



## **Graduate Handbook**

Department of Economics

PhD

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# Table of Contents

Contact the Graduate Office:.....	3
A Brief History of QED.....	4
Definitions .....	5
The PhD Program .....	6
Course Requirements .....	6
First Year PhD .....	6
Second Year PhD.....	6
Passing Grades .....	6
Comprehensive Examinations.....	7
Second Year Paper.....	8
Thesis .....	8
Oral Thesis Examination.....	9
Application and Admissions.....	10
Academic Requirements .....	10
Application process.....	10
Requirements for International Students.....	10
Departmental Procedures .....	11
Attendance.....	11
Grade Requirement for Courses .....	11
Appealing a Grade on a Written Exam or Assignment.....	12
Appealing an Academic Decision .....	12
School of Graduate Studies, General Regulations .....	13
Academic Accommodations.....	13
Academic Considerations.....	13
Academic Integrity.....	14
Funding Opportunities .....	15
Fellowship Support .....	15
Departmental Awards .....	16
University-level Awards .....	17
Teaching Assistantships.....	18
General Information .....	18
Mandatory Training.....	18

Department Resources .....	19
Research Support and Resources .....	20
John Deutsch Institute (JDI).....	20
Graduate Student Council (GSC) and Graduate Student Executive Council (GSEC) .....	20
Visiting Speakers Program .....	20
Conferences .....	20
Placement and Alumni Services .....	21
University Resources .....	22
Society of Graduate and Professional Students (SGPS).....	22
Professional Development.....	22
Career Services.....	22
Athletics and Recreation Centre (ARC).....	22
The Writing Centre (SASS).....	22
Centre for Teaching and Learning.....	22
International Students.....	23
Housing .....	23
Wellness.....	23

## ***Jump Start Your Research Career in Economics***

***A PhD from QED gives you an outstanding foundation for a research-oriented career in academia, government or international institutions. Our department has a distinguished history, ranks among the top research departments in Canada, and is highly regarded internationally.***

***We prepare you for starting a successful career in economics research following the path of our many distinguished graduates.***

This handbook provides information about the Department of Economics at Queen's University and its PhD program. It is also a reference for prospective students, current students and faculty members outlining the rules and procedures of the program. These rules are to implement the general rules and regulations of the School of Graduate Studies at Queen's University.

Students are encouraged to consult both, this handbook and the general regulations of the School of Graduate Studies which can be accessed at <https://www.queensu.ca/sgs/>

For any questions regarding this handbook, please contact the Graduate Office in the Department of Economics.

### **Contact the Graduate Office:**

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## A Brief History of QED

QED has a distinguished history and ranks among the top research departments in Canada. It is highly regarded internationally and many alumni have successful careers in the academic, public and private sectors in Canada and world-wide.

The first courses in Economics were taught at Queen's as early as 1877, but it wasn't until 1889 that a separate Department of Political and Economic Science was founded. In 1964, the modern Department of Economics was established as a separate unit.

There has always been a strong interest in Canadian public policy in the Department and members of the Department have played a major role in the formation of the professional Public Service in Ottawa. Three of Queen's Principals – W.A. Mackintosh, John Deutsch, and David Smith – have been drawn from the Economics department, as has the former Chancellor (and former Governor of the Bank of Canada) David A. Dodge.

QED currently has about 25 – 30 faculty members spanning a wide range of economic topics and fields. Life in the Department is enriched by several adjunct faculty members who draw on a rich experience from their professional careers. The Department graduates more than 150 undergraduate students and about 30 MA students each year. Also, more than 300 students have been awarded their doctorate degree since the 1970s.

## Definitions

The following terms are commonly used in connection with the Economics graduate programs.

