PhD in Economics Handbook 2016/2017
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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. The Department of Economics has been recently ranked in the top ten Departments of Economics in the UK by the Times and Sunday Times Good University Guide; and our School 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 Doctoral Training Centre (soon to become the North West Social Science Doctoral Training Partnership – NWSSDTP), to which the Department belongs to. 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 Efthymios Pavlidis  
Director of the PhD Programme in Economics  
September 2016
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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/)
About Us

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 Department has a long history in Industrial Organisation going back to its establishment by the founding members, Philip Andrews and Elizabeth Brunner, early editors of the Journal of Industrial Economics. Their work was later sustained and expanded under the leadership of Robert Rothschild and, currently, under Dakshina De Silva. 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 with the arrival of David Peel, who is in the top 2% of most highly-cited
economists according to REPEC. 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 with the work of Professors Balasubramanyam and Macbean. They have published widely on trade policy, foreign direct investment, technology transfer, and India and China’s economic policies and performance. More 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.

Members of the above research groups have published their research findings in top academic journals, such as American Economic Review, British Journal of Industrial Relations, Economic Journal, Games and Economic Behavior, Journal of Econometrics, Journal of Economic Geography, Journal of Economic Theory, Journal of Environmental Economics and
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 NWDTC 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/

and about the MBF at

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 and Behavioural 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
- ECON805 – Applied Macroeconomics (15 credits) – Lancaster
- 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:**

- ECON802 – Mathematics for Economists (15 credits)
- 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)
- ECON810 – Applied Behavioural Economics (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 425 – Advanced Econometric Theory (15 credits)
- ECONM 426 – Advanced Topics in Development Economics (15 credits)
- ECONM 427 – Sustainable Development (15 credits)
- ECONM 428 – Advanced Methods for Environmental Valuation & Decision-Making (15 credits)

In special cases, students may take/audit modules outside the NWDTC 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 NWDTCE Economics modules, which they did not take in Year 2, and attend courses, masterclasses and workshops outside the NWDTCE Economics pathway.

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](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 (research group) specific. These seminar series provide an invaluable opportunity to PhD students to be exposed to cutting edge research in their field, 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 in their research group or are general,

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 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/

**NWDTC PhD Conference in Economics** Every year in May, the Departments of Economics of the Universities of Lancaster, Liverpool and Manchester organise the NWDTC 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 NWDTC conference is compulsory.

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

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<th>Year</th>
<th>Overview</th>
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| 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 NWDTC 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 NWDTC PhD conference, and other conferences and workshops  
|          | First draft of 2nd paper |
| 4th year | Completion of all papers  
|          | Choose job market paper – the best PhD paper and the basis for job applications  
|          | Presentation in PhD seminar series, in NWDTC PhD conference, and other conferences and workshops  
<p>|          | Finalize and submit the PhD thesis |</p>
<table>
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<tbody>
<tr>
<td>• Mock job market interview and job market presentation in internal seminar</td>
</tr>
<tr>
<td>• PhD viva</td>
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<tr>
<td></td>
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<tr>
<td>Attend the job market</td>
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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.
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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<thead>
<tr>
<th>Event</th>
<th>Timing (approx.)</th>
<th>Attendance</th>
<th>Next Steps</th>
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<tbody>
<tr>
<td>Online Appraisals (PhD)</td>
<td>4 months</td>
<td>To be completed by:</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></td>
<td>9 months</td>
<td>Student</td>
<td></td>
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<tr>
<td></td>
<td>12 months</td>
<td>Supervisor(s)</td>
<td></td>
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<td></td>
<td>16 months</td>
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<td></td>
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<tr>
<td></td>
<td>22 months</td>
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<td>30 months</td>
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<td></td>
<td>34 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.
Conference attendance
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. If you require such financial support, then you need to:

i) discuss this with your supervisors to obtain their approval
ii) email the Departmental Officer and the Head of Department with the following information:
   a. The name, venue, and date of the event
   b. Title of the paper that is presented (with co-authors, if any);
   c. Estimated expenses required (fees, accommodation, travel costs, etc.);

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 this allocation there is a central Faculty PhD conference budget. Students may apply for funding with the support of their supervisor/department. This is a competitive process as there is a limited amount of funds. There are three calls for funding with the following deadlines: 31 October 2016, 1 February 2017, 31 March 2017. More details will be posted on Moodle.

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/

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.

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.

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 web-site: 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 (see page 26).

