



Faculty/School of Humanities

Department of Economics

PGT Handbook

2024/25

MSc Economics

MSc Economics & Finance

MRes Economics

This handbook is available online or in alternative formats. Please contact economics-pg@bath.ac.uk if required.

[September 2024]

[PGTAR VERSION]

Contents

The Department.....	2
Introduction to the Department	2
Departmental information including course teams.....	4
Academic Advisor (formerly known as Personal Tutor)	5
Contact information	6
External Examiners.....	7
The Doctoral College (OPTIONAL)	Error! Bookmark not defined.
The University's expectations of students.....	8
University regulations	8
Disclosure and Barring Service (DBS) checks (OPTIONAL, must include if applicable)..	Error! Bookmark not defined.
Attendance expectations	8
Learning and Teaching delivery	8
Timetables	8
Learning resources, Moodle, and recorded lectures	8
Option choices.....	9
Student Representation	9
Assessment	9
Assessment Regulations.....	9
Supplementary assessment	9
Exit awards	9
Switching courses.....	9
Individual Mitigating Circumstances (IMCs)	10
Coursework	10
Assignment briefs, word counts and deadlines	10
Coursework extensions	11
Late submission of coursework	11
Examinations	11
Marking and feedback.....	11
Your course	Error! Bookmark not defined.
Programme and Unit Catalogue.....	12

Purpose and scope

Your handbook for academic year 2024/25 comprises the following three documents which should be read alongside each other:

1. [University information](#)
2. **Department handbook (this document)**
3. Your course specification

All three of these documents were made available to you at the beginning of the academic year and/or the start of your studies. You are expected to familiarise yourself with the contents.

This handbook includes important information about the Department and your course that you should be aware of whilst studying here.

This handbook is available online and can be provided in alternative formats. Please contact economics-pg@bath.ac.uk.

The content of this handbook is accurate at the time of publication [September 2024] but information contained within may sometimes be subject to change after this handbook has been issued. You will be informed of any changes and issued with a revised version, if there are any material changes to the information in this handbook.

Please note that links to further information are embedded in the title of each section or in applicable text.

The Department

Introduction to the Department

Head of Department welcome 2024/25

We are delighted to welcome you to the Department of Economics at the University of Bath. I hope very much that you will have a highly pleasant and productive year with us. I believe that our department offers you, our students, a unique mix of academic quality and employability, combining your intellectual and academic skill set with real-world applications and problems.

Over the course of the 2024/25 academic year, you will experience high-quality in-person teaching (which will take place on campus) by experienced subject experts. On-campus teaching will be occasionally complemented by structured online learning delivered through the University's virtual learning environment (Moodle). Timetabled sessions delivered in person on campus will be a mix of lectures and seminars. Online activities may include live interactive session through Teams or Zoom, following a recorded lecture, or working through other learning materials at your own pace. Besides these structured activities your time will

be spent on independent learning which includes reading textbooks and journal articles, working on individual and group projects, preparing coursework assignments, presentations. Above all, you will get maximum out of your time with us by engaging yourself fully with your courses and other tasks.

In the remainder of this handbook, you will find a more detailed introduction to the Department of Economics, as well as your programme of study. We hope you will find this information useful.

I would like to wish you all the very best for your studies here in Bath.

Prof. Ajit Mishra
Head of Department
Department of Economics

About the Department 2024/25

The Economics Department at Bath began as the Political Economy Group (PEG) of the School of Humanities and Social Sciences (HSS) when the university was founded in 1966. In the beginning PEG had four economists and this number rose to twelve when the Economics Group formed the Department of Economics and International Development in 1997 and to twenty when that department morphed into the Department of Economics in 2009. Today we are a team of fifty plus lecturing staff!

The rapid growth in the last 20 years reflects the Department's growing research reputation, quality of teaching, its graduates' enviable employability, and its consequent ability to recruit excellent students both in the UK and overseas. In the last review undertaken by the National Quality Assurance Agency (2001), the undergraduate courses were given the highest possible rating of 24 out of 24 in its Economics Subject Review. A major factor in securing a high employability rating has been our pioneering year-long work placement that students can opt to take in the third year of their undergraduate degrees. Recently, we have also introduced year-abroad schemes for our undergraduate students in this placement year.

