

Economics
Department
Graduate
Student
Handbook

2018-
19

**A supplement to be used in
conjunction with the Stanford
Bulletin.**

Revised 08/2018.
The department
reserves the right to
make changes at any
time without prior
notice.

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I. INTRODUCTION: PURPOSE OF THIS HANDBOOK

This handbook is designed as a *supplement* to various other University publications, in particular the 2018-19 version of the Stanford Bulletin, which is the ultimate legal resource for all Stanford University policies and procedures.

Student Responsibilities

Graduate school is professional training and as such, is an active partnership between the student and the department. When most effective, both the department and the student share responsibility for the academic career.

The department is expected to share information about degree requirements, local policies and procedures and helpful resources. The student also has responsibilities, such as knowing relevant policies and procedures, and engaging in professional conduct and communication. It is the responsibility of each student to familiarize himself/herself with the location and content of University policies and procedures that pertain to their degree program and seek clarification as needed. Additionally, it is the student's responsibility to review the Graduate Handbook on an annual basis.

All students need to enter phone numbers and email addresses onto the AXESS System. Please keep this current. The information will be used for the graduate student phone list and you will receive important program information through email. Note that your Stanford email address is considered your official email address for department and University notifications.

STANFORD BULLETIN

The online Stanford Bulletin is the **official** statement of University policies, procedures, and degree requirements. The Bulletin is composed of two parts: Explore Degrees lists University requirements and regulations, degree requirements, and other information pertinent to acquiring a degree at Stanford. Explore Courses is the Bulletin's online course catalog and schedule of classes.



[Stanford Bulletin and Explore Courses http://exploredegress.stanford.edu/#text](http://exploredegress.stanford.edu/#text)

GRADUATE ACADEMIC POLICIES AND PROCEDURES (GAP)

The Graduate Academic Policies and Procedures handbook (the GAP handbook) is a compilation of university policies and other information related to the academic progress of Stanford graduate students – from their application and admission, to the conferral of degrees and retention of records. Copies of forms needed for various milestones (MA degree, TGR, reading committee, oral exams, etc.) can also be found here.



[GAP Handbook http://gap.stanford.edu](http://gap.stanford.edu)

HONOR CODE

A. The Honor Code is an undertaking of the students, individually and collectively:

1. that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;

2. that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.

B. The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.

C. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

For additional information about the Honor Code, visit:



[Stanford Honor Code](http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/honorcode.htm)

<http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/honorcode.htm>

DEPARTMENT FACULTY AND STAFF SERVING KEY ROLES IN THE PH.D. PROGRAM

ROLE	NAME	ROOM	PHONE	EMAIL
Department Chair	Doug Bernheim	240	4-5626	bernheim@stanford.edu
Director of Graduate Studies	Matt Jackson	241	3-3544	jacksonm@stanford.edu
Co-Directors of Graduate Admissions	Bob Hall & Muriel Niederle	HHMB 138	3-2215	rehall@gmail.com niederle@stanford.edu
Director of Placement	Nick Bloom & Pete Klenow	231 334	5-7836 3-3981	nbloom@stanford.edu kbagwell@stanford.edu
Student Services Manager (Graduate Administrator)	Susie Gilbert	138	5-6198	srgilbert@stanford.edu
Undergraduate Administrator/Course Scheduling	Joanne DeMarchena	137	3-3976	jdemar@stanford.edu
Academic Office Assistant	La Porche Tenner	136	3-3131	ltenner@stanford.edu
Department Manager	Laura Ma	237	3-3711	laura.ma@stanford.edu
Finance Manager	Susan Taylor	256	3-9704	taylors@stanford.edu
Computer Analyst	Michael Parievsky	253	3-7075	mikepar@stanford.edu
TA Coordinator	Tom Zohar	TBD	NA	tram@stanford.edu

II. DEPARTMENTAL REQUIREMENTS FOR THE PH.D.

A. *Timetable*

The department's ideal is for everyone to finish in four years. Some people do, especially if they pick thesis topics with no or easy-to-acquire data requirements. Most people finish in five to six years.

SAMPLE PROGRESSION - TIMELINE TO DEGREE

Year	Unit Requirements	Coursework/Exams	Teaching	Milestones	Paperwork Due
1	Autumn quarter/10units Winter quarter/10 units Spring quarter/10 units Summer quarter/10 units 40 units	1 st year core: 202, 210, and 270 sequences or approved substitutions. Students may petition to waive out of specific core courses. Attend 1 st year seminar lunches	No teaching	Spring: attend 1 st year workshop presentations; 2 nd year RA matching; enroll in summer directed reading with 2 nd year advisor and begin work on RAship	
2	Autumn, Winter, Spring quarters/10 units per quarter; Summer quarter/10 units 80 units	Begin field and distribution courses	No teaching	Write second year paper under the direction of a faculty member - summer.	2 nd year paper due by first day of autumn quarter of third year.
3	Autumn, Winter, Spring quarters/10 units Summer quarter/3+ units if funded as TA, RA, or university fellowship 110+ units	Complete field and distribution courses; enroll in 3 rd year seminar; begin field seminar requirements	Eligible to fulfill teaching requirement	Autumn - Submit application for Candidacy. Aut & Spring - Presentation of second year research paper during 3 rd year seminar. Work on papers for dissertation.	May - Give the DGS a signed Thesis Advisor Agreement form with a proposed thesis title.
4	Autumn, Winter, Spring quarters/10 units per quarter until TGR status is reached. Summer/3+ units if funded 135+ units	Complete seminar requirements. Attend reading group lunches.	Eligible to fulfill teaching requirement	Once residency requirements have been met, apply for TGR status. Complete job market paper and continue to build portfolio of papers.	File Dissertation Reading Committee form; TGR application form
5+	Terminal Graduate Registration (TGR) one you have reached 135+ units	Continue to attend seminars and reading group lunches.	Eligible to fulfill teaching requirement	Seminar presentations; mock interviews; Job Market activities	Oral defense scheduling form

IMPORTANT MILESTONES

First year: Pass the 202, 210, and 270 sequence core courses, or obtain course waiver/substitution approval at least two week prior to the start of each quarter. At the end of the first year, the Graduate Policy Committee will evaluate students based on their performance in first year core courses. Students passing all individual core courses with a B- or better and a B average overall for each sequence, will automatically satisfy the first-year core requirement. Students who earned a C+ or below in some course(s) may, at the discretion of the Graduate Policy Committee, be asked to retake the corresponding exam(s), and possibly the corresponding course(s), the following year. In making this decision, the Graduate Policy Committee will take into account the student's overall performance in the first-year program, as well as the grade distribution for the pertinent course(s).

