Economics Postgraduate Research Student

Handbook

2016/2017

www.ed.ac.uk/economics/current-students/current-phd
This booklet describes the doctoral programme in Economics of the University of Edinburgh. The following pages comprise a compendium of information, advice, and regulations all of which deserve your careful attention. Please read it thoroughly and retain it for the duration of your period of study here.

Separate guides provide additional information about the required courses in the first year and the MSc(R) programme and the submission and examination procedures in the writing up year.

For information regarding the first year courses, please see the PhD course guide
For information regarding the thesis submission and exams process.

GENERAL CONTACT DETAILS
Postgraduate Office: G5, 30 Buccleuch Place
Email: econpgr@ed.ac.uk
Tel: 0131 651 5184
Web: www.ed.ac.uk/economics/current-students/current-pha

POSTAL ADDRESS
School of Economics
University of Edinburgh
30-31 Buccleuch Place
Edinburgh
EH7 9IT
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1.1 THE COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES

The School of Economics is one of eleven Schools located in the College of Arts, Humanities and Social Sciences (CAHSS). CAHSS is one of the three colleges of the University of Edinburgh (see below). The Head of the CAHSS is Professor Dorothy Miell.

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1.2 ABOUT THE SCHOOL OF ECONOMICS

The Head of School (Professor Simon Clark) has overall responsibility for the academic, administrative and financial management of the School and reports to the Head of College. Professors Tim Worrall and Andy Snell are the programme directors for the postgraduate research programme. The School currently consists of approximately 44 academic staff members, 29 active PhD students and 17 members of professional services.

The Head of Economics is Dr Simon Clark
The PhD Directors are Professors Tim Worrall and Andy Snell
The Placement Officer is Professor Ed Hopkins
Your Postgraduate Administrator is Fiona Ross
The Postgraduate Manager is Carole-Anne Marshall
The School Secretary is Lorna Aitken
Extensive and the most up-to-date information about the School is available on the School of Economics website, which you are encouraged to review. www.ed.ac.uk/economics

1.3 SCHOOL CONTACTS
Your programme mailbox is econpgr@ed.ac.uk

Fiona Ross is the Postgraduate Administrator (PGR admin) for the postgraduate research (PGR) programme and you should direct the follow queries or requests to her.
- letter requests
- print credit top-up
- concession requests
- all form submissions (NITS)
- submission/via information
- desk allocations
- annual reviews
- funding/scholarship related queries
- PhD course information

Contact: econpgr@ed.ac.uk / 0131 651 5184
The Postgraduate Office is located in G5, 30 Buccleuch Place

Lorna Aitken is the School Secretary and you should contact her if you have a query relating to:
- expenses or your expense account (see section 12)
- your contract
- e-time/payments

Contact: laitken@ed.ac.uk / 0131 650 8363
The School Office is located in 1.01, 31 Buccleuch Place.

If you have an academic issue, with your research, thesis or wish to make a complaint about the programme, you should approach your supervisor or one of the Postgraduate Directors (Tim Worrall or Andy Snell).

For tutor related queries, contact either the tutor coordinator Ahmed Anwar (ahmed.anwar@ed.ac.uk), one of the senior teaching fellows or your course organiser. www.ed.ac.uk/economics/people

2. PHD IN ECONOMICS PROGRAMME

2.1 PROGRAMME OUTLINE
The PhD in Economics is awarded on the basis of a doctoral thesis and a ‘viva voce’ (an oral defence of the dissertation). By the end of their degree, the candidates will have demonstrated that they “are capable of pursuing original research in a field of study in a critical and scholarly way”, while the PhD thesis “must be an original work making a significant contribution to knowledge in or understanding of the field of study and containing material worthy of publication”. As a broad guide, a dissertation consists of an introduction and three related chapters.

The prescribed period of study for full-time PhD students is 36 months. This is followed by a 12 month submission period commonly referred to as the writing up year. This means the maximum period of study is 48 months. PhD students may submit their thesis anytime between 36-48 months. After this, extensions
may be granted by the College Postgraduate Studies Committee, but cannot be guaranteed. (More information on absences, interruptions and extensions can be found in Section 3.3 of the University Code of Practice and section 6 of this handbook).

The degree is awarded by the University of Edinburgh, but all Edinburgh PhDs are also expected to participate in the activities offered under the auspices of the Scottish Graduate Programme in Economics (SGPE).

The SGPE (formerly, the Scottish Doctoral Programme) was established in 1989 to provide post-graduate education and training in economics. It is a collaborative arrangement between the Departments/Subject-groups of Economics at the following eight Scottish Universities: Aberdeen, Dundee, Edinburgh, Glasgow, Heriot Watt, Stirling, Strathclyde and St. Andrews.

2.2 CODE OF PRACTICE AND REGULATIONS

All students are actively encouraged to read all relevant guidance and regulations relating to the postgraduate research programme. The primary resources are listed below.

✓ Code of Practice for Supervisors and Research Students
  (www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf)
✓ Degree Regulations and Programmes of Study Postgraduate Degree Programme Regulations
  (www.drps.ed.ac.uk/16-17/regulations/PGDRPS2016-17.pdf)
✓ Postgraduate Assessment Regulations for Research Degrees Academic Year
  (www.ed.ac.uk/files/atoms/files/2015_postgraduateresearch.pdf)
✓ Authorised interruption of study or extension of study – Postgraduate Research
  (www.ed.ac.uk/files/atoms/files/pgrinterruption.pdf)

2.3 STUDENT STAFF LIAISON COMMITTEE

Staff members at the University of Edinburgh work closely with student representatives. Edinburgh University Students’ Association (EUSA) coordinates student representation and provides training and support for student representatives across the University. Student representatives (‘Reps’) listen to you to identify areas for improvement, suggest solutions, and ensure that your views inform strategic decisions within the University, building a stronger academic community and improving your student life. All Schools are expected to facilitate communication between student representatives and the students they represent. Schools should either share with student representatives the University student email address of the students they represent (following the guidelines in the Guidance) or facilitate alternative ways for representatives to contact all classmates.

The PhD in Economics Student Staff Liaison Committee (SSLC) meet 2-3 times per year to discuss the views of students on the quality of the programme and training offered with a view to implanting improvements and to discuss any general issues of concern.

Student representatives include at least one first year student, one student at the writing up stage and one other student. Staff members include the programme directors and PGR admin.

