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This is the Course Handbook (Version 1.0) for students starting the MSc by Coursework in Economics for Development (MSc ED) in Michaelmas Term 2021. The information in this Handbook may be different for students starting in other years.

The Examination Regulations relating to this course are available online. If there is a conflict between information in this Handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns, please contact the Course Coordinator.

These guidance notes are intended as a source of information in their own right, and as a guide to other sources of information. We hope that they will be useful both to graduate students arriving in Oxford for the first time and to those already here. Comments on, or criticisms of, these notes are welcome and should be sent to the Course Coordinator.

The information in this Handbook is accurate as at October 2021. However, it may be necessary for changes to courses to be made in certain circumstances. If such changes are made, the department will publish a new version of this Handbook together with a list of the changes and students will be informed.

Abbreviations used

BSG The Blavatnik School of Government, Radcliffe Observatory Quarter, Woodstock Road, Oxford OX2 6GG (entrance on Walton Street)
CSAE Centre for the Study of African Economies (located within the Department of Economics)
HT Hilary Term (Sunday 16 January – Saturday 12 March 2022)
MRB Manor Road Building, 5 Manor Road, Oxford OX1 3UQ (contains the Department of Economics and SSL)
MSc ED Master in Science by coursework in Economics for Development (the degree you are studying for!)
MT Michaelmas Term (Sunday 10 October – Saturday 4 December 2021)
ODID Oxford Department of International Development, 3 Mansfield Road, Oxford OX1 3TB
QEH Queen Elizabeth House, 3 Mansfield Road, Oxford, OX1 3TB (QEH is the physical building where ODID is located, but the two are terms are sometimes used interchangeably to refer to the department)
Schools Examination Schools, 75–81 The High Street, Oxford OX1 4BG
SSL Social Sciences Library (the part of Bodleian Libraries most likely to contain materials relevant to your studies, located in MRB)
TA Teaching Assistant
TT Trinity Term (Sunday 24 April – Saturday 18 June 2022)
1. INTRODUCTION AND WELCOME

Welcome Message from the Course Director

Welcome to Oxford and to the MSc in Economics for Development!

This Handbook is designed to help you navigate your way through Oxford as a graduate student in development economics. The Handbook will provide you with key information concerning the MSc course, its content, organisation, and administration.

Course aims and objectives

Students pursue postgraduate study in development economics for a variety of reasons. For some, the MSc is the first step towards doctoral research, while for others it provides the knowledge and training required to pursue a career in development with government agencies, international organisations, the private sector or the non-governmental sector. Others take the course out of interest in the subject before following careers not directly concerned with economic development.

To cater for this diversity, we have designed the course around two fundamental objectives. The first is to provide an overview of the field of development economics, a branch of economics that has in the last few decades moved from the margins to the centre of both academic enquiry and policy debates. The gap between academic development economics and development policy has arguably shrunk in recent years, as governments around the world have increasingly demanded rigorous evidence to guide their development expenditures. Our second objective is to provide an environment in which students can acquire the key analytical skills needed for careers as professional economists. Our approach to teaching and learning thus embraces two elements: teaching students about how economists approach questions of economic development, and providing the opportunity to answer some of these questions using the tools and techniques learned on the course, especially in applied empirical research. In short: the course is designed to help you understand what economists do, and to do what economists do!

Structure

The structure of the programme is described in detail later in this Handbook, but it is useful at this point to stress three important features of the MSc and indeed of the Oxford approach in general.

The first is that the components of the course vary considerably in style: some are more discursive, requiring analytic writing skills, while others require mastery of new mathematical and statistical techniques. Getting the most from the MSc will require you to cover all areas and master the techniques of analysis used in each. The course is densely structured, but there is also some scope to pursue your own interests, according to your strengths and inclinations. We attach particular importance to the system of personal supervision and to the role of the Dissertation (a short thesis on a topic of your choice), allowing you to develop a course of study tailored as much as possible to your interests.

The second general point concerns assessment. Formally, your overall performance will be assessed entirely on the basis of end-of-year examinations in June, universally referred to as ‘Finals,’ as well as on the Dissertation, which is due on Monday Week 5 of Trinity Term. (That’s the end of May, for those of you not yet familiar with Oxford’s peculiar way of describing the calendar!) The examinations are not intended just to get you to repeat what you have been told in lecture courses, classes and seminars. Rather, they are intended to assess your mastery of the subject in general, and your ability to marshal evidence, analyse problems, and draw sensible conclusions. In this respect the correspondence between lectures and examinations is looser than at many other universities, especially non-UK universities.
Two important implications follow from this structure. One is that teaching and learning is cumulative rather than modular, stressing the overlaps and synergies across course components. The other is that we expect you to engage in study in order to learn and understand – not just to pass exams. By gaining admission to the course you have already demonstrated your ability to perform well under exam conditions, and we confidently expect you all to pass the MSc exams. Our ambition is greater: we seek to provide an environment in which you can explore widely around the subject area, hone your skills in economic analysis and lay the foundations for careers as top-flight professional economists.

Finally, many students find the MSc much more demanding than they expected, especially in the first term. The course proceeds more rapidly and often at a more technical level than many students anticipate. In all institutions, the switch from undergraduate to graduate-level economics is marked, if not in content then certainly in approach, and Oxford is no exception. New material and analytical techniques are introduced at a rapid rate. The pressure to produce written work, complete exercises, and make presentations is high and can feel relentless. In Oxford, this problem is compounded by the short teaching terms (8 weeks rather than the 10–12 weeks elsewhere) and by the fact that, unlike some MSc programmes, you are required to submit your Dissertation before Finals (which take place towards the end of June). As a consequence, you will be working at an intense pace throughout the year and you should also expect to put in almost as much work during the six-week vacations between Michaelmas and Hilary Terms and Hilary and Trinity Terms as you do in term!

These features of the programme will place heavy demands on your time management skills. The trick is to strike a balance between work and leisure, so that you get the most from the course but also take full advantage of the wider intellectual and social life Oxford has to offer. Later in this Handbook there is some information on support and guidance.

The environment
Oxford University is a complex and decentralised institution whose intricacies and peculiarities can appear daunting. But it is not an unfriendly environment! As this Handbook will explain, there are many people to whom you can turn for advice and support if necessary. Some of them are in your college, although you should bear in mind that for graduate students the relationship between colleges and the University is different than for undergraduates. You will have a college advisor with whom you can discuss your academic progress, but the academic side of graduate education is the primary responsibility of the University and your department(s), with colleges in a secondary role. Enjoy all that your college has to offer, but remember that we are your academic anchor.

Within the course, there are many people who see it as their role to support you in your studies. Calista Meinert, as Course Co-ordinator, is a first point of contact for administrative issues. As Course Director, I have overall responsibility for the course, and I expect to get to know you all well during your time in Oxford. Your supervisor will be the person with whom you work most closely. And we are lucky to have a faculty group who are deeply committed to teaching and supervision. Together, we seek to create a supportive environment for you during your time on the MSc.

Oxford University is a dynamic community, a great resource, and for many students your time here will be an important milestone in your life. On the MSc you will meet and work with a world-class faculty and will find yourself immersed in a group of talented fellow students from around the world, each of whom brings different interests, experiences and perspectives to the course. I hope you will find the experience rewarding and I wish you an enjoyable and productive year.

Christopher Woodruff
Professor of Development Economics
Course Director, MSc in Economics for Development 2021–22

October 2021
Welcome Message from Last Year’s Cohort (2020-21)

Dear MSc in Economics for Development Class of 2021-22,

Welcome to Oxford!

On behalf of last year’s cohort, we want to congratulate every single one of you for getting to this point. Being offered a spot on the MSc is an achievement you can all be very proud of, and take time to relish that feeling as you embark on a challenging but hugely rewarding nine-month journey!

As last year’s Student Representatives, we hope this letter will prove useful to you in a few different ways. Firstly, we want to give you an idea of what lies ahead from the perspective of a group that has just completed the course, especially in the context of Covid-19. Secondly, we hope that it will give you the chance to benefit from the things we would have liked to know when we were in your shoes 12 months ago to help you through the year. Thirdly, perhaps most importantly, we hope that it will get you excited for the year to come.

General Advice

Every cohort’s feelings at the start of the course are similar – along with the excitement that comes with this great new opportunity, coming to Oxford can feel very daunting. You will hear time and time again that while the course will be challenging, it will ultimately all work out fine. We know this can be hard to believe, and it is natural to have worries, especially in the context of a hybrid learning environment. However, we also know that the staff in QEH work incredibly hard to provide the best possible learning experience and support to all students. Be assured that they have been preparing for a long time for your arrival and will do their utmost to ensure everyone thrives despite challenging circumstances.

You will have noticed that you are part of an incredibly diverse cohort of people. As such, you will be coming from different cultural and academic backgrounds, work differently, and have different strengths that got you here. That is a hugely beneficial thing! Believe us - there is no one path to success in the next months. The course is designed to allow you to work on your weaknesses and let your strengths shine. We encourage you to learn with and from each other, and lend each other the support each of you will need at some point. To quote one of Doug Gollin’s favourite mantras: Making it through the year is a group effort! Although meeting your classmates might still be different from normal this year, the best advice we can give is to take full advantage of being in contact with them, whether online or in person. Don’t be afraid to reach out to others. Try and meet everyone personally at the beginning of the course, even if it the prospect feels daunting. Remember that everyone is in the same boat and eager to find a new circle of friends. You will not make it through this year with your sanity intact if you do not lean on the people around you! Your classmates are one of the most important support systems on offer and you will learn so much from them – they are an amazing resource to tap into, whether for help on problem sets, chats about the big development questions, or emotional support. A secret we can tell you from last year’s cohort: the students who studied the most in groups were the ones who ended up doing best.

The Course

You will soon realize that time flies in an eight-week term. Especially during Michaelmas (the first term leading up to Christmas), there will be new material thrown at you at a pace that might leave you disheartened at times. We have two pieces of good news for you: Firstly, you are not alone. As you grow closer as a cohort, you will realize that your peers share many of your same fears and that no one is ever able to complete every piece of work to perfection or do every reading. That’s by design and is nothing you need to worry about because secondly, you don’t need to master anything before June!

We feel like this point is especially worth stressing as the word “Collections” will be thrown around before too long during Michaelmas. Collections is Oxford’s name for the mock exams you will be sitting when you return from Christmas break in mid-January and Easter break in late April. These are nothing more or less than just that: mock exams giving you an indication on where you stand with the material you covered in the last term, which count for exactly zero percent of your final grade (as, by the way, is also true for any material
you are asked to submit before you hand in your Dissertations and take Finals at the end of the academic year. So, try to take them regardless of whether you feel prepared for them or not! You will probably find yourself reassured that if you had properly prepared for them as you will do for Finals, you would have done just fine. And this applies to any material you submit before Finals: If you do well, take it as a little confidence boost, and if you don’t, then don’t get too hung up on it. Many of us failed or barely scraped a pass in Collections and sailed through the June exams in the end! Our advice: Think of Collections as a reason to get comfortable with the content and spend June consolidating and building beyond this knowledge base.

This leads us to our next top tip for surviving the year: Plan ahead and try to stay as organised as possible. The way the course is set up, you will have a lot of material thrown at you during term time, but you will always have a full six weeks after to digest and revise it. Use your Christmas break to go over the material again and prepare good notes. Come June, you will be eternally grateful to your Christmassy self that still spent some time making notes on the economic theory courses. That said, don’t feel guilty about taking a time off and spending time with family and friends as well. Rest is so crucial for your mental health throughout the year.

Hilary term (the second term, commencing in January) is a really exciting term, and for those who find Michaelmas to be very theory heavy, it can feel like coming up for air! You will get to pick those modules that focus on the aspects of economic development that intrigue you most and explore the bigger questions. Things will come together and you will be able to see how theory becomes applied and tested empirically. Most people try out a lot of topics in the first week at least – go with your interests. You will be writing essays on three of the courses you have taken in Hilary for the Development Economics Final but will have the option to attend all of the lectures, and there is a lot to take advantage of so don’t be afraid to sit in on classes that interest you even if you don’t intend to prep them for the exams. Do also work together with your peers for the development economics papers. Most people set-up study and reading groups to work through the large number of required readings.

The Dissertation
As you might already know, your Dissertation will be a 10,000-word long piece of academic work and gives you the opportunity to showcase what you have learned throughout the year. To many of us, it was a rewarding experience to produce a piece of work that symbolizes what you have achieved over the year. That said, it doesn’t have to be the be all and end all – some people will enjoy the coursework more (which amounts to the other 75% of the grade).

At this point, it might sound like a daunting task. First of all, don’t worry too much about your Dissertations now. You are not expected to have nailed down a topic (or even have a vague idea) until the start of Hilary. Most of the best Dissertations ideas in our cohort formed over Christmas break and weren’t refined before February. Even if your initial idea falls through in March or later, there is still time to change and adapt as you go along – this kind of thing happens more often than you might think and you can still produce something great!

We would encourage you to start brainstorming ideas as you go along. No one nails their topic at first attempt, so make use of your supervisors! Let them know what questions interest you, discuss some early ideas you have with them, and listen to the advice they give you. Your supervisors know best which projects make successful Dissertations, what works and what does not, and can oftentimes introduce you to new ideas and approaches you had not come up with yourself. Don’t be shy to reach out to other faculty members, who will be more than happy to help you in specific areas. So, don’t get disheartened if that one specific question in that one country you know well turns out to be unsuitable for your MSc Dissertation. Be pragmatic too – this is not your life’s work, so don’t aim for perfection. It is worth remembering that most of economics papers you read in Development modules took 4-5 years of work and the help of 5 RAs before reaching publication, and you only have a few months. So be realistic and try and focus on something feasible, instead of reinventing the wheel. Maybe there’s no data for India but your supervisor knows of a similar data source from Bangladesh. Maybe your idea has already been the subject of another paper, but you find a weakness in their approach which you would like to test. Or maybe you end up with something totally
different than what you had expected at the start of the year but find that a super intriguing new field of interest for you! Crucially, keep using your peers as a resource – test your hypotheses, inquire about relevant papers and datasets and lean on them for emotional support when things inevitably don’t quite go to plan.

As Hilary term progresses, you will start gathering data and start developing your identification strategy: the heart of your Dissertation which describes the question you would like to pursue and how you intend to tackle it. Make sure you regularly check in with your supervisors (even if it’s just via e-mail). They are all experienced academics and have done this many times – make use of that experience! There will be considerable differences in how different supervisors go about working with you. Some will be happy for you to give them a regular video call, while others you might have to remind a little more to fit you into their tight schedules. Be proactive and make sure to establish early on how you want to work together as supervisor and supervisee, as they are going to be an invaluable asset to you!

You will find yourself doing most of your dissertation work during the break between Hillary and Trinity. As Trinity progresses, make sure you find the right balance between finalising your dissertation, studying for finals and taking a break. It is crucial to avoid burnout and enter the exam season feeling relatively refreshed, so don’t for forget to take some time off before entering the final stretch.

