

Graduate Student Handbook 2022-2023

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This handbook contains extracts from University Regulations and Faculty of Graduate Studies Regulations as published in the Undergraduate and Graduate Calendars. These sources always take precedence over this handbook.

For greater detail on these regulations and up-to-date information please consult the Graduate Studies website, <http://www.dal.ca/faculty/gradstudies.html>, as well as the Graduate Studies Calendar at

<http://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx>

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Consult the [Graduate Calendar](#) for the following University Regulations:

- General
- Rescission of Acceptance into a Program
- Official Examination Regulations
- Policy in the Event that a Formal Examination Cannot be Completed at the Regularly Scheduled Time
- Policy for the Scheduling of Classes/Examinations
- Retention of Student Work
- Communication to Students
- Student Absence Regulation
- Freedom of Information and Protection of Privacy
- Release of Information About Students
- Student Accommodation Policy
- Policy on Submission of Student Papers
- Intellectual Honesty
- Discipline
- Academic Dishonesty
- Senate Discipline Committee
- Code of Student Conduct
- Protection of Property
- Hazing Policy
- Senate Appeals Committee
- Acceptable Use of Information Technology Resources

Consult the [Graduate Calendar](#) for information on Graduate Studies Regulations:

- Admission requirements for graduate programs
- Graduate application process
- Registration procedures and regulations
- Intellectual property and conflict of interest
- Degree requirements
- Examinations
- Thesis supervisors and supervisory committees
- Thesis regulations
- Convocation
- Appeals
- Centre for Learning and Teaching

I. Graduate Programs

The Department of Economics offers three graduate degrees, a Master of Arts (MA), a Master of Development Economics (MDE), and a Doctorate (PhD).

A. Master of Arts (MA)

1. Admission Requirements

Candidates must at a minimum satisfy the general requirements for admission as spelled out in the Faculty of Graduate Studies Regulations. Entrance to a one-year MA Program requires an Honours BA or BSc in Economics (or equivalent) with an average of at least B+ (upper second class) at Dalhousie standards in Economics courses and related fields. Normally this means completion of at least 48 credit hours, (i.e., sixteen half-credit classes see definition at front of Graduate Calendar) in Economics beyond the introductory level including classes in Microeconomic and Macroeconomic theory beyond the intermediate level, Statistics, Econometrics and classes in applied areas of economics. Mathematics courses equivalent to Dalhousie [MATH 1000.03](#), [1010.03](#) and [1030.03](#) are also required.

Applicants should also consult "Admissions Requirements" (p. 12, below), which includes regulations on "English Language Proficiency." For more information, see English Language Proficiency under "Admissions Requirements" for the Faculty of Graduate Studies.

Approval by the Department and the Faculty of Graduate Studies is required for the program of each student.

2. Completion of MA Program

Students must successfully complete their approved program, normally consisting of:

- Math workshop (early in September)
- [ECON 5500](#) Macroeconomic Theory
- [ECON 5509](#) Microeconomic Theory
- [ECON 5575](#) Econometrics I
- Twelve credit hours (4 half-credits) graduate electives in applied fields of economics or six (2 half-credits) graduate electives in applied fields of economics and thesis (6 credits hours). Students taking the non-thesis option must take at least two elective courses with a writing component consisting of at least 25% of the course work.
- Three credit hours (1 half-credits) of graduate-level electives. This graduate-level elective course can be outside of economics with the permission of the Graduate Coordinator.

Normally, the math workshop, ECON 5500, 5509, 5575 and one elective are taken in the fall term, the applied field classes are taken in the winter term. Economics field classes normally require research papers.

Thesis Option

Students who excel in the first term and demonstrate superior writing and research ability may, with the permission of the graduate coordinator and a supervisor, choose to write a thesis. Normally, a supervisor is chosen by the end of the first semester and, in this case, the student would be required to take three total electives rather than five. A thesis is written under the guidance of a principal supervisor who normally is a faculty member in the Department and a second reader, who normally also is a faculty member in the Department. Once both the first and second readers have approved the thesis, a third reader must confirm that the thesis meets the minimum standards for acceptance. The thesis should demonstrate original scholarship of a quality that has the potential to meet normal publication standards in the field.

B. Master of Development Economics (MDE)

The Department of Economics hosts this innovative program of graduate studies in social and economic development. The program is primarily designed for students and young professionals pursuing, or intending to embark on, careers in government, educational and professional institutions, private corporations or non-governmental organizations.

The program places an emphasis on development economics, in an interdisciplinary context, and with a practical management orientation. Some interdisciplinary elements (including, for example, ethics, project planning and management, disaster prevention and relief) are integrated within economic development classes, while others are taken in the appropriate school or department, depending on the student's background and particular interests.

1. Admission Requirements

All candidates for admission must satisfy the general requirements for admission to the Faculty of Graduate Studies. The Department will only consider applications from candidates possessing an undergraduate degree with an academic average of at least B+ (upper second-class) at Dalhousie standards. Applicants must have a four-year (i.e. 20 credits) BA, BSc or BComm degree, and all candidates must have at least:

- introductory micro and macro economics
- intermediate micro and macro economics

- two senior economics field courses
- a basic class in statistics and university level calculus.

The normal duration of the program is one year. Those with insufficient background in economics may be admitted to the MDE program with additional course requirements to satisfy the gap in economics preparation, which may extend the degree beyond one year.

Applicants should also consult "Admissions Requirements" (p. 11, below), which includes regulations on "English Language Proficiency." For more information, see English Language Proficiency under "Admissions Requirements" for the Faculty of Graduate Studies.

Approval by the Department and the Faculty of Graduate Studies is required for the program of each student.

2. Completion of MDE Program

The normal duration of the program is one year.

Students complete the math workshop early in September.

Students have three required courses:

- [ECON 5000](#): Development Microeconomics
- [ECON 5001](#): Economic Growth OR [ECON 5253](#): Open Economy Macroeconomics
- [ECON 5254](#): Applied Development Economics

Students can take either 5 electives or 3 electives plus a thesis.

Thesis Option

Students who excel in the first half of their program and demonstrate superior writing and research ability may, with the permission of the graduate coordinator and a supervisor, choose to write a thesis. Normally, a thesis topic and committee are chosen by the end of the first semester and, in this case, the student would only be required to take three total elective courses, at least one of which must be in economics, rather than five. Students who choose the thesis option are expected to undertake research of innovative, original and publishable quality.

C. Doctor of Philosophy (PhD)

1. Admission Requirements

Entrance to the PhD program normally requires completion of course requirements for an MA in Economics with an average of at least A- at Dalhousie standards. Students normally prepare for

their Qualifying exams in year one, and PhD Comprehensive Exam in year two.

Applicants may be required to submit the results of the Graduate Record Examination in Economics with their application. They should also consult Faculty of Graduate Studies Regulations on admission requirements and English language proficiency.

A Dalhousie student finishing a Master's degree who has been accepted into a PhD program must first complete the Master's before registering in the PhD program. If the student fails to complete the Master's degree for a particular entry point, the department must request deferral of the PhD admission to the next available start date.