Since 2018, our Employer Advisory Board (EAB) represents more formally at the heart of the Department its longstanding and extensive employer network established through our highly successful work-placement scheme and our large and successful alumni community. The Board's remit includes the fostering of external involvement with research and teaching in the Department, facilitating knowledge exchange, and ensuring that the programmes we offer are well aligned with the needs and ambitions of the global business and research community. The EAB features representatives from key industries and sectors (among them also the Office of National Statistics, investment banks, and consultancy firms (such as Cambridge Econometrics)).

In addition to offering research degree programmes (PhD, MPhil), the Department has successful taught postgraduate programmes in Economics, Economics & Finance and Applied Economics. It also runs an online postgraduate programme in Applied Economics. The

Department has a very successful undergraduate degree programme in Economics and two bespoke joint honours degrees in Economics & Politics and Economics & Mathematics.

The department reviews its programmes and curriculum regularly and recently it has undertaken a substantive curriculum transformation exercise. Curriculum transformation is being implemented both at the undergraduate and postgraduate levels- in a phased manner. With a rapidly changing world of new technologies, global forces, changing market dynamics and new challenges, it is important that our curriculum reflects these challenges and prepares our students for the future.

Research has been a key factor in the development of the Department, where its staff undertake research in a wide range of areas across the subject. Broadly, they are organized in five research groups, reflecting the traditional sub-fields and methodological approaches in Economics. These are: 'Economic Theory', 'Macroeconomics and Finance', 'Labour, Education and Health Economics', 'Public and Environment Economics' and 'Econometrics'. The Department has further refined its research environment by introducing dedicated themes that cluster academics in the Department, from different groups, around key challenges in the contemporary society. These themes are: 'Innovation and Productivity', 'Governance of Institutions and Systems', 'Social determinants of Health' and 'Sustainable Living'. These themes are related to the three main research themes of the University: 'Sustainability', 'Health and Wellbeing' and 'Digital'. These themes bring together researchers from different research groups with the aim of addressing topical issues collaborative and multi-disciplinary manner. They facilitate discussion and collaboration with external stakeholders on economic issues of interest to wider audiences.

The Department runs two regular weekly seminar programmes, where external speakers present their research, and these are open to all postgraduate students as well. In addition, special lectures by distinguished scholars are arranged regularly for the wider benefit of students and researchers alike.

Departmental information including course teams

Internal messages are usually sent by **email** and you should make a point of checking your University email account every day. You can also access your account via the internet by typing <https://mail.bath.ac.uk> or clicking on "Webmail" on the University's internal home page. **You must ensure that your email inbox does not become full otherwise emails cannot be sent to you and you therefore run the risk of missing important information.**

The best way to **contact staff** is by email. If you want to send hard copy message to a member of staff, you can hand this to the administrator who will place it in the appropriate 'pigeon-hole' (mail box).

Should you have any **queries or problems** (that you have not been able to resolve using the various sources of information in this handbook and elsewhere) we strongly recommend you talk to us. Any issues relating to your work then please contact either the lecturer

concerned or your Director of Studies or A(most academic staff are available at specific times of the week).

Academic Advisor (formerly known as Personal Tutor)

At the start of 2024/25 the role of Personal Tutor was renamed Academic Advisor to better reflect the nature of the role.

When you join the University, you are assigned an academic staff member as an Academic Advisor. They will act as a personalised point of contact throughout your time here, supporting your transition, and your academic and personal development. It is important to respond to communications and requests from your Academic Advisor, and to attend scheduled meetings.

We will arrange for you three separate meetings with your Academic Advisor during your first semester and at least one meeting per semester on an ongoing basis for the remainder of your studies. Your Academic Advisor can provide information and guidance about:

- your transition into the University community and your academic studies
- unit choices, placement opportunities and future career plans
- sources of support with any personal matters or situations involving your health and wellbeing that may be impacting your studies
- providing you with a reference for work experience, internships, your placement, further studies, or career

Equality, Diversity and Inclusion

The University of Bath promotes an inclusive environment offering advice, support and guidance on issues relating to equality and diversity: [Equality, Diversity and Inclusion \(bath.ac.uk\)](https://www.bath.ac.uk/equality-diversity-and-inclusion/).

The Department of Economics considers inclusion, respect for diversity, and openness to a wide range of experiences and points of view as crucial in giving everyone the best chance to fulfil their potential. Principles of equality and diversity have been systematically integrated into the fabric of the Department, most prominently in the context of the Department's successful application for an [Athena Swan Bronze Award in 2020](#), that recognised good practices in higher education towards the advancement of gender equality.