Life after the Course
It may feel like ages away, but the end of the course will come around sooner than you could imagine now (trust us, we’re still in disbelief as we write these lines). We would like to encourage you of two things: First, it is important to keep in mind what comes next, especially as application deadlines for some jobs and PhDs fall this side of Christmas. Talk to your peers, your lecturers, and generally people at ODID and beyond to explore what’s out there. At the same time, don’t feel like you need to wrap up a job before Christmas or even until the end of the course. Oxford is an inspiring place full of inspiring people, so give yourself time to be inspired. Research Assistant positions also crop up towards the end of the year, so that can be a great option too. If you don’t know what you want to do afterwards and feel stressed during the year, many people finish the course, take a bit of time off and then start looking – especially with Covid-19, it’s important not to put yourself under undue pressure. Some people from last year’s cohort started applying only after the end of the course and ended up choosing between several exciting job offers.

The MSc opens the door to many opportunities. You’ll find that the skills you learn make you a highly desirable applicant to jobs in international organizations, development work, consulting, PhD positions, and beyond. The department and the network you build here will introduce you to an abundance of opportunities for future employment or a continuation of your academic career. No matter if you seal an offer before Christmas or leave matters for you to figure out over the summer once you have completed the course, you will all find yourselves doing something remarkable in the end.

Key Takeaways
This year is going to feel like a 100m sprint which is really a marathon. And we mean this in the best possible way: time will pass quickly, and you will be kept very busy, but you should and need to take time to look after yourself and make sure you don’t wear yourselves out early on. There is more to this year than just the piece of paper with your degree on it in the end, and it would be a waste to leave all that Oxford has to offer unused. Get involved with what the societies, clubs, your college, and the broader university has to offer! Play a (new) sport! Go to the CSAE lunchtime seminars, development discussions and join some of the world-class speaker events that Oxford offers every week! Explore Port Meadow (please don’t leave Oxford without even knowing where that is), or just grab a casual pint with your peers every now and then. And also take time for yourself and look after each other. Your peers will be your support in stressful times, your friends getting you through the year, and inspiring you in the future too! If you’re struggling, reach out for help. For academic problems, the department has support to offer or if you are having difficulties with perfectionism, anxiety or anything else, reach out to your college welfare team or to the student counselling services. Your mental health and memories from the year are more important than your degree.
All that remains to say is that we wish you an enjoyable and memorable time here at Oxford! Hopefully this advice has been helpful and don’t hesitate to reach out to us if you have questions or need a sympathetic ear from someone who has just been in your shoes.

Wishing you the very best of luck for the year ahead,
Julia, Tim, and Tom
Canvas, Web-links and Mailing Lists

1. Canvas

Canvas is the University’s Virtual Learning Environment (VLE). Most course materials relating to the MSc ED will be hosted here, along with your timetable, and a variety of other useful information and announcements.

Canvas is accessed using your Oxford Single Sign-on (SSO).

2. Other key sources of information

Key sources of information on the University and departmental websites can be found here:

University of Oxford
Oxford University Covid-19 Response
Oxford Department of International Development (ODID)
ODID Departmental Information [Canvas site]
Oxford Department of Economics
Examination Regulations
MSc ED Examination Conventions
Oxford students
University Student Handbook

Notes:
• You should visit Canvas and the Economics and ODID web pages regularly to keep abreast of news and announcements, changes to the lecture programme and course outlines, etc.
• Access to the Intranet is domain-controlled. You will only be able to access materials using your Oxford email and, if you are logging in remotely, using the Oxford VPN client.

3. Mailing List and email communication

Your Oxford email address will be included in the class mailing list: odid-mscde@maillist.ox.ac.uk

This list will be used by the Course Director, teaching faculty and administrators to inform you of day-to-day developments and course news.

All our email communication with you will be through your Oxford email address. We do not add non-Oxford University email addresses to this mailing list. If you use another email address, please make sure your Oxford email is forwarded to your mailer.

It is your responsibility to read your Oxford email. Anything that is emailed to you at your Oxford address will be deemed to have been read by you. Failure on your part to do so will not be accepted as an excuse for any resulting problems.
## 2. People

### Academic Staff

<table>
<thead>
<tr>
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<tr>
<td>Christopher Woodruff</td>
<td>Course Director 2020/212021-22, Quantitative Methods</td>
<td>ODID</td>
<td><a href="mailto:christopher.woodruff@qeh.ox.ac.uk">christopher.woodruff@qeh.ox.ac.uk</a></td>
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### Teaching Assistants (TAs)

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<tr>
<th>Name</th>
<th>Module(s)</th>
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<tbody>
<tr>
<td>Lukas Boehnert</td>
<td>Macroeconomic Theory</td>
<td>MRB</td>
<td><a href="mailto:lukas.boehnert@economics.ox.ac.uk">lukas.boehnert@economics.ox.ac.uk</a></td>
</tr>
<tr>
<td>Binta Zahra Diop</td>
<td>Quantitative Methods / Stata</td>
<td>MRB</td>
<td><a href="mailto:bintazahra.diop@economics.ox.ac.uk">bintazahra.diop@economics.ox.ac.uk</a></td>
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<tr>
<td>Shihang Hou</td>
<td>Quantitative Methods / Stata</td>
<td>MRB</td>
<td><a href="mailto:shihang.hou@economics.ox.ac.uk">shihang.hou@economics.ox.ac.uk</a></td>
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<tr>
<td>Luke Milsom</td>
<td>International Trade Theory</td>
<td>MRB</td>
<td><a href="mailto:luke.milsom@economics.ox.ac.uk">luke.milsom@economics.ox.ac.uk</a></td>
</tr>
<tr>
<td>Tom Schwantje</td>
<td>Microeconomic Theory</td>
<td>MRB</td>
<td><a href="mailto:tom.schwantje@economics.ox.ac.uk">tom.schwantje@economics.ox.ac.uk</a></td>
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### Class Assistants

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<tr>
<td>Aldin Kačarević</td>
<td>Quantitative Methods</td>
<td></td>
<td><a href="mailto:sead-aldin.kacarevic@qeh.ox.ac.uk">sead-aldin.kacarevic@qeh.ox.ac.uk</a></td>
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### Social Sciences Library

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<tr>
<td>Sarah Rhodes</td>
<td>Subject Consultant for International Development</td>
<td>MRB</td>
<td><a href="mailto:sarah.rhodes@bodleian.ox.ac.uk">sarah.rhodes@bodleian.ox.ac.uk</a></td>
</tr>
<tr>
<td>John Southall</td>
<td>Subject Consultant for Economics</td>
<td>MRB</td>
<td><a href="mailto:john.southall@bodleian.ox.ac.uk">john.southall@bodleian.ox.ac.uk</a></td>
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### Administration

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<tbody>
<tr>
<td>Calista Meinert</td>
<td>Course Co-ordinator</td>
<td>ODID</td>
<td><a href="mailto:msced-admin@qeh.ox.ac.uk">msced-admin@qeh.ox.ac.uk</a></td>
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A list of MSc ED Student Reps will be available on [Canvas](https://canvas.ox.ac.uk).
3. The Degree

Aims and objectives
The MSc in Economics for Development is a nine-month course with a strong emphasis on bringing methods of modern economic analysis to economic development theory and policy. The course will prepare you for further academic research or for work as a professional development economist in international agencies, governments or the private sector.

The course seeks to cultivate the analytical and critical skills relevant to economic development, in particular those needed to assess alternative approaches to policy. It provides the rigorous quantitative training that development work now requires, helping you develop the ability to access, process and interpret a variety of data. It aims to provide the research tools and approaches needed for those who wish to proceed to doctoral research in development economics. See also Appendix 1.

Structure of the degree
Oxford University operates a three-term academic year (Michaelmas, Hilary, and Trinity Term). Every term officially consists of eight weeks. Introductory meetings take place in Induction Week (the week before Michaelmas Term). Most of the examinations and exam marking take place in late Trinity Term, and in the weeks immediately following Trinity Term.

The MSc in Economics for Development is a three-term, nine-month long course. The course is organised around the following components:

- Weekly lectures and classes in Economic Theory: Microeconomic Theory, Macroeconomic Theory and International Trade Theory, in Hilary Term;
- Weekly lectures and classes in Quantitative Methods (i.e. Econometrics) spread over Michaelmas and Hilary Terms;
- At least eight, four-week modules in Development Economics during Hilary Term. Modules include a mixture of lectures (given by faculty) and classes (run by faculty but often including student presentations). Students typically follow four or five of these modules.
- Tutorials with your course supervisor take place in Michaelmas and early Hilary Term. You will also have individual meetings with your Dissertation supervisor (usually the same as your course supervisor) during all three terms. Some module convenors may also choose to read sample exam essays or hold other tutorial sessions.

Your overall performance is assessed by means of four Final Exam papers – taken at the end of Trinity Term – in Macroeconomic Theory and International Trade, Microeconomic Theory, Quantitative Methods and Development Economics; and a Dissertation of up to 10,000 words submitted prior to the Final Exams.

The final mark for the degree is made up of five marks, weighted as follows:

i) The final mark for the Dissertation (25%)
ii) The final mark for the Development Economics examination (25%)
iii) The final mark for Quantitative Methods examination (25%)
iv) The final marks for the Macroeconomic Theory and International Trade examination paper (15%)
v) The final mark for the Microeconomic Theory examination paper (10%)

This constitutes the formal programme for the MSc in Economics for Development.

A variety of other lectures and seminars complement the core programme. These are discussed later in the Handbook. The timetable will be available on Canvas.

FHEQ level and credit rating
The Framework for Higher Education Qualifications (FHEQ) level for the MSc is 7. For further details, see the University Awards Framework.
Course Outlines

Pre-sessional Mathematics Course

Course Leader: Dr Natalie Naïri Quin  Instructor: Lisa Martin

Michaelmas Term Week -1 and Monday Week 0

Objective: The objective of this short course is to provide a review of key mathematical and statistical methods used in the MSc in Economics for Development course. The course notes and examples will provide a useful reference manual throughout the MSc course.

Structure: This six-day course is based around daily classes and exercises.

Topics covered are:

- Numbers and functions in economic models
- Mathematical and economic properties of functions
- Useful techniques: transforming and approximating functions
- Equations and their solution
- Systems of equations
- Unconstrained optimisation
- Constrained optimisation
- Introduction to probability
- Random variables, distributions and moments

Economic Theory:

International Trade Theory for Development

Lecturer: Dr Jin Ho Kim  Teaching Assistant: Luke Milsom

Michaelmas Term Weeks 1–8

Teaching takes place in the Manor Road building and the Oxford Department of International Development building within these time slots. Please check the timetable on CANVAS regularly – changes are possible!

Lectures: Weeks 1–6  Thursdays  15:30 – 17:15  Manor Road Building, Seminar Room A

Classes:  Weeks 3, 7 & 8  Tuesdays (Lewis)  15:00 – 16:45  QEH, Seminar Room 3
          Weeks 3, 7 & 8  Wednesdays (Sen)  15:00 – 16:45  QEH, Seminar Room 3

Requirements: This course covers material examined in the Macroeconomic Theory and International Trade Paper in Finals and in the Macroeconomic Theory and International Trade Collection (Week 0, Hilary Term). Students are required to complete two problem sets during the course.

Objective: The objective of this course is to provide an introduction to international trade theory, focusing on the aspects that are most relevant for developing economies.

Structure: The course has six lectures and three accompanying classes.

Topics covered are:

- Comparative advantage and the foundation of classical trade theory
- ‘New’ trade theory: imperfect competition and heterogeneous firms
- Trade Policies

Note: Course materials will be uploaded on Canvas.
Course Outlines

**Economic Theory:**
**Microeconomic Theory for Development**

**Lecturers:** Dr Simon Quinn (convenor) and Professor Douglas Gollin

**Teaching Assistant:** Tom Schwantje

**Michaelmas Term Weeks 1–8**
Teaching takes place in the Oxford Department of International Development building within these time slots. *Please check the timetable on CANVAS regularly – changes are possible!*

**Lectures:**
- Weeks 1–8 Mondays 9:00 – 10:45 QEH, Seminar Room 1
- Weeks 1–8 Tuesdays 9:00 – 10:45 QEH, Seminar Room 3

**Classes:**
- Weeks 2–8 Wednesdays (Sen) 9:00 – 10:45 QEH, Meeting Room A
- Weeks 2–8 Thursdays (Lewis) 11:00 – 12:45 QEH, Meeting Room A

**TA Office Hours:**
- Weeks 2–8 Wednesdays 11:00 – 12:00 QEH, Meeting Room A

**Requirements:** This course covers material examined in the **Microeconomic Theory Paper in Finals** and the **Microeconomic Theory Collection** (Week 0, Hilary Term). Students are required to complete **two problem sets** during the course (in Weeks 5 and 7).

**Objective:** The objective of this course is to provide a graduate-level introduction to the microeconomics of development and a basis for the relevant Development Economics modules.

**Structure:** The course is based on an eight-week lecture series, supported by classes. Coverage is theoretical with applications to development. This course does not attempt to be a complete review of microeconomic theory, but instead it seeks to expose you to the ways in which development economists use theory and models to address problems and improve understanding of development. As such, the course veers towards applied theory rather than pure theory. Instead of repeating the material that you have previously seen related to standard consumer and producer theory, we will teach theoretical techniques by introducing you to some canonical models in the development literature. These will include:

- Models of firm size and structure
- Models of occupational sorting and selection
- Models of economic geography
- Household models
- Uncertainty and inter-temporal decision making
- Imperfect competition and game theory
- Asymmetric information and contract theory

**Note:** Course materials will be uploaded on **Canvas.**
Course Outlines

Economic Theory:
Macroeconomic Theory for Development

Lecturer: Professor Douglas Gollin and Dr Richard Mash (co-convenors)
Teaching Assistant: Lukas Boehnert

Michaelmas Term Weeks 1–8
Teaching takes place in the Oxford Department of International Development building within these time slots. Please check the timetable on CANVAS regularly – changes are possible!

Lectures: Weeks 1–8 Mondays 15:00 – 16:45 QEH, Seminar Room 3
Weeks 1–8 Tuesdays 11:00 – 12:45 QEH, Seminar Room 3

Classes: Weeks 2–8 Wednesdays (Lewis) 9:00 – 10:45 QEH, Seminar Room 3
Weeks 2–8 Thursdays (Sen) 11:00 – 12:45 QEH, Seminar Room 2

TA Office Hours: Weeks 2–8 Tuesdays 14:00 – 15:00 QEH, Music Room

Requirements: This course covers material examined in the Macroeconomic Theory and International Paper in Finals and in the Macroeconomic Theory and International Trade Collection (Week 0, Hilary Term). Students are required to complete three problem sets during the course (in Weeks 4, 6 and 8); other short weekly assignments may also be required.

Objective: The objective of this course is to provide an overview of modern open-economy macroeconomics at the graduate level, to show how this body of theory can be adapted to the characteristics of open developing economies, and to provide a basis for the relevant Development Economics modules.

