Disclaimer

This document was published in September 2016 and was correct at that time. The Department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term ‘Department’ is used to refer to both ‘Departments’ ‘Centres’ and ‘Schools’. Students on joint or combined degree programmes will need to use two departmental handbooks.

An electronic copy of this handbook can be found on your Departmental website https://www.royalholloway.ac.uk/economics/documents/pdf/handbooks/pgt-student-handbook-2015-16-v5.pdf where it will be possible to follow the hyperlinks to relevant webpages.
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Introduction to the Department

1.1 Welcome

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

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

Professor Mike Spagat
Head of Department

1.2 How to find us: the Department

The Department is located in the Horton Building with some staff in the McCrean building.

The Horton building can be found on the College campus map as building 20.

1.3 Map of the Egham campus
Student parking is limited and a parking permit is required. This can be obtained via Security. You will need proof of insurance and ID before a permit will be issued.

1.4 How to find us: the staff

CONTACT DETAILS

Head of Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Mike Spagat</td>
<td>01784 414001</td>
<td>Horton 316</td>
<td><a href="mailto:M.Spagat@rhul.ac.uk">M.Spagat@rhul.ac.uk</a></td>
</tr>
</tbody>
</table>

Academic Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Vinay Nundlall PGT Academic Coordinator</td>
<td>01784 414005</td>
<td>Horton 222</td>
<td><a href="mailto:vinay.nundlall@rhul.ac.uk">vinay.nundlall@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Prof. Manolis Galenianos Director MSc Economics</td>
<td>01784 276390</td>
<td>McCrea 206</td>
<td><a href="mailto:Manolis.galenianos@rhul.ac.uk">Manolis.galenianos@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Prof. Alessio Sancetta Director MSc Finance</td>
<td>01784 444971</td>
<td>Horton 313</td>
<td><a href="mailto:Alessio.sancetta@rhul.ac.uk">Alessio.sancetta@rhul.ac.uk</a></td>
</tr>
</tbody>
</table>
Support Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shareen Holmer</td>
<td>01784 443983</td>
<td>Horton 218</td>
<td><a href="mailto:shareen.holmer@rhul.ac.uk">shareen.holmer@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Department Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alexander McHattie</td>
<td>01784 443381</td>
<td>Horton 209</td>
<td><a href="mailto:Alexander.mchattie@rhul.ac.uk">Alexander.mchattie@rhul.ac.uk</a></td>
</tr>
<tr>
<td>Postgraduate Administrator</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.5 How to find us: the Departmental office

The Department Office is located in room H209; the main ground floor corridor of the Horton Building.

1.6 The Department: practical information

Visit the Economics Department website for practical information about the Department of Economics. Follow this link to the economics home page https://www.royalholloway.ac.uk/economics/home.aspx.

Information for current Postgraduate Taught students can be found at https://www.royalholloway.ac.uk/economics/currentstudents/postgradutetaught(msc)/postgraduatetaughtvault.aspx

1.7 Staff research interests

Visit the Economics Department website for information about staff and research interests within the Department of Economics. Follow this link to the economics home page https://www.royalholloway.ac.uk/economics/home.aspx

2 Communication

It is vitally important that you keep in touch with us and we keep in touch with you. Members of staff will often need to be able to contact you to inform you about changes to teaching arrangements, special preparations you may have to do for a class or meetings you might be required to attend. You will need to be able to contact members of the Department for example, if you are unable to attend a class, or wish to arrange a meeting with a tutor or your Personal Adviser.

Email to your College email address is routinely used and you should check regularly (at least daily) if any official communication has been sent to your email address. Do not ignore the email as it will be assumed
that it will have been received by you within 48 hours, excluding Saturdays and Sundays.

You should also make a habit of checking the student pigeonholes in the Department.

2.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the student portal [https://campus-connect.rhul.ac.uk/cp/home/displaylogin](https://campus-connect.rhul.ac.uk/cp/home/displaylogin) (Campus Connect) or direct via Outlook.com [http://outlook.com/](http://outlook.com/) Email to this address will be used routinely for all communication with students. Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you check your emails once a day. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

The College provides a number of PC Labs around Campus for student use, and you can also use your own laptop/smart phone etc., so the Department expects you to check your email regularly. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. Just deleting messages is not sufficient; you must clear the ‘Sent Items’ and ‘Deleted Items’ folders regularly. It is your responsibility to make sure your College email account is kept in working order. If you have any problems contact the IT Service Desk [http://itservicedesk.rhul.ac.uk/](http://itservicedesk.rhul.ac.uk/)

The Department of Economics will only use the address in the College Global Address List and does not use private or commercial email addresses, such as Hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted/forwarded to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting [http://help.outlook.com/](http://help.outlook.com/) and searching for forwarding (you may need to use IE browser to access this as the link does not work on some browsers). This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, Hotmail, it will not be deleted from the Royal Holloway account. It is your responsibility to log on to your College account occasionally and conduct some account maintenance or your account may become full and therefore will not forward messages.
If you send an email to a member of staff in the Department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research.

