

## **PhD in Economics**

### **Guide for Prospective and Current Candidates (who started after August 2021)**

Last updated: 28/03/2022 – see PhD Economics Blackboard site (internal) for the latest version

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# 1. Administration & people

## Department of Economics:

Postgraduate Research Director (Students): Dr Stefania Lovo; [s.lovo@reading.ac.uk](mailto:s.lovo@reading.ac.uk)

Postgraduate Research Director (Admissions): Dr Tho Pham; [t.pham@reading.ac.uk](mailto:t.pham@reading.ac.uk)

Director for Teaching and Learning: Dr Vivien Burrows; [v.e.burrows@reading.ac.uk](mailto:v.e.burrows@reading.ac.uk)

Head of Department: Professor J. James Reade; [j.j.reade@reading.ac.uk](mailto:j.j.reade@reading.ac.uk)

## School of Politics, Economics and International Relations (SPEIR):

Postgraduate Research Director: Dr Stefania Lovo; [s.lovo@reading.ac.uk](mailto:s.lovo@reading.ac.uk)

Director for Teaching and Learning: Dr David Marshall; [d.j.marshall@reading.ac.uk](mailto:d.j.marshall@reading.ac.uk)

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Executive Support Officer: Vicki Matthews; [v.matthews@reading.ac.uk](mailto:v.matthews@reading.ac.uk)

## Graduate School:

SPEIR Postgraduate Research Administrator: Wai-Ling Wong; [wai-ling.wong@reading.ac.uk](mailto:wai-ling.wong@reading.ac.uk)

Dean of Postgraduate Research Studies: Professor Adrian Williams; [a.c.williams@reading.ac.uk](mailto:a.c.williams@reading.ac.uk)

## **Diversity & Inclusion**

The School of Politics, Economics and International Relations is committed to diversity, equality, and inclusion in all of our activities, and we aim to create an inclusive and supportive working environment for all students and staff. We take a broad view of diversity, to include gender, race and ethnicity, sexual orientation, neurodiversity, and disability.

In May 2021, the School was awarded an Athena SWAN Bronze Award that recognizes our work on gender equality and commits us to an ambitious five-year action plan to ensure that we continue and improve these efforts. We therefore seek to promote and celebrate the achievements of all members of our community, in particular those groups that have historically been underrepresented, and we commit to keeping students and staff informed of issues relating to diversity and inclusion. We welcome and encourage student involvement in these activities. You can email the School D&I Lead, Sarah von Billerbeck ([s.b.k.vonbillerbeck@reading.ac.uk](mailto:s.b.k.vonbillerbeck@reading.ac.uk)), and the Economics D&I Lead, Sam Rawlings ([s.b.rawlings@reading.ac.uk](mailto:s.b.rawlings@reading.ac.uk)). More information will shortly be available on our new D&I website, to launch in Autumn 2021.

## 2. Programme length

<i>Full-time</i>		<i>Part-time</i>		
<i>Expected</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Expected</i>	<i>Maximum</i>
3 years	4 years	4 years	5 years	6 years

Full-time candidates can submit their thesis after the first day of the 9<sup>th</sup> term.

Part-time candidates can submit their thesis after the first day of the 12<sup>th</sup> term.

The Dean of Postgraduate Research (PGR) Studies can approve requests for earlier submission where merited.

Note: Part-time candidates are “First year” in their first two years of registration, and so on.

### 3. Entry requirements

Prospective candidates should submit an online application here:

<https://www.reading.ac.uk/graduateschool/how-to-apply/gs-how-to-apply-pgr.aspx>

Prospective supervisors or the Postgraduate Research Director (Admissions) can be contacted in advance, but typically there is no need to do so.

#### *Academic:*

Applicants should normally possess a Master's degree or equivalent qualification in Economics or other relevant fields. The Dean of PGR Studies can approve the admission of candidates with lower or non-standard qualifications.