The Department of Economics has its own Equality, Diversity and Inclusion (EDI) team comprised of staff and students, which meets regularly to discuss EDI-related issues. Please contact the chair of the Department EDI-team, Javier Rivas (j.rivas@bath.ac.uk), for any concerns, questions or suggestions regarding equality, diversity and inclusion in the Department of Economics.

Contact information

Name	Role	Room	Ext. No.	Email
<u>Academic Staff</u>				
Dr Nikos Sakkas	Director of Learning and Teaching Responsible for learning and teaching aspects across all programmes	3 East		ns536@bath.ac.uk
Dr Elnaz Bajoori	Director of Studies for MSc Economics, MSc Economics & Finance Responsible for academic aspects of the specific programmes	3 East 4.32	5680	eb585@bath.ac.uk
Dr Kei Tsutsui	Director of Studies and Programme Tutor for MRes Economics Responsible for student progress and general academic enquiries (direct questions about specific units to the unit convenor in the first instance)	3 East 4.7	6402	k.tsutsui@bath.ac.uk
Dr Imran Shah	Director of Studies for individual Mitigating Circumstances (PG and UG) The role involves reviewing coursework extension requests, deciding on them, and ensuring individual mitigating circumstances claims for exams are complete before submitting them to the panel.	3 East 4.06	5848	i.h.shah@bath.ac.uk
Dr Aron Toth	Senior Academic Advisor Responsible for the allocation of Academic Advisors and for the smooth running of Academic Advisory system.	3 East 4.16	6384	at453@bath.ac.uk
Katie Gilham-Terrell	Student Success Officer			klg48@bath.ac.uk

Programme Administrators: Office Hours Mon-Fri 9am -4.00pm

Programmes	Administrators + Teams call/Phone	Mailbox
Postgraduate for MSc Economics and MSc Economics and Finance	Jane Dicker: 01225 38 4769 Sandra Swaby: 01225 38 3643	economics-pg-@bath.ac.uk

How to contact us in person

The Taught Programmes Team hub office is open between 9am and 4pm from Monday to Friday for in-person enquiries.

We ask that students and staff do not enter the office unless you are invited in. Please use our hatch for student and staff enquiries.

We are currently operating 'hybrid working' in the team which means that we will work some of our time on campus in the office and some of it from home each week.

How to contact us remotely

You can contact us using our shared mailboxes with your enquiries. We are happy to take your calls on Teams if you would like to talk to us, however we may not be able to answer immediately if, for example, we are in a meeting. You can use our shared mailboxes to email us and book in a time when we can call you back.

Do you have an urgent enquiry?

If your enquiry is urgent, we advise sending an email to the relevant shared mailbox which will be monitored between 9am and 5pm from Monday to Friday.

External Examiners

External Examiners are appointed for a course or set of courses and are important in assuring academic quality and standards. Please note that it is not appropriate for students to contact an External Examiner directly. If you have any queries or concerns, please contact your Director of Studies in the first instance.

MSc Economics/Economics & Finance

Dr. Onur Kemal Tosun
Programme Director, UG Accounting & Finance Programmes
Associate Professor of Finance

The University's expectations of students

[University regulations](http://go.bath.ac.uk/regulations) [<http://go.bath.ac.uk/regulations>]

When you registered with the University you agreed to abide by the Regulations for Students. These are important documents which set out the roles and responsibilities of both you as a student and the University. **You are expected to familiarise yourself with these.**

[Attendance expectations](#)

You are expected to be in attendance and participate in all scheduled learning and teaching activities required by your course. If you require a leave of absence from the University for any reason, please contact:

Your Directors of Studies: Elnaz Bajoori (eb585@bath.ac.uk) Kei Tsutsui (k.tsutsui@bath.ac.uk)

If you are ill, or think that you are likely to be ill, for more than three days, please get in touch with the above-named contact within three days of becoming ill.

[Learning and Teaching delivery](#)

[Timetables](#)

Using [MyTimetable](#), you can access your personal timetable and download it into an electronic calendar. MyTimetable updates regularly, so should there be a change to your timetable, it will be reflected.

Any ad hoc changes to your teaching schedule will be conveyed to you via the Announcement forums on Moodle and /or relayed by email using course and unit mailing lists.

