Master of Science in Financial Economics

Course Handbook

2018-19

1. Forward

1.1. Statement of Coverage

This handbook applies to students starting the course in Michaelmas term 2018. The information in this handbook may be different for students starting in other years.

1.2. Version

Version	Action	Date
Version 1.0.0	First Published	16/10/2018

1.3. Disclaimer

The Examination Regulations relating to this course are available at https://www.admin.ox.ac.uk/examregs/2018-19/mosbcinfinaecon/studentview/. 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 Allison Robertson, Senior Assessment Manager.

The information in this handbook is accurate as of 16/10/18. It may be necessary for changes to be made in certain circumstances, as explained at www.graduate.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.

1.4. List of contents

1.5. Welcome/Introduction

On behalf of everyone at Saïd Business School & the Department of Economics, I would like to welcome you to Oxford. The next year will be exciting and stimulating. You will take core courses that lay the foundations for work in every aspect of finance and financial economics, and you will take electives that extend and apply the core courses in many different ways. The courses will combine academic rigour with business relevance; they will be intellectually demanding, and they will cover a lot of material. At times this will be an exhausting year, but I hope that it will also be fun. This year's cohort is a highly talented group, with a wide variety of skills and backgrounds. You will learn a great deal from each other, as well as in the classroom.

Starting a new course is challenging, particularly if you are also getting used to life in a new country. Oxford is an ancient and a wonderful university, but it is also a complex and idiosyncratic institution. For the first couple of weeks you may feel weighed down by the volume of information you receive. We want to do everything we can to help you settle in. This handbook is designed to give you the information you need to ensure that you are in the right place at the right time, and that you do the right things. You will meet the people who play an important role in the MFE during a series of induction sessions before the programme starts, but something you care about may not be covered. Whether it concerns the library, the careers service, the administration or the faculty, please ask us. We want to help, and we expect you to have questions, particularly in the first few weeks.

Dr Ken Okamura
MFE Programme Director

1.6. Useful department contacts

Members of Academic Leadership

Name, Role	Contact Email
Professor Peter Tufano, Peter Moores Dean	Peter.Tufano@sbs.ox.ac.uk *Kate.Nilsson@sbs.ox.ac.uk*
Dr Jonathan Reynolds, Deputy Dean and Director of Graduate Studies	Jonathan.Reynolds@sbs.ox.ac.uk *Kate.Nilsson@sbs.ox.ac.uk*
Prof. Thomas Noe, MFE Chair of Examiners	Thomas.Noe@sbs.ox.ac.uk
Dr Ken Okamura, MFE Programme Director	Ken.Okamura@sbs.ox.ac.uk

MFE Teaching Faculty

The Saïd Business School & Department of Economics faculties include established leading academics and high-potential younger faculty members recruited from top institutions from around the world. Many are engaged in boundary-extending research on key finance and economics issues. In addition to your teachers listed below you can click the following links to review full lists of these departmental faculty members.

Saïd Business School faculty members

Department of Economics faculty members

Pre-course & Induction Content		
Firms, Institutions & Markets Pre-course Module (Hong Kong & Oxford)	Dr Ken Okamura	Pre-course
Financial Reporting	Dr Kazbi Soonawalla	Induction
Maths	Dr Sareh Vosooghi	Induction
Core Courses		
Asset Pricing	Prof. Dimitrios Tsomocos & Dr Mungo Wilson	Michaelmas & Hilary terms
Corporate Finance	Prof. Thomas Noe	Michaelmas & Hilary terms
Economics	Dr Peter Eso, Prof. Martin Ellison, Dr Stephen Hansen & Prof. Paul Klemperer	Michaelmas & Hilary terms
Financial Econometrics	Dr Jeremy Large, Matthias Qian & Dr Kevin Sheppard	Michaelmas & Hilary terms

Degree Programmes Team

Farzana Sadat	Head of Degree Programmes	Farzana.Sadat@sbs.ox.ac.uk
Programme Administration		MFE.Admin@sbs.ox.ac.uk
Rachel Keaney	Senior Programme Manager	Rachel.Keaney@sbs.ox.ac.uk
Alexander Wright	Programme Administration	Alexander.Wright@sbs.ox.ac.uk
Student Support and Materials		Degree.Support@sbs.ox.ac.uk
Fraser Boyd	Programme Support Administrator	Fraser.Boyd@sbs.ox.ac.uk
Alexander Whitehouse	Programme Support Administrator – Programme Materials	Alexander.Whitehouse@sbs.ox.ac.uk
Examinations		MFEExams@sbs.ox.ac.uk
Allison Robertson	Senior Assessment Manager	Allison.Robertson@sbs.ox.ac.uk
Susan Barrington	Examinations Administrator	Susan.Barrington@sbs.ox.ac.uk

1.7. Buildings/Locations/Maps/Access

You can find site maps and access arrangements on the Estate Team's intranet site and the Saïd Business School Canvas site.