Current representatives and members of the committee are:

Johannes Eigner
Julia Moertel
Carl Singleton
Tomasz Sulka
2.4 FIRST YEAR TRAINING
For information of the first year training programmes and courses, please view the First Year Course Guide available in current student resources on the economics website. www.ed.ac.uk/economics/current-students/current-phd/c-phd-info

2.5 THESIS SUBMISSION AND EXAM
For information of the thesis submission and exam process, please view the Writing Up Year Guide available in current student resources on the economics website. www.ed.ac.uk/economics/current-students/current-phd/c-phd-info

3. ARRIVAL PROCEDURES
3.1 REPORTING ARRIVAL
Please report to PGR admin at the Postgraduate Office (G5, 30 Buccleuch Place) to register your arrival at the School.

3.2 CONTACTING YOUR SUPERVISOR
Please make contact with your supervisor as soon as possible after arrival to arrange an informal meeting. www.ed.ac.uk/economics/people/academic-staff. It is important that you maintain contact with your supervisor throughout your studies, therefore a well-established connection in the early stages is valuable.

3.3 ACCOMMODATION
If you are having difficulty in finding accommodation, please contact the Accommodation Services (www.accom.ed.ac.uk/0131 6671971/accommodation@ed.ac.uk) even if you are not seeking University accommodation as they can provide a list of approved private rentals. Details of flats and flat-sharing opportunities may also be found on the postgraduate notice boards in all the School buildings.

3.4 BANKING
If you are arriving from overseas, we would advise you to open a local bank account as soon as possible. If you require a letter of confirmation of studies, please contact PGR admin There is a Santander branch on Bristo Square and various alternative branches in the surrounding area. (www.ed.ac.uk/students/new-students/money/banking)

3.5 INDUCTION
Induction will take place during arrival week (Tuesday 13th September for 2016). The School runs 3 induction sessions. The first is an admin induction, which covers various processes and incorporates information from the School Technology team. The second is an academic induction, run by the programme directors, welcomes you to the academic team and covers research, ethics and training. Lastly, there will be a tutor induction, led by one of the senior tutoring team, which will give you an introduction to tutoring within the School (for 2016, this will take place on Friday 16th September).
3.6 Matriculation

Matriculation is the process by which you will be formally admitted to the University of Edinburgh. All postgraduate students must matriculate with the University at the beginning of their period of study, and then at the start of each academic session of their programme. Matriculation documents will be sent to new students at your home address about 6 weeks before your start date. After this, matriculation documents will not be sent to new students living outside the UK but will be available for collection from Registry on arrival. Fully matriculated status for most continuing students will be achieved on confirmation by your School that you have returned to take up your studies. Further details on how and when to matriculate are available on the Registry website at: www.studentsystems.ed.ac.uk/Student/matriculation/how_to_register_new.htm

Following matriculation students are responsible for maintaining their up-to-date address and contact information via MyEd.

3.7 Disability

If you have any kind of disability, however small or great, which may affect your academic performance (including a specific learning difficulty such as dyslexia) you should advise your supervisor as soon as possible. If you would like to discuss course requirements and your particular needs, please contact PGR admin.

You can also contact the University's Student Disability Service (www.ed.ac.uk/schools-departments/studentdisability-service) Third Floor, The Main Library Building, George Square, telephone 650 6828, to arrange a meeting with an Advisor. The Advisor can discuss possible adjustments and specific examination arrangements with you, assist you with an application for Disabled Students' Allowance, give you information about available technology and personal assistance such as note takers, proof readers or dyslexia tutors, and prepare a Learning Profile for the School which outlines recommended adjustments. You will be expected to provide the Disability Service with evidence of disability - either a letter from your GP or specialist, or evidence of specific learning difficulty. For dyslexia or dyspraxia this evidence must be a recent Chartered Educational Psychologist’s assessment. If you do not have this evidence, the Student Disability Service can put you in touch with an independent Educational Psychologist who will make an assessment and draw up a learning profile which will be forwarded to the School. This will ensure that all the requirements for your particular disability are met. The School is unable to make any special arrangements for disabled students who have not been assessed by, and received a learning profile from, the Student Disability Service.

4. Supervision

4.1 Supervision Team

All students have a first and a second supervisor. The supervisors accompany the doctoral student’s journey towards a doctorate, providing academic support and giving advice on the subject area, methodology, and structure of thesis.

Work with supervisors is central to the research student’s career. The supervisors’ role is to provide guidance on the structure and content of the thesis. This will usually include:

- agreeing with the student a suitable field of study and training, as appropriate
- reading and offering comments and suggestions on written work, from early reviews of the
background literature to the full draft of the final thesis
☑ ensuring that the end of first year review and subsequent annual reviews of progress are held and reported properly
☑ supporting the student to plan and manage their research effectively
☑ being the first point of contact if there are any problems - whether intellectual, practical or emotional - which the student wants to discuss applying for any suspensions or extensions of study that may be deemed necessary giving guidance on academic publishing and careers, and providing references for job applications after completion of the thesis.

The student and supervisors should arrange to meet regularly, and exchange frequent correspondence if the student is away on fieldwork. It is important that both supervisors know how to reach the student.

4.2 Supervision Styles

Individual supervisors differ greatly in their styles of supervision. Some prefer very frequent meetings and more structured tasks for the student; others prefer more informal ways of working. Some are more directive, while others see their role more as encouraging and enabling. Second supervisors may assume very different roles. Sometimes they become more important than the first supervisor; sometimes both supervisors choose to meet the student together for supervisions; and sometimes the role is providing a more limited input to the student's work.

Whatever the pattern of supervision that develops, it is vital that it be suited to the specific needs of the particular student at the time, and that both parties discuss and negotiate how best to work. What works well for one student may not be appropriate for another. Moreover, what students need from their supervisors may well vary over different stages of the degree. The supervisory relationship is an evolving one. It is therefore crucial to a successful relationship that students learn to say what they need from their supervisors, and that supervisors be flexible and open enough to respond appropriately.

The two assigned supervisors usually stay with the student over the whole degree programme though often the roles of primary and secondary supervisors are switched as the PhD research develops. It is also possible that supervisors are changed as the research takes a different tack or as supervisors take sabbaticals. The annual reviews give an opportunity to review supervisory arrangements.

It is very important that you keep your supervisor informed of your progress and of any difficulties you encounter or anticipate. The University is humane and staff will do all they can to help students who are ill, or if there is some other difficulty, but we can only do so if we know that there is a problem. You should, therefore, inform your supervisor of any personal circumstances, including a medical condition, which may affect performance in any form of assessment, or in any other way, during the period of study. In the case of a medical condition, a medical certificate will be required if formal allowance is to be made for the condition (see section 6).