Second year: Enroll in courses to fulfill field and distribution requirement and write a second year paper. Each second-year field sequence will establish a clear field requirement. A field may require a written or oral exam, a paper, or some combination. Students will have to meet the requirements of two fields to remain in good standing in the program. If they fail to pass two fields in their second year, then in their third year they may take the pertinent field(s) over or try new field(s). **If non-econ courses are used for field or distribution requirements, prior approval must be obtained from the Director of Graduate Study.** Apply for MA degree if desired.

Third year: Enroll in 3rd Year Seminar and present papers. Continue work on dissertation chapters and job market paper. Fulfill TA requirement. Attend field seminar and present at a lunch workshop. Meet regularly with primary advisor. Schedule third year review with DGS in spring quarter.

Fourth year: Complete job market paper (and other papers). Prepare application for SIEPR dissertation fellowship. Fulfill TA requirement. Attend field seminar and present at a lunch workshop. Meet regularly with primary advisor.

Fifth year: Indicate decision to go on the job market. Attend job market meetings. Sign up for seminar presentations and mock interviews. File for TGR status. Fulfill TA requirement. Attend field seminar and present at a lunch workshop. Meet regularly with primary advisor.

B. *Academic Requirements for the Ph.D.*

The requirements for the Ph.D. for the class entering in 2018-19 are summarized in the list below. This list will be reviewed at the time of determining eligibility for final conferral of the Ph.D. Some standards change over time, such as the requirements for fulfilling a field; the current faculty directing the field are the final arbiters.

DEPARTMENT OF ECONOMICS, STANFORD UNIVERSITY PH.D. REQUIREMENTS & CHECKLIST
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Required 1ST Year Core:

Core Microeconomics (202-203-204)
Core Macroeconomics (210-211-212)
Econometrics (270-271-272)
Attendance at 1st year seminar

With the permission of the Director of Graduate study, students may elect to substitute GSB micro theory courses for the Economics 202 sequence. Students with proof of prior equivalent course training may petition to waive out of a core course requirement by submitting a petition to the Director of Graduate Study at least two weeks prior to the start of the academic term.



Field Courses

Qualification is established by taking two courses in each of two fields of study in the Economics Department. **Unless otherwise specified, field courses must be passed with a grade of B or better.** In most cases, a paper is required to fulfill the field requirement. A paper required by a field course should normally be able to qualify as a second-year paper.

Two of the Following Fields Chosen as Major Fields: (Specific course offerings may change from year to year. Each field has a coordinator who determines the exact requirements.)

All courses must be passed with a grade of B or better, unless otherwise specified.

Where courses are cross-listed between fields, students may not receive credit in more than one field for taking the same course. With permission of the DGS, students may petition to use pre-approved courses to create an unlisted field (e.g. Law & Economics).

Behavioral/Experimental (278, 279, 277).

1. Students must take 278 (fall) and 279 (winter), which cover topics in behavioral and experimental economics, as well as 277 (spring), which focuses on the development of students' projects.
2. Each student will be required to submit a paper in 278 detailing an idea for a research paper, as well as a second paper in 279, which either continues the development of that idea or details a new one. In 277, students will continue working on these projects, begin implementation, and make presentations describing their progress. At the end of spring quarter, they will submit a draft of their research paper. There is no expectation that the research project will be complete, but we expect to see substantial progress.
3. Over the course of the year, students will be assigned a collection of working papers and recently published papers, which they will be required to read and discuss critically with one of the faculty either individually or in small groups outside of class. The purpose of this requirement is to familiarize students with some directions of recent research and get them to think critically about next steps and/or alternative approaches.
4. Assessments will be based entirely on the above. We do not administer course exams.

Economic Development (214, 215, 216) (216-not offered this year, but offered next year).

1. Take at least two of the courses in the field (214-215-216 series) by the end of year 3 of the PhD.
2. Develop and present a series of research ideas throughout each course.
3. Regularly attend the Development Economics workshop and the Development student workshop (“Dev tea”).

Econometric Methods with Causal Inference (292, 293)

Students must take 292 and 293.

Econometrics (273, 274, 275, 276).

A student may satisfy the requirements for the econometrics field by completing the requirements of one of two subfields:

Subfield 1: Theoretical Econometrics: To receive credit in the theoretical econometrics subfield, students must complete two courses out of the set Econ 273, 274, and 292 (also known as GSB MGTECON 640).

Subfield 2: Applied Econometrics: To receive credit in the applied econometrics subfield, students must complete Econ 273 and either 275 or 276. Student must also complete a course or set of courses that is empirically oriented. The last requirements must be approved by the Director of Graduate Study in consultation with the instructor of 275 or 276.

Economic History (225, 226, 227, 228, 229).

1. Get a grade of B+ or higher in at least two of the graduate economic history courses (225-229).
2. Develop and present a research proposal in each course.
3. Present a research proposal at the end of the 2nd year. The proposal could rely on course proposal but should show substantial progress, including knowledge of the literature regarding the economic history of the period of study.
4. Regularly attend (at least 4 quarters) the economic history workshop.

Environmental, Resource and Energy Economics (250, 251).

Students must complete the two courses listed above with a grade of B or better.

Finance (236, 237, GSB courses F622, F624, F625).

Two courses from: Econ 236, 237, GSB courses F622, F624, F625 with grades B or better.

The requirement for the finance field is a 20 minute presentation of a project idea.

The idea should be far enough so that the question is novel, the student knows the related literature and can describe the contribution of the project to this literature, there is a plan on how to execute the idea and the initial steps towards execution have been taken.