1.8. Important dates

At Oxford University, there are three academic terms: Michaelmas [MT], Hilary [HT] and Trinity [TT]. The official University term dates can be found here: http://www.ox.ac.uk/about/facts-and-figures/dates-of-term

The precise term dates for the MFE are found below. We follow the practice of referring to term dates by week, so that the first week of Michaelmas Term is week 1 and the final week is week 10. We refer to the week before the official start of term as 'week 0' and weeks before as -1, -2, -3, for example. This may sound confusing now but before you know it, you will also be referring to dates in this way.

Pre-course & Induction		
International Module – Hong Kong	Long Vacation	27 – 30 July 2018
International Module - UK	MT Week -3	11 – 13 September 2018
Pre-course Maths and Financial Reporting Courses	MT Weeks -2, -1 and 0	17 September – 5 October 2018
Michaelmas Term		
Michaelmas Term Teaching	MT Weeks 1-8	8 October – 30 November 2018
Michaelmas Revision Period	MT Week 9	3 – 7 December 2018
Hilary Term		
Hilary Term Teaching	HT Weeks 1-8	7 January – 8 March 2019
Hilary Revision Period	HT Week 9	11 – 15 March 2019
Trinity Term		
Core Course Exams	TT Week 0	22 – 26 April 2019
Trinity Term inc. Teaching & Revision	TT Weeks 1-9	29 April – 28 June 2019
Elective Exams	TT Week 10	1 – 5 July 2019
Farewell Events		6 July 2019

2. The course content and structure

2.1. Overview

Awarding Institution	University of Oxford
Teaching Institution	University of Oxford
Programme accredited by	n/a
Final award	MSc
Programme title	Master of Science in Financial Economics (MFE)
Frameworks for Higher Education Qualifications (FHEQ) Level	7
Relevant subject benchmark statement	(i) Economics
	(ii) Finance

The full-time programme runs for nine months (October to June). The course consists of two terms of core courses and a third term of electives. In the first two terms there are core courses in economics, financial econometrics, asset pricing, and corporate finance. The third term allows students to specialise in practitioner or research-oriented electives and students may also undertake an individual project. The MFE can also be an entry route, for the more academically minded students, to a finance doctoral programme.

2.2. Course aims

- To provide students with a thorough education and training in the tools of financial economics.
- To prepare students for a career in academia, in financial institutions, the finance departments of companies, regulatory institutions and government departments where economics and finance are used.
- To develop their ability to apply knowledge and understanding of economics and finance to practice in financial institutions and the finance departments of other institutions.
- To enhance lifelong learning skills and personal development so as to be able to work with self-direction and originality and to contribute to business and society at large through further study at a doctoral level or in professional institutions.
- To integrate students' understanding of economic theory, applied finance and econometric methodology.

2.3. Intended learning outcomes

Core Subjects: Asset Pricing, Corporate Finance, Economics, Financial Econometrics.

Asset Pricing I:

This course serves two functions. First, it provides students with a thorough coverage of the principles of asset pricing with emphasis on applications. It introduces students to basic finance theory that forms the foundation of modern finance. It provides the necessary theoretical background for the second term on empirical asset pricing. Second, the course offers students with hands-on experience of using computable pricing models to analyze and price modern financial instruments such as swaps and mortgage-backed securities.

Asset Pricing II:

This course forms the second part of the Asset Pricing sequence. Although the course is entitled 'Empirics', there will be a good deal of theoretical content in it. The best work in asset pricing arises from the interplay between theory and empirics. The goal of this course is to combine econometrics, micro- and macro-economics, with a view to understanding, interpreting and predicting movements in asset prices.

Corporate Finance I, II:

This course provides students with an overview and introduction to corporate finance. It introduces students to the main areas of corporate finance. It begins by discussing financial systems and sources of finance for companies. It then considers corporate governance from the perspective of principal-agent models. It then describes discounting and investment appraisal followed by capital structure. The second half of the course addresses more specific topics in corporate finance, namely dividends, new equity issues, takeovers, financial contracting and corporate restructuring.