2. PhD Program Requirements

All Doctoral students are required to be on campus for at least 6 terms in the first 3 years of their program. PhD students are expected to complete the math workshop in early September of their first year.

The PhD program is designed to provide students with a strong foundation in economic theory and quantitative methods and intensive work in applied fields of economics. A course of study recommended for the three-year PhD program would include:

Year 1

- [ECON 5500](#) (Macroeconomic theory)
- [ECON 5509](#) (Microeconomic theory)
- [ECON 6609](#) (Advanced Microeconomic theory)
- [ECON 6600](#) (Advanced Macroeconomic theory)
- [ECON 5575](#) (Econometrics I)
- three credit hours of graduate economics elective courses
- [ECON 9510](#) Qualifying Exams (summer)

Year 2

- [ECON 6534](#) (Advanced Econometrics)
- [ECON 6683](#) (Special Topics in Advanced Economics) A special topics course must be taken in a PhD student's field of specialization and normally be taught by one or more members of the department who will also be members of the committee responsible for the comprehensive exam in the student's special field.
- six credit hours of graduate economics elective courses
- up to six additional credit hours in graduate economics elective courses
- [ECON 9520](#) Comprehensive Exam (summer)

Year 3

- Thesis Research and Writing

Students can request from the graduate coordinator a waiver for a course. A waiver shall only be granted if the student can demonstrate that courses taken elsewhere were at an appropriate level. Approval by the Department and the Faculty of Graduate Studies is required for the program of each student.

After the first two semesters of course work, candidate for the PhD program will be given Qualifying Exams in macroeconomic and microeconomic theory (at the level of Dalhousie Economics courses [ECON 5500](#), [ECON 5509](#), [ECON 6600](#), and [ECON 6609](#)).

After the completion of all their course work, candidates for the PhD program will be given a Comprehensive Exam in one field of specialization.

Fields of specialization for the PhD are open but applicants to the PhD program must clearly state on their application the primary field in which they wish to specialize.

Completion of PhD Program

Qualifying Examinations consisting of written exams in micro and macro economic theory will be written within a designated one-month period following the successful completion of the first-year micro and macro theory courses ([ECON 5500](#), [ECON 5509](#), [ECON 6600](#), and [ECON 6609](#)). A written Comprehensive Exam in one field of specialization will be taken after the completion of all PhD course requirements. Students normally write their Qualifying exams in June in their first year, and PhD Comprehensive Exam in June in their second year.

Students are required to present a thesis proposal at a departmental workshop no later than six months after completion of the Comprehensive Exam. One year after completion of the Comprehensive Exam, and on an annual basis, students are required to present their research results at a department workshop.

Administration of the Qualifying Examinations:

- a) Each major component of the Qualifying Examination (Microeconomic Theory and Macroeconomic Theory) will be set and graded by a committee of three faculty members chosen by the Graduate Coordinator, one of whom will serve as a chair. Committee members will normally be chosen from faculty who have taught the relevant graduate-level related theory courses. The Committee will normally receive input from faculty who have taught the relevant core theory courses in the previous academic year when setting the examination.
- b) Qualifying Examinations are written by students within three consecutive weeks, normally in June.
- c) The initial marking will be done independently by members of the committee no later than two weeks after the exam date.

- The committee will then discuss and agree on grades for the written examinations. Examining Committee chairs will report grades to the Graduate Coordinator in writing, who will then inform the students of their grades.
- d) A score of at least 70 percent (B-) for each major component of the Qualifying Examination is required to pass.
 - e) If a student passes both parts of the Qualifying Examinations, the Graduate Coordinator shall report a grade of PASS in ECON 9510 (Qualifying Doctoral Examination) for that student to the Registrar.
 - f) If a student fails either of the two Qualifying Examinations, the Graduate Coordinator shall report a failure in ECON 9510 for that student to the Registrar.
 - g) A failure in ECON 9510 will trigger immediate dismissal from the doctoral program.
 - h) Upon receiving notice of dismissal, the student may apply for reinstatement, in accordance with Regulation 8.3 of the Graduate Calendar.
 - i) The student then must re-write only the failed major component of examination within three (3) months of readmission.
 - j) A second failure for ECON 9510 will trigger a second and final dismissal from the doctoral program, and the student's doctoral program will terminate.
 - k) Grades for ECON 9510 are part of the student's official academic record.

Administration of the Comprehensive Examinations

- a) The Comprehensive Examination is set and graded by a committee of three faculty members, one of whom will serve as chair. Committee members will be formed with the faculty who have taught Econ 6683 Special Topics in Advanced Economics or who have expertise in the field of specialization.
- b) No less than four weeks prior to the examination date, the chair of the committee will inform the students about the general nature of the questions and what is to be expected of the students.
- c) Comprehensive Examinations are written by students after all course work is complete, normally in June.
- d) The initial marking will be done independently by members of the committee no later than two weeks after the exam date. The committee will then discuss and agree on grades for the written examination. Examining Committee chairs will report grades to the Graduate Coordinator in writing, who will then inform the students of their grades.
- e) A score of at least 70 percent (B-) for the Comprehensive Examination is required to pass.
- f) If a student passes, the Graduate Coordinator shall report a grade of PASS in ECON 9520 (Comprehensive Doctoral Examination) for that student to the Registrar.

- g) If a student fails the Comprehensive Examination, the Graduate Coordinator shall report a failure in ECON 9520 for that student to the Registrar.
- h) A failure in ECON 9520 will trigger immediate dismissal from the doctoral program.
- i) Upon receiving notice of dismissal, the student may apply for reinstatement, in accordance with Regulation 8.3 of the Graduate Calendar.
- j) The student then must write the Comprehensive Doctoral Examination within twelve (12) months of readmission.
- k) A second failure for ECON 9520 will trigger a second and final dismissal from the doctoral program, and the student's doctoral program will terminate.
- l) Grades for ECON 9520 are part of the student's official academic record.

Thesis

A suitable thesis must be submitted and defended. See Sections IX and X of this handbook and the [Graduate Calendar](#), for information on thesis requirements and supervision.

Students are required to make a public presentation of a thesis proposal no later than six months after completion of the comprehensives. Starting from this point, and on an annual basis, students are required to present their research results at a department workshop.

II. Application/Admission Fees

A. Admission Requirements

All candidates must demonstrate English language proficiency. This requirement is met if, the last degree earned by the candidate was from an English language university in a country where the national language is English or if the candidate received a sufficiently high mark on an English language proficiency test. Applicants should also consult the [Faculty of Graduate Studies](#) website for general information on admission.

Entrance to a one-year MA program requires an Honours BA in Economics (or equivalent) with an average of at least 77 (B+) at Dalhousie standards in classes in economics and related fields. Normally this means completion of at least 48 credit hours in economics beyond the introductory level including classes in economic theory beyond the intermediate level, statistics, econometrics and classes in applied areas of economics.

All candidates for admission to the MDE program must satisfy the general requirements for admission to the Faculty of Graduate Studies. Applicants may possess a BA, BSc or BComm degree, and all candidates must have at least introductory micro and macro

economics, intermediate micro and macro economics, at least two senior economics field courses, statistics and calculus.