Structure: The course is based on an eight-week lecture series, supported by classes to explore in depth some of the models presented in the lectures, and to work through the two problem sets. Students will also have an opportunity to acquire introductory hands-on skills in using modelling software (MATLAB).

Case Presentations may take place in Hilary term, and will be devoted to group presentations of empirical material on the macroeconomic analysis of a specific country.

The principal lecture topics are:
• Long-run growth and short-run shocks: an introduction to development macroeconomics
• The small open economy: dynamic models of the current account
• The small open economy: inter-sectoral allocation and real exchange rates
• Fiscal policy, debt and overlapping generations
• Asset markets and money in the open economy

In each case, an account of recent approaches to the analytical and empirical issues will be given, paying particular attention to the institutional characteristics of different types of developing economies that underpin macroeconomic behaviour.

Note: Course materials will be uploaded on Canvas.
Course Outlines

Quantitative Methods

Lecturers: Professor Christopher Woodruff (convenor) with Dr Jin Ho Kim, Dr Simon Quinn, and Dr Hailemariam Ayalew Tiruneh.
Teaching Assistants: Binta Zahra Diop and Shihang Hou

Michaelmas Term Weeks 1–8
Teaching takes place in the Oxford Department of International Development building within these time slots. Please check the timetable on CANVAS regularly – changes are possible!

Lectures:
- Weeks 1–8: Thursdays, Whole class, 9:00–10:45, QEH, Seminar Room 3
- Weeks 1–8: Fridays, Whole class, 9:00–10:45, QEH, Seminar Room 3

Classes:
- Weeks 2–5: Tuesdays, Lewis, 15:00–16:45, QEH, Seminar Room 3
- Week 6: Tuesdays, Lewis, 15:00–16:45, QEH, Seminar Room 1
- Weeks 2–6: Wednesdays, Sen, 15:00–16:45, QEH, Seminar Room 3
- Week 9: TBC, Lewis, TBC, TBC
- Week 9: TBC, Sen, TBC, TBC

TA Office Hours:
- Weeks 2–8: Mondays, 12:00-13:00, QEH, Seminar Room 3

Hilary Term Weeks 1–8
Lectures: 2 x 1.75 hours/week
Classes: 1 x 1.75 hours/week
TA Office Hours: 1 x 1 hour/week

Requirements: This course covers material examined in the Quantitative Methods Paper in Finals. Students are also required to sit the Quantitative Methods Collections taken in Week 0 of Hilary Term and in Week 0 of Trinity Term. There will be compulsory, regular computer-based exercises.

Objectives: The objective of this course is to provide an introduction to the use of econometric methods in the study of development economics. Students will be encouraged to apply techniques covered in this course in other components of the MSc, including their Dissertation.

Structure: The course is based around a formal lecture series, but emphasis will be placed on practical application through problem sets and computer exercises. Instruction in the use of Stata will be provided, although students may wish to use other statistical software packages.

Topics covered (a detailed schedule will be distributed in first lecture):
- Cross-sectional regression
- Instrumental variable estimation
- Maximum likelihood
- Binary choice models
- Discrete ordered and discrete multinomial choice models
- Treatment effects
- RCTs
- Panel data analysis
- Dynamic panel data analysis
- Non-parametrics
- Machine learning

Note: Course materials will be uploaded on Canvas.
Course Outlines

Development Economics

The Development Economics component of the course, which runs through Hilary Term, consists of modules covering specific themes in development economics. At least eight four-week modules are offered. Each module consists of 12 hours of lectures and classes. The exact timetable and mode of teaching for the modules is finalised in the course of Michaelmas Term. We expect this to be taught in the Oxford Department of International Development. Four to six modules will be taught in Weeks 1–4 and another four to six in Weeks 5–8 of Hilary Term.

We expect to offer the modules listed below in Hilary Term 2022, although others may be added. A final list of modules on offer will be made available no later than Week 8 of Michaelmas.

Requirements: The modules cover material relevant to the Development Economics Paper in Finals. Students will be required to answer questions on material from three separate modules. Most students follow four or five modules during the year. There is a Development Economics Collection in Week 0 of Trinity Term.

Agriculture, Structural Transformation and Growth
Lecturer: Dr Hailemariam Ayalew Tiruneh

Description: TBC

Applications of Behavioural Economics to the Developing World
Lecturer: TBC

Description: The module will examine a range of behaviours that depart from standard microeconomic assumptions and explore whether the consideration of psychological and social factors help explain decision making better and enable the design of more effective policies. In particular, the focus will be on four characteristics which affect economic choices and outcomes: 1) Present bias, risk and loss aversion, 2) Social preferences, 3) Mental models (aspirations and beliefs), 4) Decision making skills (mental bandwidth and non-cognitive skills). Lectures will look at evidence from field experiments in developing countries, focusing on how to measure these characteristics and whether they are affected by poverty or scarcity.
Firms, Workers, and Labor Markets in Developing Countries
Lecturer: Dr Christian Meyer

Description: More than 700 million people in the world live in extreme poverty. Firms and labor markets enable the poor to use their time and resources to lift themselves out of poverty. Studying them is thus at the heart of understanding development. Most of the world's poor work in microenterprises: How do people use labor and capital to grow these enterprises? What holds back their growth? Why do many people struggle to find wage employment? What can governments do to make labor markets more efficient and inclusive? This module will discuss empirical literature and real-world development initiatives to explore firms and labor markets as avenues to poverty reduction.

Contents: This module will focus on firms and labor markets in developing countries. On the firm side, we will examine credit and other constraints that may explain why microenterprises fail to grow, whether entrepreneurs are born or made, and to what extent firms are labor constrained. Looking at the broader labor market, we will discuss factors that hold back workers from finding jobs. We will study whether training can increase returns to labor, examine how job search assistance can help youths find jobs, and explore how labor mobility can increase incomes.

Gender and Development
Lecturer: Dr Marya Hillesland

Description: This module surveys some of the major discussions in development microeconomics through a gender lens. The module will investigate how institutions, including gender norms, impact the way men and women participate in the formal and informal economies across different developing country contexts. It will explore the ways the household is modelled in economics and some of the implications of these different models when conducting research in development and implementing policies and programs. Additionally, it will look at issues such as livelihood strategies, asset ownership and property rights, risk sharing, asset allocation preferences, migration, poverty, and food and water security. The module will also aim to uncover the different ways gender is applied within microeconomic topics in development and discuss the normative underpinnings of these different applications.

Globalization and Labor Market in Developing Countries
Lecturer: Dr Jin Ho Kim

Description: This is a course on the effects of trade on the labour market. The labour market is at the centre of trade policy debates, with theoretical literature sometimes at odds with empirical evidences. This course will examine the theory and empirical evidence about the influence of trade on various types of workers and the extent to which the labour market operates smoothly enough to ensure the intended output gains from trade. We will also examine current research on the consequences of trade outside the labour market, which connects trade shocks to outcomes such as product market structure, GDP, and resource misallocation—all of which have a direct impact on and through the labour market.

Microfinance and Cash Transfers
Lecturer: Dr Muhammad Meki

Description: In this module, we explore a range of interventions aimed at alleviating poverty and improving economic outcomes, including microcredit, savings, cash transfers (both conditional and unconditional), and 'targeting the ultra-poor' asset transfer programs. We will survey the recent literature and focus on empirical methods that help us to understand the mechanisms through which interventions may work.
The Political Economy of Economic Development
Lecturer: Dr Sanjay Jain

Objectives: Why is good economics not always good politics, specifically in the context of developing countries, where political and economic institutions, and state capacity, might be less than perfect? Virtually all economic policies have distributional implications, and create winners and losers. How do the political pressures that (potential) winners and losers bring to bear on the political process affect the adoption and implementation of economic policy?

Content: The module will consider a number of related issues: the role of political institutions and cultural factors in long-run development; the idea of ‘political failure’; the political economy of economic policy reform; corruption: determinants and consequences, detection and prevention; politically motivated transfers and economic (in)efficiency; violent conflict, state capacity, state failure, and nation (re-)building.

Public Finance in Developing Countries
Lecturer: Dr Victor Pouliquen

Description: The ability to collect taxes is essential for the functioning of any state and its ability to provide growth-promoting public goods. Developing countries typically collect between 10% and 20% of GDP in taxes while the average for high-income countries is at 40%. This module will explore why low-income countries tax so little. We will cover some of the key challenges they face such as the presence of weak institutions, the incidence of corruption, and the prevalence of the informal sector. In addition, we will also examine recent empirical evidence on what governments can do to improve their fiscal capacity and strengthen the Social Contract between citizens and the state.

Risk, Insurance, and Development
Lecturer: Professor Pramila Krishnan

Risk plays a central role in the lives of the poor. Poor households are simultaneously exposed to numerous risks, including market risks, production risks such as weather shocks, asset risks and risks to their health. Incomes are likely to fluctuate from season to season. More generally, this implies a need for insurance; yet there is little provision either through private insurance provided by markets or public insurance by governments. In this module we will explore how the poor cope with the multiple risks they face and the role of non-market institutions in coping with risk. The focus will be on the role of risk in shaping a range of outcomes but we will also explore how market institutions and public policy might be designed to improve welfare.

Urban and Spatial Economics
Lecturers: Dr Ferdinand Rauch and Dr Niclas Moneke

Description: This module will cover recent theoretical and empirical approaches in urban and spatial economics. The over-arching questions addressed are: what determines the spatial distribution of economic activity, across regions and between and within cities? Why are some cities more successful than others? What policy issues do cities face? Topics include the sizes and functions of cities; the measurement, modelling and estimation of agglomeration economies; the costs of cities and their internal structure with emphasis on land use regulations and transportation; amenities and the local supply of labour; the behaviour of cities in the aftermath of shocks. Some parts of the module will focus on the urbanisation process taking place in developing economies.
## Milestones and Deadlines

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<th>Term</th>
<th>Lectures / Classes / Supervision</th>
<th>Written work and Presentations</th>
<th>Seminars</th>
<th>Dissertation</th>
<th>Examinations and Deadlines</th>
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<td>4 x 1-hour supervisions (w/ essays)</td>
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<td>3 x 1-hour small-group discussions</td>
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<td>Problem sets and computer exercises:</td>
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<td>Submission of signed Turnitin form and Avoiding Plagiarism 1 course confirmation to Course Coordinator [Friday Week 1]</td>
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<td>Approval by supervisor of Dissertation topic [Friday Week 7]</td>
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<td>Reading and refining research topic, exploring data availability</td>
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<td>Hilary Term Collections</td>
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<td>Microeconomic Theory Quantitative Methods Macro / Trade Theory</td>
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<td>(3 x written exam papers lasting 2 or 3-hours each: Thursday/Friday Week 0 Hilary)</td>
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## Milestones and Deadlines

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<th>Term</th>
<th>Lectures / Classes / Supervision</th>
<th>Written work and Presentations</th>
<th>Seminars</th>
<th>Dissertation</th>
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<td><strong>Hilary</strong></td>
<td><strong>Quantitative Methods</strong>&lt;br&gt;16 x 1.75-hour lectures&lt;br&gt;6 x 1.75-hour classes&lt;br&gt;&lt;br&gt;<strong>Supervision</strong>&lt;br&gt;1 x 1-hour supervision (w/ essays)&lt;br&gt;&lt;br&gt;<strong>Development Economics</strong>&lt;br&gt;4–6 concurrent modules in both Weeks 1–4 and 5–8&lt;br&gt;[A module is generally 8 x 1.5-hour lectures/classes]</td>
<td><strong>Problem sets and computer exercises:</strong>&lt;br&gt;4 X Quantitative Methods&lt;br&gt;&lt;br&gt;<strong>Supervision Essays</strong>&lt;br&gt;1 x International Trade Theory&lt;br&gt;&lt;br&gt;<strong>Presentations:</strong>&lt;br&gt;1 seminar presentation</td>
<td><strong>CSAE Lunchtime Seminars</strong>&lt;br&gt;[Mondays and Wednesdays]&lt;br&gt;&lt;br&gt;<strong>Development Discussions</strong>&lt;br&gt;[Occasional throughout the term]&lt;br&gt;And many, many others!</td>
<td><strong>Confirm Dissertation supervisor if not already settled</strong>&lt;br&gt;Work with supervisor to develop a full outline (essay plan) and programme of work by the end of Week 6</td>
<td><strong>Approval by supervisor of Dissertation title, description of data set, brief (250-word) summary of approach</strong>&lt;br&gt;[Friday Week 3]&lt;br&gt;&lt;br&gt;<strong>Submission of Dissertation title and research outline form</strong>&lt;br&gt;(to Course Co-ordinator)&lt;br&gt;[Monday Week 7]</td>
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<td><strong>Easter Vacation</strong></td>
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<td><strong>Trinity</strong></td>
<td><strong>Review Sessions</strong>&lt;br&gt;[Weeks 6 and 7]&lt;br&gt;Macroeconomic Theory&lt;br&gt;Microeconomic Theory&lt;br&gt;International Trade Theory&lt;br&gt;Quantitative Methods&lt;br&gt;Some Development Economics modules</td>
<td><strong>CSAE Spring Conference</strong>&lt;br&gt;[Week 10]&lt;br&gt;&lt;br&gt;<strong>Revise and finalise Dissertation</strong></td>
<td><strong>Finish research and write first draft of Dissertation</strong></td>
<td></td>
<td><strong>Submission of Dissertation final title and abstract form</strong>&lt;br&gt;(to Course Co-ordinator)&lt;br&gt;[Friday Week 1]&lt;br&gt;&lt;br&gt;<strong>Submission of Dissertation</strong>&lt;br&gt;[12 noon, Monday Week 5]&lt;br&gt;&lt;br&gt;<strong>Finals</strong> start [Week 8 or 9]</td>
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Seminars and Events for Development Economists

During term, there are many seminars on economics and development, given by Oxford faculty, graduate students, or visitors from elsewhere in the UK and overseas. The most useful seminar series for MSc students are:

Centre for the Study of African Economies Seminar (CSAE) (Mondays 13:00 and Wednesdays 12:30)
CSAE is a research centre on development economics with a focus on Africa, located in the Department of Economics. The CSAE seminars serve as the principal forum for development economics research at Oxford. Speakers include Oxford and external faculty, as well as doctoral students. Most of the presentations are of applied econometric work. Wednesday seminars tend to be given by more established researchers and will include some distinguished names; the Monday workshops are often given by graduate students and postdocs and focus on work in progress; these are normally less formal. Both are highly recommended.

Development Discussions (Wednesday afternoons)
We hold occasional informal development ‘discussions’ with interesting thinkers about development who are invited to talk about their research to the MScED students. These time slots are also used at times for conversations with the Course Director and discussions of topics of general interest on the course (e.g., opportunities for doctoral study).

Other frequently relevant economics seminar series are those in international trade and macroeconomics; but there are many other series in which seminars will sometimes be relevant to students on this course (see the Department of Economics website).