Graduate Coordinator	The Coordinator of Graduate Studies oversees the day- to-day operation of the Departmental graduate program.
Graduate Admissions Committee	A committee that evaluates applications for admission to graduate programs. It consists of the Graduate Coordinator (Chair), two or more additional faculty members, and two or more student representatives.
Graduate Program Assistant	Under the direction of the Graduate Coordinator, the Graduate Program Assistant administers the daily operation of the QED graduate programs and acts as the departmental resource person for the graduate program.
Graduate Studies Executive Council (GSEC)	A governance body for graduate studies at Queen’s which has representation from all Faculties/Schools.
School of Graduate Studies	The School of Graduate Studies, Gordon Hall, 4th Floor, Rm. 425
Graduate School Calendar	The Calendar of the School of Graduate Studies is a publication that contains detailed information about regulations and graduate programs at Queen’s University.
Graduate Student	A student enrolled in a program governed by the School of Graduate Studies. (See <i>General Regulations</i> in the Graduate School Calendar.)
Economics Main Office	DUN 209, Dunning Hall
Essay Supervisor	A faculty member responsible for the supervision of a student’s essay, ECON-898 (M.A.).
Term	There are three terms during the academic year – Fall (September to December), Winter (January to April), and Summer (May to August).

## The PhD Program

The PhD program requires at least 4 years of full-time study to complete. While there is no formal time limit to complete the program, the Department strongly encourages students to complete within 6 years of starting the program. All students enter the PhD program with full-time status in the Fall Term and complete required course work in the first year. The first year ends with passing the Comprehensive Exams in Micro- and Macroeconomics. In the second year, students take elective courses and start working on fulfilling the Second Year Paper requirement at the start of the third year. Students spend the next two to three years conducting research on their thesis, entering the Economics Job Market and finishing their degree by defending their thesis.

Prior to the Fall term, usually in the last two weeks of August, the Department offers a Methods Review Camp that covers mathematical, statistical and computational tools that are prerequisites for the PhD program. While students are not required to attend the Camp, all students must pass a test to demonstrate sufficient knowledge of these tools to enrol in the PhD program.

### Course Requirements

#### **First Year PhD**

In their first year, PhD students are required to pass the following six half courses:

811 Microeconomic Theory I	813 Microeconomic Theory II
816 Macroeconomic Theory I	817 Macroeconomic Theory II
850 Econometrics I	851 Econometrics II

#### **Second Year PhD**

In their second year, PhD students have to complete 5 half-courses of which at least three have to be at the 900 level in Economics. The remaining courses can be at the 800 level in Economics or graduate courses from cognate disciplines such as Business, Computer Science, Statistics or Mathematics. Courses outside the Department of Economics are subject to approval by the Graduate Coordinator. Students are required to have all their course work completed by the end of their second year of studies. From the second year on, students also need to attend a section of ECON 999.

#### **Passing Grades**

The minimum passing grade in any graduate course in Economics is B-. The Department of Economics requires a GPA of at least 3.0 for a PhD student to be in good standing. If a student's GPA falls below 3.0, the student will normally be required to withdraw from the program.

If a student fails a course in the first year of studies, the student will be asked to repeat the course in the second year of studies. If the student fails the course again or fails more than one course in the first year of studies, the student will be asked to withdraw from the program.

## Comprehensive Examinations

All PhD students are required to pass two comprehensive examinations: **Microeconomics** and **Macroeconomics**. The purpose of these exams is to test whether a student has mastered a basic understanding of Economic Theory that is required for independent research in Economics. Comprehensive exams, although related to the course material, are intended to test a broader understanding of these two core areas in Economics.

Comprehensive examinations are normally offered twice each year: once in early June and once in late August. PhD students must pass ECON 811, 813, 816 and 817, and pass the Graduate Methods Review Course before taking the comprehensive examinations. PhD students are required to pass both the Microeconomics and Macroeconomics comprehensive examinations no later than the end of their second year in the program. This usually means that students have a total of three attempts for each of the exams. If a student has not passed both comprehensive exams by the end of June in the second year of study, the student will be asked to withdraw from the program.

If a student misses a comprehensive exam because of academic considerations, the Department will not extend the timeline for passing the comprehensive exams. The Department will also not offer make-up exams if a student misses or is unable to sit an exam.

