## Contents

INTRODUCTION FROM THE HEAD OF DEPARTMENT ................................................................. 3

- PURPOSE OF THIS HANDBOOK ......................................................................................... 4
- IMPORTANT INFORMATION .............................................................................................. 4
- SUSTAINABILITY AND THE ENVIRONMENT ................................................................. 4
- WHERE ELSE CAN I FIND INFORMATION? .................................................................... 5
- IF THINGS GO WRONG ..................................................................................................... 5
- DISCLAIMER ...................................................................................................................... 6

YOUR DEPARTMENT ........................................................................................................... 7

- WELCOME TO YOUR DEPARTMENT ............................................................................. 7
- WHAT TO EXPECT ............................................................................................................. 7
- COMMUNICATING WITH THE DEPARTMENT ............................................................... 8
- STAFF CONTACTS ......................................................................................................... 9
- YOUR SUPERVISOR ....................................................................................................... 10
- DEPARTMENTAL COMMITTEES .................................................................................... 12
- COURSE REPS............................................................................................................... 13
- EQUALITY AND DIVERSITY .......................................................................................... 13

YOUR COURSE ..................................................................................................................... 14

- AIMS ............................................................................................................................... 14
- OBJECTIVES ................................................................................................................ 14
- COURSE STRUCTURE .................................................................................................. 15
- CENTRE FOR GLOBAL PROGRAMMES ....................................................................... 18
- PROBLEMS WITH YOUR COURSE ............................................................................ 18
- MAKING A COMPLAINT ............................................................................................... 19
- CHANGE YOUR PLAN ................................................................................................... 20

TEACHING AND LEARNING .............................................................................................. 21

- STUDYING AT UNIVERSITY .......................................................................................... 21
- TEACHING METHODS .................................................................................................. 22
- ATTENDANCE ................................................................................................................ 23
- WHAT IF I AM ILL AND CANNOT ATTEND SCHEDULED TEACHING SESSIONS? ........... 23
- WARNING LETTERS AND PROBATION .................................................................... 24
- ACADEMIC INTEGRITY – COMPULSORY EXERCISE TO COMPLETE IN TERM ONE ....... 24
- ACADEMIC MISCONDUCT ........................................................................................... 25
- TURNITIN ........................................................................................................................ 25
- ETHICS ............................................................................................................................ 25

STUDY SKILLS AND SUPPORT ....................................................................................... 26

- MANAGING YOUR WORKLOAD THROUGH PRIVATE STUDY ...................................... 26
- READING LIST ............................................................................................................. 27
- ONLINE RESOURCES – IT SERVICES, VLE AND OTHERS ........................................ 28
- STUDENT SKILLS HUB WEBSITE ............................................................................. 29
- LANGUAGES FOR ALL .................................................................................................. 29
- CENTRE FOR ENGLISH LANGUAGE TEACHING (CELT) ........................................... 29
- ACCESSIBILITY AND DISABILITY SUPPORT ............................................................ 30
- PRIZES AND SCHOLARSHIPS ....................................................................................... 31

ASSESSMENT, PROGRESSION AND AWARD ................................................................... 32

- GUIDE TO ASSESSMENT ............................................................................................. 32
- ASSESSMENT METHODS ............................................................................................... 32
- ASSESSMENT FORMAT AND SUBMISSION OF WORK ............................................... 33
- FORMAL EXAMINATION REQUIREMENTS ................................................................... 35
- EXTERNAL EXAMINERS ............................................................................................... 35
- FEEDBACK ON ASSESSMENT ....................................................................................... 35
HOW IS MY WORK MARKED? ................................................................. 37
WHAT DO I NEED TO DO TO GET A GOOD DEGREE? ................................................................. 37
WHAT HAPPENS IF I FAIL A MODULE? .................................................................................. 38
RESITS, REPEATS AND READMISSION .................................................................................. 38
PROGRAMME EXTENSIONS AND TERMINATION ....................................................................... 39
EXCEPTIONAL CIRCUMSTANCES ......................................................................................... 40
EXCEPTIONAL CIRCUMSTANCES AFFECTING ASSESSMENT POLICY ........................................ 40
QUERYING AN ASSESSMENT MARK ....................................................................................... 41
MAKING AN APPEAL ................................................................................................................... 41
YOUR FINAL DEGREE CLASSIFICATION .................................................................................. 42
PERSONAL DEVELOPMENT AND EMPLOYABILITY ................................................................. 43
CAREERS ................................................................................................................................. 43
GRADUATE CAREERS ............................................................................................................... 43
ACTIVITIES AND SOCIETIES ................................................................................................... 44
Introduction from the Head of Department

Dear DERS Student,

Welcome to the Department of Economics and Related Studies (DERS). I hope that you will find this Student Handbook helpful and informative. It provides a concise summary of key information about your degree programme.

I believe that our Department combines excellence in teaching and research. As one of the largest economics departments in the UK, with academic staff from around the World, we offer a great diversity of expertise and international experience. The research interests of our staff directly inform our teaching and the design of our curriculum so that students receive the benefit of their lecturers’ knowledge.

Our research shapes our curriculum and we offer a broad range of taught undergraduate and postgraduate programmes and research degrees. We devote attention to the training of all who teach, and we choose external examiners of the highest international repute to safeguard our standards. We try to be very clear about what we will expect from our students, what they can expect of us, and in describing what we are trying to achieve – in this Student Handbook and in the form of programme and module descriptions, reading lists, exercises, and the like.

The Department helps to support thriving student societies who play an active role in providing opportunities for internships and employment. High proportions of our graduates find jobs or go on for further education soon after graduation. It is worth noting that we have one of the UK’s biggest and best graduate schools if you are thinking of going on to do postgraduate work in our subjects. York is a very pleasant place to live and work that has an active social, cultural and sporting life so make the most of your time here.

Please take some time to explore this Handbook to learn more about your degree programme and then keep it with you throughout your time at York.

With best wishes,

Professor Jo Swaffield

Head of Department
Purpose of this Handbook

It is a reference guide to help you and should be kept along with the University Handbook.

This handbook provides a comprehensive introduction to your department and information on all aspects of your degree programme.

It outlines what you should expect of your department and what they expect from you, and clarifies the policies and procedures relevant to your area of study.

Important Information

Wherever this symbol is displayed in the handbook it means that the information is important and should be taken notice of.

The Department of Economics and Related studies may be referred to The Department, The Economics Department and DERS in this handbook.

Sustainability and the Environment

Whilst it is unlikely there will be any significant changes to the content of the handbook some minor changes often do occur. The handbook is available to all students on the department web site. The handbook is revised (if required) for the start of the autumn term each year. Students will be notified of any significant changes that take place to the handbook outside of this time.

If you require a hard copy each year or require a version in large print please contact Amy Atkinson at amy.atkinson@york.ac.uk with your request.

In an effort to minimise our environmental footprint we are trying to make more effective use of the resources available to us, make large reductions in waste production, and the use of natural resources, therefore please do not request a hard copy of the handbook or print the full version from the web each year unless absolutely necessary. If printing is necessary always try and use double sided where possible.
Where else can I find information?

This departmental handbook should be kept for reference alongside the University Handbook. The University Handbook provides information on central services and support for students, including accommodation, finance, living in York and further advice on careers and study skills.

You should also log in to the Student Homepage for your personalised timetable, information and news. For general information you can search the student pages from this site via the left-hand side navigation.

As well as this the Economics Department web pages hold a vast wealth of information that will be useful to you during your time here. The web pages for current Undergraduate students can be found at: http://www.york.ac.uk/economics/current-students/

You should also already be familiar with the preparing to study web pages that you will have had access to prior to your arrival at the University. You can continue to access this facility after you have registered by going on to the VLE (Virtual Learning Environment) often referred to as Yorkshare https://vle.york.ac.uk

If things go wrong

We hope that you’ll count your time at University amongst the best experiences of your life. However, it is important that you know where to go to and who to turn to, should you experience any difficulties.

