



BA in Economics and Management

Course Handbook 2020-2021

1 Foreword

1.1. Statement of Coverage

This handbook applies to students starting the BA in Economics and Management in Michaelmas term 2020 and Final Honour School in Michaelmas term 2020.

The information in this handbook may be different for students who started in other years.

1.2. Version

Version	Action	Date
Version 1.2	Third published	9 th February 2021
Version 1.1	Second published	29 th September 2020
Version 1.0	First published	29 th September 2020

1.3. Disclaimer

The Examination Regulations relating to this course are available at ([Prelims](#) and [Finals](#)). If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations.

If you have any concerns please contact the Undergraduate Programme Administrator at Saïd Business School via undergraduate.administrator@sbs.ox.ac.uk.

The information in this handbook is accurate as at October 2020; however it may be necessary for changes to be made in certain circumstances, as explained at <https://www.ox.ac.uk/coursechanges>. If such changes are made, the department will publish a new version of this handbook together with a list of the changes and students will be informed.

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Welcome/Introduction

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

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

Canvas site for Economics: <https://canvas.ox.ac.uk/>

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

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

We hope that you will find the Economics and Management programme challenging and rewarding over the next three years. We are very proud of the E&M programme, which we believe is one of the best undergraduate courses of its type in the world, but we are always looking for ways to improve. If you have feedback about the course, or ideas for how we could do things differently, we would be delighted to hear from you, either directly or via the student representatives. Your reps play a very active role and are invaluable in ensuring that we can respond quickly to your concerns and ideas; please consider putting your name forward when we ask for volunteers.

Three SBS student representatives are elected each Michaelmas from the incoming cohort and hold office for the duration of their course. They are members of the E&M Standing Committee and meet with the Director of Undergraduate Studies to feedback suggestions, issues or concerns. They take part in two committees which also take place each term across the academic year: the SBS **Joint Student Consultative Committee (JSCC)** and the Department of Economics **Undergraduate Joint Consultative Committee (UJCC)**. The UJCC acts as a two-way channel of communication between the department and its students on all aspects of their educational experience in the department. The UJCC represents all undergraduate students taking an Economics-based course at the University of Oxford. The undergraduate Economics students of each college will select one UJCC student representative who ideally hold office for no more than one year before being replaced by a new representative. The student Chair of the UJCC would also attend the E&M Standing Committee. Further information about student representation is available at the [Oxford University Student Union website](#) whilst unreserved minutes from committee meetings are available through the Department of Economics WebLearn and SBS Canvas sites.

Studying at Oxford, you are part of a diverse community of over 22,000 fellow students, drawn from over 140 different countries. The [Oxford Students website](#) provides access to information, services and resources to help you get the most out of your university experience. The [University Student Handbook](#) provides general information and guidance you may need to help you to make the most of the opportunities on offer at the University of Oxford. It also gives you formal notification and explanation of the University's codes, regulations, policies and procedures.

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

Director of Undergraduate Studies, Saïd Business School
Director of Undergraduate Studies, Department of Economics

1.5. Useful department contacts

Saïd Business School Contacts

Undergraduate Programme Administrator for Management

Telephone: +44 (0)1865 614655

Email: undergraduate.administrator@sbs.ox.ac.uk

Economics Department Contacts

Undergraduate Administrative Officer for Economics

Telephone: +44 (0)1865 271098

Email: econundergrad@economics.ox.ac.uk

Other Contacts

Social Sciences Division	enquiries.socsci@admin.ox.ac.uk 01865 614850
IT Help Desk Contact Point for any IT issues	it@sbs.ox.ac.uk
Estates	maintenance@sbs.ox.ac.uk
Alumni Team Contact Point for any Alumni Queries	alumni@sbs.ox.ac.uk
The Disability Advisory Service	3 Worcester Street Oxford OX1 2BX Tel: 01865 280459 Email: disability@admin.ox.ac.uk

1.6. Buildings/Locations/Maps/ Access

Saïd Business School

You can access site maps and access arrangements on the Saïd Business School Canvas site which is available [here](#).

The Department of Economics

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

1.7. Important dates

Dates of Term

Fresher's Week	5 th October 2020	11 th October 2020
2020 Michaelmas Term	Sunday, 11 th October 2020	Saturday, 5 th December 2020
2021 Hilary Term	Sunday, 17 th January 2021	Saturday, 13 th March 2021
2021 Trinity Term	Sunday, 25 th April 2021	Saturday, 19 th June 2021
Fresher's Week	4 th October 2021	10 th October 2021
2021 Michaelmas Term	Sunday, 10 th October 2021	Saturday, 4 th December 2021
2022 Hilary Term	Sunday, 16 th January 2022	Saturday, 12 th March 2022
2022 Trinity Term	Sunday, 24 th April 2022	Saturday, 18 th June 2022

The dates for reckoning Full Term 2020-21 have been fixed. The dates for reckoning Full Term 2021-25 have been fixed provisionally here: <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1>

2 The course content and structure

Bachelor of Arts in Economics and Management

2.1 Overview

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

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

2.2 Course goals and objectives

Goal 1 – Students will have....

- Acquired a broad and analytical appreciation of Economics and Management Studies, including mathematical and statistical techniques

Objectives – Students will be able to....

- 1) Demonstrate an understanding of micro & macro-economic models
- 2) Show mastery of core management theory and frameworks
- 3) Show understanding of core concepts in finance and accounting

Goal 2 – Students will have....

- Engaged and enhanced their critical skills

Objectives – Students will be able to....

- 1) Critically evaluate a broad range of quantitative and qualitative literature orally
- 2) Critically evaluate a broad range of quantitative and qualitative literature in written form
- 3) Assess the underlying strength of empirical support for different arguments, articulating and defending their analysis orally

Goal 3 – Students will have....

- Developed advanced skills that are transferable to a wide range of employment contexts and life experiences

Objectives – Students will be able to....

- 1) Handle and interpret academic literature
- 2) Demonstrate communication and interpersonal skills
- 3) Use skills learnt to secure placement on graduation

Goal 4 - Students will have....

- Learnt how to be self-directed and reflective learners, with effective self-management and research skills

Objectives – Students will be able to...

- 1) Show independent working by producing regular individual work
- 2) Identify and select appropriate reading material from very broad reading suggestions
- 3) Develop independent analysis and argument

2.3 Course structure/description

Prelims

The first-year course is designed to ensure that you have a broad knowledge of economics and management before you go on to choose option papers in the second and third years.

It involves work in three subjects: **General Management**, **Introductory Economics** and **Financial Management** leading to **three exam papers** that are taken in the **ninth week of Trinity Term**.

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

Final Honour School

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

During your second and third years you are required to take courses for 8 Finals papers, or 7 papers and a thesis. At least two of your options must be from the Economics list, and at least two of your options must be from the Management list. The remaining four options can be selected in any from either department's list of options, recognising that some Economics papers have pre-requisites (see below).

2.4 Syllabus

Prelims

1. Introductory Economics

Introductory Economics provides a general overview of the concepts and tools of economic analysis. It covers both microeconomics and macroeconomics and includes the mathematical techniques used in economics, mainly simple algebra, and calculus. There is also a course of lectures, classes and tutorial covering Quantitative Methods. The **microeconomics** part of the course covers the functioning of the market economy: the decisions of households which have wants and budget constraints; the behaviour of firms, who employ labour and capital and choose their level of output; and the functioning of markets under competition and monopoly. The **macroeconomics** part of the course looks at the determination of national income and employment, monetary institutions and the money supply, inflation, the balance of payments and exchange rates, and macroeconomic policy. The quantitative methods part of the course covers elementary statistics, probability, and causal inference.

