Economics Department
Induction Talk
September 2016

Dr. Hui-Fai Shing
Academic Coordinator, Economics Department

These slides will be made available online the Economics Department Website.
• Good News

2016 National Students Survey (NSS), department scored above 90% for student satisfaction for the third year running.

74% of Economics Finalists graduated with First Class or Upper Second (2:1) honours, (compared to 77% for 14/15 and 62% 2012/13).

Faculty: 67%
College: 81%
Schedule for this talk

• Registration Week

• Programme
  – Programme Structure
  – Courses
  – Teaching
  – Attendance Monitoring
  – Coursework
  – Personal Advisor System
  – Feedback

• College Services + Centre for the Development of Academic Skills (CEDAS)

  BREAK

• Student Life Talk
To do this week and next

• College Enrolment / Identity Check (All week)
• Student Life Talk (after this induction)
• Economics Department Registration (Monday)
• IT Induction (done online)
• Careers Service Induction (Wednesday)
• CEDAS Talk/Peer Guide Induction (Wednesday)
• Library Induction (Thursday + extra session for EC1103/1133, after first lecture – open to all, compulsory for EC1103/33)
  – Tours daily from 26th Sep – 7th Oct: 2pm on the hour [Bedford Entrance]
• Team Building & Treasure Hunt (Friday)
• Welcome Party (Friday)
• Meet your personal advisor (next week – check email this week/early next week)
  + other department’s event for joint students.
  – Lectures begin (next week), seminars (week after)
Handbook and Course Spec.

• Handbook – You will be provided with one on a USB stick when you register. Electronic copy available online via Economics Department Website (www.rhul.ac.uk/economics)

• Programme specs can be found via: https://www.royalholloway.ac.uk/studyhere/progspecs/home.aspx
Degree Programme

• SINGLE HONOURS
• MAJOR IN ECONOMICS
• JOINT DEGREE WITH THE SCHOOL OF MANAGEMENT
• JOINT DEGREE WITH THE DEPARTMENT OF MATHEMATICS
• JOINT DEGREE WITH THE P.I.R DEPARTMENT
• PPE Degrees

Final degree classification:

First Year - 0%*
Second Year – 1/3*
Final Year – 2/3*

*Need to pass year to progress; first and second year results impact on job/master’s applications.
Courses/Terminology

• Each year, take course equivalent to 4 units (120 credits).

• Full units (30 Credits)

• Half units (15 Credits, one term)

• Some courses are mandatory condonable (must do).
• Some courses are mandatory non-condonable AND required for progression.

• The rest are optional.

*(one chance to resit a course if you fail)
## SINGLE HONOURS/ Major ECONOMICS DEGREES

**BSc (Econ) ECONOMICS and Financial & Business Economics (2013/14)**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
<th>FINAL YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EC1101: Principles of Economics</strong>&lt;sup&gt;^&lt;/sup&gt;</td>
<td><strong>Microeconomics</strong>&lt;sup&gt;^&lt;/sup&gt;</td>
<td><em>Either choose a total of FOUR units from Economics options</em></td>
</tr>
<tr>
<td><strong>EC1102: Quantitative Methods in Economics I</strong>&lt;sup&gt;^&lt;/sup&gt;</td>
<td><strong>Macroeconomics</strong>&lt;sup&gt;^&lt;/sup&gt;</td>
<td><em>OR</em></td>
</tr>
<tr>
<td><strong>EC1103: Economics Workshop</strong></td>
<td><strong>Quantitative Methods in Economics II</strong>&lt;sup&gt;^&lt;/sup&gt;</td>
<td>A total of <em>THREE</em> units from third year units AND ONE 2&lt;sup&gt;nd&lt;/sup&gt; yr unit from another dept++</td>
</tr>
<tr>
<td><em>And Either:</em></td>
<td><em>(To be available in two streams)</em></td>
<td></td>
</tr>
<tr>
<td><strong>EC1111: International Economics Policy</strong> (Half Unit - Autumn)</td>
<td><strong>Either choose TWO half units from:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>EC1114: Economic Philosophy</strong> (Half Unit - Spring)</td>
<td><strong>EC2211: Financial Markets and Institutions</strong></td>
<td><strong><a href="https://www.royalholloway.ac.uk/economics/currentstudents/undergraduates/undergraduatevault.aspx">https://www.royalholloway.ac.uk/economics/currentstudents/undergraduates/undergraduatevault.aspx</a></strong></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td><strong>EC2212: Industrial Growth and Competition</strong></td>
<td></td>
</tr>
<tr>
<td>One Unit from another dept ++</td>
<td><strong>EC2215: Personnel Economics</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>EC2216: Economic Growth</strong></td>
<td><strong>F&amp;B Econ students must take EC3313 and EC3314</strong></td>
</tr>
<tr>
<td></td>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>One 2&lt;sup&gt;nd&lt;/sup&gt; yr unit from another dept++</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>F&amp;B Econ students must take EC2211 and EC2212.</strong></td>
<td></td>
</tr>
</tbody>
</table>