The research proposal will be judged not only on the nature, relevance and importance of the economic questions it poses but also on whether it is on a topic where the Department of Economics can offer expert supervision (see here for a list of current academic staff, their research interests and supervision preferences: <https://www.reading.ac.uk/economics/staff-profiles/econ-staff-profiles.aspx>

Admissions decisions are normally subject to an interview with the prospective supervisors and the PGR Director (admissions).

A list of our current PhD candidates, including their personal research profiles, can be found here: <https://www.reading.ac.uk/economics/phd/our-phd-students>

PhD (by Distance) applications, and judgements thereof, should reflect on whether the prospective candidate can either take substantial parts of the training programmes, or has already attained training and experience equivalent to the taught component of the programme, (see 5. here)

PhD by Thesis, in addition to this guide, see standardised University programme specification here: <https://www.reading.ac.uk/graduateschool/currentstudents/gs-programmespecifications.aspx>

PhD by Publication, see University guidance here: [http://www.reading.ac.uk/web/files/graduateschool/pgrphdpublishedworks\\_March\\_2020.pdf](http://www.reading.ac.uk/web/files/graduateschool/pgrphdpublishedworks_March_2020.pdf)

#### *Entry / initial registration date:*

The programme starts in September. We require students to **complete enrolment by the end of September**, because this aligns with how the programme is structured, including the taught component and the timings of progress monitoring and the confirmation of registration steps (see below).

#### *Language:*

Applicants whose first language is not English should have attained a score of at least 6.5 (with a score of no less than 5.5 on each of the four subsections) on the IELTS (International English Language Testing System), or equivalent, test. The Dean of PGR Studies can approve the admission of candidates with a lower score if there is other evidence of appropriate English language proficiency.

### *Accreditation of Prior Experiential Learning (APEL):*

Where previous experience in research is deemed satisfactory by the Dean of PGR Studies, the prescribed period of study may be reduced to two academic years for applicants to full-time PhD study and three academic years for applicants to part-time PhD study.

## **4. Learning outcomes**

*By completion of the PhD, candidates should be able to demonstrate:*

- Competence as an independent researcher in their discipline and ability to undertake research at an advanced level, contributing substantially to the development of new ideas, techniques or approaches. As part of this, they should have gained the ability to:
  - evaluate critically the existing literature relevant to the thesis topic;
  - conceptualise, design and implement a project for the generation of significant new knowledge and/or understanding;
  - relate theory and concepts to evidence in a systematic way and draw appropriate conclusions based on evidence;
- Understanding of the place of the research in the context of the relevant field of study;
- Awareness of research integrity and relevant ethical and professional considerations;
- Effective management of a project: identifying research questions, planning interim milestones and timescales, prioritising activities, and managing research resources through to timely completion;
- Appreciation of the impact (interpreted in the broadest sense) of their research and how to exploit this;
- Written exposition which is clear and appropriate to the purpose and audience;
- The ability to construct coherent arguments and articulate and defend ideas clearly to a range of audiences, through a variety of techniques;
- The development and maintenance of working relationships and co-operative networks with supervisors, colleagues, peers and the wider research community;
- Self-awareness and the ability to identify own training needs, in relation to their current position and future career development.

In addition, many candidates will have attained additional skills in areas such as teaching, mentoring, public engagement, exploitation and commercialisation of research, and leadership.

*Note: this adheres to Level 8 of the Framework for Higher Education Qualifications as required by the Quality Assurance Agency for Higher Education.*

## 5. Programme outline

In general, the PhD Economics programme is designed as “on-the-job” training toward becoming a fully-fledged academic research economist. The programme of study will comprise:

- **An independent research project** that makes an original contribution to knowledge, written up in the form of a thesis.

