PhD in Economics Handbook 2018/2019
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Welcome

It is my pleasure to welcome you to our PhD Programme in Economics. By joining our PhD Programme you have become member of an active and stimulating community that excels in research and teaching activities. LUMS is the most research-intensive business school in the UK, with the majority of research activity recognised to be world-leading, or internationally excellent according to the last Research Excellence Framework (REF 2014).

As a PhD student of the Department, you will enjoy both close supervision by a group of our faculty members that specialises in your research area, and wide access to numerous advanced research training courses offered by the ESRC-funded North West Social Science Doctoral Training Partnership to which the Department belongs. You will also have the opportunity to participate actively in numerous departmental activities (e.g., internal, PhD, and external seminar series, departmental workshops and conferences), and interact with well-established economists in your field. The ultimate goal of the Programme is to prepare you for a successful research-driven career in academia or in government, research organizations, and business enterprises.

This Handbook describes the structure of the PhD programme and provides useful information on various other aspects of your studies. You should read it carefully as it contains most of the information that you will need to get started, and it can also be a useful reference in the future. If, after reading this Handbook, you have any queries, then please feel free to contact us.

Welcome and best wishes for successful doctoral studies.

Dr Orestis Troumpounis
Director of the PhD Programme in Economics
August 2018
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**Other important contacts are:**

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A full list of staff in the Department of Economics can be found at:

[http://www.lancaster.ac.uk/lums/economics/people/](http://www.lancaster.ac.uk/lums/economics/people/)
With about forty academic members and a large postgraduate community, the Department of Economics has a strong research base, with interests spanning a wide range of theoretical and applied issues. The research activities of the Department inform teaching activities, bringing insights from the research frontier to all levels of education, from undergraduate to MSc and PhD level courses.

Research in the Department is organised in five broad groups: Behavioural and Experimental Economics; Labour, Education and Health Economics; Macroeconomics and Financial Markets; Political Economy and International Trade; and Industrial Organisation and Economic Theory.

**Industrial Organisation and Economic Theory** The research conducted by members of this group spans several areas of industrial organisation and economic theory. One stream focuses on auctions and how bidding behaviour is affected by strategic interactions of firms and policy changes. Another area of expertise involves environmental economics with an emphasis on the design of environmental markets and the impacts of international environmental agreements, as well as projects related to renewable energy, toxic-release firm locations, and effects of natural hazards on regional economic issues. Several members share an interest in various aspects of game theory (e.g. evolutionary game theory, psychological game theory, game theoretical analysis of fair division with application to bankruptcy problems, game theoretic approach to understand how institutions shape individuals and strategies in political parties, game-theoretical agency models applied to voting behaviour and public finance decisions). Another line of research has considered the effects of knowledge spill-overs on high-tech firm start-ups, growth and survival, as well as trying to understand the mechanisms meant to promote research and development and innovation. Finally, various projects focus on decision making under risk and ambiguity (e.g. dynamic choice under ambiguity, formation and updating of subjective beliefs, strategic interaction under ambiguity and their application to public policy).

**Labour, Education and Health Economics** Another research field in which the Department enjoys a long-standing international reputation is Education and Labour Economics. A range of contributions have been made in Education Economics to areas such as the returns to education, the role of competition in school performance and the efficiency of educational production. In addition, this research group has published work on a range of wider issues in labour economics such as labour supply, performance related pay, migration and worker effort decisions. Current research focuses on a range of issues including cross-country evidence on school to work transitions, labour market performance in transition economies, executive compensation, and the economics of professional sports markets. Recently, this research group has diversified into health economics in collaboration with the Division of Health Research (DHR) in the Medical School. This has led to a range of projects including the effect of winter fuel payments on elderly health (ESRC-Funded) and the effect of alcohol availability on a range of outcomes such as traffic accidents and workplace absenteeism. In addition, there are several ESRC CASE/MRC funded PhD students that are jointly supervised with DHR.

**Macroeconomics and Financial Markets** The group of Macroeconomics and Financial Markets was created in 2004. Its substantial growth over the last decade has been accompanied by a diversification in both theoretical and applied aspects of
macroeconomics, time series econometrics and financial economics. In the domain of macroeconomics, this research group has contributed to, among other areas, the theoretical modelling of central banks with asymmetric preferences, the analysis of optimal monetary and fiscal policy in New Keynesian models embodying limited asset market participation and habit persistence, as well as the macro-prudential roles of bank capital regulation and monetary policy in DSGE models with endogenous financial frictions. In the domains of time series econometrics and financial economics, the group has published work on the development and application of econometric tests for detecting and dating speculative bubbles in asset prices, the effect of temporal aggregation on estimation methods and on impulse response functions, the impact of heteroskedasticity on linearity tests, and the modelling and forecasting of high frequency data in equity and foreign exchange markets. Other topics that members of this group have contributed to in the recent past include the estimation of stochastic frontier models, efficiency and productivity analysis -with a particular focus on the banking sector, the analysis of gambling markets, and the study of Hayek.

**Behavioural and Experimental Economics** The Department has made a significant investment in Experimental Economics, both in the recruitment of new faculty as well as in the creation of physical and institutional infrastructure for running experiments (LExEL). The topics of this group’s research overlap with those of economic theory on one side, and extend into areas where controlled experiments are the primary research instrument. The former include auctions, game-theoretic solution concepts, Bayesian information processing, dynamic decision making, and the axioms underpinning economic theory of choice under risk and uncertainty, while the latter include other-regarding preferences, trust and norms, bounded rationality, and heuristics and biases. The group’s research also investigates long-standing puzzles and paradoxes of decision making. Virtually no empirical economic context remains that has not been the beneficiary of vibrant behavioural modelling and experimental investigation.

**Political Economy and International Trade** Theoretical and empirical research by this group has focused on political economy, international trade as well as related topics in development economics. Research on International trade and Development Economics has a long tradition in the Department. Recently, research projects in this area have focused on (the political economy of) trade policies with reference to the regulatory role of the World Trade Organization and trade theories with elements of economic geography. Theoretical work on political economy has analysed issues related to fiscal federalism and the interplay between voting behaviour and public finance decisions, as well as investigations of how institutions shape individuals' and parties' strategies in different political contexts. On the boundary between political economy and development economics, members of this group also conduct research on the causes and consequences of conflicts and migration in developing countries and the role of political institutions in international conflicts.

**Overview of the Integrated PhD Programme in Economics**

From October 2012, the Integrated PhD Programme in Economics has been restructured to a 2+2 year degree. The first two years of the Programme include a range of MSc and post-MSc modules, which are delivered by the Department or by our ESRC NWSSDTP partners at the Universities of Manchester and Liverpool, and have a significant element of both advanced theory and applied economics. The provision of formal advanced training in the first part of the Programme aims to deepen the discipline-specific knowledge base and ensure our PhD students are well equipped for conducting high-quality research. Direct entry into year two is possible for applicants that hold an MSc degree of high standard in Economics or related discipline. The last two years of the PhD programme are dedicated to full-time research for the completion of the doctoral thesis. A more detailed description of the structure of the Programme is provided below.