Each comprehensive examination is set and graded by a committee formed of members of the Department that teach in the graduate program, one of whom will serve as chair. Each committee will have between three and five members. The Committee will normally include the faculty members who have taught the relevant core theory courses in the previous academic year. Committees are struck at least eight weeks prior to the beginning of the examination period. No less than four weeks prior to each exam, the chair of the relevant committee will inform the students about the general nature of the questions and what is to be expected of the students to pass the exam.

Each examination is three hours in length, and will be preceded by a half-hour reading period. Numbers will be distributed to students writing comprehensive exam prior to the examination. These numbers will be used instead of names for identification purposes. The Graduate Secretary is responsible for the distribution of these numbers and for keeping the list confidential. The committee members will not be aware of the names corresponding to the numbers until after the written examinations have been marked.

The initial marking will be done independently by the members of the committee. The committee will then meet and agree on preliminary grades for the written examinations. Final grades will be determined at a meeting of the chairs of the committees and the Coordinator of Graduate Studies. A grade is recorded for each written examination according to the scale “very good”, “good”, “pass”, “marginal”, “fail”. Importantly, a grade of “marginal” does not constitute a pass on the exam.



## Second Year Paper

Early in their third year, all PhD students must submit a research paper that demonstrates their readiness to carry out research on the scale of a PhD dissertation. Work on this paper begins in the second year and is intended to enable students to transition more quickly to the research phase of the PhD program.

The second year paper requirement will be deemed fulfilled if the submitted paper

- I. has a clearly defined objective;
- II. executes a thorough and complete analysis; and
- III. provides novel insights relative to the existing literature.

The procedures and the timeline regarding the second year paper are as follows:

1. A proposal for the paper in the form of an extended abstract must be submitted both to a Faculty member that has agreed to supervise the paper and to the Graduate Coordinator by **May 31<sup>st</sup>** of the second year.
2. The final draft must be submitted to the Supervisor and the Graduate Coordinator by **November 30<sup>th</sup>** of the third year.
3. The paper will be evaluated by a committee consisting of the Supervisor and a second faculty member chosen by the Graduate Coordinator. The paper will be marked as either Pass or Deferred in consultation with the Graduate Coordinator. The Graduate Coordinator will inform the students of the Decision by December 15<sup>th</sup> of their third year along with comments by the committee in case of a Deferred decision.
4. Those students who obtain a Deferred have the opportunity to resubmit once, with the deadline for doing so being March 30<sup>th</sup> of their third year.
5. After resubmitting, the paper will be evaluated again and the grade will be either changed to a Pass or a Fail. If the student fails to obtain a Pass, the student will be required to withdraw from the program.

## Thesis

A thesis to complete the PhD degree in Economics usually consists of three separate manuscripts that are of publishable quality in a renowned academic journal. The general regulation of the School of Graduate Studies apply and can be found at <https://www.queensu.ca/sgs/current-students/degree-completion/thesis-formatting-other-resources>

Importantly, the standard of an acceptable PhD thesis in the Department of Economics does not correspond to the alternative manuscript style as outlined by the School of Graduate Studies in their regulations.

## Oral Thesis Examination

Each student is required to defend his or her PhD thesis in an Oral Thesis Examination (“defense”). To comply with the time framework mandated by the SGS, the scheduling of the defense is governed by the following regulations:

- SGS requires that an oral thesis committee be established and all associated paperwork be completed at least **25 working days** prior to the date of the defense.
- The Graduate office will make every attempt to schedule the defense and build the examination committee as quickly as possible, but we will not guarantee to organize the defense unless we get at least **4 weeks** notice **before** the timeframe required by the SGS. This ensures that we have some flexibility when scheduling an external examiner for the defense and that internal faculty members are given sufficient time to respond regarding their availability and their willingness to serve on the committee.
- Supervisors are responsible for identifying a suitable external examiner and an internal / external examiner. If the suggested examiners are not willing or are unable to serve on the given committee, it may be necessary to move the defense to a later date.

# Application and Admissions

## Academic Requirements

Applicants to the doctoral program must have an honours bachelor's degree and a master's degree in economics.