Consider attending some of the many development-related seminars in departments other than Economics, including:
- Department of International Development (ODID), whose research centres all run weekly seminar series;
- Blavatnik School of Government, including the Global Economic Governance programme;
- Oxford Martin School;
- Oxford School of Global and Area Studies, which has centres focused on Africa, China, Japan, the Middle East, Russia and Eastern Europe, South Asia and Latin America;
- Department of Politics and International Relations; and

Information on most of these seminars is circulated to all ODID students by email or can be found on the relevant webpages.

The Department of Economics and the Department of International Development (ODID) also host occasional lectures of interest to all economists and economics students in Oxford. These include the Olof Palme Lecture, the Hicks Lectures and the Clarendon Lectures, which are high-profile public lectures often given by major international figures (Nobel Laureate Amartya Sen presented the 2000 Olof Palme Lecture, while recent Hicks Lecturers have included Robert Barro, Robert Lucas Jr, Paul Krugman, Thomas Schelling Kenneth Rogoff, Esther Duflo, Nick Bloom, Amy Finkelstein and Thomas Piketty).

Your problem will not be finding enough interesting seminars to attend, but finding the time to get to them! However, it is well worth squeezing some in. The number and quality of the economics and development-related seminars is one of Oxford’s most valuable bits of educational capital.

As University members, you are entitled to attend most lectures held at the University. But classes and tutorials are generally reserved to students whose attendance is required for completion of the relevant degree programme. Occasionally, special lectures may require advance permission to attend (in such cases, the lecturer and the college which is hosting the lecture have the right to refuse admission). Lecture lists are posted on the University’s website.
4. Teaching, Learning and Supervision

Programme of Work

Organisation of teaching and learning
Graduate education in Oxford is the primary responsibility of the departments, with colleges in a secondary role. Where possible, observing University and government guidelines, all in-person lectures, seminars and generally the supervisory meetings take place at the Department of International Development (ODID), 3 Mansfield Road or at the Department of Economics, Manor Road. The colleges have no formal role in graduate teaching; but all students have college advisors who can discuss both personal and academic matters.

Teaching methods are a combination of lectures and participatory seminars. The lectures are designed to introduce students to theory, methodology, key readings and ideas. In some sessions, students themselves are responsible for the presentation of basic material.

Remote study
The University has made support available on Canvas to help students develop Skills for Remote Study. You’ll find additional tips and resources for remote study on the Oxford Students website. For further information on study guidance, see the ODID Departmental Canvas site.

Expectations of study and workload
Students are responsible for their own academic progress, their successful completion of the course and must be aware that a postgraduate course requires continuous effort both during term and during vacations. Students are expected to familiarise themselves with the course requirements and regulations.

Teaching and learning methods and strategies
You are expected to attend all the Economic Theory lectures and classes and to complete two problem sets in Microeconomic Theory, and three in Macroeconomic Theory. In addition, you should expect to write five theory essays for your supervisor during Michaelmas and Hilary Terms. For these, you will select topics in consultation with your supervisor.

You are expected to attend all the Quantitative Methods lectures and classes in Michaelmas Term and Hilary Term and to complete problem sets and computer exercises on a regular basis. The Teaching Assistants for both Theory and QM operate an “office hours” system (the details of which will be explained during the Introduction to the Course in Induction Week).

You should choose, again in consultation with your supervisor, four or five Development Modules to attend during Hilary Term. You should expect to participate actively in at least three modules and should make one class presentation in Development Economics during the term. The Course Co-ordinator keeps lists of module presentation topics and slots and you should sign up for your presentation early (details will be provided in the course outlines). Obviously, the earlier you sign up the wider the choice of presentation topics you will have.

Students develop topics for their Dissertations in consultation with their supervisors. It is a matter for each student and his or her supervisor to determine a suitable timetable for the Dissertation. (Some supervisors prefer students to start work early; others prefer them to take longer to develop a research topic).

However, you must gain your supervisor’s approval of your proposed topic (by Week 7 Michaelmas); of your proposed title, data set and approach (by Week 3 Hilary); and submit to the Course Director (via the Course Co-ordinator) a brief outline of your research topic and proposed approach by the beginning of Week 7 of Hilary Term. You should aim to complete a first draft by the end of the Easter Vacation, as you will be asked to submit your final title and abstract by Week 1 Trinity. Dissertations must be submitted via Inspera in Week 5 of Trinity Term. You will receive detailed instructions on how to submit via Inspera in Trinity Term.
Timetable – MSc in Economics for Development
The termly timetable is on Canvas; we aim to publish the timetable for the upcoming term by Week 8 of the preceding term.

Supervision

Core supervision

Personal supervision is a key component of the Oxford approach and is central to the MSc. Following an initial meeting with the Course Director, you will be allocated a personal supervisor who will be your principal academic contact point throughout the year. Your supervisor will provide you with guidance, help you plan a programme of work for each of the courses, and will discuss and provide feedback on your written work and Dissertation. S/he will have overall responsibility for monitoring your progress and to record it via the Graduate Supervision Reporting (GSR) system. Supervisors are also useful people with whom to discuss future career plans.

Supervisors obviously have their own areas of specialisation. We deal with this in a number of ways. First, at the beginning of the year the Course Director seeks to match students with supervisors – although this is necessarily a loose matching at best. Second, some of the core components of the course (such as Economic Theory and Quantitative Methods) are accompanied by classes taught by faculty and Teaching Assistants. These classes are used to help students absorb core material, but should be seen as a complement to, rather than a substitute for, personal supervision. At times, your supervisor may arrange “swaps” with other supervisors to enable students to receive specialist supervision on specific topics. To ensure that this system functions effectively, however, you should not try to arrange “swaps” on your own.

In case you intend to seek advice by email or in person from members of the department who are not directly involved in your teaching, please ask your supervisor’s advice first.

Details of student and general supervisor responsibilities are found on the following two pages. Both students and general supervisors are required to carefully read, and understand these responsibilities.

Dissertation supervision

Although we try to match you with a course supervisor who specialises in your area of interest, that person may not turn out to be the right supervisor for your Dissertation, not least because your ideas and interests will inevitably evolve, in which case you may be assigned another faculty member or post-doctoral researcher as your Dissertation supervisor. The Course Director will arrange this. To find out the research interests of Oxford faculty you should browse the faculty lists on the websites of the Economics Department and Department of International Development.

Course Director

The Course Director stays in regular contact with students, and students can arrange to see him in office hours or by emailing for an appointment. The Course Director can help students who have difficulties with their core supervisor and advise on various aspects of the course.

The safety net

Occasionally, relationships between student and supervisor do not run smoothly. If you have any issues with teaching or supervision, please raise these as soon as possible so that they can be addressed promptly. If this happens, or if there are issues that you feel you cannot discuss with your supervisor, you should contact the Course Director, who will seek either to resolve the problem or to advise you on appropriate next steps. (See also ‘Student Issues’ below). If you feel unable to bring these concerns to the Course Director, you should approach the ODID Director of Graduate Studies, Dr Nikita Sud, or ask your college advisor for advice on how best to proceed.
Guidance for Students and Supervisors

(Adapted from regulations originally issued by the Education Committee)

Responsibilities of the student

1. Every student has a fundamental obligation to act as a responsible member of the University’s academic community.

2. The student should take ultimate responsibility for designing and pursuing a work programme and should endeavour to develop an appropriate working pattern, including an agreed and professional relationship with the supervisor(s). The student should discuss with the supervisor the type of guidance and comment that is most helpful, and agree a schedule of meetings.

3. Students should make appropriate use of the teaching and learning facilities available within the University.

4. It is the student’s responsibility to seek out and follow the regulations relevant to the course, including faculty/departmental handbooks/notes of guidance. Students should seek clarification from supervisors and elsewhere if this is necessary.

5. The student should not hesitate to take the initiative in raising problems or difficulties, however elementary they may seem. Students should ensure that any problems regarding the course are drawn to the attention of the supervisor so that appropriate guidance may be offered.

6. The student should seek to maintain progress in accordance with the plan of work agreed with the supervisor, including in particular the presentation of the required written material in sufficient time for comment and discussion. Both the student and supervisor may want to keep a record of all formal, scheduled meetings. It can sometimes be useful to agree a record of what has been discussed and decided.

7. The student should recognise that a supervisor may have many competing demands on his or her time. The student should hand in work in good time to the supervisor and give adequate notice of unscheduled meetings. The need for adequate notice also applies to requests for references from the supervisor.

8. The student should be aware that the provision of constructive criticism is central to a satisfactory supervisory relationship, and should always seek a full assessment of the strengths and weaknesses of their work.

9. If the student feels that there are good grounds for contemplating a change of supervision arrangements, this should first be discussed with the supervisor or, if this seems difficult, with the Course Director or the college advisor.

10. Where problems arise, it is essential that a student gives full weight to any guidance and corrective action proposed by the supervisor.

11. The student should ensure that the standard of his or her English is sufficient for the completion of written assignments, the end of year examinations and the presentation of essays. Students whose first language is not English should take advice on this.

12. The student should make full use of the facilities for career guidance and development, and should consult their supervisor for advice and encouragement where appropriate.

13. The student should take care to allow adequate time for writing up the Dissertation, taking the advice of the supervisor. Particular attention should be paid to final proof-reading.
Guidance for Students and Supervisors

Responsibilities of the supervisor

1. In considering an invitation to supervise an MSc student, the supervisor must recognise and accept the responsibilities both to the student and to the Graduate Studies Committee for the Oxford Department of International Development (ODID) implicit in the supervisory relationship.

2. Supervisors are required to make an appointment for a meeting with students in the first week of Michaelmas Term.

3. The supervisor is responsible for giving early advice about the nature of the course and the standard expected. The supervisor is also responsible for advising the student about literature and sources, attendance at classes, and requisite techniques (including helping to arrange instruction where necessary). The supervisor should identify with the student any subject-specific skills necessary for the course.

4. Where during the course a student wishes, in addition to contact with his or her supervisor(s), to have limited consultation with other academics, the supervisor should try to identify such colleagues (in conjunction with the Course Director, if necessary) and to arrange for an approach to them by the student.

5. Where a supervisor operates as a co-supervisor, it is important to clarify the responsibilities of each supervisor and to co-ordinate advice and guidance.

6. The supervisor should ensure that the student works within a planned framework and is on track at different points during the academic year. This is particularly important for meeting various deadlines related to the supervision and preparation of the student’s dissertation. The dissertation supervisor (who may or may not be the general supervisor) should discuss and approve a dissertation topic and provisional title no later than Friday of Week 7 in Michaelmas Term. By the Monday of Week 7 in Hilary Term, a full dissertation outline (essay plan) and programme of work should be approved by the dissertation supervisor, for submission to the Course Director. In early Trinity Term a draft of the dissertation should be reviewed and approved by the dissertation supervisor.

7. The supervisor should meet with the student regularly. Times should be fixed early in each term so as to ensure that a busy supervisor does not inadvertently find that meetings are less frequent than the student would like, and to give sufficient time for the student to discuss the work and for the supervisor to check that certain things have been done. Informal day-to-day contact should not be seen as a substitute for formal scheduled meetings. The supervisor should also be accessible to the student at other appropriate times when advice is needed. The supervisor should also request written work as appropriate. Such work should be returned with constructive criticism and in reasonable time.

8. The supervisor should tell the student from time to time how well, in the supervisor’s opinion, work is progressing, and try to ensure that the student feels properly directed and able to communicate with the supervisor. It is essential that when problems arise, corrective action is clearly identified and full guidance and assistance are given to the student. Supervisors (and college advisors) will help with advice if necessary regarding the balance between scheduled contact time and private study. Students should turn to supervisor (or college advisor) for support in relation to unusually heavy workloads.

9. The provision of constructive criticism is central to a satisfactory supervisory relationship. It is important that supervisors feel able to give their students full and honest assessments of the strengths and weaknesses of their work.

10. The supervisor is required to report in writing to the ODID Graduate Studies Committee (via GSR) on the student’s work three times a year, once at the end of each term. Each report should state the nature and extent of recent contact with the student, and, if there has been none, state why this is so. The report should also make clear whether the student is making satisfactory progress and, in this regard, the supervisor should bear in mind comments made by essay markers and special supervisors. Any student who has not satisfied his or her supervisor on at least one occasion in an academic year
that he or she is making progress will be liable to have his or her name removed from the register. Supervisors are expected to communicate the contents of their reports to the students.

11. The supervisor should not be absent on leave (during term-time) unless appropriate temporary supervision has been arranged for the student.
Feedback on Learning and Assessment

Feedback on formative assessment and other informal feedback

Although final exams do not come until the end of the academic year, students will have multiple opportunities during the year to receive other forms of feedback so that they can assess their own progress and their areas of strength and weakness. This feedback ranges from highly informal (e.g., a conversation with your supervisor about an essay) to more formal.

*Formative assessment* does not contribute to the overall outcome of your degree and has a developmental purpose designed to help you learn more effectively.

In addition to informal feedback provided during classes and other interactions with teaching staff, all students on taught masters programmes can expect to receive formal written feedback on at least one designated piece of formative assessment during their first term or very early in their second term. The purpose of this feedback is to:

- provide guidance as to the forms of assessment that will be used on the course;
- indicate areas of strength and weakness in relation to the assessment task; and
- provide students with an indication of the expectations and standards towards which they are working.

Students studying for the MSc ED will receive formative assessment on their problem sets and tutorial essays during Michaelmas and Hilary Term. Different supervisors and TAs may provide different levels of detail, but students can expect oral comments (and sometimes written comments) on their tutorial essays. Some supervisors like to give more explicit indications of how an essay would be marked; but this is at the discretion of individual supervisors. TAs may find it efficient to provide answer keys and general feedback on problem sets, rather than to write detailed individual comments, but the intent is to allow students to identify their mistakes and to understand how to solve problems correctly.

Collections (mock exams)

There will be five informal exams (referred to as “Collections”) during the year. Quantitative Methods, Microeconomic Theory, and Macroeconomic Theory and International Trade Collections are held on the Thursday and Friday of Week 0 of Hilary Term (13 and 14 January 2022); the second Quantitative Methods Collection and the Development Economics Collection on the Thursday and Friday of Week 0 of Trinity Term (21 and 21 April 2022). The results of the Collections do not affect your final degree marks, but are very valuable ways for you and your supervisor to assess your progress, to give you practice in writing Oxford-style examinations, and, if necessary, to trigger supplementary supervision support.

Make a note of these dates: you will put yourself at a significant disadvantage by missing Collections!

Feedback on summative assessment

*Summative assessment* is the term used for assessment which contributes to your degree result and is used to evaluate formally the extent to which you have succeeded in meeting the published assessment criteria for your programme of study.