**Year 1** In their first year, Integrated PhD students follow one of the two MSc Programmes run by the Department, either the MSc in Economics or the MSc in Money, Banking and Finance (MBF). Detailed information about the MSc in Economics can be found at [http://www.lancaster.ac.uk/lums/study/masters/programmes/msc-economics/](http://www.lancaster.ac.uk/lums/study/masters/programmes/msc-economics/) and about the MBF at [http://www.lancaster.ac.uk/lums/study/masters/programmes/mbf/](http://www.lancaster.ac.uk/lums/study/masters/programmes/mbf/)

**Year 2** The second year of the Programme comprises a range of advanced post-MSc courses organised in Areas of Research Training (ARTs). Each student has to attend four modules, totalling 60 credits, and prepare a substantive research proposal worth 120 credits. From the four modules, only the module Research Skills for Economists is compulsory. The remaining three modules are optional and determine the ART the student belongs to. The choice of electives must be agreed with the supervisory team and the PhD Director. The following ARTs are offered by the Department:

**ART: Microeconomics andBehavioural Economics**
- **ECON801 - Research Skills for Economists (15 credits)** - Lancaster
- at least one of
  - **ECON810 – Applied Behavioural Economics (15 credits)** – Lancaster
  - **ECONM 422 – Advanced Microeconomic Theory (15 credits)** – Manchester
- and two optional modules from the list of Optional PhD Modules below, as approved by the supervisory team and the PhD Director.

**ART: Human Capital/Labour/Education**
- **ECON801 - Research Skills for Economists (15 credits)** - Lancaster
- **ECON811 – Economics of Human Capital (15 credits)** - Lancaster
- and two optional modules from the list of Optional PhD Modules below, as approved by the supervisory team and the PhD Director.

**ART: Applied Macroeconomics**
- **ECON801 - Research Skills for Economists (15 credits)**
• at least one of
  o ECON805 – Applied Macroeconomics (15 credits) – Lancaster
  o ECONM421 – Dynamic Macroeconomics (15 credits) - Manchester
• and two optional modules from the list of Optional PhD Modules below, as approved by the supervisory team and the PhD Director.

Optional PhD Modules offered by Lancaster:

• ECON803 – Microeconometrics (15 credits)
• ECON804 – Time Series (15 credits)
• ECON805 – Applied Macroeconomics (15 credits)
• ECON806 – Microeconomics (15 credits)
• ECON811 – Economics of Human Capital (15 credits)

Optional PhD Modules offered by Manchester:

• ECONM 421 – Dynamic Macroeconomics (15 credits)
• ECONM 422 – Advanced Microeconomic Theory (15 credits)
• ECONM 423 – Applied Econometrics (15 credits)
• ECONM 424 – Advanced Topics in Microeconomics (15 credits)
• ECONM 426 – Advanced Topics in Development Economics (15 credits)
• ECONM 428 – Advanced Methods for Environmental Valuation & Decision-Making (15 credits)

In special cases, students may take/audit modules outside the NWSSDTP economics pathway as long as this is the recommendation of the supervisory team and conditional on the approval of the PhD director.

In addition to the advanced post-MSc modules, the research training seminars Plagiarism and Research Ethics are compulsory for Year 2 students. Details of these seminars will be circulated via email and through the PhD Course page on the Lancaster Virtual Learning Environment.

The Research Proposal (ECON880) After completing the taught component of Year 2, those students who perform well and pass qualifying coursework and examinations proceed to develop a substantive research proposal (120 credits) under the guidance of their supervisory team. The research proposal is essentially a preliminary draft of the student’s first research paper, which builds upon the advanced research training undertaken throughout the year (especially the Research Skills module). A good research proposal should provide a high-quality extensive exposition of the relevant literature, formulate the main research questions, describe the methodologies adopted to address those questions, and provide some original results. There is no ideal length for the research proposal since such a metric depends on the specific research field as well as the quality and novelty of the research undertaken. In most cases, a proposal of around 20 to 30 pages should suffice.

Students should aim to have a first draft of the proposal ready by the end of July. This draft should be circulated to supervisors for feedback. A final version that incorporates the feedback of the supervisors and has been approved by them should be ready for submission by the end of August, early September. Upgrade/confirmation panels take place around mid September, and all students are required to have submitted their proposal to panel members at least two weeks in advance.
The upgrade/confirmation panels consist of the supervisory team and at least one faculty member who acts as an external evaluator. Typically, a confirmation panel starts with a 30 minute research presentation by the student, followed by 30 minutes for discussion. During the presentation students are expected to describe the current stage of their research but also outline a plan for future research. On the basis of the written research proposal and the presentation, the panel evaluates whether a student meets the standards to be awarded PhD status (please see Progression Criteria and Exit Routes below).

**Years 3 & 4** During their third and fourth year, PhD students focus almost entirely on research. They work on their research papers/chapters, and present their work in seminars, conferences and workshops in order to obtain feedback, interact with other researchers and establish research networks. If deemed beneficial by the supervisory team, students can also audit NWSSDTP Economics modules, which they did not take in Year 2, and attend courses, masterclasses and workshops outside the NWSSDTP Economics pathway.

Similar to year’s 2 upgrade panel, students in their third and fourth year present the evolution of their PhD to the same panel members who participated in their upgrade/confirmation panel. These presentations typically take place in mid-September and aim to track the students’ overall progress during the preceding year.

In their fourth year, PhD students are expected to complete their main research paper, the job market paper, and start preparing for the following year’s job market. The Department supports PhD students in this stage through introductory talks, mock interviews and job market presentations.

**Progression Criteria and Exit Routes**

**Year 1 to Year 2** To progress from Year 1 to Year 2 students are expected to achieve a distinction in Year 1. However, in exceptional cases and at the discretion of the department, progression may be possible if the following minimum requirements are met:

i) the average mark on taught courses is at least 65%
ii) a minimum of 50% on each course
iii) a minimum of 65% on the dissertation

Failure to meet any of the above criteria means that the student may be offered an exit degree in accordance with the regulations of the MSc programme that the student has registered to for his/her first year.

**Year 2 to Year 3** The requirements for progression from year 2 to year 3 are

i) the average taught mark is at least 60%
ii) a minimum of 50% on each course
iii) a minimum mark of 60% awarded by the confirmation/upgrade panel for the research proposal and the presentation

Students that meet the above requirements will automatically have their registration confirmed for the PhD in Economics.

Failure to meet the requirements means that the student may exit the Programme. In this case and if both the average taught mark and the proposal mark are at least 50%, the student will be given the opportunity to work on the research proposal to prepare a thesis.
and defend it in an oral examination for the MPhil degree. Further details about the thesis and the oral examination can be found at:

Two further progression rules relate to internal and external presentations, as a way for PhD students to develop presentation skills, receive feedback, and have an external check on the quality of research outputs. First, every PhD student must give a research-oriented seminar in the Department. This internal seminar should take place at any time before the end of year 4 (but ideally in year 3), should be open to anyone, and must be attended by faculty members on top of the supervisors. Second, every PhD student must have a research paper accepted at a conference before the end of year 4 in order to engage with the academic community to which their research interests belong. Any type of external event (e.g. conferences, workshops, seminars) is acceptable as long as the event has been approved by the supervisor(s). PhD students and supervisors should discuss the timing of these presentations to ensure that they can benefit the most from these opportunities.

Note that, for PhD students in receipt of a LUMS/Departmental studentship, in addition to the above progression rules, satisfactory teaching (or research assistance) performance is required for continuation of a studentship from one academic year to another.

**Year 4 and Writing-up** The thesis should be completed by the end of year 4 and submitted for the final oral examination. However, if deemed necessary by the supervisory team and conditional on approval from the Head of Department, a student may be allowed a writing-up period beyond the fourth year. Note that, during this period, no supervision is provided.