Economics I, II:

This course introduced students to core elements of modern economic theory and applications. It exposes students to some of the tools which are necessary for work in economics, and provides a foundation for further study and research. We consider selected topics drawn from (i) classical microeconomics; (ii) macroeconomics; (iii) game theory; (iv) industrial organisation; (v) asymmetric information and contract design; (vi) bargaining; (vii) theories of the firm and organisations; and (viii) auctions. The precise topics covered may vary from year to year. The applications used throughout the course are chosen to be of relevance and of interest to future practitioners in the financial sector.

Financial Econometrics I, II:

Financial econometrics I and II introduces students to modern financial econometrics, providing them with appropriate techniques for empirical investigation in financial economics and an understanding of uncertainty. It also provides the basic background in terms of probability theory and stochastic processes for the other core courses in the MFE.

2.4. Course structure/description

During Michaelmas & Hilary terms students will undertake the following core courses, examined in 0th week of Trinity term.

Economics, Corporate Finance, Asset Pricing, Financial Econometrics.

During Trinity term students have the opportunity to gain more in-depth knowledge and understanding of specialist areas. Students must select five electives which may include an Individual Project in lieu of one elective. The following electives were offered in 2017-18:

Asset Management, Behavioural & Experimental Economics, Cases in Finance and Investments, Continuous Time Finance, Corporate Valuation, Entrepreneurial Finance, Financial Crises and Risk Management, Financial Markets Trading, Financial Statement Analysis, Fixed Income and Derivatives, Identification in Finance and Social Sciences, Information and Communication in Finance, International Finance, Mergers, Acquisitions and Restructuring, Private Equity, Real Estate, The Nature of the Corporation & Topics in Advanced Econometrics.

The MFE Student & Programme Services office will provide information on the process of elective selection and should be contacted in the case of logistical queries. The MFE Programme Director and/or your Supervisor should be contacted for guidance on elective choice.

2.5. Syllabus

Detailed syllabus information on each course can be accessed through the MFE 2018-19 Canvas site. Each course sub-site will include information on:

- Teaching staff
- Course Outline
    - Aims
    - Learning outcomes
    - General course information
    - Course structure
    - About the lecturer
    - Reading list
- Assessment information
- Dates and times of lectures/classes

3. Teaching and learning

3.1. Organisation of teaching and learning

Methods and strategies

Core courses are delivered in lectures and classes. Lectures are highly interactive requiring students to undertake advance preparation as well as independent reading both to supplement and consolidate what is being taught and to broaden their individual knowledge and understanding of the subject. There is a good system of class support from doctoral and post-doctoral students who are able to provide assistance with exercises and problem sets. In addition, students will have university supervisors to provide general guidance and advice. During the weeks before Induction, training is scheduled to give students preparatory lectures and classes in Maths and Financial Reporting. MATLAB training also takes place during the opening weeks of term together with specific sessions on careers guidance and preparation.

Attendance Policy

MFE students are expected to attend all of their scheduled classes (support classes are optional), to arrive on time and stay for the duration of the class. We uphold a strict policy on attendance because absence from class and late entry into the classroom is disruptive to other students and is generally inappropriate in a professional context.

Lecturers have the right to prohibit entry into class after the scheduled start time. If you do not arrive on time for the start of class, please plan to join the session during the break. You should inform the lecturer that you have arrived in order for this to be noted.

Attendance in class is monitored in various ways. Although not all lecturers will take attendance, the use of name plates means that absences will be noticed and lecturers may request information from a student or bring cases of frequent absence to the attention of the MFE Director. The MFE Director and the programme services team may also periodically monitor attendance.

Role of the Supervisor

You have each been assigned a departmental supervisor who will oversee your academic progress during the programme. If you have any concerns, either academic or personal during your time on the MFE, a good person to talk to in the first instance is your supervisor. Each term your grades will be reported to your supervisor and the Senior Tutor at your college. Please note that departmental supervisors are not the same as college tutors or advisors.

Every college has their own system of support for students. Please refer to your College handbook or website for more information on who to contact and to discover what support is available through your college.

The College Advisor

In addition to the departmental supervisor, each student is allocated an advisor by their college. The rationale behind this appointment is to provide a focus for an individual student's relationship with the college. It is important that the student/college advisor relationship should have an academic element. Whilst in no way undertaking the departmental supervisor's role, the college advisor should be in a position to discuss the student's academic work. The college advisor is expected to monitor a student's progress; to hold at least one meeting a term with the student to discuss the supervisor's report; and to be available at other times for consultation on academic or other matters which a student feels could not be taken to a supervisor.

If you have any issues with teaching or supervision please raise these as soon as possible so that they can be addressed

promptly. Details of who to contact are provided in section 7.2 - 'Complaints and Appeals'.