4.3 Additional Supervisory Support

Postgraduate research can be lonely and stressful at times and this can place an additional burden on the relationship with the supervisor. Occasional disagreements, stresses and strains are part of most healthy supervision dynamics, but it is important for all parties to be able to contain and manage any tension which might develop in the relationship between supervisor and researcher. The second supervisor is always there to provide an alternative point of view and different kinds of support. The PGR Directors are also there to help and offer advice, especially if it is something you do not wish to raise with your supervisor. Your fellow students (and other members of the teaching staff) can also provide a great deal of informal support and guidance.
There will be at least one meeting with the PG Directors during the academic year. This is an informal meeting to discuss your progress. It’s also an opportunity for you to raise more confidential issues, ones that you may not feel comfortable talking to your supervisors about.

4.4 Changes to Supervision Team
Any change to supervision teams must have approval of the PGR Director. Please ensure you discuss the reasons for the changes with the PGR Director before any decision is made. Once a decision has been made, you should inform PGR admin of the change.

5. Programme Progression

5.1 Annual Reviews and Confirmation of Progression
PhD students from first to third year will undertake a review of their progression in the PhD programme. First year students are on ‘probation’ until after successful completion of the progression process.

From month 9 of your PhD each year, you will receive an automatic email informing you that your review report is now due. Generally, the process will begin in May of each year (although if you have had an interruption or delayed start, the dates may differ). All first, second and third year students are required to complete an online form, outlining your progress and achievements over the past academic year. Your supervision team will also complete forms assessing your progress. You will be able to review these comments before the form goes to the Postgraduate Director for final sign off.

At the end of your first year, you will be required to submit a paper consisting of all the work you have completed to date. The paper must be submitted in August and then presented to a panel in early September. A successful presentation is key to obtaining progression to second year. See more information in sections 5.3 and 5.4.

The release of your funding is dependent on the completion of this process, so it is important you adhere to set deadlines and contact PGR admin if you are experiencing difficulties. You can track the status of your annual review form via the Student Hub.

You can find the questions and system support on the student systems website: www.ed.ac.uk/student-systems/support-guidance/students/postgraduate-research-annual-review-form/postgraduate-research-annual-review-form-explained

5.2 Aims of Annual Review Process
These reviews are mostly for feedback, but they do serve to identify problems and help students to recognise the principal achievements of the past year.

5.3 First Year Review
During the first 12 months of the PhD, students study six 10 credit taught modules and write and present a first research paper (worth 120 credits) that may form the first chapter of the PhD. During this period, students are on “probation” and progression to the PhD programme is dependent upon performance in these first year courses.¹

¹ The criteria for progression to PhD Study are:
(i) achieve a distinction (70% or more) on the written research paper
(ii) achieve a grade point average of 60% or more across the other 60 credits with no failed credits.
Further details can be found in the PhD course guide.
In addition to at least 60 units of coursework, first year students will prepare a written a research paper that will form the main body of one of the PhD’s chapters. The latter - together with an outline of what may appear in the rest of the thesis - will be presented by the student at the end of the year to the Postgraduate Committee. Progression to second year will be decided on the basis of the presented paper and on satisfactory coursework. The paper should not exceed 20,000 words.

Students will be required to give a presentation of the written research paper lasting approximately 45 minutes to a small panel. The paper constitutes the main body of what will be the first chapter of their thesis. It should specify the research question(s), locate the work in the appropriate academic literature and elaborate the research design, method and anticipated contribution to knowledge. The student should also set out a research plan for the following year and the rest of the thesis. Ethical, political and practical issues may be considered as appropriate.

The panel will usually consist of the two supervisors, one of the PGR Directors and two other members of faculty.

As part of this process candidate will be asked to submit an Annual Report.

The report should include:

1. Basic information: name, date of submission of report, first and second supervisors, date of start of PhD studies, previous degrees
2. Research output: (a) list papers completed this academic year with title and abstract for each, note if any issued as working papers, published, or submitted for publication (b) attach one copy of one piece of work.
3. A brief outline of intended research for the forthcoming year.
4. Research activities: presentations made, conferences attended.
5. Training undertaken: e.g. advanced courses, workshops, summer schools etc.
6. Teaching: teaching and administration done this academic year
7. Miscellaneous: prizes or awards, travel grants if any, leave taken if any with dates.

The report will aid the Review Panel to assess the students’ progress.

5.4 SECOND AND THIRD YEAR REPORTS

At the end of each year, you will be asked to provide an annual progress report via the online annual review system. You will receive an automated message in month 9 of your academic year, notifying you that your form is now available.

After you have submitted your report, a review meeting will be held between you and your supervisors. Your report will aid the supervisors to assess your progress. These reviews are mostly for feedback, but they do serve to identify problems and help students to recognise the principal achievements of the past year.

5.5 STUDENTS IN THEIR WRITING UP YEAR

Students in their writing up year are not required to undertake the annual review process.
6. Monitoring

6.1 Student Attendance and Engagement

Attendance and engagement monitoring applies to all PhD students, irrespective of the year of study or immigration status.

There must be 10 marker of attendance and engagement, 6 for attendance and 4 for engagement. This applies to all students.

The Legislation passed recently by the UK Government relating to Points-Based Immigration requires all universities to monitor the attendance of their international students. In the College of Humanities & Social Science, we intend to meet this duty by monitoring the attendance of all our students, as this will give us a positive opportunity to identify and help all students who might be having problems of one kind or another, or who might need more support.

Please make sure that you attend all meetings scheduled with your supervisor as these meetings act as a check point for attendance. If you are unable to make a meeting you have scheduled, please contact your supervisor as soon as possible to arrange an alternative meeting time. There may also be additional points during the year when students will be asked to check in with PGR admin.

In addition, at the beginning of the Frontiers in Economics session (traditionally, the reading group) an attendance register will be taken for all students. First years should expect attendance for all PhD course to be monitored in a similar fashion.

It has been a requirement within CAHSS since the start of 2014/15 that attendance and engagement must be recorded in EUCLID for all students.

To ensure compliance from the school, PGR admin is responsible for updating your student record with your engagement and attendance points. These include attendance at PhD courses, Frontiers in Economics, School arranged meetings (i.e. welcome lunches, conferences), annual reviews and submissions.

6.1.1 Student Responsibilities

It is the students' responsibility to ensure all attendance and engagement markers are met throughout the year. Students' should also ensure they engage with their supervisor and the postgraduate office while on leave of absence. Students on studying away from the University on a leave of absence must provide an alternative contact address to PGR admin.

Students should report any irregularities on their student record to econpgr@ed.ac.uk

6.1.2 Consequences for Non-Engagement

If you have missed 3 scheduled attendance markers, such as attendance at Frontiers in Economics or the PhD courses, or have gone 30 days without contact, PGR admin will contact you and your supervisor to check-in.

Continued non-engagement or non-attendance is escalated to the PGR Director. Extreme cases of non-engagement may result in exclusion.