2.2 Post

All post addressed to students in the Department of Economics is delivered to the student pigeonholes (alphabetical by surname) in the ground floor of the Horton Building ground floor corridor. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Registry is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

2.3 Telephone and postal address

It is your responsibility to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date on the student portal (Campus Connect) https://campus-connect.royalholloway.ac.uk/cp/home/displaylogin. There are occasions when the Department needs to contact you urgently by telephone or send you a letter by post.

The Department does not disclose students’ addresses and telephone numbers to anybody else (including relatives and fellow students) without the student’s specific permission to do so.

2.4 Notice boards

The official student notice boards are on the walls in the Horton Building ground floor corridor. Every effort is made to post notices relating to class times etc. well in advance, but occasionally changes have to be made at short notice and in that case email will be used.

It is your responsibility to check the times and venues of all class meetings and of any requirements (eg. essay deadlines) relating to your courses, so, if in doubt, please ask!

2.5 Personal Advisers

PGT students should contact the PG Academic Coordinator, Vinay Nundlall in the first instance, or their Programme Director; Manolis Galelanios or Alessio Sancetta (MSc Finance, or MSc Computational Finance).
2.6 Questionnaires

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

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

2.7 Space

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

There are some very simple house rules for the Postgraduate Study Room that must be followed:

- The facility is for Department of Economics PGT students only (including those on joint degrees), but friends from other departments are not permitted to use the Hub and should use study space elsewhere in the College
- Please keep the room tidy. You are welcome to eat your lunch in the Hub, but tidy up after you have eaten and please be considerate of others.

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

3 Teaching

3.1 Dates of terms

Term dates can be found on the College website http://www.royalholloway.ac.uk/aboutus/collegecalendar/home.aspx
You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/or miss lectures/ seminars/ practicals etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see 3.3 below). During the summer term, after the summer examination period, you are expected to attend all required academic activities organized by your department(s) and to be available should you be required to meet with College staff for any reason. Furthermore as Master’s programmes run for one calendar year from September to September you are also supposed to be available to meet with staff after the official end of term should this be required, that is, during the summer vacation period.

3.2 Reading weeks
During the seventh week of the autumn term (w/c 31 Oct) and the sixth week of the spring term (w/c 13 Feb), there will be no Economics lectures or seminars for one week. Please note that that other Departments may schedule their reading weeks at different times during the term or may not include reading weeks for their courses. If you are taking courses run by other Departments you must attend in accordance with their course itineraries, regulations and procedure.

3.3 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending regularly and progressing with their studies. While it is essential that you attend all the compulsory learning activities related to your programme of study, the College recognises that emergencies may occur at any time throughout the year. In light of this, the Department of Economics has set a minimum attendance level at 80%. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements.

Your regular attendance in class and consistent engagement with your studies are fundamental requirements of your learning experience with the College. As such, failure to attend and/or absence without permission can result in serious consequences and may lead to disciplinary action, including the termination of your registration (see 3.3.6 below). Your ‘classes’ are any learning or teaching activity deemed essential to your programme of study. The term is used to encompass a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings your
Personal Advisor.

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. With regard to paid employment during the course of your programme of study with the College, the Postgraduate Taught Regulations ([http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx](http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx)) stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department(s) in which you are studying as early as possible, citing the reasons for your non-attendance. The department will make a decision on whether or not to authorize your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Adviser or Year Tutor. In addition, an extensive range of additional support, guidance and advice is readily available from the College’s Student Advisory Service ([https://www.royalholloway.ac.uk/ecampus/welfare/home.aspx](https://www.royalholloway.ac.uk/ecampus/welfare/home.aspx)). The Students’ Union also operate an Advice and Support Centre, details on which can be found here [http://www.su.rhul.ac.uk/advice/](http://www.su.rhul.ac.uk/advice/).

