DEPARTMENT OF ECONOMICS

UNDERGRADUATE STUDENT HANDBOOK

2018/2019
Disclaimer

This document was published in September 2017 and was correct at that time. The Department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term ‘Department’ is used to refer to both ‘Departments’ ‘Centres and ‘Schools”. Students on joint or combined degree programmes will need to use two departmental handbooks.

An electronic copy of this handbook can be found on your departmental website (https://www.royalholloway.ac.uk/economics/currentstudents/undergraduates/undergraduatedevault.aspx) where it will be possible to follow the hyperlinks to relevant webpages.
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Introduction to the Department

1.1 Welcome

We extend a warm welcome all new and returning students to the Department of Economics. We are committed to providing one of the best undergraduate programmes in the UK. To ensure a breadth of perspectives on economics, our staff come from a broad range of academic backgrounds. Staff have studied and taught at leading universities throughout the world, including Cambridge, Oxford, the LSE, Chicago, Yale, and Harvard and include Prof. Hamermesh winner of the IZA Prize in Labor Economics and the SOLE Mincer Award. The programme maintains the highest standards of a traditional academic degree.

Economics is a rigorous and technical degree that will equip students for the challenges and uncertainties of the future. While a technical comprehension of Economics and Statistics is important to understand the important issues of today, we additionally explore a wide variety of economic ideas and applications as part of the undergraduate degree. Students on the programme will gain the technical skills vital for careers in public and private management, in government and non-governmental agencies, and in the financial sector. But they will also gain
the depth of understanding of economic applications to human behaviour and to policy that provides a fuller background to these careers or to further study in fields such as economics, law, accounting, and finance.

In the most recent Research Assessment Exercise, the Department established itself as one of the major research departments of Economics in the UK. In contrast to some of the other major research departments, however, we continue to emphasise the undergraduate programme and to ensure that the top professors teach on the undergraduate programme. We have chosen to have a relatively small and select postgraduate programme, with about 50 Masters and PhD students in residence.

We encourage you to participate fully in the life of the Department and the College. We are pleased that you have joined us in the Department, and we look forward to working with you during your time here.

Professor Arnaud Chevalier
Head of Department
1.2 How to find us: the Department

The Department of Economics is located in the Horton Building. This can be found on the College campus map as building 20.

1.3 Map of the Egham campus

Student parking is limited and a parking permit is required. This can be obtained online via http://royalholloway.firstparking.co.uk/.
1.4 How to find us: the staff

CONTACT DETAILS

Head of Department: Prof Arnaud Chevalier 01784 413968 Horton 305
Arnaud.chevalier@rhul.ac.uk

Undergraduate Director: Dr Hui-Fai Shing 01784 414190 Horton 215
H.shing@rhul.ac.uk

Academic Staff:
The full staff list can be found at the following link:
Academic Staff

Support Staff:
Katrina Hart Horton 209
Administrator/Reception Katrina.Hart@rhul.ac.uk 01784 414005

Selena Ou Horton 209
Administrator/Reception Selena.Ou@rhul.ac.uk 01784 414005

Karen Windle Horton 209
Post Grad Administrator Karen.Windle@rhul.ac.uk 01784 413381

Eliza Bailey Horton 209
UG Administrator & Year 1 Eliza.Bailey@rhul.ac.uk 01784 443383

James McEwan Horton 209
UG Administrator & Year 2 James.McEwan@rhul.ac.uk 01784 443891

Fathima Uddin Horton 209
UG Administrator & Year 3 Fathima.Uddin@rhul.ac.uk 01784 276296

Victoria Amoah Horton 218
Department Manager Victoria.Amoah@rhul.ac.uk 01784 443983

1.5 How to find us: the Departmental office

The Department Office is located in H209 in the Horton Building.

1.6 The Department: practical information

All Undergraduate enquiries should in the first instance be directed to the Economics Reception Desk, located in the Horton Building Department Office. The Office is open every day between Monday and Friday 9.00am to 4:00pm except for a one hour lunch closure between 12:30pm and 1:30pm. An undergraduate administration team member will be available whenever the reception is open.
1.7 Staff research interests

Up to date information on staff research interests can be found on the staff directory: Staff and Research Interests.