The oral examination of the thesis (VIVA) involves two examiners, at least one of whom is external to the University. The supervisory team is responsible for selecting appropriate examiners. The possible outcomes of the oral examination are:

i) that the degree of PhD be awarded forthwith

ii) that the degree of PhD be awarded subject to corrections being made within three months from the date of notification of the result of the decision. The term ‘corrections’ refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references, etc.

iii) that the degree of PhD be awarded subject to minor amendments being made within six months from the date of notification of the decision. The term amendments refers to stated minor deficiencies, requiring some textual revision

iv) that the degree of PhD should not be awarded but that the candidate should be permitted to revise the thesis and resubmit it for the degree of PhD within twelve calendar months from the date of formal notification of the decision;

v) that the degree of MPhil be awarded

vi) as (iv), except that the candidate resubmits for the degree of MPhil.

**Postgraduate Research Assessment Regulations**
Full details of the postgraduate research assessment regulations can be found at https://gap.lancs.ac.uk/ASQ/QAE/MARP/PGAR/Documents/PGR-Assessment-Regulation-Current-Version.pdf

**PhD Thesis Structure** The PhD thesis typically consists of a set of research chapters, papers, which could be reasonably submitted to a high quality academic journal in economics or relate field with a good chance to be published. The exact number of research papers is to
be decided by the PhD supervisor(s) and confirmed by the PhD Programme Director. Normally, a PhD thesis would include at least two research papers. One paper has to be single-authored; other paper(s) can either be single-authored or co-authored with the PhD supervisor(s) or other researchers.

**Departmental Seminars, Workshops and Conferences** The Department runs three weekly seminar series: an internal, a PhD, and an external, with the latter being subdivided into two categories, general and field specific. These seminar series provide an invaluable opportunity to PhD students to be exposed to cutting edge research, obtain feedback on their work from senior researchers, exchange research ideas, and create research networks. All PhD students in Years 2 to 4 must:

i) attend the internal seminars, the PhD seminars, and the external seminars that are either general or in their research field (broadly defined),

ii) present at least once a year in the PhD seminar series in Year 3 and Year 4,

iii) present in the internal seminar series in their final year,

iv) and, finally, meet with external seminar speakers working on related fields to discuss research ideas.

The Department also organises conferences and workshops that PhD students may find useful to attend.

Details about departmental events can be found at:

http://www.lancaster.ac.uk/lums/economics/research/seminars-and-conferences/

**NWSSDTP PhD Conference in Economics** Every year in May, the Departments of Economics of the Universities of Lancaster, Liverpool and Manchester organise the NWSSDTP PhD Conference in Economics. This two-day event consists of keynote speeches by prominent economists, presentations from 3rd and 4th year students from the three institutions, and a conference dinner. Past keynote speakers include Professor Daniel S. Hamersmesh from the University of Texas at Austin, Professor Rachel Griffith from the University of Manchester, and Professor Ed Karni from Johns Hopkins. Attendance of PhD students, apart from students in Year 1, at the NWSSDTP conference is compulsory.

**Overview of a typical PhD structure, Progression Criteria and Exit Routes:**

| 1st year | • MSc in Economics or MSc in Money, Banking and Finance  
|          | • Exit Route: Masters Degree |
| 2nd Year | • Post-MSc Taught Component  
|          | • Attendance of departmental seminars and NWSSDTP PhD conference  
|          | • Preparation of research proposal (preliminary 1st paper)  
|          | • Presentation of research proposal and plan for future research to Upgrade Panel  
|          | • Exit Route: MPhil degree |
| 3rd Year | • Completion of 1st paper  
|          | • Presentation in PhD seminar series, in NWSSDTP PhD conference, and other conferences and workshops  
|          | • Attendance of departmental seminars  
|          | • First draft of 2nd paper |
| 4th year | • Completion of all papers  
|          | • Attendance of departmental seminars |
Choose job market paper – the best PhD paper and the basis for job applications.

Presentation in PhD seminar series, in NWSSDTP PhD conference and other conferences and workshops.

Finalize and submit the PhD thesis in internal seminar.

Mock job market interview and PhD viva.

Attend the job market.
Teaching, Research and Related Duties

PhD students receiving Departmental or School funding

Some of our PhD students are supported with either fee waivers and/or maintenance awards, or some combination of the two. Any offer of such a scholarship carries with it an obligation on the student’s part to carry out work for the department, which is calculated according to the type and amount of funding received (from Department and/or School). Duties may include Teaching Assistant (TA) and/ or Research Assistant (RA) duties. Typical TA duties include tutoring in undergraduate courses, and marking coursework.

Self or Other Funded Students and Teaching/Related Duties

Students who are self-funding, or who receive funding solely from an external body, are also given the opportunity to take on some paid teaching or related duties during their doctoral studies. Of course, this requirement is subject to the terms of the external funding received. Please contact the Department Officer if at all unsure.

We are keen to ensure that we have a talented and experienced cohort of graduating doctoral students every year, able to succeed in the job market in gaining a faculty position at one of the top Schools or pursue a successful research-driven career in government, research organizations, and business enterprises. With this in mind, all our research students are encouraged to gain classroom experience in preparation for future academic careers, by teaching on undergraduate or occasionally postgraduate courses. In addition, opportunities may also be available to deliver research assistance for faculty members’ research projects. As per the advice for scholarship students, the Department Officer will contact individuals directly to discuss opportunities before the start of each academic year.
Departmental Code for PhD Researchers and Academic Supervisors

What is required of Doctoral Researchers?

- Students are required to be present at Lancaster during term-time for all their years of study. However:
  - Occasions when the student expects to be away should be alerted to the PhD supervisor(s). This may include attendance at research-led events, absences for compelling personal reasons, or periods of sickness.
  - Students with teaching or other duties within the Department must also alert the Department Officer to any absences, where they occur during term-time or within vacations during which grading duties are assigned.
- Students are required to attend all compulsory taught modules, research seminars, and conferences with exceptions reported to the PhD supervisor(s).
- Students must attend all scheduled meetings with their supervisor(s) and prepare any required evidence of his/her activity beforehand. During the meeting, students should keep a record of agreed activity and maintain a record of all meetings, which is then copied and submitted to the primary supervisor for departmental records.
- Students are expected to create and keep up-to-date a webpage on pure. Please see Section Useful Information below.
- In addition to the upgrade panel detailed above, the following is a typical timetable of online appraisal events (after Year 1) that will take place during a full-time student’s doctoral study. This is provided as a guide to the typical timing of events.

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<th>Event</th>
<th>Timing (approx.)</th>
<th>Attendance</th>
<th>Next Steps</th>
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<tr>
<td>Online Appraisals (PhD)</td>
<td>6 months</td>
<td>To be completed by:</td>
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<tr>
<td>Online Appraisals (PhD)</td>
<td>12 months</td>
<td>Student supervisor(s)</td>
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<td>Online Appraisals (PhD)</td>
<td>18 months</td>
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<tr>
<td>Online Appraisals (PhD)</td>
<td>24 months</td>
<td>At specific points after registration for a research degree, all research students MUST complete appraisals. Each appraisal requires two forms to be submitted, one by the student (the student appraisal form) and a second by the student’s supervisor (the supervisor appraisal form).</td>
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<tr>
<td>Online Appraisals (PhD)</td>
<td>30 months</td>
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<td>Online Appraisals (PhD)</td>
<td>36 months</td>
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What is the role and what is required of Academic Supervisors?

- Each PhD student is typically allocated two supervisors for the duration of his/her doctoral studies. The role of the supervisors is to provide advice and guidance on student’s work, but students should aim to produce and develop their own original ideas.
• After the first year taught component of the programme, supervisors are required to meet their PhD student(s) on average once fortnightly during term-time. A short note of these meetings should be prepared by the student and must also be copied to the supervisor and retained as a record for the Department.