Entrance to the PhD program normally requires completion of course requirements for an MA in Economics with an average of at least A- at Dalhousie standards. Please note that three academic references are required for an application to the PhD program, as well as a Research Statement.

B. Deadlines

Graduate programs in economics are designed to begin in September.

Canadian students: the application (including the application fee) for admission to the MA and MDE program should be received by the University no later than May 1 for a September start date (all supporting documents must be received by June 1). However, if you are applying for scholarships and departmental funding, your application (including application fee) should be completed by December 31 and supporting documents should be submitted by January 31. The application (including the application fee) for admission to the PhD program should be received by the University no later than December 31 for a September start date (all supporting documents must be received by January 31). Applications received after the deadline are not guaranteed to be processed in time for September admission.

Non-Canadian students: your application (including application fee) for admission to the MA and MDE program should be received by the University no later than March 1 for a September start date. All supporting documents must be received by April 1. However, if you are applying for scholarships and departmental funding, your application (including application fee) should be completed by December 31 and supporting documents should be submitted by January 31. The application (including the application fee) for admission to the PhD program should be received by the University no later than December 31 for a September start date (all supporting documents must be received by January 31). Applications received after the deadline are not guaranteed to be processed in time for September admission.

Applicants who require a student visa and are not funded by the University or an officially recognized funding agency may be asked to provide proof of financial ability with their application. Canadian immigration is increasingly rigorous about requiring proof of sufficient financial support to complete the program of studies.

C. Forms

Go to https://www.dal.ca/faculty/gradstudies/graduate-programs-admissions/admission_requirements/admission_process.html to begin the application process online.

Supporting documents must be sent to the department. Note that supporting documents (transcripts, letters of reference, etc.) will be verified for authenticity. Applicants submitting fraudulent documents may have their names published on the listserv of the Association of Registrars of Universities and Colleges of Canada, and have their acceptance rescinded.

D. Application Fee

The application fee is \$115 CDN.

E. Tuition and Other Fees

Please visit Dalhousie's Student Accounts site (http://www.dal.ca/admissions/money_matters.html) for up to date information regarding tuition and fees.

At Dalhousie, the graduate studies academic year (Sept. 1-Aug. 31) is divided into three terms: Fall (September-December), Winter (January-April), and Summer (May-August). The total tuition and fees for 1 full year (12 months) is due in three installments, corresponding to the three terms. Economics graduate degree programs are based on a program fee structure (e.g., a one-year program). Fees must be paid for all three terms in a given year, regardless of whether the student is taking courses in all three terms or how many courses are being taken in a particular term. There are three payment due dates: one in September, January and May each.

Students who fail to register and pay tuition fees for any term before the degree program requirements have been fulfilled are considered to have withdrawn and will be required to apply for readmission. Readmitted program fee students (except those who were withdrawn for academic reasons) must pay fees for the terms in which they were not registered, to a maximum of three terms at the current continuing fee rate.

Basic Program Length

All Economics graduate programs have a minimum period for program fee payment and residency requirements. Normally, we provide scholarship for four years for PhD students. A Masters student admitted to a one-year, full-time master's program is required to pay three consecutive terms of full-time program fees.

Continuing MA/MDE Students

Students continuing beyond their initial program fee requirement period will be assessed continuing fees on a per-term basis. Students must maintain continuous registration until their program requirements are complete or they are granted a formal Leave of Absence. Students in Master's thesis programs should normally expect to take 6 to 12 months beyond the program fee requirement period to complete their studies.

Means of Payment

For information on the payment of fees, check https://www.dal.ca/admissions/money_matters.html

Part-Time Students

Students entering or switching to a part-time Master's program are required to pay the part-time equivalent of full-time program fees. In other words, part-time Master's students will pay the same amount of fees as a full-time student at a rate of 3 part-time terms being equivalent to one full-time term. For example, a Master's student entering a one-year, part-time Master's program must pay 9 consecutive terms of part-time fees. If a Master's student completes a part-time program earlier than 9 terms, the student will be required to pay part-time program fees for any outstanding terms before they are approved for graduation. Part-time Master's students who do not finish their degree requirements in the required number of part-time program terms, must register and pay fees on a part-time continuing basis.

A part-time graduate student cannot carry more than 8 credit hours per term. It should be noted that under the program or continuing fee, students may take only the courses approved by the department on the student's Graduate Program Form.

F. Maximum Duration of Programs

The normal upper time limits for the completion of degrees are:

Degree	Time
One year Master's, full-time	Four years from date of first registration in the program
One year Master's, part-time	Five years from date of first registration in the program
PhD, full-time only	Six years from date of first registration in the program

Students may apply to the Faculty of Graduate Studies for an extension to the upper time limit, one year at a time. Such applications will be considered based upon progress and total time since starting the program.

G. Annual Progress Report

Every graduate student is required to submit an Annual Progress Report to the Faculty of Graduate Studies, through the supervisor and the graduate coordinator. This report is due on an annual basis, one month prior to the anniversary of the student's admission date. Failure to submit this report may result in delays in registration and funding.

Students who have external funding administered by the university are required to submit annual progress reports one month in advance of the anniversary of the start date of their award; this report will also satisfy the FGS progress report requirements.

The Progress Report procedure is described at:

<https://www.dal.ca/faculty/gradstudies/current-students.html>

H. Financial Assistance

The University and Department offer, on a competitive basis, a limited number of scholarships, teaching assistantships, and research assistantships. Students are encouraged to submit their admission applications early enough to be nominated by the Department for these awards (December 31).

All students who meet the deadline are automatically considered for internal Dalhousie Department of economics financial awards, so no special scholarship application process is required for these. Dalhousie offers other scholarships sometimes with earlier deadlines, which require a separate application. For example, the Dalhousie Harmonized Scholarship application deadlines begin in early December.

The Southern African Student Education Project (SASEP) generally has a deadline at the end of January. In addition, students are encouraged to pursue other sources of funding outside Dalhousie. Obtaining application forms, etc. for such external awards is the responsibility of the student applying for the award.

III. Acceptance/Registration

A. Letter from the Department

A letter or email from the Department of Economics saying that the Department has recommended to the Dean of Graduate Studies that you be offered admission (or admission and funding) is not an official offer from Dalhousie University. Official offers come only from the Dean of Graduate Studies. It is possible for the Dean not to accept recommendations from departments.

Please contact us if you have alternatives to consider and have not yet received an official offer from us.

B. Letter from the Dean of Graduate Studies

A letter from the Dean of Graduate Studies that offers admission or admission and funding will typically be open for two weeks. If funding is involved, the funds will be reallocated if there is no response within two weeks. However, students are encouraged to contact the department as soon as a decision is made to accept an offer.