This will often be a “three-paper” thesis, as is typical now in the field of economics. In these cases, the thesis will comprise three individual research papers (chapters) of commensurate length and contribution as a full-length academic journal article in a sub-field of economics, in addition to introductory and concluding chapters which tie the three individual papers together. Sometimes, one longer paper and appendices, such as in the style of an Economics Job Market Paper (see Section 15 below), can be stretched over two chapters. Similarly, co-authored papers with people other than the candidate’s supervisors can be included if supervisors agree to this and examiners are satisfied with the contributions of the candidate. These papers may be co-authored with other prospective PhD candidates, with the rule normally being that the paper only appears in one of the authors’ theses. At least one chapter / paper ought to be sole-authored, meaning that the work was done by the candidate alone, under supervision. The three papers can comprise of already peer-reviewed and published works which were completed during the PhD.

Normally, the papers within a three-paper thesis are expected to have already been or in future be published in the Department of Economics’ Discussion Paper series:

<https://research.reading.ac.uk/economics/research/discussion-papers/>; speak to the Economics PGR Director for advice on how to publish in the series.

- **Research training**

- Taught:

Details, including on assessment, are set out below in Section 6.

Failure to pass the taught component of the programme can affect progression.

- Presentations:

During the first year of registration, non-distance candidates will contribute to the Department’s Reading Group. They will be assigned a recently published peer-reviewed journal article relevant to their field, on which they will prepare a critical oral presentation, to be delivered to peers and staff in the Department.

In addition, candidates should normally make at least two oral presentations of their work, to an appropriate audience within the School or Department within the first three years (full-time) of registration. These will normally be delivered during the PhD Seminar series, during the second and third years of full-time equivalent registration.

Accompanying written pieces of work will be expected to be circulated around the Department for feedback before the presentations.

- Research seminars:

Candidates are expected to attend ALL internal and external research seminars in the Department of Economics when they are present and registered at the University. Attendance will be monitored by supervisors.

During Autumn and Spring terms the PhD Seminar Series will take place every week and includes the Department's Reading Group. Candidates are required to attend ALL weeks and attendance will be recorded by the Economics PGR Director.

*Attendance and contribution to the Department's three seminar series, in addition to other events, is integral to being a part of the Economics academic community at the University of Reading. Note, attendance is monitored for immigration/visa purposes, typically according to meetings with the candidate's lead supervisor.*

- PhD Workshop/Conference (June):

Unless granted an exemption by the Economics PGR Director, all candidates, except those in the first year (full-time equivalent), are required to attend a presentation of their work at a one or two-day workshop/conference in June. Some candidates will be invited to present their work at the event. This workshop will coincide with the progression reviews for second and third years. As such, the work presented should normally match that submitted for the confirmation of registration or progress review, as assessors and other faculty will attend the presentations (see Section 8).

- Generic/Transferable skills:

**Before starting their programme**, candidates will complete a Learning Needs Assessment with their supervisors to determine what further training would be beneficial to their studies and ongoing career development. This must be reviewed by supervisors and approved by the Economics PGR Director. If candidates do not complete this assessment by the start of the teaching term when they register, they will automatically be enrolled on courses and will not be able to make any changes in the Autumn term.

Candidates are normally required to take at least five courses from the Reading Researcher Development Programme (RRDP) in year 1, and at least three courses in years 2 and 3 (or part-time equivalent). The Preparing to Teach programme can substitute for one of these. The Economics PGR Director can alter these requirements in cases where candidates have taken equivalent courses elsewhere or have appropriate professional experience.

## 6. Taught courses

In the first year, all candidates, including those by distance, will have to take advanced economics training that provides skills and knowledge necessary to proceed to full-time independent research.

Continuation on the PhD programme after the first year (or part-time equivalent) is conditional on a good performance in the taught component.

PhD candidates are expected to undertake **60 credits of taught modules**, a **20-credit** (or equivalent) of Frontier of Economic Research module, and a **100-credit (or equivalent) dissertation**, which would normally end up as a paper (chapter) in the thesis<sup>1</sup>. See Annex B for more details about modules.