We have a set of web pages dedicated to providing support for you if things go wrong. For further information, visit: www.york.ac.uk/students/help/

Health, Safety and Security
For information about the University’s Health, Safety and Security policy, visit: www.york.ac.uk/admin/hsas/

For more specific department information please visit: http://www.york.ac.uk/economics/resources/hands/
Disclaimer

Whilst the University tries to ensure that information contained in this document is accurate when published, the University does not accept liability for any inaccuracies contained within it. Where circumstances occur or change outside the reasonable control of the University, the University reserves the right to change or cancel parts of, or entire, programmes of study or services at any time without liability, before or after students have registered at the University. Circumstances outside the University’s reasonable control include: industrial action, over or under-demand from students, staff illness, lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and concern regarding the risk of transmission of serious illness. The University’s contract with its students does not confer third party benefits under the Contract (Rights of Third Parties) Act 1999.

The most up to date version of this handbook can be found on the Economics Department website at: www.york.ac.uk/economics/current-students/ug-information/.

⚠️ You will need to regularly check online to ensure you have the most up to date information.

Information and any changes to lectures, tutorials, exams, etc. will be posted on the Undergraduate departmental notice board which can be found in the Economics Department ground floor corridor. Contact details for members of staff can also be found on the notice boards.

⚠️ Please ensure you consult these notice boards regularly for any updates.

If you believe that information is missing from this handbook or that any of the information held in this handbook is inaccurate or incorrect please contact Amy Atkinson at amy.atkinson@york.ac.uk with your concerns.
Your Department

Welcome to your department

You are now a member of an academic department. The department is made up of teaching staff researchers, support staff and other students like you.

- **Academic teaching staff** - they are there as leaders in their field willing to share their expertise and experience to help you learn, grow and push the boundaries of your capabilities and knowledge. Your **supervisor** is there to help guide your studies and to monitor your progress over your degree programme.

- **Support staff** - they are the mechanics behind making the department run smoothly. They will communicate important information, provide technical assistance and help signpost you to other services and support you might need within the University.

You are now also part of a **student community** belonging to your department. **Course reps** are there to help represent your views to the department and to the University – so there is always a way to get your views heard.

The Department of Economics and Related Studies is situated in Alcuin College on the Heslington West Campus and is one of the largest and most active Economics departments in Britain. There are around 60 members of academic staff who teach five main subjects: Economics, Econometrics, Economic History, Finance and Statistics.

What to Expect

**You can expect the Department to:**

- Provide qualified staff and the opportunity and encouragement for you to take responsibility for your own learning.
- Set out clearly what the various programmes and modules contain, what work you will have to do, what we expect you to achieve and how we will assess you.
- At Induction introduce you to your programme, the teaching staff, your colleagues and the Department
- Throughout your programme, provide you with support and guidance from your tutors and supervisor to help you improve your work and skills
- Regularly and helpfully mark your submitted work and return it promptly
- Anonymously assess work counting directly towards your degree and submit its assessments to scrutiny by an external examiner
- Give you regular opportunities to review your progress and achievement, and help in planning your future
- Provide ways of making your views known on your programmes and on the quality of your tuition and respond to them promptly and appropriately
- Treat you with respect regardless of race, gender, disability, age, marital status, national or social origin and sexual orientation
- Mark your achievement with a recommendation for a degree, references or other record of attainment
The Department expects you to

- Make the most of the opportunities provided by us and the University in order to achieve your fullest potential
- Work to the best of your ability and submit the required work on time
- Take responsibility for your own learning
- Prepare fully and conscientiously for your classes and attend them regularly and on time
- Ask for help when you need it
- Consult and inform us about any changes which you may wish to make to your study programme
- Let us know the reasons for any absences
- See your supervisor at the start of each term to review your progress
- Check the departmental notice boards and emails regularly
- Observe the regulations of the University and the requirements of the Department

Communicating with the department

We will do our best to keep you informed of what you need to know at all times. You need to be aware of, and check regularly, the different lines of communication, between you, the Department and the University. It is therefore vital that you consult your email regularly, ideally daily during term time. It is our main means of communication of important information.

Always only use your York email address for any communication with the department and to submit any work electronically. This is the only email address the University will contact you through.

All Economics support staff will do their best to help and advise you. The departmental Reception is at the entrance to the Economics Building in Alcuin College and is open between 9.00am and 17.00pm Monday to Friday during term time (09:00am & 16:00pm during vacation periods).

We ask that any queries of a substantial nature are brought to Reception before 5.00pm so we have sufficient time to answer your query before the Reception desk closes for the evening.

The departmental contact details:

The Department of Economics and Related Studies
University of York
Heslington
York
YO10 5DD

Tel: +44 (0)1904 32 3788 (Main reception)
Fax: +44 (0)1904 32 3759
Departmental website: [www.york.ac.uk/economics/](http://www.york.ac.uk/economics/)
Staff contacts

An index of key contacts in the department can be found below:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Prof Jo Swaffield</td>
<td><a href="mailto:Jo.swaffield@york.ac.uk">Jo.swaffield@york.ac.uk</a></td>
</tr>
<tr>
<td>EA to HoD</td>
<td>Annette Johnson</td>
<td><a href="mailto:annette.johnson@york.ac.uk">annette.johnson@york.ac.uk</a></td>
</tr>
<tr>
<td>Department Manager</td>
<td>Sarah Maynard</td>
<td><a href="mailto:sarah.maynard@york.ac.uk">sarah.maynard@york.ac.uk</a></td>
</tr>
<tr>
<td>Student Services Manager</td>
<td>Diane Atkinson</td>
<td><a href="mailto:diane.atkinson@york.ac.uk">diane.atkinson@york.ac.uk</a></td>
</tr>
<tr>
<td>UG Administrator</td>
<td>Amy Atkinson</td>
<td><a href="mailto:amy.atkinson@york.ac.uk">amy.atkinson@york.ac.uk</a></td>
</tr>
<tr>
<td>UG Assistant</td>
<td>Kim Snedden</td>
<td><a href="mailto:kim.snedden@york.ac.uk">kim.snedden@york.ac.uk</a></td>
</tr>
<tr>
<td>Assessments Admin</td>
<td></td>
<td><a href="mailto:econ-assessments@york.ac.uk">econ-assessments@york.ac.uk</a></td>
</tr>
<tr>
<td>Chair of the BoE</td>
<td>Dr Francesco Bravo</td>
<td><a href="mailto:francesco.bravo@york.ac.uk">francesco.bravo@york.ac.uk</a></td>
</tr>
<tr>
<td>Chair of the BoS</td>
<td>Prof Neil Rankin</td>
<td><a href="mailto:neil.rankin@york.ac.uk">neil.rankin@york.ac.uk</a></td>
</tr>
<tr>
<td>Chair of the MCC</td>
<td>Dr Alan Krause</td>
<td><a href="mailto:alan.krause@york.ac.uk">alan.krause@york.ac.uk</a></td>
</tr>
<tr>
<td>Feedback Co-ord</td>
<td>Dr Fabrizio Iacone</td>
<td><a href="mailto:fabrizio.iacone@york.ac.uk">fabrizio.iacone@york.ac.uk</a></td>
</tr>
</tbody>
</table>

For contact details for all staff and tutors please go to: https://www.york.ac.uk/economics/contactus/ or look on the notice board in the Department reception.

You will find that most staff members will use email to contact you. Make sure that you can use your University email and check it regularly.

Please note, when contacting members of staff there is a level of communication etiquette that should be maintained. Please always use your full name (as it would appear on the system) so that you can be easily identified. Also please address staff members in a professional way by using full names and titles where appropriate. Abusive or inappropriate correspondence is not acceptable and will be dealt with accordingly.

There may be certain times of the year when some members of staff are unable to respond promptly to certain requests and queries. When this is the case you will be informed via email or you will receive an autoreply response to your request. Please be patient and respectful at these times.

Seminar rooms and offices

Most Economics academic staff have their own office in the department (Alcuin College Block D). All staff also have allocated pigeon holes in the department however any documentation of a personal nature that you wish them to have or submissions of essay etc. should be handed in at the reception desk.

Economics seminars and lectures generally take place on the Heslington West campus, however there may be instances where this is not possible. Please check your timetable and the University map to ensure you know where all of your lectures and seminars take place.
Your supervisor

Your department will allocate you an academic supervisor who is there to offer you support and advice throughout your degree programme.