6.2 Concessions

Concessions may be granted for a variety of reasons, however before making any plans to apply for a concession, you must discuss the type of concession required and the reasons for applying with your
supervisor or one of the postgraduate directors. No concession request can be made without the support of your supervisor.

Research Council funded students should be aware that any application for extension or interruption must also be approved by the relevant funding body and their applications may take a little longer to process.

Students on an ESRC studentship should contact Kirsty Woomble (Kirsty.woomble@ed.ac.uk) prior to application of an extension or interruption. You must have ESRC approval for an interruption or extension.

Students who have a teaching commitment tied to their scholarship (PCDS or RATS), you must ensure that your teaching commitment is taken in to account and the tutor coordinator is aware of your plans. Failure to fulfil teaching requirements, may result in withheld funds.

Students should also note that, depending on individual circumstances, there may be implications for their visa or council tax status should they undertake an interruption or extension of studies. You are advised to investigate this further prior to any application for interruption or extension.

6.2.1 Leave of Absence

Students are required to carry out their research in or near the University. At times, however, it may be desirable or necessary for students to conduct some of their research elsewhere. Leave of Absence requires formal approval after consideration of an application by the student’s supervisor and PGR director.

A leave of absence must be approved if you are away from Edinburgh for more than two weeks, even for holidays. Leave of absences for more than 15 months, will require College approval, therefore you should allow additional time in your application process.

Once you have agreed your leave of absence with your supervisor, you must email the PGR director for approval, CC-ing econpgr@ed.ac.uk. PGR admin will then log your absence on your student record.

If you are leaving the country (depending on your destination) you may be required to complete a risk assessment as part of your concession request. You can find the relevant information and forms on the health and safety website. www.ed.ac.uk/health-safety/risk-assessments-checklists/risk-assessments

6.2.2 Interruption of Studies

If a student is unable to work on their research for reasons of health, domestic or other legitimate circumstances, an interruption of studies (IoS/suspension) may be sought through the supervisor. It is the student’s responsibility to inform supervisors of any such situation as quickly as possible.

A retrospective interruption cannot be granted, therefore applications should be, whenever possible, made in advance.

Requests must be supported in writing by both the supervisor and the PGR director and must include relevant supporting documentation (e.g. medical certificate, counsellor’s note, letter from employer etc.)

Circumstances in which it might be appropriate to grant an IoS include, amongst others:

- Medical and health problems
- Personal and family problems
- Bereavement
• Financial problems beyond the student’s control
• Problems experienced because of failure of university equipment or lack of access to equipment for good reasons that are out with the control of the student
• Problems experienced because of deficiencies in the provision of supervision or facilities
• Undertaking distinct time-limited specialized training that would be beneficial to the students project or generic skills training

Interruptions are not appropriate, and should not be sought:

• Where the student is able to work on the thesis but is not progressing at the expected rate
• Where the reasons are foreseeable and could be managed in other ways
• To permit students to take extended annual/holiday leave
• To extend the period available to the student to complete their thesis.

In all cases an application for IoS should be made as quickly as is practicable.

Students in receipt of an ESRC studentship or PCDS should note that funding will be stopped during an interruption.

Depending on your destination, you may be required to complete a risk assessment as part of your concession request. You can find the relevant information and forms on the health and safety website. www.ed.ac.uk/health-safety/risk-assessments-checklists/risk-assessments

6.2.3 Extension

If there have been exceptional circumstances which have prevented the student to submit by the end of their fourth year an application for an extension can be made and may be approved by CAHSS. When extensions are approved students are required to pay additional fees.

Circumstances in which it might be appropriate to grant an Extension include, amongst others:

• Where progress has been hampered by unforeseen difficulties with facilities or equipment and hence completion of the thesis has been delayed
• Where progress has been hampered by unforeseen difficulties in obtaining or analysing data

The supporting documentation must include a plan for project completion and thesis submission and clear evidence for expecting completion within the period of the requested extension. Extending students have to a pay a continuation fee on top of the matriculation fee but they do not pay an annual research fee. In exceptional circumstances, College Postgraduate Studies Committees may extend a student’s maximum period of registration by up to two years.

The committee will not consider requests for extensions based solely on the need for more time to complete.

Candidates may, with their supervisors’ support, seek permission from the College Postgraduate Studies Committee to reduce their period of study and to submit their theses up to 12 months early.
7. Students on a Tier 4 Visa

7.1 Responsibilities

If you have any doubts or questions regarding your visa, you should contact the International Office (www.ed.ac.uk/international-office) in the first instance. See 6.3 for full contact details.

As a Tier 4 student, the University of Edinburgh is the sponsor of your UK visa. The University has a number of legal responsibilities, including monitoring your attendance on your programme and reporting to the Home Office where:

- you suspend your studies, transfer or withdraw from a course, or complete your studies significantly early;
- you fail to register/enrol at the start of your course or at the two additional registration sessions each year and there is no explanation;
- you are repeatedly absent or are absent for an extended period and are excluded from the programme due to non-attendance. This includes missing Tier 4 census points without due reason. The University must maintain a record of your attendance and the Home Office can ask to see this or request information about it at any time;

As a student with a Tier 4 visa sponsored by the University of Edinburgh, the terms of your visa require you to (amongst others):

- Ensure you have a correct and valid visa for studying at the University of Edinburgh, which, if a Tier 4 visa, requires that it is a visa sponsored by the University of Edinburgh;
- Attend all of your University classes, lectures, tutorials, etc. where required. This includes participating in the requirements of your course including submitting assignments, attending meetings with tutors and attending examinations. If you cannot attend due to illness, for example, you must inform your School. This includes attending Tier 4 Census sessions when required throughout the academic session.
- Make sure that your contact details, including your address and contact numbers are up to date in your student record.
- Make satisfactory progress on your chosen programme of studies.
- Observe the general conditions of a Tier 4 General student visa in the UK, including studying on the programme for which your visa was issued, not overstaying the validity of your visa and complying with the work restrictions of the visa.

Please note that any email relating to your Tier 4 sponsorship, including census dates and times will be sent to your University student email address - you should therefore check this regularly.

In practise for your PhD, this means attending meetings with your supervisors, attending reading groups and tutorials and handing in your annual reports on time.

Students on a Tier 4 visa can only work a maximum of 20 hours per week, unless on annual leave. Although there are allowances during the examination period, please see the writing up year guide for further details.