^ required to take and **pass for progression** onto the next stage (MNC).
++ *BSc Economics Students are allowed to take a maximum of two units from a particular ‘outside’ dept.*
- THE MAJOR IN ECONOMICS DEGREE, BSc (Econ) Economics with (Minor Subject). Same as BSc Economics, but with fourth unit as unit in your minor dept.

- **ECONOMICS AND MANAGEMENT**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
<th>FINAL YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC1101: Principles of Economics**</td>
<td>EC2201: Microeconomics**</td>
<td>Two Economics units</td>
</tr>
<tr>
<td>EC1102: Quantitative Methods in Economics I**</td>
<td>EC2202: Macroeconomics**</td>
<td></td>
</tr>
<tr>
<td>MN1205 International Business</td>
<td>60 Management Credits – consult SoM</td>
<td>60 Management Credits – consult SoM</td>
</tr>
<tr>
<td>MN1305 Markets and Consumption</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MN1405 Accounting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MN1705 Organisational Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(all half units)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** required to pass for progression and normally required to pass for the award of the relevant degree title
# Accounting, Finance and Economics

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
<th>FINAL YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC1101: Principles of Economics**&lt;br&gt;EC1102: Quantitative Methods in Economics I**</td>
<td>EC2201: Microeconomics**&lt;br&gt;EC2202: Macroeconomics**</td>
<td>EC3314 Financial Economics&lt;br&gt;+30 EC credits</td>
</tr>
<tr>
<td>MN1205 International Business&lt;br&gt;MN1305 Markets and Consumption&lt;br&gt;MN1405 Accounting&lt;br&gt;MN1705 Organisational Studies (all half units)</td>
<td>MN2915 Employability&lt;br&gt;MN2205 Strategic Management&lt;br&gt;MN2405 Managerial Accounting&lt;br&gt;MN2415 Financial Management</td>
<td>MN3345 Strategic Management Accounting&lt;br&gt;MN3365 Strategic Finance&lt;br&gt;+30 MN credits</td>
</tr>
</tbody>
</table>

** required to pass for progression
<table>
<thead>
<tr>
<th></th>
<th>BSc Economics &amp; Mathematics</th>
<th>BSc Finance &amp; Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>first year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>EC 1101</strong>^</td>
<td><strong>EC 1101</strong>^</td>
</tr>
<tr>
<td></td>
<td><strong>EC 1133</strong> ***</td>
<td><strong>EC 1133</strong> ***</td>
</tr>
<tr>
<td></td>
<td>2.5 Maths units</td>
<td>2.5 Maths Units</td>
</tr>
</tbody>
</table>

|                  |                             |                           |
| **second year**  | **EC 2201**^                | **EC 2201**^              |
|                  | **EC 2202**^                | **EC 2202**^              |
|                  | one half unit               | one half unit             |
|                  | from Economics 2nd year     | from Economics 2nd year   |
|                  | options                     | options                   |
|                  | 1.5 Maths Units             | 1.5 Maths Units           |

|                  |                             |                           |
| **final year**   | Choose 2 units from         | - **EC 3314*****          |
|                  | Economics final year optional units | Choose one unit (or two half units) from Economics final year optional units |
|                  | AND                         | AND                       |
|                  | a total of 2 units from     | 2 Maths Units             |
|                  | Maths options               |                           |