2. Financial Management

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

3. General Management

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

Final Honour School

Management Finals Papers

You are required to offer a minimum of two optional papers in Management in your final examinations. You can choose up to two options each term from the economics and management lists that will be published each Trinity Term.

It is usually in Week 4 of Trinity Term that a survey is distributed amongst first- and second-year students to select their Management option courses for the following academic year (there may be restriction on numbers in some options).

The list of options currently offered to the 2nd and 3rd year students is as follows, but additions and deletions may occur in future years:

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

Before you select your options, you will be able to review material on the different papers. This will include video descriptions by course lecturers. In addition, you will be encouraged to attend a presentation which will involve students who have taken the different options. You are encouraged to use your experience from the material studied during the first year of the course as a guide, though you should also discuss options with your college tutors and other students to gain insight from their experience.

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

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

Economics Finals Papers

You are required to select a minimum of two papers in Economics. Microeconomics, Macroeconomics, Quantitative Economics and Development of the World Economy since 1800 must be studied in your second year (the first year of your work for Finals). The rest of the papers may only be studied in your third year (the second year of your work for Finals). Some third-year papers can only be studied in combination with certain second year papers; for example, to study Econometrics in your third you will need to have studied Quantitative Economics in your second year.

Selecting Microeconomics, Macroeconomics and Quantitative Economics in your second year will maximise your choice of third year Economics options.

Second Year Papers

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

Third year Papers

- Econometrics [may only be studied in combination with the Quantitative Economics second year paper]
- Economics of Developing Countries [may only be studied in combination with the Quantitative Economics and Microeconomics second year papers]
- Game Theory [may only be studied in combination with the Microeconomics second year paper]
- Money and Banking [may only be studied in combination with the Macroeconomics and Quantitative Economics second year papers (for those starting Finals in 2020 and taking Finals exams in 2022 the requirement for Money and Banking is Macroeconomics only)]
- Thesis in Economics

In addition, a number of further third year Economics option papers will be offered. In Hilary Term of your second year, before making your choice, you should attend the Economics Options Fair: this is an opportunity to find out more about which options are on offer, their content and who teaches them. These option papers may only be studied in combination with one or more of Microeconomics, Macroeconomics and/or Quantitative Economics, see the Department of Economics Undergraduate Courses page for full details.

The list of options available in a particular year will be announced at the Options Fair in Week 4 of Hilary Term of the 2nd year; the current list is:

- Behavioural and Experimental Economics
- Economics of Industry
- International Economics
- Labour Economics and Industrial Relations
- Microeconomic Analysis

- Public Economics
- Environmental Economics and Climate Change

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

Thesis

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

Further Details about Second- and Third-Year Papers

An outline of the syllabus for each paper, called the rubric, is given in the Examination Regulations (the 'Grey Book'), the most up-to-date version of which can be found at: <http://www.admin.ox.ac.uk/examregs/>.

Further information and resources, teaching arrangements, and the names of faculty members involved in teaching each paper, can be found on the [SBS Canvas](#) and [Economics Department Canvas](#) sites.

Lecture Timetables

Detailed timetables are provided each by [the Economics Department](#) and the [Saïd Business School](#). These will be distributed by email and/or Canvas. These timetables are subject to change, so it is recommended that you consult the most up-to-date version available on WebLearn/Canvas throughout the year.

3 Teaching and learning

3.1 Organisation of teaching and learning

Economics

The first year Introductory Economics paper covers Microeconomics, Macroeconomics and Quantitative Methods. The lectures are provided by the Department of Economics. In Michaelmas Term you will study Microeconomics and in Hilary Term, Macroeconomics. Quantitative Methods will run through the first two terms. In all there will be around 50 lectures. Students will normally have 16 associated tutorials/classes, taught by college tutors. These may be given in Michaelmas and Hilary Terms alongside the lectures or may be spread across three terms. Tutorials are primarily the responsibility of your college and their timing and content will be determined by your college.

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

Management

Lectures in the first year General and Financial Management and Final Honour School Management option courses are provided by the Saïd Business School. Normally, each course will involve two hours of lectures per week, plus additional revision lectures for 1st and 3rd year students in the first 4 weeks of Trinity Term. General Management tutorials are arranged by colleges and held weekly. Financial Management is split into Financial Reporting in Michaelmas and Financial Analysis in Hilary. Financial Management classes are held each term in addition to the lectures. Lecture outlines and associated reading lists are available on the [SBS Undergraduate Canvas site](#).

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

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

undergraduate Canvas site, along with copies of lecture handouts.

It is generally possible to select most desired combination of FHS options, though there are some options papers which are only taught in one term and so may clash with other options you select. More generally, you may well end up taking tutorials in a different term to the lectures. This is not a concern and is indeed a feature of the flexibility of the tutorial system. The lectures provide an overview of the course as a whole, while tutorials probe topics in often significantly greater depth. There can, therefore, be advantages in taking lectures and tutorials at different times. However, you are strongly advised to ensure that you attend the lectures for courses you are going to take on the first opportunity they are offered.

Please note that it is not advisable to do more than two FHS courses in a term; you will need to obtain permission to do so from your college tutor. In some cases, you will complete your 8 Finals papers by the end of Michaelmas Term in your third year. In other cases, you will take your final paper during Hilary Term of your third year. If you have a term in which you are not taking two Finals papers, you are very strongly advised to use your time carefully and to ensure that you revise other papers that you have taken previously.

All queries regarding teaching in Management should be raised either with your college tutor or with the Undergraduate Administrator at SBS.

Please note that as a result of Covid19 there will be changes to the pattern and style of delivery during 2020-21. It is expected that lectures will be held online throughout the year. For some courses, the lectures will be recorded in advance and made available to students. For other courses, lecturers will give 'live' lectures online (over platforms such as Zoom or Teams). The recordings of these will subsequently be made available to students. In some cases, the normal pattern of lectures (typically 16 hours) may be adjusted to better suit the recorded or online context.

It is intended that tutorials will mostly be held face-to-face. These will follow the University's recommendations relating to health and safety, including social distancing and the wearing of masks.

Some tutors and some students may not be in a position to hold face-to-face tutorials. In these cases alternative arrangements will be made for online tutorials.

Where classes are to be held, these will mostly be online, but in some cases suitably sized classes may still be able to be held in person with recommended social distancing and other recommended measures in place.

3.2 Recommended patterns of teaching (RPT)

Please note that the normal pattern of classes and lectures indicated below may be amended as a result of Covid19. This is to fit the pattern most suitable for recorded and online delivery.