C. Qualifying Year or Special Undergraduate Year (Masters Only)

A student applying for admission into a Masters program but with some deficiency in the particular discipline may be admitted to a Qualifying Year or Special Undergraduate Year. A student would usually take six to eight courses of one term (or one half-credit) each. However, qualifying students can be full-time or part-time; take as little as a single, half-credit (0.5) class or as many as ten one-half (10 x 0.5) credit classes chosen from undergraduate classes or a mixture of undergraduate and graduate classes. International students should consult the international centre as a minimum number of courses are required in a given term to be considered by Dalhousie to be "full time for immigration purposes". Qualifying students must pass all classes taken as qualifying students with no grades below a B- and an average of at least B, and fulfill any other requirements in order to be considered for admission.

D. Deferral

Provided you instruct us in a timely manner, we can request a deferral of admittance for up to one year from the Dean of Graduate Studies. Scholarships cannot be deferred.

E. Registration

Graduate students can register online usually beginning sometime in March at <http://www.dal.ca/online> and must register for the course #REGN 9999, section 1. The CRN numbers for the 2022-23 academic year are CRN 14024 (Fall), CRN 23776 (Winter), and CRN to be announced (Summer). Economics graduate students pay program fees and these codes generate fees on a term-by-term basis.

You are advised to check your account online, especially before the deadlines, to ensure the charges are correct. Registration after September 16 is considered late. The current fee for late registration is \$50.00. Students will select specific courses after arrival on campus and in consultation with the graduate coordinator. Up to date information on registration can be found here: <https://www.dal.ca/faculty/gradstudies/current-students.html>

Qualifying year students pay a per course fee, not a program fee. For more information on qualifying year fees, please contact Student Accounts at student.accounts@dal.ca.

F. Student E-mail Addresses

The University issues an @dal.ca e-mail address to all students. This is the official e-mail address and the only e-mail address that the University will use for communication with students regarding academic and administrative matters; it will be the address to which all general e-mail messages to students will be sent and it will be the address provided to faculty members when they request distribution lists for the sending of messages to students in their classes. A message sent by the University, or a faculty or staff member, to your @dal.ca address will be considered to have been delivered to you.

Students should visit <https://password.dal.ca/> for detailed instructions on how to activate their @dal.ca account. This should be done as soon as your acceptance to Dalhousie is received. Notice of financial awards (scholarships, etc.) are now sent only by e-mail and will be sent only to this address.

G. Register for Emergency Phone Text Messaging

Enter your Dalhousie ID and cell phone number to start receiving emergency alerts. A signup window/tab has been added to the main page of MyDal. This system is an additional but important tool to relay messages to students and employees in emergencies. If you

have questions or need more information, please visit the FAQ page at <https://www.dal.ca/dept/dalsafe/subscribe.html>.

H. Housing

Students should be aware that it is difficult to find housing if you arrive on campus after classes start. Information about on-campus accommodation can be found at www.dal.ca/campus_life/residence_housing/residence/halifax-campus.html. Information on private accommodation can be found at the Off-Campus Housing Office, www.dal.ca/och

I. Notification of Address Change

Students are required to ensure that address changes are kept up to date. This should be done on Dalhousie Online: www.dal.ca/online.

To update, select "Update Address(es) and Phone(s)" from the Personal Information menu and add the new address. Then select the type you wish to add and click the "insert" button.

Notifications from the University will be sent to the most recent address on the student information system; students will be held responsible for complying with these notifications, and non-receipt of material because of failure to report a change of address will not excuse students from such responsibility.

J. Free Software Available for Students

Various software packages are available to students to download, including Antivirus and Microsoft Office. Go to:

<http://www.dal.ca/dept/its/its-services/software-download.html>

IV. Arrival on Campus

COVID-19 Update:

Please regularly review the current COVID-19 information and updates on the website <https://www.dal.ca/covid-19-information-and-updates.html>

A. Housing

The Residence Office, located at 6230 Coburg Road, has information on University residences. Information is also listed on the housing website:

https://www.dal.ca/campus_life/residence_housing/residence.html

There is an Off-Campus Housing Office, www.dal.ca/och, located in Risley Hall and is designed to help students find privately-owned accommodation.

It is usually difficult to find housing if you arrive on campus after classes start. Please plan ahead for an easy transition to student life.

B. Dalhousie ID Card

On your arrival at Dalhousie (and assuming that you have registered online), one of your first priorities will be to obtain an ID card. New students may obtain their ID cards at the Dal Card Office located at 6230 Coburg Road.

C. The Department/Program Form

The Department of Economics is located at 6214 University Avenue, directly across from the Killam Library. Our phone number is (902) 494-2026. You should contact the Graduate Coordinators, Casey Warman (MA and PhD) or Chidozie Okoye (MDE and PhD), in early September if you have questions regarding course options. They will also hold a meeting to go over the program requirements and answer questions.

D. Health and Dental Care

Dalhousie Health Services provides health care and services for students. Health Services is located at 1246 LeMarchant Street (2nd floor). The appointment line is (902) 494-2171.

The Dalhousie Dental Clinic offers a range of services to students. The Dental Clinic is an educational facility. Patients who are accepted for treatment provide practical clinical experiences for dental students and, at the same time, receive quality care at reduced fees. The clinic is located at 5981 University Avenue. The appointment line is (902) 494-2101.

International students are required to pay for a mandatory health insurance policy. If you already have coverage you can opt out. Please find more information here:

https://www.dal.ca/campus_life/health-and-wellness/my-insurance-plan.html

E. Library

The Killam Library, located across from the Department, has the Economics collection. Your Dalhousie ID serves as a library card (see letter from Department Administrator for obtaining an ID card). This also entitles you to use other libraries on campus (e.g., Law or Medicine) or to borrow materials from other local university libraries.

Library tours are available. Please consult the front desk at the Killam Library for further information.

F. Bookstore

The bookstore is located in the basement of the Student Union Building (6136 University Avenue). Both new and used texts are available, though private sale of graduate texts is more common.

G. Career & Leadership

The Bissett Student Success Centre offers career and leadership development, academic advising, study support and tutoring. It is located on the 4th Floor of the Student Union Building

H. Parking

Information on parking permits is available [online](#).

I. UPass Program

The Universal Bus Pass ([UPass](#)) is a special transit pass specifically designed for Dalhousie and King's students.

If you are a full-time student, the UPass lets you ride Metro Transit buses, ferries, and Community Transit buses from September to April. The U-Pass is a mandatory program for all full-time students. It costs approximately \$165.10 per year and is automatically assessed in September with your incidental fees.

The Summer UPass Program is mandatory for students who are full-time students for the summer (May - August) semester. The 2022 Summer UPass costs \$82.55 for the four-month period.

J. University Closure/Cancellation of Classes

Any decision to close the University (e.g. for a severe snowstorm) is made in the President's Office. The university has a number of different channels that may be used to communicate storm closures. These include Dalhousie webpage (www.dal.ca) and media outlets. You can also receive text messages via DalSafe: dal.ca/dalsafe

V. The Department of Economics

The Department of Economics is located in three houses on University Avenue (6220, 6214 and 6206) with the main office in 6214 University Avenue. The phone number is (902) 494-2026 and the email address is economic@dal.ca

A. Department Administration

The Chair of the Department of Economics is Talan İşcan, who represents the Department in all university-related matters and oversees the department.