^ required to take and pass for progression onto the next stage.
*** required to take but not required to pass for progression (Mandatory - condonable)
<table>
<thead>
<tr>
<th></th>
<th><strong>BSc Economics, Politics and International Relations</strong></th>
</tr>
</thead>
</table>
| **first year** | - EC 1101^  
|                | - EC 1102^  
|                | + Two PIR options                                     |
| **second year**| - EC 2201^  
|                | - EC 2202^  
|                | Choose TWO units from available courses in Politics and International Relations |
| **final year** | Choose TWO units from Economics final year options    |
|                | Choose TWO units from Politics and International Relations final year options |

^Pass Required for Progression

**PPE Programmes** - First year, EC1101^, EC1102, Politics^, Philosophy^ course.

^Pass Required for progression
How to register your courses

Make sure optional non-economics courses are signed off by the relevant department.

You are responsible for making sure you are signed up for the correct units and the correct number of units.

Sign the form, **hand in as soon as possible** and by the end of next week. May not be able to access **Moodle** until form is returned.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Value (Hrs)</th>
<th>Resit (S)/ Repeat (P)</th>
<th>Initials of Staff Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC1101</td>
<td>Principles Of Economics</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EC1102</td>
<td>Quantitative Methods Of Economics</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EC1103</td>
<td>Economics Workshop</td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Options: (Need 120 credits)

I CERTIFY THAT THE ENTRY PROCEDURES FOR THE COURSES LISTED ABOVE HAVE BEEN CORRECTLY COMPLETED.

DEPARTMENTAL COURSE TUTOR/ADVISER

STUDENT
Lectures and Seminars

Lectures
– Delivery of course material and to guide students.
- Commence next week

Seminars
– Problem sets/group exercises. (allocated soon – see notice board).
- Attend one seminar per course per week; except EC1102 in spring which also have computer seminars.
- Attendance is monitored – unauthorised absence will initiate the formal warning process. See note on registering attendance/absences.
- Commence the week after next

- All classes commence 5 minutes past the hour.

- Reading week: 6th week of classes – no lectures/seminars in Economics.
Attendance Monitoring

• Attendance to lectures and seminars is compulsory.
• Seminar attendance will be registered electronically via a named register.
• Spot check can happen during lectures.

Absence Recording

• Standard college form to fill in (included on USB stick).
• https://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx
Teaching takes place via lectures and seminars.

**Autumn Timetable:**

1. Work out which courses you are taking. Attend all lectures for the courses you are taking (below) **from next week**
2. Attend your seminar group (See noticeboard). These commence the **week after next** (location to follow).

![Autumn Timetable](https://www.royalholloway.ac.uk/economics/currentstudents/undergraduates/undergraduatevault.aspx)
COURSEWORK DEADLINES AND IN-COURSE TEST DATES

Do not hand work in to your teachers (unless told to do so otherwise)

All assignments must be handed in by 12 noon on the day indicated below to the Department Office (H209) and/or submitted to Turnitin via Moodle.

Please let admin staff know if you have extenuating circumstances - only academic coordinator can grant extensions.

For online submissions, a hard copy is usually not necessary. Where hard copies are submitted to the office, a receipt will be given,

See handbook Section 7.2

https://www.royalholloway.ac.uk/economics/currentstudents/undergraduates/undergraduatevault.aspx
Coursework submission

The following information will be provided to you:

• **Assessed coursework** (anonymous). E.g. EC1103 Essay  
  - submit to Turnitin/JISC via Moodle.
  
