



RICE UNIVERSITY

DEPARTMENT OF ECONOMICS

DOCTORAL PROGRAM HANDBOOK

2017-2018

## Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>Program Requirements</b> .....	<b>4</b>
Summary.....	4
Important milestones.....	4
Timetable.....	5
Academic Requirements for the Ph.D.....	6
<i>Core courses and qualifiers:</i> .....	6
<i>Field courses and workshops:</i> .....	6
<i>Econ 800 Research Seminar:</i> .....	7
<i>Third year paper:</i> .....	7
<i>Third year progress report:</i> .....	8
<i>Dissertation progress report:</i> .....	8
<i>Dissertation:</i> .....	9
Advising.....	11
<b>Financial Aid Policies</b> .....	<b>11</b>
<i>Continuation of support:</i> .....	11
<i>Departmental service:</i> .....	12
<b>Outside Employment and Leave of Absence Policies</b> .....	<b>12</b>
<b>Probationary Status</b> .....	<b>12</b>
<b>Petitions, Appeals, Grievances and Problem Resolutions</b> .....	<b>13</b>
<b>Title IX</b> .....	<b>13</b>
<b>Master’s Degree</b> .....	<b>14</b>

## Introduction

The following departmental rules and regulations govern the doctoral program in economics. In addition to being in agreement with the regulation stated in this departmental handbook, students must also be in agreement with the [General Announcements](#) and the [Code of Conduct](#).

In case there is conflicting information, university-wide regulations take precedence over department-wide regulations, which take precedence over research group-wide regulations.

In doubt, students should seek help first at the departmental level (graduate coordinator, director of graduate studies, advisor, and/or department chair) and then at the central administration level (office of graduate and postdoctoral studies).

The doctoral degree offered by the economics department is a research degree. The purpose of all courses and exams is to equip students with the necessary knowledge and tools for research.

The Ph.D. program is designed to enable students to complete all requirements within five years. The five years goal is attainable if students stay focused on the need to develop a research interest for their dissertation in the first two years of the program. If this goal cannot be met, students may remain in the program; however financial support beyond the fifth year is only possible through teaching or research fellowships, and such opportunities are not guaranteed.

A Master's Degree in Economics is only offered along the way to the Ph.D. The requirements are at the end of this handbook.

# Program Requirements

## Summary

Candidates for the doctoral degree must:

1. Attend the statistics and mathematics camp before starting their first year courses.
2. Complete an approved program of at least eighteen courses (including approved courses in other departments), no more than four of which are research workshops. At least two years of full-time study must be in residence at Rice.
3. Perform satisfactorily on the written general examinations in economic theory and econometrics.
4. Write a research paper proposal before the start of their third year.
5. Write and present a research paper by the end of their third year.
6. Secure a dissertation advisor by the end of their seventh semester.
7. Attend a research workshop every semester after their first year and present own research in a workshop once every year after their second year.
8. Submit a written progress report in every semester they register for Econ 800 Research Seminar.
9. Submit a dissertation progress report every year starting with the fourth year.

## Important milestones

**First year:** Complete core courses with a grade point average of no less than 2.67. Pass economic theory and econometrics qualifier exams.

**Second year:** Take field courses. Attend a research workshop. Write a proposal for the third year paper, obtain approval of the proposal by at least one faculty member, and mention his/her name in the proposal.

**Third year:** Complete field coursework, write and present a research paper, complete third year progress report.

**Fourth year:** Secure a dissertation committee chair by the end of the seventh semester, write a prospectus, petition for candidacy, submit a dissertation progress report.