## Application process

Applications need to be submitted directly to the SGS. For further information on the application process, please see

<https://www.queensu.ca/sgs/prospective-students/how-apply>

Applicants need to complete an official application on the SGS application portal at

<https://www.queensu.ca/sgs/applications-admissions>

They will be asked to submit official transcripts from their undergraduate institution(s), at least two reference letters, and the application fee.

We strongly encourage prospective applicants to complete their application by February 1. Soon after that date, completed applications will be assessed by an Admissions Committee. We aim to make offers to prospective students by the end of February. The deadline for accepting offers will be in March and will be coordinated upon with other top programs in Canada to ensure that students can compare competing offers.

Applications can be submitted after the admission deadline, but the Department usually does not make additional offers after the first round in March. In case you have missed the deadline of February 1 and are planning to submit a late application, please contact the Graduate Office directly to make sure that your application will still be considered.

## Requirements for International Students

Prospective foreign students who have neither a Canadian nor a US degree are required to include with their application the results of a GRE test. Furthermore, non-native speakers who are not residents of Canada must include a proof of language proficiency. Admissible tests for this purpose are TOEFL, IELTS, and MELAB. For additional details, please contact the Graduate Office.

## Departmental Procedures

### Attendance

We expect all PhD students to be in residence during the entire program<sup>1</sup> and attend all classes and departmental events relevant to graduate students. If a student in the graduate program is unable to attend classes for an extended period of time, or to write an examination, or to fulfill his/her obligations as a teaching assistant, research assistant or research fellow, he/she must inform both the instructor of a course and the Graduate Coordinator immediately. The Graduate Office together with the instructor will then determine how to accommodate the situation within the framework of Academic Considerations (<https://www.queensu.ca/sgs/accommodation-and-academic-consideration>)

### Grade Requirement for Courses

The minimum passing grade in any graduate course in Economics is B-. If a student fails a single core course in the program, the Department of Economics will normally recommend to the School of Graduate Studies that the student repeat the course. However, the student will not be able to write the comprehensive examination associated with the failed course.<sup>2</sup>

If a student fails more than one core course in the program, the Department will recommend to the School of Graduate Studies that the student withdraw from the program.

For a PhD student to be in good standing in the program, the Department requires that they maintain a GPA of at least 2.8. If a student's GPA falls below 2.8, or if there is evidence of grossly inadequate preparation in a course, or marginal performance overall, the Department will recommend to the School of Graduate Studies that the student withdraw from the program.

The grade for a failed course will be entered on the student's permanent record but will not be included in the student's GPA. In calculating the GPA for a student who has failed one course, the Department will use a C+ in place of the grade for the failed course until the student has redeemed the failure (if permitted by the School of Graduate Studies).

A qualifying student who receives a grade of D- or better, though less than B-, whether in a graduate or an undergraduate course, is not deemed to have failed the course. However, at the end of the qualifying period, the student must satisfy normal entrance requirements if the student is to be admitted to a graduate degree program.

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<sup>1</sup> Due to the Covid-19 situation, this requirement is relaxed in the Fall term of 2020-21.

<sup>2</sup> Please refer to Comprehensive Examination for the completion deadline.

### Appealing a Grade on a Written Exam or Assignment

Students have the right to appeal the grading decision on a written exam or an assignment. It is expected that the student first approaches the course instructor to obtain an explanation for the grade or a reassessment of the grade and that this will happen within two weeks after the date the grade was made available to the student.

If the student is not satisfied with the instructor's explanation, he/she can request a formal regrade by contacting the Graduate Coordinator within two weeks after receiving the instructor's explanation. The request must be made in writing and has to specify the part of the assessment questioned by the student and the reason for requesting a regrade. Students cannot request a regrade without providing a specific reason.

The Graduate Coordinator shall assign a faculty member to regrade the exam. Any outcome of the regrade – whether it increases or lowers the initial mark – shall be deemed an academic decision issued by the Department and will represent the final grade awarded for the given exam or assignment. To carry out the regrade, the instructor shall provide guidance on how to answer the questions and – if possible – the exams or assignments of other students so that comparisons can be made.

### Appealing an Academic Decision

An academic decision issued by the Department can be appealed directly to the School of Graduate Studies. Such appeals can only be made on procedural grounds or due to extenuating circumstances that have not been considered appropriately by the Department.