## 3.3.1 Your responsibilities in relation to attendance

Your responsibilities around attendance and engagement include:

- attending all classes necessary for the pursuit of your studies (including lectures, seminars, practicals and personal tutorials);
- undertaking all summative and formative assessment requirements for your courses;
- attending all meetings and other activities as required by the department(s) in which you are studying;
- where you experience any form of difficulty in attending classes, for whatever reason, contacting the department(s) in which you are studying to notify them of your circumstances at the earliest possibility.

You are expected to fully engage in your classes, undertaking any reading, research or further preparation identified between these sessions alongside punctual attendance. It is essential that you make suitable arrangements for travel to your classes and plan to arrive in good time, as teaching will start at five minutes past the hour and finish
five minutes before the hour. You will normally be marked absent if you turn up late without good reason.

3.3.2 Departments' responsibilities for monitoring attendance

The Department of Economics will monitor your attendance at seminars. It is your responsibility to complete any attendance register that is circulated and to make sure that your attendance has been noted. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying or the department in which you are taking courses in the case of electives, for example.

It is important that you attend all the learning activities related to your programme of study. Whilst attendance is compulsory at all learning activities, it is recognised that emergencies may occur at any time throughout the year and therefore as indicated above a minimum attendance requirement has been set.

You will be contacted in the event that:

i. you fail to attend for **two weeks** without providing notification of your absence;

ii. you display a **pattern of absence** that the department feel is affecting or is likely to affect your work

iii. you display a pattern of absence that the department feel is a cause for **concern over your wellbeing or may point to a disability which you may not have disclosed**.

3.3.3 College's responsibilities for monitoring attendance

The College has a number of important obligations in relation to monitoring your attendance and engagement, including legal responsibilities under the Equality Act (2010). As a result, the College may adjust the attendance requirement for your programme but will only do this when such adjustment does not compromise competence standards or your ability to reach the learning outcomes of your programme. Any need to adjust attendance requirements will be treated case by case and discussed by the department with the Disability and Dyslexia Services (DDS) and Academic Quality & Policy Office (AQPO).

The College also has obligations places on it by UK Visas and Immigration (UKVI) – (see 3.3.7 below).
3.3.4 Missing classes

If you are unable to attend College for whatever reason you must advise the department in which you are taking the course(s) in question and complete the relevant **Notification of Absence Form**, which is available online.

https://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx

![Figure 1 - Notification of Absence Form – Absence Due to Illness](image)

This must be submitted to the relevant department(s) together with the relevant supporting documentation either before your absence or within **five working days** of the end of the period of absence.

You should ensure:

- a. that you advise the department by contacting the departments reception staff in H209.
- b. that you complete the Notification of Absence Form, copies of which are also available from the Health Centre.
- c. that you submit the paperwork to your department(s) either before your absence or within **FIVE** working days of the end of the
period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level. Completed forms should be taken to the Departmental Admin Office H209.

d. that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with the Academic coordinator, Dr Vinay Nundlall or the Programme Director.

This table shows the documentation that is required should you be absent for any reason.

<table>
<thead>
<tr>
<th>Reason for absence</th>
<th>Documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness up to and including 5 consecutive term-time days (excluding Saturdays and Sundays)</td>
<td>Completed Notification of Absence Form – Self Certification</td>
</tr>
<tr>
<td>Illness for more than 5 consecutive term-time days (excluding Saturdays and Sundays)</td>
<td>Completed Notification of Absence Form - Self Certification plus Formal Medical Certification signed by the Health Centre, your GP or hospital consultant</td>
</tr>
<tr>
<td>Unrelated to sickness</td>
<td>Notification of Absence Form plus supporting evidence</td>
</tr>
<tr>
<td>Leave of absence request</td>
<td>Notification of Absence Form plus any departmental requirement must be met</td>
</tr>
</tbody>
</table>

Note:

- If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Advisor).
- The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor’s medical certificate from you in the event of multiple and/or sustained instances of self-certified illness.
- The departments in which you are studying are responsible for monitoring your attendance and engagement, and deciding whether a period of absence is deemed acceptable or unacceptable (for further information please refer to the online guidance [http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx](http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx) for details of what constitutes ‘acceptable’ and ‘unacceptable’ circumstances relating to absence). If deemed unacceptable the absence will be recorded as such and will count against your minimum attendance level.
3.3.5 Missing an examination

In the event that you are unable to attend an exam (e.g. through reasons of sudden illness), it is essential that you notify Student Administration at the very earliest possibility. Wherever possible, please try to ensure you contact them via e-mail at student-administration@rhul.ac.uk before the scheduled start of the exam with your name, student ID and confirmation of the exam that you are unable to attend. Please include a brief explanation within the email outlining the reasons for the non-attendance.