In addition, we are also contributing members of the Shared Online Training (ShOT) and Southern Economic Doctoral Economics Training (SEDOT) networks (<https://sites.google.com/view/phd-training-networks/phd-training-networks>). Students will be expected to take at least some of these modules in their first and second years (or part-time equivalent).

Students are expected to undertake a Learning-Needs Assessment Meeting in early September with their supervisors. The outcome of this meeting is a form specifying the taught modules and the RRDP courses that the student will undertake in the first year. The training programme needs to be approved by the Department PGR Director.

Additional training opportunities (such as external summer schools or workshops) can be funded by the Department according to individual students' specific research needs, subject to approval by the PGR Director.

### **By distance students**

By distance students are expected to undertake **60 credits** of modules from the Shared Online Training (ShOT) and Southern Economic Doctoral Economics Training (SEDOT) networks (<https://sites.google.com/view/phd-training-networks/phd-training-networks>), and are enrolled in the **100-credit dissertation module**, which would normally end up as a paper (chapter) in the thesis. By distance students should also undertake RRDP modules, if offered online, or can attend them in person when visiting the Department.

### **Assessment:**

The pass mark for each of the taught modules individually is 50%.

To continue on the PhD programme after the first year (or part-time equivalent), candidates must meet both of the following requirements:

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<sup>1</sup> When choosing the taught modules, it is important to consider whether the chosen modules contribute to achieving an MSc by Research in Economics in case of failure to obtain Confirmation of Registration. Please contact the PGR Director for additional details.

- Pass the taught component with an average of at least 50% and
- achieve at least 60% in the dissertation, or a satisfactory first-year paper (equivalent to a dissertation)

## 7. Progression

Candidates will be subject to an annual review of progress, the general details of which are summarised in the University's Code of Practice on Research Students:

[http://www.reading.ac.uk/web/FILES/qualitysupport/cop\\_resstudents.pdf](http://www.reading.ac.uk/web/FILES/qualitysupport/cop_resstudents.pdf)

The progression requirements for the PhD Economics are more prescriptive than the general university ones, reflecting expectations of engagement with the Department's academic community and training programmes.

### Second Year -- Confirmation of registration:

Confirmation of registration will take place in the second year (full-time) of initial registration, normally in June. The assessment will involve the candidate submitting evidence of their progress, including the grades from the taught component, the dissertation (i.e. their first-year paper), and an interview. The interview and assessment panel will consist of two independent assessors (staff not in the candidate's supervision team) and the PGR Director. Supervisors can attend the interview but will not take part in the confirmation of registration decision.

It is normally a condition for progression that the candidate has produced one complete research paper that meets standards for academic publications.

The criteria for the assessment are:

- Is the work, presented by the candidate in the form of their first-year research paper, what might reasonably be expected as a result of their having studied for the equivalent of around 10-11 months full-time for a PhD?
- Has the candidate shown that he or she is able to exercise independent critical judgement?
- Has the candidate demonstrated that he / she understands how his / her research topic is related to a wider field of knowledge?
- Has the candidate demonstrated the ability to produce an original contribution to knowledge?
- Is the amount and nature of the subject-specific and generic research skills training that has been undertaken by the candidate appropriate to his / her needs, as identified through a Learning Needs Analysis or similar process?
- Is the candidate's work, and his / her understanding of it, of a standard that indicates that it will lead to the successful submission of a PhD thesis within 3-4 years full-time registration (or part-time equivalent)?

In addition to these general criteria, there are specific criteria for progression on the PhD Economics:

- Has passed the first year of the taught part of the PhD programme as approved through the learning needs assessment
- Has a sustained level of attendance and engagement with the Department's seminar series (the expected benchmark is attending 75% of these events).

The four possible outcomes of this assessment are:

- Confirmation of PhD status at the first attempt;
- Deferral of the decision, with an agreed plan of remedial action, and one final opportunity to be re-assessed at an agreed time (normally within 3 months of the original interview). This is the expected outcome if Confirmation is not agreed at the first attempt;
- Transfer of registration to MPhil;
- Invocation of procedures for Academic Engagement & Fitness to Study.