Before launching a formal appeal, the student should inform the Graduate Coordinator about the nature of the appeal. The Graduate Coordinator (or a delegate) will review the academic decision based on the evidence provided by the student within two weeks. For the review, the Graduate Coordinator shall consult all members of the committee that made the original academic decision.

If the student is not satisfied with the outcome of the review, he or she can appeal directly to the School of Graduate Studies. For details on the appeals process, please consult the following resources: <https://www.queensu.ca/ombuds/>

## School of Graduate Studies, General Regulations

<https://www.queensu.ca/sgs/graduate-calendar/general-regulations>

### Academic Accommodations

Students requiring academic accommodations need to contact Student Wellness Services. After accommodations have been granted, the student will have to inform the Graduate Office immediately. Please be aware that the Department cannot grant any accommodations that have not been requested through QSAS.

The Department does not necessarily have the resources to accommodate special requests for examinations such as single rooms, extended exam times or the availability of a computer during the exam. It is the student's responsibility to ensure with Student Wellness Services that the School of Graduate Studies or the University can provide the necessary resources to accommodate exam settings appropriately.

The Department encourages students to seek accommodations if necessary upon entering the program or as soon as the student realizes that such accommodations are necessary. In general, the Department cannot grant accommodations retroactively for completed assignments, exams or courses.

Access further information on academic accommodations here:

<https://www.queensu.ca/sgs/graduate-calendar/admission-and-registration>

Information on Student Wellness Services, can be found here:

<https://www.queensu.ca/studentwellness/accessibility-services>

### Academic Considerations

If a student requires a short-term academic consideration, he/she needs to contact the Graduate Office as soon as possible. In general, such considerations are only granted for exceptional circumstances and cannot be invoked repeatedly. It is the responsibility of the student to fill out a declaration for academic considerations by using the forms provided by the Faculty of Arts and Science for undergraduate students.

If a student requires considerations over an extended period of time – usually longer than 3 months – the Graduate Coordinator will suggest a longer term solution such as an academic accommodation, a medical leave, part-time status or a withdrawal from the program. Further details regarding the Queen's policies on academic considerations and accommodations can be found here:

<https://www.queensu.ca/sgs/accommodation-and-academic-consideration>

## Academic Integrity

The Department of Economics follows and enforces the policies and procedures on Academic Integrity as outlined by the School of Graduate Studies.

Further information regarding policies and procedures related to academic integrity for instructors and graduate students at Queen's can be found at the following links:

<https://www.queensu.ca/secretariat/policies/senate/academic-integrity-policy-statement>

<https://www.queensu.ca/sgs/graduate-calendar/academic-integrity-policy>

## Funding Opportunities

Financial assistance is available for all full-time graduate students in the Department of Economics. MA students, however, are usually only eligible for funding in their first year. All applicants will be considered for financial assistance if it has been requested on their application. While funding for MA students is based on merit, most successful applicants receive a generous funding offer that usually is a combination of a Teaching Assistantship and scholarships.

### Fellowship Support

We strongly encourage all applicants to apply to possible external sources for fellowship support. The primary external sources of funding are:

- **Canada Scholarship Grant – Master’s Program**

[http://www.nserc-crsng.gc.ca/students-etudiants/pg-cs/cgsm-bescm\\_eng.asp](http://www.nserc-crsng.gc.ca/students-etudiants/pg-cs/cgsm-bescm_eng.asp)

- **Canada Graduate Scholarships-Doctoral Program**

[http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp)

- **Social Sciences and Humanities Research Council (SSHRC)**

<http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/index-eng.aspx>

- **Ontario Graduate Scholarships (OGS)**

<https://www.queensu.ca/sgs/prospective-students/applying-scholarships/ontario-graduate-scholarship>

External funding can greatly enhance any funding package offered by the Department and also helps the Department to provide more financial support overall. For more information on funding, please refer to the Graduate School’s web page located at

<https://www.queensu.ca/sgs/current-students/funding-awards-scholarships-and-bursaries>



## Departmental Awards

Through its endowment, QED has a number of awards available for graduate students. Below is a brief description of these awards. For further questions, please contact the Graduate Office.