**Fifth year:** Complete the job market paper, present job market paper, final oral examination.

## Timetable

### Sample progression – Timeline to degree

Year	Coursework	Exams	Milestones	Paperwork Due
1	August: Math and Stat Camp Fall: Econ 501, Econ 502, Econ 510, Math 321 Spring: Econ 505, Econ 508, Econ 511	End of May/ first week in June: Economic Theory and Econometrics qualifier exams		
2	Econ 504, field courses, Econ 593, Econ 594			Third year paper proposal due in the third week of August prior to the start of the third year  Econ 800 report
3	Econ 593, Econ 594, Econ 596		Write and present a paper by the end of Spring semester	Third year progress report due in the third week of August prior to the start of the fourth year  Econ 800 report
4	Econ 593, Econ 594, Econ 596		Select dissertation committee chair by the end of the 7 <sup>th</sup> semester, dissertation progress report	Dissertation progress report due in the first week of May  Petition for candidacy before the start of 9 <sup>th</sup> semester (5 <sup>th</sup> year)  Econ 800 report
5	Econ 593, Econ 596, Econ 596		Seminar presentations, mock interviews, job market, dissertation progress report	Dissertation progress report due in the first week of May  Econ 800 report

## Academic Requirements for the Ph.D.

### Core courses and qualifiers:

1. Mathematics and statistics camp in the summer, and eight core courses in the first year are mandatory (in rare cases, students may submit a request for waiver to the Graduate Committee). The first year core courses are introduction to analysis (Math 321), microeconomics 1 (Econ 501), macroeconomics (Econ 502), econometrics (Econ 510) in the Fall of the first year; and microeconomics 2 (Econ 508), financial economics (Econ 505), econometrics 2 (Econ 511).

Students who have taken real analysis courses in the past should consult the Director of Graduate Studies to discuss whether to take Math 331, Math 425 or Math 515 instead of Math 321.

The second year core course is computational economics (Econ 504).

2. To continue in the Ph.D. program, a student needs a grade point average of no less than 2.67 (that is, an average grade of B-) by the end of the first year.
3. At the end of May of the first year, students sit for a qualifying exam, which comes in two parts: economic theory and econometrics. All exams must be taken by the end of the first week in June. The qualifying exam is intended to test the general competency of students in each of the two fields. Questions will include, but are not limited to, the material covered in the first year graduate courses. A file of previous exams is available from the Graduate Coordinator.

Qualifier rules are as follows:

1. Students cannot take any part of the qualifier more than twice.
2. Students must obtain a pass on both parts of the qualifier to continue in the program.
3. Students may be required to re-take either one of the qualifiers after their first attempt; a second session of the relevant qualifier exam is then scheduled (date to be determined) before the start of the second year.
4. Students who fail both parts of the qualifier in their first attempt will not be permitted to retake them. They will be dismissed from the program.

### Field courses and workshops:

During their second and (part of their) third year, students should plan on completing the remainder of the non-workshop courses. In addition, students must enroll in at least one

of the workshops (Econ 593 and Econ 594) in each semester after their first year, and present their own research in a research workshop (Econ 596) at least once every year after their second year. Students must maintain a GPA of 2.67 to remain in the program.

Three workshops are offered: Applied Microeconomics, Business & Economics, and Econometrics. Students must take one workshop every semester. Students may take any combination of workshops but it is wise to concentrate on the workshop closest to the field in which one is planning to write a dissertation. Naturally, regular attendance to at least one workshop after the first year is an important component of the dissertation work. Taking a workshop course entails attending weekly seminars and possibly meeting the seminar organizer (or other relevant faculty members) for explanation and discussion of seminar material.

### **Econ 800 Research Seminar:**

The purpose of Econ 800 is to assist students in the dissertation writing process. The primary objective of the course is to have students write an independent and original piece of research that is of sufficient quality to merit publication in an academic economics journal. Towards this objective, faculty mentor, and evaluate and critique the research of PhD students who are either preparing research before formally selecting a dissertation topic or actively engaged in dissertation research.

Each student who is taking Econ 800 will be assigned a faculty member as their Econ 800 advisor. The assigned faculty member will be the dissertation advisor if the student has already chosen one. Students are expected to meet regularly with their Econ 800 advisors, and make satisfactory progress in their research. At the end of the semester, the students are expected submit a report to their Econ 800 advisors as well as to the department detailing their progress during the semester. The report should include the research topics the students pursued through the semester, the names of the faculty members they interacted with regarding these topics, a description of the results they obtained and a discussion of the roadblocks they faced if they did not obtain any new results. The grades will be assigned by Econ 800 advisors on a pass/fail basis. In addition, the department may use the progress report to decide on funding priorities in future years.