This notification will then be forwarded by Student Administration to your department so that they are aware of your non-attendance.

Please note, this notification is not a substitute for formally notifying your department of Extenuating Circumstances. It is essential that you inform your department and Chair of the Sub-board of Examiners by completing the Extenuating Circumstances form. For further information, please refer to the website https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/extenuatingcircumstances.aspx.

In the event that you do not complete the Extenuating Circumstances form, your department will be unable to consider the reasons for your non-attendance at your departmental Sub-Board of Examiners.

3.3.6 Consequences of failing to attend

As indicated in 3.3.2 above the Department may contact you if there are concerns about your attendance.

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, the Department may issue you with a formal warning which can escalate to the termination of your registration at the College. You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning on http://www.royalholloway.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx and in the relevant regulations http://www.royalholloway.ac.uk/ecampus/academicsupport/registrations/home.aspx.

In situations where you are experiencing documented severe difficulties the Department and College will make every effort to support you and counsel you as to the best course of action. However, there may be cases where, although non-attendance is explained by an acceptable reason, your level of
attendance falls to a level which compromises educational standards and/or your ability to reach the learning outcomes of the course. In such cases it will be necessary to implement disciplinary procedures as detailed above.

3.3.7 Withdrawal of visa

If you are in receipt of a Tier-4 (General) Student Visa sponsored by Royal Holloway, it is a requirement of your Visa that you attend classes and complete assessments. This is also a requirement of the College’s academic regulations. The College has a legal responsibility to report any student admitted to the College on a student visa who does not appear to be in attendance to UK Visas and Immigration (UKVI). Therefore if you fail to meet UKVI visa requirements and/or fail to respond to informal and formal warnings from the College in this regard you could have your sponsorship withdrawn, your Visa cancelled and your registration with the College terminated. The termination of registration due to a breach in Visa requirements is conducted independently of the College’s formal warning process and the decision is not open to appeal.

Please see the College Postgraduate Taught Regulations (http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)

4 Degree Structure

Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, courses which make up the programme and any programme-specific regulations are set out in the programme specification available through http://www.royalholloway.ac.uk/coursecatalogue/home.aspx or http://www.royalholloway.ac.uk/studyhere/progspecs/home.aspx

4.1 Course registrations

While you have the option of changing course unit registrations within the first two/three weeks after the start of teaching (excluding Welcome Week) subject to agreement from the department, once you have submitted assessment for the course, you may not replace it with another either in that term or in a subsequent term (e.g. Spring term). Any courses that you wish to take on an extracurricular basis (that is, as extra and not counting towards your degree) must be identified at the start of the academic year or before any assessment has been completed for the course.
5 Facilities

5.1 Libraries

There are 2 libraries on campus:

- **Founder’s Library**, located on the South Side of Founder’s Building, houses most language, literature, film, music and theatre material;
- **Bedford Library**, located up the hill from the Students’ Union next to the History Department, houses science, social science and history material;

Details, including further resources available, opening times and regulations, can be found online: [http://www.royalholloway.ac.uk/library/home.aspx](http://www.royalholloway.ac.uk/library/home.aspx)

If you cannot find the specific items that you require in the libraries, it is possible to order items from other libraries by inter-library loan or to gain access to the Senate House Library or other university libraries. You can obtain further information on this by asking at the library helpdesks. The Information Consultant the Department of Economics is Emma Burnett, who can be contacted at [Emma.Burnett@royalholloway.ac.uk](mailto:Emma.Burnett@royalholloway.ac.uk).

The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, go to:

[http://www.royalholloway.ac.uk/library/helpandsupport/findinginformation.aspx](http://www.royalholloway.ac.uk/library/helpandsupport/findinginformation.aspx)

**The London School Of Economics and Political Science Library**, 96 Euston Road, London, NW1 2DB. Tel: 020 7412 7000; The Library collects social sciences material in the widest sense, with the collections particularly rich in economics, statistics, political science and public administration. A range of services and facilities are available to LSE students and visitors. All University of London students have access via their web. Academic staff and degree students are provided with reference access on production of a valid university ID card.