In case of de-registration from the PhD programme a student can be awarded an MSc by Research in Economics (instead of being transfer to an MPhil) **subject to** having achieved the necessary 180 credits of taught modules necessary to obtain the MSc by Research in Economics.

There is an appeals process if a candidate does not receive the outcome they wanted, and believes the Department did not follow its own or the University's procedures in arriving at its decision.

#### First and Third Year:

A review of progress, with feedback from two assessors and an interview, will take place in September (first year) and June (third year). A remedial action plan or the academic fitness to practice process will be considered, if progress is not assessed to be consistent with submitting a successful thesis by the candidate's maximum registration date.

## **8. Final assessment (Thesis and Viva voce)**

Details of the procedure and associated forms can be found in the Guide for Examiners of Higher Degrees by Research: <http://www.reading.ac.uk/graduateschool/currentstudents/gs-ExaminationsForResearchDegrees.aspx>

Candidates are required to submit a thesis, the length of which should not normally be greater than 90,000 words, inclusive of all aspects (e.g., references, notes, appendices). The format of this is specified in the University's Rules for Submission of Theses for Higher Degrees. Supervisors and the Economics PGR Director will offer advice on whether a "three-paper" thesis is an appropriate (efficient) way to present research output in each case. Any divergence from these rules must be approved by the Dean of PGR Studies before the candidate submits.

*At least four months before* planning to submit their thesis, candidates must notify the Economics PGR Director and the Graduate School by completing and returning a form.

Candidates are entitled to submit their thesis, without exceptional permission, eight weeks prior to the end of their minimum registration period.

Candidates must submit their thesis by the date of their maximum registration. If a candidate wishes to request an extension, they should consult supervisors and the Economics PGR Director as early as possible, as it is discretionary as to whether such an extension will be granted, and extensions are limited.

When relevant, the thesis should contain evidence that ethical approval was granted for the research activity, and that a data management plan was put in place (see Section 12 here).

Details of the procedure and forms can be found in the Guide for Examiners of Higher Degrees by Research: <http://www.reading.ac.uk/graduateschool/currentstudents/gsexaminations.aspx>

#### Criteria for the award of the degree:

- The work presented by the candidate is such that it might reasonably be expected as a result of three years full-time postgraduate work.
- The abstract of the thesis is acceptable as it is, or with some modification.
- The candidate understands how his or her thesis topic is related to a wider field of knowledge.
- The candidate can demonstrate:
  - the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, to extend the forefront of their discipline, and to merit publication in an appropriate form.;
  - a systematic acquisition and understanding of a substantial body of knowledge, which is at the forefront of the discipline or area of professional practice;
  - the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and the ability to adjust the project design in the light of unforeseen problems;
  - a comprehensive understanding of techniques applicable to their own research or advanced scholarship.

## **9. Supervision**

All candidates will have two supervisors for the duration of their studies. Guidance on the student-supervisor relationship can be found in the Graduate School's Code of Practice:

<http://www.reading.ac.uk/graduateschool/currentstudents/gspoliciesandproceduresnew.aspx>

## 10. Research environment and facilities

Schools and Departments are responsible for providing candidates with information about the availability of, and access to, relevant research facilities, as well as information about relevant School or Department based events.

Candidates currently have allocated study space within the Department. The Department does not supply PCs.

The University Graduate School provides additional space and facilities for PhD candidates: <http://www.reading.ac.uk/graduateschool>

The School of Politics, Economics and International Relations has a PhD Development Fund. This is to be used to aid candidates' development, both towards completing their PhD and future careers. After agreeing an expenditure with their supervisors, students should seek approval from the PGR Director before spending or attempting to claim back any money back. See **Annex A** for details.

## 11. Research ethics & data management

PhD candidates are responsible for determining whether their research activities require ethical approval. University guidance on this is available here: <http://www.reading.ac.uk/internal/academic-and-governance-services/research-ethics/RECwhatdoIneedtodo.aspx>.