For the MSc, students receive marks but not comments on final exams. On Dissertations, summative assessment consists of a critical review of the work, based on the comments of at least two assessors, along with suggestions for improvements and future development of the research topic to enable students to develop their work for doctoral study and/or publication, if appropriate. Students will receive formal written feedback on their Dissertation submitted in the final term of their course via email by the end of summer.
Other information about assessment standards

Students are advised to read the internal and external examiners’ reports for recent past cohorts (available on Canvas), which can provide valuable insights and contribute to students’ preparations for examinations and other forms of assessment. All Dissertations that earn distinction marks are submitted to the Social Sciences Library, and some students find it helpful to look at these as a way of understanding expectations for high-quality work.

Graduate Supervision Reporting (GSR) System – feedback on your work

At the end of each term, your supervisor is required to write a report on your progress. These reports are available to you, to the Course Director and to your college through the Graduate Supervision Reporting (GSR) system. Before your supervisor writes their report, the GSR will prompt you to write your own brief self-assessment. You are strongly encouraged to respond to the GSR prompts: these self-assessments will often be useful to you, by getting you to take stock of what you have learned (and still need to learn), as well as to your supervisor.

Access to GSR for students is via Student Self Service, and you will receive a prompt when the student reporting window is open (between Weeks 7 and 10 each term). You should use this opportunity to:

- Review and comment on your academic progress during the current reporting period
- Measure your progress against the requirements and agreed timetable for your programme of study
- Identify skills developed and training undertaken or required (taught programmes only)
- List your engagement with the academic community
- Raise concerns or issues regarding your academic progress to your supervisor
- Outline your plans for the next term (where applicable)
5. Student Feedback and Consultation

Student representation

Students are invited to give regular feedback on the course. Changes to the style and format of the course are planned based on student feedback and considerations of its justification and feasibility.

MSc ED students will elect their two representatives (reps) during Week 1 of Michaelmas Term. They will be responsible for acting as a liaison between the student body and the staff on the programme. Ideally, the student reps should reflect the diversity of educational, cultural and ethnic backgrounds, genders, funding etc. of the student body as a whole. You should let the Course Co-ordinator have the names of your two student reps by the end of Week 1 of Michaelmas Term.

The names of these student reps and of other student reps in the department will be listed on Canvas.

Department representation

Your student reps meet each term with the Course Director and Course Co-ordinator to hear feedback from the student body on how the course is going, both in terms of content and practicalities. Issues raised at this meeting may be added to the degree’s Teaching Committee (TC) agenda.

Your student reps are also invited to take part in the first, ‘unreserved’ part of the termly Teaching Committee (TC) meetings. Reporting to the Graduate Studies Committees of its two parent departments, ODID and Economics, TC serves as a forum for discussing students’ reactions to the course; it also deals with student issues related to the Dissertation and examinations. Student reps can put forward ideas from their fellow students and are expected to pass back any points of interest that are discussed in the meetings. Chaired by the Course Director, the MSc ED TC follows up on any major issues highlighted by the meeting. The meeting’s minutes are distributed to all students by their student reps.

At the very end of Trinity Term, all MSc ED students are invited to a course debriefing session, to discuss their thoughts on the course and any course-related issues. The meetings are chaired by the Course Director, and notes are taken by the Course Co-ordinator (for consideration by the MSc ED TC). We ask that the two student reps should solicit the views of the whole class before this meeting, and come prepared to speak on behalf of those members of the cohort unable to attend.

The formal institutions through which students interact with faculty are the Graduate Joint Consultative Committees (GJCC) of both ODID and the Department of Economics. Both GJCCs meet each term: at ODID the meeting is chaired by the Head of Department and considers matters relating to all students in the department; at Economics, it includes members of the department’s Graduate Studies Committee, including the MSc ED Course Director, and considers issues relating to all graduate economics courses. The student reps from the MSc ED are automatically invited to become members of each committee.

Division and University representation

Student representatives sitting on the Divisional Board are selected through a process organised by the Oxford University Student Union (OUSU). Details can be found on the OUSU website along with information about student representation at the University level.

Individual student feedback on the course (termly questionnaires)
At the end of Michaelmas and Hilary terms, students are encouraged to provide anonymous feedback for each element of the course. They are invited to fill out an online feedback questionnaire the result of which is distributed to the Course Director, the course conveners, the MSc ED student reps and the MSc ED Teaching Committee.

**Student Barometer**

Students at the University of Oxford are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer.

The MSc ED TC and the Department of International Development’s Graduate Studies Committee (GSC) – attended by the Course Directors – follows up on any major issues highlighted by the Student Barometer.
6. THE DISSERTATION

Background, Choice of Topic and Process

The Dissertation is a core component of the MSc and is the principal opportunity for you to explore in some depth issues of interest to you, and to develop and display your capacity to undertake economic research and scholarly analysis. You should think of the Dissertation as a potential journal article. The word limit is 10,000 words, but this is a maximum, not a target – shorter essays are welcome (the average length of a journal article in economics is around 8,000 words).

There is a wide range of possibilities in terms of topics and approaches, but the Dissertation must be on a topic in the field of development economics. Your supervisor will advise on the suitability of your chosen topic, after consultation with the Course Director, if necessary. Most Dissertations in recent years have made use of statistical data, applying econometric techniques, but this is by no means obligatory. A Dissertation may also be a critical literature review (rarely) or a work based on theory. Dissertations of all these sorts have been awarded high marks by the examiners. Good past Dissertations (known until recently as the Extended Essay) are available in the Social Science Library, and you can also find lists of the topics of recent Dissertations in the appendices of the examiners’ reports on the course Canvas page.

It is a requirement that the Dissertation be submitted prior to taking your Final Examinations. Work on the Dissertation must therefore be carefully planned and integrated into your overall work programme during the year. Start discussing ideas with your supervisor, other faculty, or fellow students in the first term (and seek feedback from them at all stages). Most of the work is usually done in Hilary Term and the following vacation, with a complete first draft ideally being ready at the start of Trinity Term. Big improvements in quality are generally made between the first draft and the final version, so do not leave the first draft until too late.

If you plan to do statistical work (as is the norm), it is essential to establish early that the data you require exist and are accessible by you. In the past, many excellent Dissertation ideas have been thwarted by infeasible or over-ambitious data-collection plans. Also, you should take full advantage of the opportunities you will be offered for technical feedback from the Teaching Assistants and others involved in teaching the Quantitative Methods course, who may well be more familiar than your supervisor with recent developments in econometric methodology.

Research in the social sciences is governed by the University’s ethical code of practice. You must consult and follow the procedures laid out in the Code if your research directly involves human participants and personal data (see below).

Dissertations are marked on the quality of their scientific method, not on whether or not their results support the hypothesis being tested: many attempts to test hypotheses are inconclusive or failures because of limitations of the available data. Marks are thus not deducted for insignificant results, unless these are due to bad research design or implementation, but marks are deducted for failing to recognise the limitations of the data used. ‘Torturing the data until they confess’, or being unwilling to admit that a hypothesis is probably false, are not good scholarship.

For guidance on format, citation styles etc. please see Canvas.
Key Dates and Deadlines

- **Friday Week 1 Michaelmas Term:** Submission of signed *Turnitin* form
- **Friday Week 1 Michaelmas Term:** Submission of online anti-plagiarism course result

You will need to take the post test of the online course *Avoiding Plagiarism 1* (see below) and forward the confirmation of your result to the Course Co-ordinator.

- **Friday Week 7 Michaelmas Term:** Approval by Supervisor of Topic

Approval by supervisor of Dissertation topic and possible title.

- **Friday Week 3 Hilary Term:** Approval by Supervisor of Title and Summary Approach

Approval by supervisor of Dissertation title, description of data set and brief (250-word) summary of approach.

- **Monday Week 7 Hilary Term:** Submission of Title and Research Outline

The outline, of 1–2 pages, should contain: (i) the draft title of the Dissertation; (ii) a statement of its research question or main argument; and (iii) a description of the method to be applied. If the Dissertation is to be quantitative, the outline must discuss the data to be used (and their availability). Dissertation forms can be downloaded from Canvas and need to be returned to the Course Co-ordinator. Outlines will be reviewed by the Course Director and other faculty as required. The Director may discuss your proposal with you. Approval for Dissertations will be given early in Week 8 of Hilary Term.

*Your research outline must be signed by your course supervisor and Dissertation supervisor (often but not always the same person).*

- **Friday Week 1 Trinity Term:** Submission of Final Title and Revised Abstract

The final title of the Dissertation, with an abstract of 100–300 words, must be submitted to the Course Co-ordinator, for use by the examiners in assigning assessors. A form can be downloaded from Canvas and you will receive details of the submission process from the Course Co-ordinator. The abstract can be modified for the final Dissertation, provided that there is no substantial change in its topic or method (for which permission would be needed from the Course Director).

- **Monday Week 5 Trinity Term** Submission of Dissertation

A PDF of the Dissertation must be submitted via Inspera by noon on Monday of Week 5 of Trinity Term. A completed and signed Declaration of Authorship form (see Appendix 3B) must be emailed to the Course Co-ordinator by the same deadline.
Dissertation Presentation

The Dissertation should be presented in a scholarly fashion, using A4 or Letter page size with 1.5 line spacing, a reasonably large font (e.g. 12 point), and good margins (for example, use the ‘normal’ setting in Word of 2.54cm for all sides). It must be consolidated into a single PDF for uploading to Inspera, including the title page and any appendices within a single document. Remember to add page numbers to your Dissertation (in Word Insert > Page Number) and remember that this can affect pagination. Examiners naturally feel more positive about a well laid out and easy-to-read Dissertation. So clearly label and explain tables and graphs, make sure you don’t overload them with unnecessary detail and where possible make them self-explanatory. Tables and figures should not be just raw output from an econometrics package.

Length

Please read this paragraph carefully: failure to understand or remember its contents has been a frequent source of problems with almost-completed Dissertations in the past.

The Dissertation must not exceed 10,000 words in length. This limit includes tables and figures (which count for the number of words that would have been in the space that they occupy) as well as footnotes and appendices, but it excludes the list of references, a one-page table of contents and an abstract of up to 300 words. Examiners are not obliged to read beyond the length limit. Details on how to calculate word length will be provided by the Chair of Examiners.

Title page

Template front cover layout is shown in Appendix 3A and can be found on Canvas – please use exactly this layout.

Anonymity

The two copies of the Dissertation submitted to the examiners must be anonymous, identified only by your candidate number. You can find your candidate number (sometimes also known as your examination number) from Student Self Service under ‘My Exams’.

Do not include acknowledgements for help given or any other information that would tend to identify you (such as identifiers in your appendix data). Please ensure that any metadata that could identify you is also removed from your file before you upload it. You can do this in Word via File > Check for Issues > Inspect Document, then remove all document properties and personal information.

For any personal copies that you wish to make (or for copies to be placed in the library), replace the candidate number by your name and college; acknowledgements can be included at that time.

Turnitin

Please do not use Turnitin independently to check your referencing and citations for your dissertation. You should also beware using so-called ‘free plagiarism checking’ websites - they may store and use your essay for fraudulent purposes. If you do put a draft of your dissertation through Turnitin directly, the system will store it in its voluminous repository of papers. This means that when you submit your dissertation for examination, Turnitin will recognise it and come up with a very high match, as it will think that it is a copy of an existing work. This gives us real difficulties, so please don’t do this. Just make sure that you attribute/cite carefully, and include works that you have referenced in your bibliography.

Delivery

A PDF of the Dissertation must be submitted via Inspera by noon on Monday of Week 5 of Trinity Term. A completed and signed Declaration of Authorship form (see Appendix 3B) must be emailed to the Course Coordinator by the same deadline. You will receive detailed instruction about this, including a link to Inspera, in early Trinity Term.
Ethical Review Procedures for Research

If you plan to write your dissertation based on your own research that involves human participants or is based on personal data, you need research ethics approval before the research can start.

You need ethics approval if...
- Your research requires human subjects to participate directly by, for example:
  - Answering questions about themselves or their opinions – whether as members of the public or in elite interviews.
  - Performing tasks, or being observed – such as completing an online survey, participating in an experiment in a computer lab, reading words aloud for linguistic analysis.
- OR your research involves data (collected by you or others) about identified or identifiable people.

Why is ethics scrutiny and approval important?
- It is part of the responsible conduct of research.
- It demonstrates that your research has been conducted according to the highest ethical standards. It is important to protect the dignity, rights and welfare of all those involved in the research (whether they are participants, researchers or third parties).
- It is a University requirement.
- It is now the expectation – and in some cases formal requirement – of funding bodies.

What you need to do:
Under the University’s policy, you must obtain ethical approval before your research project begins. You may find details of the procedure and application forms on the Central University Research Ethics Committee (CUREC) website.

You will need to complete a CUREC1A checklist (and a CUREC2 form if needed); submit this to your supervisor for signature, then submit the forms to Dominique Attala, Graduate Courses Support Manager, for review by a member of the Departmental Ethic Review Committee (DREC). For research planned for the Christmas vacation, forms must be submitted by Friday Week 6 Michaelmas; and for work in the Easter vacation, by Friday Week 6 Hilary.

For further information on research ethics (CUREC), see the Departmental Canvas site.

Thesis Support Fund

The Oxford Department of International Development provides for modest financial support to students enrolled on taught masters courses in the preparation of their thesis. MSc ED students are entitled to apply for funds up to a maximum of £250 to support activities relating directly to their Dissertations. While primary fieldwork is generally discouraged (given the tight timetable of the course), and there is no automatic entitlement to support from the Fund, applications for support in the following areas will be considered:
- Participation in workshops or conferences relating to the theme of the Dissertation.
- Meeting with academics or other relevant experts in institutions outside Oxford.
- Acquisition of data from sources not hosted in Oxford.

Application forms (available on Canvas) can be submitted at any time but there is a cut-off point: all applications should be submitted to the Course Co-ordinator by the end of Week 7, Hilary Term.
Avoiding Plagiarism

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

In recent years a few cases of plagiarism have come to light, with disastrous implications for the students involved.

To avoid plagiarism, it is important for you to be aware of, and to follow, good practice in the use of sources and making appropriate reference. You will need to exercise judgement in determining when reference is required, and when material may be taken to be so much a part of the ‘general knowledge’ of your particular subject that formal citation would not be expected. The basis on which such judgements are made is likely to vary slightly between subject areas, as may also the style and format of making references, and your supervisor or the Course Director will be in the best position to advise you on such matters; in addition, these may be covered, along with other aspects of academic writing, in during the course.

For the MSc ED, some issues that occasionally arise relate to the referencing of standard maths results and econometric specifications or textbook explanations. These should be attributed to the appropriate sources where you have relied on published materials; but you do not need to reference (for example) a standard result such as deriving a first-order condition from a Cobb-Douglas production function. When in doubt, ask your supervisor or the Course Director.

It is important to read carefully the information on plagiarism and how to avoid it.

The University offers study skills guidance, including information on topics such academic good practice, time management, note-taking, referencing, research and library skills and information literacy.

For guidance on format, citation styles, etc. for the MSc ED please visit Canvas.

**Turnitin declaration sheet and anti-plagiarism test (by Week 1, Michaelmas Term)**

Your Dissertation will be screened using the online plagiarism checker, Turnitin. You will be asked to read, sign and return the Turnitin declaration sheet (available on Canvas) to your Course Co-ordinator by the Friday Week 1, Michaelmas Term.