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 (see page 6).

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
**Guidance Notes for Research Degrees**
Lancaster’s guidance on the Examination of Research degrees can be found at: https://gap.lancs.ac.uk/ASQ/QAE/MARP/PGAR/Pages/default.aspx

**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.

**Attendance Monitoring**
The University based on pedagogical and welfare grounds and in compliance with government requirements has instituted attendance monitoring for postgraduate research programmes. You will be required to confirm your attendance via an online system on a regular basis. You will receive further details from Student Registry.

**Effective Learning Support**
LUMS has an academic adviser, Gill Burgess, who supports all postgraduate students, home or international, with aspects of study: http://www.lancaster.ac.uk/lums/people/gill-burgess

**University Library**
All member of the University are entitled to use the 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 Dan Anderberg from Royal Holloway.
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:
- ACF851 Advanced Quantitative Finance Methods
- ACF852 Advanced Corporate Finance I
- ACF856 Advanced Asset Pricing II
- ACF857 Corporate Finance II
- ACF861 Advanced Accounting: Theory
- ACF862 Advanced Accounting: Empirics
- ACF866 Data Programming Skills for Accounting Research
- ACF875 Econometric Topics in Accounting & Finance

**Contact:** Carole Holroyd (c.holroyd@lancaster.ac.uk)

### PhD Programmes in Business and Management:
- MNGT701 Research Philosophy & Methods
- MNGT702 Understanding Your Discipline
- MNGT703 Qualitative Methods
- MNGT704 Qualitative Methods
- MNGT705 Research Design in Management

**Contact:** Matthew Watson (m.watson@lancaster.ac.uk)

### MSc Accounting & Financial Management, MSc Advanced Financial Analysis, MSc Finance
- ACF400 Financial Databases
- ACF401 Introduction to Quantitative Methods
- ACF402 Introduction to Finance
- ACF403 Introduction to Accounting
- ACF404 Introduction to Financial Markets
- ACF501 Quantitative Methods for Finance
- ACF502 Foundations of Finance
- ACF503 Principles of Financial Reporting
- ACF504 Financial Markets
- ACF601 Advanced Corporate Finance
- ACF602 Advanced Investment Management
- ACF603 Financial Reporting for Complex Entities
- ACF605 Derivatives Pricing
- ACF606 Financial Statement Analysis
- ACF607 Corporate Governance
- ACF608 Fixed Income Markets
- ACF609  Financial Econometrics
- ACF610  Advanced Management Accounting
- ACF631  Risk Management in Commercial Banking
- ACF632  Financial Data Platforms
- ACF633  Principles of Financial Intermediation
- ACF638  Professional Ethics: Standards in Finance and Accounting Practice

**Contact:** Linda Airey ([l airey@lancaster.ac.uk](mailto:lairey@lancaster.ac.uk))

**MSc E-Business & Innovation**
- EBIN 501 E-Business
- EBIN 502 Information Management and Strategy
- EBIN 504 Innovation
- EBIN 510 E-Marketing
- EBIN 521 Technology for E-Business
- EBIN 528 Digital Innovation

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

**MSc Economics**
- ECON501  Microeconomics
- ECON502  Macroeconomics
- ECON503  Econometrics
- ECON504  Research Skills for Economists
- ECON511  Public Economics and Political Economy
- ECON512  Labour Economics
- ECON513  Industrial Organisation
- ECON514  Financial Economics
- ECON515  Health Economics
- ECON404 International Money and Banking
- ECON412 Behavioural Finance

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

**MSc Entrepreneurship, Innovation & Practice, MSc International Innovation**
- ENSI501  Introduction to Entrepreneurship
- ENSI502  New Venture Creation
- ENSI503  Innovation in Practice 1
- ENSI504  Entrepreneurship in Practice
- ENSI505  Corporate Entrepreneurship
- ENSI506  Internationalisation and New Technologies
- ENSI507  Innovation in Practice 2
- ENSI509  Family Enterprise Management
- ENSI510  Contemporary Research Methods in Management
- ENSI527  Entrepreneurial Financing