- **The Neil Morrison Fellowship in Economics**

Established in 2014 by Neil Morrison, BA 1986. Awarded on the basis of academic excellence to funding-eligible Masters and Ph.D. level students enrolled in the Department of Economics in the School of Graduate Studies. First preference will be given to Ph.D. level students. Selection will be made by the Departmental Graduate Studies committee/group.

- **The Martin F. J. Prachowny Award**

Established in May 2018 by Marguerite Prachowny in memory of her husband Martin F.J. Prachowny, who taught in the Department of Economics, 1967-2000. Awarded on the basis of academic excellence to funding-eligible Masters or PhD students enrolled in the Department of Economics in the School of Graduate Studies. Preference will be given to students pursuing study and research in the field of Macroeconomics. Selection will be made by the Departmental Graduate Studies committee or similar group.

- **The E. Gay Mitchell Graduate Fellowship in Finance**

Established by E. Gay Mitchell, B.A. '84, and awarded on the basis of academic achievement to a graduate student in either the Master's or Doctoral degree program in the Department of Economics and/or the School of Business, with a designated research specialization in Finance. The fellowship will be awarded to a graduate student from the Department of Economics in even years and to a graduate student from the Smith School of Business in odd years. Application should be made to the School of Graduate Studies by 1 March.

- **The Tripp-Smith Family Graduate Fellowship in Economics**

Established in October 2005 by Eric C. Tripp, B.A. (Hons) 1981, and awarded on the basis of academic achievement to a graduate student in either the Master's or Doctoral degree program in the Department of Economics whose research is related to financial markets. Preference will be given to students whose research is concerned with financial derivatives. The Fellowship will normally be awarded annually to one student on the recommendation of the Coordinator of Graduate Studies of the Department of Economics, subject to the approval of the Head of the Department.

- **The Richard S. Malone Memorial Fellowship in Economics**

Established by his wife and family in memory of Richard S. Malone, retired publisher of The Globe and Mail, to encourage the study of Economics by Canadian citizens who are pursuing or who intend to pursue a career in Journalism in Canada. Awarded annually to a full-time graduate student in the Department of Economics

- **The Scarthingmoor Prize in Economics**

Established in April 2006 by John Weatherall and awarded annually to a student whose Master's essay received a mark of at least 85%. Preference will be given to a student whose essay contributes to our understanding of political economy, economic growth and development, macroeconomic policy, or financial markets. However, an essay on any subject in Economics could be considered eligible. Selection will be made by a committee of faculty members selected by the Head of the Department of Economics in consultation with the Graduate Coordinator of. To be eligible, the student must have submitted the final approved version of their Master's essay to the Department during the twelve-month period ending September 30 of each year.

### University-level Awards

Please visit the [Awards and Financial Assistance](#) website for more information and a list of other internal and external awards you may be eligible for more information:

<https://www.queensu.ca/sgs/graduate-calendar/awards-and-financial-assistance>

# Teaching Assistantships

## General Information

The rights and responsibilities of Teaching Assistants are covered by The Collective Agreement between the Public Service Alliance of Canada (PSAC) on behalf of Graduate Teaching Assistants and Teaching Fellows and Queen's University which is in effect from February 5, 2018 to April 30, 2021. If holding a teaching assistantship, please ensure you become familiar with all aspects of the collective agreement. A copy of the agreement can be found on the Queen's Faculty Relations Office website:

<https://www.queensu.ca/facultyrelations/teaching-assistants-and-fellows/collective-agreement>

<https://www.queensu.ca/facultyrelations/teaching-assistants-and-fellows>

## Mandatory Training

All teaching assistants are required to complete the following online training which is mandated by the Government of Ontario:

- Health and Safety Awareness (90 minutes long)
- Module 1: Accessible Customer Service (60 minutes)
- Module 2: Human Rights 101 (30 minutes)
- Module 3: Access Forward (30 minutes)
- Module 4: Accessible Instruction for Educators (90 minutes)