The goal of the requirement is to come up with a good research idea that could lead to a second year paper. Students who want to take finance as a field should contact Monika Piazzesi or Martin Schneider at the beginning of spring quarter so that we can schedule a presentation in mid/end spring.

Industrial Organization (257, 258).

Students must take Econ 257 (in fall qtr) and Econ 258 (winter qtr). Both courses must be passed with a grade of B or better. This is sufficient for the IO field. A student can substitute 258 with 251. Two notes: (a) 251 can substitute for 258, but *not* for 257. (b) Students who already use 251 (together with 250) for the environmental field cannot use 251 "twice" -- they would have to take 258 (in addition to 257) to get credit for IO field.

Students who plan to primarily focus on IO are strongly encouraged (and expected) to also take Econ 260 (in the spring), which is focused on guiding students toward a second year paper in IO, and has a term paper as part of its requirements.

International Trade (266, 267).

Students must take both courses and receive a grade of B or better.

International Finance (268, 269).

International Finance: Obtain a grade of B or higher in the two International Finance courses (268, 269), but with instructor approval, can substitute another macroeconomics class for one of the two International Finance courses. Develop and present a research proposal in each course. The idea should be far enough so that the question is novel, the student knows the related literature and can describe the contribution of the project to this literature, there is a plan on how to execute the idea and the initial steps towards execution have been taken. The goal of the requirement is to come up with a good research idea that could lead to a second year paper.

Labor Economics (246, 247, 248).

Students must take two courses from: 246, 247 and 248 with a grade of B or better. Each of the classes requires a term paper, which we find helps students develop research for the third year seminar and the job-market. The term paper can either be the same for all three classes, building up to a major paper throughout the sequence, or can be two or three different more preliminary papers. Classes combine faculty lectures summarizing important topics, research exercises using data, and student presentations of key recent papers in literature. Course assessment will be 50% based on class performance (attendance, class questions and discussing, research exercises and presentations), a 50% on the term paper.

Microeconomic Theory (282, 286, 291).

Students must complete two courses from the list above. Students in the theory field will be evaluated wholistically by the committee of micro-theory faculty based on two things: performance in the micro-theory field courses and a short presentation of original research to some of the faculty -- in the form of a theorem, model or examples -- that could serve as the foundation of a micro-theory research paper. In the presentation, which will take place before the end of the spring quarter, the student may be asked questions about literature related to the research.

Macroeconomics (233, 234, 235, 236, 237).

Two courses from Econ 233 through 237 with grades of B or better, without double-counting courses (236 or 237) used toward the finance field. Development and presentation of a research proposal in each course, which may be the same proposal, with substantial progress in each quarter.

Market Design (283, 285, 289).

Students must complete two courses from the list above. Students in this field will be evaluated wholistically by the committee of market design faculty based on two things: performance in the market design field courses and a short presentation of original research to some of the faculty -- in the form of a theorem, model, examples, or experiment -- that can serve as the foundation of a market design research paper. In the presentation, which will take place before the end of the spring quarter, the student may be asked questions about literature related to the research.

Political Economics (220, 221).

Students must pass Econ 220 and 221 with grades of B or better. Develop and present a research proposal in each course. The two proposals may be based on a single project, provided there is significant progress between quarters. Note that there may be additional requirements for the individual courses.

Public Economics (241, 242).

Students must take two courses from: 241, 242 and 243 with a grade of B or better. Each of the classes require a term paper although the same term paper can be used in each class so long as it continues to develop (to create a polished paper by the end of the year). Course assessment will be based on a combination of class performance (attendance, class questions and discussing, and presentations), a term exam (covering the topics discussed in class), and the term paper.

**Distribution Courses**

Four other graduate-level courses must be completed. One of these must be from the area of economic history (unless that field has already been selected above). In any event, these courses must be distributed in such a way that at least two fields not selected above are represented. Where courses are cross-listed between fields, students enrolling in both fields may not receive credit twice for taking the same course. In addition, the courses for distribution credit must include at least two that are not cross-listed in either of the two designated fields chosen to satisfy the field requirement. With the approval of the DGS, some of the distribution courses may be drawn from a minor subject, for those choosing that option.

Written approval of the DGS is required for any non-Economics course used to satisfy distribution requirements, prior to enrolling in the course. (Note that GSB620, Intro to Finance, will not be approved to fulfill a field or distribution requirement.) All courses used for distribution credit must be passed with a grade of “B” or better.



Economics History/Institutions Requirement

You may either elect history as a field, or else take a course fulfilling the economic history/institutions distribution requirement. Either avenue requires completing a history paper. At the latest, this should be completed by the third year review.



Research Paper ("Second year paper")

Students are required to submit a completed research paper, under the supervision of an advisor, by registration day of autumn quarter of the third year. This paper has to be approved by the advisor and is a prerequisite for admission to candidacy. Second year papers may be co-authored with either students or faculty. A departmental prize is given for the best paper.



Third Year Seminar

During Autumn and Spring quarters of the third year, students must enroll in and attend the Third Year Seminar course (Econ 300). During this seminar series, students present their second year papers and other research work. Student advisors attend their student’s presentations.



Admission to Ph.D. Candidacy

University policy on candidacy is available at:



<http://exploreddegrees.stanford.edu/graduatedegrees/#doctoraltext>

In the Department of Economics, the faculty’s decision on admission to candidacy is grounded in an overall assessment of the student’s ability to complete the remaining stages of Ph.D. work at a level of superior quality. Grades in courses constitute only part of the evidence weighed in making this judgment. The decision to admit a student to candidacy also rests upon other indicators of the student’s ability to produce original research and to conduct analysis and interpretation. Admission is not automatic and is not based solely upon satisfactory completion of prerequisites, although the following must be met in order to be considered for admission to candidacy: (1) pass the field requirement, (3) pass the distribution requirement, (4) have an approved second year paper, and (5) make satisfactory progress towards the degree.

Per university policy, students not admitted to candidacy will be dismissed from the degree program. Students will be provided the option of receiving their master’s degree if appropriate.



Teaching

Teaching experience is considered an essential part of the Ph.D. program. Students are required to serve as teaching assistants (TAs) in the Department for at least one quarter after the first year of graduate study--preferably by the end of the third year of residence. It is extremely useful to have been a TA before going on the job market. Foreign students must pass the English Language TA exam prior to teaching.