BA Economics and Management

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

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

Papers	Term	Dept/ Faculty		College		Comments
		Lectures	Classes	Tutorials	Classes	
Prelims papers						
[1.] General Management	MT	16		8		Lecture series run across MT & HT; tutorials in MT & HT (though college tutors may well opt to spread the tutorials across each of MT, HT and TT).
	HT	16		8		
	TT					
[2.] Financial Management	MT	16			12	Divided into: Financial Reporting (MT) Financial Analysis (HT) Classes lasting 1.5 hours
	HT	16			7.5	
	TT					
[3.] Introduction to Economics	MT	26	6	8		Divided into: Introduction to Microeconomics Introduction to Macroeconomics Quantitative Methods
	HT	24	6	8		
	TT					
Management FHS papers						
[4.] Marketing	MT			8		FHS Elective- can be taken in MT, HT or TT
	HT	16		8		
	TT			8		
[5.] Accounting	MT	16		4	6	FHS Elective- Classes and Tutorials taken on alternate weeks, with classes lasting 1.5 hours and tutorials lasting 1 hour.
	HT					
	TT					
[6.] Finance	MT					FHS Elective
	HT	16		8		
	TT					
[7.] Organisational Behaviour & Analysis	MT			8		FHS Elective - can be taken in MT, HT or TT.
	HT	16		8		
	TT			8		

[8.] Technology & Operations Management	MT	16		8		FHS Elective
	HT					
	TT					
[9.] Entrepreneurship & Innovation	MT					FHS Elective
	HT	16		8		
	TT					
[10.] Strategic Management	MT	16		8		FHS Elective- can be taken in MT, HT or TT
	HT			8		
	TT			8		
[11.] Global Business History	MT					FHS Elective – Must be taken in your second year
	HT					
	TT	16		8		

	Term	Dept/ Faculty		College		Comments
		Lectures	Classes	Tutorials	Classes	
Economics FHS Papers						
[12.] Microeconomics	MT	20		8		FHS Elective. Must be taken in your second year/the first year of your work for Finals.
	HT					
	TT					
[13.] Macroeconomics	MT					FHS Elective. Must be taken in your second year/the first year of your work for Finals.
	HT	21		8		
	TT					
[14.] Quantitative Economics	MT					FHS Elective. Must be taken in your second year/the first year of your work for Finals.
	HT					
	TT	23		8		
[15.] Behavioural and Experimental Economics	MT	24				FHS Elective currently offered at the Hilary Term Options Fair. Students must also have studied Microeconomics and Quantitative Economics. Must be studied in the third year of the degree.
	HT			4		
	TT			4		
[16.] Development of the World Economy since 1800	MT					FHS Elective. Must be taken in your second year/the first year of your work for Finals.
	HT					
	TT	16		8		
[17.] Econometrics	MT	22		8		There will be 8 tutorials in all—all in MT and a revision lecture in TT. Revisions may also be arranged by individual tutors in TT. Must be studied in the third year of the degree.
	HT					
	TT					

[18.] Economics of Developing Countries	MT				FHS Elective. Students must also have studied Microeconomics and Quantitative Economics. Must be studied in the third year of the degree.
	HT	24		8	
	TT				
[19.] Economics of Industry	MT	16		8	FHS Elective currently offered at the Hilary Term Options Fair. Students must also have studied Microeconomics and Quantitative Economics. Must be studied in the third year of the degree
	HT				
	TT				
[20.] Game Theory	MT				FHS Elective. Students must also have studied Microeconomics. Must be studied in the third year of the degree.
	HT	24		10.5	
	TT				
[21.] International Economics	MT	24		11	FHS Elective currently offered at the Hilary Term Options Fair. Students must also have studied Microeconomics and Macroeconomics. Must be studied in the third year of the degree.
	HT				
	TT				
[22.] Labour Economics	MT				FHS Elective currently offered at the Hilary Term Options Fair. Students must also have studied Microeconomics and Quantitative Economics. Must be studied in the third year of the degree.
	HT	16		8	
	TT				
[23.] Microeconomic Analysis	MT				FHS Elective currently offered at the Hilary Term Options Fair. Students must also have studied Microeconomics. Must be studied in the third year of the degree.
	HT	22		10.5	
	TT				
[24.] Money and Banking	MT	16		8	FHS Elective. Students must also have studied Macroeconomics and Quantitative Economics. For those starting Finals in 2020 and taking exams in 2022 the requirement will be Macroeconomics only. Must be studied in the third year of the degree
	HT				
	TT				
[25.] Public Economics	MT	24		8	FHS Elective currently offered at the Hilary Term Options Fair. Students must also have studied Microeconomics. Must be studied in the third year of the degree.
	HT				
	TT				
[26.] Environmental Economics and Climate Change	MT				FHS Elective currently offered at the Hilary Term Options Fair. Students must also have studied Microeconomics. Must be studied in the third year of the degree.
	HT	16		8	
	TT				

3.3 Expectations of study

Tutorials

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

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

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

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

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

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

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



Lectures

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

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

For 2020-21, Covid19 will mean that lectures will be online. Some will be 'live streamed' and subsequently made available online. Others will be pre-recorded and released at times to be determined by lecturers.

Classes

Some tuition is by means of college or University classes, a system especially suited to subjects that require you to complete quantitative exercises rather than essays. Attendance in classes is obligatory, in the same way as it is for tutorials. If you are going to be absent of reasons of illness or other urgent cause, it is your responsibility to let the class lecturer know as soon as you can. Your first experience of classes may be in the Financial Management course, which is taught through a combination of lectures and classes, but not tutorials. It is very important that you prepare diligently for all classes and that you complete any problem sets or other work before the class. Although classes have more undergraduates in them than tutorials, you should not take that as an opportunity to 'hide' or not complete the required work. The more you put into classes, the more you will learn.

In addition to classes for Financial Management, you may well have a mix of classes and tutorials in your college Economics in your first year, as well as demonstration classes for Quantitative Methods as part of the Department lecture provision. You can also expect some mix of classes and tutorials for certain Economics FHS options and for Management papers such as Finance and Accounting.

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

Vacation Work

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

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

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

Lecture Recording Policy

Introduction

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

Permission to record a lecture or other formal teaching session

3. Students who have been given permission to record lectures or other formal teaching sessions as a reasonable adjustment on disability-related grounds do not need to ask for permission to record from individual academics. Students who believe they have disability-related grounds for recording should contact the University's Disability Advisory Service (<http://www.ox.ac.uk/students/welfare/disability/study> or disability@admin.ox.ac.uk) for further information on the process for obtaining such permission.
4. Students may request permission to record any lectures or other formal teaching sessions. All such requests should be made in writing (including by email) prior to the lecture course or equivalent, to the academic responsible. Subject to paragraph 3 above, the decision on whether to grant permission is at the discretion of the academic. Students may only record lectures where the academic responsible for the session has given their consent prior to the start of the lecture in writing (e.g. by email), and recordings of lectures may not be made by students unless this consent has been given. Retrospective requests are not permissible under this policy and covert recording of lectures will be treated as a disciplinary offence.
5. Students granted permission in writing to record a formal teaching session other than a lecture should ask the session leader to check at the start of the session that there are no objections from others present to a recording being made.
6. Where recordings are made available routinely by departments and faculties, students may not make personal recordings unless they have been given permission to record as a reasonable adjustment.

Use of recordings

7. Recordings of lectures or other formal teaching sessions may only be made for the personal and private use of the student.
8. Students may not:
 - a) pass such recordings to any other person (except for the purposes of transcription, in which case they can be passed to one person only);
 - b) publish such recordings in any form (this includes, but is not limited to, the internet and hard copy publication).
9. Students may store recordings of lectures for the duration of their programme of study. Once they have completed the

programme of study, students should destroy all recordings of lectures or other formal teaching sessions.