Casey Warman and Chidozie Okoye are the Graduate Coordinators; they represent the Department on all graduate program-related matters.

Monique Comeau is the Administrator for the department. On a consultative basis, she coordinates the day-to-day operation of the department, supervises the staff, and oversees financial matters for the department. She also assists the Graduate Coordinator in the administration of graduate program activities. Jodi Lawrence is an Administrative Secretary. As such, she works closely with Monique.

B. Security

The hours of operation for the main office are Monday through Friday, 8:00-4:30. Security in all department areas is a shared responsibility. Students staying in the department after hours should check that they close the entrance to the building when they enter or leave.

Students requiring after-hour access to the building should see the main office about an access code. Do not prop the outside doors open! If you open any windows inside the building be sure to close and lock them when you leave.

If you notice anything or anyone suspicious at any time, please notify someone on staff or call Dalhousie Security at (902) 494-6400. Dial (902) 494-4109 for emergencies at Dalhousie.

C. Services/Facilities

Computer Labs

There are two student computer labs in the department. One is located in the basement at 6220 University Avenue (this is a combined lounge/study area/computer lab), while the other is located in the basement at 6214 University Avenue.

PCs in the labs currently have the following software installed:

- Adobe Reader XI, Ver 11.0.23
- ArcGIS Desktop, Ver 10.5.6491
- IBM Cognos Insight, Ver 10.2.5200.148
- IBM SPSS Statistics 24, Ver 24.0.0.0
- Matlab R2018a (64-bit)
- Microsoft Office Professional Plus 2016, Ver 16.0.4266.1001
- Microsoft Visio Professional 2016, Ver 16.0.4266.1001
- Microsoft Project MUI (English) 2016, Ver 16.0.4266.1001
- Minitab 18, Ver18.1.0.0
- SAP Lumira is Discovery version 2.1
- Stata 15, Ver 15.0
- Maple 2018
- R 3.4.4
- R Studio 1.1.447
- SAS 9.4 M5
- SPSS 25

Copyright Policy

The Copyright Act in Canada sets strict limits on making and using copied materials. Please read [Dalhousie University's Fair Dealing](#) Policy and guidelines online.

Laser Printing

There is one networked laser printer for student usage located in PC Lab #1, basement, 6220 University Avenue. The cost is 10 cents per page and is automatically deducted from funds on your [DalCard](#) when you print in most Dalhousie computer labs.

Kitchen Facilities

There is a coffee machine, refrigerator and microwave available for your use in the main computer lab. The custodian does not clean areas where food is prepared or consumed, so you must clean up after yourself.

Lockers

There are lockers available in the department on a first-come, first-serve basis. Please see the main office if you wish to apply for one.

Study Carrels - Killam Library

Study carrels are available in the Killam Library (located across from the Department). Due to the limited number of closed carrels available, the Library may not be able to accommodate all requests. Only graduate students who are currently in the thesis

writing stage of their program are eligible for a study carrel. Requests for carrels should be made through the main office.

D. Seminars

There are normally regular Friday Seminars beginning in September and continuing through April. They are given by our own faculty, as well as visiting speakers. A copy of the schedule is available from either the main office or from our [website](#). Social gatherings, "Economizers," are held at The Pub (basement of the University Club) after most Friday Seminars. The seminar series will depend on Dalhousie University Covid protocols and travel restrictions.

VI. Classes and Grades

A. Usual Class Times

Most classes meet twice per week and begin at twenty-five to the hour or five past the hour and end 80 minutes later (i.e. 10:05-11:25; 11:35-13:55).

B. Grading Policy

All instructors of graduate classes (i.e. designated 5000 and above), with the exception of a few classes for which a pass/fail grading scheme has been approved, will use the following grading scheme:

Letter Grade	Numerical (%) Equivalent
A+	90 - 100
A	85 - 89
A-	80 - 84
B+	77 - 79
B	73 - 76
B-	70 - 72
F	< 70

The grade of "In Progress" (IP) may be used only to report thesis classes, research project classes, and those designated as "open to independent completion of study." Students must continue to register for the class each term until a final grade has been assigned.

Pass Standard

Faculty of Graduate Studies regulations stipulate that graduate students must achieve a minimum, or passing, grade of "B-" in all classes required of their degree program. Any lower grade will be recorded as a failure. A student who fails to meet these requirements in any year is immediately and automatically withdrawn (academically dismissed) from the program. However, such a student may apply, in writing, to the department for reinstatement. Reinstatement to a program after a failing grade must be supported by the Graduate Coordinator and must be approved in writing by the Faculty of Graduate Studies. Note that

any academic withdrawal and reinstatement will be recorded on the student's official transcript.

Academic Standards

When the work of a student becomes unsatisfactory, (including insufficient progress), or a student's attendance is irregular without sufficient reason, the Faculty of Graduate Studies may require withdrawal from one or more classes, or academic dismissal from the Faculty.

Incomplete Classes

A student who fails to complete the required work for a particular class during the normal period of the class will receive a grade of "F". However, where circumstances warrant, a grade of "Incomplete" (INC) may be assigned. For GPA purposes, a grade of INC holds a credit value of 0.0. Subsequent completion of the work following the end of the class may result in a change of grade by the class instructor, as long as the work is completed before the following deadlines:

- Fall term classes February 1
- Winter and Regular (Sept.-April) term classes June 1
- After these deadlines, an "INC" cannot be changed without permission of the Faculty of Graduate Studies.

Missed or Late Academic Requirements due to Student Absence

All outstanding grades, including ILL or INC, must be addressed prior to registration for the next term. If grades are still outstanding into the next term and no arrangements have been made, students may be required to re-register in the class.

C. Ancillary Classes

Undergraduate classes recommended by a department as advisable additional background to the degree program, but not specifically required for that program, are termed ancillary classes and must normally be taken in a department other than the one in which the student is registered. The pass grade in these is the same as for undergraduate students unless otherwise specified by the department. Ancillary classes must be listed on the Graduate Student Program form but do not count towards the required number of classes for the graduate program. Normally students are limited to one ancillary class credit (6 credit hours) during their program.

D. Audits

Students may take one audit (equivalent to 6 credit hours) in each residency year of their formal program. Audits must be listed on the Program of Graduate Studies form and must be relevant to the student's program of study.

E. Independent Study, Directed Readings and Special Topics

Students may not register for more than two Independent Study, Directed Readings or Special Topics classes in any graduate program and require written approval of the Graduate Coordinator of the unit.

Each student will be provided with a class outline by the instructor. In order to complete the class satisfactorily, a student must fulfill all the requirements as set down in the class outline.

Changes to the outline which affect assessment components, the weight of individual assessment components, or examination requirements with a value of ten percent or more must have the approval of the enrolled student(s) in order to be valid and must also be sent to the Faculty of Graduate Studies for the student file no later than four weeks after the beginning of the term in which the class is conducted.

When collaboration is included as part of class expectations as in group projects or group assignments, the instructor will provide in the class outline a statement of the degree of collaboration permitted in the preparation and submission of assignments.