Standard 50% TAs are expected to work (on average) 20 hours per week over the course of the quarter. Training is required for first time TAs.



Field Seminars

Two one-year faculty run research seminars with satisfactory performance (signified by an S grade in each of 6 quarters). A seminar includes regular attendance at the associated faculty seminar and an accompanying lunch seminar, and a presentation at least once per year in the lunch seminar. Students are expected to complete the two-year seminar requirement by the end of their fourth year in residence.



Dissertation Topic and Adviser

Selected by end of third year and submitted to the Director of Graduate Study. Reading Committee form filed at time of TGR eligibility. **Three readers are required.** Principal (or co-principal) advisor must be a member of the Economics Department.



Oral Examination

Schedule in advance with Student Services Manager. 5 committee members required, including an oral's chairperson who is outside of the Economics department. **Student must be registered in the quarter in which oral exam is taken.**



Completion of Dissertation

Must be registered in quarter that dissertation is submitted – may be eligible to file as “graduation quarter” at reduced tuition rate, if you defended in a previous quarter. University instructions for submitting the dissertation can be found here:



<http://studentaffairs.stanford.edu/registrar/students/dissertation-thesis>

GENERAL REQUIREMENTS FOR THE PH.D.

- **Mathematics**

Many entering students take the math review course held in late August. Students needing additional help may be advised to take further courses in mathematics.

- **Third Year Review**

By the end of the second year or beginning of the third, you should start to think about a dissertation topic. Talk to faculty members in your area(s) of interest about feasible topics. Once an advisor and topic have been determined, or at least by May 30 of the third year, submit to the DGS the "Thesis Advisor Agreement" form including the thesis title (not binding) and thesis advisor's signature. Sign up for your 3rd year review with the DGS to assure that all distribution requirements have been met (including all necessary papers), and to assess any remaining requirements.

- Research Training and Specialized Study in Field Seminars

Regular seminars in different fields are designed to help students develop independent research skills, to permit specialized study, and to foster dissertation research. Students are required to participate in at least two full-year faculty run research field seminars/workshops (3 quarters each) by the end of the fourth year in residence. The third year (Econ 300) seminar does not fulfill this requirement. Satisfactory performance usually includes writing a paper; presenting a paper in the final quarter and, at the least, obtaining an "S" grade in three quarters. Students in the process of dissertation research and in residence should continue to participate in at least one seminar.

- Writing the Dissertation

Work closely with your advisor(s) in planning and preparing the thesis. Do a careful literature search to insure originality and to choose topics which are manageable in a relatively short time. To help avoid perishing, the thesis should be convertible fairly quickly into journal articles.

As the dissertation research progresses, form a Doctoral Dissertation Reading Committee. The Doctoral Dissertation Reading Committee form must be filed at the time of scheduling orals or advancing to TGR status, whichever occurs first. The readers will be the ones to read and sign off on your final dissertation.

The committee should consist of a primary advisor from the Economics Department and two other readers. If your primary advisor is outside of the Econ department and does not have a courtesy appointment, then you should have a co-primary adviser from within the Department. In most cases all readers are academic council members, and at least 2 are from the Economics Department. Reading committee members can be changed, using the appropriate university form, available from the Registrar's Office publications and forms website.

- The University Oral Examination

The oral examination is a defense of the student's dissertation and is arranged after the student has been admitted to candidacy. Talk to your advisors to determine when you are ready to present your oral defense. In most cases orals are based on a relatively complete dissertation draft.

When you are ready to schedule your oral exam, you must submit a completed oral exam scheduling form (available from the Registrar's Office publications and forms website) to the Student Services Manager. The form should be submitted at least one week prior to your defense in order to obtain the required signatures for approval.

The oral exam will cover the content relevant to the area of study, the rationale for the proposed investigation, the strategy employed in the research, and the findings and their interpretations. A substantial portion of the dissertation draft should be given to the examining committee well in advance of the examination.

For a candidate to pass the oral examination unconditionally, the examining committee must be convinced that the student has mastered the existing literature and professional techniques in the dissertation area, and that no major conceptual or empirical problems remain to be overcome in making a significant contribution to the field.

You must be registered during the quarter in which you take the oral exam. Beware of scheduling at the end of Spring Quarter when faculty members are already booked for dates available, and of scheduling in Summer Quarter when many faculty members are away.

- Preparing and Submitting the Dissertation

Familiarize yourself with the "Directions for Preparing Doctoral Dissertations," available from the Registrar's Office, Graduate Degree Progress Section, as soon as you start writing. This document is also available at:



<http://www.stanford.edu/dept/registrar/pdf/docdisdir.pdf>. Allow time to obtain signatures of faculty (note travel schedules). Dissertations are submitted on-line. Before submitting, make sure that the Student Services Manager has the correct names of your readers entered in Axxess.

III. UNIVERSITY REQUIREMENTS FOR THE PH.D.

Some major University hurdles are discussed below. Note that forms and procedures may vary in the future due to changes decided by the Registrar's Office.

A. *Registration and Residence Requirements*

- Term Activation

The Registrar's office will assume that you plan to continue to enroll in classes every quarter (except summer) unless you inform the Registrar's office that you do not plan to enroll for a particular quarter. Your registration will automatically be "term activated" each quarter except for summer and as a result you will see "pre-enrollment" tuition and fees applied to your account each quarter prior to actual enrollment. The only exception is for officially approved leaves of absence.

No official departmental or University requirement, including the University oral examination, may be met while a student is not registered. Students must also be registered in the quarter in which any degree is conferred.

- Residence Requirements

Residency requirements are based on the number of units a student completes. Each type of degree has a requirement for a certain number of units. For example, a Master's degree requires 45 units and a doctoral degree requires 135 units. If you are pursuing more than one graduate degree, the residency requirements are listed in the *Stanford Bulletin*. Normally, units may not be double-counted toward separate degrees. The major exception to this general policy is that the 45 units required for the **first** MA degree are included in the 135 units required for the PhD. Units from a MA received at a prior institution may be counted toward the residency requirement, but in this case, obtaining the additional MA from Stanford Economics would require an additional 45 units beyond the 135. In other words, units from two MA degrees may not be double counted toward the PhD requirement.