### **Third year paper:**

Each student must complete a research paper and presenting it in a seminar environment prior to the end of the last day of the Spring semester classes of their third year in residence. This paper need not be (and often is not) a polished piece of research. It should, however, have the clear potential to become one.

1. The students must submit a proposal for the third year paper, obtain approval of the proposal by at least one faculty member, and mention his/her name in the proposal. Third year paper proposal due in the third week of August prior to the start of the third year

2. One faculty member selected by the student and one faculty member selected by the director of graduate studies, will grade the paper. These two evaluators must sign a form attesting to their willingness to evaluate the student's third year paper; this form must be turned in to the department of graduate studies no later than January 31<sup>st</sup> during the student's third year. An additional grader for the 3rd year paper, appointed by the director of graduate studies, will be used if there is a disagreement between the two evaluators.
3. The work will be marked as follows:
  - A Good
  - B Satisfactory
  - F Unsatisfactory
4. The students who obtain a grade of A or B for their 3rd year paper will be given priority in future funding. Those students obtaining an F will be deemed as not making satisfactory progress. A student with a departmental guarantee of funding therefore loses that guarantee upon receiving an unsatisfactory grade. However, those students will have the opportunity to revise their paper and resubmit it once, with a deadline of the end of the fall semester of their 4th year. After resubmitting, the grade is either changed to an A or a B, or it remains an F. In the latter case, the student will be dismissed from the program.

### **Third year progress report:**

All students who have successfully completed three years in the program will submit a typewritten report of not more than eight pages which carefully covers progress made toward choice of a dissertation topic, such as selection of a relevant bibliography, of the methodology of research, etcetera. Students must obtain approval of their progress report by at least one faculty member, and mention his/her name in the report. Typically this faculty member will be asked to chair the dissertation committee later on.

The reporting date is the third week of August just before the beginning of the fourth year. The Graduate Committee must approve the reports no later than September 15; it can grant an extension of the deadline for those reports it views as unsatisfactory. Students who have not completed a satisfactory report before December 10 (of the same year) will receive an unsatisfactory grade on Econ 800 and hence be put on probation.

### **Dissertation progress report:**

On May 1<sup>st</sup> of a student's 4<sup>th</sup> and each subsequent year, any student intending to remain in good standing for the next academic year must submit a dissertation progress report. This report should include: (i) the title of the dissertation; the names of at least one dissertation adviser who is familiar with the dissertation and its current status; (iii) a description in a couple of paragraphs of the completed chapters, the chapter underway, and the chapters yet to be done; and (iv) expected completion date. The whole report should be no more



than two pages in length. The director of graduate studies will seek an evaluation of the student's progress from his advisers.

The director of graduate studies will also survey the faculty periodically to monitor students' progress. A student should always be in sufficiently close contact with his/her advisor can provide a reasonable up-to-date report on the student's progress.

## **Dissertation:**

### **1. The Dissertation Committee:**

The Dissertation Committee consists of:

- i. A chair from the department
- ii. A second member from the department
- iii. An outside member from another department who is not jointly affiliated with the economics department.

The student takes the initiative to ask a professor to chair his or her dissertation committee. The student should propose a thesis topic, or an original piece of work that could be developed into a thesis, and the (prospective) chair should agree to supervise the proposed work. Students should make their selections of dissertation committee chair *no later than the end of their seventh semester*.

### **2. The Prospectus:**

The student should then write a prospectus, describing in 10 to 20 pages the background and goals of the proposed dissertation as well as its methodology, data sources, etc. Alternatively, the student can submit a substantial piece of original research that can form the core of, and is possible to develop into, a complete dissertation. After the prospective dissertation committee chair has approved the prospectus, at least two copies should be placed in the departmental office for the faculty to examine. There will be a 10-day period during which the prospectus is under the scrutiny of the rest of the faculty. After any problems resulting from faculty suggestions are resolved, it is for the student to form the entire thesis committee. At this point the department automatically grants approval to the thesis topic developed in the prospectus.