On starting the MSc course, you will be required to take the online course Avoiding Plagiarism 1. You’ll need your Single Sign-On details to log in. Once you are in, click on the button marked ‘Take plagiarism tutorial’.

There is a pre-test, the course itself and then a post-test. Once you have completed the post-test successfully, the system will automatically send an email, confirming your results, to your Oxford email address. Please forward this certificate to the course Co-ordinator by Friday Week 1, Michaelmas Term.
Third Party Proof-Readers

Students have authorial responsibility for the written work they produce. Proof-reading represents the final stage of producing a piece of academic writing. Students are strongly encouraged to proof-read their own work, as this is an essential skill in the academic writing process. However, for longer pieces of work it is considered acceptable for students to seek the help of a third party for proof-reading. Such third parties can be professional proof-readers, fellow students, friends or family members. This policy does not apply to the supervisory relationship, nor in the case where proof-reading assistance is approved as a reasonable adjustment for disability.

The default position is that the guidance outlined below applies to all assessed written work where the word limit is 10,000 words or greater. However, departments and faculties may opt to specify that, for certain assessments, students should not be allowed any proof-reading assistance, if the purpose of the assessment is to determine students’ abilities in linguistic areas such as grammar or syntax. In this case, the rubric for the assessment should state clearly that no proof-reading assistance is permitted.

The use of third party proof-readers is not permitted for work where the word limit is fewer than 10,000 words.

What a proof-reader may and may not do
Within the context of students’ written work, to proof-read is to check for, identify and suggest corrections for errors in text. In no cases should a proof-reader make material changes to a student’s writing (that is, check or amend ideas, arguments or structure), since to do so is to compromise the authorship of the work.

A proof-reader may
- Identify typographical, spelling and punctuation errors;
- Identify formatting and layout errors and inconsistencies (e.g. page numbers, font size, line spacing, headers and footers);
- Identify grammatical and syntactical errors and anomalies or ambiguities in phrasing;
- Identify minor formatting errors in referencing (for consistency and order);
- Identify errors in the labelling of diagrams, charts or figures;
- Identify lexical repetition or omissions.

A proof-reader may not
- Add to content in any way;
- Check or correct facts, data calculations, formulae or equations;
- Rewrite content where meaning is ambiguous;
- Alter argument or logic where faulty;
- Re-arrange or re-order paragraphs to enhance structure or argument;
- Implement or significantly alter a referencing system;
- Re-label diagrams, charts or figures;
- Reduce content so as to comply with a specified word limit;
- Translate any part of the work into English.

Authorial responsibility
Students have overall authorial responsibility for their work and should choose whether they wish to accept the proof-reader’s advice. A third party proof-reader should mark up the student’s work with suggested changes which the student may then choose to accept or reject.

Failure to adhere to these guidelines could constitute a breach of academic integrity and contravene the Proctors’ Disciplinary Regulations for Candidates in Examination. It is therefore the student’s responsibility to provide the proof-reader with a copy of this policy statement.
7. EXAMINATION

Regulations and conduct

Examination conventions are the formal record of the specific assessment standards for the course to which they apply. They set out how your examined work will be marked and how the resulting marks will be used to arrive at a final result and classification of your award. They include information on: marking scales, marking and classification criteria, scaling of marks, progression, resits, use of *viva voce* examinations, penalties for late submission, and penalties for over-length work.

The Examination Conventions relating to this course are available on Canvas. If there is a conflict between information in this Handbook and the Examination Conventions then you should follow the Examination Conventions. Any modifications to this document will be communicated to students via group email, not less than one whole term before the examinations takes place.

Oxford University’s rules on exams are set out in the current issue of *Examination Regulations*. There are three examiners for this degree – two internal to the University, one of whom acts as the Chair, and one external. The external examiner for 2021-22 is Professor Markus Eberhardt from the University of Nottingham. External examiners act as impartial advisors, giving informed comments on:

1. Whether the standards are appropriate to the award of the MSc, in comparison with standards in other leading academic institutions.
2. If the marking and assessment procedures are fair and otherwise appropriate.
3. If the conduct of the examination has been fair and that student performance has been judged in accordance with the regulations of the Examining Board.
4. The standards and organisation of the teaching and learning as indicated by examination performance.
5. The coherence of policies and procedures relating to their own duties.

Typically one internal examiner will be a member of the Department of Economics and one a member of ODID. Internal and external examiners are required to write separate reports for consideration by the Economics Graduate Studies Committee, the Graduate Studies Committee of ODID and the EC (Education Committee).

Previous year’s examiners’ reports are available on the course Canvas page.

Students are strictly prohibited from contacting the external examiner directly. If you are unhappy with an aspect of your assessment you may make a complaint or appeal (see below).

The examiners are assisted, as required, by assessors, who are other Oxford economists with specialised expertise on particular subjects.

The conduct of all examinations in the University is in the jurisdiction of the Proctors, and it is to the Proctors, not to the examiners, that applications for dispensation, complaints and appeals must be made, with the advice and support of the student’s college rather than the department.
Assessment strategy of the MSc ED

The formal criteria for assessment are to be found in the degree’s Exam Conventions (available on Canvas). The paragraphs below are designed to communicate, in a less formal way, the philosophy and strategy that underlie our assessment of student work.

Assessment on the MSc is designed to give a balanced view of a student’s mastery of a range of skills and of different kinds of learning on the course. The examinations in Microeconomic Theory, Macroeconomic Theory and International Trade, and Quantitative Methods include both quantitative problems and essays. The examination in Development Economics is structured entirely around essay questions.

In the Theory and QM exams, the quantitative problems are intended to test command of the formal theoretical structures of economics, recognising the importance in the discipline of mathematical tools and logical argument. But in addition, these exams incorporate essay questions that are intended to test the student’s understanding of deeper concepts underling development economics, as well as the uses and implications of economics for real-world issues. The essay questions on the Development Economics paper serve a slightly different purpose, as these are designed to test students on their critical understanding of a body of academic literature.

Across the four exam papers, questions are generally intended not to test rote memorisation or repetition of material from lectures, nor to reproduce problems that students have already solved. Instead, the goal is to see how well students can make use of the tools, skills, and concepts that they have learned. Assessment seeks to reward clear, logical, and original thought, rather than focusing entirely on a set of “correct answers.”

The same holds for assessment of the Dissertations. For these, assessment is based on a combination of intellectual ambition, thoughtfulness, rigour, and clarity of approach. Most Dissertations are based on original empirical analysis. For these essays, we do not concern ourselves excessively with whether or not the econometric results are statistically significant, so long as the question is posed sensibly and the interpretation is appropriate to the results. We look for students to have thought carefully about the challenges of distinguishing causal relationships from correlations. Not all Dissertations need to be empirical: we are open to a thoughtful piece of descriptive analysis (e.g., an insightful piece of economic history) or a piece of abstract theory. Different methodologies will be judged on their own merits. We neither reward nor penalise complexity of method for its own sake. An elaborately complicated structural model is not intrinsically better than a well-crafted OLS regression – although it might nevertheless be reasonable to take into account the “degree of difficulty” in assessing a piece of work. To sum up, we view the Dissertation as a test of the student’s creativity, rigour, and intellectual sophistication in trying to answer a well-posed research question.

Entering for University examinations

For examination entry and alternative examination arrangements please visit the examinations and assessments site for students.

Examination timetable

Dissertations must be submitted by noon on Monday of Week 5 of Trinity Term. The written examinations are normally held in Weeks 8 and 9 of Trinity Term.

The exam timetable is published on the University webpage no later than 5 weeks before the first examination.
Sitting your examinations

We will keep you updated on any changes to the plans for examinations in Trinity Term 2021 detailed here, since arrangements will depend on the University and governmental guidelines in place at the time.

We hope to be able to offer in-person exams for the four written papers in June 2022:

- Development Economics (3 hours)
- Macroeconomic Theory and International Trade (3 hours)
- Microeconomic Theory (2 hours)
- Quantitative Methods (3 hours)

Final in-person examinations usually (but not always) take place in the Examination Schools. In-person exams guidance is available on the University website.

All members of the University are required to wear academic dress with subfusc clothing when attending any in-person University examination. Further information on academic dress is in the University Student Handbook.

In early Trinity Term there will be an examination information session led by the Chair of Examiners to go through examination procedures (Chair) and to answer any particular questions or concerns that you may have concerning the exams (Course Director).

You may use a calculator for your exams but there is a limited list of permitted types. For information on these, see the guidance on Canvas.

Information on (a) the standards of conduct expected in examinations; and (b) what to do if you would like examiners to be aware of any factors that may have affected your performance before or during an examination (such as illness, accident or bereavement) are available in the in-person exams guidance.

Marking system

Students are required to sit four written examinations: Microeconomic Theory (a 2-hour paper); and Macroeconomic Theory and International Trade; Development Economics; and Quantitative Methods (all 3-hour papers); and to submit a Dissertation.

All written papers and Dissertations are marked independently by two examiners or assessors (double-blind marked). The questions of each final examination paper carry equal weight. The final mark for each paper is calculated as the rounded average of the final marks received for the questions.

Marks for each question are returned independently by the initial examiners/assessors. The final mark for each question is calculated as the rounded average of these two marks unless:

i) they differ by more than 6 marks; or
ii) they straddle one or more of the following thresholds: 50, 65 or 70.

In these cases, the examiners/assessors are asked to consult with each other and come to an agreement. The agreed marks are then submitted. If differences remain, the Chair of Examiners will refer these either to a third examiner or to the external examiner. In the final Examination Board all marks will be considered in depth for inconsistencies, and exceptional cases may lead to adjustment, as appropriate.

The final mark for the degree is made up of four components, weighted as follows:

i) The final mark for the Dissertation (25%)
ii) The final mark for the Development Economics examination (25%)
iii) The final mark for Quantitative Methods examination (25%)
iv) The final marks for Economic Theory; the weighted average of the final mark for the Macroeconomic Theory and International Trade examination paper (15%) and the final mark for the Microeconomic Theory examination paper (10%)

To pass the examination, a mark of 50 or more must be obtained on the Dissertation, the Quantitative Methods paper, the Development Economics paper, and on the Economic Theory component. However, it is possible to compensate for a marginal fail on any one component if the marks on the other components are sufficiently high to take the final mark above the threshold for a pass. To be awarded a merit or a distinction, a candidate must achieve an average mark of at least 65 (in the case of merit) or 70 (in the case of distinction) across the four components of the examination (calculated as above).

Full details of rubrics, marking conventions and criteria, penalties and criteria for classification are contained in the Examination Conventions, available on Canvas.

Extensions

In very exceptional circumstances (usually because of illness) it may be possible to request a short extension of time to hand in the Dissertation. Decisions on extensions are not taken by the department or examiners but by the University Proctors. Contact your college advisor who will send the application to the Proctors for consideration.

Arrangements in cases of illness and disability

Candidates requiring special arrangements for the examinations for reasons of illness or disability must make prior application through their respective colleges to the Proctors. See Section 7.3 of the University Student Handbook.

Subject to the provisions given in these notes, a candidate who fails to appear at the time and place appointed for any part of his or her examination shall be deemed to have withdrawn from the examination.

Past papers

Copies of exam papers from previous years can be downloaded from OXAM. The easiest way to find them is to input the following codes into the Free Text Search box:

- A15250W1: Microeconomic Theory
- A16814W1: Macroeconomic Theory and International Trade
- A11417W1: Quantitative Methods
- A11416W1: Development Economics

Then refine your search by selecting ‘Master of Science in Economics for Development (by coursework)’.

Note that:
- In 2020-21, some exam codes end in -9: A15250W9, A11417W9 and A16814W9
- until 2014–15, Microeconomic Theory and Macroeconomic Theory formed one paper: A11415W1 (Economic Theory);
- before 2013–14, the paper codes were: 7201 (Economic Theory); 7203 (Quantitative Methods); and 7202 (Development Economics); and
- up to 2018/19, Macroeconomic Theory had the code A15249W1 and questions on international trade could be found on both the Macroeconomic and Microeconomic Theory papers.

If you Search By Course, the MSc ED course code is JEFD.
Results

Once the final results are released you will be sent an automated email from Examination Schools informing you that your assessment results are available to view in Student Self Service – usually by the end of Week 10 or in early Week 11 of Trinity Term.

The final marks on each written paper and the Dissertation will be communicated in the form of standardised transcripts.

The marks are used also by the Graduate Studies Committee in deciding whether students may proceed to the DPhil (see ‘Next Steps’ below).

Comments from the assessors on Dissertations will be provided to students after the release of exam results usually before the end of the summer.

Prizes

The examiners may, if work of sufficient merit is presented, award three prizes:

- the George Webb Medley prize for the best overall performance;
- the Luca D’Agliono prize for the best Dissertation; and
- the Arthur Lewis prize for excellence in development economics, measured primarily by performance on the Development Economics paper.

Graduation

Degrees are technically not conferred at the end of the course, but either at a degree ceremony (in person) or in absentia. Degree ceremonies are typically arranged via your college.

Re-taking examinations

A candidate who fails the examination may enter again, but only on one subsequent occasion and normally only within six terms of his/her initial registration. There are no in-year re-sit examinations for this degree so a candidate’s next opportunity to re-take the examinations will be in the following Trinity Term.

Where a candidate has failed an assessment unit as a result of poor academic performance, the mark for the re-sit will be awarded on the merits of the work. Candidates who have initially failed any element of the examination will not normally be eligible for award of a merit or distinction outcome overall.

If a student has failed one (or more) of the written papers, only the failed paper(s) need to be re-taken. The marks for all other elements (i.e. the Dissertation and any written papers which the candidate has passed on their first attempt) are carried forward.

If a student has passed all the written papers, but failed the Dissertation, only the Dissertation needs to be resubmitted, and the marks on the written papers are carried over. The Dissertation must be resubmitted by the deadline in Trinity Term of the following year.
Complaints and Academic Appeals

Complaints and academic appeals within the Department of International Development (ODID)

The University, the Social Sciences Division and ODID all hope that provision made for students at all stages of their course of study will result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below) is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, faculties/departments and bodies like the Counselling Service or the Oxford SU Student Advice Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department’s committees.

Complaints

If your concern or complaint relates to teaching or other provision made by the faculty/department, then you should raise it with the ODID Director of Graduate Studies – Dr Nikita Sud – as appropriate. Complaints about departmental facilities should be made to the Head of Administration, Graham Bray. If you feel unable to approach one of those individuals, you may contact the Head of Department, Professor Diego Sánchez-Ancochea. The officer concerned will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure.

If your concern or complaint relates to teaching or other provision made by your college, you should raise it either with your college advisor or with one of the college officers (the Senior Tutor or Tutor for Graduates, as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

If your complaint relates to harassment that you may be experiencing, please contact one of the department’s harassment advisors, who are trained to provide confidential advice about supports available through the University:

- Annelies Lawson anne.lawson@qeh.ox.ac.uk
- Sophie Scharlin-Pettee sophie.scharlin-pettee@qeh.ox.ac.uk
- Cory Rodgers cory.rogers@qeh.ox.ac.uk
- To report harassment centrally, contact harassment.line@admin.ox.ac.uk.