- Registration Procedure

In general, for fall, winter, and spring quarters, students register for 10 units. TA and RA appointments include 10 units of tuition (the tuition rate for 8, 9, or 10 units is the same, therefore 10 units is recommended). If you receive an assistantship, you must enroll in no less than 8, and no more than 10 units. Some outside fellowships (as well as the first-year department fellowship) may include additional units; consult your admission letter for details regarding your specific financial aid offer.

Summer quarter students with TA and RA appointments register for 3 units unless you have arranged with the faculty or dept. for a higher rate of units. Summer departmental fellowships include 3 units of tuition support.

You must register for all the tuition units granted. If there are units "left over" after registering for courses or workshops, register for 239 (directed reading) in the first two years and 400 (Ph.D. dissertation) after admission to candidacy. The section number must correspond to the advisor number. Partial, unused tuition support cannot be carried over to future quarters.

TGR students register for Economics 802 (TGR Dissertation) for 0 units each quarter, designating their advisor by section number. The grade "N" (continuing course) is usually entered to indicate satisfactory progress. Upon completion of all requirements the advisor should submit a final grade of "S" (satisfactory), at which time all "N" grades will need to be changed to "S." It is the student's responsibility to ensure that their grades have been submitted.

- Minimal Progress

Minimally acceptable progress standards require satisfactory completion of two-thirds of a student's tuition unit registration.

In most cases, problems arise either because students have not registered for enough units, or because they have not cleared up incomplete grades. Please check AXESS each quarter after grades have been posted. Failure to meet minimum progress standards will result in a registration hold.

B. *Leave of Absence*

A leave of absence petition must be filed for any fall, winter, or spring quarter in which a student is not registered. Failure to file will require reinstatement. The form is not needed for summer absences, unless the student filed a commitment to register for summer quarter.

Leave of absence petitions can be obtained from the Student Services Center in Tressider, and should be returned to that office. Leave a copy with the graduate advisor for your file.

- Length of Leave

All leaves of absence are granted for a fixed period of time. One year is the maximum period for a leave of absence. Students who have completed all residence requirements (including admission to candidacy) may request a further period of leave (up to one year) if special circumstances exist.

Students whose residence requirements have not been completed will only be approved for extension of leave in unusual circumstances (illness, compulsory military service, etc.). If no approved extension is on file, a hold is automatically placed on future registration. A student who wishes to return at a later date must file for reinstatement and an extension of candidacy. This is applicable whether it is the same major and degree program or a different one.

- Status While on Leave

Students on approved leave retain their current status in their degree program but are not considered officially registered. Your registration will be term activated beginning with the return quarter indicated on your leave of absence form.

No official departmental or University requirement, e.g., University oral examination, may be met while a student is on leave. However, an Incomplete course grade may be submitted or removed when a student is not registered. Also, a student may file a request to change major or degree level while on leave.

- Resignation

A student who wishes to terminate study in a program should submit an official statement of resignation to the relevant department and the graduate advisor, who will then forward the information to the Registrar.

A student who has resigned and later wishes to return to the same degree program must follow the normal procedure of reinstatement and, if reinstated, will be charged the reinstatement fee.

- *Inactive Status*

A student who has not resigned and fails either to maintain registration or to secure a formal leave of absence will be declared inactive. A student whose candidacy is not extended is also considered inactive. Such a student, wishing to resume study must apply for reinstatement. Reinstatement is not automatic and must be approved by the DGS or department chair.

C. *TGR (Terminal Graduate Registration)*

TGR tuition rates are much lower than the 8/9/10 unit rate (presently \$3297 for TGR and \$10,990 for 8/9/10 units). When students with assistantships are eligible for TGR status, TGR tuition rates will be paid. 135 completed units are required for TGR. This usually happens by winter quarter of the 5th year.

Be sure to complete all required courses, including writing courses for foreign students, by the end of the fourth year of study. If you have fulfilled residency requirements for TGR status and still need to take courses, you will be required to pay for the units yourself. In order to file for TGR status, you must have an approved Doctoral Dissertation Reading Committee form on file with the Student Services Manager. The TGR request form can be found here:



<https://stanford.app.box.com/v/tgrreq>

D. *Graduation Quarter Registration*

Students who have completed all requirements for the degree except the defense and/or submission of the dissertation may register under the “graduation quarter” rubric. Students in the graduation quarter status enroll in TGR dissertation, but are only charged a \$150 tuition fee for this quarter. Students in this status are assessed ASSU fees and health insurance fees. Only one Graduation Quarter may be requested. Students who do not graduate during the claimed Graduation Quarter will be assessed a higher, standard tuition rate in subsequent terms. The Graduation Quarter petition can be found on line at:



<http://Stanford.app.box.com/v/grad-qtr>

E. *Application to Graduate/Conferral of Degree*

To be cleared for conferral of the Ph.D. or Master's degree, you must apply for degree conferral via the AXESS system by the relevant deadline each quarter. Check with the graduate advisor to be sure all requirements have been met and all grades have been cleared. Also confirm that your reading committee members are current in Axess. Quarterly application deadlines and degree conferral award dates are listed in the university Academic Calendar.

F. *Commencement*

If you wish to receive your actual diploma at the commencement ceremony in June, you must apply for degree conferral by the posted deadline in Axess. This date may change each year. Students who do so will receive information about the ceremony from the Registrar.

Stanford allows students to "walk through" commencement before the Ph.D. degree is formally completed. To be eligible to walk through you must have scheduled orals and filed the necessary forms with the graduate advisor.

G. *Grades and Exams*

Check grades in AXESS each quarter to make sure your grades have been correctly reported. ***This is your responsibility!*** If Grade Not Reported (GNR) appears on the grade report, you must get this cleared up. Check with your instructor about incorrect or missing grades. Be sure that "I" and "N" grades are cleared when courses are completed. "I" grades will be automatically changed by the Registrar to "NP" (No Pass) after one year.