• Supervisors are required to advise and provide guidance for students’ research activity. In doing so, supervisors may assist with identifying further reading, data sources, seminar/conferences etc to the student. Supervisors should also provide timely and detailed feedback to students on any written work submitted.

• Should a student fail to attend supervision meetings, without reason being provided, then the primary supervisor should attempt to contact the student to determine the reason and re-schedule the meeting. However, if a student fails to respond or to agree an alternate meeting, the matter must be escalated to the Head of Department and PhD Director via the Department Officer.
Useful Information

Conference attendance and funding
We expect that all PhD students present their work in at least one major conference in economics. We further encourage PhD students to attend workshops, short courses and masterclasses outside the University. The department provides reasonable financial support to enable students to do so. Financial support is allocated on the basis of the quality and cost of the event as well as students’ involvement in the department’s research activities (i.e., regular seminar attendance, meetings with speakers, involvement in PhD seminar series etc.). If you require financial support, then you need to:

   i) discuss this with your supervisors to obtain their approval
   ii) apply for departmental funding using the following link (https://goo.gl/forms/Afl0bQfLcgYC0f663)

The Department may cover in full or partially the conference expenses. Note that funding availability will depend, among other factors, on the funding reserves of the Department.

In addition to the departmental resources there is a central Faculty PhD conference budget. Students presenting their work in an event need to apply for funding with the support of their supervisor/department also to LUMS. There are typically three calls for funding each year. More details about the application process are available by Caren Wareing.

ESRC funded students should be aware that their studentship also includes a certain amount for such events and should take advantage of this source as well.

Core information for PGR students
This is a useful link which contains all the essential information you need to know about being a PGR student at Lancaster. http://www.lancaster.ac.uk/current-students/postgraduate-research-students-core-information/ Similarly, the page of the Doctoral Academy also provides a host of links: http://www.lancaster.ac.uk/research/doctoral-academy/

Lancaster email address
All students are given a Lancaster University email address, of the form a.n.other@lancaster.ac.uk, which is assigned during Induction. Please note that any contact we make with you will be through your Lancaster email address. It will be assumed that you access this email account on a daily basis. Please do not forward emails from this address to another email address as this may delay or prevent us from contacting you.

PhD Student Web Profiles
The University’s research information system, Pure, is now available for postgraduate research students to use. Pure can be used to record information about yourself, your research interests and research publications. This information can also be used to produce your web profile which will appear at http://www.research.lancs.ac.uk/portal/ and also, at a later date, on the LUMS website. An email will be sent to you at the start of term to give you full details about how to create your profile.

It is of great importance that you maintain an up-to-date web presence, as a way to disseminate your research findings and get known in the profession. Therefore, it is assumed that all PhD students maintain a (minimal) web presence on the LUMS website, possibly
complemented with a personal website on a different platform. Webpages of existing PhD students in Economics can be found at:

http://www.lancaster.ac.uk/lums/economics/research/phd/students/

iLancaster
This is a free mobile app delivering Lancaster University services, resources and information – at your fingertips – whenever you want them, from wherever you are. It’s available to download to your mobile devise or view from any web browser. You can find everything from your Welcome Week planner and research training timetable to bus timetables, where to eat and drink and financial planners. This app also serves for registering your attendance at each module.

Office Space
Full-time students are offered an office space. Basic facilities usually include a bookcase, desk, chair and access to a filing cabinet for each PhD student. **You will be allocated an office for 4 years.** Normally, after 4 years we will ask you to vacate the office ready for a new intake of students. Part-time students are not normally offered office space.

Guidance on Lone Working
Whether you are at the university or doing fieldwork you may be working on your own and it is therefore appropriate that you familiarise yourself with the university’s policy on lone working. Please see the guidance available through the following link:


Computing Facilities
All full-time doctoral students are allocated a PC on arrival which they keep for the duration of their studies in their personal office. All Management School PCs have access to statistical packages, email, and the Internet. For general IT support, including software queries, contact the ISS Service Desk on phone extension 10987 or by email to iss@lancaster.ac.uk. You can also visit the ISS knowledge base: http://lancasteranswers.lancs.ac.uk

LUMS Web pages
LUMS has a large number of pages on the Internet, accessed through http://www.lancaster.ac.uk/lums/. It would be worth to familiarise yourself with the many pieces of information it offers. You should also log onto Moodle for PhD students at: https://mle.lancs.ac.uk/course/view.php?id=300 for notices and information relating to the Research Training.

Staff-Student Meetings
Staff-Student Meetings are held every term. All PhD students are encouraged to attend or raise any issue with their departmental PhD representative. At the meetings we discuss issues that are of concern to you. PhD students are usually asked for agenda items prior to the meeting and an agenda is circulated normally a week before the meeting.

Ethical Issues
ALL PhD students undertaking fieldwork must complete 2 ethics forms with their supervisors **BEFORE** undertaking fieldwork. These can be found on the University Research Office website: http://www.lancaster.ac.uk/lums/research/ethics/ (accessible when on the university’s network). All PhD students also have to take the compulsory seminar on ethics and research.

Plagiarism
Within the UK there are conventions about the use of material in academic publications, including PhD theses. Definitions of plagiarism are given in the Plagiarism Framework available at: https://gap.lancs.ac.uk/ASQ/Policies/Pages/PlagiarismFramework.aspx. All PhD students also have to take the compulsory seminar on plagiarism.

**Lancaster University Code of Practice for Postgraduate Research Programmes**
Lancaster’s Regulations for Postgraduate Research Degree Programmes are contained in the Code of Practice available on-line at: https://gap.lancs.ac.uk/ASQ/Policies/Pages/PGRCode.aspx

**Postgraduate Research Regulations**

**Development Needs Analysis (DNA)**
All PhD students are required to complete the DNA online. Your DNA (Development Needs Analysis) allows you to audit yourself against the skills and competencies we develop as researchers. You can then use this to discuss with your Supervisor the training and development opportunities you may need for the forthcoming year.

**PGR Tracker/Appraisals**
The PGR tracker provides a platform to monitor the progress of PhD students, store relevant documents and trigger appraisal activities at appropriate milestones. You can access this appraisal system via the Student Portal.

**Attendance – Responsibilities and Guidelines**
You are expected to be available for attendance between 9.00 a.m. and 7.00 p.m. on all weekdays during term time (in some situations until 8pm). In addition, all students in the first year of a programme of study (new students or repeating students) are expected to be available during Welcome Week – this is optional for continuing students. If your department requires you to attend at other times, you will be informed in good time.

The University regulations require students to attend all lectures, seminars, classes, tutorials, assessment tests, etc., during term time:

*Students are required to register at times to be specified, and to be engaged full-time on their studies for the full period of each term and/or for such other periods as may be stated in the regulations for particular courses. The place of work will be the University and/or such other places as the department or departments concerned may specify. Students must present themselves for examination when they are required to do so. All students must perform with reasonable diligence the work required of them, including attendance at such formal instruction, seminars and tutorials, and examinations or any form of required assessment, and performance of such written or practical work, vacation work and departmental tests as the heads of the appropriate departments may prescribe.*
It is the responsibility of each student to ensure that their attendances are correctly recorded. Students must report all absences (illness or otherwise) using the online self-certification system (Absence Notification page in the student portal). Students who are absent without explanation are reported to the appropriate Director of Studies, who decides whether disciplinary measures need to be taken. Persistent failure to attend may lead to referral to the Standing Academic Committee and the risk of permanent exclusion from the University. The university records attendance at all teaching events, and you are required to register your attendance at all the teaching events you attend using the iLancaster attendance check-in.