[Learning resources, Moodle, and recorded lectures](#)

Moodle is our online virtual learning platform used to support learning and teaching, host resources and online activities, and support student collaboration. You will receive details about unit content and assessment via Moodle. Staff will post generic feedback on assessment and performance in the assessment block of the unit Moodle site and/or on their personal web pages. Students are advised to actively engage with the generic feedback before seeking any additional individual feedback. Important communication from teachers to students regarding the taught units will be uploaded to a dedicated Moodle page called 'Econ Zone Undergraduates' (<https://moodle.bath.ac.uk/course/view.php?id=56530>). Among other useful information, this page will include Response to Unit Evaluations, written by the teachers in response to the unit evaluations completed at the end of each semester

by the students. Re:View (Panopto) is a video platform used to record and store video material. Recorded lectures will be made available through Panopto to students.

Option choices

If your course has option choices, then information about [how and when to choose your optional units](#) can be found online. If applicable, you will receive an email notification at the relevant point in the year when online unit selection is available. If you want to discuss your option choices, please contact your Director of Studies.

Student Representation

Mechanisms for student representation are designed to enable you to be an active partner in continually improving your learning and teaching experience. The main ways in which your feedback will be sought will be through:

- Staff/Student Liaison Committees (SSLCs) ([Academic and Faculty Reps](#))
- surveys and evaluations
- [the Students' Union](#)

Assessment

Assessment Regulations

The [Postgraduate Taught Assessment Regulations](#) (PGTAR) set out the rules for your course including: how the University governs your outcomes; progression requirements and what happens if you fail; award eligibility and how your classification is calculated. If your course has **any exemptions** to the Postgraduate Taught Assessment Regulations, you will find this information in your course specification. **You are expected to familiarise yourself with these.**

Supplementary assessment

Supplementary assessment describes the type of assessment you will be expected to undertake either to retrieve failure in a unit's main assessment or in the case of deferred assessment.

More information on the timing of supplementary assessment is provided in PGTAR. Supplementary assessment may be held during the summer (August). You may be required to return to Bath to sit any in-person supplementary exams during the August supplementary assessment period.

Exit awards

If you leave the University early, without completing your course, you may be eligible for an exit award. You will find information on these awards in your course specification.

Switching courses

If you are considering transferring to a different course, where this would be permitted, you should speak to your Director of Studies in the first instance. In certain circumstances you

may be able to or may be required to transfer onto a specific alternative course, known as a Designated Alternative Course (DAC) if you have not met the criteria to remain on your current course of study.

Academic Registry have also published [further information and guidance on assessment arrangements](#). This also includes a link to the [University's Academic Integrity Training and Test](#). **All students will be unable to progress beyond the next progression point in their studies until they pass the test.** The test has a pass mark of 85% but you can take the test as many times as you need to.

[Individual Mitigating Circumstances \(IMCs\)](#)

We acknowledge that you may experience circumstances that disrupt your assessment attempt or performance. Submitting an IMC claim allows you to report any conditions which prevented you from taking assessment or significantly impaired your performance. If accepted an IMC recognises that your assessment was affected.

You are expected to familiarise yourself with the information available about IMCs

including the process for submission, the evidence requirements, how claims are considered and what can (and cannot) happen if a claim is accepted as valid.

[Coursework](#)

[Assignment briefs, word counts and deadlines](#)

6.13 Students will normally receive the following information about an assessment task:

- *its weighting in calculating the mark for the unit*
- *the assessment criteria, and any grade criteria relevant to the subject*
- *the timing, nature, and extent of feedback they can expect and whether this is to be accompanied by the return of assessed work*

6.14 Students will receive clear and accurate information which sets out the expectations of the assessment task(s). This will normally include:

- *the requirements of the assessment task(s)*
- *the word limit/range, and the penalty for non-compliance. If a penalty policy is not stated in writing the University default policy will apply*
- *any specific requirements of professional, regulatory, or statutory bodies*
- *any special presentation or referencing preferences/requirements*
- *the date for submission of the work*
- *the dates when any further detailed information about the individual task(s) will be communicated and how they will be communicated*
- *for in-class tests, information on the conditions under which the test will be conducted (e.g., open-book) or other specific requirements*
- *whether the work is to be submitted anonymously]*

Coursework tasks will normally have a word limit or word range. This, and the penalty for not adhering to this, will be confirmed when you receive an assignment. Markers may stop reading/marking your work at the point it exceeds the word/page limit.