IV. MINORS AND MASTERS

A. *Minor*

A minor in another department must be approved by that department, using the "Minor Requirement for Ph.D. Candidate" form. Your plan must also be approved by the DGS. Please see the *Stanford Bulletin* for more information.

B. *Master's Degree*

A Master's Degree in Economics is only offered along the way to the Ph.D. The requirements are described in the *Stanford Bulletin*, with the DGS being the final arbiter. The MA degree for PhD candidates is not automatic. **PhD candidates must file a master's degree program proposal and a graduate authorization petition in order to obtain the degree.** The Registrar's office charges a fee to add an additional degree. A grade point average of 'B' must be maintained for all master's level work. All courses must be taken for a letter grade.

V. FINANCIAL SUPPORT

Students are responsible for understanding their funding package, including commitments and requirements (e.g. level of enrollment). Students are expected to communicate with the Student Services Manager with regard to any updates in their financial support (e.g. request for fellowship deferral). The department cannot guarantee any support after the fifth year in the program. The department will only pay TGR fees for those students who are eligible and expects students to file for TGR status as soon as they are eligible. Support generally takes the form of RA or TAs.

Most first-year students receive department fellowships, and these are occasionally given to upper-year students on the job market who have fulfilled TGR and teaching requirements. Enrollment driven TAs are sometimes available for 6+ year students. Advanced year students are strongly encouraged to apply for SIEPR dissertation fellowships – especially in their job market year. All department funding is contingent upon satisfactory academic progress.

Students are obligated to inform the department of any external awards received to discuss the impact on their Stanford aid.

A. *Selection of Support by Students*

A financial aid preference form is sent out in May. It asks whether you would prefer to be a TA or RA next year, or if you have other fellowship support. All first year students who are eligible as U.S. citizens are strongly encouraged to apply for NSF awards. The financial aid preference form asks what courses you would prefer to TA, if you become a TA. Students self-selecting RA support are expected to make arrangements directly with the faculty for RA support and communicate any offers of RA support to the Student Services Manager.

B. *Finding an RA Position*

Students who are participating in the 2nd year RA program as part of their funding package, will be matched with participating faculty. If you are not part of this program, in order to discover potential RA positions, you should be entrepreneurial: talk to RAs (who often recommend students to their faculty members); attend seminars and talk to people to find out who is working on what; talk to faculty members directly about working for them. Many students who are matched with faculty in the 2nd year RA program will continue to work for the same faculty member on future RA projects.

Sometimes faculty wanting to hire RAs but having no one special in mind look at the financial aid preference forms you fill out, which is why the form asks about your skills and interests. In looking for a RA position, bear in mind that the novice will likely do the professor's work, but in the right field you may be able to do work that relates directly to your own interests and dissertation. An RAship which requires no work is both rare and not ideal from the point of view of learning.

Faculty hire RAs with their own grant money, not with department funds. Most faculty grants come from SIEPR, Hoover, SCID, NBER, and NSF. Please let the Student Services Manager know as soon as possible if a faculty member agrees to hire you, and the details of the appointment such as percentage (usually 50%), term of appointment, and account number. Prior to the start of each quarter, please verify your continued appointment with both the faculty member and notify the Student Services Manager.

C. *Being a TA*

Being a TA is also an important learning experience. Teaching skill is considered in the academic job market, and teaching experience can help you present seminars.

The department is given money for a certain number of TA slots (about 25 per quarter including the TA coordinator), but TAs are only assigned if they are needed in a course. In general, one TA is assigned for every 50 students. Since the number of TAs required depends on enrollment, the exact number and distribution of TAs needed is not known until after classes start. This requires great flexibility and patience on everyone's part.

The TA coordinator provides orientation before initial TAing, visits sections during the quarter, and helps solve problems. Students have the opportunity, and are sometimes *required*, to receive training in teaching. CTL (Center for Teaching and Learning) has an excellent orientation session in the fall and valuable training at any time, as well as a useful pamphlet on teaching at Stanford which all TAs will receive. Also read *A Handbook for TAs in the Economics Department* (written and revised by past TA coordinators).

Before they can TA, foreign students must be cleared by the English for Foreign Students Office see:



<http://web.stanford.edu/group/efs/tascreen.html>. Foreign students with insufficient language skills must take a course given by the Linguistics Department before TAing.

The department assigns TAs to courses on the basis of the preference sheets you fill out and the number of quarters you have been a TA, as well as on what the TA Coordinator advises regarding your teaching strengths and fields. Professors are not entitled to demand particular TAs but if they express any desires, these are generally honored.

Courses vary in how much time they require. The usual 50% appointment assumes an average of 20 hours per week and generally requires meeting (and grading for) two sections of 25 students each. The writing intensive courses (101 and 150) require students to write papers; TAs for these courses can earn extra money by taking a seminar to learn techniques for teaching students writing skills.

D. *Stipends and Taxes*

TAs and RAs earn different salaries (in 2018-19: \$10,512 per quarter for 50% time TA, and \$10,254 for RA), but receive the same tuition (8/9/10 units AWS, 3 units Summer, or TGR). Stipends are taxed by the federal and state governments for virtually all current students.

Foreign students may wish to consult an advisor in Payroll or at the I-Center regarding possible tax exemption based on a treaty between the US and their home countries. See www.stanford.edu/dept/icenter. Foreign students receiving taxable scholarships or fellowships may claim any applicable treaty exemption by filing the appropriate forms with the Payroll office. TAs and RAs must file tax forms with the Payroll Office.

E. *Incentives for TAs*

All students must be a TA for at least one quarter (not counting any summer session) before the end of the fourth year. Beyond that, there are some advantages to being a TA. In particular, outstanding TAs are eligible for the Distinguished Teaching Award, which can be listed on your CV and provides a monetary award. This award is based on the summary of the student evaluations, and the faculty evaluations of the TAs.

Centennial Teaching Awards

The Centennial Awards highlight Stanford's commitment to excellence in teaching, not only by our faculty, but also by our many and talented teaching assistants. These are graduate students, who assist professors in the teaching of large undergraduate courses and assist the students taking such courses. Prizes are awarded throughout the university on a rotating basis every two years.