The full rights and responsibilities of students on a Tier 4 visa can be found on the on the international office website: www.ed.ac.uk/international-office/immigration/while-you-are-here/rights-responsibilities-and-restrictions
7.2 CENSUS POINTS
Census points are arranged by Student Administrator and require you to check-in with your immigration documents at several points throughout the year. Tier 4 students must not miss arranged census points. Further information can be found on the Student Administration website. www.ed.ac.uk/student-administration/immigration-compliance/tier-4-census

7.3 VISA SUPPORT
Neither PGR admin nor your supervisor are not qualified to offer immigration or visa advice. For guidance or information, you should contact the International Office in the first instance.

visahelp@ed.ac.uk
immigration@ed.ac.uk

You can also submit an enquiry to the international office via their online form, accessible on their website www.ed.ac.uk/international-office/send-an-enquiry-to-the-international-office

The international office is located in 33 Buccleuch Place and is open 09:00-17:00 Monday to Friday.

8. TRAINING AND DEVELOPMENT

8.1 COURSES AND TRAINING
For information regarding the first year course, please see the first year course guide.

All PhD students are welcome to audit MSc courses. Please discuss with your supervisor the courses most relevant to your training needs. You must inform PGR admin (econpgr@ed.ac.uk) of your plans to attend any MSc classes in advance. Other courses from the University of Edinburgh may be audited with the permission of the supervisor and the School delivering the courses. You should contact PGR admin to enrol you on any additional courses, even if you plan to audit.

Throughout their study students are encouraged to participate in advanced training appropriate to their needs. This may include, for example, the use of software packages for data analysis, advanced quantitative data analysis and writing for publication. The need for taking such a course may be identified in discussions with the supervisor and through the formal Annual Review.

There are additional training courses available to all PhD students from the Institute for Academic Development (IAD: www.ed.ac.uk/institute-academic-development) relating to:

- ✔ Profession Development: http://www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/courses/humanities-social-science/prof-dev
- ✔ Communication: www.ed.ac.uk/institute-academic-development/postgraduate/doctoral/courses/humanities-social-science/comms

For additional training please visit the Academic Institute for Development’s website: www.ed.ac.uk/institute-academic-development
8.2 SGPE ANNUAL RESIDENTIAL CONFERENCE

The Scottish Graduate Programme in Economics (SGPE) organises a two day conference every January. Every SGPE PhD student is required to give a 25 minute presentation in each year of their registration. Each presentation is followed by comments from a discussant (an SGPE staff member from another university).

In addition, the conference includes talks from external experts on relevant policy matters and a presentation from the Scottish Government Economics office on the role of Economics in public policy as well as master-classes delivered by consortia members or visiting academics, on topics including, for example, spatial econometrics and the microeconomic theory of market design and so on.

8.3 CONFERENCES, MASTER-CLASSES, WORKSHOPS AND SEMINARS

A number of masterclasses and workshops are organised each year by the Scottish Institute for Research in Economics (SIRE) that PhD students are encouraged to attend.

The School has a regular weekly seminar series (normally held on a Monday) that students are expected to attend. The seminar series regularly brings in leading international researchers from Europe and North America.

In addition the School will host two major conferences this year. The Winter Meetings of the Econometric Society in December and the Society for Economic Dynamics in June. PhD students will be able to attend sessions with prior permission.

8.4 PERSONAL AND PROFESSIONAL DEVELOPMENT

The PhD programme encourages and supports the formation of transferable skills and attention to personal development. The School and the wider University provide numerous opportunities for developing such skills.

8.4.1 TUTORING

PhD students are normally expected to lead tutorial groups in the core undergraduate economics courses. Apart from the financial support this carries, tutoring is an important part of the preparation for a career in academia, developing and practicing the skills of public presentations, group management and marking. During induction week, all new PhDs will receive a tutor induction with a teaching fellow, which will cover the practical aspects of becoming a tutor in the school. There is also a course entitled ‘Effective Tutoring’, offered by the Institute for Academic Development (IAD: www.ed.ac.uk/institute-academic-development) and a courses provided by The Economics Network (www.economicsnetwork.ac.uk). These courses are designed for postgraduates who take undergraduate tutorials.

For advice and support as a tutor, please contact the tutor coordinator or one of the senior teaching fellows. www.ed.ac.uk/economics/people/academic-staff

8.4.2 RESEARCH MANAGEMENT

Training will be provided by the School on research management and integrity. This will include practical information on:

- Research ethics and integrity including School and University policies
- Open Access and PURE (with a practical lab session)
- Research budgeting and grant applications
- Research data management
- Research impact and knowledge exchange
Creating a web presence and curriculum vitae

8.4.3 CAREER DEVELOPMENT AND JOB MARKET PREPARATION
The placement office will offer training and advice on how to prepare a CV, job market paper and website. There will be opportunities for running practice interviews and job talks and so on. For more information see our writing-up year guide.

Job-market candidates are listed on the School web pages at: [www.ed.ac.uk/schools-departments/economics/people/jobmarketcandidates](http://www.ed.ac.uk/schools-departments/economics/people/jobmarketcandidates)

8.4.4 OTHER COURSES OFFERED OUTSIDE OF THE SCHOOL
Optional courses and learning opportunities for postgraduate research students include the following (see [http://www.ed.ac.uk/schools-departments/institute-academic-development](http://www.ed.ac.uk/schools-departments/institute-academic-development) for details):

- Effective Writing
- Effective Presentation
- Searching Research Literature and Managing Bibliographies
- Time Management
- Reviewing your Career
- Hitting the Job Market
- Marketing Yourself

The English Language Teaching Centre ([www.ials.ed.ac.uk](http://www.ials.ed.ac.uk)) offers language courses in English and modern languages. In particular courses are offered for students for whom English is not the first language.

The Edinburgh University Student Association ([www.eusa.ed.ac.uk](http://www.eusa.ed.ac.uk)) offers a series of afternoon and evening skills workshops as part of its Student Development Programme.

The Student Counselling Service offers a range of personal development opportunities (for details see [www.student-counselling.ed.ac.uk](http://www.student-counselling.ed.ac.uk)), including courses and workshops on

- Relaxation
- Self esteem
- Coping with exam stress

Information on help, advice and training on graphics and multimedia is available through [www.graphics.ed.ac.uk/t/gmrc](http://www.graphics.ed.ac.uk/t/gmrc).

Vitae ([www.vitae.ac.uk](http://www.vitae.ac.uk/)) supports the personal, professional and career development of researchers and builds on the work and activities of the UK GRAD Programme for postgraduate researchers and UK Higher Education Researcher.

The University Information Services (previously known as Computing Services) offers courses on IT skills and e-learning: [www.ed.ac.uk/schools-departments/information-services/services/help-consultancy/isskills](http://www.ed.ac.uk/schools-departments/information-services/services/help-consultancy/isskills)

The office of lifelong learning offers short courses on a wide range of subjects for details see [www.lifelong.ed.ac.uk](http://www.lifelong.ed.ac.uk).