2 Communication

It is vitally important that you keep in touch with us and we keep in touch with you. Members of staff will often need to be able to contact you to inform you about changes to teaching arrangements, special preparations you may have to do for a class or meetings you might be required to attend. You will need to be able to contact members of the Department for example, if you are unable to attend a class, or wish to arrange a meeting with a tutor or your Personal Tutor.

Email to your College email address is routinely used and you should check regularly (at least daily) if any official communication has been sent to your email address. Do not ignore the email as it will be assumed that it will have been received by you within 48 hours, excluding Saturdays and Sundays.

You should also make a habit of checking the student pigeonholes in the Department.

2.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the Student Portal (Campus Connect) or direct via Outlook.com http://outlook.com/ Email to this address will be used routinely for all communication with students. Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you check your emails once a day. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

The College provides a number of PC Labs around Campus for student use, and you can also use your own laptop/smart phone, so the Department expects you to check your email regularly. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. Just deleting messages is not sufficient; you must clear the ‘Sent Items’ and ‘Deleted Items’ folders regularly. It is your responsibility to make sure your College email account is kept in working order. If you have any problems contact the IT Service Desk http://itservicedesk.rhul.ac.uk/
The Economics Department will only use the address in the College Global Address List and does not use private or commercial email addresses, such as Hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted/forwarded to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting http://help.outlook.com/ and searching for forwarding (you may need to use IE browser to access this as the link does not work on some browsers). This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, Hotmail, it will not be deleted from the Royal Holloway account. Please ensure you log on to your College account regularly and conduct some account maintenance or your account may become full and therefore will not forward messages.

If you send an email to a member of staff in the Department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research.

2.2 Post

All post addressed to students in Economics is delivered to the student pigeonholes (alphabetical by surname) in the Horton Building outside of room 209. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Academic Services is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

2.3 Telephone and postal address

It is your responsibility to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date on the Student Portal (Campus Connect). There are occasions when the Department needs to contact you urgently by telephone or send you a letter by post.

The Department does not disclose students’ addresses and telephone numbers to anybody else (including relatives and fellow students) without the student’s specific permission to do so.

2.4 Notice boards

The official student notice boards are on the walls in the Horton Building. Every effort is made to post notices relating to class times well in advance, but
occasionally changes have to be made at short notice and in that case email will be used.

**It is your responsibility to check the times and venues of all class meetings and of any requirements (e.g. essay deadlines) relating to your courses. If in doubt, please ask!**

### 2.5 Personal Tutors

For first year students, a personal tutor will have been assigned to you already and you will have a time to meet with them during the Welcome Week. The lists are located on the year Notice Boards and emailed to you individually. If you have not been allocated a personal tutor then by the middle of October please e-mail the Undergraduate Administrator. It is important that you establish a relationship with your personal tutor as soon as possible. Members of staff operate an “Office Hours” system, whereby they set aside two hours a week for student appointments. This may work on a first come first served basis, or the Tutor may offer specific time slots for you to sign up against. Please arrange to make an appointment to see your personal tutor as soon as possible.

All first years will meet their personal tutor during Welcome Week where you can start to develop your academic relationship. Returning students should also see their Tutor during the first term to discuss their choice of options. Finalists will additionally have a meeting with their tutors in the Autumn term to discuss their plans for post-graduate studies and or employment.

The role of the tutor is to act as a friendly face; they are someone who can be relied upon to write references and should be consulted if the student has any non-academic problems. If you should have specific academic queries then you should make arrangements to see either the course lecturer or your workshop leader. Whilst the Personal Tutor cannot counsel students who are experiencing specific personal, health or housing problems, they can direct their tutees to the appropriate campus services.

