

Program Rules 2010

Participation

Participants are expected to prioritize the program and behave responsibly. In particular, they must attend all lectures and sessions, submit solutions to problem sets in time, and participate in the exams. Insufficient prioritization of the program, irresponsible behavior, or unexcused nonparticipation may trigger expulsion from the program. Nonparticipation is unexcused if it is not indicated to the Study Center as early as possible in advance, or if no reasons for the nonparticipation are given, or if in the same circumstances, a diligent and responsible student would participate. The Study Center reserves the right to request a medical certificate in case of nonparticipation due to medical reasons.

Exams

The midterm exam covers the material of the first half of each sequence (Microeconomics, Macroeconomics, and Econometrics) of the program. The final exam covers the material of the whole sequence, with an emphasis on the second half. Exams may be “open book” or “closed book”. Personal computers may not be used during the exams. The midterm exam lasts two hours (for each sequence), the final exam three hours (for each sequence).

Exams are graded on a scale from 1 to 6, with 6 the best grade. A grade below 3.0 in the midterm exam is insufficient. A grade below 3.5 in the final exam is insufficient. The grade for an exam is final after one month (from the date when the grade is reported, or when the graded exam can be reviewed by the participant, whichever date is later) unless the participant requests a change of grade within that period. Such a request has to be well motivated and addressed to the Study Center.

A midterm and/or final exam may be retaken once, in the following year (unless important reasons render a delay unavoidable).

Take-Home Problem Sets

Participants must submit solutions to the homework problem sets. In some cases, participants can form groups to jointly submit a solution. The professors determine the maximal group size. Solutions that are “copy-pasted” are not accepted.

Problem set solutions are graded on a scale from 0 to 100 points. A solution that is not submitted in time (in a readable format), but before the suggested solutions are distributed, receives 10 points if the delay is not excused. A solution that is submitted after the suggested solutions are distributed (or never submitted at all) receives 0 points if the delay is not excused. The grade for a solution is final after one month (from the date when the grade is reported, or when the suggested solution is distributed, whichever date is later) unless the participant requests a change of grade within that period. Such a request has to be well motivated and addressed to the Study Center.

A problem set may not be retaken.

The total grade for the problem set solutions in each sequence is computed by averaging the points of the participant's solutions in that sequence and transforming the average into a grade on the 1 – 6 scale. Problem set solutions not submitted in time do not count towards the average if the delay is excused.

Program Grade, Certificate

The grade for each sequence of the program is computed as weighted average of the grades for the problem set solutions (20%), the midterm exam (30%), and the final exam (50%). The Study Center reports the grades for each sequence to the participant's home university which in turn decides about the recognition of those grades.

To pass a sequence, a participant needs to (i) earn an average of 4 in the sequence and (ii) achieve sufficient grades in the midterm and final exams of the sequence.

The Study Center awards a certificate to participants who pass all three sequences of the program. On request, the Study Center confers a course confirmation to participants who do not receive a certificate.

Submission of Take-Home Problem Set Solutions

Answers to take-home problem sets must be concise and precise, follow the standard formal requirements, and include a cover sheet with the name and ID numbers of the participant (or the names of the participants in the group) and the title of the homework.

Answers must either be submitted in PDF format with all fonts included in the document (see, for example, <http://www.nber.org/forms/pdf.html> on how to do that) or as a hard copy (handwritten answers must be legible, in ink!).

Solutions are due by the dates announced by the Study Center. They must be e-mailed or posted to Ms. Teodora Ruiz until the date set on the deadline (including). Participants should keep a copy of their posted solution (mail or e-mail) in order to being able to resubmit it if the solution gets lost in the mail. Participants submitting their solution by e-mail receive an e-mail confirmation. Participants sending their solution by regular mail must send an e-mail notification once they have done so; they receive an e-mail confirmation once the solutions are received. Participants that have not received an e-mail confirmation on the working day after the deadline must immediately contact Ms. Teodora Ruiz. Participants whose solutions have not arrived at the Study Center by the stated deadline and who have not contacted Ms. Teodora Ruiz have failed to meet the deadline.

Problem Set Deadlines

| sequence | course period | homework period (net) | # part. / group | *due date |
|----------------------|----------------------|-----------------------|-----------------|-------------------|
| Micro I | 25.01.-29.01. | 3 weeks | 1 | 19.02.2010 |
| Macro I | 22.02.-26.02. | 2 weeks | max. 3 | 12.03.2010 |
| Eco I | 15.03.-19.03. | no problem set | --- | --- |
| Micro II | 03.05.-07.05. | 2 weeks | max. 2 | 21.05.2010 |
| Eco II | 31.05.-04.06. | no problem set | --- | --- |
| Macro II | 14.06.-18.06. | 2 weeks | max. 3 | 02.07.2010 |
| Midterm Exams | 30.07.-31.07. | --- | --- | --- |
| Eco III | 02.08.-06.08. | 2 weeks | max. 3 | 20.08.2010 |
| Eco IV | 23.08.-27.08. | 2 weeks | max. 3 | 10.09.2010 |
| Macro III | 10.10.-14.10. | 2 weeks | max. 3 | 05.11.2010 |
| Micro III | 25.10.-29.10. | 2 weeks | max. 3 | 26.11.2010 |
| Macro IV | 15.11.-19.11. | 2 weeks | max. 3 | 17.12.2010 |
| Micro IV | 29.11.-03.12. | 2 weeks | max. 3 | 07.01.2011 |
| Final Exams | Jan. 2011 | --- | --- | --- |

*until Midnight (> Friday 23.59h)

Important Addresses:

- To e-mail your solutions: teodora.ruiz@szgerzensee.ch
- To post your solutions: Teodora Ruiz
Study Center Gerzensee
Postfach 21
CH-3115 Gerzensee
- To call Teodora Ruiz 031 / 780 31 03