The Careers Office ([www.ed.ac.uk/schools-departments/careers](http://www.ed.ac.uk/schools-departments/careers)) offers individual careers guidance and help with assessing skills and identifying development opportunities.
9. ACADEMIC MISCONDUCT

9.1 EXAMPLE OF ACADEMIC MISCONDUCT

It is an offence for any student to make use of unfair means in any University assessment, to assist a student to make use of such unfair means, to do anything prejudicial to the good conduct of the assessment, or to impersonate another student or allow another person to impersonate him or her in an assessment. Any student found to have cheated or attempted to cheat in an assessment may be deemed to have failed that assessment and disciplinary action may be taken.

Examples of misconduct include:

✓ plagiarism
✓ invention or falsification of data, evidence, references, experimental results or other material contributing to any student’s assessed work or for a student knowingly to make use of such material
✓ submitting work previously submitted to another course or programme at this or any other university. Material submitted as part of a masters dissertation cannot be used as part of your PhD thesis.

9.2 CONSEQUENCES OF ACADEMIC MISCONDUCT

Cases of academic misconduct are punishable under the University’s Code of Student Conduct. If you are in any doubt about what constitutes academic misconduct, then you should seek guidance from your supervisor or the School Director of Postgraduate Research.

Cases of academic misconduct are first referred to the PGR Director who acts as the School Academic Misconduct Officer for PGR students. The PGR Director will investigate the case and where misconduct is due to poor scholarship (a genuine misunderstanding of proper conduct rather than a deliberate intention to cheat) will deal with the matter at a School level. Serious cases are directly referred to the College Academic Misconduct Officer.

9.3 USEFUL GUIDANCE

✓ Academic Services Academic Misconduct Advice: www.ed.ac.uk/academic-services/students/postgraduate-research/discipline/academic-misconduct
✓ Academic Services Plagiarism Advice: www.ed.ac.uk/academic-services/students/postgraduate-research/discipline/plagiarism
✓ Avoiding Plagiarism: www.plagiarism.org/
✓ Academic Services Conduct FAQ: www.ed.ac.uk/academic-services/students/postgraduate-research/discipline/faqs
10. Research, Ethics and Data Management

10.1 Code of Practice

www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf

The University Code of Practice for Supervisors and Research students is an important document for all Postgraduate Research students. It outlines the standards and practices for both students and supervisors.

10.2 Research Support

The school research office email address is econ-research@ed.ac.uk and is located in 1.01 in 31 Buccleuch Place.

The School Research Office is managed by Janet Taylor, who is also the Grant Manager for the Credit and Labour Market Foundations of the Macroeconomy (MacCaLM) grant. Hannah Chater is currently the research support officer.

Students are encouraged to present papers at other conferences and to attend summer schools. Presenting papers at conferences not only provides a useful testing ground but also offers invaluable opportunities for developing networks within the academic community. In addition, every year summer schools take place on many different topics in many different countries with the explicit aim of providing advanced training for research students. Supervisors will be able to advise students about which conferences and summer schools would be of most benefit. Students on ESRC studentships have research funds that can be used to pay the expenses involved in attending conferences. In addition all students are given a research allowance (see section 12).

For other students, economics has a limited budget to support research travel such as conference attendance. Applications should be made to the PGR director. But students are also expected to seek external financial support, from sources like the Royal Economic Society or the Scottish Economic Society.

10.3 Research Ethics

Attention to the ethical and legal implications of research for researchers, research subjects, sponsors and collaborators is an intrinsic part of good research practice. The University of Edinburgh attaches great importance to addressing the ethical implications of all research activities carried out by members of the University. We emphasize a collaborative approach to improving ethical awareness as part of professional research roles and training. Such a pro-active approach is designed to anticipate and offset problems and heighten awareness of ethical issues.

The purpose of the ethical standards embodied in the policy of the University is not to limit research activities, but to promote the conduct of all research in ways that respect the dignity and preserve the well-being of human research participants.

The School Ethics Committee is led by Dr. Ana Nuevo-Chiquero. Members include Prof. József Sákovics, Prof. Stuart Sayer and Dr. Robert Žymek.

You can find procedures, further guidance and relevant ethics forms on the Ethics website:

www.ed.ac.uk/economics/research/ethics

10.4 Research Data Management

Data management is vital to your research project(s). Many funding bodies now require you to appropriately store your raw and metadata. Data management plans can be discussed with your supervisor.
in the first instance.

It is important that you have a strategic and coherent plan in the early stages of your work. It is strongly advisable that you consider the raw data you’ll use and ensure that you upload your data early and continue to upload as your work progresses. You can place an embargo on some data, until a paper is finished and published.

You can view the University policies, information and guidance on Research Data Management on the RDM website: www.ed.ac.uk/information-services/research-support/data-management

You are also welcome to undertake any necessary training, with the support of your supervisor. There are RDM Massive Open Online Courses (MOOC) available, as well as workshops and one-day courses. You can view the full list of training available here: www.ed.ac.uk/information-services/research-support/data-management/rdm-training

10.5 DATA ENCRYPTION
When using sensitive data in research, students should be aware of encryption. www.ed.ac.uk/schools-departments/information-services/services/computing/desktop-personal/security/encryption

Please contact The School of Economics Technical Support Team (SETS), if you are unsure how to encrypt your data. You can email them for advice or book an appointment to meet with a member of the team. sets@ed.ac.uk

10.6 OPEN ACCESS
Open Access refers to online research outputs that are available to all without restriction. The University Compliance with open access is driven by the Higher Education Funding Council for England (HEFCE: www.hefce.ac.uk), which introduced an open access requirement in the next Research Excellent Framework (REF: www.ref.ac.uk) in 2020, whereby most publications should be open and accessible to the public.

For the REF2020, PhD students are not included in the submission, however ESRC funded students have an obligation to the ESRC to engage with open access. These students must manage their outputs via Researchfish (www.researchfish.com). Full details of the reporting information can be found on the ESRC website. www.esrc.ac.uk/funding/guidance-for-grant-holders/reporting-guidance.

You can find out about other research councils via the Research Councils UK website: www.rcuk.ac.uk.

If you have any questions about Open Access you can contact PGR admin (econpgr@ed.ac.uk) or the School Research Office (econ-research@ed.ac.uk).

10.7 RESEARCH VISIBILITY
Students are encouraged to engage with open access and build a visible academic profile. This includes making your research and papers visible on Edinburgh Research Explorer (www.research.ed.ac.uk/portal). To do this students can ‘Opt In’ to have their research outputs visible of Edinburgh Research Explorer via their PURE profiles.