### 2.6 Questionnaires

Towards the end of each course unit, you will be asked to complete a short questionnaire that is designed to assess reactions to courses and lecturers. The objective is to pick up any problems that may have occurred with a view to rectifying the situation in the future. Your co-operation in completing these questionnaires is much valued. These are then used in the Annual Review of the Department where your information may help the Department to improve the courses or our service to you.

Final year students are asked to complete the online National Student Survey (NSS), which takes place during the Spring Term and Easter break. The survey
consists of about 22 questions on aspects of your degree that include the
content of the courses, the enthusiasm of the teachers, the assessment and
feedback regimes, the learning resources, and the support given to your
intellectual and personal development. There is also the opportunity to provide
additional comments on the positives and negatives of your student
experience. The NSS is a very important survey and is one that provides students
with the opportunity to assess their programme as a whole. Both the
Department and the College take the survey very seriously and results in the
past have been an important tool guiding plans for improvement of course
structures, library provisions, and more. A Department needs at least 50% of its
students to complete the survey in order for the results to be published, but we
hope that every student on our programmes will take the opportunity to
complete the survey.

2.7 Space

The Hub in Horton 223 was opened in January 2013 to provide study space for
undergraduate Economics students. The room can be accessed using your
college card 24 hours a day, but there will be occasions when the Hub will not
be available for example during:

- UCAS & open days
- Events for Economics students

Details will be posted on the door of periods when the Hub will not be
available.

There are some very simple house rules for the Hub that must be followed:

- The facility is for Economics students only and that does include
  those on joint Economics degrees, but friends from other
departments are not permitted to use the Hub and should use study
space elsewhere in the College
- Please keep the room tidy. You are welcome to eat your lunch in
  the Hub, but tidy up after you have eaten and please be
  considerate of others.

Although the Hub is open 24 hours we suggest that in the interests of your
personal safety that you do not work alone in the Hub after 5pm.

2.8 Staff Availability

Please note that many staff in the Department of Economics are active
researchers, which means that staff can be away from their Royal Holloway
conducting their research in one of the two teaching semesters.

Office hours for all lecturers are posted outside each lecturer’s office. Lecturers
set aside a specific period of at least two hours each week to see students.
Please remember that lecturers have extensive research, teaching and
administrative duties, and you should not expect to be able to see them with enquiries outside these hours. Staff who are on sabbatical leave are not available for office hours.

If you have waited for at least 15 minutes to see a lecturer during their office hours and you are unable to locate them, please inform the Economics Reception who will try to locate them for you. Please also remember to knock and wait for a reply before entering any of the academic offices.

2.9 FAQ’s

What to do if you have a problem on a specific course unit (I do not understand the assignment question)
See your workshop/seminar tutor or course lecturer first. If you cannot find them, try your personal tutor.

You need an extension for your assignment
Extensions are only given in exceptional circumstances. When you log into Campus Connect you can apply for an extension under the ‘Extensions’ heading in the My Studies Tab.

You have a problem with your specific degree programme (I am not sure if the choices that I made on my degree course units were entirely appropriate)
See your Programme Director.

You have a general problem with your studies (I want to change degree/university)
See your Programme Director. If you cannot find them, try your personal tutor.

You have a general personal/social/academic problem (am I studying for too long, should I take that part-time job, I don’t get on with my flat mates)
See your personal tutor. Remember that you can also speak to the confidential Student Counselling Service for personal and social problems.

The lecturer you would like to see is on sabbatical
Check on the year notice board to see who is standing in for your tutor. If your Tutor is on sabbatical you should approach your Programme Director.

You have a general or specific complaint
In the first instance you should raise the problem with the person concerned. If this is not suitable then there are two channels to follow:

a) Arrange to see the Programme Director and following that the Head of Department;
Or
b) Contact a student representative on the Student Staff Liaison Committee who can raise your concern in the meetings, or bring the matter directly to the School’s attention. Student feedback questionnaires for each course unit are reviewed as part of our annual monitoring process. Ultimately, students have recourse to the College Complaints Procedure (available on the web).
3 Teaching

3.1 Dates of terms

Term dates can be found on the College website.

http://www.royalholloway.ac.uk/aboutus/collegecalendar/home.aspx

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/ or miss lectures/ seminars/ practical’s etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see 3.4 below). During the summer term, after the summer examination period, you are expected to attend all required academic activities organized by your department(s) and to be available should you be required to meet with College staff for any reason.