Implementation

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

Lecture Recording Policy: School's policy

For pedagogical purposes, the School may video record lectures using the [Replay](#) lecture capture service, Zoom or MS Teams. These recordings are always made and stored securely in line with the University's guidance on lecture capture. During the COVID-19 pandemic, current guidance requires that students should have access to video recordings of lectures, including where these are live streamed, until they have sat the relevant examinations (including re-sits). During Michaelmas Term, therefore, all lectures and classes will normally be recorded and made available to students. This policy will be reviewed as the programme progresses to Hilary and Trinity terms.

In addition, video recordings may also be made on the recommendation of the University Disability Advisory Service or at the direction of the University Proctors for students who are unable to attend class or fully benefit from class attendance due to a disability or prolonged illness. These videos are securely stored until the end of the relevant examination period and may be viewed only by the students for whom they are intended.

The IP of any lecture material rests with the class teacher. Students are not permitted to distribute this material in any way, such as placing it online or on social networking sites, nor are they permitted to capture lectures themselves using their own devices, without permission. Should students capture, distribute, or publish the recordings in any way without authorisation, normal student disciplinary procedures will apply.

3.4 Advice on alternatively assessed papers and workload

The majority of FHS courses continue to be assessed by a three-hour examination taken in Trinity Term of the 3rd Year. However, there are three FHS papers that have alternative assessment methods: Behavioural and Experimental Economics, Global Business History, and the Thesis.

Opting to take papers with alternative assessment methods can reduce the burden of exams during Trinity. Each of these papers also provides the opportunity to demonstrate your intellectual abilities through a different format than conventional examinations. For a range of students, this can be both a preference and an advantage. You have the potential to reduce the stress in Trinity Term and to allocate your time differently. Undertaking assessed work can be of enormous interest and gives you the potential to demonstrate your ability at research and writing.

It is, however, important to be aware of the timing of the submission of any assessed work that you are taking. In each case, this is shortly before the beginning of Trinity Term of your third year. This timing is critical because there are significant penalties that result from the late submission of work.

The consequence of this is that it is important for all students taking papers with alternative assessment that they are allowed sufficient time to complete this work in advance. Completing a final draft of assessed work can take more time than is

expected and students need to avoid the risk and difficulties of having to complete such work in a compressed timescale shortly before the submission date.

This is particularly important if any student is taking more than one paper with an alternative assessment methods. In such cases, you are strongly advised to discuss with your college tutor and supervisor (for example, for the thesis) the best approach to ensure that the work is completed in good time. Finding yourself needing to complete multiple pieces of assessed work in a restricted timeframe immediately prior to Trinity Term would clearly be difficult to manage. A structured approach is therefore very strongly recommended, where clear deadlines are agreed for each piece of assessed work. It is important to ensure that the timescales for completing each piece of work are realistic and that sufficient 'buffer time' is built into such a timetable. Remember that finalising substantive pieces of work is likely to take longer than you initially anticipate. It is also very important to complete such work in good time so that there is no adverse impact from your assessed work and the revision for the remaining Trinity Term exams.

3.4.1 Behavioural and Experimental Economics

If you are interested in writing a thesis in economics, you could (instead of the thesis) consider choosing Behavioural and Experimental Economics. This option is exclusively examined via an extended essay. You will need to write the essay about an experiment that you design and conduct in a group of three students. The lectures and tutorials help you along the way. This will give you direct experience in doing (one kind of) research and will help you decide whether you enjoy the research process.

3.4.2 Global Business History

Students may choose to take the Global Business History option in the Trinity Term of their second year.

The course assessment for the Global Business History option will take the form of an individual written assignment (100% of the total course mark). For the first part of the assignment, you are expected to produce a "case study" of up to 7500 words analysing the history of an organization over a period of ten years or more. This section is assessed as 60% of the final assignment. For the second part of the assignment, you are expected to produce a "teaching note" of up to 2500 words explaining the pedagogical purpose of the case study that you wrote. This section is assessed as 40% of the final assignment. **Please note that the word count for this assignment includes the main body of text, tables, figures and diagrams, as well as appendices, footnotes and references.**

Students can expect to attend eight two-hour seminars and to meet their individual tutor for up to eight one-hour tutorials. During the tutorials and seminars, you will read and discuss historical case studies of organizations. By the time it comes to selecting your own research topic for the case study, you should be familiar with the form that your study and teaching note should take. There will be ample opportunity for you to discuss ideas for your own case study with your individual tutor, course tutor, and fellow students over the course of seminars and tutorials. While students are encouraged to explore various avenues of research, it is strongly advised that you decide on a case study topic by the end of Trinity Term. As your history will not simply be based on secondary sources but also on primary documents (these might include correspondence, internal reports, regulatory filings, contemporary surveys, etc.), you should choose an organization in which you can get access to internal archival records. Your tutor can give advice on undertaking archival and secondary research, but it is up to you to contact archivists and ensure that you will be able to access relevant materials over the Long Vacation.

It is advised that you spend the Long Vacation completing the secondary and primary research for your study. By the end of the Long Vacation, you should have a complete first draft of your case study and teaching note. Your individual tutor may read and comment on this draft in Michaelmas Term. It is strongly recommended that you take advantage of this opportunity. You may also find it useful to consult the Academic Writing Guide on Canvas for further guidance on writing style. It is advised that you prepare the final version of your case study and teaching note over the Winter vacation for submission in the Trinity Term.

You should be aware that if you intend to carry out research involving human participants and personal data, such as an oral history interview, then you may need to apply for ethical review. You should discuss this with your individual tutor at an early stage to allow time to put appropriate permissions in place. You would need to apply to the SBS Departmental Research Ethics Committees. Further information is available from Chris Brooke-Hollidge (ethics@sbs.ox.ac.uk) or at <https://researchsupport.admin.ox.ac.uk/governance/ethics>.

Students are required to sign a Declaration of Authorship upon submission of their work to confirm that the individual written assignment is their own work and that they have not exceeded the maximum amount/ type of supervision available.

The deadline for submission of the individual written assignment is no later than 12 noon GMT on Thursday of the 0th week of Trinity Full Term of your third year: <https://examregs.admin.ox.ac.uk/>

3.4.3 Thesis

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

It is generally advised that you discuss the possibility of taking a thesis with your College Tutor during late Hilary or early Trinity terms of your second year. You are strongly advised to obtain approval for your thesis during Trinity term and to set time aside during the following Long Vacation to begin work on it. The Exam Regulations specify that you have to obtain the approval of your College to take this option and that you have to prepare a 100-word summary of your proposed topic, specifying whether it comes under the general heading of Economics or Management. If your College Tutor does not feel able to advise you on a particular subject, it may be possible to arrange a specialist supervisor. You need to receive approval from the Chair of the Economics and Management Standing Committee and are advised to do that before the end of Trinity Term of your second year. (The deadline for a request to do a thesis is the date proscribed for entry into examinations. You will receive a quick decision, which will be before 5th Week of Michaelmas Term of your third year.)

Before you start to work on your thesis, go over your plan with your tutor who can help you make sure that it is feasible and clear. Your tutor can also advise you on reading, although you need to remember that you will be searching out most of the readings yourself and, with this in mind, you need to ensure that you can access Oxford's online library resources off site (or arrange to be near a large library either in Oxford or somewhere else) for a few weeks during the Long Vacation. There may be the opportunity for you to attend Research Methods training designed principally for DPhil students, but very helpful if you are writing a thesis. If this is something you are interested in, please speak with the Director of Undergraduate Studies in Management, who in turn will need to request permission from one of the two Conveners of the DPhil programme. Students also need to be aware that if they carry out research involving human participants, such as surveys or interviews, they are likely to need to apply for ethical review. You should discuss this with your supervisor at an early stage, as it can take several months to prepare an application and obtain approval. Both the Department of Economics and SBS have Departmental Research Ethics Committees; you would apply to the most appropriate one given the subject of your thesis.