5.2 Photocopying, printing and computing

5.2.1 Photocopying

The departmental photocopier is in constant use by office staff and lecturers. For this reason, we are unable to allow undergraduate students to use it. Instead you can use copier-printers (MFDs) located in
the libraries, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available online:
https://www.royalholloway.ac.uk/it/printing/home.aspx

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

5.2.2 Printing

Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the libraries and Computer Centre.

Departmental staff are unable, in any circumstances, to print anything out on your behalf. Copier-printers (MFDs) are located across the campus in the PC labs, libraries and Computer Centre. Further information on printing is available online:
http://www.royalholloway.ac.uk/it/printing/home.aspx

5.2.3 Computing

The Computer Centre provides a range of IT training sessions designed to enhance your current IT skills. These are available in both class-based and self-study formats, and successful completion of the course is rewarded by a College IT Skills certificate. To participate in these sessions, go to:
http://www.royalholloway.ac.uk/it/training/home.aspx

6 Coursework Essays and Dissertation

6.1 Tests/Coursework

Mid-term tests will generally be held in the week after reading week, in both the Autumn (week 8) and Spring Term (week 22). Coursework / take home projects will be handed in to the Departmental Office on a Tuesday before noon. The exact dates of mid-term tests and coursework hand-in’s will be posted on the departmental website under ‘current students’ when confirmed. The dates should not change but if due to unforeseen circumstances a date has to be changed students will be notified by email. Course outlines exist for each course; they can be found on the Departmental Website in ‘information for current students’
they are also available in Moodle.

6.2 The Dissertation

The dissertation is an original piece of work that students undertake in the summer term, conditional upon passing all the courses in which the students are examined. It is an extended essay and is up to 10,000 words in length. The Dissertation Handbook is posted on the Departmental website and provide guidance and on how to complete your dissertation successfully.

6.3 Choice of dissertation topic

Members of staff provide prospective topics/areas of research from which the student will choose in the Autumn Term (MSc Finance) and by the end of January (MSc Economics).

6.4 The dissertation supervisor

Your department will assign you a dissertation supervisor who will oversee your work. In most cases students are happy with the supervisory relationship. However, there are occasions where for some reason the supervisory relationship does not work and breaks down. If this happens, you should speak as soon as possible with the Programme Director or your Personal Advisor to see whether the problem can be resolved informally, e.g. through mediation, changing supervisor. You should not wait until after you have received your final degree results to raise the matter as it is very difficult for the College to resolve such matters or take remedial action at that point.

6.5 Content of dissertation

For detailed information about the dissertation, please see this link to the department website for the dissertation handbook.
https://www.royalholloway.ac.uk/economics/currentstudents/postgraduate(msc)/usefulstuff.aspx

6.6 Submitting Your Dissertation

See the dedicated dissertation handbook for information about submitting your dissertation.

7 Assessment Information

7.1 Illness or other extenuating circumstances

Students are advised to carefully read the Instructions to candidates as well as the Extenuating circumstances – Guidance for students.
Extenuating circumstances are defined as unforeseen circumstances which are **outside a student’s control** and which may **temporarily** prevent a student from undertaking an assessment or have a **marked/ significant detrimental/adverse impact** on their ability to undertake assessment by coursework or examination to the standard normally expected.

This means that such circumstances rarely occur. They are outside your control as they are:

- Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee that you will be involved in a car accident);
- Unpreventable – you could not reasonably do anything in your power to prevent such an event (e.g. you cannot reasonably prevent a burst appendix.)

It is these short-term (temporary) circumstances that the College normally regards as extenuating circumstances.

**Inability to submit coursework**

If you are unable to submit coursework through unexpected illness or other acceptable cause (i.e. events which are unpreventable and unforeseeable) it is assumed that you will request an extension to the submission deadline from your department. In order for an extension to be granted you will need to provide the department with adequate documentation in accordance with the guidance in Appendix B of the Extenuating Circumstances – Guidance for students. The decision on whether to grant an extension rests with your department.

**Absence from an examination**

The Sub-board of Examiners may take the following into account when considering your results: if you miss an examination through unexpected illness, or other acceptable cause (events which are unpreventable and unforeseeable), if you commence an examination and have to leave due to acute illness or if you believe your performance on the day was seriously compromised by an unexpected and acute illness that you could not reasonably have been expected to have managed otherwise. You will, however, need to submit an Extenuating Circumstances form and have adequate supporting documentation in accordance with Appendix B of Extenuating Circumstances – Guidance for students. You should also read the section Illness & absences from an examination and departmental assessments and extenuating circumstances in the Instructions to Candidates issued by Student Administration http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx for full details on how to inform your
department about extenuating circumstances relating to missed examinations as well as the deadline for submission of such information.