## Department Resources

### Computing Facilities

QED together with the Department of Information Technology Services (ITS) provide a wide variety of computing services that are accessible to graduate students in Economics. For more detailed and up-to-date information see the Department's web page (<http://www.econ.queensu.ca>) and the ITS web page (<http://www.queensu.ca/its/>). ITS has a help desk in Macintosh-Corry Hall B205, across from the cafeteria. The first person to see about most computer matters is the Department's IT representative, Mark Babcock:

Mark Babcock  
Systems Specialist  
Room 209 Dunning Hall  
[babcockm@econ.queensu.ca](mailto:babcockm@econ.queensu.ca)  
(613) 533-2277

The Department offers introductory lectures on computing at the beginning of the fall term. All incoming graduate students are strongly urged to attend these lectures.

The Department has a number of Unix servers and server/workstations, including waugh, cox, frisch, lovell, durbin, tobin, hansen, johansen, arrow, gauss, granger, lovell, markov, sargan, white and wolpin. All of these machines run Linux, and most are quite modern. Accounts on these machines are available from Mark to any student who needs one. Some of the servers are suitable for numerically-intensive computing.

A number of econometric, statistical, and other packages are available. The Department maintains the programs Ox, Octave, R and Stata on one or more of its Unix machines. The Department also has a site license for PC versions of TSP. The University offers Matlab and Maple through the university's web portal. ([my.queensu.ca](http://my.queensu.ca)) They are provided for free. The university also offers access to Office365 through your NetID.

Stata can also be purchased for a reasonably low price at <https://www.stata.com/order/new/edu/gradplans/student-pricing> on the Stata website.

Most computing needs of Economics graduate students can be met by using personal computers or the Department's Unix machines. Please be aware if you bring a computer or laptop into your office you are responsible for the security of it. If it is stolen the Economics Department and the university are not responsible. In addition to the computing service offered by the department, there are several computer work areas on campus. Please check the ITS website for locations. If specialized software or very large amounts of CPU time are needed, students can also make use of ITS machines such as the HPCVL facility for numerically intensive computing.

## Research Support and Resources

### **John Deutsch Institute (JDI)**

The John Deutsch Institute for the Study of Economic Policy (JDI) is the premier policy-oriented research institute at Queen's University. The institute is housed in the Department of Economics at Queen's, providing resources and support for the department's faculty and graduate students conducting policy-focused research. The central purpose of the JDI is to enable and promote academic research that informs policy-making in Canada and abroad, and to support collaboration between academics and policy makers as they work to improve policy. Recent research support has focused on projects in education, social policy, international development, financial regulation, and macroeconomic policy. The JDI provides financial support for graduate students facing direct research expenses.

### **Graduate Student Council (GSC) and Graduate Student Executive Council (GSEC)**

The GSC is the departmental forum for discussing issues related to the Graduate Programs. It consists of the Graduate Coordinator (Chair), the Graduate Assistant, three faculty members and a student representative. The student representative is usually the president of the GSE which is the student body representing graduate students as a group within the Department.

Any formal changes made to the Graduate Programs are to be discussed first within the GSC to receive input from faculty members and students. Once approved by the committee, the changes are to be discussed within a Departmental Meeting.

The GSC usually meets once or twice per academic year, but can be called to a meeting whenever important issues arise that concern the Department's Graduate Programs. For meetings, it is customary that the student representative gathers input from the GSEC (a governance body at the SGS level) and from other students about issues to be discussed in the meeting. More information about the GSEC can be found at the following link: <https://www.queensu.ca/sgs/faculty-staff/governance/gsec>

### **Visiting Speakers Program**

The Department organizes a year-round program of research seminars, which are addressed by prominent visiting economists. A month-to-month listing is available at

<https://www.econ.queensu.ca/research/workshops>

### **Conferences**

Each year, the Department and the JDI run several conferences on various current topics in Economics and Economic Policy. Graduate students are welcome to register for these conferences. You can view a list of past and upcoming conferences hosted within the Department and its institutes at the following link: <https://www.econ.queensu.ca/research/conferences>