Approval will be needed for any activity that uses human data, which are not in the public domain --- e.g., any activity that involves conducting field or online surveys, or experiments, would certainly require approval. PhD candidates must follow the necessary steps to obtain ethical approval as outlined in the above guidance, seeking advice from their supervisors. The completed forms should be submitted to the School's Executive Administration Manager, who will screen them before they are sent to the SPEIR Research Ethics Committee for consideration.

Alongside ethical approval, PhD candidates are responsible for completing a data management plan when appropriate: <https://www.reading.ac.uk/RES/rdm/planning/res-ethics-data-protection.aspx>.

Evidence that ethical approval was granted, and that a data management was in place, should be submitted within a candidate's thesis. When ethical approval was not necessary for the research activity, the thesis should also acknowledge this fact.

## 12. Support and guidance

In addition to that provided by supervisors, Economics PGR Director, and other Department staff, candidates can draw on support and advice relating to the progress and management and their research programme from the PGR School Support Team and the Doctoral Research Office, both based within the Graduate School: <http://www.reading.ac.uk/graduateschool/currentstudents/gs-university-services.aspx>

## **Inclusivity**

The Department of Economics endeavours to be an inclusive place to learn, teach and do research, for all our students. If students ever feel this is not the case, or if they experience bullying, discrimination or harassment, then they can use the following resources for support outside the Department: <https://www.reading.ac.uk/essentials/support-and-wellbeing/never-ok>. Your supervisor, the Head of School, the Head of Department and the PGR Director are also available to confidentially discuss your concerns and offer support.

## **13. Representation**

Department PhD candidate representatives attend termly meetings in the Graduate School to bring forward any matters of concern and to comment on matters raised by Graduate School staff.

One or more postgraduate research students will also be a member of the appropriate board or committee where postgraduate research matters are discussed within the Department.

## **14. Feedback**

Candidates are expected to complete a questionnaire on their supervisory arrangements on an annual basis. This is carried out via a standard University form, which is emailed to all candidates.

Completed forms need to be returned to the Graduate School. A process is in place for following up any issues raised by candidates. Further details are given in the aforementioned Code of Practice.

There are arrangements in place for candidates to provide feedback on the research training elements.

Candidates are asked to complete a feedback questionnaire on each RRDP course attended.

Candidates can also give feedback on any aspect of the RRDP directly to the Graduate School, or through Economics PGR Director, or the Department's PGR Representative.

The Economics PGR Director and Head of Department would like to welcome feedback from students on the PhD programme at any time, either by e-mail or in confidential one-to-one meetings.

## **15. Fees and funding**

For all information and advice on fees and available sources of funding candidates should look to the Graduate School: <http://www.reading.ac.uk/graduateschool/funding-and-fees/gfunding-and-fees.aspx>

## **16. Economics job market and careers**

The economics profession in North America and Europe, as well as some other regions and countries, operates a very particular and orchestrated Job Market for PhD graduates looking to find a PhD-level career in economics. This applies not only to academia but also other institutions where the work typically involves some research, e.g. Bank of England, Federal Reserves, IMF, World Bank. The Job Market takes place each year in the winter, from September-November (adverts and applications), through December/January (Job Market meetings of American Economic Association

and European Economic Association) and finishing in February/March (fly-outs and interviews). If candidates intend to pursue a research-based career after their studies, then they should look to their supervisors and the Economics PGR Director for advice as soon as possible. As a rough approximation, tailored preparation for the job market would begin at least one year before submitting applications, and preferably two years before.

There are other routes into research-led careers besides the Economics Job Market, and supervisors and the Economics PGR Director can advise on this. However, these routes are becoming less accessible as the Job Market now dominates the field.

