the bottom point of the University's grade 5 scale. This will be paid monthly through the University payroll in respect of duties undertaken for the Department of Economics. There is no right to incremental progression.

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## **Scholarship**

This is a stipend (non-taxable maintenance grant).

This is paid quarterly by the Department of Economics. The level of the scholarship will be reviewed in line with the University's policies for GTAs.

### ***26.4 The Tutorial Assistantship:***

The Department occasionally has vacancies for casual Tutorial Assistantships which PhD students are encouraged to apply for. The duties are flexibly organised but will normally involve undertaking tutorial or seminar teaching in subjects designated by the Head of Administration, together with office hours for students, in the required semester. Further information will be provided in the job description for the role.

Tutorial Assistants are employed for a semester and can be re-engaged during future semesters subject to satisfactory teaching evaluation scores. As part of the Department's commitment to quality assurance, students are given the opportunity to provide feedback on the

It is important to note that students are given the opportunity to do paid work primarily as a mechanism for their professional development and not as a way of funding their studies. Moreover, we can never guarantee students a continuous source of paid work. In light of both of these facts, PhD students should not make personal or professional decisions on the assumption that they will receive a constant source of funding via paid teaching work.

### **Payment of Tutorial Assistants**

Tutorial Assistants are normally paid a fee on a monthly basis. The Department will calculate the teaching and related tasks you are scheduled to undertake during the semester and from this will determine the fee payable to you for the whole semester. Your fee will then be aggregated into monthly instalments and paid to you through the University's fees payroll in arrears. The current pay rates are included in the job description and confirmed at the beginning of each semester/contract.

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## 27. 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.

### 27.1 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

### 27.2 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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## **28. Personal Property**

### ***28.1 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.

### ***28.2 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)

### ***28.3 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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## 29. 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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## **Appendix A: Research Methods in Economics.**

The following information relates to the Research Methods lectures, given in Semester 2. All PhD students should attend.

**Audience:** PhD/Research Students; junior members of staff in areas of Economics, Management and Econometrics. The course has a natural break after Lecture 1. More senior (research active) members of staff may benefit from and contribute to the exchange of opinions and experiences, by attending from Lecture 2 onwards.

**Aims and Objectives:** To present to beginners the difficulties and joys of an academic career. Techniques, tactics and strategies for academic writing and for an academic career.

**Structure:** Three or four lectures, each being two hours in length. The timetable is circulated in the early part of the second semester.

**Hand-outs:** The slides are on line. For reasons which will become obvious during the lecture course, the URL will be made available after the end of the course.

**Prerequisites:** None.

### **Syllabus.**

**Lecture 1:** Thesis writing.

- How to manage the process of doctoral research.
- Aims and objectives of the research.
- Setting dates for individual stages / milestones
- The PhD in Economics; from monograph to "three papers".
- Choosing your topic. The supervisor.
- Other bibliographic sources and methods – e.g. journals, annals and theses.
- Searching for 'grey' literature – e.g. conference proceedings etc.
- Journal Citation Reports and other search devices.
- Managing a Personal Bibliography – Techniques for cataloguing and filing literature.
- Text Processing.

**Lecture 2:** Writing papers & submitting to journals.

- The idea.
- The audience.
- Presentation: attention to details.
- Presentation: the structure
- Time balance.
- Choosing the journal
- Writing papers with a specific journal in mind.
- (For Italy: the importance of publication for an academic career in Italy - the CIVR).
- International rankings of journals.
- Submission

**Lecture 3:** The refereeing process. Professional etiquette.

- Receiving the response: The pitfalls of the refereeing process.
- Revising

- 
- Re-submitting: the Dos and Don'ts.
  - Other professional activities: conferences, seminars, discussant, refereeing,
  - Plagiarism, The possibility thereof.
  - Getting paid to do all of the above: the job application process.

**Bibliography:** Mostly websites. These will be made available after the course. Some articles which will be referred to are:

Cawley, J, *A Guide (and Advice) for Economists on the US Junior Academic Job Market*, Job Opening for economists, 2004.

Cochrane, J., *Writing Tips for Ph.D. Students*, Chicago Graduate School of Business, 2005.

Coupé, T., *Revealed Performances*, ECARES, Bruxelles.

Hamermesh, D, "The young economists guide to professional etiquette", *Journal of Economic Perspectives*, 1992, Vol.6, No.1, pp.169-179.

Hamermesh, D, "Professional etiquette for the mature economist", *American Economic Review*, 1993, Vol.83, No.2, pp.34-38.

Gans, J G, and G B Shepherd, "How are the mighty fallen: Rejected classic article by leading economists", *Journal of Economic Perspectives*, 1994, Vol.8, No.1, pp.165-169.

Hamermesh, D, "Facts and myths about refereeing", *Journal of Economic Perspectives*, 1994, Vol.8, No.1, pp.153-163.

Hart, O, "More etiquette tips for young economists", *Journal of Economic Perspectives*, 1994, Vol.8, No.2, pp.208-209.

Ma, Albert, "A Journey for Your Beautiful Mind: Economics Graduate Study and Research", mimeo.

McCloskey, Deirdre N., *Economical Writing*, Waveland Press, Illinois, 2000.

Thomson, William, *A Guide for the Young Economist*, MIT Press, Massachusetts, 2001.