N.B. It is essential that you contact the department if you are experiencing any circumstances that are affecting your attendance, performance or general well-being. These cannot be taken into account unless the department knows about them so it is important that you inform us. University information on attendance check-in: [http://www.lancaster.ac.uk/student-based-services/check-in/](http://www.lancaster.ac.uk/student-based-services/check-in/)

As of the academic year 2018-19 all attendance at teaching events should be registered using the iLancaster attendance check-in feature and the following applies to attendance monitoring:

1. You must ensure that you attend all teaching events of your module.
2. If you attend a teaching event but fail to check in via ilancaster or inform the teaching staff you cannot check in to sign an attendance sheet you will be marked absent.
3. If you are unable to attend a teaching event you must inform the department(s) affected via the self-certification process in the student portal.
4. You may self-certify absences for up to one week on each individual ECON module. In order for further absences to be condoned, you must provide documentation (ie medical notes, confirmation of interviews etc) to the Postgraduate Office confirming the reasons for your absence. If you do not provide this information absences will be recorded as unauthorised. If the reason given for an absence is deemed unsatisfactory by the department it will be uncondoned.
7. If your attendance falls below the required level you will be contacted by the department and may have to meet with your Director of Study to discuss this. If you fail to attend this meeting and/or improve your attendance, you will be referred to Student Registry where your case may be passed to the Standing Academic Committee of the University (which has the power to recommend exclusion from the University). The Student Registry considers 70% attendance to be a minimum satisfactory level.

**Learning Development and Academic Support**
LUMS has a learning developer, Dr Helen Hargreaves, who supports all postgraduate students, home or international, with aspects of study. The best way to contact her is on learningdevelopmentlums@lancaster.ac.uk

**University Library**
All member of the University are entitled to use the Library ([http://www.lancaster.ac.uk/library](http://www.lancaster.ac.uk/library)) on becoming a registered as borrowers. The act of registration as a reader or borrower constitutes an undertaking to accept the Library Rules.
**Study Areas for Postgrad**
Notice that the library features a Postgraduate Study Area: a silent study space with print, scan and copy facilities close by. The Graduate College Study and Social Hub is located on Alexandra Park and provides quiet study space, group work space, social space and games room, as well as print, scan and copy facilities. Finally, there is also a dedicated area in town: the Postgraduate Study Hub is located on the first floor of the Storey Institute on Meeting House Lane. It features quite study space, small group work space, Eduroam Wi-Fi access.

**External Examiner**
The External Examiner for the compulsory research training of the Economics Programme is Professor Robert Elliot from the University of Birmingham.

**LUMS Learning Development Referencing Guide**
You can find the LUMS referencing guide on the LUMS Learning Development Moodle site: [https://modules.lancaster.ac.uk/enrol/index.php?id=281](https://modules.lancaster.ac.uk/enrol/index.php?id=281)
Within LUMS, there are other Research Training Programmes. Similarly, LUMS offers a wide range of full-time taught Masters’ degrees. Courses within these programmes may be directly relevant to your research interests. They may be taken (for free) over all three years of your PhD programme. If interested to take any of these courses, you need to discuss their relevance with your supervisor(s). Permission of supervisor(s) and of the relevant Director of PhD/Master programme is also essential.

Information on the courses which are open to you can be found below along with information on who to contact for timetable information.

**PhD Programme in Accounting and Finance:**
**Contact:** Carole Holroyd  ([c.holroyd@lancaster.ac.uk](mailto:c.holroyd@lancaster.ac.uk))

**PhD Programme in Business & Management**
**Contact:** Matthew Watson  ([m.watson@lancaster.ac.uk](mailto:m.watson@lancaster.ac.uk))

**MSc Accounting & Financial Management, MSc Advanced Financial Analysis, MSc Finance**
**Contact:** Linda Airey  ([l.airey@lancaster.ac.uk](mailto:l.airey@lancaster.ac.uk))

**MSc E-Business & Innovation**
**Contact:** Anne Wilbourn  ([a.wilbourn@lancaster.ac.uk](mailto:a.wilbourn@lancaster.ac.uk))

**MSc Economics**
**Contact:** Emma Fitchett  ([e.fitchett@lancaster.ac.uk](mailto:e.fitchett@lancaster.ac.uk))

**MSc Entrepreneurship, Innovation & Practice**
**Contact:** Maria Hellsten  ([m.hellsten1@lancaster.ac.uk](mailto:m.hellsten1@lancaster.ac.uk))

**MA Human Resources & Consulting**
**Contact:** Catherine Southworth  ([c.l.southworth@lancaster.ac.uk](mailto:c.l.southworth@lancaster.ac.uk))

**MSc Human Resource Management, MSc Politics, Philosophy & Management**
**Contact:** Sian Cameron  ([s.cameron@lancaster.ac.uk](mailto:s.cameron@lancaster.ac.uk))

**MSc Information Technology, Management & Organisational Change**
**Contact:** Sian Cameron  ([s.cameron@lancaster.ac.uk](mailto:s.cameron@lancaster.ac.uk))

**MSc International Business & Strategy**
**Contact:** Linda Smith  ([l.smith2@lancaster.ac.uk](mailto:l.smith2@lancaster.ac.uk))

**MSc Logistics and Supply Chain Management, MSc Management Science and Marketing Analytics, MSc Operational Research and Management Science**
**Contact:** Jackie Clifton  ([j.clifton@lancaster.ac.uk](mailto:j.clifton@lancaster.ac.uk))
MSc Management  
**Contact:** Kim Barrington ([k.barrington@lancaster.ac.uk](mailto:k.barrington@lancaster.ac.uk))

MSc Marketing  
**Contact:** Gaynor Cannon ([g.e.cannon@lancaster.ac.uk](mailto:g.e.cannon@lancaster.ac.uk))

MSc Money, Banking and Finance  
**Contact:** Emma Fitchett ([e.fitchett@lancaster.ac.uk](mailto:e.fitchett@lancaster.ac.uk))

MSc Project Management  
**Contact:** Anne Wilbourn ([a.wilbourn@lancaster.ac.uk](mailto:a.wilbourn@lancaster.ac.uk))

MSc Quantitative Finance  
**Contact:** Emma Fitchett ([e.fitchett@lancaster.ac.uk](mailto:e.fitchett@lancaster.ac.uk))
Other Useful Courses in the University

Courses run by Faculty of Arts and Social Science (FASS)
The Faculty of Arts and Social Sciences also regularly runs courses (methodological or more general) that could be of interest to PhD students from LUMS. For the list and calendar of these courses, please refer to [http://www.lancaster.ac.uk/arts-and-social-sciences/study/postgraduate/research-training-programme/modules/](http://www.lancaster.ac.uk/arts-and-social-sciences/study/postgraduate/research-training-programme/modules/)

If you wish to sign up for any FASS modules, please discuss this possibility with your PhD supervisor(s). If approved by PhD supervisor(s) and by the PhD director of your programme, please complete the FASS Registration Form, which is available from the FASS RTP website ([http://www.lancaster.ac.uk/arts-and-social-sciences/study/postgraduate/research-training-programme/registration/](http://www.lancaster.ac.uk/arts-and-social-sciences/study/postgraduate/research-training-programme/registration/)). Please email the completed form to the Doctoral Office ([fass-rtp@lancaster.ac.uk](mailto:fass-rtp@lancaster.ac.uk)). Since these modules are often oversubscribed, it is advisable to apply at the beginning of the academic year for modules running in all three terms, rather than waiting until the term in which they run. In case modules are oversubscribed, priority is given to FASS students.