## Placement and Alumni Services

The Department operates a very successful placement service that helps graduates obtain suitable positions as professional economists. Recruiters visit the campus and department every fall looking to attract suitable candidates for positions they are looking to fill. Juanita Dennie, Career Facilitator and Alumni Coordinator, works as a liaison between students, recruiters and alumni. Some of the recruiters coming to campus are actually QED alumni. Juanita tries to maintain good alumni relations in hopes of finding current students the help they need in making decisions regarding their own careers. Queen's University has a reputable central career services department who also organizes recruiter's information sessions and job postings. They also organize workshops to help students with writing their resumes and preparing for interviews.

Our students are successful in finding work in departments from both levels of government, provincial and federal, as well as in the private sector. An example of some of the returning recruiters are: Bank of Canada, Finance Canada, Treasury Board Secretariat, Ontario Ministry of Finance, Statistics Canada, Industry Canada-Competition Bureau, CPP Investment Board, NRCan, OSFI, Analysis Group, Grant Thornton, Deloitte, RBC, Scotiabank, TD Bank, Charles River Associates, C.D. Howe Institute, and Accenture.

For further information, please contact

Ms. Juanita Dennie  
Career Resources Assistant & Alumni Coordinator  
Room 201  
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(613) 533-3122  
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## University Resources

### **Society of Graduate and Professional Students (SGPS)**

The Society of Graduate and Professional Students (SGPS) represents graduate students on all levels of University administration and lobbies the federal, provincial and municipal governments on issues crucial to the well-being and success of graduate and professional students. The executive, elected representatives and volunteer committee members represent graduate and professional interests and participate in the governance of the University Senate, the Board of Trustees, the University Council and over 40 University Committees.

SGPS also run several services including your [Health and Dental Plan](#), our [Bursary Program](#), the [Peer Academic Advisors](#). Visit the [SGPS](#) website for more information.

### **Professional Development**

In partnership with the School of Graduate and Service Providers at Queen's [Expanding Horizons](#), offers a series of workshops and seminars to support the personal, academic, and professional success of graduate students. Visit the website for a list of workshops and seminars.

### **Career Services**

[Career Services](#) provides career education and employment support services for Queen's students. Services include drop-in career advising, job search strategies, CV's and resumes.

### **Athletics and Recreation Centre (ARC)**

The Queen's [Athletics and Recreation Centre](#) has facilities and programs available to all students. These programs are covered by student fees.

### **The Writing Centre (SASS)**

[Student Academic Success Services](#) offers academic support to students who wish to develop their skills in critical thinking, reading, learning, studying, writing, and self-management. All Queen's students at all stages of program completion and all levels of ability are welcome. Visit the website for more information on learning and writing resources, workshops and more: <http://sass.queensu.ca/>

### **Centre for Teaching and Learning**

The [Centre for Teaching and Learning](#) offers consultation services for Faculties, Departments, groups or individuals who wish to develop their teaching methods and practices. Visit their website to book a consultation: <https://www.queensu.ca/ctl/>

## **International Students**

[Queen's University International Centre \(QUIC\)](#) is a support service for all members of the Queen's Community and through its activities promotes an internationally informed and cross-culturally sensitive learning environment. QUIC provides information and resources for Queen's International students and their families. Visit <https://quic.queensu.ca/> for more information.

## **Housing**

[Queen's University Community Housing](#) manages the student rental properties owned by Queen's University. This includes two apartment complexes located at west campus – An Clachan and John Orr Tower – as well as a variety of apartments and houses in the Student Village around campus. Community Housing also operates an [Accommodations Listing Service](#) where external landlords can post listings for student rental units, as well as a Landlord Contract Program which requires landlords who wish to participate to undergo an annual property inspection to ensure the property meets municipal property standards. Regardless of what type of housing you decide on, you are advised to begin making arrangements well in advance.

## **Wellness**

[Student Wellness Services](#) supports the personal, academic, and social development of students at Queen's University by providing a range of programs and services. Their mission is to provide a welcoming, confidential, and integrated service that is responsive to the needs of students.