Further information can be obtained from the Ethics department team ethics@sbs.ox.ac.uk or at <https://researchsupport.admin.ox.ac.uk/governance/ethics>.

Once you have a first draft of your thesis, your tutor may read and comment on it. It is very important that you take advantage of this opportunity. You must then write the final version on your own. You must not exceed the 15,000-word limit (excluding the bibliography). Much of the advice in the [Academic Writing Guide](#) on Canvas is as relevant to writing a thesis as it is to writing an essay, including the advice about plagiarism and referencing in sections 8.3 and 8.4. Your thesis supervisor will be able to provide more specific guidance.

Students are required to sign a Declaration of Authorship upon submission of their work including that they have appropriately acknowledged the support received from their supervisor and that they have not exceeded the maximum amount / type of supervision available which can be found [here](#).

The deadline for submission of a thesis is noon on Monday of the first week of Trinity Term of your third year.

Third party proof readers policy

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

3.5 Fieldwork Safety and Training

Fieldwork

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

Preparation

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

Training

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

Safety Office courses (run termly): <https://socsci.web.ox.ac.uk/fieldworker-experiences>

- Emergency First Aid for Fieldworkers
- Fieldwork Safety Overseas: A full day course geared to expedition-based fieldwork.

Useful Links

- More information on fieldwork and a number of useful links can be found on the Social Sciences divisional website: <https://www.socsci.ox.ac.uk/fieldworker-experiences>

4 Assessment

4.1 Assessment structure

Assessment

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

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

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

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

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

Preliminary Examination

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

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

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

Marking of Prelims Scripts

Papers are marked on the scale 0-100.

- 100-70: work displaying analytical and argumentational power, with good command of the facts and/or arguments relevant to the questions and evidence of ability to organise them with clarity, insight, and efficiency.
- 69-60: work displaying analytical power and argumentational power, but with less comprehensive and thorough command of evidence; or work showing considerable thoroughness but less analytical skill or less clarity in organisation.
- 59-50: competent work with no major defects, but giving an incomplete account of the question, or marred by inaccuracies; or work which demonstrates lapses in (but does not lack) analytical and argumentational skills.
- 49-40: work that is generally weak with muddled argumentation but containing some evidence of knowledge of facts and analytical skill; or work that, while competent and knowledgeable, does not address the question asked by the examiners.
- 39 and below: very poor-quality work, showing little if any evidence of effective study.

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

Final Examinations

The Final Honour School of Economics and Management examinations are taken at the end of your third year. Finals consist of eight papers (unless you substitute a thesis for one of them or take FHS papers which are assessed by an alternative method – currently those being Behavioural and Experimental Economics and Global Business History). Where an examination is the method of assessment, this involves one three-hour. All syllabi are published annually in the University's Examination Regulations (the 'Grey Book'), to which this handbook refers. A copy of the undergraduate version of the Examination Regulations is available online. The most up-to-date Regulations can be found on the university website at www.admin.ox.ac.uk/examregs. A copy of the Examination Conventions is available on the course websites and will also be sent to you in advance of your Finals.

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

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

After the written exams, the Finals scripts will each be marked by two separate assessors. These assessors mark your scripts 'double blind' – i.e. they do not know who you are and they do not know what mark the other examiner has given. Your marks are then combined to determine your degree classification (see below).

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

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

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

However, please note that the arrangements for Examinations will be amended as a response to Covid19. This was also the case for those held in Trinity Term 2020. For most papers, a different format will be adopted for 2021 for both Prelims and Finals. In particular, the norm will be for papers to be examined online, though with the format of the exams largely remaining similar to those in previous years. The answers to the papers will be able to be typed and submitted using an online system. Further details will be confirmed early in Michaelmas Term 2020.

Marking and Degree Classification

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

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

The Examination Conventions currently establish the following standards for markers:

Papers are marked on the scale of 0-100.

- 90–100 Exceptional First Class: Work displaying First Class qualities throughout and displaying original thought.
- 80–89 Excellent First Class: Work displaying First Class qualities throughout.
- 70–79 Standard First Class: Work displaying (in substantial parts) analytical and argumentational power with good command of the facts and/or arguments relevant to the questions, and evidence of ability to organise them with clarity, insight and efficiency.
- 60–69 Upper Second Class: Work displaying analytical and argumentational power, but with less comprehensive and

thorough command of evidence than in a First-Class answer; or work showing considerable thoroughness but less analytical skill or less clarity in organisation.

- 50–59 Lower Second Class: Competent work with no major defects, but giving an incomplete account of the question, or marred by inaccuracies; or work that demonstrates lapses in (but does not entirely lack) analytical and argumentational skills.
- 40–49 Third Class: Work that is generally weak with muddled argumentation but containing some evidence of knowledge of facts and analytical skill. Third Class marks should also be used for work that, while competent and knowledgeable in itself, does not address the question asked.
- 30–39 Pass: Very poor work, showing only slight evidence of having studied.
- 10–29 Fail: Work of such a low standard that it cannot even be given a Pass mark, but not so poor that it should prevent the candidate from being awarded a degree if able to show greater ability in enough other subjects.
- 0–9 Outright Fail: Work of such dismal standard that the candidate should not be awarded a degree irrespective of performance on other subjects unless the Examiners find exceptional mitigating circumstances.

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

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

The average of your established marks is used to determine your degree classification. The boundary for classifying each candidate to a class is set a little below the minimum mark associated with that class (e.g. in recent years the minimum average score required for a First has been 68.5 rather than 70). In addition, you must have at least two papers with established marks in the relevant class or above (so you need at least two papers with marks above 70 for a First). It is also possible to achieve a First-Class degree by minority excellence, which is interpreted as three scripts with a mark of 80 or above, and no script with a mark of 49 or below.

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

4.2 Feedback on learning and assessment

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

- a) **Feedback on tutorial/class work.** The tutorial is the cornerstone of teaching and learning at Oxford. Tutors are likely to provide feedback on the written work you prepare in advance of tutorials. This feedback will mainly consist of advice regarding how the work could have been improved, ideas for additional reading that could enhance your understanding of a topic, etc. Many tutors will also provide a numeric mark or an indication of the general standard

of the essay (e.g., 1st class standard). Tutors are also generally willing to meet with students outside tutorials to discuss any questions you may want to raise privately.

- b) **Tutorial reports.** End of term tutorial reports provide a summary of the standard of work done during the term. Particularly during the second and third years when many of your tutorials will be out of your college, it is likely that your college tutor will meet with you to go over the term's work. Once each year in most colleges you will also meet with the Senior Tutor and Head of the college to review your progress.
- c) **Collections.** Most colleges require students to sit collections at the start of each term. These exams usually take the same form as the equivalent formal University Examination, so the mark you obtain on them is a useful indicator of your likely performance. Usually, you will also get some comments that will help you understand the strengths and weaknesses of the answers you have given.
- d) **Prelims.** You will receive marks for the three papers taken at the end of the first year.

4.3 Examination conventions

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work. The E&M Examination conventions for both Prelims and Finals can be found on [Management Canvas](#) and [Weblearn](#).