Please see below the recommended pattern of teaching for the MFE which lays out in detail the teaching structure of the programme in hours by term:

Recommended Pattern of Teaching

Master of Science in Financial Economics

Couse Part: N/A

Course structure: 3 introductory courses, 4 core courses and either 5 elective courses or 4 elective courses and an Individual Project.

Paper	Term	Dept/ Faculty Lectures	Classes	Comments *Figures in this table are in hours unless otherwise stated.*
Asset Pricing	MT	24	24	8 x 3 hour lectures in MT 8 x 3 hour lectures in HT 8 x 3 hour support classes in MT 8 x 3 hour support classes in HT
	HT	24	24	
	TT			
Corporate Finance	MT	24	24	8 x 3 hour lectures in MT 8 x 3 hour lectures in HT 8 x 3 hour support classes in MT 8 x 3 hour support classes in HT
	HT	24	24	
	TT			
Economics	MT	24	24	8 x 3 hour lectures in MT 8 x 3 hour lectures in HT 8 x 3 hour support classes in MT 8 x 3 hour support classes in HT
	HT	24	24	
	TT			
Financial Econometrics	MT	24	21	8 x 3 hour lectures in MT 12 x 1.5 hour support classes in MT 1 x 3 hour support class in MT 16 x 1.5 hour lectures in HT 16 x 1.5 hour support classes in HT 1 x 3 hour support class in HT
	HT	24	27	
	TT			
Financial Reporting Introduction	MT	18		6 x 3 hour lectures in Induction
	HT			
	TT			
Maths Introduction	MT	10	10	5 x 2 hour lectures in Induction 5 x 2 hour support classes in Induction
	HT			
	TT			
MATLAB Introduction	MT		6	2 x 3 hour classes in MT
	HT			
	TT			

Paper	Term	Lectures	Classes	Comments *Figures in this table are in hours unless otherwise stated.*
Electives x 5 (or electives x 4 + Individual Project)	MT			Typically 5 x 8 x 3 hour lectures in TT.
	HT			N.B. Students can undertake an Individual Project in lieu of 1 elective.
	TT	120		

3.2. Projects/dissertation

Individual Projects

MFE students may elect to undertake an Individual Project in lieu of one Trinity Term elective course.

Students choosing to undertake a project will submit a project report of not more than 10,000 words in length (usually between 7,000-10,000 words). This includes bibliography, footnotes and tables. The project should be in the area of financial economics and demonstrate an ability to apply the tools of financial economics learnt on the course to a problem in the field. The topic could address an issue of practical significance to investors, firms, financial institutions, governments or regulatory bodies. Alternatively, it could consider a topic of academic interest. Students proposing to progress to a doctoral degree at Oxford University will be required to do a project of the latter type.

Students will be responsible for identifying a supervisor on the basis of the subject of their project and for registering the title and proposed supervisor with the MFE Programme Office – Mfe.Admin@sbs.ox.ac.uk - by 12 noon on Friday of 10th Week of Hilary Term (22nd March 2019). The Individual Project supervisor is expected to provide guidance and informal feedback to the candidate about their progress throughout Trinity term; the supervisor does not submit any written report.

The project report will be submitted by noon on Friday of 8th Week of Trinity Term (21st June 2019). The project will be judged on the issue addressed, the approach taken to addressing the issue, the technical competence and knowledge of the literature that the student demonstrates, the quality of presentation of the report and the clarity of exposition.

3.3. Expectations of study

Students are responsible for their own academic progress and are expected adhere to the policies below. The amount of time students are expected to devote to studying in the programme is similar to that required from a young financial professional working full time. A student's typical weekday would comprise of about 3 hours of lectures complemented by variable amounts of time spent in study groups and classes. Individual study and research would complete the day, with career and other events dispersed throughout the week. Individual experiences may vary, but students should fully expect to work with great intensity and, occasionally, over long hours.

Paid Employment

If you wish to undertake paid employment while at the University, you must ensure that the work does not affect your studies or breach the conditions of your visa. The following pages provide guidance on University policy and your right to

work whilst studying: http://www.admin.ox.ac.uk/edc/policiesandguidance/policyonpaidwork/

Residence Requirements and Vacations

MFE students are required to be resident in Oxford at all times during the terms and examination periods.

The MFE is an intensive programme, condensing learning and experiences which in other MSc Finance programmes take place over the course of two years rather than one. For this reason, there is very little vacation time during the year and students should plan their time off and travel accordingly.