3.2 Academic Timetable

Your individual timetable is available to see online via Campus Connect. You can download this to a personal calendar if you wish. You should check your timetable regularly as it links to the live Timetabling system, so will update automatically to reflect any changes. Timetable changes within two working days will be notified by email to your RHUL account. You will receive separate communications by email and on Campus Connect about exactly how to access and download your timetable.

3.3 Reading weeks

The Economics department has two reading weeks; one in the Autumn term and one in the Spring term.

Autumn Term Reading Week - w/c 5th November 2018
Spring Term Reading Week - w/c 18th February 2019

For students on joint degree the dates above also apply for the reading weeks in the following departments: Management, Modern Languages & PIR. The department of Mathematics does not have a reading week and students on joint degrees with the Maths department are expected to attend their scheduled Maths classes during the Economics reading weeks.

3.4 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending
regularly and progressing with their studies. While it is essential that you attend all the compulsory learning activities related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the Economics Department has set a minimum attendance level at 80%. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements.

Your regular attendance in class and consistent engagement with your studies are fundamental requirements of your learning experience with the College. As such, failure to attend and/or absence without permission can result in serious consequences and may lead to disciplinary action, including the termination of your registration (see 3.4.6). Your ‘classes’ are any learning or teaching activity deemed essential to your programme of study. The term is used to encompass a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings your Personal Tutor.

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. With regard to paid employment during the course of your programme of study with the College, the Undergraduate Regulations (http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx) stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department(s) in which you are studying as early as possible, citing the reasons for your non-attendance. The department will make a decision on whether or not to authorise your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Tutor or Year Tutor. In addition, an extensive range of additional support, guidance and advice is readily available from the College’s Welfare & Wellbeing Services (Academic Services Directorate) (https://www.royalholloway.ac.uk/students/help-support/help-and-support.aspx). The Students’ Union also operate an Advice and Support Centre, details on which can be found here http://www.su.rhul.ac.uk/advice.
3.4.1 Your responsibilities in relation to attendance

Your responsibilities around attendance and engagement include:

- attending all classes necessary for the pursuit of your studies (including lectures, seminars, practical and personal tutorials);
- undertaking all summative and formative assessment requirements for your courses;
- attending all meetings and other activities as required by the department(s) in which you are studying;
- where you experience any form of difficulty in attending classes, for whatever reason, contacting the department(s) in which you are studying to notify them of your circumstances at the earliest possibility.

You are expected to fully engage in your classes, undertaking any reading, research or further preparation identified between these sessions alongside punctual attendance. It is essential that you make suitable arrangements for travel to your classes and plan to arrive in good time, as teaching starts on the hour and finishes at ten minutes before the hour. You will be marked absent if you turn up late without good reason.

3.4.2 Departments’ responsibilities for monitoring attendance

The Economics Department will monitor your attendance at seminars. Tests and submission of assessed work and tests. It is your responsibility to complete any attendance register that is circulated and to make sure that your attendance has been noted. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying or the department in which you are taking courses in the case of electives, for example.

It is important that you attend all the learning activities related to your programme of study. Whilst attendance is compulsory at all learning activities, it is recognised that emergencies may occur at any time throughout the year and therefore as indicated above a minimum attendance requirement has been set.

You will be contacted in the event that:

i. you fail to attend for two weeks without providing notification of your absence;
ii. you display a pattern of absence that the department feel is affecting or is likely to affect your work
iii. you display a pattern of absence that the department feel is a cause for concern over your wellbeing or may point to a disability which you may not have disclosed.
3.4.3 College’s responsibilities for monitoring attendance

The College has a number of important obligations in relation to monitoring your attendance and engagement, including legal responsibilities under the Equality Act (2010). As a result, the College may adjust the attendance requirement for your programme but will only do this when such adjustment does not compromise competence standards or your ability to reach the learning outcomes of your programme. Any need to adjust attendance requirements will be treated case by case and discussed by the department with the Disability and Dyslexia Services (DDS) and Academic Quality and Policy Office (AQPO).