Please note that any modifications will be published to prospective candidates not less than one whole term before the examination takes place.

4.4 Good academic practice and avoiding plagiarism

University Definition of Plagiarism

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

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

Guidelines

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

Training

Advice on what Plagiarism is and how to avoid it can be found at: [Plagiarism Tutorial](#).

Why does plagiarism matter?

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

What to avoid

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

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

- **Verbatim quotation without clear acknowledgement**

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

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

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

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

- **Inaccurate citation**

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

- **Failure to acknowledge**

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

- **Professional agencies**

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

- **Autoplagerism**

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

4.5 Entering for University examinations

Information about entering your examinations is available on the Oxford Students' Examination Entry website: <https://www.ox.ac.uk/students/academic/exams/entry?wssl=1>

4.6 Examination dates

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

4.7 Sitting your examination

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

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

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

4.8 External examiner and Examiners' reports

- **External Examiner for Economics:** Dr Mathan Satchi
School of Economics, University of Kent, Canterbury, Kent, CT2 7NZ, UK
- **External Examiner for Management:** Dr Dulini Fernando
Warwick Business School, The University of Warwick, Coventry, CV4 7AL, UK

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

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

4.9 Prizes

The follow prizes are available for E&M Finals:

- The Lubbock Prize for best overall E&M candidate performance (£400).
- The Gibbs Foundation Prize in Economics (1st and 2nd - £180 and £100 respectively).
- The Gibbs Foundation Prize in Management (1st and 2nd - £180 and £100 respectively).
- John Hicks Foundation Prizes for best overall performance in Quantitative Economics, Microeconomics and Macroeconomics (all £150 each).
- George Webb Medley Thesis Prize - *shared across E&M, PPE, and H&E.* (£150).
- Gavin Cameron Memorial – Best performance in Econometrics - *shared across E&M, PPE, and H&E.* (£200).
- Saïd Foundation Prize awarded to the best performance in each Management Finals paper (£110 each, tbc)

5 Skills and learning development

5.1 Academic progress

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

Tutorials

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

Collections

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

5.2 Learning development and skills

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

1. Key analytical skills, including mathematical and statistical techniques, characterised by range, depth and conceptual sophistication.
2. Strong critical thinking and evaluation skills.
3. The handling and interpretation of academic literature; the development and critique of argument; written and verbal communication, and interpersonal relations.
4. How to be a self-directed and reflective learner, with effective self-management and research skills.

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

5.3 Induction

The structure of the Induction programme for Michaelmas Term 2020 has been revised as a result of Covid19. This will now take the form of a series of videos and resources. These will cover the same material that is normally provided in person. This will include a welcome, briefings from the course directors, library personnel and health and safety officer.

Access cards to the building for first year students will be created and made available to students for building access purposes. More details will be circulated directly to your college email addresses about the collection process. If there are any issues with the cards or questions, do not hesitate to contact the programme administrator

undergraduate.administrator@sbs.ox.ac.uk.

More specific information about induction will be sent to students via Canvas and email, from the Undergraduate Programme Administrator at Saïd Business School.

Please find information from Induction under the [E&M Student Induction Timetable](#) section on the SBS [Pre-Arrival Canvas site](#).

5.4 Opportunities for skills training and development

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

5.5 Careers information and advice

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

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

Comprehensive careers advice and guidance is available from the Oxford University Careers Service, and not just while you are here: our careers support is for life. We offer tailored individual advice, job fairs and workshops to inform your job search and application process, whether your next steps are within academia or beyond. You will also have access to thousands of UK-based and international internships, work experience and job vacancies available on the [Careers Service website](#).

6 Student representation, evaluation and feedback

6.1 Department representation

For each year group, there are three student representatives elected. These students are nominated and elected in Michaelmas Term. Representatives attend the following meetings:

- 1) **Economics and Management Standing Committee**
- 2) **SBS Joint Student Consultative Committee (JSCC)**
- 3) **Undergraduate Joint Consultative Committee (UJCC)**

The E&M Committee deals with issues that are specific to the course, and the JSCC (which has student representatives from all SBS degree programmes) deals with non-academic aspects of SBS.

The Economics Department has an Undergraduate Joint Consultative Committee (UJCC) which represents the views of all students studying Economics on cognate degrees – PPE and History and Economics (HECO) – and across all of the undergraduate colleges. The Economics UJCC meets termly with the Director of Undergraduate Studies and the Deputy Head of Departments and acts as a two-way channel of communications between the student body and the Department.

The UJCC is Chaired by an Undergraduate student who attends the Department of Economics Undergraduate Studies Committee. The current student representatives can be found in section 1.5 of this handbook.

In addition, there is undergraduate representation on the Sainsbury Library and the Social Science Library Committees (these may be different reps).

6.2 Division and University representation

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

6.3 Opportunities to provide evaluation and feedback

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

www.ox.ac.uk/students/life/feedback. Final year undergraduate students are surveyed instead through the National Student Survey. Results from previous NSS can be found at www.unistats.com.

The programme, in common with all Oxford degrees, is subject to periodic review by the Division. Beyond this, students are encouraged to approach Student Representatives, who work with each Department to ensure that the best possible outcome is delivered for students, or to approach either of the undergraduate administrators or Directors of Undergraduate Studies directly. Students may also approach their Heads of College, Senior Tutors and Personal Tutors with any feedback.

7 Student life and support

7.1 Who to contact for help

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

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

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

If in doubt about whom to contact at your college or the Business School on welfare issues, please contact welfare@sbs.ox.ac.uk the confidential email account managed by the welfare team.

7.2 Overview of Welfare at the University and in the Colleges

There are a number of services available to provide support to you during your studies at the University, full details are available on the [University's Student Welfare](#). Further advice is available from your college, the Head of Student Welfare, central University services, peer supporters and the Student Union.

7.3 Equality and Diversity at Oxford

“The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.” University of Oxford [Equality Policy](#)

As a member of the University you contribute towards making it an inclusive environment and we ask that you treat other members of the University community with respect, courtesy, and consideration.

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

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

There are a range of faith societies, belief groups, and religious centres within Oxford University that are open to students. For more information visit: edu.admin.ox.ac.uk/religion-and-belief-0

7.4 COVID19 Guidelines

There is no doubt that we have all been impacted by COVID-19 and we are all getting used to the new safety measures and the new 'normal' way of going about our daily life, including teaching at Oxford Saïd. Because of the rapidly changing nature of COVID-19, it is important that you keep up to date with the UK Government and University guidelines. In order to assist you with finding the correct information the University has a dedicate website which we would urge you to review on a regular basis: <https://www.ox.ac.uk/coronavirus/health>.

7.5 Health

We have information on accessing medical advice and guidance for staying healthy while studying at the University. From registering with your college doctor or Oxford General Practitioner, to medical emergencies, information on dentists, opticians and other health services, and supportive resources, you can find all the necessary contacts on the [University's Student Health Website](#). For emergency contact details and a wide selection of support services are available on the [help section of this website](#). For COVID testing guidelines please visit <https://www.ox.ac.uk/coronavirus/health/covid-testing>.

7.6 Peer Support

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

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

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

7.7 Student Counselling Service

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

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

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

7.8 Disability Support

The University offers a range of support to help those with a disability to maintain their track record of academic success as they pursue their studies. The [Disability Advisory Service](#) provides information and advice for students with disabilities including sensory or mobility impairments, health conditions, specific learning difficulties, autistic spectrum conditions or mental health difficulties, and can assist with organizing disability-related study support. Your disability contact at Saïd Business School are the SPS Executive Coordinator and the Disability Lead which you can contact here: welfare@sbs.ox.ac.uk.