When you register you will be given the name of your academic supervisor. A full list of supervisors and their office details will be posted on your notice board in the Department.

Your supervisor will meet with you once within the first two weeks of each term to discuss your academic progress and check all is well with you and your studies. They will encourage you to develop your academic personal skills and can also act as a reference for any applications you might make in the future.

They can advise what to do if things go wrong and refer you to the right people in the University for help with more personal matters.

For further areas of student support, see the University handbook or visit: www.york.ac.uk/students/support/

If you are an overseas student on a Tier 4 visa, you will need to attend at least two individual meetings per term with your supervisor.

<i>The University requires all students to meet with their supervisor once a term and this must be within the first two weeks of each term, however you can also make appointments to see them at other times in addition to this.</i>

<i>It is your responsibility to make an appointment with your supervisor.</i>

If you fail to attend an appointment that you have made, or you fail to make an appointment to meet with your supervisor at the beginning of each term, it will be your responsibility to contact your supervisor and explain.

The Department keeps a record of attendance at supervisory meetings. Any non-attendance will be recorded on the students file, which can be used for the writing of references etc. The Student Services manager will write to each non-attendee warning them. If you are a tier 4 visa holding student, this may have consequences on your Tier 4 sponsorship.
If you need to see your supervisor at any other time you will find office hours and contact details on their office door. It is often possible to drop in during office hours: but there may already be other students wanting to do the same, so it is a good idea to make an appointment.

As far as possible, we try to give you the same supervisor for the whole of your undergraduate study, but staff changes, research leave, etc. can mean that you may be allocated to another supervisor.

If you unfortunately experience any problems, you may request to be allocated to another supervisor. If you wish to discuss this please email the Student Services Manager diane.atkinson@york.ac.uk.

If you wish to comment on the quality of your supervision, you can complete and submit the anonymous questionnaire available at: www.york.ac.uk/media/economics/documents/supervisor_quest.pdf.

⚠️ You are expected to be available in York for the whole of each term. If you have to leave and will miss classes, you must ask your supervisor’s permission before doing so.

The dates below indicate the start and end of each term. In particular please make a note of when the summer term ends. Regardless of whether students have finished their exams or not by this date, if they wish to leave before the end of week 10 then they must request permission to do so.

International students should be mindful of their visa terms when requesting to leave before the end of a term.

### 2016-17
- **Term 1**: 26 September 2016 - 02 December 2016
- **Term 2**: 09 January 2017 - 17 March 2017
- **Term 3**: 18 April 2017 (Tues) - 23 June 2017

### 2017-18
- **Term 1**: 25 September 2017 - 01 December 2017
- **Term 2**: 08 January 2018 - 16 March 2018
- **Term 3**: 16 April 2018 - 22 June 2018

### Supervisor Policy

The University/department has a policy on supervision which is available for you to view at http://www.york.ac.uk/staff/supporting-students/sources/supervisors/.
Departmental Committees

The work of the Department is overseen by a number of committees: the Board of Studies, the Undergraduate Teaching Committee, the Board of Examiners and the Exceptional Circumstances Committee.

**Board of Studies (BoS)**
The Board of Studies deals with all matters of academic business in the Department and is responsible for overseeing the Department’s programmes of study and associated policies. Other tasks can include the approval of MCC recommendations, progression and final degree classifications and changes to modules, policies and procedures within the department. Each BoS will have undergraduate student representatives in its membership. The board has a chair who is not the Head of Department. The current chair of the board is Prof Neil Rankin.

**Departmental Teaching Committee (DTC)**
The DTC deals with matters relating to the structure and content of Undergraduate programmes in the department, including reviewing reports and responding to comments from students and programme examiners. The current chair of the DTC is Dr Fabrizio Iacone.

Between them, the two above committees approve the new programmes and modules, revisions to existing programmes and changes to individual students’ programmes. They consider student feedback and monitor student admissions and achievement.

**The Board of Examiners (BoE)**
The Board of Examiners is a sub-committee of the Board of Studies. Members of the board shall be jointly responsible for overseeing the setting and marking of exams and submitted essays. In addition to this they are also responsible for the ratification of student marks and making recommendations on progression and degree classifications. The current chair of The Board of Examiners is Dr Francesco Bravo.

**The Exceptional Circumstances Committee (ECC)**
The Exceptional Circumstances Committee meet at the conclusion of each common assessment period, but often more frequently when required to discuss exceptional circumstances submitted by students and to put forward recommendations to the BoS. The current chair of the Exceptional Circumstances Committee is Dr Alan Krause.
Course reps

If you’d like to represent the views of your fellow students and have a say in how your course is run, why not apply to be a course rep? You can stand for this position at the beginning of autumn term.

Course Reps are elected by students in their departmental year group to represent the views and interests of students on department committees and within the student union. You can go to them with any concerns or suggestions about how the department or aspects of your course are run.

Course representation is a partnership between YUSU and the departments of the University of York. Together, we aim to ensure that students play an essential role in guaranteeing and driving the quality of the academic experience here.

As a rep you would be expected to attend various Departmental meetings - a list of the relevant meetings to you will be issued on your appointment as a rep. At these meetings you will be asked to report any issues raised by your cohort and then to report back to your cohort about the discussion which took place.

It is important that you make yourself known to your fellow students, and are approachable and willing to discuss any issue they may want to raise. It is also important that you are aware of the need to respect the confidentiality of both staff and students.

For our 1st year Course Reps, we will look to you for advice on our Preparing to Study Site, as well as other resources available to new 1st year students, this allows us to ensure we have what the students want and need.

You are encouraged to organise discussion groups and socials to give Department of Economics & Related Studies students the opportunity to take an active role in our undergraduate and postgraduate communities. The Department has Facebook and Twitter available for publishing information as well as our weekly ReminDERS newsletter.

If you are interested in becoming a course rep please visit: www.yusu.org/campaigns-and-representation/course-reps

For a more detailed description of the role, visit: www.york.ac.uk/about/organisation/governance/members-secretaries/guidelinesforstudentreps/

Equality and Diversity

The University of York values the diversity of its members and is committed to the creation of a positive environment which is fair, welcoming and inclusive and where everyone is treated with dignity and respect.

For further information about the University’s equality and diversity policies, visit: http://www.york.ac.uk/admin/eo/
Your Course

We have designed our degree programmes and modules to help you progressively acquire the intellectual and transferable skills which you will need in later life.

Aims

We aim to provide a structured and supportive environment in which learning can be an active, stimulating and enjoyable experience.

Our aims are to help you develop

**Basic skills** such as numeracy, literacy and interpersonal or communication skills.

**Subject specific skills** in economics, economic history, econometrics, finance and statistics, at a level appropriate to your degree programme: and

**Transferable skills:**
- **Personal:** independence, self-confidence, creativity
- **Organisational:** time and task management
- **Problem solving:** identifying contexts, analysing and resolving issues and making informed decisions
- **Information processing:** finding and extracting information, and evaluating, interpreting and presenting it systematically
- **Group work:** teamwork: running and participating in meetings
- **Communication:** report writing, making presentations
- **IT skills:** word processing, database, spread sheet, graphics packages and the Internet.

Objectives

**In Stage 1** you will be able to:
- Apply the basic knowledge from your core subjects to understand, discuss and resolve a range of relevant theoretical and applied issues

**In Stage 2** you will be able to:
- Gain a sound understanding of the essential features of complex economic and social systems
- Analyse, gain insights and draw conclusions about them
- Present and explain your findings and decisions, using the graphical, statistical and mathematical tools appropriate to your degree programme
- Handle statistical, technical and literary information

If you are taking compulsory modules in
- **Economic History:** you will understand the main outlines and processes of world economic development since the industrial revolution
- **Finance:** you will understand the fundamentals of banking, capital markets and accountancy, and how to apply the principles of finance and economics to financial management and the internal organisation of the firm
- **Statistics and Econometrics:** you will understand the underlying theory and applications available to estimate economic relationships
- **Mathematics:** you will understand the basic techniques of univariate and multivariate calculus
Course Structure

Our degree programmes at York are modular. This means that, apart from some compulsory core modules, you can choose from a range of optional modules allowing you to tailor your degree.