VII. Leaves/Withdrawals/Suspensions

A. Withdrawal from Classes

The last dates for adding and deleting classes are published in the schedule of Academic Class Add/Drop Dates at the front of the calendar. For withdrawals within this period, the class and the withdrawal is not recorded on the academic record. After these dates, the student is responsible for the content of the class and receives a grade for it.

Students may not transfer from full to part-time status by withdrawing from classes after the deadlines listed in the schedule of Academic Class Add/Drop Dates.

A class may be added or dropped on the web at www.dal.ca/online by the deadline listed in Academic Class Add/Drop Dates. Note that the deadlines differ for dropping a course without a "W" showing on the transcript and having a "W" show.

Please note that dropping or changing classes may affect your eligibility for student aid.

Non-attendance does not, in itself, constitute withdrawal.

Withdrawals are effective when a student withdraws from classes on the web at www.dal.ca/online or written notification is received at the Office of the Registrar. Class withdrawals must be approved by the Graduate Coordinator.

B. Withdrawal from Program

Students who withdraw from a degree program are to immediately inform the Graduate Coordinator of their program and the Faculty of Graduate Studies in writing. The immediacy of notification is important since the amount and speed of possible fee reimbursement is influenced by the date of withdrawal. Students must contact Student Accounts directly to make arrangements to receive their fee reimbursement. A withdrawal is not official until it has been approved by the Faculty of Graduate Studies and received in the Registrar's Office. Under no circumstances will the Faculty of Graduate Studies back-date a withdrawal notice.

C. Leave of Absence

The Dean of Graduate Studies may approve a Leave of Absence for medical reasons or because of a serious problem outside the student's control. The student's Graduate Coordinator must recommend the Leave and it can be for a maximum length of one year per individual program.

An application for a Leave of Absence is available at

<https://www.dal.ca/faculty/gradstudies/current-students.html> and must be completed by the student, in consultation with the student's supervisor.

Students may not hold any Dalhousie Scholarships during a leave of absence, nor may they study elsewhere and receive credit at Dalhousie University. An official Leave of Absence does not count toward time in a program (in effect, the clock stops ticking). A Leave of Absence frees a student from paying tuition fees; it also releases the university from providing student services such as consultation with professors and library privileges.

A term Leave of Absence is granted on a per term basis: fall, winter and summer. Students may request successive term leaves, up to a maximum of three terms (one year) during the course of their program. Applications for a Leave of Absence must be received according to the deadlines listed in the schedule of Academic Class Add/Drop Dates on page 1 of the calendar. Students may also request a mid-term leave of absence.

Information on leave of absence can be found in section 5.8 of the [graduate calendar](#)

Under no circumstances will retroactive approval be given for a Leave of Absence.

D. Parental Leave

Parental Leave will be granted, without prejudice to academic standing or eligibility for financial support, at the time of pregnancy, birth or adoption. A parent may request up to three terms of leave, which must be completed within twelve months of the date of birth or custody. Where both parents are graduate students seeking parental leave, the total number of terms may not exceed four.

While on parental leave, students do not register or pay fees to the University. Any refund of fees will be governed by university regulations. Parental leave not only frees the student from the necessity of paying fees, it also releases the university from the obligation to provide the student with services. These include consultation with professors and library privileges.

Only under well-documented extenuating circumstances will retroactive approval be given for parental leave.

E. Academic Dismissal

A student may be required to withdraw from a program for academic reasons (e.g. class failure, comprehensive exam failure or lack of academic progress), for academic offences such as plagiarism, irregularities in the presentation of data, etc., (see Intellectual Honesty and Senate Discipline Committee), for non-academic reasons, (see Code of Student Conduct), or for failing

to maintain registration status. The student will be notified by the appropriate body of the reason for the required withdrawal.

F. Readmission of Students

A student who is withdrawn for academic reasons, voluntarily withdraws or whose registration has lapsed may apply for readmission within ten years of initial registration. Re-admission is not automatic because of the competition for places with incoming students. A student who is academically withdrawn may not apply for re-admission to the Faculty of Graduate Studies for at least 12 months following the official date of the withdrawal.

Students who fail to register and pay tuition fees for any term before the degree program requirements have been fulfilled, are considered to have withdrawn and will be required to apply for readmission. Readmitted program fee students (except those who were withdrawn for academic reasons) must pay fees for the terms in which they were not registered, to a maximum of three terms at the current continuing fee rate.

Readmitted students who were academically withdrawn will not be charged make-up fees for the three terms immediately following the official date of withdrawal. Make-up fees will be charged for any term thereafter, to a maximum of three terms, until the student is registered.

Students in thesis programs who have not maintained registration are normally required to have a satisfactory thesis in hand or a timetable for completion approved by the department's Graduate Coordinator and signed by the student and thesis supervisor, before they can be readmitted. Students may be readmitted only once during the course of their program. Application for readmission must meet normal application deadlines, and all outstanding fees must be paid.

VIII. Thesis Supervision

All thesis students must have a Supervisor (or co-supervisors) and a Supervisory Committee as well as permission of the graduate coordinator. Normally, a committee is chosen before the last term of course work.

A. The Supervisor

The selection of a supervisor should be based primarily upon competence in the field of the proposed thesis topic. Within this restriction, the department seeks to accommodate the student's choice of supervisor, although it is not obliged to guarantee the choice.

A thesis supervisor or co-supervisor must be a member of the Faculty of Graduate Studies and will normally be from within the student's academic department or program. Members holding post-retirement appointments or active in research in retirement cannot normally take on new students to supervise, but they can co-supervise with a current full-time member of the faculty.

Co-supervision is possible as outlined under conditions listed by the Faculty of Graduate Studies.

B. Supervisory Committees

Supervisory Committees are selected by the supervisor in consultation with the student and should complement the expertise available to the student in completing their research program. The selection of all Supervisory Committees is approved by the Faculty of Graduate Studies. It is in the selection of Supervisory Committees that the greatest involvement of Adjunct faculty members occurs. Supervisory Committees should meet at least twice a year during the thesis research period and more often in the writing stages of a student's program. Normally the agreement of all committee members is required before a department brings forward a thesis for examination.

Supervisory committees for PhD, and Masters consist of the supervisor, and at least one other member of the Faculty of Graduate Studies. Non-members of the Faculty of Graduate Studies may be allowed to be on the supervisory committee of a Masters student where their particular expertise makes it appropriate.

The examining committee for the Masters typically consists of the supervisory committee and at least one other member of the Faculty of Graduate Studies who has not been involved with the supervision or direction of the thesis;

Masters theses do not require an oral defence. All PhD theses must be examined in a public oral defence, to be conducted by an examining committee recommended by the department and approved by the Faculty of Graduate Studies. A PhD candidate shall not be

permitted to proceed with the oral defence and examination until all of the following requirements have been met: (i) all required classwork completed successfully; (ii) comprehensive examinations passed; (iii) thesis title approved; (iv) Examining Committee established; (v) the style and format of the thesis meets the requirements of the University and appropriate copies of the thesis have been submitted as per regulations and deadlines. Normally a candidate proceeds to oral defence with the approval of the supervisor and Supervisory Committee. A candidate may proceed without the consent of the supervisor and committee, but a signed declaration included on the Thesis Submission Form is required by the Faculty in such a case.