7.9 Freedom of Speech

Free speech is the lifeblood of a university.

It enables the pursuit of knowledge. It helps us approach truth. It allows students, teachers, and researchers to become better acquainted with the variety of beliefs, theories and opinions in the world. Recognising the vital importance of free expression for the life of the mind, a university may make rules concerning the conduct of debate but should never prevent speech that is lawful.

Inevitably, this will mean that members of the University are confronted with views that some find unsettling, extreme or offensive. The University must therefore foster freedom of expression within a framework of robust civility. Not all theories deserve equal respect. A university values expertise and intellectual achievement as well as openness. But, within the bounds set by law, all voices, or views which any member of our community considers relevant should be given the chance of a hearing. Wherever possible, they should also be exposed to evidence, questioning and argument. As an integral part of this commitment to freedom of expression, we will take steps to ensure that all such exchanges happen peacefully. With appropriate regulation of the time, place, and manner of events, neither speakers nor listeners should have any reasonable grounds to feel intimidated or censored.

It is this understanding of the central importance and specific roles of free speech in a university that underlies the detailed procedures of the University of Oxford: <https://compliance.admin.ox.ac.uk/prevent/freedom-of-speech>

7.10 Complaints and appeals

You may raise issues and concerns informally within Saïd Business School. Programme related issues should be raised with your relevant Programme Director or Programme Managers in the first instance. Conduct related issues should be brought to the attention of the [Head of Student Welfare & Conduct](#) at Saïd Business School.

You may make a formal complaint to the Proctors Office who will follow the [University Academic Appeals Procedure](#).

7.11 Complaints of Harassment

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

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

7.12 Confidentiality

Information concerning allegations of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged. Unnecessary disclosure of such allegations may attract disciplinary sanction.

Information will be shared on a need-to-know basis. Once a formal complaint is pursued, it is likely to be appropriate and/or necessary for certain information to be provided to others within the University, within certain colleges, or to external bodies.

Those to whom disclosure may be made outside the University include the police, the Office of the Independent Adjudicator (“OIA”) and the civil and criminal courts. The University will not normally report a matter to the police without the complainant’s agreement, except in those rare circumstances where there is sufficient evidence to suggest that an individual poses an extreme risk.

7.13 Records

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

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

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

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

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

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

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

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

7.14 OUSU and societies

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

7.15 Policies and regulations

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

The Oxford Saïd Code of Conduct

As members of the University of Oxford community, we expect you to share and observe a set of values and expectations in relation to your learning, behaviour and classroom experience. In particular, we expect you to conduct yourself in a professional, responsible and mature manner, which reflects positively upon yourself, the School and the wider University. The code of conduct forms part of the student conduct and etiquette policy which all students are required to familiarise themselves with prior to the start of their course. [The complete policy here on Canvas](#).

Lost Items Policy

There is a small charge for replacement of lost items, such as access cards and locker keys, which must be paid via the Online Store. If an item has been stolen rather than lost/broken we are able to provide a free replacement if we receive a Crime Reference. Please refer to the [Lost Items Policy](#) on Canvas for further information.

Equal Opportunities and Welfare Policies

The University of Oxford and its colleges aim to provide education of excellent quality at undergraduate and postgraduate level for able students, whatever their background. In pursuit of this aim, the University is committed to using its best endeavours to ensure that all of its activities are governed by principles of equality of opportunity, and that all students are

helped to achieve their full academic potential. This statement applies to recruitment and admissions, to the curriculum, teaching and assessment, to welfare and support services, and to staff development and training.

Recruitment and Admissions

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

We seek to admit students of the highest academic potential. Except in respect of the college admitting women only, all selection for admission takes place without reference to the gender of the candidate. All colleges select students for admission without regard to marital status, race, ethnic origin, color, religion, sexual orientation, social background or other irrelevant distinction. Applications from students with disabilities are considered on exactly the same academic grounds as those from other candidates. We are committed to making arrangements whenever practicable to enable such students to participate as fully as possible in student Life. Details of these arrangements can be found in the University's Disability Statement, and information will be provided on request by colleges or by the University Disability Co-coordinator.

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

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

The Curriculum, Teaching and Assessment

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

Further details of these services are included in the Proctors' and Assessor's handbook, available here at <http://www.proctors.ox.ac.uk/handbook/>

University Policies and Regulations

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

If you are considering making a complaint, the first step is to raise your concern with the person or service responsible for the matter it relates to. In the majority of cases, the matter will be resolved informally by that person or service. If you remain dissatisfied, however, you can raise your concern through the appropriate formal mechanism.

Complaints about the University's academic, administrative and support services, and academic appeals, can be made via the Proctors' Office, an independent service within the University. It will be handled by professional caseworkers (known as 'clerks') and supervised and decided on by one of the Proctors. The Proctors are senior officers and trustees of the University

whose specific role is to scrutinise the institution's business to ensure compliance with the proper rules, procedures, and practices.

The complaints and appeals procedures are available in detail on the following pages:

[University Student Complaints Procedure](#)

[University Academic Appeals Procedure](#)

8 Facilities

8.1. Social spaces and facilities

Catering Services 2020/21

All food services at Saïd Business School are provided by BaxterStorey. BaxterStorey is a dynamic independent contract catering company specialising in business catering, who have been working with the School for over 18 years.

Following the Covid 19 pandemic the catering services have undergone some significant changes to ensure all food production & dining spaces are safe for all users. The catering offer is fully takeaway and evolves across the day so you will always be able to get something whatever time you are in the building, catering is available from 8-6pm. More details around this and menus etc. can found in the catering areas of the school, where the catering team will be more than happy to help and explain the offer.

All food services at Saïd Business School are provided by BaxterStorey. BaxterStorey is a dynamic independent contract catering company specialising in business catering, who have been working with the School for over 15 years. [Find out more](#) about BaxterStorey and view the menus to discover what is available from **Rewley's Cafe** and **Rewley's Kitchen**.

Their enthusiasm, flair and experience are reflected in the service they provide. Information on the catering services provided at the School, including opening hours and cashless account system, can be found [here on Canvas](#).

We have a dedicated Facebook page where you can stay updated with all the latest information around the catering services such as the weekly menus, ongoing promotions & events and theme days that are planned throughout the year. Please like us at: <https://www.facebook.com/Baxterstoreysaid>

Main Reception: SBS & Manor Road

The Reception Team consists of the Reception Manager, Duty Reception Supervisor and the daytime/evening and weekend team. On either side of Reception, you will find representatives of other support departments including MBA Student Services and the IT Help desk. The Main Reception number is 01865 288800.

The business school is open Monday through Friday from 7.30am – 10pm, and on Saturday and Sunday from 8am –10 pm. Your attention is drawn to the requirement for everyone to be off the premises by 10pm prompt to allow the alarms to be set. The School has very limited parking facilities which are not available to students.

SBS Access cards

Your Programme Administrator will issue you with a security swipe card for access in and around the building. The building is restricted for use of Oxford Saïd members only so please do not lend your card to another person or allow someone to tailgate through access doors.

If your card is lost or stolen, please inform your [Programme administrator](#) immediately so that your card may be blocked from use.