F. *Summer Support*

Students often seek summer jobs outside the department. There are very few summer school TA positions available. Summer school courses are often taught by advanced students who have been excellent TAs; see the Student Services Manager if interested. Notices of other sources of summer jobs are sent via the grad e-mail list. The I-Center and the Career Development Center (CDC) are good sources of information. A few students take summer positions in Washington, D.C. at the IMF, World Bank, and other agencies.

Faculty members often hire RAs during the summer, following the same market procedures described above. Students who are not on a university fellowship or NSF may work 50% time in July and August (and get 8/9/10 units tuition), and 100% time in September (no tuition). Students with summer fellowships may only work 20% time in July and August, but may work up to 100% in September.

G. *Other Sources of Money*

Faculty members in courses without a TA (or enough TAs) sometimes hire graders to help with exams or papers. This is an open market; contact the graduate advisor if interested. U.S. citizens who already hold a 50% TA or RA position may work an additional 20% (8 hours/week) as a grader, or in any other position elsewhere on campus, but not more. Hourly work does not confer tuition.

H. *Payment of Fellowships and Assistantships*

- Fellowships- stipend check

Students who receive aid in the form of a University or outside fellowship will receive a lump sum fellowship check in the mail at the start of each quarter. (Keep your local mailing address current in Axxess). Stipend checks can also be direct deposited into a bank account. You must be enrolled in order for fellowship funds to disburse.

- Assistantships – payment schedule

Teaching or research assistants are paid as University employees. You must be enrolled in order to receive assistantship funds. There are six pay periods (hence, six paychecks) in Autumn, Winter, and Spring quarters. Summer teaching quarters are two weeks shorter than the AWS quarters, and ***there are only four pay periods in Summer quarter if you have summer TA support.****

The payment schedule corresponds to the following calendar:

Pay Period for Teaching and Research Assistants:	Corresponding Pay Dates on the 7th and 22nd of each month beginning:
Autumn Quarter: 10/1 to 12/31	10/22 until 1/7 (6 pay checks)
Winter Quarter: 1/1 to 3/31	1/22 until 4/7 (6 pay checks)
Spring Quarter: 4/1 to 6/30	4/22 until 7/7 (6 pay checks)
Summer Quarter: 7/1 - 8/31* (or 9/30)	TA – 7/22 until 9/7 (4 pay checks)* RA – 7/22 until 9/22 (6 pay checks)

Direct Deposit

You are strongly advised to sign up for Direct Deposit in Axess at your earliest opportunity for your stipend checks, your pay checks, and reimbursement checks.

See  <http://studentaffairs.stanford.edu/sfs/bill> for instructions.

Payroll Deduction

Payroll deduction is a means for Graduate Student Research Assistants (RA) and Teaching Assistants (TA) to deduct a portion of their bi-weekly salaries for the purpose of paying tuition and fees. This allows graduate students to pay their University bill over several payments rather than in one lump sum. (Payroll deduction is not available to students receiving Fellowship stipends) Graduate students may enroll in payroll deduction for one academic year at a time.

Students may select from four categories of charges to be paid via payroll deduction:

- Tuition only
- Housing Only
- Housing and Fees*
- Pay All charges

Students who are funded via standard assistantships should select the “housing and fees” option since their tuition charges are paid directly by the assistantship.

Note: Students may owe a remaining balance after the Payroll Deduction contract ends if

- their salary is less than the payroll deduction payment amounts
- their department sets up their salary after the first scheduled payroll deduction

Any remaining balance due will be added to the student's University bill. These charges cannot be moved to the next term and are subject to late fees and holds per University policy.

YOUR UNIVERSITY BILL

Each quarter while at Stanford you will receive a university bill which outlines all the charges and credits on your account for that quarter. It is your responsibility to review the bill each quarter and pay the amount that you owe. Most financial aid, e.g. stipends, tuition allowance, health insurance subsidy, etc. will appear as a credit on your bill. Teaching and research assistantships are considered salary and *do not* appear on your bill. Please adhere to payment due dates to avoid late fees, and also to avoid the eventual hold on your degree conferral.

	Autumn	Winter	Spring	Summer
Bill sent to students	August 21	November 20	February 20	May 20
Payment due date	October 15	January 15	April 15	July 15



For Complete information concerning your University bill and payment procedures/options, see: <https://sfs.stanford.edu/student-accounts/pay-your-bill>

I. *Requirements for Being Paid as a RA or TA*

You will not receive a check for your work unless a number of bureaucratic requirements have been met. If you do not get paid when you expect to, the problem may be with the system or department, or you may fail to meet one of these conditions:

1. Eligibility to work in US

- All students must have an I-9 form on file at Payroll. See the Student Services Manager.
- Foreign students must have a current visa and passport
- All students must have a social security number.

2. TAs

Foreign students for whom English is not the first language must be cleared by Linguistics before they can be a TA. For more information see section V C.

3. Registration


You must be registered each quarter that you hold an assistantship, including summer.

4. Tax declaration

SU-32 Employee's Tax Data (includes federal and state withholding certificate). It is your responsibility to submit this form to the University Payroll office.

VI. STUDENT RESOURCES

A. *Libraries*

The University Library collections are very comprehensive, at least for material published in English. The main Green Library carries many journals in economics, a huge collection of books, and an official U.S. government document repository. Reserve materials for graduate courses are also in Green. Graduate students have access to the Business School's Jackson Library, which also has an extensive journal collection, many books, and a complete collection of business and financial information. Virtually all journals in economics, finance, business, mathematics, statistics, philosophy, etc. can be found in some library of the University. Some are available on-line to Stanford computer users. See:  <http://www-sul.stanford.edu/> for information on library privileges.

B. *Student Computing*

Students may arrange to have their own computers connected to the Department network. Contact Michael Parievsky in room 353.

- **FarmShare**

FarmShare, Stanford's shared research computing environment, provides Linux facilities for general and research computing to anyone with a full-service [SUNet ID](#). There are three environments available, each with a separate purpose. All machines currently run the Ubuntu operating system.