Computing Courses
Details of all courses are available directly from the Information Systems Reception in the Learning Zone (Alexandra Square). Anyone interested is advised to register early, directly through ISS. A variety of one-off sessions and short courses are available throughout the year from the Service. Please visit the ISS website for more information: [http://www.lancaster.ac.uk/iss/](http://www.lancaster.ac.uk/iss/).

Note: these are very popular and reach maximum capacity quickly. You are advised to register early in Term 1 or, alternatively, consider whether you can take the course later in the academic year when pressure on places is not so great.

Statistics Short Courses
The Postgraduate Statistics Centre offers a programme of continuing professional development courses aimed at scientists, social scientists, health researchers, teachers and professional medical statisticians. These applied statistics courses are for participants and researchers from any background with a basic level of numeracy. Please visit the Postgraduate Statistic Centres website for more information: [http://www.lancaster.ac.uk/maths/postgraduate/short-courses/](http://www.lancaster.ac.uk/maths/postgraduate/short-courses/)

School Seminar Programmes
Students are encouraged to attend the wide range of research talks, presentations and forums organised throughout the year, where relevant, both in the Management School and elsewhere on campus. PhD students are especially encouraged to attend the sessions organised by the department in which they are registered.

Speakers will include well-known academics from other Business Schools, both in the UK and elsewhere, as well as the Management School's most distinguished researchers. Sessions will usually last for 1 hour, with Wednesday afternoons, lunchtimes and evenings being especially popular.
Every student is automatically informed of the events taking place in his/her Department. If you want to be included in the mailing list of other Departments, please email the following contacts:

- Accounting & Finance        Carole Holroyd  c.holroyd@lancaster.ac.uk
- Economics                  Caren Wareing  c.wareing@lancaster.ac.uk
- Entrepreneurship, Strategy & Innovation  Lindsay Haworth  l.haworth@lancaster.ac.uk
- Management Science        Gay Bentinck    g.bentinck@lancaster.ac.uk
- Marketing                 Gaynor Cannon  g.cannon@lancaster.ac.uk
- Organisation, Work & Technology  Wendy Wang    owt@lancaster.ac.uk

**Informal Research Groups**
There are a number of informal research groups in LUMS where PhD students give papers about their research, and lead discussions on them. Check with your supervisor(s) and Doctoral Director for further information.
Research

Research Training Seminars (Skills)

These seminars are open to PhD students from all programmes. They are not compulsory with the exception of the sessions on **Plagiarism** and **Research Ethics** that run in the Michaelmas Term. However, PhD students from across the School are strongly encouraged to attend the seminars that they think will aid their study.

Details of these seminars will be circulated to you with a link so you can sign up online via the LibCal system. Once you have signed up to a course please ensure you attend. If you find that you are unable to attend please provide Matthew with a 24 hours’ notice. Supervisors will be informed of repeated sign up and nonattendance. When signing up for Writing Retreats it is essential that you can commit to the whole 2.5 days and undertake any pre-reading.

**Michaelmas Term:**
- Plagiarism (Compulsory Session) + on-line test
- Ethics and Research (Compulsory Session) + on-line test
- Strategies for Success: Managing Your PhD – Getting Started (Year 1)
- Evaluating Academic Literature & Writing Your Literature Review
- Writing Retreat
- Managing Writing
- Career Planning Part 1 – Preparing to Secure and Academic Post

**Lent Term:**
- Career Planning Part 2 – Developing an online Academic Portfolio
- Career Planning Part 3 – Applying for Academic Jobs
- Panels and Reviews
- Writing for Academic Journals in the Context of your Career
- Enjoying your VIVA
- Getting an Academic Job and Managing your Career
- Writing Retreat
- How to write a thesis

**Summer Term:**
- How to Present your Work in Public and at Conferences
- NVIVO Training session 1
- NVIVO Training session 2
- How to get your Book Published
- PostDoc Funding
- ATLAS Training session 1
- ATLAS Training session 2
- Writing Retreat
Plagiarism (Compulsory Session)

Convenor: Dr Dermot O’Reilly

All Students (Compulsory)

Date  Week 2 - 17/10/2018
Time  3.00 pm – 5.00 pm
Venue  Welcome Centre LT4

This compulsory session discusses the topic of plagiarism. The university guidelines are discussed and help and advice is provided on to avoid the traps of plagiarising work when writing.

Ethics and Research (Compulsory Session)

Convenor: Dr Valerie Stead

All Students (Compulsory)

Date  Week 3 - 22/10/2018
Time  2.00 pm – 4.00 pm
Venue  LT5 Management School

This workshop looks at research ethics and the role of the researcher. The session also looks at the practical ethical policies and procedures when undertaking research at Lancaster.

Strategies for Success: Managing Your PhD – Getting Started (Year 1)

Convenor: Dr Marian Iszatt White

Year 1: Getting Started  Year 1 full time and 1 – 2 part time

Date  Week 4 - 31/10/2018
Time  3.00 pm – 5.00 pm
Venue  Welcome Centre LT4

This activity-based workshop is aimed at first year students and is designed to enable you to focus on important issues such as; defining the nature of a PhD and setting your goals; choosing and refining your topic, managing your time; managing relationships with supervisors, improving reading skills, and developing good writing practice. In addition, the workshop will provide researchers with the opportunity to meet and chat with other researchers, thus starting to build their support network.
Evaluating Academic Literature & Writing Your Literature Review

**Convenor:** Dr Marian Iszatt White  
*Year 1 full time and 1 – 2 part time*

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<td><strong>Venue</strong></td>
<td>Welcome Centre LT4</td>
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This session looks at how to evaluate and critique academic literature (e.g. journal articles, books, policy documents), with a view to enhancing your reading and analytical skills, thus making literature reviews easier to write. We will also look at the key elements of a literature review, its structure and content, and will consider how to avoid the pitfalls of writing a poor review. We will do some reading/evaluation in class.

Writing Retreat

**Convenor:** Dr Angela Carradus  
*First Year students and Selected Students from other years*

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<th>Date</th>
<th>Week 8 - 28/11/2018 – 30/11/2018</th>
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<td><strong>Time</strong></td>
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<tr>
<td></td>
<td>9.00 am – 4.00 pm (Day 3)</td>
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<td><strong>Venue</strong></td>
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The writing retreat is aimed at first year students (and selected students from other years where appropriate). Its purpose is to provide dedicated writing time, while developing productive writing practices and discussions around writing-in-progress.

Lunch and refreshments will be provided, however attendees will be required to bring their own laptop **and will be expected to commit to the full schedule.**

Please note - spaces are limited to **16** and this retreat is primarily aimed first year students. However, if places are available students in year 2 and above may attend. Places will be allocated on a first come first served basis.

Managing Writing

**Convenor:** Dr Marian Iszatt White  
*All Students*

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<td><strong>Venue</strong></td>
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This is a hands on session that considers why we find writing difficult. It will introduce a number of different techniques for ‘jump starting’ writing at any stage in your PhD. To help you get going, you will be required to do some writing in class, so you will need either a pen and notebook, or a laptop. The session will also encourage you to develop a disciplined writing practice, such as that offered by the writing retreat in week 8.
Careers Planning Part 1 – Preparing to Secure and Academic Post

Convenor: Dr Peter Sewell & Elaine Davies

Date     Week 10 – 12/12/2018  
Time     3.00 pm – 5.00 pm       
Venue    Welcome Centre LT4

This session will introduce students to the new careers support programme provided for LUMS PhD students. It will explore research from the AGCAS Research Task Group which suggested a series of key steps that should be completed alongside a PhD, in order to have the best possible chance of securing a first academic post. Students will also be inspired by a panel of LUMS PhD students who have succeeded in gaining an academic/research post in a prestigious research led university.
Lent Term

**Careers Planning Part 2 – Developing an on-line Academic Portfolio**

**Convenor:** Dr Peter Sewell & Elaine Davies

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This interactive workshop looks at the issues surrounding the development of your on line portfolio whether this is in the form of your on line CV, your Linked In profile, or your entry in Pure. It focusses in particular on the development of the type of content needed to ensure the desired impact.