First Aid

In accordance with regulations, the business school has a team of staff members who are certified to administer first aid. A list showing these names and contact telephone numbers is posted in Reception, Library, Common Room, and Restaurant. If you have a serious injury/emergency, please call 999 and advise Reception. There is a first aid room on site, however this is not a triage facility.

Lost Property

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

Workspace / Study Space

Some high-quality, informal spaces are available in the business school for individual study as follows:

- Lower Reading Room in the Library
- Common Room
- Garden Room

Additional Health and Safety measures

Please refer to the [Health and Safety Presentation section in the Induction Canvas Site](#) for more information about Health and Safety measures.

8.2. Libraries/museums

Library and Information Services

The [Sainsbury Library](#) offers a modern and spacious study area and an information support service with a strong emphasis on electronic resources and delivery. It comprises of two floors, with Wi-Fi, PCs, Macs, docking stations, copiers and printers throughout. The Lower Reading Room contains copies of books on reading lists, while the Upper Reading Room is dedicated to silent study and houses additional books.

As well as the print collections, the library provides a dedicated [webpage](#) with an extensive collection of electronic resources, including access to business databases, financial and economic data, industry, market research, and analyst reports, e-journals and e-books. Course reading lists are provided with direct links to online readings and case studies. As the Sainsbury Library is one of the Bodleian Libraries, you also have access to the range of resources purchased for all the subjects taught at Oxford, most of which are accessible via the library catalogue, [SOLO](#).

The library website and most of its databases are accessible to students from anywhere in the world. Experienced library staff members are available for in-depth help with finding and using more complex information sources for research, course projects and theses, as well as general advice and information support.

Due to COVID-19, the library hours are currently 9am-7pm, Monday to Friday. Anyone wanting to use the library will need to book a space via our [booking tool](#). To borrow books, please search for the books in [SOLO](#) and click on the 'request' button, then follow the instructions to submit your request. Library staff will receive the requests every weekday morning, once they are processed you will receive an email asking you to visit a website to book a collection slot. At your collection time, a member of library staff will meet you at the Click & Collect table in the Saïd Business School foyer and hand over your books.

Economics collections are primarily held in the [Social Science Library](#) (SSL) in the Manor Road Building. The SSL is part of the Bodleian Libraries. During full term the SSL is open from 9am to 10pm Monday to Friday (will be 9.30am-7pm Monday to Friday this term), 10am to 6pm on Saturday and 10am to 7pm on Sundays. Advance booking is essential via <https://tickets.ox.ac.uk/webstore/shop/viewItems.aspx?cg=BODBL&c=RRSSLBL> (Vacation hours TBC: currently 10am-4pm Monday to Friday only) Taught courses in the social sciences are usually structured around the course reading list. Reading lists are provided by college tutors and course conveners.

To borrow books, please search for the books in [SOLO](#) and click on the 'request' button, then follow the instructions to submit your request. Library staff will receive the requests every morning. Once they are processed you will receive an email asking you to visit a website to book a collection slot.

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

8.3. IT

“On behalf of the School’s IT team we’d like to welcome you to the business school.

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

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

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

“We look forward to serving and supporting your technology needs during your time with us, and please do feel free to feedback either directly or via your IT Rep your experiences (good or bad) of the School’s IT and IT Service.”

CIO/IT

Getting started with IT - <https://www.it.ox.ac.uk/getting-started>

IT guides

If you have any questions, feedback or problems, please contact the [School’s IT team](#) who will be happy to assist. Further guides below relate to other IT Services available at Oxford Saïd.

- [WiFi at the School](#)
- [IT Services & Accounts](#)

University Single Sign On (SSO) Activation

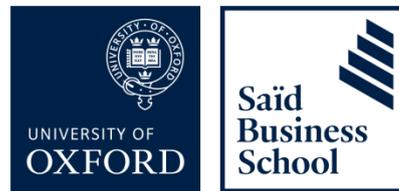
Upon submitting your University Card form, the Admissions team will organise for the University’s Card Office to create your identification card. Creating your card enables the University’s central IT Services team to create your ‘Oxford Single Sign-On’ account. This is commonly referred to as your SSO. Your SSO will look like ‘abcd1234’.

What does it do?

Your SSO is your universal logon, or username and password, that allows you to access and use all online resources provided the School and many other parts of the University. [More information about your SSO is provided by the University’s central IT Services department.](#)

How do I get it?

You will receive your SSO by email up to three weeks after you have submitted your completed University Card form. **Please look out for an email message from 'registration@it.ox.ac.uk' with the subject 'Oxford registration credentials'.** When



you receive the email you need to activate your SSO.

Activating your SSO means setting a secure password, by clicking on the link in email and following four steps to validate your account. Activating your account includes entering your student number, which will be provided to you in the same email that contains your SSO. Activating your SSO should take no more than 10 minutes and can be done on any browser, on any device with an internet connection.

Once you've activated your SSO make sure you safely and securely remember your SSO and password. Once you arrive in Oxford you will then be able to use your SSO to access online resources. Before arriving please continue to use your email to access the Pre-Arrivals Site.

If you have any questions, feedback or problems activating your SSO or you are concerned you have not yet received your SSO by email then please contact the School's IT team who will be happy to assist.

University Email Addresses

Once you received your University Single Sign On (SSO) activation email, your @college.ox.ac.uk email address will be immediately available to you.

Important Note

When you received your University Single Sign On (SSO) activation email you may have read "University emails will no longer be sent to your non-University email address once your University account has been activated." This is a generic message sent to all 22,000 students when joining.

For students of the School, the staff of the School will continue to contact you on your "non-University email address" until we have setup your @said.oxford.edu email address which will be approximately one week before your programme starts.

Data privacy and security

The IT team at the School are tasked with handling, reporting and resolving security incidents and work with OxCERT, the University's Computer Emergency Response Team.

All information security incidents, data breaches and incidents of malware must be reported and can be reported via the IT helpdesk (it@sbs.ox.ac.uk). If there has been a known breach of personal data it must be reported as soon as possible. Also when working on documents, make sure that any personal data shown on the screen cannot be viewed by third parties.

Please ensure that you do not share or write down any of your computer passwords.

It is essential that you keep your IT equipment and any backups secure, encrypted and password protected.

8.4. WebLearn and Canvas

Weblearn and Canvas are online learning platforms that serve to highlight course and programme information, lecture slides, tutorial and lecture timetables, examination information and the handbook itself.

Note:

The school runs a separate instance of Canvas from the rest of the University. Note the difference between the URLs: SBS: **canvas.sbs.ox.ac.uk** vs University: **canvas.ox.ox.ac.uk** . **Make sure you always search for "Canvas Saïd Business School"**.

Your management course materials are shared via our Virtual Learning Environment (VLE) Canvas. You can access Canvas via <https://canvas.sbs.ox.ac.uk/> using any modern browser.

You should use your Oxford SSO to sign in as soon as you receive it to have full access to all the content. We also recommend you install the **Canvas Student app** on your phone or tablet. It is available for free on the App Store or Play Store.

Use the **Help button** at the bottom of the left-hand sidebar to access user guides as well as a hotline number or live chat support.

[The Economics Canvas site can be found here.](#)

[The Economics Department WebLearn site can be found here.](#)

[The Saïd Business School Canvas site can be found here.](#) An introduction to navigating Canvas can be found on the SBS Canvas site under 'Programme Guidance' in [Canvas FAQs](#).