PURE is the back-system to ERE, which holds the output data. All students receive a PURE profile and are encouraged to ‘Opt In’ to make their outputs visible and keep their outputs up to date.
All PhDs are welcome to engage with the system and can arrange an appointment with PGR admin or the Research Office to arrange for one-to-one session inputting your information and outputs. Email econpgr@ed.ac.uk or econ.research@ed.ac.uk to arrange an appointment.

As mentioned above, ESRC funded students are required to manage their research outputs via Researchfish (www.researchfish.com). Full details of the reporting information can be found on the ESRC website: www.esrc.ac.uk/funding/guidance-for-grant-holders/reporting-guidance.

10.8 GRANTS
All students are actively encouraged to apply for research grants. If students would like support and guidance on applying for grants, please contact Janet Taylor in the Research Office. econresearch@ed.ac.uk

11. OFFICE SPACE AND COMPUTING

11.1 OFFICE SPACE
Offices and desks are allocated by the PGR admin. If you have an issue or would like the change office/desk, please contact PGR admin. econpgr@ed.ac.uk

It is the students’ responsibility to report any damage, disruption, cleaning related issues or misuse of the space to econpgr@ed.ac.uk. This includes broken equipment, left belongings and inappropriate use.

Students’ personal belongings are not covered by the University’s insurance policy. It is the students’ responsibility to ensure you follow appropriate security protocol. This includes ensuring that all empty offices, flats and the main entrances are locked out with normal working hours (9am-5pm Monday-Friday). If you leave your personal belongings in your office, it is at your own risk and the school will not liable for theft or damage to your property.

If you have forgotten your keys and the office is locked, you may (within normal working hours) go to school reception (G1, 30 Buccleuch Place) to retrieve the master key. You must notify the receptionist that you have taken the key and return the key immediately to reception.

Students should not bring friends, children or relatives into the office space unless agreed with PGR admin in advance. econpgr@ed.ac.uk.

If you have misplaced your office or building key, you must report this to PGR admin and arrangements will be made for a replacement. econpgr@ed.ac.uk

11.1.1 BUILDING SECURITY
The building opening times are 09:00 to 17:00 Monday to Friday. The main entrances will be locked at 17:00 Monday to Friday and remain locked over the weekend. Students will be required to use their key to enter the building.

Students must ensure that all offices and flats are locked upon departure outside normal working hours.

If you experience any suspicious behaviour, theft or damage you must report such issues to PGR admin (econpgr@ed.ac.uk / 0131 651 5184)
For more information about working out of hours and lone working, please visit the University’s Health and Safety information: www.ed.ac.uk/health-safety/guidance/workplaces-general/looh

11.1.2 HEALTH AND SAFETY
All students are requested to familiarise themselves with the Health and Safety regulations. Guidance information and publications produced by the Health and Safety Department which are relevant to general health and safety and occupational hygiene issues are available from the website: www.ed.ac.uk/health-safety

The fire alarm is tested every Tuesday at 10am. If you hear the fire alarm at any other time, you must evacuate the building in a sensible manner via the nearest exit. Students must then assemble at the front of the building. Further information on fire guidance can be found on the Fire Safety Unit website: www.ed.ac.uk/health-safety/fire-safety/policy-and-guidance/general-guidance

11.1.3 RECEIVING POST AND PAYSLIPS
PhD student have tray in the school post room, located in G4, 30 Buccleuch Place. All payslips and mail and packages addressed to the students via the school address will be left in this tray.

If student mail is not collected in a timely manner, it may be disposed of. PGR admin will hold mail on students’ behalf if requested for reasons of leave or interruption. Email econpgr@ed.ac.uk to request mail to be held.

11.2 COMPUTING FACILITIES
All PhD students are given a laptop for use during their studies. Students must adhere to the Laptop Responsibility waiver signed upon receipt of your laptop. Copies of the waiver can be requested from PGR admin. econpgr@ed.ac.uk

Misuse or abuse of laptops or desktops provided will result in confiscation of said facilities. Examples of misuse include damage and the downloading of illegitimate software. If you are unsure if something you wish to install will breach the terms of the waiver, contact sets@ed.ac.uk for guidance.

Queries concerning computing facilities should be addressed to the Information Services helpdesk via the icon on your computer’s desktop or by email to ishelpdesk@ed.ac.uk.


11.3 PRINTING AND PHOTOCOPYING
There are student printers available on the 3rd and 4th floors of 31 Buccleuch Place for PhD students to print using their student card.

Each student is credited with £20 when they arrive at the school. If you are running low on credit, you should email econpgr@ed.ac.uk to request a top up. Generally students may request one top up each semester. Unreasonable or frequent requests for top ups may be rejected, so please consider this when printing.

Students may use the large copier in G4, 30 Buccleuch Place to photocopy teaching related materials. You
may also ask PGR admin to print large print jobs. Email econpgr@ed.ac.uk with your request and a timeframe for collection.

11.4 Email Accounts
You will receive a student email account prior to arrival. This is expected to be the primary email account for students and is the email address added to the programme mailing list.

You will also receive a tutor email for tutees to email you. The undergraduate administration team will set up a temporary account within the first few weeks, however you will receive a tutor email. If you would like this email address/alias changed for any reason, please contact econpgr@ed.ac.uk to request an email change. For example, if you have been assigned j.smith.1@ed.ac.uk and would prefer john.smith@ed.ac.uk.

Students may use their personal emails for communication, however you must inform PGR admin of your intention to do so and request this email is added to the distribution list.

Students who fail to check or maintain their email accounts may miss vital programme or course information, which could be detrimental to their studies. It is therefore important that you communicate with PGR admin as to how best to contact you.

11.5 Library and Information Resources
Founded in 1580, Edinburgh University Library (EUL) is one of the largest academic libraries in the UK. The Main University Library is on the south side of George Square. It contains collections in all subjects except science, medicine and law. It also houses the University Computing Service a large number of PCs for use by students, and a room with several photocopiers. Your matriculation card is a multipurpose card and will act as the card you need to enter the library and the card you use to borrow books. The science collection is in the James Clerk Maxwell Library, King’s Buildings, a mile and a half south of George Square. The law collection is in the Law Library in Old College.

Especially useful is the Library’s e-journal collection, including JSTOR for articles published in most economics journals more than four years ago.

One service to bear in mind is inter-library loans. If a book or journal article is not held by the Main Library or elsewhere in the University it can be ordered by completing a form available from the second floor of the Library, and attaching an inter-library loan voucher, available from Christina Napier. The book or a copy of the article usually arrives within two or three weeks. The library catalogue is available online at catalogue.lib.ed.ac.uk.

Research students may use the National Library of Scotland. This is a reference library (no borrowing) and is supposed to take all books and journals published in the UK. The main building is on George IV Bridge.