  If a hard copy is required:
  - print and include **first page** of Turnitin receipt, attach to their coursework
  - submit to departmental office H209 before noon on the deadline date or earlier.
  - fill in assessed coursework submission form, keep receipt.

• **Non-assessed coursework**. E.g. EC1101 Essay  
  - submit to Turnitin via Moodle, make note of **submission reference number**,
  
  If a hard copy is required:
  - print off an non-assessed coursework submission sheet from the department website, staple the submission sheet to the coursework
  - submit it to the **non-assessed coursework drop-box** (H209). The box will close at noon.

• If the course tutor wishes to use an alternative submission method (for example electronic submission), students will be informed about this, and any questions should be directed to the course tutor.
Student Visa Legislation

Due to the introduction of the points based immigration system, the UK Border Agency/UKVI has made it a legal requirement for colleges to report students admitted to the college on a student visa who do not appear to be in attendance.

Such students will be issued with warnings, both formal and informal, and failure to respond to these warnings will result in the college notifying the UK Border Agency/UKVI and the student having their student visas withdrawn.
Requirements to pass each course:

• Achieve a grade of > 40% overall.
• Attend seminars, otherwise formal warnings process initiated.
• Complete all required courseworks to a satisfactory standard. Otherwise formal warning.
• Max. 2 attempts per course (cannot re-sit if passed)

**Special tutoring** – see email and noticeboards soon. Department provides small group tutoring at no charge to the student for the following courses:

EC1101, EC1102,
EC2201, EC2202 and EC2203.

+ Student tutoring programme
Requirements to progress onto the second year

• Pass ALL courses OR

• Pass at least three units with no failed “Mandatory - Compulsory for progression” courses (e.g. EC1101 & EC1102) in all departments AND have failed course with grades above 30%. The overall average needs to be above 40%. You will need to pass this “condonable fail” next year.

What if you fail to progress?

• Retake failed courses next academic year.

• Some that fail to progress by a narrow margin, will be eligible for Sept/Summer resits. Exam will be held in Aug/Sep, progress if a sufficient number of units are passed. More details to be provided in the Spring term (Capped 40%)

• (Usually given a maximum of 2 attempts at an exam!)

• ~ 15-20% fail to progress into the second year.
- Requirements to progress onto the final year
  Pass ALL courses OR

  • Pass at least three units with no failed “Mandatory - Compulsory for progression” courses (e.g. EC2201/2501, EC2202) in all departments AND have failed course with grades above 30% (condonable fails – you are allowed 30 credits of condonable fails over the two years). The overall average needs to be above 40%. You will need to pass second year “condonable fail” next year.

- For some that fail to progress, but pass two units and fail other units with at least 30%, will be eligible for a September resit. Exam will be held in August/September, if a total of three units are passed, then progress.

- If you progress but failed any units, you may resit them along with your final year exams (subject to 40% cap).
- Students typically do better in year 2 and even better in year 3.
Extenuating Circumstances

• Important to provide evidence if you have suffered medical or personal problems that has affected your academic work (particularly exams).

• Please note that we promise only to consider your requests. Please do not assume that a request is automatically granted.

NOTIFICATION OF ABSENCE/ EXTENUATING CIRCUMSTANCES – DEADLINES:

As Soon as Possible – within 5 days of returning for absences
See 7.1 of student handbook for procedures.

See also
http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx
College policy on Calculators in Exams

• The Department will provide all students with a new calculator free of charge.

• This must be used during tests and exams. (Check other department for acceptability)

• Pick yours up during department/course registration.
Plagiarism

• The Department and College regard plagiarism as a serious offence for which stringent penalties can be imposed. (All students must take college’s avoiding plagiarism course and answer a quiz in Moodle EC1101 http://moodle.rhul.ac.uk [and EC1103/33])

• Plagiarism is not just about copying material from books, journals, or another essay. Presenting the ideas of others as your own is plagiarism.