### **3. Ph.D. Candidacy:**

Advancing to Ph.D. candidacy requires:

- i. Completion of required coursework
- ii. Satisfactory performance on the qualifier exams on economic theory and econometrics
- iii. Satisfactory completion of the third year paper
- iv. Satisfactory completion of Econ 596 and Econ 800 every year after the second year

v. Approval of the prospectus

The University requires a petition for candidacy, naming the committee and the thesis topic. ***This must be completed prior to October 31 to permit granting of the degree at Commencement the following spring or before the start of ninth semester (whichever comes first).***

Approval of candidacy for the Ph.D. is valid for three years. If the dissertation is not completed within the three years, a time extension must be requested and approved by the Dean of Graduate Studies. Upon approval by the department chair and the relevant faculty members, the department may file a petition for candidacy before the departmental procedure for forming a committee and accepting a prospectus is complete. This is done as a convenience for the student (who may face the University October 31 deadline), and in this case the filing (and/or approval) of a petition for candidacy is not a substitute for the process described above to assemble a thesis committee. Students who have not achieved candidacy by the end of their eighth semester will be given a grade of unsatisfactory in Econ 800 and will be put on probation.

University rules require that students must achieve candidacy by the beginning of the ninth semester of their residency at Rice or be dismissed from the program. Students with exceptional circumstances may petition the University Graduate Council for a waiver from this rule.

**4. Dissertation Seminar:**

Each doctoral student must present a seminar on his thesis research sometime prior to the final oral examination. The dissertation committee chair arranges the timing and content of the seminar.

**5. Final Oral Examination:**

The dissertation committee chair schedules the final oral exam when the dissertation is substantially complete. Since the oral exam may result in a requirement of substantial rewriting of the dissertation, it is prudent to schedule it several weeks prior to Commencement to permit time for necessary revision. The deadline for the oral examination is the last day of classes in the Spring semester.

It is the responsibility of the student to keep all members of the committee informed as to the progress of the dissertation. In order to give them sufficient time to prepare for the defense, the applicant must give members of the committee a copy of the relevant version of the dissertation no less than one month before the date of the defense. An additional copy must be given to the graduate secretary at least one week before the defense. This copy will be made available to members of the faculty and students who may wish to attend the defense. The time, date and place of the defense must be posted and announced in the Rice News prior to the defense. Students must notify the graduate secretary at least 15 days prior to the defense so that this requirement can be satisfied.

The defense is open to all members of the university community. In the oral exam or thesis defense the candidate presents her thesis and is then questioned by the committee. The result is then announced. A student may be asked to revise or alter some parts of the dissertation; the committee may recommend that the candidate retake the oral exam if the needed revisions are substantial.

## **5. Dissertation Schedule:**

A student should write his or her dissertation within three years. Thus, along with the first two years of course work, the Ph.D. program should take no more than five years. Note that a student who finishes in five years is normally on the job market in the Fall of the fifth year. By this point, the student needs to have a substantial part of the dissertation complete, including the job market paper.

The department recognizes that setbacks in dissertation research sometimes make it difficult for a student to complete the program in five years. In such cases, a student may remain for a sixth year. However, sixth-year students will generally receive reduced financial aid.

In almost all cases, seven years is the absolute limit for the Ph.D. program. A student who is substantially behind schedule will be given a formal warning and probationary period, after which he or she can be dismissed from the program.

## **Advising**

The director of graduate studies is an official advisor to all graduate students and is available to consult with students about progress and help them select courses. The DGS also monitors the progress of students during their first three years. Once students start working on their dissertation, the thesis advisor becomes the main advisor. A formal thesis advisor form must be filled at the beginning of the 7<sup>th</sup> semester.

## **Financial Aid Policies**

Students must enroll in a minimum of six hours of Econ 800 during the summer to remain on the university payroll.

### **Continuation of support:**

1. *Students joining the doctoral program with some funding from Rice University:* Financial awards are generally renewed so that students are funded up to the end of their fourth year. Renewal is contingent upon adequate performance: a GPA of 2.67 (B-) or higher, passing qualifiers, timely completion of the field exam, passing the third year paper requirement, and the third year progress report. Renewal is also

conditional on university budget constraints although the department has never terminated or reduced funding for this reason.