**Ongoing circumstances**
If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College’s Support and Advisory Services as soon as possible so that strategies to help you manage the situation can be considered e.g. you have an illness that does not constitute a disability, a family member is ill and needs your support or you have suffered an adverse life event.

It may that the circumstances are severely impacting on your ability to study by causing you to repeatedly miss scheduled teaching and/or impacting on your ability to complete assessments at the designated time. If this is the case and there is not a reasonable method available to enable you to manage the situation, you may need to consider, in consultation with your department and Support and Advisory Services, whether it would not be in your best interests to interrupt until the issues have been resolved and you are able to fully commit to and benefit from your academic studies.

Ongoing adverse circumstances do not normally constitute extenuating circumstances as they are not unforeseen and in some cases are not unpreventable. There is therefore very little that the Sub-board can do, in terms of current College regulations, to mitigate such circumstances.

Please read the **Extenuating circumstances – Guidance for students**, in particular Section 5.

**Support and exam access arrangements for disabled students and those in need of support**

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

Please note that a “long-term” impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the Disability and Dyslexia Services Office for an assessment of your needs before support and exam access arrangements (‘reasonable adjustments’) can be put
in place. There is a process to apply for special arrangements for your examinations. Disability and Dyslexia Services can discuss this process with you when they assess your needs. Please see the section Students in need of support (including disabled students) for further guidance about registering with the Disability and Dyslexia Services Office.

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

7.2 Submission of written work

In general, assessed coursework must firstly be submitted to Turnitin via Moodle. Students must also print and include the first page of the JISC report and attach this to their coursework (as this includes the paper ID number), and submit it to the Departmental Office in H209, before noon on the deadline date or earlier. Students will be given an assessed coursework submission form to complete and provided with a receipt on submission, which they should keep. In line with college rules, assessed work will be marked anonymously, the scripts will not be returned to students, but students will receive a copy of the submission form for feedback purposes. If the course tutor wishes to use an alternative submission method (for example electronic submission), students will be informed about this, and any questions should be directed to the course tutor.

7.3 Extensions to deadlines

If you have had extenuating circumstances which have affected your ability to submit work by the deadline these should be submitted in writing, accompanied by any relevant documentary evidence, to your department(s). Extensions to deadlines must be approved in advance by the Programme Director or Director of Graduate Studies. We are unable to accept self-certification of illness either for this purpose, or for extenuating circumstances presented to the examinations Sub-board. Note that computer failure or a printer failure at the Computer Centre is not an acceptable reason for late submission of a dissertation or any other piece of assessed work. Therefore do not leave printing out to the last minute. Print out a preliminary version you can submit in an emergency.

7.4 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13 (5) of the College’s Postgraduate Taught Regulations.
Please ensure that you are aware of the deadlines set by your department(s) and also the requirements to meet this deadline, e.g. whether you need to submit electronic and/ or paper copies for your submission to be deemed complete (see 7.2 above).

Section 13 (5)
In the absence of acceptable extenuating cause, late submission of work will be penalised as follows:

- for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks;*
- for work submitted more than 24 hours late, the mark will be zero.

*eg. an awarded mark of 65% would be reduced to 55% and a mark of 42% would be reduced to 32%.

If you have had extenuating circumstances which have affected your ability to submit work by the deadline these should be submitted in writing, accompanied by any relevant documentary evidence, to your department(s). As with all extenuating circumstances it is the discretion of the examiners whether to accept these as a reason for having not submitted work on time. Please see the section on applying for an extension to the deadlines set, and the section for details on submitting requests for extenuating circumstances to be considered.

7.5 Anonymous marking and cover sheets
In line with college policy, assessed coursework (including final exams) are marked anonymously. There is a separate cover sheet for assessed work where students include only their candidate numbers. Coursework which is not assessed (formative) is not marked anonymously.

7.6 Penalties for over-length work
Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13 (6) of the College’s Postgraduate Taught Regulations 2016-17.