Visas

Information on the type of visa you require and how to apply before you arrive, as well as your visa conditions, including working, travel, family visits, renewing, extending and changes to your student status can be found here: http://www.ox.ac.uk/students/visa. You can also find out more about staying in the UK to work after your studies. http://www.ox.ac.uk/students/visa/during/work

3.4. Policy on Video Recordings of Lectures

For pedagogical purposes, the School may video record lectures using the Replay service. These recordings are always made in line with the University's guidance on lecture capture. The School has determined that there are two sets of circumstances in which recording of lectures may normally take place.

Individual disability. Video recording of the lecturer and slides from the back of the lecture theatre is conducted upon 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 students for whom they are intended.

Other approved purposes. In situations where large groups of students are prevented from attending a lecture for wholly unforeseen or unexpected reasons, the Programme Director or his/her nominee (and not the class teacher) may sanction video recording of a lecture. Such exceptional circumstances may include: widespread illness; strike action; travel disruption; or such other reasons as the Programme Director considers relevant. These videos are securely stored until the end of the relevant examination period and may be viewed only by students for whom they are intended. Finally, class teachers may themselves also request a lecture be captured for the purposes of their own professional development.

However, for regular classes, lecture capture is presently the exception not the rule. Why is this the case? Tracking the impact of universal lecture capture on class attendance is complex, although local evidence is that where lecture capture has been introduced, it has had a negative effect on attendance. The School believes that participation, rather than simply attendance in class, is an important aspect of the learning process for its professional postgraduate taught and research programmes. The critical debate and interaction that face-to-face encounters in the classroom make possible is presently hard to simulate remotely or electronically. The School keeps this policy under review and is continually trialing digital teaching and learning opportunities. For example, some courses are already using self-paced online modules to support more fundamental or technical learning, delivered via Canvas. It is therefore important to note that students are expected

to attend scheduled lectures and not unreasonably to make competing arrangements which might prevent them from doing so. Students should note that the Programme Director may excuse individual absences for good reason (see attendance policy) but this will not mean that any missed sessions will be automatically video recorded on a student's behalf.

Other talks and events to which students will be invited, including the Distinguished Speaker Seminars and other public talks, may be videoed or webcast. Students and lecturers will be informed at all times when a lecture is being captured. A sign will be posted on the lecture theatre door and inside the lecture theatre prior to the start of the lecture.

The IP of lecture material rests with the class teacher and the University. 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.

4. Assessment

4.1. Assessment structure

Courses may be assessed by examination, individual formal coursework, group formal coursework, and practical work. Up to 40% of marks can be assigned to practical work, for which students are given feedback during the term. At least 50% of marks in any course must be assigned to individual work. Multiple-choice questions in examinations will normally be limited to a maximum of 30% of the course mark.

Further details on Assessment structure can be found in the Examination Conventions.

4.2. Feedback on learning and assessment

Marks and feedback for practical work assignments are generally provided before formal assessment takes place. Marks for formal assessment (formal coursework and examinations) are normally released at the following times:

End of May (core course results)

Beginning of August (elective & overall degree results)

When a candidate has failed a piece of formal coursework or examination, and this causes them to fail the course overall, they will receive a feedback report on their performance.

4.3. Examination conventions

The Examination Conventions can be viewed in full via the following link:

https://canvas.sbs.ox.ac.uk/courses/154/pages/assessment-information?module_item_id=5854

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**:** http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism

Guidelines

Advice on academic good practice including avoiding plagiarism, managing your time, reading, note taking, referencing and revision can be found here**:** http://www.ox.ac.uk/students/academic/goodpractice/

Training

Advice on what Plagiarism is and how to avoid it can be found at:

https://weblearn.ox.ac.uk/access/content/group/cds/CrDevt_WebPages/Course_Plagiarism.html

Why does plagiarism matter?

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

What to avoid

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

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

Verbatim quotation without clear acknowledgement
Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.

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

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

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

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

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

substantive changes of content or approach.

Professional agencies

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

Autoplagiarism

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

4.5. Entering for University examinations

In order to complete your examination entry successfully you must have completed your University registration within the student registration window. You can check whether your registration is complete by logging in to Student Self Service and clicking on My Student Record: if your registration is not complete, you will see the Register screen and you should contact your college immediately; if your registration is complete you will see the Check my Details screen.

Further details on University Examination Entry can be found here:

https://www.ox.ac.uk/students/academic/exams/entry?wssl=1

4.6. Examination dates

Details of MFE examinations will be published by your Examinations Administrators once confirmation has been received from Examination Schools. Once published, Examinations Timetables will be made available here:
https://www.ox.ac.uk/students/academic/exams/timetables?wssl=1

4.7. Sitting your examination

A summary of key regulations applicable to all examinations can be found here:
https://www.ox.ac.uk/students/academic/exams/guidance?wssl=1

4.8. External examiner and Examiners' reports

Chair of Examiners Reports and External Examiner reports are available via the Assessment page on Canvas.

https://canvas.sbs.ox.ac.uk/courses/154/pages/assessment-information?module_item_id=5854

4.9. Prizes

The Dean's Prize is awarded on an annual basis for outstanding academic achievement on the MFE Core Courses.