Each of our modules is assigned a credit value of 10, 20, 30 or 40 credits depending upon the workload. For our Undergraduate degrees, each year you will study a number of modules totalling 120 credits (360 credits over three years). These take the form of a combination of compulsory, optional and elective modules. The compulsory and optional modules will depend on the degree programme you have chosen.

If you are taking a single subject or joint degree with the Department, your first-year modules will not count towards your final degree, although you will need to pass (after resits) in order to be permitted to progress to the second year.

Details about the modules and the programme structures can be found on the departmental website at: www.york.ac.uk/economics/current-students/ug-information/.
Stages
An undergraduate programme of study is divided into a specified number of stages. Each stage is equivalent to a year of full-time study. You must satisfy the requirements for one stage of your programme before being able to progress to the next stage.

Modules
Each stage is made up of modules which you will take. Each of the modules you undertake will have a credit value (e.g. 10 credits – 20 credits – etc.) and a 'level' which indicates the module’s level of difficulty. You will achieve the credit for a module by passing the module assessments. Modules are assessed by a range of methods which will result in a numerical module mark out of 100.

If you fail a module there are two possible ways in which you might be able to still pass your year and progress to the next level: these are compensation and reassessment and are explained in more detail in the Assessment section.

Modules and stages are also subject to credit-weighting: more information on this can be found in the ‘Credit-weighting’ section below.

Changing Modules
If you wish to apply to transfer between modules provided by the Department of Economics you need to complete a Module Change Request form, available from your student notice board in the Economics Reception area and your section of the department website www.york.ac.uk/economics/current-students/ug-information/.

Module transfers are subject to the availability of places, timetable compatibility with your other current modules and the requirements of your degree programme. You should continue to attend your original module until you hear that your transfer has been approved.

We are not able to move teaching to accommodate module changes so you must be sure that you can attend all teaching for new and old modules first. If you do not check that you are able to attend all teaching for the new module we will have to ask you to select another module to study. You must also check that you have the required number of credits needed for your degree at all times.

If your new modules teaching clashes with an existing seminar group you may be able to move to another group. You must check that there is a seminar group with space that you can attend before you request a module change.

The rules for transferring between modules may vary according to the departments who provide the modules so if you are unsure you should speak to the department involved.

ℹ️ For modules provided by the Economics Department, you may (providing space allows) withdraw from or join a module up to 4pm of the Friday of Week 3 in the term the module is taught.
Changing Degree Programme
If you wish to change degree programmes, you must obtain the approval of the relevant Board(s) of Studies.

If you wish to change to

- Another degree **within the Department** (e.g. from Economics to Economics and Finance), please complete the **Request to Transfer** form [here](#).

- **A combined degree with another department** (e.g. from Economics to History and Economics), or to **transfer to another department**, consult your supervisor and the Admissions Officer for the relevant degree programme. Once you have received agreement, you should contact the Undergraduate Administrator who will arrange for the relevant paperwork to be completed.

Credit-weighting
During your programme, your module marks will be weighted in two different ways.

Credit-weighting means, in calculating your average stage mark, each module mark will be given more or less weighting according to the volume of credit (i.e. workload) that is associated with it.

The weights given to marks to determine the weighted average depend upon the number of credits for the module in which the mark has been obtained.

When combining the marks for each of the stages, modules from Stage 2 are given a slightly lower weighting than Stage 3 modules with a ratio of 2:3 (i.e. 40% of the grade is taken from Stage 2 and 60% from Stage 3).

For further information on credit-weighting, including how you can use it to calculate your marks, consult the Student Guide to the University’s Rules for Progression and Award in Undergraduate programmes: [www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registrationservices/Student_guide_to_rules_for_progression_and_awards_in_ug_programmes.pdf](http://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registrationservices/Student_guide_to_rules_for_progression_and_awards_in_ug_programmes.pdf)

Further information on calculating your final degree mark is available under ‘Your final degree classification’ in the ‘Assessment, Progression and Award’ section.
Centre for Global Programmes

If you’re interested in spending part of your studies abroad, or would like to make the most of your Easter and Summer vacations, the University offers exciting opportunities to study, work or volunteer in countries across the world. We offer programmes abroad from three weeks to 12 months duration and grants and bursaries are available to eligible students. Most application deadlines will be during your first year, and places are limited, so start thinking about this early and attend events run by the Centre for Global Programmes throughout the Autumn term.

For further information, including the full range of opportunities and how to apply, visit: [www.york.ac.uk/globalyork](http://www.york.ac.uk/globalyork)

If you are interested on taking a year of study at another International University then it is worth noting that this can only be done in you second year of study. You must also gain approval from the Departments Chair of the Board of Studies.

Details of such opportunities may also be posted on your notice board in the Department during the autumn term of your first year of study.

Problems with your course

If you are having problems with your programme you should seek help and advice as soon as possible (in the first instance you may wish to talk to your supervisor).

You can also find advice here [www.york.ac.uk/students/help](http://www.york.ac.uk/students/help)

If you are having any problems while studying at York which might affect your ability to complete assigned work, you may be eligible to apply for Exceptional Circumstances. If successful, this would allow you an extension or a resit for the assessment affected. See the section on Exceptional Circumstances under Assessment for further information.
Making a complaint

The Department and the University welcome your comments on the educational experience and support which they provide. If you wish to make your views known talk to your supervisor in the first instance: or

- Raise your concerns with your student representative (who represents you on the Department’s Board of Studies and Teaching Committee): or
- Write to the Head of Department, or the relevant departmental officer (e.g. Equal Opportunities Officer).

We take your views seriously, so the Department has a number of ways for you to raise concerns and comment upon your experiences.

Staff-Student Forum
In the second and third terms of each year there will be a Staff-Student Forum which is attended by BoS course reps who can raise matters which concern you.

Student Representation on Departmental Committees
The Board of Studies and the Departmental Teaching Committee both have student representatives. Early in each academic year there will be elections for representatives to sit on these committees.

Questionnaires
For most modules you will be asked to fill in a short questionnaire. This gives you a chance to tell us about our teaching and how you feel you have progressed, and to make suggestions for improving our programmes and methods.
We will communicate the results of the surveys and what actions we intend to take.

Comment box
If you wish to make an anonymous comment, complaint, compliment or suggestion which is specific to the Economics Department you may do so using the ‘Comment Compliment Complaint’ cards and mailbox which are located next to the lift in the Reception area. Please be aware that abuse of this facility will not be tolerated and may result in it being withdrawn; problems of a serious nature should be directed through a more appropriate form of communication as listed above.

You can complain about your experience of a service you have received as a student within the University, whether academic or non-academic.

For further information, visit: www.york.ac.uk/students/help/appeals/

For information on academic appeals, see the Assessment section.
Change your plan – absence, transferring or withdrawal

Most students progress routinely through their programme with no changes. However, if you do wish to or need to make changes to your plan you should discuss any problems or doubts you are experiencing with your supervisor in the first instance. We try to accommodate students who encounter changes or challenges and who may need to change their plan.

Transferring to another programme of study

You may wish to transfer to another programme of study due to changing academic interests or because you want to change the structure of your degree programme. Transfers cannot be guaranteed, and are dependent on you meeting the academic requirements of the new programme and there being space on your preferred programme. Transfers usually happen during or at the end of the first year of study, but if you are considering transferring, you should speak to your supervisor as soon as possible.

Leave of absence

A leave of absence allows a student to take an authorised break in their studies for a maximum of one calendar year in the first instance. This can be on a variety of grounds including medical or compassionate grounds.

Withdrawal

Withdrawal is the term used when a student decides to leave the University permanently prior to completion of the award for which they are registered, whether for personal or academic reasons.

Details about these options are available at: www.york.ac.uk/students/studying/manage/plan/

For further support, visit Student Support in Market Square or visit: www.york.ac.uk/sshub

Also see section on Assessment and Exceptional Circumstances
Teaching and Learning

Studying at university

You are now part of a dynamic academic community that will encourage, challenge and support you to reach your full potential.

At university we expect you to take more responsibility for your own learning than before. This means being self-motivated and independent when it comes to your studies and your personal development. You will get out of your time at university what you put in.