The Department has a Job Market Candidates page on its website, providing details on any current candidates and some of the past destinations of PhD graduates:

<https://research.reading.ac.uk/economics/phd/job-market-candidates/>

### **Suggestions on where to begin searching for Economics PhD-level jobs:**

Job Openings for Economists (JOE) Listings, American Economic Association:

<https://www.aeaweb.org/joe/listings>

<https://econjobmarket.org/>

<https://www.jobs.ac.uk/>

<https://inomics.com/>

And for related gossip and details on the economics job market: <https://www.econjobrumors.com/>

*For information, support and advice on non-PhD level or non-research based careers, candidates are referred to the University's Careers service:*

[http://student.reading.ac.uk/essentials/careers\\_and\\_professional\\_development](http://student.reading.ac.uk/essentials/careers_and_professional_development)

## **Annex A: SPEIR PhD Development Fund**

All currently enrolled PhD Economics candidates, including distance, can apply to the SPEIR PhD Development Fund, except those who have already notified an intention to submit their thesis.

Applications should be made by e-mail to the PGR Director (students) and PGR Director (admissions), who will make a joint decision on whether the Fund can be used to cover some or all the proposed expenditure. Supervisors must be copied into the e-mail, which signifies their approval. The justification of the expenditure should be based on at least one of two grounds:

1. Improving the quality of the PhD thesis or the timeliness of its completion
2. Improving PhD-level career prospects, normally in terms of chances of success on the academic job market.

Economics candidates should appreciate that the Fund is limited and there are infinite wants. It is therefore unlikely that a candidate would have more than one large (i.e. £150+) expenditure approved per year, and not normally more than three during their studies.

If expenditure is approved, then there are two main ways in which goods/services can be paid for:

- candidates can pay for them and claim the expenses back;
- the School's Executive Support Officer (Vicki Matthews; [v.matthews@reading.ac.uk](mailto:v.matthews@reading.ac.uk)) can purchase them directly on the candidate's behalf.

**Important:** when submitting a claim or request to the Executive Support Officer, you must attach a copy of the communication from the PGR Director which approves the expenditure.

### **What types of expenditure can the Fund normally be used for?**

- Academic journal submission fees
- Registering and attending a conference/workshop, where you have been invited to present your work, representing the University of Reading and Department of Economics
- Training needs justified by (1.) above, which cannot reasonably be provided by resources at the University of Reading, free online resources or self-study.

### **Can the allowance be used to purchase books and IT hardware or software?**

No

Some items have certain purchasing rules, for example:

- For conference fees and memberships, either the candidate or the Executive Support Officer can pay for them.

- For UK travel, the candidate can either pay for it directly and claim it back or the Executive Support Officer can pay for it directly. Overseas travel under £300 (hotel and flight), can be paid for directly and claimed back. Overseas travel over £300 must be booked through the University's supplier, Grey Dawes Group (GDG). This applies for expenses over £300, even where candidates pay the difference themselves or have received money from another grant. For all overseas travel, candidates must complete a risk assessment/insurance form via RISIS.
- For other items, check with the Executive Support Officer before purchasing.

**To claim back expenses, after approval of the amount by the PGR Director**, download the current form <http://www.reading.ac.uk/internal/finance/fcs-expenseclaimsform-open.aspx>. If printed, this form should be on green paper. The form must not be handwritten other than the signature, which can either be hand signed or an email verifying it is your claim can be sent in place of a signature. If the bank address is outside of the UK include the branch address. All claims should be in GBP. If the cost was incurred in a different currency, then the method of how the exchange rate was calculated should be included in the claim, e.g. a screenshot of a conversion webpage. Original receipts must be sent in the post to the address below or given in person. Ignore the account information section. Expenses must be claimed within one year from the date on the receipt. If claiming mileage, the start and end postcode should be entered. Allow a minimum of two full working days for any requests to be actioned.

**Postal Address:**

Executive Support Officer  
School of Politics, Economics & International Relations  
321 Edith Morley, Whiteknights, PO Box 218, Reading RG6 6EL, UK

## Annex B: Taught course requirements and Training Tracks

Track 1 (default)
<p><b>Year 1 Expectations (180 credits):</b></p> <ul style="list-style-type: none"><li>[1] Core modules (140 credits)<ul style="list-style-type: none"><li>- ECM703 Advances in Causal Inference (20 credits)</li><li>- MMD013 Introduction to Qualitative Research Methods (0 credits, auditing)</li><li>- ECM701 Frontiers of Economic Research (20 credits – Autumn and Spring term – involves mostly attendance to research seminars and study groups)</li><li>- ECM702 Dissertation (100 credits, effectively their first dissertation chapter)</li></ul></li><li>- Optional (40 credits)<ul style="list-style-type: none"><li>- ECM602 Advanced Microeconomic Analysis (20 credits) <i>Recommended</i></li><li>- ECM603 Advanced Macroeconomic Analysis (20 credits) <i>Recommended</i></li><li>- Or other modules from our master programmes (40 credits overall).</li></ul></li></ul> <p>[2] RRDP (Reading Researcher Development Programme) courses [3] Attendance at PhD Seminar Series, Internal and External seminars [4] Attendance at Annual Conference, ASPEC</p> <p><b>Assessment:</b> Confirmation of Registration in September <b>Progression/Confirmation requirements:</b> Pass with both <math>\geq 50\%</math> average on the non-dissertation elements and <math>\geq 60\%</math> on the dissertation</p> <p>The modules above will allow a student to obtain an MSc by Research in case of failure to pass confirmation.</p>
<p><b>Year 2 Expectations:</b></p> <ul style="list-style-type: none"><li>[1] Minimum of 2 x ShOT/SEDOT PhD-level courses, excluding Econometrics</li><li>[2] RRDP courses</li><li>[3] Attendance at PhD Seminar Series, Internal and External seminars</li><li>[4] Attendance at and Submission to Annual Conference, ASPEC</li></ul> <p><b>Assessment:</b> Annual Review in September</p>
<p><b>Year 3 Expectations:</b></p> <ul style="list-style-type: none"><li>[1] RRDP courses</li><li>[2] Attendance at PhD Seminar Series, Internal and External seminars</li><li>[3] Attendance at and Submission to Annual Conference, ASPEC</li></ul> <p><b>Assessment:</b> Light-touch review of progress</p>

## Track 2 (to be approved by PGR director)

### Year 1 Expectations (180 credits):

- [1] Core modules (140 credits)
  - ECM703 Advances in Causal Inference (20 credits)
  - MMD013 Introduction to Qualitative Research Methods (0 credits, auditing)
  - ECM701 Frontiers of Economic Research (20 credits – Autumn and Spring term – involves mostly attendance to research seminars and study groups)
  - ECM702 Dissertation (100 credits, effectively their first dissertation chapter)
- [2] 2 SEDOT modules (40 credits)
  - list of modules available here  
<https://sites.google.com/view/phd-training-networks/phd-training-networks>
- [3] RRDP (Reading Researcher Development Programme) courses
- [4] Attendance at PhD Seminar Series, Internal and External seminars
- [5] Attendance at Annual Conference, ASPEC

### Assessment:

Confirmation of Registration in September

**Progression/Confirmation requirements:** Pass with both  $\geq 50\%$  average on the non-dissertation elements and  $\geq 60\%$  on the dissertation

The modules above will **NOT** allow a student to obtain an MSc by Research in case of failure to pass confirmation.

### Year 2 Expectations:

- [5] Minimum of 1 x ShOT/SEDOT PhD-level courses, excluding Econometrics and Research Methods
- [6] RRDP courses
- [7] Attendance at PhD Seminar Series, Internal and External seminars
- [8] Attendance at and Submission to Annual Conference, ASPEC

### Assessment:

Annual Review in September

### Year 3 Expectations:

- [4] RRDP courses
- [5] Attendance at PhD Seminar Series, Internal and External seminars
- [6] Attendance at and Submission to Annual Conference, ASPEC

### Assessment:

Light-touch review of progress