Section 13 (6)
Work which exceeds the upper word limit will be penalised as follows:

(a) for work which exceeds the upper word limit by up to 10%, the mark will be reduced by ten percent of the mark initially awarded;

(b) for work which exceeds the upper word limit by more than 10% but less than 20%, the mark will be reduced by twenty percent of the mark initially awarded;

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

*eg. an awarded mark of 65% would be reduced to 55%.

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

7.7 Return of written coursework

The following College policy applies to the return of coursework:

Assessed work (other than formal examinations) should be returned within 4 weeks of the submission deadline, except in cases where it is not appropriate to do so for academic reasons. The deadline for the return of marked work should be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met, the revised deadline must be communicated to students as soon as possible.

7.8 Assessment offences

The College has regulations governing assessment offences which can be found on the following webpage:

http://www.royalholloway.ac.uk/ecampus/academicsupport/regulated/home.aspx

Assessment offences include, but are not limited to plagiarism (see 7.9 below), duplication of work, that is, submitting work for assessment which has already been submitted for assessment in the same or another course, falsification, collusion, for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as
uniquely those of the individual submitting the work, failure to comply with the rules governing assessment (including those set out in the ‘Instructions to candidates’. The Regulations set out some of the types of assessment offences in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Advisors or other members of staff in their department should they have any queries about what constitutes an assessment offence. The College treats assessment offences very seriously and misunderstanding about what constitutes an assessment offence will not be accepted as an excuse. Similarly extenuating circumstances cannot excuse an assessment offence. Students with extenuating circumstances which affect their ability to submit work should contact their departments about the possibility of an extension or other support.

7.9 Plagiarism

Definition of plagiarism

'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet.

Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment. Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student’s work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student’s work alone, without reference to further evidence.

7.10 Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact the Disability and Dyslexia Services.
http://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.aspx

7.11 Progression and award requirements
The Regulations governing progression and award requirements are set out in your Programme Specification [http://www.rhul.ac.uk/coursecatalogue/home.aspx](http://www.rhul.ac.uk/coursecatalogue/home.aspx) and also more generally in the Postgraduate Taught Regulations [http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx](http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx).

**Re-sit of a failed course unit** – normally gives students an opportunity during the summer of the following academic year to re-sit any failed parts of a course unit not passed. Students do not have to attend any classes. Marks for work which has been passed will be carried forward. Students are required to register to resit course units. Unless students have been informed otherwise, the mark for such courses will be capped at 50%.

**Repeat of a failed course unit** – if you are given the opportunity to repeat a course unit in attendance you will need to register for the course unit for the following academic year and satisfy afresh all the assessment and attendance requirements, that is, you are expected to attend all classes and redo all required coursework and examinations for the course unit. No marks from the previous attempt at the course unit are carried forward and no work from completed as part of the first attempt at the course may be resubmitted for assessment. The mark for a course repeated in attendance is not capped.

Please note that it is **not** possible to re-sit or repeat a course unit which you have passed.

Under exceptional circumstances, the Department may allow a student to resit an exam in September. The September resit is not automatic and will only be offered if the Department deems that preparation for the exam will not interfere with completion of the dissertation.

**NB:** Students entered to resit an examination will normally not receive an overall percentage mark greater than 50% for that course unit.

**Outcomes of course unit assessment**
The Postgraduate Taught Regulations require that for a student to qualify for final consideration in a course unit by the Sub-board of Examiners, a candidate must first:

(a) have satisfied the attendance requirements specified for the course;
(b) have completed and presented for assessment all work specified for the course within specified deadlines.
The Sub-board of Examiners will determine an outcome and a percentage mark recorded as an integer between 0% and 100% inclusive for each candidate who qualifies for final consideration, as follows:

(a) an outcome of Pass (P) with a percentage mark will be returned where the candidate has achieved a mark of 50% or above overall and in all elements of the assessment which carry an individual pass requirement;
(b) an outcome of Fail (F) with a percentage mark will be returned where the candidate has achieved a mark of 49% or below overall, or in any element of the assessment which carries an individual pass requirement;

For details on the requirements governing the level of award please see the section on the Consideration and Classification of Candidates for the Award in the Postgraduate Taught Regulations.

http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

7.12 Examination/assessment results

Please see the Examinations & Assessments website http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/home.aspx for details of how you will be issued with your results. http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/results.aspx

The Examinations & Assessments website is the place where you can access the “Instructions to Candidates” and details of the examinations appeals procedures. http://www.royalholloway.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx

8 Student Support

8.1 Non-academic related enquiries & support

The Student Services Centre is located in the Windsor Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding, enrolment and graduation. For further details please visit
8.2 Students in need of support (including students with special needs)

Your first point of reference for advice within the Department is the Postgraduate Administrator, Alex McHattie. Inevitably, problems will sometimes arise that the Postgraduate Administrator is not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the Student Welfare page:
http://www.royalholloway.ac.uk/ecampus/welfare/home.aspx

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Departmental Disability and Dyslexia Service (DDS) representative is Shareen Holmer, Department Manager. You must also contact the DDS (Founders West 143; tel: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.ac.uk) who will arrange for an assessment of needs to be carried out and will advise on appropriate sources of help. Further information is available on the College web on the Support, health and welfare page
http://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.aspx

8.3 Academic Skills Support

The Centre for the Development of Academic Skills (CeDAS) offers a variety of courses, workshops, 1:1 tutorials, online resources that aim to ensure all students at Royal Holloway reach their full academic potential in a range of areas, including academic writing, oral communication skills and maths and statistics.

Whatever your needs, CeDAS is there to ensure that you can perform to the best of your ability, whether it be through a workshop that introduces you to a crucial academic skill, a session within your department that focuses on writing in the discipline, a course that develops your confidence and competence in academic English language, or a 1:1 tutorial with a specialist to help you master a maths technique or sharpen your essay skills.

The Centre also oversees the Royal Holloway Proofreading Scheme, which enables students to pay for an approved third-party proofreader to identify surface error in final drafts. Please note that Royal Holloway
does not permit the use of paid third-party proofreaders who are not part of this scheme.

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: @cedashul. Further details can be found on the CeDAS webpages: www.royalholloway.ac.uk/cedas.

8.4 Student-staff committee

There is a student-staff committee on which both taught and research students are represented. For constitution see committee’s handbook under Compliance/Governance http://www.royalholloway.ac.uk/iquad/collegepolicies/home.aspx

The Committee meets three times each year and plays an important role in the Department as a forum for airing student views.

You can use the Committee to raise any issues which concern students. Notices will appear on departmental notice boards giving details of forthcoming elections or the names of current representatives.

8.5 Students’ Union

The Students’ Union offers a wide range of services and support, from entertainment and clubs/societies to advice on welfare and academic issues. The Advice and Support Centre, situated on the first floor of the Students’ Union, runs a confidential service that is independent from the College. Open 9.30am - 5pm, Monday – Friday, it operates an open door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment. Full details can be found at www.su.rhul.ac.uk/support

8.6 Learning resources: library, IT, photocopying and printing

The first port of call for library services is the Bedford Library, either go to the reception desk or go to the library webpage: https://www.royalholloway.ac.uk/library/home.aspx. Or by email, contact the Economics Library Consultant, Emma Burnett at Enna.Burnett@rhul.ac.uk.

8.7 Careers information

The College has a careers advisory service, housed in the Horton Building, which is open to any student during normal College hours. http://www.royalholloway.ac.uk/careers/home.aspx

8.8 Non-academic policies

Please see the Regulations and procedures webpage
http://www.students.royalholloway.ac.uk/study/read-our-college-regulations-and-procedures/ which includes information on non-academic policies, regulations, and codes of practice as well as the Student Charter.
http://www.royalholloway.ac.uk/aboutus/governancematters/studentcharter.aspx

8.9 Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Personal Advisor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the College Complaints Procedures for students http://www.royalholloway.ac.uk/ecampus/academicsupport/complaints/complaints.aspx. You should raise your complaint as soon as possible.

If the complaint concerns an academic decision, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the appeals procedures and permitted grounds for appeal can be found on the following webpage 
http://www.royalholloway.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx

9 Health and Safety Information

9.1 Code of practice on harassment for students

This can be found on the student home pages under regulations and procedures http://www.students.royalholloway.ac.uk/study/read-our-college-regulations-and-procedures/

9.2 Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found at
http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx

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

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

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

10 Equal Opportunities Statement and College Codes of Practice

10.1 Equal opportunities statement

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

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

The College is committed to ensure that;

• all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins

• both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential

• it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity

• teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
• all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material

• it creates a positive, inclusive atmosphere, based on respect for diversity within the College

• it conforms to all provisions as laid out in legislation promoting equality of opportunity.

10.2 College codes of practice

Please follow the link for further information:
https://www.royalholloway.ac.uk/ecampus/onlinestudenthandbook.aspx