You will graduate into a world in which you will continually refresh and increase your knowledge. Our aim is to equip you as a life-long learner who can excel in this environment.

We offer the support and the facilities you need to become an independent learner who is equipped to succeed in a fulfilling career. In return we expect you to attend your lectures and seminars, research and study your subject areas, work with fellow students as required and complete your assignments on time. We also expect you to approach your studies with enthusiasm and put in the effort to excel at your studies and master your subject.

Independent learning means you are expected to do the work involved to prepare for lectures, seminars and tutorials and to produce assignments and exams based on your studies. You will have world-class facilities and resources at your disposal and fellow students with opinions and experience you can share your thoughts and study experience with. So make the most of your time and the opportunities available to you.
Teaching methods

Lectures
These are the backbone of the teaching for our modules. They usually last 50 minutes and are designed not only to provide information but to give you an insight into the main issues and direct you to further reading.

Lectures cannot cover everything that you need to know, nor can they cover everything in sufficient depth. You have to do much of the work yourself, for example by going through the recommended reading which comes with the lectures.

Small groups
These take several forms:

- **Tutorials:** discussion and problem solving groups of approximately 15 students with a tutor or demonstrator. These last 50 minutes.
- **Seminars:** longer sessions (up to two hours) with more members. In some modules these supplement the lectures. In others they are the main method of teaching. Seminars are widely used in Stage 2 & 3 modules.
- **Workshops:** groups of 20 or more, usually used for computer classes. These may last 2-3 hours.
- **Exercises and written assignments:** we provide a wide range of work for you to do. Essays of varying length and problems for you to solve are used in each year. But you may also have to prepare talks, team presentations, reports, literature reviews, data analyses and so on.

Non-assessed or class assignments (formative)
These do not usually count directly to your final degree but are an essential part of your learning and progression. The module outline will tell you what you are required to submit.

When handing in **non-assessed** assignments you should write the following on the front page:

- Your full name
- University of York email address
- Tutor’s name
- Tutorial Group number

**Your University ID will be required to collect your marked work.**

Your tutor will try to mark class assignments and return them to you promptly. Feedback will be given on where you have done well and point out where more work is needed. If you want your tutor to comment on your module assignments, leave a wide margin (approx. 5-6cm) on each page. The marks you achieve for these pieces of work are recorded and can be used as evidence to support decisions made about your progression.
Attendance

You should attend all scheduled teaching sessions that we set for you. Regular attendance is vital to your progression through your degree programme and will help you become a well-rounded learner capable of achieving your full academic potential.

University Regulations state that you should be present at any time at which teaching or other academic engagements have been arranged for your programme (including Saturdays). This includes teaching that is not compulsory and the whole of all examination periods (weeks 1-10 of the summer term).

Absence

If you must be absent at such a time you must consult your Supervisor who can permit an absence of no more than three days. An absence of over three days, but no longer than four weeks, can be approved by your Chair of the Board of Studies. Any longer absence during a term which will be counted towards completion of your degree programme requires the approval of Special Cases Committee. See the information on taking a Leave of Absence in the ‘Change Your Plan’ section of ‘Your Course’.

If you stop turning up to scheduled teaching sessions without saying you are withdrawing and do not respond to our efforts to make contact with you within a specified time-scale, the Board of Studies will assume that you have withdrawn from your studies. For further information on the decision process, visit: www.york.ac.uk/staff/supporting-students/issues/academic/taught/withdrawing/

Seminar groups are managed by the University Timetabling Office and are allocated at the start of the year to ensure there are no clashes with your timetable. Changes to your seminar group can only be made for a genuine clash with either a university sport or paid job commitment. If this is the case, you may request a change of group by completing the online ‘Seminar Group Change Request Form’ which is available at: http://www.york.ac.uk/economics/current-students/ug-information/timetables/

What if I am ill and cannot attend scheduled teaching sessions?

If you are unwell for up to seven consecutive days during term-time you should register your illness, either through your e:Vision account or by completing an ‘illness self-certificate’ form and forwarding it to the Student Support Hub.

For further information, including self-certification forms, visit: www.york.ac.uk/students/support/health/ or see the University handbook.

If your illness interferes with your studies see the section on Exceptional Circumstance under Assessment.
**Warning Letters and Probation**

If you repeatedly miss teaching or fail to complete assignments without good cause and without informing the Department you will receive formal warning letters from the Department. These are called Letters A and B.

These may result in you being put on probation. This means you will be required to complete forms of attendance for all lectures, seminars and tutorials and to submit all required written work. If you fail to fulfil the terms of this probation, the Board of Studies may recommend to the University’s Special Cases Committee that you be sent down and withdrawn as an unsatisfactory student.

**Academic integrity – compulsory exercise to complete in term one**

Academic integrity represents a set of values and behaviours which members of the academic community abide by. To be a trusted member of this academic community you must understand and demonstrate academic integrity in your studies and the work you produce. Such values include honesty, trust, fairness, respect and responsibility.

You are required to successfully complete the University Online Academic Integrity Tutorial within your first year, preferably within your first term to progress smoothly onto your next term. The certificate for this needs to be handed in to the Economics reception during your first term.

The tutorial can be found on the VLE: more information is available on [www.york.ac.uk/integrity](http://www.york.ac.uk/integrity)

**Please note:** This module will take you through key principles around referencing, and how to avoid things like plagiarism and collusion.

On the Academic Integrity website you will find Reference with Confidence guides and A to Z sets of examples for the Harvard referencing system and other systems used at the University of York. These are intended to teach you how to properly acknowledge source material and to give you a quick easy reference point for how to cite a wide range of sources. There are also links on the website to Academic skills tutorials that you should find useful to consult.

If you do not uphold the values and conventions of academic integrity and conform, you may be subject to the University’s academic misconduct procedures.
Academic Misconduct

Academic misconduct means breaking the rules of academic integrity and this is why we regard any form of academic misconduct is viewed as a very serious offence.

For a list of what the University considers as academic misconduct, and the policy covering misconduct visit: www.york.ac.uk/about/departments/support-and-admin/registry-services/academic-misconduct/

Turnitin

All students have access to Turnitin text matching software to help them develop writing skills and the integration of source material into assignments. Turnitin can also help you to avoid committing academic misconduct by highlighting how effectively you use reference source material. You can sign up to attend one of the weekly open workshops in which you will learn what Turnitin is and how you can use it. To sign up for a workshop login to your Yorkshare VLE account where you will see a box detailing forthcoming workshops that you can sign up to.

Ethics

The University of York states in its Code of Practices and Principles for Good Ethical Governance that “all activities undertaken by staff and students as members of the University must comply with the University’s ethical standards”.

More information about the University policy on Ethics and what applies to you can be found at: http://www.york.ac.uk/about/organisation/governance/sub-committees/ethics/elmps/ethics-approval/
Study skills and support

Managing your workload through private study

Teaching at York is done by academic experts who will introduce you to academic subject areas, key concepts and outline your learning objectives. You are responsible for researching, studying and managing your own learning.

Independent learning means you are expected to do the work involved to prepare for lectures, seminars and tutorials and to produce assignments and exams based on your studies. You will have world-class facilities and resources at your disposal and fellow students with opinions and experience you can share your thoughts and study experience with. So make the most of your time and the opportunities available to you.

You will need to plan your time carefully and be aware of timescales and deadlines for assessments, projects and exams.

We know that adjusting to new ways of working and having to produce work at this level in accordance with the many academic rules and regulations can be daunting. However, your tutors and your supervisors are there to assist and we have the support in place through the Student Skills Hub to help you gain any additional skills you might need with your maths, academic writing and referencing, IT skills and languages. See the section below on Student Skills Hub.

If you would like any guidance on how to study effectively, manage your time, how to take notes, write essays, etc. for further study. Your supervisor can offer advice and below is a selection of books which may be useful:


You will find other books on studying and student life in the University Library. You may want to look at these before you decide whether to buy any books.