Dean's Commendations are awarded for outstanding contribution to the MFE class and wider school community.

5.   Skills and learning development

5.1. Academic progress

Your academic progress will be monitored by your Programme Director, by your academic supervisor through your GSR reports, as well as by means of attendance checks and formal assessment.

Graduate Supervision Reporting

Every graduate student at Oxford is expected to have an academic supervisor, appointed by their department, to meet them on a regular basis to discuss their academic progression, and to provide support and advice in response to problems or concerns in relation to their learning. The academic supervisor is a role that is meant to be distinct from the College advisor, who has a more pastoral responsibility. The University's new Graduate Supervision Reporting (GSR) online system is scheduled to go live in October 2018. All students and supervisors will be sent detailed information and guidance to use GSR from the University once the system is ready.

5.2. Learning development and skills

Students have the opportunity to develop the following skills during the course:

Intellectual Skills

- Analytical and research skills: skills of problem definitions; problem-solving; data search, collection and analysis for business purposes
- Quantitative skills: the ability to manipulate and interrogate quantitative data in business contexts
- Qualitative skills: the exercise of judgement, the weighing of evidence, and the development of reasoned argument

Teaching/learning methods and strategies used to enable students to gain the above skills are:

- Lectures - a carefully organized programme of lectures covering core material and electives
- Classes – to complement the lectures and allow students to extend their understanding
- Problem sets - to encourage students to acquire quantitative skills
- Case study preparation – to provide practical examples and illustrations
- Student presentations – to develop presentational skills
- Individual consultations with faculty – to complement the lectures and classes

Assessment

- Examinations
- Assignments
- Projects

Practical Skills

- Economic analysis
- Financial analysis

- Statistical analysis

- Econometric analysis

- Problem solving

- Team working (small group work)

- Presentation skills (oral, written and visual through classes and workshops)

Transferable Skills

- Development of autonomous learning

- Critical analysis

- Application of economic methods of analysis

- Application of financial tools and forms of analysis

- Statistical and econometric skills

- A range of research skills (e.g. database searches, use of major research software)

- Communication, presentation and report writing skills

- Resource and time management skills

- Development of team working skills

5.3. Induction

The MFE Induction period runs from Monday 17 to Friday 28 September 2018 and comprises introductions to key academic and administrative staff, your classmates and to University processes and assessment regulations you need to be familiar with. Your will also be provided with teaching in Maths and Financial Reporting to ensure a suitable level of knowledge in these areas prior to the core teaching.

Further details and the Induction timetable can be found via the link below.

https://my.sbs.ox.ac.uk/content/pre-programme-teaching-induction-0

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. These are available through the Oxford Student Website listed in the table below that outlines a range of training options for your attention.

	Weblink
Research and Skills Training in Social Sciences	https://researchtraining.socsci.ox.ac.uk
Bodleian Library	http://www.bodleian.ox.ac.uk/bodley
IT Services	http://www.it.ox.ac.uk/
IT Learning Programme	http://www.oucs.ox.ac.uk/itlp/
Oxford Learning Institute	http://www.learning.ox.ac.uk/
Language Centre	http://www.lang.ox.ac.uk
Oxford Students Website	http://www.ox.ac.uk/students/academic/guidance/skills

5.5. Opportunities to engage in the department research community

During the programme you will receive further information about the School's research community. You will have the opportunity to attend research seminars and events, and to sign up to receive regular updates on faculty research. If you are interested in learning more about research opportunities at the School please contact a member of faculty or the relevant academic area administrator.

5.6. Careers information and advice

At Oxford Saïd, we are dedicated to supporting you in defining, articulating and executing your career vision - equipping you with the knowledge, tools and skills to achieve success. We support students in advancing their careers after the MFE, whether they plan to progress in their current industry or make a transformative career change. Our careers advisors specialise in all major sectors, including finance, consulting, global industries and social impact. We support students seeking a traditional business career and those taking a non-traditional path in a variety of destinations around the world. Ultimately, what you will gain from your MFE at Oxford depends on your goals, ambitions and previous experiences as well. Our Career Development Centre is here to help and offer guidance, support and inspiration every step of the way.

How do we do this?

Individual Coaching – experienced careers advisors and industry advisors provide one-to-one and group guidance to students throughout the programme.

Access to Expertise – students are able to meet a range of industry advisors from a variety of sectors, including consulting, energy, entrepreneurship, finance, healthcare, marketing, retail, social impact and technology. The Career Development Centre offers a series of workshops and seminars, usually on Wednesday afternoons, to help students develop their understanding of various career options, as well as delivering personal and professional development seminars as part of leadership development.

On-line support – the Career Development Centre also provides access to a range of on-line resources to help students in their career search – including Careers@Saïd, the School's careers portal, as well as industry-specific tools to assist in case-study preparation, financial modelling and general industry knowledge. In addition and new for this year the Career Development team have launched an on-line programme on Canvas, the Oxford Saïd Careers Academy, available to access whenever it is convenient for you.

Employer Presentations and Careers Fairs – We work with many partner employers, bringing them on to campus for employer presentations, networking opportunities and on campus recruitment. Each term we hold a Careers Fair, allowing us to invite employers with vacancies to come on campus and meet with students.

6. Student representation, evaluation and feedback

6.1. Department representation

Student feedback on all components of the MFE programme is taken very seriously. Our aim is to work together with you, encouraging positive and constructive involvement in the ongoing development of the MFE programme.

Student Class Representatives will be expected to work closely with existing entities associated with the MFE, including but not limited to Student & Programme Services, Career Development, Alumni Relations, Corporate Marketing, IT, the Sainsbury Library, Estates and other organisations and internal departments which are affiliated with the MFE programme.

Class Representative Positions

- Course Representatives (x 2 positions available)
- Sports & Social Representatives (x 2 positions available)*
- Careers Representative
- IT/Information Centre (Library) Representative
- Marketing Representative
- Facilities/ Health & Safety Representative
- Alumni Relations Representative

* These positions have budgetary responsibility.

Further information can be found on your MFE Pre-Arrival site via the link as follows:

MFE Class Representation Information

Note: The Course Representatives will be invited to the MFE Committee and represent the class in all academic related matters.

A representative will also be invited to the JSCC (Joint Student Consultative Committee) and will represent the class in all operational matters.

6.2. Division and University representation

Student representatives sitting on the 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.

6.3. Opportunities to provide evaluation and feedback

Programme Administrator

Typically, the best person to speak to about any evaluation or feedback is your Programme Administrator. They can direct your query to the correct channels as needed.

Course Representatives

If you have a matter you wish to be raised at course committee, your representative can it forward for you. If there is a wider issue that you feel needs raising, your representatives can take the issue to the class to gather data with the assistance of the Programme Administrator. Please note that only academic matters should be raised at course committee meetings and any non-academic concerns should be raised at JSCC (Joint Student Consultative Committee) by your representatives.

Dean's Town Hall Meeting

Each term, students have the opportunity to raise high/strategic level feedback at meetings with the Dean although academic matters should ideally be referred to course committee meetings.

Programme Director

When the above routes have been exhausted or if there is a significant issue that students wish to raise confidentially about any of the above feedback routes, then students can approach their Programme Director.

Course Evaluations

Course evaluations will be circulated by the Student & Programmes Services teams at the end of each teaching component. The entire content of student feedback on all components of the MFE Programme is considered by the Programme Director. Feedback on individual courses is also examined by the course teacher and relevant academic area head. A summary of all feedback, by course and overall, is reviewed by the Course Committee and will inform end of term, and course review, discussions with each lecturer and the Programme Director. A summary of all feedback is also provided to the Dean and the Head of Degree Programmes.

Course Committee members will address and discuss constructive criticisms and suggestions and, if agreed, will feed such suggestions into the forward planning of the course; decisions will be reported via the Course Committee minutes and course representatives. Responses are anonymous.

Divisional and University Feedback

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: http://www.ox.ac.uk/students/news/2018-05-11-2017-student-barometer-results-published

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 Administrator who will present themselves to you during Induction. These are your main points of contact during your studies and, in many cases, for many happy years to come.

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

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

Overview of Health and Welfare at Oxford University

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 Health & Welfare site. Further advice is available from your college, the Head of Student Welfare, central University services, peer supporters and the Student Union.

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.

Peer Support

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

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

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

Student Counselling Service

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

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

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

Disability Support

The University offers a range of support to help those with a disability to maintain their track record of academic success as they pursue their studies. The Disability Advisory Service provides information and advice for students with disabilities including sensory or mobility impairments, health conditions, specific learning difficulties, autistic spectrum conditions or mental health difficulties, and can assist with organising disability-related study support. Your disability contacts at Saïd Business School are Gemma Sheppard, Disability Coordinator and Maxine Hewitt, Disability Lead.

7.2. 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 Administrator 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.

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.

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.

Records

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

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

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

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

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

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

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

7.3. Student 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

7.4. Policies and regulations

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 on 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. 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

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. 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.

8.2. Workspace

Study Space

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

- Lower Reading Room in the Library

- Common Room

- Garden Room

Seminar Rooms

In the first instance it is advised to use the spaces above for study, however, should a private space specifically be required for academic related activity students may book small seminar rooms by visiting the Reception desk in the Entrance Hall, where an access card to the room(s) in question can be collected in exchange for the student's University Card.

The following information is applicable to the booking of seminar rooms:-

- Students are required to keep these rooms tidy and not to occupy any rooms without first booking; these rooms are often required as meeting rooms for faculty and staff members, as well external clients.

- Room bookings for students may only be made in person and cannot be done via telephone or email.

- Seminar rooms can be booked between 8am and 11pm, for a maximum of 4 hours and no more than 1 week in advance. Should the access card not be collected within 20 minutes of the start of the booking, the room may be released should it be required by another user. During very busy times (such as the exam period) the maximum booking length may be reduced to 2 hours.

- If additional facilities are required for a seminar room booking, such as AV set-up, please contact the Conference team on 01865 288846 or email conference@sbs.ox.ac.uk.

If you have any queries relating to the booking of seminar rooms, please contact the Reception Manager on 01865 288496.

Teaching Spaces

If you wish to book a teaching space (lecture theatre or classroom) for academic related activity, please contact your Programme Administrator.

Events

If you intend to plan a student-organised event please contact your Programme Administrator in the first instance.

Space for fitness classes

If you wish to book a space for a fitness class for a group of Oxford Saïd students, the following information is applicable:

- Your requirement should be coordinated via your course social representative, who will liaise and book with the conference team

- Bookings can be made up to 1 month ahead, subject to availability

- The activity must be considerate to other users of the School and the volume of any music kept to a level that would not cause disruption

- The group should be made up of Oxford Saïd students only

8.3. Libraries/museums

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, and may be used for group work, while the Upper Reading Room is dedicated to silent study and houses the careers collection and 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.

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. As you are a member of Saïd Business School, your access card will allow you entry into the library until midnight every day.

8.4. IT

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

> Video: https://vimeopro.com/sbsav/2018launch

> Password: 2018Intake

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

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

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

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

"We look forward to serving and supporting your technology needs during your time with us, and please do feel free to feedback either directly or via your IT Rep your experiences (good or bad) of the School's IT and IT Service." **Mark Bramwell, CIO/IT**

Wi-Fi

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

1. Use _TheCloud

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

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

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

4. Thereafter your device will connect _TheCloud automatically

After you have activated your SSO

1. Use eduroam

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

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

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

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

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

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

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

Oxford Single Sign On (SSO)

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

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

Further information about your SSO is now available on the MBA Pre-Arrivals site at https://my.sbs.ox.ac.uk/content/it-preparation-online-access-1 If you have any questions regarding your SSO then please contact our IT Service Desk who will be happy to assist.

Email Account

You will be provided with a School email address; firstname.surname.mfe18@said.oxford.edu. For example alastair.reid.mfe18@said.oxford.edu. You will also have two aliases; firstname.surname@sbs.ox.ac.uk and firstname.surname@college.ox.ac.uk.

All three addresses are linked together to one mailbox. @said.oxford.edu is an email address and mailbox for life and will be the primary address for communications from all colleagues in the School.

Your email mailbox is an Office 365 account with 100Gb of storage. This is accessible on any browser via OWA web access https://portal.office.com

Access via all common emails Client (e.g. Outlook, Mac Mail) on your laptop or desktop can be setup alongside mobile access for Apple (iOS), Android, Blackberry, Windows. Instructions available by emailing it@sbs.ox.ac.uk or by visiting the IT Tech Bar.

Forwarding to personal email account is not supported.

Answers to the common questions on email asked by many incoming students can be found on the MFE Pre-Arrival site https://my.sbs.ox.ac.uk/content/it-prep-oxford-email-address

Software and Hardware Discounts

Apple Education Store

http://store.apple.com/uk_edu_5000754

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

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

Dell Discounts

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

Enter your school email address to receive a voucher.

Please then enter this code at the checkout.

Student Software (including Office 2016)

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

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

Sophos Anti Virus

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

Click on 'Download Sophos' from the right hand menu

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

Canvas

Canvas is an online learning platform that serves to highlight course information, timetables and the handbook itself. The Canvas site can be found here: https://canvas.sbs.ox.ac.uk/login/saml