[Coursework extensions](#)

If you find you are facing circumstances that are preventing you from submitting on time, you can request an extension to your deadline before the work is due. Short extensions are often granted but occasionally there may be a better measure to support you depending on your individual circumstances and the type of assessment. You will need to give a brief explanation of how your circumstances are impacting on your ability to complete on time. Extension requests require evidence to confirm what has happened and when.

The instructions and further information is [available](#) here on what the university will consider. The [video](#) shows you how to make the request for extension.

Your IMC Director of Studies: Dr Imran Shah (i.h.shah@bath.ac.uk)

Your IMC Director of Studies: Dr Imran Shah (i.h.shah@bath.ac.uk)

[Late submission of coursework](#)

To ensure fairness to all students, you will be expected to hand in all assessed coursework and dissertations/projects by a specified date and time, and [there are penalties for submitting work after the specified deadline](#). **If you are experiencing difficulties completing work on time, please seek help before the deadline.**

[Examinations](#)

There are three formal assessment periods during which examinations take place, January, May and June, and August.

[Marking and feedback](#)

We have in place processes to ensure that assessment is conducted and marked in a fair and rigorous manner which upholds the academic standards of the University. You can find further information about [such processes, and their purpose, on our website](#).

[Postgraduate Taught Generic Assessment Criteria](#)

This Faculty-level generic assessment criteria is used by academic staff when designing assessment tasks. It shows the standards of work expected for work submitted as part of postgraduate taught courses that use the Postgraduate Taught Assessment Regulations (PGTAR) for the 2024/25 academic year. Academic staff can use these generic criteria to create specific, contextualised criteria for student-facing material. [Learn more about the PGT generic assessment criteria](#).

[Marking: Assessments you will complete during your programme are marked according to:

- *marking criteria (or assessment criteria) - these are the knowledge, understanding and skills that students should demonstrate in the assessment. They are based on the learning outcomes being assessed*

- *marking schemes* - these are detailed descriptions of how specific numbers of marks should be assigned against individual components of an answer within the assessment task
- *grade descriptors* - these are descriptions of the levels of achievement required in order to get a result within a given band of marks (e.g. 70% or more).

Anonymous marking: *The University has adopted a principle of anonymous marking in order to protect students and staff from bias, and the perception of bias, in the marking process. It applies to all assessment where practicable. It is not possible to mark all coursework anonymously as in some types of assessment the student can be easily identified by the marker (e.g. presentations, group work, laboratory work) or it might not be practical, or in the student interest, to do so. You will be informed when your coursework is to be marked anonymously.*

Moderation: *Both the setting and the marking of assessments are independently checked through a process known as moderation to ensure that questions test the learning outcomes and are set at the right standard, and that marking is consistent and fair. Moderation is conducted by internal examiners and also by your External Examiner (see below).*

Boards of Examiners: *Assessment decision-making at the University is the responsibility of Boards of Examiners established at three levels: assessment outcomes go first to Boards of Examiners for Units, then Boards of Examiners for Programmes, then finally to Boards of Studies. Boards of Studies confirm decisions relating to student progression, re-assessment, and the final award. **The assessment marks you are given initially by markers are therefore provisional up until the point when they have been confirmed by the Board of Studies (BoS) for your programme.** An official release date is set when your confirmed results will be made available to you via SAMIS (the University's student records system). An academic appeal can only be made in relation to a confirmed result (see the section in this Handbook on **Academic Appeals**).*

Scaling: *All marks for a unit are reviewed at a meeting of a Board of Examiners for Units which will verify that the assessment process has been conducted appropriately and that the marks are an accurate reflection of the standards achieved. A Board of Examiners can decide to recommend a change to the provisional marks, based on evidence that there was a problem with the assessment which means the initial marks do not reflect the standards achieved by students. This adjustment is known as scaling and under these circumstances the marks of all affected students will be changed.*

[Programme and Unit Catalogue](#)

This is where you will find details about individual units for the current academic year. The catalogues also provide links to the relevant assessment regulations.

Course Specification

Course Specifications set out important key information about your course, including the award title, the intended learning outcomes, and the structure of the course, as well as regulations for meeting the requirements for any exit awards, and any agreed exemptions from your Assessment Regulations. You are expected to be familiar with this document and its contents.