There are also some helpful tips, advice and resources to be found at: [https://www.york.ac.uk/students/studying/develop-your-skills/study-skills/](https://www.york.ac.uk/students/studying/develop-your-skills/study-skills/)
Lecture Note Taking
You should not try to take down all that the lecturer says, merely enough headings and notes to enable you to refresh your memory. It is advisable to sit down after a lecture and expand your notes into a more comprehensive and legible form. It is essential to do this when there are diagrams - the version taken down during a lecture should be only a quick sketch. Also, after a lecture, sit down and read the relevant chapter in your textbook for the module.

The Module Syllabus
Students should note that the module syllabus is defined as all material covered in lectures and the tutorial exercise package, together with prescribed reading.

How many hours should you be working?
The university expects you to be studying effectively for approx. 40 hours per week during term time. In some weeks it may be less, in others more. In our experience doing less than that can reduce the class of your degree. You will also be expected to do some work over the vacations, especially in your second and third years, when assessed essays and projects may have to be handed in.

Reading List
The Department of Economics does not have a set reading list. You will be advised at the beginning of your teaching for each module on what relevant publications you will need.

Module feedback
Students are invited to evaluate the delivery of DERS modules via online evaluation forms at the end of each term.
Library

www.york.ac.uk/library

For an introduction to using the University Library and its resources, visit: www.york.ac.uk/library/informationfor/newusers
This includes, amongst others, information on using the library catalogue, your library account, online induction resources and opening hours.

The University Library is open 24 hours a day, 362 days a year. For general help, contact the Library Help Desk in the JB Morrell Library.
Email: lib-enquiry@york.ac.uk
Tel: +44 (0)1904 323873

Your Academic Liaison Librarian is Martin Philip. They can help you search effectively for resources, understand how to use and evaluate these and how to reference your work correctly. They can be contacted at lib-economics@york.ac.uk. Further details on your Academic Liaison Librarian and your subject guide can be found at: http://subjectguides.york.ac.uk/subjectguides [http://subjectguides.york.ac.uk/economics]

Online resources – IT services, VLE and others

The most up to date information regarding the Department and basic information on modules and degree structures can be found on our web pages: http://www.york.ac.uk/economics/

For information more specific to you the best place to look is in your Yorkshare (VLE) account. You will need to log in to access your account. https://vle.york.ac.uk . You will also be able to access individual module pages form your Yorkshare account as well as being able to see our Preparing to Study site which has been available to you prior to your arrival.

Your timetable will be available through student homepage (log in required): https://www.york.ac.uk/students/ . From here you can also access various other sites (including the VLE) via the tabs at the top of the screen.

Details of your exam results and progression decisions/Degree classifications will be made available to you through your e:vision account which can be accessed via your student homepage (as above).

For information on the facilities and services IT services provides, consult your University handbook or visit: www.york.ac.uk/it-services/
Student Skills Hub Website

The Student Skills Hub enables you to see and access a range of helpful Centres and resources which are available to the whole university community. These resources will be at your disposal throughout your studies:

- The Writing Centre - for planning academic work and discussing academic writing;
- The Maths Skills Centre - for discussing issues with mathematics, statistics and numeracy skills;
- The Library - for addressing information skills and accessing research materials;
- IT skills - for solving IT issues and developing more advanced IT capabilities;
- Language skills - for further developing academic English language and engaging with other languages;
- Transferable skills - for working in teams, presenting to audiences and other employability skills;

For further information, visit: www.york.ac.uk/student-skills-hub

Languages for all

If you want to brush up your language skills or take up a new language, Languages for All runs classes every term to help you do just that.

During your time as an undergraduate at York, you’ll have the exciting opportunity to learn a foreign language for free. For further details including how to register, visit: www.york.ac.uk/lfa

Centre for English Language Teaching (CELT)

The Centre for English Language Teaching provides a variety of term time classes and summer courses for intermediate and advanced level English language support.

Visit: www.york.ac.uk/celt
Accessibility and Disability Support

Disability Services can provide support, advice and guidance for those with a diagnosed disability, including: dyslexia and specific learning difficulties: Asperger’s syndrome: visual and hearing impairment and physical/medical impairments amongst others. All students with disabilities are encouraged to contact them to discuss meeting your individual needs.

Please let the department know as soon as possible if you have a disability and may require support. You can discuss this with your supervisor. The department contact for disabilities is Diane Atkinson, diane.atkinson@york.ac.uk

For further information please visit: www.york.ac.uk/students/support/disability/

You may also require individual arrangements for formal examinations. See the information provided on formal examinations in the Assessment section for further information.
Prizes and Scholarships

A number of prizes are awarded to students each year:

The Head of Department’s Prize
There is a Head of Department’s prize awarded at the end of Stage 2 and at the end of stage 3. This prize is awarded for the best overall examination performance.

Gladstone Memorial Prize
The Gladstone Memorial Trust is making available to the University a prize to be awarded for a long essay or project of exceptional quality which contributes to the final examination assessment of undergraduates in the Departments of Economics and Related Studies, History, History of Art and Politics, provided that such work, either relates directly to Gladstone himself or any of his may fields of interest, which need not to be confined to the period of Gladstone’s own life – for instance liberation theology, the Homeric World, or contemporary economic thinking and policy would all come within these terms of reference. Candidates for both single-subject and combined-subject degrees are eligible. Nominations for the award of the prize should be submitted by the Board of Studies.

The Andrew Meechan Prize
This prize was newly introduced in the 2011/12 academic year and is in recognition of the achievements of an extraordinary and inspirational young man. The prize is awarded to the 3rd Year student with the best overall examinations performance on the BSc (Hons) Economics programme.

Prizes for staff
You can also help to award the J R Aronson Prize for Excellence in Teaching (for permanent staff) and the Departmental Teaching Prize (for Teaching Fellows). The Prizes Committee pay particular attention to your questionnaire returns.

More details on this and the department prizes can be found at http://www.york.ac.uk/economics/current-students/ug-information/ug-prizes/
Assessment, Progression and Award

Guide to Assessment

The University’s guide to Assessment Standards, Marking and Feedback contains the University’s formal procedures relating to the conduct of assessment. It provides clear and detailed information on each aspect of student assessment and is a useful resource if you want to know more about how your work is assessed.

For further information, visit: www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/

Assessment methods

You will encounter two types of assessment during your time at University: formative and summative.

Formative assessment is there to help you develop. While it may not contribute to your final degree mark, it will help you learn more effectively – you will be provided with feedback on this type of assessment which will help you improve your performance.

Summative assessment takes into account the extent of your success in meeting the assessment criteria and how well you have fulfilled the learning outcomes of a particular module or programme. This type of assessment will contribute to your final degree mark or towards progression decisions. Most Economics modules are assessed by an examination and/or an essay. The module outlines on the Department Website and VLE will specify the assessment method for each module.

Exams will be:
- Unseen papers: where you get the paper in the examination hall

Examinations can be scheduled between 9.00am and 8.00pm. and also on Saturdays and Bank Holidays. You may have more than one exam in the same day, but there will normally be a minimum of 1.5 hours between exams.

Essays/Projects
- Essays range from 2,000 - 6,500 words, depending on the module. They are given a strict submission deadline: failure to meet this deadline will result in the deduction of penalty points. You should provide a working title and discuss it with your module tutor.
- Projects are extended pieces of work and can be up to 10,000 words. You will be able to discuss your project with your supervisor.
Assessment format and submission of work

Essays and projects are submitted by **4pm** on the specified deadline date (Usually Mondays).

For a module assessed by essay or project, detailed information on what is required: including the deadline date for submission will normally be circulated to students during the module itself.

Essays and projects are submitted either, in hard copy to the Economics reception desk, or online via the VLE. Each module will be different and it is your responsibility to check which submission method is used for each module.

Penalties are applied for late submissions (see penalties).

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On submission of an essay or project you will be asked to confirm that the work is your own and contains no unattributed work from any other source.

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Essay and projects submitted via the Economics reception must complete a project submission front sheet. Work cannot be submitted without a cover sheet. These are available from the Economics Reception on submission of your work. You will be required to provide photo identification when submitting to the Economics reception.

VLE (electronic) submissions will ask students to read through an academic integrity screen and confirm their work is their own before submission.