**Contact:** Alex Errington ([a.g.errington@lancaster.ac.uk](mailto:a.g.errington@lancaster.ac.uk))

**MA Human Resources & Consulting**
- HRDC500  Introduction to Human Resources and Consulting
- HRDC501  Introduction to Research in Human Resources
- HRDC502  Applications of Human Resource Management and Consulting
- HRDC503  Research in Human Resources Development and 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
- OWT501 Organisations in the 21st Century
- OWT502 Knowledge and Global Organisations
- OWT503 Management of Organisational Change
- OWT504 Knowledge Management
- OWT505 Human Resource Management I
- OWT506 Human Resource Management II
- OWT507 Production and Knowledge Management I
- OWT508 The Production Of Managerial Knowledge II
- OWT509 The Production Of Managerial Knowledge III

Contact: Ellie Appleton, Wendy Wang (e.appleton@lancaster.ac.uk, w.wang@lancaster.ac.uk)

MSc Information Technology, Management & Organisational Change
- ITO1 Interpretations of Information, Technology and Organisations
- ITO11 E-Business
- ITO15 Analysis, Design and Innovation
- ITO16 Enterprise Systems Architecture
- ITO2 The Management of Organisational Change
- ITO22 Academic and Professional Practice
- ITO23 E-Marketing
- ITO25 Knowledge and Global Organisations
- ITO26 Human Resources Management I
- ITO27 Human Resources Management II
- ITO3 Strategy, IT and Digital Business
- ITO4 Systemic Interventions and Consulting
- ITO5 Cyber Security and Enterprise Resilience
- ITO6 Researching in Organisational Settings
- ITO7 IT Project Management
- ITO8 Knowledge Management

Contact: Sian Cameron (s.cameron@lancaster.ac.uk)

MSc International Business & Strategy
- ENSI571 Firms in the Global Economy
- ENSI 573 Business Skills and Analytics
- ENSI574 International Business Strategy
- ENSI576 International Marketing
- ENSI577 Cross National Management and Leadership
- ENSI578 International Corporate Strategy and Structure
- ENSI580 Competition in Global Markets
- ENSI584 Cross Border Mergers & Acquisitions
- ECON408 Growth in Emerging Economies

Contact: Linda Smith (l.smith2@lancaster.ac.uk)

MSc Logistics and Supply Chain Management, MSc Management Science and Marketing Analytics, MSc Operational Research and Management Science
- MSCI502 Introduction to Operational Research and Management Science
- MSCI504 Problem Structuring
- MSCI506 Problem Solving and Consulting Skills
- MSCI512 Computer Simulation
- MSCI513 C++ Computer Programming for Quantitative Finance
- MSCI516 Spreadsheet Modelling for Quantitative Finance
- MSCI519 Spreadsheet Modelling
- MSCI521  Introductory Statistics
- MSCI523  Forecasting
- MSCI526  Data Mining for Marketing, Sales and Finance
- MSCI527  SAS Programming for Business Analytics
- MSCI532  Stochastic Modelling
- MSCI534  Optimisation and Heuristics
- MSCI536  Optimisation
- MSCI564  Marketing Research Methods
- MSCI571  Strategic Supply Chain Management
- MSCI573  Operations and Supply Excellence
- MSCI574  Logistics Modelling
- MSCI575  Strategic Sourcing
- MSCI576  Global Sourcing (with Services)
- MSCI577  Business Analysis & Enterprise Systems
- MSCI581  Introduction to Management Science and Marketing Analytics
- MSCI582  Marketing Analysis and Modelling

Contact: Jackie Clifton (j.clifton@lancaster.ac.uk)

MSc Management
- MNGT601  Accounting & Reporting for Managers
- MNGT602  Marketing Management
- MNGT603  Human Resource Management
- MNGT604  Corporate Financial Management
- MNGT605  Operations Management
- MNGT606  Management Accounting
- MNGT607  Organisational Behaviour
- MNGT608  Business Strategy Game
- MNGT609  Managerial Economics
- MNGT610  Market Research
- MNGT611  Strategic Management
- MNGT612  Leadership Development
- MNGT613  Digital Transformation of Business
- MNGT614  Entrepreneurs for the World
- MNGT615  Corporate Governance

Contact: Kim Barrington (k.barrington@lancaster.ac.uk)

MSc Marketing
- MKTG501  Markets
- MKTG502  Marketing
- MKTG503  Consumer Behaviour
- MKTG504  Strategic Marketing in Practice
- MKTG505  Marketing Communications
- MKTG506  Digital Marketing
- MKTG507  Branding Strategy
- MKTG508  Business to Business Marketing
- MKTG 509  Advanced Consumer Behaviour

Contact: Gaynor Cannon (g.e.cannon@lancaster.ac.uk)