The College also has obligations places on it by UK Visa and Immigration (UKVI) (see 3.4.7 below).
### 3.4.4 Missing classes

If you are unable to attend College for whatever reason you must advise the department in which you taking the course(s) in question and complete the relevant **Notification of Absence Form**, which is available online.

[https://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx](https://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx)

**Figure 1 - Notification of Absence Form – Absence Due to Illness**

This must be submitted to the relevant department(s) together with the relevant supporting documentation either before your absence or within five working days of the end of the period of absence.

You should ensure:

a. That you advise the departments(s) - you must directly email one of the Undergraduate Administrators.

b. That you complete the Notification of Absence Form, copies of which are also available from the Health Centre.
c. That you submit the paperwork to your department(s) either before your absence or within FIVE working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level and coursework due for that week counted as not submitted. The completed and signed paperwork must be submitted personally to the receptionist in the Economics department.

d. That you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor.

Please note that filling in a Notification of Absence Form does not mean that your absence will be excused. It is your responsibility to follow up with your department to check whether or not your absence has been deemed acceptable (excused) or unacceptable (not excused).

This table shows the documentation that is required should you be absent for any reason.

<table>
<thead>
<tr>
<th>Reason for absence</th>
<th>Documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness up to and including 5 consecutive term-time days (excluding Saturdays and Sundays)</td>
<td>Completed Notification of Absence Form – Self Certification</td>
</tr>
<tr>
<td>Illness for more than 5 consecutive term-time days (excluding Saturdays and Sundays)</td>
<td>Completed Notification of Absence Form - Self Certification plus Formal Medical Certification signed by your GP or hospital consultant</td>
</tr>
<tr>
<td>Unrelated to sickness</td>
<td>Notification of Absence Form plus supporting evidence</td>
</tr>
<tr>
<td>Leave of absence request</td>
<td>Notification of Absence Form plus any departmental requirement must be met</td>
</tr>
</tbody>
</table>

Note:
- If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Tutor).
- The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor’s medical certificate from you in the event of multiple and/or sustained instances of self-certified illness.
- The departments in which you are studying are responsible for monitoring your attendance and engagement, and deciding whether a period of absence is deemed acceptable or
unacceptable (for further information please refer to the online guidance
http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx for details of what constitutes ‘acceptable’
and ‘unacceptable’ circumstances relating to absence). If deemed unacceptable the absence will be recorded as such and will count
against your minimum attendance level.

3.4.5 Missing an examination

In the event that you are unable to attend an exam (e.g. through reasons of
sudden illness), it is essential that you notify the Student Services Centre at the
very earliest possibility. Wherever possible, please try to ensure you contact
them via e-mail at student-enquiries@royalholloway.ac.uk before the
scheduled start of the exam with your name, student ID and confirmation of
the exam that you are unable to attend. Please include a brief explanation
within the email outlining the reasons for the non-attendance.

This notification will then be forwarded by the Student Services Centre to your
department so that they are aware of your non-attendance.

**Please note, this notification is not a substitute for formally notifying your
department of Extenuating Circumstances.** It is essential that you inform your
department and Chair of the Sub-board of Examiners by completing the
Extenuating Circumstances form. For further information, please refer to the
website

https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/
extenuatingcircumstances.aspx.

In the event that you do not complete the Extenuating Circumstances form,
your department will be unable to consider the reasons for your non-
attendance at your departmental Sub-Board of Examiners.