Click here to read guidance for students about harassment and conflict, or information about the University’s Equality and Diversity Unit.

Academic appeals

An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.), on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.
If you have any concerns about your assessment process or outcome it is advisable to discuss these first with your college advisor, Senior Tutor, Course Director, Director of Graduate Studies, supervisor or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns.

**Queries must not be raised directly with the examiners**

If you still have concerns you can make a formal appeal to the Proctors who will consider appeals under the University [Academic Appeals Procedure](#).
8. STUDENT ISSUES

Support and guidance

The MSc programme is small, and the faculty are generally very approachable. If you need to discuss anything to do with the course or your academic progress, in the first instance you should contact your supervisor or the Course Director; you could also contact the Course Co-ordinator (Calista Meinert), the Director of Graduate Studies (Dr Nikita Sud) or the Head of Department (Professor Diego Sánchez-Ancochea).

If you are ill (especially for more than a few days) or otherwise unable to attend departmental classes or lectures, make sure you inform your supervisor and the Course Co-ordinator.

The Department’s Covid-19 case response protocol is posted on Canvas.

 For information about the University’s response to coronavirus (COVID-19) in the 2021-22 academic year, please regularly check the student pages of the COVID-19 Response site.

Listed below are the names and internal telephone numbers of administrative and support staff based in the department with whom you are likely to come into contact in the course of your degree studies here:

<table>
<thead>
<tr>
<th>Points of Contact in ODID</th>
<th>MSc ED Course Co-ordinator</th>
<th>(2) 81815</th>
<th><a href="mailto:msced-admin@qeh.ox.ac.uk">msced-admin@qeh.ox.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dominique Attala</td>
<td>Graduate Courses Support Manager</td>
<td>(2) 81806</td>
<td><a href="mailto:dominique.attala@qeh.ox.ac.uk">dominique.attala@qeh.ox.ac.uk</a></td>
</tr>
<tr>
<td>Simone Dos Santos</td>
<td>Main Reception</td>
<td>(2) 81800</td>
<td><a href="mailto:reception@qeh.ox.ac.uk">reception@qeh.ox.ac.uk</a></td>
</tr>
<tr>
<td>Josie Inaldo</td>
<td>Executive Assistant to Head of Department and HoA /Departmental Safety Officer</td>
<td>(2) 81803</td>
<td><a href="mailto:odid-ea@qeh.ox.ac.uk">odid-ea@qeh.ox.ac.uk</a></td>
</tr>
<tr>
<td>Graham Bray</td>
<td>Head of Administration (HoA)</td>
<td>(2) 81804</td>
<td><a href="mailto:graham.bray@qeh.ox.ac.uk">graham.bray@qeh.ox.ac.uk</a></td>
</tr>
<tr>
<td>Marta Galante</td>
<td>HR Manager</td>
<td>(2) 81805</td>
<td><a href="mailto:odid-hr@qeh.ox.ac.uk">odid-hr@qeh.ox.ac.uk</a></td>
</tr>
<tr>
<td>Jane Ashford</td>
<td>HR Assistant</td>
<td>(2) 81733</td>
<td><a href="mailto:odid-hr@qeh.ox.ac.uk">odid-hr@qeh.ox.ac.uk</a></td>
</tr>
<tr>
<td>Arne Kuehl</td>
<td>Finance Manager</td>
<td>(2) 81824</td>
<td><a href="mailto:arne.kuehl@qeh.ox.ac.uk">arne.kuehl@qeh.ox.ac.uk</a></td>
</tr>
<tr>
<td>Hamayun Minhas /James Evans</td>
<td>ODID IT Team</td>
<td></td>
<td><a href="mailto:it-support@qeh.ox.ac.uk">it-support@qeh.ox.ac.uk</a></td>
</tr>
<tr>
<td>Andrea Smith</td>
<td>Travel Insurance Co-ordinator</td>
<td>(2) 81701</td>
<td><a href="mailto:travel@qeh.ox.ac.uk">travel@qeh.ox.ac.uk</a></td>
</tr>
<tr>
<td>Gary Jones</td>
<td>Caretaker</td>
<td>(2) 81818</td>
<td><a href="mailto:caretaker@qeh.ox.ac.uk">caretaker@qeh.ox.ac.uk</a></td>
</tr>
</tbody>
</table>

Role of the colleges in teaching learning and support

All students are full-time, matriculated, college placements. The colleges have no formal role in teaching, but all students have college advisors who can discuss both personal and academic matters. Every college has their own systems of support for students; please refer to your college handbook or website for more information on who to contact and what support is available.

Some colleges host a wide range of general seminar series in the field of politics and international relations, as well as other area studies programmes. They also have active cross-disciplinary, and cross-area
postgraduate student discussion groups. These provide additional networks for informal learning and comparison.

**University Student Handbook**

Each student should receive a copy of the *University Student Handbook* from their college. It is a useful source of information not only on examinations, general conduct, but also on welfare, safety, disciplinary procedures, complaints, support services, residence requirements etc.

**Opportunities for skills training and development**

A wide range of information and training materials are available to help you develop your academic skills – including time management, research and library skills, referencing, revision skills and academic writing – through the Oxford Students [study skills and training](#) website.

**Students and paid employment**

ODID requires students who wish to take up paid employment to seek advice from their supervisors *before* taking up any such employment. Supervisors must be consulted on a termly basis to monitor that a proper balance is maintained between paid employment and academic course work. In the paid work guidelines for Oxford graduate students, the University recommends that full-time graduate students on a taught masters course do not undertake more than 8 hours’ paid work each week whilst studying. Please note that ODID recommends no more than 6 hours' paid work a week whilst studying.

**Residence requirement**

MSc students are required to keep statutory residence in Oxford. Anyone leaving Oxford for an extended period of time during term must seek permission from the Proctors who may authorise it in special circumstances. Further guidance can be found in the *University Student Handbook*.

**Equality and diversity at Oxford**

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

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

The [Equality and Diversity Unit](#) works with all parts of the collegiate University to develop and promote an understanding of equality and diversity and ensure that this is reflected in all its processes. The Unit also supports the University in meeting the legal requirements of the Equality Act 2010, including eliminating unlawful discrimination, promoting equality of opportunity and fostering good relations between people with and without the ‘protected characteristics’ of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief and sexual orientation.

The Equality and Diversity Unit also supports a broad network of harassment advisors in departments/faculties and colleges and a central Harassment Advisory Service. The University publishes its
harassment policy and information about support available for students on its harassment advice website. If you experience harassment, please contact one of the Department’s harassment advisors or email harassment.line@admin.ox.ac.uk.

Click here for the University’s harassment advice.

There is range of faith societies, belief groups, and religious centres within Oxford University that are open to students.

**Freedom of speech**

Free speech is the lifeblood of a university.

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

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

It is this understanding of the central importance and specific roles of free speech in a university that underlies the detailed procedures of the University of Oxford.

**Student welfare and support services**

The Disability Advisory Service (DAS) can provide information, advice and guidance on the way in which a particular disability may impact on your student experience at the University and assist with organising disability-related study support.

While working remotely due to the pandemic, the Disability Advisory Service is offering virtual consultations.

For further information on student health and welfare, and for ODID Safety Information, see the Departmental Canvas site.

A range of student-led support services are available to help provide support to other students, including the peer supporter network, the Oxford SU’s Student Advice Service and Nightline.

Oxford SU also runs a series of campaigns to raise awareness and promote causes that matter to students.

There is a wide range of student clubs and societies to get involved in, as well as support for those who are new to Oxford.
Health care

Most colleges have their own college nurse and doctor. The University publishes information on accessing medical advice and guidance for staying healthy while studying at Oxford.

For urgent (non-emergency) medical advice, you can contact the NHS on 111. In an emergency, dial 999.

Student Counselling Service

The Counselling Service is here to help you address personal or emotional problems that get in the way of having a good experience at Oxford and realising your full academic and personal potential. They offer a free and confidential service.

While working remotely due to the pandemic, the Counselling Service is offering virtual consultations.

Suspension of status and reinstatement

You may apply to the Graduate Studies Committee for suspension of status for a specified period. If your application is approved, you will not be required to pay fees during the period of suspension and will resume your former status at the end of the period.

Suspension of status may be for between one and three terms at any one time. In exceptional cases, additional terms may be requested, but these need the additional approval of the University Education Committee as dispensation from the Examination Regulations is required. It can only be granted while a student still has status available to return to.

Suspension of status is normally granted where you are not able actively to study. This could be for various reasons, but the most common circumstances include health-related/personal grounds, domestic crisis or unforeseeable financial difficulty.

When a student suspends, the clock stops, and the student returns from suspension at the point when they departed. Normally students do not have access to University/college facilities (including libraries) whilst suspended as it is assumed they are not studying (though email access is commonly retained to allow the student to keep in touch with his/her supervisor(s) etc.).

Applications for suspension of status must be made to the Graduate Studies Committee (through the Graduate Studies Administrator) using the form GSO.17; should be for a specified period of time; and must have the support of the supervisor(s) and the college.

Overseas students: Tier 4 visa obligations

You have a responsibility to ensure that you comply with the conditions of your visa; not complying is a criminal offence and can lead to removal from the UK and refusal of future visas for a period of 1–10 years. Your responsibility includes making sure you do not stay beyond the expiry date as stated on your visa, unless you have made a renewal application. You must also adhere to the work conditions of your visa. You should also ensure that you co-operate with the University in fulfilling its Tier 4 duties so that it maintains its status as a Highly Trusted Sponsor enabling international students to study at Oxford.

Policies and regulations

The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website.
Please also see the Departmental Canvas site for further policies, including the Information Security Policy and Conflict of Interest.

**Next steps: the future**

**Careers guidance**

The Oxford University Careers Service is based at 56 Banbury Road. It provides information and advice on career opportunities and organises recruitment meetings, many of which occur in the first term. Many major corporations and institutions (such as investment banks, management consultancy firms, the IMF and World Bank) host recruitment events each year in Oxford.

You should register with the Careers Service as soon as possible.

Frequently, we are advised directly of employment opportunities – especially for jobs in research, the NGO sector, etc. Relevant information will be circulated by email; the CSAE mailing list (to which you will be added as a matter of routine) is a good source of job leads.

**Readmission to DPhil programmes**

Students who wish to apply to carry on to a research programme with no break in their study can apply for readmission.

**Transfer to the DPhil in Economics after the MSc: additional information**

Students accepted into the doctoral programme after completing the MSc ED are admitted to Probationer Research Student (PRS) status. In considering applications, the Graduate Studies Committee will take into account the recommendations of the MSc examiners, the views of the prospective DPhil supervisor, and the student’s research proposal. The standard required for admission to PRS status after the MSc is well above simply passing the examination. To proceed normally requires an overall distinction in the MSc, with a distinction-level mark on the Dissertation and the support of a prospective DPhil supervisor (who need not be the MSc supervisor). The MSc examiners will make recommendations to the Graduate Studies Committee on the suitability of each candidate to proceed to PRS status.
9. **THE CULTURE OF DEVELOPMENT ECONOMICS AT OXFORD**

Over the past few years, economists have increasingly become aware of the need to shape our professional culture in order to make it more welcoming and inclusive. The development economics group at Oxford has been actively engaged in discussions about the research climate and the ways in which to foster a healthy environment for students, researchers, lecturers, and staff. All of us have a responsibility for shaping the environment for learning and research. We encourage MSc students to join us in the effort to build a positive environment, paying particular attention to classroom and group dynamics, interactions with lecturers and teaching assistants, seminar interventions, and even less formal conversations.

Specifically, we note the recent adoption by the American Economic Association of a [Code of Professional Conduct](#) that calls on economists to create “an environment where all can freely participate and where each idea is considered on its own merits.” This Code also notes the “professional obligation to conduct civil and respectful discourse in all forums.” As this Code says, “Economists have both an individual responsibility for their own conduct, and a collective responsibility to promote professional conduct. These responsibilities include developing institutional arrangements and a professional environment that promote free expression concerning economics. These responsibilities also include supporting participation and advancement in the economics profession by individuals from all backgrounds, including particularly those that have been historically underrepresented.”

Within the development economics group at Oxford, we embrace these ideals. We ask that, as new members of this community, you play your part in shaping and building a positive culture in which learning and research may flourish.
10. FACILITIES

The Bodleian Social Science Library (SSL)

The extensive Development Studies and Economics collections are housed in the Bodleian Social Science Library (SSL) at Manor Road, the Social Science building, five minutes’ walk from Mansfield Road.

The economics collection contains both research material in economics as well as a lending collection of items listed on graduate and undergraduate reading lists produced by the Department of Economics. Over 2,000 journals and country statistical series offer particularly good resources for the graduate student in economics. The collection on international development is the major resource for the University on Development Studies (Anthropology, Sociology, History, Politics of Developing Countries as well as Economics).

All library holdings are searchable through the online catalogue SOLO. Course readings are available through Oxford Reading Lists Online (ORLO) and there is a link to this from the SOLO front page. The Library has access to a comprehensive collection of electronic journal titles via e-journals A–Z and databases (Databases A–Z) listed under useful links on SOLO. As members of the University, students can also use the main University Library, the Bodleian, and other libraries within the Bodleian Libraries system such as Law, Radcliffe Science and Anthropology.

Students will be provided with a library induction session at the beginning of Michaelmas Term, and a search skills session for online resources at the start of Hilary Term in preparation for dissertation writing. The Libguide for International Development also provides useful links for subject-specific resources:

Sarah Rhodes, Subject Consultant for International Development, is based in the SSL and available for individual research appointments on request.

John Southall is Subject Consultant for Economics to whom data management queries can be addressed.

Copyright guidelines

The Copyright Act of 1988 states that readers may photocopy only an insubstantial amount of a work for private research or study. Library Association guidelines state the amount should not exceed:

5% or 1 chapter of a book
1 article from a journal issue

Only one copy may be made. Contents pages and bibliographies can only be included if they fall within the 5% limit. Illustrations have separate copyright attached to them. Please note that copyright applies to a work for 70 years after the death of the author or, for works where copyright is held by the institution, for 70 years after publication. Any work published within the last 25 years is also in copyright.

It is your responsibility to ensure that your photocopying does not break the law. Library staff will be pleased to try to answer any queries you may have on copyright issues.

IT @ Oxford

IT services provides information on the various resources available throughout the University and how to obtain access to them in its introduction to IT at Oxford. The University’s IT governance, strategy and policies are online, including the IT Regulations that all staff and students must follow.