2. *Students joining the doctoral program without funding from Rice University:* In some cases the department has been able to arrange support for such students; this is based on their scholarly performance and contingent upon the departmental resources. Support is then given on a year-to-year basis.

### **Departmental service:**

All students on Rice University fellowships or scholarships are required to perform departmental service. In the first year, students are typically assigned to grade for an undergraduate class. This work is not to exceed 10 hours per week. In subsequent years students are required to perform 15 hours/week of departmental service. The director of graduate studies determines their assignments. Students who receive 10.5 months fellowships, specifically August 16<sup>th</sup> – June 30<sup>th</sup> are required to be here in the economics department available for grading and other services during these 10.5 months. Exceptions require the approval of both the director of graduate studies and the student's advisor.

## **Outside Employment and Leave of Absence Policies**

1. Students receiving full stipends are not to accept any regular employment outside the department.
2. No full-time student may accept outside work of more than 20 hours per week. The student must consult with the department chair or the director of graduate studies before undertaking any outside employment.
3. A leave of absence for one or more semesters will be granted for valid reasons to students in good standing. Leave must be requested well in advance of the semester in question. The university upon return charges a reactivation fee.
4. Non-registration without an approved leave of absence is considered withdrawal from the program. Such students will not be readmitted without reapplication and recommendation by the department, as well as the approval of the Vice Provost for Graduate Studies. A readmission fee is charged.

## **Probationary Status**

1. A student is considered to be on probationary status whenever the GPA for a semester falls below 2.67, or if they have not taken the field exam by the end of the third year, or they have not passed the third year paper requirement, or when a grade of

unsatisfactory (U) is given in Econ 800 (thesis research), or they have not achieved candidacy by the end of the fourth year. Students are permitted only one semester of probationary status. Automatic dismissal by the Graduate Office occurs whenever a student is put on probation a second time.

2. Students with exceptional circumstances may petition the Graduate Committee for a waiver of probationary status.

## **Petitions, Appeals, Grievances and Problem Resolutions**

Students are encouraged to download and read the Office of Graduate & Postdoctoral Studies' guidelines for dismissal, petitions, appeals, grievances and problem resolution, that can be obtained from the web site: <http://graduate.rice.edu/dismissals/>.

In accordance with these guidelines, petitions, appeals, grievances and problems for which it is appropriate in the first instance to be handled at the departmental level will be submitted to the Department's Grievances Committee. The committee will look at every case, and if the case involves the advisee of one or more of the committee members, then they will recuse themselves from this particular case and be replaced for that purpose by other members of the departmental faculty selected in consultation with the department chair. The committee will conduct an investigation of the circumstances and reach a decision regarding the case. Their written report to the director of graduate studies, and the department chair will describe the circumstances, the decision, and the rationale for the decision. The director of graduate studies or the department chair (or the Dean) will convey the final decision to the student and include the committee report. (Redaction from the report is allowed to protect the privacy of other students.)

## **Title IX**

Rice encourages any student who has experienced an incident of sexual, relationship, or other interpersonal violence, harassment or gender discrimination to seek support. There are many options available both on and off campus for all graduate students, regardless of whether the perpetrator was a fellow student, a staff or faculty member, or someone not affiliated with the university.

Students should be aware when seeking support on campus that most employees are required by Title IX to disclose all incidents of non-consensual interpersonal behaviors to Title IX professionals on campus who can act to support that student and meet their needs. The therapists at the Rice Counseling Center and the doctors at Student Health Services are confidential, meaning that Rice will not be informed about the incident if a student discloses to one of these Rice staff members. Rice prioritizes student privacy and safety, and only shares disclosed information on a need-to-know basis.

If you are in need of assistance or simply would like to talk to someone, please call Rice Wellbeing and Counseling Center, which includes Title IX Support: **3311/(713) 348-3311**

## **Master's Degree**

A Master's Degree in Economics is only offered along the way to the Ph.D. In order to obtain Master's Degree in Economics, a student must pass the first year core courses with an average of 2.5 or better, and complete six field courses with any passing grade.

A Master's Degree in Statistics is available to the students when the original doctoral thesis and defense is related to statistics. The degree awarded in statistics is a non-thesis master's. Further information regarding the degree requirements is available from the statistics department.