**Careers Planning Part 3 – Applying for Academic Jobs**

**Convenor:** Dr Peter Sewell & Elaine Davies

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<th>Date</th>
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This interactive workshop is for students who are starting to apply for academic jobs and need help constructing an effective academic CV. Using job descriptions from real academic jobs, this workshop offers the opportunity to learn more about the structure, content and evidence base required in written applications. It also includes the chance to review examples of a wide selection of academic CVs.

**Panels and Reviews**

**Convenor:** Dr Marian Iszatt White

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The aim of this session is to help you manage the process of panels and reviews and to arm you with handy hints about what to expect, how to minimise the ‘stress’ of the event and how to reach your full potential.
Strategies for Success: Managing Your PhD – Staying focused; getting finished

Convenor: Dr Marian Iszatt White

Managing Your PhD in the Mid-Term

Being a Completer Finisher

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This workshop considers the complexities faced when you are part-way through your PhD: refining and re-defining your goals; taking stock; collecting data; dealing with the mid-term blues; thinking about originality; and managing the writing process. The session also deals with the last, long haul: re-refining the goal and knowing when you have got there; defining ‘contribution’; protecting your intellectual property; the writing up process; writing conclusions; finishing and submitting; and managing corrections.

Writing for Academic Journals in the Context of Career

Convenor: Professor Margaret Hogg

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This session will focus on academic writing and career planning. It will consider the life story of a paper and also the reviewers’ perspective on your paper. The session aims to enhance your understanding of what gets published, what does not and why.

Enjoying Your VIVA

Convenor: Dr Marian Iszatt White

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<th>Date</th>
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<td>Venue</td>
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The aim of this session is to provide an overview of the viva process. It will look at what to do before the viva and the submission process, followed by an exploration of the key aspects of the viva and the viva outcome. A recent PhD graduate will also participate in the session to give first-hand insights into the process and answer any questions you may have.
**Getting an academic job and managing your career**

**Convenor:** Dr David Rietzke

**Date**  Week 18 - 06/03/2019  
**Time**  3.00 pm – 5.00 pm  
**Venue**  LT10 Management School

The aim of this session is to consider the challenges and opportunities in getting your first academic job and managing your career. The session will focus on enhancing your employability skills and there will be chance to ask questions about managing your career in an academic context.

**Writing Retreat**

**Convenors:** Dr Valerie Stead

**Date**  Week 19 – 13/03/2019 – 15/03/2019  
**Time**  3.00 pm – 6.00 pm (Day 1)  
**Time**  9.00 am – 6.00 pm (Day 2)  
**Time**  9.00 am – 4.00 pm (Day 3)  
**Venue**  Lancaster House Conference Centre

The writing retreat is aimed at 2nd and 3rd year students and the purpose of the retreat is to provide dedicated writing time, while developing productive writing practices and discussions around writing-in-progress.

Lunch and refreshments will be provided, however attendees will be required to bring their own laptop and will be expected to commit to the full schedule.

Please note - spaces are limited to 16 and this retreat is dedicated to 2 and 3rd Year Full time and Years 4 - 6 Part time. Places will be allocated on a first come first served basis.

**How to write a thesis**

**Convenor:** Professor Rowena Murray  

**Date**  Week 20 - 20/03/2019  
**Time**  3.00 pm – 5.00 pm  
**Venue**  LT10 Management School

In this session students will be offered a comprehensive overview of many different writing practices and processes involved in the production of a thesis, with the aim of de-mystifying academic writing (Professor Murray, author of ‘How to Write a Thesis’). You will be expected to do some writing in class.
Please note - spaces are limited to 20. Places will be allocated on a first come first served basis.
Summer Term

How to present your work in public and at conferences

Convenor: Josip Kotlar
Date: Week 21 - 28/03/2019
Time: 3.00 pm – 5.00 pm
Venue: LT9 Management School

The aim of this session is to help students enhance their skills at presenting work for conferences. The session will begin with an overview of what is involved in presenting your work at conferences, and time will be available for discussion and advice on specific issues.

NVIVO Training session 1

Convenor: Dr Steve Wright
Date: Week 22 - 02/05/2019
Time: 10.00 am – 12.00 noon
Venue: C135 TR1 Library

NVIVO Training session 2

Convenor: Dr Steve Wright
Date: Week 23 - 09/05/2019
Time: 10.00 am – 12.00 noon
Venue: C130 Library

How to get Your Book Published

Convenor: Professor Caroline Gatrell (Liverpool University)
Date: Week 24 - 16/05/2018
Time: 3.00 pm – 5.00 pm
Venue: LT9 Management School

This session takes you through the process of getting your book published from writing a proposal as an unknown author, through to publication. The session covers both research monographs, and text books.
PostDoc Funding

**Convenor:** Dr Clare O’Donnell  
**All Students & ECR’s**

**Date:** Week 25 - 23/05/2019  
**Time:** 3.00 pm – 5.00 pm  
**Venue:** LT9 Management School

This workshop is aimed at those new to research funding. The session will cover an overview of the current research funding landscape and examine tools and techniques for searching for funding and developing internal and external partnerships.

**ATLAS Training session 1**

**Convenor:** Dr Steve Wright  
**All Students**

**Date:** Week 27 - 06/06/2019  
**Time:** 10.00 am – 12.00 Noon  
**Venue:** LICA A40 PC Lab

**ATLAS Training session 2**

**Convenor:** Dr Steve Wright  
**All Students**

**Date:** Week 28 - 13/06/2019  
**Time:** 10.00 am – 12.00 noon  
**Venue:** C135 TR1 Library

**Writing Retreat**

**Convenors:** Dr Angela Carradus

**Date:** Week 29 - 19/06/2019 – 21/06/2019  
**Time:** 3.00 pm – 6.00 pm (Day 1)  
9.00 am – 6.00 pm (Day 2)  
9.00 am – 4.00 pm (Day 3)  
**Venue:** Lancaster House Conference Centre

The writing retreat is aimed at all students and the purpose of the retreat is to provide dedicated writing time, while developing productive writing practices and discussions around writing-in-progress.

Lunch and refreshments will be provided, however attendees will be required to bring their own laptop and will be expected to commit to the full schedule.

Please note - spaces are limited to 16 and this retreat is dedicated to all students. Places will be allocated on a first come first served basis.
**Collaborative Training Partnerships and Initiatives with Other Universities**

**North West Social Science Doctoral Training Partnership**  
**Business and Management Pathway**

LUMS is part of ESRC’s North-West Social Science Doctoral Training Partnership (NWSSDTP), [https://nwssdtp.ac.uk/](https://nwssdtp.ac.uk/), which provides social science research training to students at Lancaster University, Keele University, The University of Liverpool and the University of Manchester.

Business and Management is a recognized pathway with the NWSSDTP and PhD students from the partner universities can attend selected courses at each partner institution. Details of the courses at Manchester and Liverpool (i.e. Keele does not participate in the Business and Management pathway) are available on the website of the NWSSDTP.