• Can result in obtaining a mark of zero or a formal warning which eventually leads to expulsion.
Personal Advisor System

- Roles:
  (i) To try to identify students whose performance is a cause for concern.
  (ii) To receive feedback from students about the College and Department in general or about particular aspects of their course.
  (iii) To inform students of the various services and facilities available at Royal Holloway for dealing with particular problems.

- First Years: must meet with advisor next week → Keep an eye out on your email.
- Allocations already online.
- Good idea to meet regularly.
Feedback

Feedback to students is given in a variety of ways.

**Informal Feedback:**
- Seminar discussions
- Day to day communication between students and academic staff
- Visiting academics during office hours
- Appointments with your personal advisor

**Formal Feedback:**
- Coursework (assessed and unassessed)
- Class tests
- Problem sets
- Verbal and written feedback
- Online learning platforms
Departmental Communications:

Email
All students should use their College email address. Important or even urgent information is often sent there. For example, you will normally be alerted by email on lecture cancellations due to staff illness, or on unforeseen seminar room changes.

Pigeon Holes
Letters for students, addressed to the Department, will be left in the pigeon holes in the ground floor corridor in Horton. Please check your pigeonholes regularly. Important notices are often sent there.

Facebook (RHULECON), Twitter (@RHULECON).
Please also check the student noticeboards regularly.

**Check postal address details are correct!**
Get Involved

• Join various societies via the SU
• Royal Holloway Passport
  – Formal recognition for activities you participate in. Run by the Careers Office.
  – Economics Dept. Activities
    http://www.rhul.ac.uk/economics/currentstudents/economicsrhulpassportactivities.aspx
    • Student Ambassador
    • Student Mentor (Peer Guide)
    • Student Tutor
      – If you require extra academic support there are student volunteers who want to help.
Student Staff Liaison Committee
Wide ranging remit to consider all aspects of Department that relate to students. Forum to consider issues raised by individual students via their elected course reps.

What is a Course Rep?
• A voice for peers
• Attend SSLC meetings
• Trained by the Union
• Collect feedback from Peers
• Consult with Staff

Feedback to Students and the Union
Why be a course rep?

- Good chance to meet and help others
- Develop organisation, leadership, negotiation, meeting experience and team-working skills
- 1-2-1 support from SU
- Get a certificate
- 20 passport points
- Access to further training
- Awards ceremony to celebrate

– Student members of SSLC elected by e-ballot W/C 3 Oct. If you would like to serve on SSLC simply email sslcecon@rhul.ac.uk before end of week 2 (next week). All candidates will be allowed one email to everyone in their constituency (ie 1st yr/2nd yr/3rd yr).

– Student union induction/training for reps.
Upcoming events:

Global Economics Café

Come and Join us every Friday between 12-3pm @Economics Hub

Global Econ Café; what’s it all about?

A place where Economics students can come together:
- Talk to peers and share what’s on your mind
- Ask staff questions in an informal setting
- International, and national, students can connect
- Free soft drinks and snacks provided

The Global Econ Café will have a native Chinese speaker

中文助理 Selena Ou 会协助留学生同学解答有关学习问题

Any questions please contact shareen.holmer@rhul.ac.uk or Selena.ou@rhul.ac.uk . 如果您参加不能来参加，欢迎与 Selena 联系。

ALL Economics Students WELCOME!

Economics Autumn Ball 2016

Friday 21st October

Tickets are £10 each from the Econ Admin Office

Keep an eye on the Horton Building notice boards, the departments online events page and our Twitter & Facebook pages for more events throughout the year.

If you are interested in becoming one of our Events Ambassadors please drop into the Economics Departmental Office.
College Services (Free)

• You should familiarise yourself with the facilities available to you offered by the college such as
  – Disability & Dyslexia Services/Educational Support Office
  – Centre for the Development of Academic Skills
  – Careers Centre
  – Library
  – Health Centre
  – Student Counselling Service
  – Chaplaincy
  – Computer Centre
  – Student Union