C. Rights and Responsibilities of Supervisor and Student

Responsibilities of Supervisors

When faculty members accept the supervision of graduate students, they assume several responsibilities:

- to provide reasonable access to students and to be available for consultation at relatively short notice;
- to be as helpful as possible in suggesting research topics and in assisting students to define their theses;
- to tell students approximately how long it will be before written work, such as drafts of chapters, can be returned with comments;
- to be thorough in their examination of thesis chapters, supplying, where appropriate, detailed comments on such matters as literary form, structure, use of evidence, relation of the thesis to published work on the subject, footnoting, and bibliographical techniques, and making constructive suggestions for rewriting and improving the draft;
- to indicate clearly when a draft is in a satisfactory final form or, if it is clear to the supervisor that the thesis cannot be successfully completed, to advise the student accordingly;
- to know the departmental and University regulations and standards to which the writer of a thesis is required to conform, and to make sure that the student is aware of them;
- to continue supervision when on leave, possibly with arrangements also being made for other members of the supervisory committee to assist the student for the leave period;
- to advise and help the student to approach other faculty members for assistance with specific problems or even to request the reading of a chapter or section of the thesis.

Responsibilities of Students

When graduate students undertake the writing of a thesis, they assume several responsibilities:

- to choose a topic (often with the supervisor's help) and to produce a thesis that is essentially their own work;
- to produce a thesis which meets the standards of scholarship required by the University and the department, including demonstration of their capacity for independent scholarship and research in their field;
- to acknowledge direct assistance or borrowed material from other scholars or researchers;
- to realize that the supervisor has undergraduate or other duties which may at times delay the student's access to the supervisor at short notice;
- to give serious and considered attention to advice and direction from the supervisor;
- to submit their work to the judgment of the department and to abide by its decision when any rights of appeal, if exercised, have been exhausted;
- to know the departmental and University regulations and standards to which the writer of a thesis is required to conform.

Rights of Supervisors

Supervisors have the following rights:

- to expect students to give serious and considered attention to their advice concerning what they regard as essential changes in the thesis;
- to terminate supervision and advise the student to find another supervisor if the student does not heed advice and ignores recommendations for changes in the thesis, or if the student is not putting forth a reasonable effort;
- to have their thesis supervision properly credited by the department as an intrinsic part of their workload so that, in the assignment of duties, they are not overburdened to the point of having their effectiveness impaired as supervisors;
- to have the thesis-writer acknowledge, by footnoting, all portions of the supervisor's own research over which the supervisor wants to retain future rights of authorship;
- to have thesis-writers give permission for the results of their research to be used for the benefit of a larger project when they are working as assistants with their supervisor on research that is part of such a project – this is always with the understanding that students will retain scholarly credit for their own work and be given acknowledgment of their contribution to the larger project.

Rights of Students

Students have the following rights:

- to have a clear understanding of what is expected in thesis writing (expected length, acceptable methodology, validity of topic, notification of progress);
- to expect help from their supervisor in establishing a feasible topic and in solving problems and assessing progress as the thesis is being written;
- to receive a fair assessment of the completed thesis and explanations of negative criticism;
- to be allowed to have a new supervisor when they can offer convincing reasons to the department for the change and the change can be reasonably accommodated by the department;
- to be protected from exploitation by their supervisor or other faculty members if the latter should:
 - intrude upon the student's right of authorship or fail to give a student authorship credit for team research (where applicable, the department's protocols on authorship should be provided to students before they embark on research), or
 - divert the student's efforts from the timely completion of the thesis;
- to submit a thesis even if the supervisor is not satisfied, although such action should be taken only in extreme cases and after full consultation with the department.

IX. Thesis Regulations

A. Ethical Review

All thesis research involving human subjects (e.g. conducting your own surveys) must be approved by a Human Ethics Review Board. Reviews are coordinated through Dalhousie Research Services, Suite 231, Henry Hicks Academic Administration Building. Application guidelines are available from the Human Research Ethics Office. Students should allow eight weeks for processing.

B. Preparation of Manuscript and Submission of Theses

All graduate theses, whether for Master's or Doctoral degrees, must be completed according to the formal Faculty regulations for thesis preparation and submission. All thesis students must obtain a copy of these regulations, and students are responsible for ensuring that their theses comply with all aspects of these regulations. Failure to do so may cause delays in completion and may even result in the cancellation of a scheduled defence or examination. The full Dalhousie Thesis Guidelines, including details on thesis preparation and formatting, can be found at:

<https://www.dal.ca/faculty/gradstudies/current-students.html>

FGS has moved to electronic submission of theses as PDF/A documents.

For all graduate students: The Faculty of Graduate Studies Thesis Format Guidelines are available on the Faculty of Graduate Studies web site.

The regulations give details on originality, format and style, the order of contents, mailing costs, and other pertinent information.

Thesis Originality and Editing

The thesis must represent a coherent body of original work by the student. It must display a scholarly approach and thorough knowledge of the subject. The doctoral thesis must be of such value as to merit publication.

Plagiarism in any form is completely unacceptable (http://www.dal.ca/dept/university_secretariat/academic-integrity.html).

The thesis is the primary and permanent record of the student's work. As such, it is important that it both be written by the student (with appropriate editorial advice as needed) and that it conforms to normal academic standards. Assistance in improving

writing skills is available at both the faculty and university levels (e.g., Writing Workshop; <http://writingcentre.dal.ca/>).

Submission

Refer to the Schedule of Academic Dates in the Graduate Studies calendar for submission deadlines and registration deadlines. Failure to meet the deadlines for the submission of fully completed and approved theses (following examination and revision) will result in additional registration fees being applied.

It is the responsibility of the student to ensure that all regulations have been met. Failure to comply with the regulations can result in a delay in graduation.

All theses are either approved or not approved. The categories are:

- a) approved as submitted;
- b) approved upon specific corrections being made (a clear timetable for completion of the revisions must be presented to the student, normally with a maximum of one month to complete the revisions);
- c) rejected but with permission to re-submit a revised thesis for re-examination (a clear timetable for completion must be presented, normally with a maximum of one year to re-submit); and
- d) rejected outright.

In all cases, written examination reports shall become part of the candidate's departmental file.

X. Some Suggested Readings

Cawley, John (2018), "A GUIDE AND ADVICE FOR ECONOMISTS ON THE U.S. JUNIOR ACADEMIC JOB MARKET 2018-2019 Edition,"

<https://www.aeaweb.org/content/file?id=869>

Dudenhefer, Paul (2009), "A Guide to Writing in Economics," Duke University

<https://writing.ku.edu/sites/writing.drupal.ku.edu/files/docs/Guide Writing Economics.pdf>

Hamermesh, Daniel (1992), "The young economist's guide to professional etiquette," *The Journal of Economic Perspectives*, 6(1), 169-179.