3.4.6 Consequences of failing to attend

As indicated in 3.3.2 above the Department may contact you if there are
concerns about your attendance

You are likely to be ‘invited’ to meet with a member of academic staff in your
department:

- If you fail to attend all learning activities in two consecutive weeks
  without providing an explanation

- where your pattern of absence is:
  - Considered to be having an effect your work or causing
concern for your well being

- Pointing to a possible disability that you may not have disclosed.
- Where your attendance is approaching the minimum attendance level.

You should take any meeting ‘invitation’ seriously. If you should have problems you are being offered an opportunity to seek advice and assistance. At the meeting the Department’s expectation of you will be made clear and the formal disciplinary process will be outlined to you.

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, the Department may issue you with a formal warning which can escalate to the termination of your registration at the College. You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning on and in the relevant regulations.

In situations where you are experiencing documented severe difficulties the Department and College will make every effort to support you and counsel you as to the best course of action. However, there may be cases where, although non-attendance is explained by an acceptable reason, your level of attendance falls to a level which compromises educational standards and/or your ability to reach the learning outcomes of the course. In such cases it will be necessary to implement disciplinary procedures as detailed above.

### 3.4.7 Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Visa, should your registration at the College be terminated for non-attendance or a general lack of engagement with your studies, you will be reported to the UKVI and your Tier 4 visa will be withdrawn. Alternatively, in line with the College’s legal obligations to UKVI, if you fail to meet the requirement of your Tier 4 visa to attend classes and complete assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations and the decision is not open to appeal. Please see our Undergraduate Regulations.

### 3.4.8 Seminar Attendance

First and second year students are allocated a seminar group in the first week of lectures. Students must attend the seminar to which they have been allocated and it is the student’s responsibility to sign the attendance register at their seminar. If you attend another seminar class you will not be credited with the attendance.
Final year students do not go through this allocation process, but must attend the seminars for their courses. Where there is a choice of final year seminar groups, the student is free to choose which seminar to attend, under this situation, if seminar numbers are not balanced, the department will ask for some students to change their seminar group. Please be aware that the choice of seminar class may be withdrawn for courses with a large number of students.

Additional remedial seminars are provided in the core 1st and 2nd year modules. These remedial seminars go through the same material presented in the regular seminars. Attendance at these remedial seminars is voluntary and not monitored. It is expected that students who struggle with the material covered in a given week’s seminar attend the remedial seminar the following week.

Some modules also offer an end of the year exam preparation session – more information on these will be made available during the Spring term.

3.4.9 Workload

As a full-time undergraduate student you are expected to spend approximately 1200 hours per academic year devoted to your studies. This amounts to about 300 hours per unit (150 per half-unit). The number of classroom varies between courses – in, for example, EC2201 Microeconomics it is 60 hours – the rest of the ‘budget’ for that course is expected to be used for independent study (course reading, working through problem sets, preparation of work for submission, revision etc). Instructors will allocate work on that basis. You should aim to study 20-25 hours a week during term time and more during vacations.

3.4.10 What we expect of you

The Department is committed to the provision of effective teaching, but the initiative for study and progression rests with the student. We expect you to,

• attend all lectures, tutorials, teaching laboratory sessions, problem classes and other points of contact with academic staff;
• spend sufficient time on self-study;
• submit assessed work in advance of deadlines and to a sufficient standard;
• behave in such a way that others around you can learn effectively;
• fulfill the administrative requirements of your degree programme.

We intend that the Department and the College be a friendly and supportive place in which study. You should find your degree programme intentionally challenging and we hope that you will respond positively and rise to meet the challenge. As well as the study of Economics, the degree programmes are also designed to allow you to develop qualities such as self-reliance and initiative,
the capacity to think rationally and independently, to apply economic principles to new problems, to work in a team and to write clear reports against a deadline.

Full information on what the department expect of students and what students can expect from the department is available in the student charter – to be signed during the introduction week.

3.4.11 Study methods and expectations

Remember that lectures provide an overview of a subject, but are not an end in themselves. Ideally, lectures should form the basis for your own further reading and research. To this end, in each course unit that you take, you will be given references, to academic journal articles as well as books, for further reading. