

STATEMENT OF PROVISION

Saïd Business School (SBS)

Masters in Financial Economics

1. *Who is the Course Director with overall responsibility for students on this course?*

The Director of the full-time MFE programme is Dr John Thanassoulis, University Lecturer in Economics.

2. *What induction arrangements will be made?*

A pre-course Sharepoint site is created for incoming students prior to their arrival in Oxford. This Sharepoint site contains information similar to that in the formal SBS electronic induction handbook as well as more practical information such as travel guides, maps, and hotel information. An electronic induction handbook is also made available to students via the School's sharepoint site.

The week prior to the start of term (week -1) is the start of induction and pre-course training week. There is a social event on the Saturday evening prior to this week (24 September 2011) in the form of a welcome reception for the students and their families. There is also a team building event called the Oxford Pursuit, to be held on the morning and afternoon of Saturday 24 September. Here students work in groups on a treasure hunt around Oxford, which not only works as an ice-breaker, but allows the students to familiarize themselves with the city centre

The actual formal induction for MFE students begins on the Monday of week -1 and it is mandatory for all students to attend. During this week students are required to attend career workshops, accounting and maths lectures as well as attend MATLAB training (programming language course for financial econometrics course). In addition, students will attend the more practical induction sessions covering a variety of areas related to the programme, the School and its facilities, these include: course structure and content, examinations and assessment, library, careers service, alumni office, IT induction, health and safety, SBS external relations and events.

3. *What is the overall length of the course, and for how many weeks are students expected to work in Oxford?*

The MFE programme is a 9 month programme consisting of three ten week terms, Michaelmas (October to December), Hilary (January to March), Trinity Term (April to June). During the MFE programme, lectures are normally held from Week 0 to 8, followed by revision time in Week 9, and end of term examinations in Week 0 & 10 of Trinity Term.

4. *What is the pattern of lectures, classes, seminars, tutorials and self-directed work for this course?*

The MFE involves students taking 4 core courses (Parts 1 and 2) over Michaelmas and Hilary. In Trinity Term students are required to take five elective courses, one of which may be an individual project. All of these courses are conducted mainly by lectures, with some subjects offering workshops or support classes.

5. *What one-to-one or small group teaching will students on this course receive?*

There is no one-to-one teaching on the MFE course however; students often work in small groups of 3 to 5 for group work assignment purposes.

6. *Who will take overall responsibility for an individual student's progress and for completing the joint progress report form in each term of the course?*

The Academic Supervisor and Course Director have overall responsibility for students' progress. The Academic Supervisor completes the progress report form at the end of each term. MFE students are also allocated a College Adviser who deals with the pastoral care of the student.

7. *What workspace will be provided? What IT support / library facilities / experimental facilities will be available?*

Students can book seminar rooms for group study. They have the use of one computer room in addition to the computers in the library and numerous power points, network points and wireless facilities for laptop computers around the School. Our on-site IT team provide a high quality service supporting the teaching, learning and research activities of the School. The majority of student contact with the IT department will be through the IT Helpdesk who are present to assist with all IT account and service issues. There is a detailed intranet which gives a comprehensive guide to solving computer problems and available services. Oxford University Computer Services (OUCS) run courses on many subjects and can also offer students help and guidance with personal devices.

The Sainsbury Library offers a modern and attractive study area and an innovative information support service with a strong emphasis on electronic resources and delivery. It comprises of two spacious floors, both of which are wireless-enabled, as well as an array of networked study desks, PCs, copiers and printers. The busy Lower Reading Room contains copies of books and articles on reading lists, and may be used for quiet talking and group work, while the Upper Reading Room is dedicated to quiet study and research and houses the research collections, as well as generous study space.

In addition to the print collection, the library provides a dedicated gateway to a rich and powerful collection of electronic resources accessible from the School's Intranet which includes access to business databases, financial and economic data, industry and market research reports, e-journals, e-books, and course reading lists with direct links to online readings. The library's sharepoint site also provides a seamless gateway to the thousands of additional information products provided by the combined libraries that form the renowned Bodleian Library at Oxford University.

The library gateway and its databases are accessible to students from anywhere in the world. Experienced library staff are available for in-depth help with finding and using more complex information sources for research, course projects and theses, as well as general advice and information support. A tutorial on using the library and IT facilities will be provided at the induction sessions.

8. *What opportunities are provided for students to take part in research seminars or groups? What formal graduate skills training will be provided?*

There are specialist academic areas and research centres at the School; seminars are held throughout term-time. Students are encouraged to attend as many seminars as possible. Research is not a requirement for MFE students as this is a taught postgraduate degree programme.

9. *What are the arrangements for student feedback and for responding to student concerns?*

Student feedback on all aspects of the MFE programme is taken very seriously. At the end of each term students are required to complete an electronic survey on the courses they have taken during that term. Students are also surveyed on the support service provided by each department. Each term students elect student representatives in areas such as Course, Careers, Library, Marketing, IT and Alumni. Each of the student representatives is invited to attend the formal course committees to raise issues, or put forward proposals on behalf of the class. The committee will consider these requests, and, where appropriate, take action on the student issues raised. Student representatives also sit on the School's Joint Student Consultative Committee, which meets twice per term to address any non-academic student issues.

10. *What arrangements for accommodation, meals and social facilities will be made for students on a graduate taught course?*

Most MFE students are allocated accommodation through their college, with a few exceptions, i.e. those students wishing to rent private accommodation. Meals can either be taken at college or at the School, where the School's common room and bar provides light meals and refreshments. There is also a dining room which offers a variety of hot and cold meals for lunch and dinner. Social events are organized for students, such as end of term receptions, summer BBQs, and Friday evening happy hours. The Middle Common Room (MCR) at colleges provides an additional social environment for students

11. *What arrangements are in place for pastoral and welfare support?*

There is an extensive framework of support for graduates within each college. A student's college will allocate them a College Advisor from among its Senior Members, usually in a cognate subject, who will arrange to see them from time to time and whom the student may contact for additional advice and support on academic and other matters. In college, the student may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates is a fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of Tutor for Graduates. In addition each college will have other named individuals who can offer individual advice. Within the wider University, there is also the Student Union and the University's Student Counselling Service, which offers assistance with personal, emotional, social and academic problems.