McCloskey, Deirdre and Stephen Ziliak (1996), "The standard error of regressions," *The Journal of Economic Literature*, 34, 97-114.

McCloskey, Donald (1985), "Economical writing," *Economic Inquiry*, 24, 187-222.

Neugeboren, Robert and Mireille Jacobson (2014), "Writing Economics A Guide for Harvard Economics Concentrators"

<https://writingproject.fas.harvard.edu/files/hwp/files/writingecf2014 0.pdf>

Siegfried, John and Wendy Stock (2001), "So you want to earn a PhD in economics?: How long do you think it will take?" *The Journal of Human Resources*, 36(2), 364-378.

Thomson, William (1999), "The young person's guide to writing economic theory," *The Journal of Economic Literature*, 37, 157-183.

XI. Plagiarism/Intellectual Honesty

[This is an excerpt from the University's regulations on [intellectual honesty](#). Please refer to the calendar.]

Plagiarism

Dalhousie University defines plagiarism as the submission or presentation of the work of another as if it were one's own.

Plagiarism is considered a serious academic offence that may lead to the assignment of a failing grade, suspension or expulsion from the University. If a penalty results in a student no longer meeting the requirements of a degree that has been awarded, the University may rescind that degree.

Some examples of plagiarism are:

- failure to attribute authorship when using a broad spectrum of sources such as written or oral work, computer codes/programs, artistic or architectural works, scientific projects, performances, web page designs, graphical representations, diagrams, videos, and images;
- downloading all or part of the work of another from the Internet and submitting as one's own; and
- the use of a paper prepared by any person other than the individual claiming to be the author.

The proper use of footnotes and other methods of acknowledgement vary from one field of study to another. Failure to cite sources as required in the particular field of study in the preparation of essays, term papers and dissertations or theses may, in some cases, be considered to be plagiarism.

Students who are in any doubt about how to acknowledge sources should discuss the matter in advance with the faculty members for whom they are preparing assignments. In many academic departments, written statements on matters of this kind are made available as a matter of routine or can be obtained on request. Students may also take advantage of resources available through the Writing Centre at writingcentre.dal.ca or the Dalhousie Libraries at library.dal.ca/services/infolit.

Irregularities in the Presentation of Data etc.

Academic research is based on the presentation of accurate information and data that are obtained honestly. The falsification of data in reports, theses, dissertations and other presentations is a serious academic offence, equivalent in degree to plagiarism, for which the penalties may include the assignment of a failing grade, suspension or expulsion from the University or the withdrawal of a degree previously awarded.

Other Irregularities

In the absence of specific approval from the instructor of a class, all students should assume that every assignment is to be completed independently, without any form of collaboration.

Students should take reasonable precautions to prevent other students from having access, without permission, to their tests, assignments, essays or term papers.

The following are some examples of irregular procedures. The list should be used only as a guide since it is not possible to cover all situations that may be considered by the Senate Discipline Committee to be irregular.

- writing an examination or test for someone else;
- attempting to obtain or accepting assistance from any other person during an examination or test;
- during the time one is writing an examination or test, having material that is not specifically approved by the instructor;
- without authorization, obtaining a copy of an examination or test, topic for an essay or paper, or other work;
- without authorization from the faculty member in charge of that class, submitting any work for academic credit when one is not the sole author or creator;
- without authorization submitting any work that has been previously accepted for academic credit in any other class in any degree, diploma or certificate program, or has been completed as part of employment within the University, for example, as research activity. A repeated class is considered to be a separate class.

No student may encourage or aid another student in the commission of an academic offence, for example,

- by lending another student an assignment knowing that he or she may copy it for submission;
- by allowing another student to copy answers during an examination.

Any person who provides false or misleading information during an investigation of a suspected academic offence is guilty of an offence.

XII. Acceptable Use of Information Technology Resources

[This is an excerpt from the University's regulations on acceptable use of information technology resources. Please see [Acceptable Use of Information Technology Resources](#) in the calendar for greater detail.]

The purpose of this policy is to outline appropriate use of Information Technology Resources owned, leased, controlled and/or operated by the University. This policy applies to all individuals who have been granted a NetID and/or Banner account by the University. This policy does not replace other policies, procedures or guidelines concerning the use of specific IT Resources or data management but rather sets out a minimum standard of acceptable use.

In this Policy, "User Account" means a NetID and/or Banner account issued by the University; "Information Technology Resources", or "IT Resources", means computing equipment, peripherals, facilities, networks or systems owned, leased, controlled or operated by the University, including those purchased through research funds; "User" means an individual who has been issued a User Account.

Policy

1.Accounts

- 1.1.Authorized access to IT Resources requires a User Account. User Accounts are non-transferrable.
- 1.2.Users are responsible for any and all uses of their User Account and are expected to take reasonable steps to ensure the security of their User Account.

2.Acceptable Use

- 2.1.Users shall use IT Resources for authorized purposes only.
- 2.2.No User shall use IT Resources for any disruptive or unauthorized purpose, or in a manner that violates any law, University regulations, policies or procedures. Examples of unacceptable uses of IT Resources include, but are not limited to, the following:
 - 2.2.1.using another person's User Account, or misrepresenting themselves as another User;
 - 2.2.2.disclosing passwords or other access codes assigned to themselves or others;
 - 2.2.3.interfering with the normal operation of IT Resources by, among other things, unauthorized

network interception, network traffic, flooding the network with messages, sending chain letters or pyramid solicitations;

2.2.4. copying, removing or distributing proprietary software and/or data without authorization;

2.2.5. breaching terms and conditions of software licensing agreements;

2.2.6. accessing, displaying, transmitting, or otherwise making available information that is discriminatory, obscene, abusive, derogatory, harassing or otherwise objectionable in a university setting;

2.2.7. destroying, misplacing, misfiling, or rendering inoperable any stored information on a University administered computer or other information storage, processing or retrieval system;

2.2.8. unauthorized use of IT Resources for profit or commercial gain; and

2.2.9. attempting to or circumventing security facilities on any system or network.

3. Consequences of Unacceptable Use

3.1. If there is reason to suspect that a User has violated this policy, the Assistant Vice-President, Information Technology Services or the Information Security Manager may temporarily revoke or restrict User Account access privileges of any User, pending further investigation by the Information Security Manager;

3.2. To aid in the investigation of a suspected violation of this policy, the Information Security Manager may examine a User's User Account information, including, but not limited to, emails, files, and any other material or data connected with the User Account, provided that they obtain the Assistant Vice-President Information Technology Services' prior written approval. If the User in issue works within the Information Technology Services Department, then approval must be obtained from the President;

3.3. If the investigation concludes that a violation of this policy has occurred, the Assistant Vice-President Information Technology Services may restrict, suspend or revoke the User's access to any or all of the University's IT Resources, and may

- 3.3.1.in the case of students, initiate disciplinary proceedings under the Code of Student Conduct;
- 3.3.2.in the case of employees, refer the matter for consideration of discipline in accordance with applicable collective agreements or human resource policies, as appropriate.