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**Essay/Project format**

The format of assessed essays and projects should always:

- Have the full title and number of the module on the front along with your examination number (format Y1234567)
- Be word processed using one-and-a-half or double-line spacing and font size 12.
- Have the pages numbered and securely fastened
- Be submitted by the author of the work. Students should never allow a friend or fellow student to submit on their behalf. The Department will refuse to accept the submission if the person submitting the work is not the person whose examination number is identified on the piece of work.

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You should never put any identifying information, except for your examination number on any assessed work.

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Essays and projects will not be returned, so you may want to keep a copy for your own future reference.
Penalties

Knowing how to manage your time, write succinctly and provide a complete and comprehensive piece of work to a strict deadline are skills you will develop at university.

In the interests of fairness, transparency and to be equitable we have strict rules around deadlines and the quality or quantity of work submitted and have clear penalties for any student these rules are not followed.

All work submitted late, without valid exceptional circumstances, will have ten percent of the available marks deducted for each day (or part of each day) that the work is late, up to a total of five days, including weekends and bank holidays, e.g. if work is awarded a mark of 30 out of 50, and the work is up to one day late, the final mark is 25. Department of Economics submission dates are always on Mondays.

After five days, the work is marked at zero. Note, however, that the penalty cannot result in a mark less than zero.

<table>
<thead>
<tr>
<th>Submitted</th>
<th>Penalty</th>
</tr>
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<tbody>
<tr>
<td>1 day</td>
<td>10% deducted from mark</td>
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<tr>
<td>2 days</td>
<td>20% deducted from mark</td>
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<tr>
<td>3 days</td>
<td>30% deducted from mark</td>
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<tr>
<td>4 days</td>
<td>40% deducted from mark</td>
</tr>
<tr>
<td>5 days</td>
<td>Work marked at zero</td>
</tr>
</tbody>
</table>

Failure to submit

If you, with no valid exceptional circumstances, fail to submit an assessment by the deadline after five days or fail to attend an examination, a mark of zero will be awarded. You may be given the opportunity for reassessment – see the reassessment. However, if the examination or assessment missed is already a re-sit or re-assessment to redeem an initial failure, no further re-assessment opportunities will be available without proof of exceptional circumstances.

If you are struggling to meet deadlines, submit a piece of work or will miss an exam due to personal circumstances you will need to inform the University as soon as possible and apply for Exceptional Circumstance – See section on Exceptional Circumstances.
Formal Examination requirements

For information on the University’s formal examination requirements, consult your University handbook or visit: www.york.ac.uk/students/studying/assessment-and-examination/

Individual examination arrangements may be approved for students who are unable to sit formal University examination conditions as a result of a disability or other condition. It is important to note that such arrangements must be in place at least six weeks prior to the exam in question, so it is essential that students requiring individual arrangements contact Disability Services as soon as possible in order to ensure that adjustments can be made. Visit: www.york.ac.uk/students/studying/assessment-and-examination/disability/making/

The Department will usually be notified by Disability Services when such a request has come through, however it would be helpful if this applies to you if you notify our disability representative Diane Atkinson of your request.

External Examiners

It is inappropriate to make direct contact with external examiners, in particular regarding your performance in assessments. If you have any issues or concerns you can register these firstly by contacting econ-assessments@york.ac.uk or through appeal (see Making an Appeal) or complaint (see under Your Department).

Feedback on assessment

‘Feedback’ at a University level can be understood as any part of the learning process which is designed to guide your progress through your degree programme. We aim to help you reflect on your own learning and help you feel more clear about your progress through clarifying what is expected of you in both formative and summative assessments.

Feedback is an essential part of the learning process and is a major element in the relationship between lecturer and student.

The Department of Economics and Related Studies we aim to provide timely and useful feedback to undergraduate students on their progress in relation to both formative and summative assessments. This feedback is provided in a number of different ways which are appropriate for the context in which they are given.
Formative assessment

There are various forms of feedback options available for formative forms of assessment. These can be whole class discussions with self-assessment and the opportunity to ask questions, small group seminars where students submit a piece of procedural work to the tutor and in turn receive marks and where appropriate annotations, or for work which involves discussion and weighing of opinion can involve a presentation and a submitted piece of work where the tutors assessment is the main form of useful feedback.

These small group seminars enable the tutor to make an informal assessment of each student’s progress and level of effort/understanding, based on the student’s participation in the seminars themselves. Along with recorded marks from submitted work this information is fed back to the student via the supervisor on an end of term seminar report form. The reports are made available to supervisors prior to the (mandatory) supervision meeting at the start of the following term, so that they can be reviewed and discussed by the supervisor and student at that meeting.

From spring 2008 onwards the Economics Board of Studies agreed that a requirement of all of our undergraduate courses give at least one piece of procedural work per 10 credits of the course, and provide feedback to students on this procedural work. The feedback may take the form of:

- An overall mark or grade for the procedural work and comments
- The provision of model answers or guidance on what a model answer should contain.
- The circulation of examples of good answers and advice on examples of common mistakes and how answers may be improved.
- VLE based tests that generate marks for each student.
- Detailed feedback on individual or group student presentations.

For each module within the department, the Module Organiser should include within the Module Outline a section on the feedback and assessment arrangements for the course. Each Module outline should contain an explicit deadline for the return to students of marked formative assessment work.

Summative Assessment

In the Department of Economics we aim to provide you with feedback on all your summative assessments in a way that is helpful, fair and feasible. As a large department it may not always be possible to provide individual feedback to students on all of their work however we will always provide generalised feedback as well as a copy of the exam paper (unless secure) on the web for all summative assessments. This feedback can be found at and then under the [https://www.york.ac.uk/economics/current-students/ug-information/exampapers/#tab-2](https://www.york.ac.uk/economics/current-students/ug-information/exampapers/#tab-2) and then click on the relevant year.

Marks will be available for students no later than 6 weeks from the date of the exam or submission.

The University guidelines for feedback are available in the Guide to Assessment Standards, Marking and Feedback.
**How is my work marked?**

All summative assessed work is marked anonymously with candidates identified by their exam number only. Each exam script is seen internally by two markers, with the second marker acting as a moderator.

Batches of scripts are also sent to the external examiner to ensure that the marks given fairly reflect the performance of the cohort, judged by standards at comparable institutions. All marks are provisional until confirmed by the external examiner.

Departmental marking criteria can be found on the Department website at: [https://www.york.ac.uk/economics/current-students/ug-information/exampapers/#tab-1](https://www.york.ac.uk/economics/current-students/ug-information/exampapers/#tab-1) and then click on the Summative Assessment Policies and Procedures link. This is where the most up to date version of this document can be found.

**Script viewing**

Students who are required to take reassessments will be given the opportunity to view their examination scripts at supervised sessions in the summer vacation (before they take their reassessment).

Students entering Stages 2 & 3 will be given the opportunity to view their 1st and 2nd year assessments at supervised sessions at the start of their 2nd and 3rd years respectively.

Details of how to book a script viewing session, and when/where they will held will be emailed to all relevant students when they are available.

**What do I need to do to get a good degree?**

The Student Guide to Rules for Progression and Award in Undergraduate Programmes clarifies what we mean by ‘academic progress’. They explain what you need to do to progress through your degree programme and how you can calculate your current classification marks along the way. [https://www.york.ac.uk/media/staffhome/learningandteaching/documents/Student_guide_to_rules_for_progression_and_awards_in_ug_programmes.pdf](https://www.york.ac.uk/media/staffhome/learningandteaching/documents/Student_guide_to_rules_for_progression_and_awards_in_ug_programmes.pdf)
What happens if I fail a module?

There are two possible ways in which you may be able to still pass your year and progress to the next level.

Compensation

For modules in stages 1, 2 & 3, the pass mark for module assessments is 40. However, if your mark for a module is in the 30 – 39 range, you may still be able to get the credits for the module if your performance in other modules is good enough to compensate. In other words, ‘marginal’ failure in some modules may be compensated by achievement in others.

Reassessment

If you get a module mark below 30 this cannot be compensated and you will have to be reassessed. However, there is a limit to the number of credits failed below 30 in which you can be reassessed. If you get a mark between 30 and 39 and you are not eligible for compensation, you may also need to be reassessed in those modules.

For further information on compensation and reassessment, see the Student Guide to the University’s Rules for Progression and Award in Undergraduate Programmes.

https://www.york.ac.uk/media/staffhome/learningandteaching/documents/Stu
dent_guide_to_rules_for_progression_and_awards_in_ug_programmes.pdf

Resits, repeats and readmission

- If you have failed or missed an examination because of medical or compassionate circumstances the department may request permission for you to take the examination again ‘as if for the first time’, which means discounting the failed or missed attempt.

- Students are not normally allowed to repeat any part of the teaching on their programme. Repeat study will only be considered in cases where a student can show that they had truly exceptional circumstances which did not allow them to benefit from the teaching on their first attempt.

- If you have to leave your programme because you have failed the year then you will not be permitted to restart the same programme at the University of York.

For further information, visit:
www.york.ac.uk/students/support/academic/taught/resits/

You will need to submit evidence of exceptional circumstances to qualify for resits and repeats. See ‘Exceptional Circumstances’ section.
Programme extensions and termination

A programme extension can be recommended where a student cannot complete the programme within a normal timescale because of exceptional circumstances. If you find yourself in this situation, talk to your supervisor.

If you are academically unsatisfactory the Board of Studies can recommend that your programme is ended before its normal end date. This may be due to reasons such as poor attendance (without good reason) or through having failed so much of the programme that it is no longer possible to graduate.

Further information can be found at www.york.ac.uk/students/support/academic/taught/programme/

Also, see ‘Exceptional Circumstances’ for any other circumstances which may affect you undertaking any assessments.
Exceptional Circumstances

Exceptional Circumstances affecting Assessment policy

From 2016/17 the Exceptional Circumstances Policy is changing and will be known as the Exceptional Circumstances affecting Assessment policy.

Details on what are considered exceptional circumstances and how to apply will be available here https://www.york.ac.uk/students/studying/progress/exceptional-circumstances/.

It is your responsibility to be aware of the University’s exam regulations, and to know the correct time and place for your exam. Misreading of the exam timetable will not be regarded as exceptional circumstances.

If your claim is successful, and the Department Exceptional Circumstance committee accept that your assessment was significantly affected by your circumstances you will usually be given an opportunity to take the assessment again as if for the first time. If it is an open assessment then you may be given an extension. Grades will never be altered without a further attempt at the assessment, and work will not be ‘re-marked’, though you may be allowed to re-submit it following revisions.

Please note: it is very important that submit your case for Exceptional Circumstances as soon as possible, preferably BEFORE the assessment which you believe may have been affected.

If you become ill during an exam and need to leave early, please make sure you inform one of the Invigilators that you are unwell before leaving the exam hall. You will need to visit the University Health Centre straight away to obtain supporting medical evidence, notify the department and go through the exceptional circumstances procedure if you believe your assessment to have been affected.
Querying an assessment mark

Students do not have the right to appeal against the academic judgment of a marker. However, should you believe that a **clerical error** has been made in the marking of your script then you may request a **clerical check** of your mark. Please note that your work **will not be remarked**, it will be checked for clerical errors in the marking (transcription and addition of your mark).

⚠️ Requests for mark checking should be made within 1 week of the marks being released. Requests are made through the following link: [http://www.york.ac.uk/economics/current-students/ug-information/exampapers/script-checking-form/](http://www.york.ac.uk/economics/current-students/ug-information/exampapers/script-checking-form/)

If an error is found then the error may result in your mark going up **OR** down.

Complaints regarding an assessment

If you believe you have grounds to make a complaint regarding the format, content or conduct of an assessment please put this in writing to the Chair of the Board of Examiners as soon as possible after the assessment takes place. Please detail the grounds for your complaint and include any evidence you may have to support it.

You may also wish to raise the issue with your student rep, or you may wish to ask them to contact the Department on your behalf.

The Chair of the Board of Examiners will deal with your complaint as soon as possible. Please note that some responses may take several weeks if further investigation is required.

Making an Appeal

You can appeal against a procedural error in arriving at an academic decision or on the basis of exceptional circumstances that the examiners didn’t know about (see above) or a procedural irregularity in the assessment, however, **you cannot appeal against an academic judgement of your work** (this is the marker’s opinion under the Academic Appeals procedure).

For further details on both terms and how to appeal, visit: [www.york.ac.uk/students/help/appeals/](http://www.york.ac.uk/students/help/appeals/)

Assistance with appeals and representation at hearings is also available through the **Students’ Union Advice and Support Centre**. All communication is confidential and free. For further information, visit: [http://www.yusu.org/well-being/asc](http://www.yusu.org/well-being/asc)
Your final degree classification

The University applies the following mark scale to undergraduate work:

First-class Honours: 70-100
Upper second-class Honours: 60-69
Lower second-class Honours: 50-59
Third-class Honours: 40-49
Fail: 0-39

For information on calculating your degree classification, see the Student Guide to the University’s Rules for Progression and Award in Undergraduate Programmes.
https://www.york.ac.uk/media/staffhome/learningandteaching/documents/Student_guide_to_rules_for_progression_and_awards_in_ug_programmes.pdf

The criteria for gaining a ‘first with distinction’ or a ‘starred first’ in the Department of Economics is as follows

“A candidate may be considered for a first with distinction if their exam performance satisfies WA ≥ 76 and there are 100 credits with marks over 80”
Personal Development and Employability

Careers

Developing your employability is about extending your skills, making contacts, broadening your ideas, and understanding how to gain and use your experiences to enhance your future prospects. It is a good idea to start exploring career options in your first year. Our Careers Liaison Officer in the department is Paulo Santos Monteiro - paulo.santosmonteiro@york.ac.uk and our University Careers Advisor is Kelly McDonald - kelly.mcdonald@york.ac.uk.

Internships

You may be thinking about applying for Internships during your 1st term. Information and guidance can be found here at the Student Internship Bureau. Weekly appointment based sessions are available in the department with Kelly McDonald - kelly.mcdonald@york.ac.uk. Information on how to book a slot will be emailed at the start of term.

For more information about how the Department can help with your career prospects, please go to http://www.york.ac.uk/economics/current-students/ug-information/.

The University’s Employability tutorial enables you to assess your skills, research career options and access guidance on how to gain experience and develop new skills to prepare for your future. It can be accessed via the VLE: http://vle.york.ac.uk

For further information on Careers and employability, visit: www.york.ac.uk/careers or see the University handbook.

Graduate Careers

Career prospects for graduates of the Economics Department are good. The analytical, empirical, and interpretative skills developed here are highly valuable in many careers. As a result our graduates go on to a wide variety of occupations.

The top four areas for recent graduates have been:
- Financial services
- Law, accountancy and consultancy
- Hospitality/Sales
- Further study

If you are thinking about further study the Careers Service website has information on issues to consider, study options and funding: http://www.york.ac.uk/about/departments/support-and-admin/careers/.
Activities and Societies

There are many opportunities at York to get involved with societies and extra-curricular activities both related and unrelated to your course. Those of interest to Economics students might include:

**RELATED STUDENT SOCIETIES**

**ECONOMICS SOCIETY**
- holds regular social, career and speaker events
- publishes *Equilibrium*, the bi-annual Economics magazine

**THE INVESTMENT AND FINANCE SOCIETY**
- networking and events for budding financial professionals
- students gain cutting edge insight into the world of finance

**YORK COMMUNITY CONSULTING**
- pro-bono consultancy for charities, start-ups and local government
- delivers social impact in the community and offers students real world consultancy experience

**THE GRIFF INVESTMENT FUND**
- student-managed portfolio endowed by University of York alumnus Paul Griff
- promotes understanding of financial markets through hands-on investment experience

**THE YORK FINANCE CONFERENCE**
- annual conference brings together leading experts and students from all five continents
- provides inside knowledge of investment banking, investment management, consulting and accounting

York University Economics Society
http://www.econsocyork.co.uk/

The Investment and Finance Society
http://www.uyifs.com/home

The Griff Investment Fund
http://www.griff-fund.co.uk/

The York Finance Conference
http://www.yorkfinanceconference.com/

York Community Consulting
http://yorkcommunityconsulting.co.uk/

For a full list of societies and activities provided by YUSU, visit:
http://www.yusu.org/