MSc Money, Banking and Finance
- ECON400  Macroeconomics for Money, Banking and Finance
- ECON401  Microeconomics for Money, Banking and Finance
- ECON403  Applied Econometrics
- ECON404 International Money and Banking
- ECON406 International Money and Finance
- ECON412 Behavioural Finance
- ECON413 Market Risk Forecasting and Control
- ACF524 Foundation of Financial Markets
- ACF533 Principles of Financial Intermediation
- ACF534 Banking Regulation and Financial Stability

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

**MSc Project Management**
- PJTM 530 Principles of Project Management
- PJTM 531 Project Leadership
- PJTM 532 Advanced Project & Programme Management
- PJTM 533 Developing Project Management Professional Practice
- PJTM 534 Commercial Aspects of Project Management
- PJTM 535 Delivering projects: Strategy, implementation and change
- PJTM 536 Action Research

**Contact:** Jackie Clifton ([j.clifton@lancaster.ac.uk](mailto:j.clifton@lancaster.ac.uk))

**MSc Quantitative Finance**
- ACF629 Financial Econometrics
- ECON451 Economics for Money, Banking and Finance
- ECON456 International Money and Finance
- MATH580 Financial Stochastic Processes
- MATH581 Statistical Methods for Financial & Economic Applications
- MATH582 Assessing Financial Risk: Extreme Value Methods
- MSCI535 Optimisation

**Contact:** Emma Fitchett ([e.fitchett@lancaster.ac.uk](mailto:e.fitchett@lancaster.ac.uk))
Research Training Courses in Other Faculties

Other Faculties within Lancaster University also offer PhD training in their respective fields. Some of these provisions are open to LUMS students; details of these courses are provided below.

Courses run by the Mathematics and Statistics Department

The Mathematics and Statistics Department regularly runs courses on various methodological aspects. For the list, calendar and costs of these courses, please refer to their website at http://www.lancaster.ac.uk/maths/postgraduate/short-courses-and-cpd/list-of-courses/ If you wish to take any of these courses, you should register online as soon as possible online as they usually become fully booked very quickly after the start of term.

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/

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/). Please email the completed form to the Doctoral Office (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.
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 via email and through the LUMS PhD Forum page on Moodle (https://mle.lancs.ac.uk/course/view.php?id=300). One week before each event all PhD students will receive an email about the upcoming seminar. Please email Matthew Watson (m.watson@lancaster.ac.uk) if you want to register. 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.

A room is also available at the times of the seminars to join other PhD students and members of staff to help you put aside time to undertake some focused writing (more details on the following pages).

Michaelmas Term:
Strategies for Success: Managing Your PhD – Getting Started (Year 1)
Plagiarism (Compulsory Session)
Ethics and Research (Compulsory Session)
Evaluating Academic Literature & Writing Your Literature Review
Managing Writing
Writing for Academic Journals in the Context of your Career
How to write a thesis
Writing Retreat

Lent Term:
My Doctoral Journey
Strategies for Success: Managing Your PhD – Staying Focused, Getting finished (Year 2 & 3)
Panels and Reviews
Vivas: How to get Through Them
Writing Retreat

Summer Term:
How to Present your Work in Public and at Conferences
How to get your Book Published
Getting an Academic Job and Managing your Career
Writing Retreat
Michaelmas Term

WRITING ROOM – Every Monday, 3pm – 5pm in LUMS Meeting Room 5 (B108 in week 10)

There is a room available in LUMS for you to join other PhD students and members of staff if you are not attending a skills seminar to help you to put aside time to undertake some focused writing. Regular writing time is essential for successful completion of your studies – do take time to come along.

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 1 – 10/10/2016
Time 10am – 4pm
Venue Charles Carter A19

This full day workshop is aimed at first year students and is designed to provide researchers with the opportunity to meet and chat with other researchers. In addition the activity-based workshop will 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 and improving critical reading skills.

Plagiarism (Compulsory Session)
Convenor: Dr Sarah Gregory
All Year 1 Students (Compulsory)

Date Week 2 – 17/10/2016
Time 3pm – 5pm
Venue Management School LT7

This compulsory session discusses the topic of plagiarism. The university guidelines are discussed and help and advice is provided on how to avoid the traps of plagiarising work when writing. Every first-year PhD student must pass a computer-based examination.

Ethics and Research (Compulsory Session)
Convenor: Dr Sarah Gregory
All Year 1 Students (Compulsory)

Date Week 3 – 24/10/2016
Time 3pm – 5pm
Venue Management School LT7

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. Every first-year PhD student must pass a computer-based examination.