Low-intensity computing (cardinal.stanford.edu)

The cardinal systems are small virtual machines best suited for low intensity tasks including checking email and reading newsgroups, transferring files, or editing web pages. Long-running or compute-intensive jobs found running on these systems may be killed to free system resources for intended tasks; use rice.stanford.edu or wheat.stanford.edu for these instead.

General-purpose computing (rice.stanford.edu)

The corn systems are well-suited for general, interactive computing including most coursework, development, and other common computing tasks. They are also appropriate for long-running and/or compute- or memory-intensive tasks (e.g., mathematical and statistical analysis, physical simulation, parallel programming).

High-performance computing (wheat.stanford.edu)

The wheat systems are intended for high-performance, non-interactive, and parallel computing. Like rice systems, wheat systems are appropriate for long-running and/or compute- or memory-intensive tasks, but login is not permitted; batch jobs must be submitted from wheat.stanford.edu using a queuing system

C. Conference Travel and Research Funds

Limited funding is available to students for conference travel. All travel must be directly related to the doctoral degree and will be reimbursed only after travel has been fully completed. Student must present at the conference or serve as an organizer in order to be reimbursed. Travel funding is limited to a maximum of \$2,000 during your PhD career.

Limited funding is available through the department for research grants. Each student is eligible to request up to a maximum of \$5,000 during their PhD career to use toward support of their research. These funds can be used for research related expenses including the gathering or purchasing of data, and travel expenses directly related to data collection or presentation of results at conferences. Applications for research grant funds must be signed by your advisor and then submitted to the Student Services Manager who will obtain approval from the Director of Graduate Study.

Graduate Research Opportunity Grants (GRO)

- Application deadlines are in mid-November and early April
- Stipend amount up to \$5,000
- For students in social science or humanities disciplines who are making satisfactory academic progress and are in years two through five of their doctoral program. Recipients of previous GRO fellowships are not eligible
- Successful applicants must be registered in the quarter they receive GRO funds. Grants will be issued by the end of November for the Fall recipients, and May for the Spring recipients
- Information available from Assistant Dean of Graduate Studies in H&S

Dissertation Fellowships

Guidelines G.J. Lieberman Dissertation Fellowship

- Application deadline early January
- Stipend amount approx. \$38,000 plus TGR fees
- For one student in humanities who intends to pursue a career in university teaching and research, and who has demonstrated the potential for leadership roles in the academic community. Applicants who have not previously held a Stanford dissertation fellowship will be given the most serious consideration

Applications available in mid-October at:



<http://shc.stanford.edu//>

VII. STUDENT-FACULTY COMMUNICATION

A. *Advising*

The Director of Graduate Study is the 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, and especially at the time of the third-year review. In addition to the DGS, students have an advisor selected by the department (in the first year) or by themselves (in the second year and beyond), who can provide more relevant advice. The second-year paper advisor (who may become the thesis advisor) is helpful in the second year and beyond. Once students start work on their dissertation, the thesis advisor becomes the main advisor. A formal thesis advisor agreement form must be filed at the time of the third year review.

B. *Department Social Events*

The Department schedules a number of social events each year. Most popular is the Skit Party, which features faculty and student skits. In November, the economics departments of Stanford and UC-Berkeley compete against each other in football at the Little Big Game. There is a party at Orientation before classes start in the fall and an end of year party at which teaching awards are distributed. Second-year students traditionally host a special gathering for incoming students. In addition there are a number of parties to which general invitations are distributed, and, of course, private get-togethers with friends.

C. *Graduate Student Meetings*

Open meetings are scheduled once or twice per year between graduate students and key faculty, including the chair, DGS and others with administrative assignments. These meetings provide an opportunity to ask questions and discuss current issues of concern, which may include computers, office space, financial support, and the core curriculum.

D. *EGSA (Economics Graduate Student Association)*

EGSA is an informal association of all graduate students whose character and activities depend heavily on the voluntary efforts of the current social chairs. EGSA receives funds from the department which it uses to sponsor various social events such as TGIF's, and runs the lottery for grad student cubicle space each year.

E. *Course Schedule Liaison*

The faculty teaching coordinator is responsible for the teaching matrix, which determines the quarter when courses are taught and who teaches them. The undergraduate advisor is responsible for scheduling the courses each quarter. The scheduling of second-year courses is always tricky because there are more courses than there are available slots, and there are many factors to consider. Conflicts are unavoidable. However, to reduce the conflicts as much as possible, second-year students can volunteer to serve as the "course schedule liaisons."

F. *Mailboxes*

While most information is sent to students via email, important information is also placed in the graduate student mailboxes on the 2nd floor. **It is your responsibility to check your mailbox regularly, even if your office is elsewhere.**

VIII. THE DEPARTMENTAL JOB MARKET

In order to enter the job market as a candidate officially supported by the department, students must submit an acceptable draft of a job-market paper to the placement officer by September of that year. There is a job market link from the department home page which provides information on the job market process and lists important deadlines. If you are interested in going on the job market, after securing your thesis advisor's support, notify the graduate advisor or the placement officer. The exact procedures change somewhat from year to year and meetings will be held to discuss the process. It is essential to meet all deadlines.

IX. MISCELLANEOUS

A. *Update Your Address and Phone Number*

Always keep your address and telephone numbers, including your email address, updated on AXESS. Student phone lists will be prepared using this information.

B. *Cubicle Assignments*

After completing the first year, most graduate students have cubicles in the Economics building; students who work for faculty with appointments in Hoover, the GSB, or SIEPR, may have offices in those locations. Cubicle assignments are made by the outgoing EGSA officers during the first week of classes in autumn quarter. First year students do not have cubicles.

C. *Photocopying*

You will be assigned an individual account to use on the Xerox machine located in Economics 365. You can prepay for a given number of copies. See the receptionist (second floor) for more information.

D. *Before leaving Stanford...*

- Leave your new forwarding address with the receptionist and add it to AXESS.
- Your Stanford email is good for 120 days post-graduation. After the 120 days, your account will change to a base level account for five years, which gives you access to your transcripts and other SUnet protected information only, but it will not work for general correspondence.

You may want to request an alumni account:

<https://alumni.stanford.edu/get/page/perks/alumniemail/faqaccount#faq2>