**To attend**

1. Please note that places are limited and will be allocated on a first come, first served basis.
2. If you are interested in attending please send an e-mail to the administrative contact at the institution providing the course. You will be informed if you have secured a place and sent any advance reading lists and other relevant materials.

**Northern Advanced Research Training Initiative (NARTI)**

LUMS is a member of NARTI which is a network of research-led universities in the north of England providing specialist advanced training through the facilitation of events, retreats and conference [http://lubswww.leeds.ac.uk/narti/](http://lubswww.leeds.ac.uk/narti/)
Information on Assessment

Assignment Format and Submission
Assignments should be typed minimum font size 10 with 1.5 line spacing. Each assignment’s first page must be the assignment submission form, available on your VLE which confirms the work is your own (Academic Integrity) and you are aware of the University guidance on Research and Ethics.

All assignments are submitted electronically via Moodle by specified time and hand-in date.

Extensions
Extensions are only given in exceptional circumstances. Please see the heading ‘What to do if illness affects your studies’. All requests for an extension must be completed in writing on a variance request form (available on the VLE).

Feedback and Notification of Assessment Marks
Feedback on assessed work will where possible be provided within four weeks (excluding vacations and staff absences).

Marks will be emailed to students by the programme office. Students may also view their overall marks to date via the Student Portal. It should be remembered that until the external examination has approved the exam and coursework marks, any marks given to students are provisional and may be subject to change. Please ensure that you retain all marked work until you have received the results from the External Examination Board.

Moderation of Assessed Work
A second marker will moderate the assessment work for each module. The programmes external examiner will confirm whether or not marks awarded are appropriate. As per the University regulations there is no appeal against academic judgement.

Penalties Excessive Word Count
Work submitted with excessive word count (+10%) will be subject to a five (5) mark penalty deduction. There is no penalty for submitting less than the recommended word count. The word count includes:
- Main body of text
- In text quotations
- In text references
- Section headings

The word count does not include: Abstract, title, contents page, reference list, bibliography and appendices.

Penalties for Late Submission
Prior to the submission deadlines there are published procedures for the granting of extensions (variance request). Work submitted after a deadline but within the time limit of an approved variance shall not be subject to penalty. Work submitted late without an approved variance shall be penalised as follows:
- Work submitted up to 3 working days late will have 10 marks deducted;
• Work submitted more than 3 days late will be awarded a mark of zero (subject to any consideration of mitigating circumstances).

What to do if illness or personal issues affect your studies
If you are unfortunate enough to be ill or are suffering from severe personal issues which will affect your ability to submit coursework on time you may request an extension. Depending on the nature of your circumstance different documentation will be required. Contact the Doctoral Coordinator in your Department for further information.

Mitigating Circumstances
Mitigating Circumstances (e.g. ill health or severe personal difficulties) may be taken into consideration by the Mitigating Circumstances Committee which makes recommendations to the Internal and External Exam Boards only when supported by documentary evidence (e.g. a doctor’s certificate).

Collaboration
In individual pieces of work, students are not permitted to work closely with other colleagues. Under no circumstances may individual coursework be prepared jointly. Where coursework is specified as being assessed on a group basis it should be prepared by the specific groups alone. Where a group member does not contribute fully to a piece of group work the other members may inform the faculty member responsible and an individual grade may be awarded to that student. Any individual working on a group assessed piece of work may be vivaed to identify his/her contribution to the group grade and an individual grade awarded.

Student Feedback Mechanisms
Evaluation is more than feedback of the good and bad elements of the programme. It provides continual information for us to improve the programme. Without all of us seeking to improve all elements of the programme we will not be able to sustain the high standards and achieve greater success in the future. Consequently it is very important that all members of the class actively participate in the evaluation process.

You will be contacted by email at the end of each module and asked to complete a Module evaluation that will be accessed via a URL link. We ask that you respond to the request to submit your feedback as soon as possible. Feedback is anonymous.
**Postgraduate Grade Descriptors**  All assessment is marked in line with the grade descriptors for postgraduate students.

<table>
<thead>
<tr>
<th>Result</th>
<th>Broad Descriptor</th>
<th>Percentage</th>
<th>Primary verbal descriptors for attainment of Intended Learning Outcomes</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>Excellent</td>
<td>70-100</td>
<td>Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures</td>
<td>Distinction</td>
</tr>
<tr>
<td>Pass</td>
<td>Good</td>
<td>60-69</td>
<td>Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding</td>
<td>Merit</td>
</tr>
<tr>
<td>Pass</td>
<td>Satisfactory</td>
<td>50-59</td>
<td>Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding</td>
<td>Pass</td>
</tr>
<tr>
<td>Fail</td>
<td>Marginal fail</td>
<td>40-49</td>
<td>Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations</td>
<td>Fail</td>
</tr>
<tr>
<td>Fail</td>
<td>Fail</td>
<td>30-39</td>
<td>Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions</td>
<td>Fail</td>
</tr>
<tr>
<td>Fail</td>
<td>Poor fail</td>
<td>20-29</td>
<td>Attainment of intended learning outcomes appreciably deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation</td>
<td>Fail</td>
</tr>
<tr>
<td>Fail</td>
<td>Very poor fail</td>
<td>0-19</td>
<td>No convincing evidence of attainment of any intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary</td>
<td>Fail</td>
</tr>
</tbody>
</table>
Employability after your PhD degree is of paramount importance. Advice and guidance about possible job opportunities and preparation for the job market is part of the support that students receive from supervisor(s) and other faculty members.

**Job Market Candidates**
For the PhD students looking for a job (i.e. with the prospect of submitting their dissertation within the next few months), LUMS hosts a webpage specifically dedicated to this purpose (It is important that every PhD student maintains a complete web presence on this page and that his/her LUMS (and external) webpage are fully up to date.

**Careers – Seminar Series**
We are offering 3 LUMS careers sessions as part of the Research Training Seminar Series for 18/19 and these include:
- Career Planning Part 1 – Preparing to Secure an Academic Post (see page 11)
- Career Planning Part 2 – Developing an on-line Academic Portfolio (see page 12)
- Career Planning Part 3 – Applying for Academic Jobs (see page 13)

There is also a seminar skill session specifically dedicated to this issue entitled “Getting an Academic Job and Managing Your Career” which will be led by a leading Professor in LUMS.

**LUMS Advice Clinics and Careers Counselling**
Bring your queries along to one of the weekly careers advice clinics (term-time only) where you can talk things through with the LUMS Careers Staff. Just drop in to the LUMS Career Zone (A112) by LT4 (http://www.lancaster.ac.uk/lums/careers/students/advice/).
Postgraduate students please contact Peter Sewell (p.sewell@lancaster.ac.uk)
Wednesdays 4pm - 6pm; Fridays 3pm - 5pm; or individual appointments booked via Targetconnect (https://lancaster.targetconnect.net/home.html)

Furthermore, other University-wide resources are also available, as detailed below.

**Educational Development support for postgraduates who teach (GTAs)**
- One-day Introduction to Teaching Workshops
- Supporting Learning Programme; 4 month accredited programme
  [http://www.lancaster.ac.uk/hr/OED/ED/SLP/](http://www.lancaster.ac.uk/hr/OED/ED/SLP/)

**Vitae**
Further information can also be found on many other external websites. In particular, it may be worth visiting the Vitae website for research students [www.vitae.ac.uk](http://www.vitae.ac.uk) Vitae is dedicated to realising the potential of researchers through transforming their professional and career development.