Evaluating Academic Literature & Writing Your Literature Review
Convenor: Dr Marian Iszatt-White
Year 1 full time and 1 – 2 part time

Date Week 4 – 31/10/2016
Time 3pm – 5pm
Venue Management School LT7

This session looks at how to evaluate and critique academic literature (e.g. journal articles, books, policy documents), with a view to enhancing your critical reading and analytical skills, thus making literature reviews easier to write. We will also look at the key elements of a literature review, including its structure, and consider how to avoid the pitfalls of writing a poor review. You should expect to do some reading/evaluation activities in class.
Managing Writing  
**Convenor:** Dr Marian Iszatt White  
**All Students**  
**Date:** Week 6 – 14/11/2016  
**Time:** 3pm – 5pm  
**Venue:** Management School LT7  
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. It will also offer some guidelines for structured writing and emphasize the importance of getting into good writing habits at an early 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 lap top.

Writing for Academic Journals in the Context of your Career  
**Convenor:** Professor Margaret Hogg  
**All Students**  
**Date:** Week 7 – 21/11/2017  
**Time:** 3pm – 5pm  
**Venue:** Management School LT7  
This session will focus on:  
- Academic writing and career planning  
- The life story of a paper  
- The reviewers’ perspective on your paper  
- Enhancing your understanding of what gets published, what does not and why.

How to write a thesis  
**Convenor:** Professor Rowena Murray  
**Year 3 full time, 5 – 6 part time**  
**Date:** Week 9 – 05/12/2016  
**Time:** 3pm – 5pm  
**Venue:** Management School Lecture Theatre 7  
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 that spaces are limited to 20 and that places will be allocated on a first come first serve basis.

Writing Retreat  
**Convenor:** Dr Angela Carradus  
**First year students and selected students from other years**  
**Date:** Week 9 – 07-09/12/2016  
**Time:** 3pm – 6pm (Day 1)  
9am – 6pm (Day 2)  
9am – 4pm (Day 3)  
**Venue:** Forrest Hills (off-campus)  
The writing retreat is aimed at first year students (and selected students where appropriate) with the purpose of providing 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 that spaces are limited to 14 and places will be allocated on a first come first serve basis.
Lent Term:

<table>
<thead>
<tr>
<th>WRITING ROOM – Every Monday, 3pm – 5pm in LUMS Meeting Room 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a room available in LUMS for you to join other PhD students and members of staff if you are not attending a skills seminar to help you to put aside time to undertake some focused writing. Regular writing time is essential for successful completion of your studies – do take time to come along.</td>
</tr>
</tbody>
</table>

My Doctoral Journey

**Convenor:** Dr Chihling Liu (Marketing)  
**Date:** Week 13 - 30/01/2017  
**Time:** 3pm – 5pm  
**Venue:** Furness LT2

Dr Liu from the Department of Marketing will give an honest account of making and surviving her PhD journey, culminating in the challenge of writing an interesting theoretical story from her data set in the last year of writing up.

Strategies for Success: Managing Your PhD – Staying focused, Getting finished (Year 2 & 3)

**Convenor:** Dr Marian Iszatt-White  
**Date:** Week 14 – 06/02/2017  
**Time:** 10am – 4pm  
**Venue:** Management School A217 (Exec Suite)

This full day workshop covers the complexities faced when you are part-way through: refining and re-defining your goals; taking stock of where you are up to and where you should be; collecting data; dealing with the mid-term blues and feeling fed up; thinking about originality; and managing the writing process. The session also deals with the last, long haul: refining and re-defining the goal (again); knowing when you have got there; defining ‘contribution’, protecting your intellectual property; tidying up and writing conclusions; finishing and submitting; managing corrections. This is an interactive workshop providing researchers with an opportunity to share their experiences and ask questions with other researchers from a mix of disciplines.

Panels and Reviews

**Convenor:** Dr Marian Iszatt-White  
**Date:** Week 16 – 20/02/2017  
**Time:** 3pm – 5pm  
**Venue:** Furness LT2

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.

Vivas: How to get Through Them

**Convenor:** Dr Marian Iszatt White  
**Date:** Week 17 – 27/02/2017  
**Time:** 3pm – 5pm  
**Venue:** Furness LT2

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.