IT Services

The University’s IT Services offers a wide range of services, including a large variety of courses which are open to all students. Most services are accessed via your SSO, but some require you to identify yourself by your University Card barcode number.
Email
The main central email server at Oxford is called Nexus. Nexus is one of the systems run by the University’s IT Services. All new members of the University are automatically pre-registered for a Nexus account when they arrive in Oxford. Most Oxford users have an email address relating to their college, e.g. chris.jones@sant.ox.ac.uk. Graduate students also get an email address relating to their department, e.g. chris.jones@qeh.ox.ac.uk.

Useful information for students
The University’s home page has a current students’ link (www.ox.ac.uk/students) which leads to a wide range of information including the Careers Service, Language Centre, IT, student organisations, study information, funding information and publications. If you cannot find what you are looking for, please ask Calista Meinert, the Course Co-ordinator, or your Supervisor, who will help.

Stata
The MSc ED provides you with Stata to support your study. This will be available via a registration web portal and the link will be communicated to you during Week 0.

Contacts
For general computing issues, you should contact your college IT officer. IT support at the Department of Economics is provided by the Manor Road IT team: itsupport@manor-road.ox.ac.uk. IT support at ODID is provided by the IT support team: it-support@qeh.ox.ac.uk.

Printing
If you need to print, please email reception@qeh.ox.ac.uk, stating clearly your name and degree. Your document will be printed and left in the alphabetical pigeon holes in the corridor immediately to the right off the main Hall at ODID. Although the department does not normally charge for printing, all print usage is monitored and the department reserves the right to make a charge where printing is regarded as excessive.

Wireless
The department is linked to the Oxford Wireless LAN (OWL). Within Mansfield Road wireless access is available in all public locations.

Safety and Security

Cycling in Oxford
Oxford City Council provides a website offering comprehensive information on cycling in Oxford (e.g. regulations, safety, details of cycle lanes and routes, and free cycle training for Oxford students). There are also some useful resources on the University’s travelling by bicycle page.

The University’s Personal Safety website advises that Oxford is generally a safe place to study and socialise in, but nevertheless it offers some tips to minimise any risks.

The Thames Valley Police is the local police service. The contact number for non-emergency enquiries is 101, but for emergency assistance, dial 999.

Occupational Health Service
The Service provides travel advice, immunisations and antimalarial prophylaxis to University staff and students travelling in the course of their work, for example, undertaking research abroad, attending conferences or going on field trips. There is a travel clinic on Monday afternoons in the University Occupational Health Service:

University Occupational Health Service
10 Parks Road, Oxford OX1 3PR
Book well in advance so that courses of immunisation can be completed in good time (at least six weeks before your departure date). Dominique Attala is the departmental contact. This service does not extend to families or other accompanying persons. It also does not extend to travel on college business. Advice for non-University business travel should be obtained from your GP.

More information on vaccinations and preparation for travel abroad are available from the Occupational Health website.

Language Centre
The University’s Language Centre is located at 12 Woodstock Road. It provides resources for members of the University who need foreign languages for their study or interest. There may be a charge.

**IMPORTANT NOTE: Students’ Addresses**

It is important that your Course Co-ordinator, Calista Meinert (msced-admin@qeh.ox.ac.uk) is kept informed of any change of address. Please do not have your post delivered to the Department – it should go to your College or accommodation address.
Appendix 1: EDUCATIONAL AIMS AND PROGRAMME OUTCOMES

Educational aims of the MSc ED programme

- The MSc, a taught degree in graduate economics, aims to prepare students for further research and for work as professional economists on development in international agencies, governments or the private sector. It seeks to develop analytical and critical skills relevant for economic development, in particular for assessing alternative approaches to policy, and to provide the rigorous quantitative training that development work now requires, with the ability to access, process and interpret a variety of data. It aims to provide the research tools and approaches needed for those who wish to proceed to a higher research degree.

- The course aims to provide intensive supervision of a minimum of five (and a maximum of eight) tutorial essays and to match the supervision of the compulsory Dissertation (described below) with students’ research interests.

- The contents and structure of the MSc aim to reflect developments in the economics profession, with a combination of quantitative methods, economic theory and modelling, empirical analysis and review of policy options and outcomes.

The course aims to provide systematic testing of progress through the year, backed by special support for weaker students.

Programme outcomes

A. Students develop a knowledge and understanding of:

- Economic theory at an advanced level as applicable to problems of development
- Econometrics at an advanced level, with hands-on applications for a variety of empirical analysis, including knowledge of data sources and problems.
- Empirical knowledge of current development issues with applications to specific regions and countries, institutions and groups.
- Alternative approaches to the understanding of development analysis and of the strengths and weaknesses of particular approaches.
- Research techniques and presentation of research results in a coherent and rigorous format.
- The ability to combine deductive with inductive reasoning in the analysis of practical development problems

Related teaching/learning methods and strategies

The MSc is taught through a combination of lectures, classes and essay writing with individual supervisors. Students usually meet with their course supervisor in groups of two every two weeks in Michaelmas Term. In Trinity Term, students meet regularly with their course supervisors as they prepare for exams. In addition, most students work one-on-one during Hilary and Trinity Terms with their Dissertation supervisors (who may or may not be their course supervisors). The tutorial system is used to build critical and analytical skills, and is particularly beneficial to students from a different background of instruction (typically these comprise over three-quarters of the MSc student population). There are weekly classes and lectures in economic theory (macro, micro and international trade) and quantitative methods, and normally there are some eight applied development module options taught by lectures, classes and student presentations. The theory course provides an understanding of formal models and theories applicable to a range of development problems. The development modules provide a combination of theory and evidence on development issues. The Quantitative Methods course combines econometric theory with ‘hands on’ exercises in econometric
techniques and trains students in the use of appropriate software. The Dissertation provides students with the opportunity of combining all these skills in the analysis of a topic of their choice. Approximately one third of the students progress to doctoral studies, predominantly in economics, in Oxford or elsewhere.

**Assessment**

The tutorial system provides continuous assessment of students’ work and capabilities, while classes, particularly in theory and quantitative methods, allow teachers to assess students’ mastery of the relevant concepts and techniques. Both provide for additional support for weaker students and for remedial action in the case of specific problems.

There are practice examinations in economic theory, quantitative methods and development economics at two points during the course. The MSc degree result itself depends only on the final examination, made up of four papers (Macroeconomic Theory and International Trade, Microeconomic Theory, Development Economics and Quantitative Methods) and the Dissertation (submitted before the examinations).

**B. Skills and other attributes**

**I. Intellectual skills**

At the general level, the MSc aims to provide students with knowledge of modern economics and econometrics at an advanced level, with a specific focus on their application to issues in economic development. At the specific level, the MSc encourages the development of skills in:

- Theoretical analysis of economic problems of development
- Abstracting the essential features of the economic structures and behaviour of agents in poor countries so as to understand underlying causes and trends
- Collecting and analysing data with new quantitative techniques and software, and being aware of the limitations of the various techniques
- Understanding the main policy issues facing the developing world

**II. Practical skills**

- The ability to analyse with the tools of formal economic analysis issues of development policy and implementation
- The ability to write clearly and concisely on economics
- The ability to work with and advise governments and development institutions on development problems
- The ability to search for relevant literature, data and qualitative information
- The ability to use modelling and quantitative techniques in a development context
- The ability to use sophisticated computerised techniques of empirical analysis
- The ability to evaluate critically different approaches to development analysis and policy
- The ability to make presentations with visual aids

**III. Transferable skills**

- Most of these are described above under ‘practical skills’, viz. the use of computerised econometric techniques, the ability to use analytical economic tools, a broad knowledge of development problems, the ability to think critically, write clearly and concisely and to make presentations with visual aids. One important transferable skill is the ability to carry out a research project through supervised work on a Dissertation, based on an assimilation of theory and analytical techniques.

The MSc also fosters a critical and problem-solving approach to development issues. The examination system does not require the simple reproduction of book-knowledge but encourages the search for new information and application to new problems.
Appendix 2: MSc ED PATTERN OF TEACHING, LEARNING AND SUPERVISION

Teaching on the MSc is delivered through a range of methods, including lectures, classes, supervision sessions, seminars, workshops, student presentations, self-directed learning and study.

- Lectures form the backbone of the instruction, and they are intended to communicate key concepts and ideas. Students are expected to attend all lectures in micro and macro theory, including international trade theory; quantitative methods; and the lectures in all the development economics modules that they seek ultimately to prepare for examination. Typically, each lecture will have an associated reading list, and students are expected to have prepared a set of readings before coming to lecture. Lecturers will typically provide at least partial notes for each lecture. Some lecturers make these notes available in advance of lecture; others prefer to supply them after the lecture.

- Classes will normally focus on specific tools and techniques, often linked to problem sets and other assignments. Classes are mostly taught by doctoral student Teaching Assistants who collaborate closely with the teaching faculty to organise and structure the class sections.

- Students on the MSc are encouraged to attend development economics seminars and workshops that are offered through the Centre for Study of African Economies and elsewhere in the University. The MSc schedule is arranged so that students are free during the time slots associated with the principal Monday CSAE research workshop and the Wednesday CSAE seminar. Attendance at these events is not required, and students are not specifically examined on the material covered in these seminars and workshops, but students who attend regularly will gain an enriched understanding of the research frontier and will also see how research is presented, discussed, and critiqued.

- Supervision sessions are described elsewhere in the Handbook, but normally students gain a great deal from the 4-5 supervision sessions that they participate in during Michaelmas Term. These sessions help students develop an ability to take part in oral discussions of key concepts in development economics. Students also learn to read critically and to write essays of the kind that they will be expected to produce on exams. Their written work for the supervision sessions is normally graded to provide feedback and to help students identify strengths and weaknesses, but this feedback does not count as formal assessment.

- Supervision sessions continue during Hilary and Trinity Terms but are largely structured around the Dissertation. Dissertation supervision during these terms is intended to help students identify research topics and develop the skills needed to produce original research. This includes matching the research question to a data set (for an empirical project), thinking through specific identification strategies and econometric approaches, and writing and revising the document. A graduate student TA is also available to help students learn specific statistical tools and software skills that they need for their theses.

- Students are expected to make one presentation during Hilary Term, as part of their development economics modules. Different modules treat these presentations differently, but the main idea is for students to gain skills in designing and delivering an oral presentation in front of a group.

- The macro theory course normally includes one group project in which students work together on a (non-assessed) assignment, often linked to a particular case. This project is designed to encourage teamwork and group collaboration.

- In addition to these other forms of teaching, students engage in a variety of self-directed learning, individual study, and peer teaching and learning, as they grapple with course material.

If you have any issues with teaching or supervision please raise these as soon as possible with the Course Director so that they can be addressed promptly.
Appendix 3A: DISSERTATION TITLE PAGE TEMPLATE

Title of Dissertation

Thesis submitted in partial fulfilment of the requirements for the Degree of Master of Science in Economics for Development at the University of Oxford

Date

By

Examination Number = Candidate number

Word count: _______
Appendix 3B: DECLARATION OF AUTHORSHIP

<table>
<thead>
<tr>
<th>Name:</th>
<th>Candidate number¹:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College:</td>
<td>Supervisor(s):</td>
</tr>
<tr>
<td>Title of Dissertation:</td>
<td></td>
</tr>
</tbody>
</table>

[Please type or complete in BLOCK CAPITALS]

Please check the boxes ☒ to confirm the following:

- I have read and understood the University’s disciplinary regulations concerning conduct in examinations and, in particular, the regulations on plagiarism (The University Student Handbook Section 7.7; available at: https://www.ox.ac.uk/students/academic/student-handbook).
- I have read and understood the Education Committee’s information and guidance on academic good practice and plagiarism at: https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism
- The Dissertation I am submitting is entirely my own work except where otherwise indicated.
- It has not been submitted, either partially or in full, either for this Honour School or qualification or for another Honour School or qualification of this University (except where the Special Regulations for the subject permit this)², or for a qualification at any other institution.
- I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.
- I have clearly indicated the presence of all paraphrased material with appropriate references.
- I have acknowledged appropriately any assistance I have received in addition to that provided by my supervisor(s).
- I have not copied from the work of any other candidate.
- I have not used the services of any agency providing specimen, model or ghostwritten work in the preparation of this Dissertation. (See also section 2.4 of Statute XI on University Discipline under which members of the University are prohibited from providing material of this nature for candidates in examinations at this University or elsewhere: http://www.admin.ox.ac.uk/statutes/352-051a.shtml).
- I agree to retain an electronic copy of this work until the publication of my final examination result, except where submission in hand-written format is permitted.
- I agree to make any such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism.

**WORD COUNT:**

Average number of words/page:  
Number of pages:  
This average page is based on page(s) of my Dissertation

Candidate’s signature:  
Date:  

Instructions

Please type your answers, including your signature if you do not have an electronic version, then check the boxes by clicking on them. Return the completed form by email to msced-admin@qeh.ox.ac.uk from your University email address by 12 noon, Monday Week 5 (23 May 2022)

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¹ Your candidate number is the same as your examination number, and can be found in Student Self-Service.
² Where a dissertation/thesis builds upon preparatory work previously submitted (such as a Research Design Essay or Research Proposal etc.), this is permissible.
Appendix 4: POLICY ON THE RECORDING OF LECTURES AND OTHER FORMAL TEACHING SESSIONS BY STUDENTS

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

2) For the purposes of this policy, the term ‘recording’ refers to any audio or visual recording of a lecture or other formal teaching session, made with any type of audio or visual recorder.

Permission to record a lecture or other formal teaching session
3) Students who have been given permission to record lectures or other formal teaching sessions as a reasonable adjustment on disability-related grounds do not need to ask for permission to record from individual academics. Students who believe they have disability-related grounds for recording should contact the University’s Disability Advisory Service on disability@admin.ox.ac.uk for further information on the process for obtaining such permission.

4) Students may request permission to record any lectures or other formal teaching sessions. All such requests should be made in writing (including by email) prior to the lecture course or equivalent, to the academic responsible. Subject to paragraph 3 above, the decision on whether to grant permission is at the discretion of the academic. Students may only record lectures where the academic responsible for the session has given their consent prior to the start of the lecture in writing (e.g. by email), and recordings of lectures may not be made by students unless this consent has been given. Retrospective requests are not permissible under this policy and covert recording of lectures will be treated as a disciplinary offence.

5) Students granted permission in writing to record a formal teaching session other than a lecture should ask the session leader to check at the start of the session that there are no objections from others present to a recording being made.

6) Where recordings are made available routinely by departments and faculties, students may not make personal recordings unless they have been given permission to record as a reasonable adjustment.

Use of recordings
7) Recordings of lectures or other formal teaching sessions may only be made for the personal and private use of the student.

8) Students may not:
   a) pass such recordings to any other person (except for the purposes of transcription, in which case they can be passed to one person only);
   b) publish such recordings in any form (this includes, but is not limited to, the internet and hard copy publication).

9) Students may store recordings of lectures for the duration of their programme of study. Once they have completed the programme of study, students should destroy all recordings of lectures or other formal teaching sessions.

Implementation
10) Where a student breaches this policy, the University will regard this as a disciplinary offence. All such breaches will be dealt with in accordance with Statute XI.