Students can recommend books for the library to purchase and then borrow. Please contact the School Library Representative, Andrew Clausen (andrew.clausen@ed.ac.uk) to make your suggestions.
12. Finance

12.1 Scholarships

All PhD students receive full funding, which will cover their tuition fees in full, together with an annual stipend which will meet the rates set by the UK research councils. Each studentship has certain criteria and restrictions recipients should be aware of.

ESRC

- ESRC scholarships and payments are managed by the CAHSS scholarship office.
- Any student in receipt of ESRC funding must receive approval from the CAHSS scholarship office before any concession request is made. See 6.3.
- ESRC students must submit their research outputs in Researchfish. See 10.6.
- ESRC stipend payments are made quarterly.

MacCaLM

- MacCaLM students may have research training to complete in line with their funding. Please contact the grant manager, Janet Taylor (janet.taylor@ed.ac.uk), for more information.
- MacCaLM stipend payments are made quarterly.
- MacCaLM students must submit their research outputs in Researchfish. See 10.6.

Principle Career Development Scholarship (PCDS)

- All PCDS are managed by the CAHSS scholarship office.
- PCDS comes with a teaching commitment of 120 hours for one semester for the first year. This commitment increases to 180 hours for years two and three.
- If a PCDS student requires an interruption or leave of absence of more than 4 weeks, they must fulfil their teaching requirement or risk the withdrawal of their funding. See 6.3.
- PCDS stipend payments are made quarterly.

Research and Teaching Scholarship (RATS)

- RATS are managed by the School Secretary (lorna.aitken@ed.ac.uk) and PGR admin.
- RATS comes with a teaching commitment of 120 hours for one semester for the first year. This commitment increases to 180 hours for years two and three.
- Students in the writing-up year may also be given a RATS subject to satisfactory performance in both research and teaching.
- RATS stipend payments are made monthly.

12.2 Expenses

All PhD students receive an annual research allowance of £500 per year. This allowance cannot be carried over from one year to the next.

The research allowance is to be used for attendance at workshops/conferences, etc. This includes registration fees, travel accommodation and reasonable expenses. The allowance cannot be used towards books and equipment.

Your research allowance is administered and monitored by the School Secretary, Lorna Aitken. You should submit expenses within your research account limit to the School Office (1.01). PGR admin can advise you of how much of your allowance you have remaining.
If your expense is out with your budget, you must submit your request for additional funds to econpgr@ed.ac.uk with an outline of the additional costs. Any expenses out with the standard allowance must receive the PGR director’s approval. Expense requests out with the allowance submitted to the School Office will not be processed until PGR director approval has been given, so please check in advance.

Research expense form can be downloaded here: www.ed.ac.uk/imports/fileManager/Expenses-Claim-Form1_UoEStaff.pdf

12.3 Cost of Running Experiments
Students are welcome to run experiments to assist in the research of their thesis. Students must discuss the practicalities with and have the support of their supervisor to do so. Students will also have to consider whether ethic approval is needed (see 10.3).

Students wishing to receive funding for an experiment must submit detailed costings to the PGR director for approval. For support on budgeting and costing, please contact the School Research Office for guidance. econ.research@ed.ac.uk

12.4 Maternity Pay and Leave
Maternity leave for postgraduate students is supported by the University, in line with Human Resources policies. Students may request up to 6 months maternity leave.

Students in need of maternity leave, should submit an interruption request and discuss the necessary timescale with both their supervisor and the PGR director. You should also consult PGR admin regarding financial support for PhDs. Financial support may depend upon your scholarship, therefore it is encouraged to explore their options at the earliest opportunity.

Paternity
Partners are entitled to 2 weeks’ leave, however a leave of absence request must be submitted. Paternity leave must be taken between the date of birth and 56 days thereafter. If a longer period of time is required, please discuss with your supervisor and PGR admin.

13. Student Support

13.1 School Support
During your studies you will work closely with your supervisor, however students are welcome to discuss any issues, problems or concerns with the either of the PG directors (Tim Worrall or Andy Snell). Both have an ‘open-door’ policy, whereby students can contact them to discuss any matter.

PGR admin will also be available on an ‘open door’ policy to offer advice and support on non-academic matters. You can contact via econpgr@ed.ac.uk or drop into the Postgraduate Office at any time (G5, 30 Buccleuch Place).

13.2 EUSA Advice Place
The EUSA Advice Place is an impartial, accessible, free, confidential advisory service for all University of Edinburgh students. The service provides advice independently of the University of Edinburgh or any other organisation or authority and is delivered by professional advisory staff, trained to provide both general
advice and advice in individual specialist areas of expertise. Advice is offered on a walk-in basis or by appointment for more specialist areas such as welfare benefits, academic issues and immigration.

The Advice Place is located in the University Students’ Association in 5/2 Bristo Square. You can call them on 0131 650 9225; or text 07537 402004; or email advice@eusa.ed.ac.uk. www.eusa.ed.ac.uk/support_and_advice/

13.3 PEER+
Peer Support in the context of the University means a student with more experience sharing their knowledge, skills, abilities and expertise with a new or less experienced student. Peer Support may focus around advancing your academic work, providing opportunities to socialise with other students within your School or offering additional support to ensure your wellbeing while at University.

13.4 TUTOR SUPPORT
Students experiencing difficulties in their tutor role, should contact the tutor coordinator (ahmed.anwar@ed.ac.uk) or one of our senior teaching fellows for advice. www.ed.ac.uk/economics/peopleacademic-staff

If you require additional training and support, please contact econpgr@ed.ac.uk or the PGR director.

13.5 STUDENT COUNSELLING SERVICES
The University maintains a confidential counselling service which is available free of charge to all students. The service offers advice on all matters of concern to students, from personal to academic.

The Student Counselling Service is located on the third floor of the main library in George Square. You can telephone them on 0131 650 4170 or email Student.Counselling@ed.ac.uk

13.6 USEFUL LINKS
Accommodation Services www.ed.ac.uk/schools-departments/accommodation-services
Careers Service www.ed.ac.uk/schools-departments/careers
Chaplaincy www.ed.ac.uk/schools-departments/chaplaincy
Child Care (Day Nursery) www.ed.ac.uk/schools-departments/day-nursery/
Student Counselling Service www.ed.ac.uk/schools-departments/student-counselling
Student Disability Service www.ed.ac.uk/schools-departments/student-disability-service
Health Centre www.health-service.ed.ac.uk/
International Office www.ed.ac.uk/studying/international
Centre for Sports & Exercise www.ed.ac.uk/schools-departments/sport-exercise/home
Students Association www.eusa.ed.ac.uk