**Writing Retreat**

**Convener:** Dr Angela Carradus & Dr Marian Iszatt-White

<table>
<thead>
<tr>
<th>Date</th>
<th>Week 19 – 15-17/03/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Day 1</td>
<td>3pm – 6pm</td>
</tr>
<tr>
<td></td>
<td>9am – 6pm</td>
</tr>
<tr>
<td></td>
<td>9am – 4pm</td>
</tr>
<tr>
<td>Venue</td>
<td>Forrest Hills (off-campus)</td>
</tr>
</tbody>
</table>

Second and third year students and selected students from other years

The writing retreat is aimed at second and third year students (and selected students where appropriate) with the purpose of providing 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 that spaces are limited to 14 and places will be allocated on a first come first serve basis.
Summer Term:

<table>
<thead>
<tr>
<th>WRITING ROOM – Every Monday, 3pm – 5pm in LUMS Meeting Room 5 (LT10 in week 29)</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a room available in LUMS for you to join other PhD students and members of staff if you are not attending a skills seminar to help you to put aside time to undertake some focused writing. Regular writing time is essential for successful completion of your studies – do take time to come along.</td>
</tr>
</tbody>
</table>

**How to Present your Work in Public and at Conferences**  
**Convenor:** Dr Josip Kotlar  
**All Students**  
**Date:** Week 25 - 22/05/2017  
**Time:** 3pm – 5pm  
**Venue:** Management School LT9  

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.

**Getting an Academic Job and Managing your Career**  
**Convenor:** Professor Maurizio Zanardi  
**All Students**  
**Date:** Week 27 – 05/06/2017  
**Time:** 3pm – 5pm  
**Venue:** Management School LT9  

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.

**How to get your Book Published**  
**Convenor:** To be confirmed  
**All Students**  
**Date:** Week 28 – 12/06/2017  
**Time:** 3pm – 5pm  
**Venue:** Management School LT9  

This session takes you through the process of getting your book published from writing a proposal as an unknown author, through to publication.

**Writing Retreat**  
**Convenor:** Dr Angela Carradus & Dr Marian Iszatt-White  
**All Students**  
**Date:** Week 30 – 28-30/06/2017  
**Time:** 3pm – 6pm (Day 1)  
9am – 6pm (Day 2)  
9am – 4pm (Day 3)  
**Venue:** Forrest Hills (off-campus)  

The writing retreat is aimed at all students with the purpose of providing 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 that spaces are limited to 14. Places will be allocated on a first come first serve basis.
**Other Useful Courses**

**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/.

**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 Statistics Centre’s website for more information: http://www.lancaster.ac.uk/maths/postgraduate/short-courses-and-cpd/

**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 Alex Errington a.g.errington@lancaster.ac.uk
- Leadership & Management Benjamin Milby b.milby@lancaster.ac.uk
- Management Science Gay Bentinck g.bentinck@lancaster.ac.uk
- Marketing Jonathan Haslam j.haslam@lancaster.ac.uk
- Organisation, Work & Technology

**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.
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 (one hard copy unless otherwise specified plus an e-version on the VLE) are to be submitted by specified time and hand-in date. Hard copies are to be submitted to the Doctoral Office unless otherwise indicated.

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></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></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></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 on an ongoing and informal way. There is also a seminar skill session specifically dedicated to this issue (see page 10). Furthermore, LUMS and 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/)

**LUMS Advice Clinics and Careers Counselling**
Drop-in clinics. 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. No need to book – just drop in to the LUMS Career Zone (A112), by LT4.
Postgraduate students please contact Peter Sewell.
Wednesdays 4pm - 6pm; Fridays 3pm - 5pm
[http://www.lancaster.ac.uk/lums/careers/students/advice/](http://www.lancaster.ac.uk/lums/careers/students/advice/)

**Careers Workshops for PhD Students 2016/17**
The central Careers service provides specific help and guidance for PhD students including workshops on the following topics:

- Academic Interviews
- Career planning for PhD students
- Employer Interviews & Assessment Centres
- Writing an Effective Academic CV

[http://www.lancaster.ac.uk/careers/students-graduates/help-and-advice/support-for-phd-students/](http://www.lancaster.ac.uk/careers/students-graduates/help-and-advice/support-for-phd-students/)

The following workshops are available to PhD students from all Faculties. Places are bookable on the Target Connect, using your university log in [https://lancaster.targetconnect.net/home.html](https://lancaster.targetconnect.net/home.html)

Further information can also be found on 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.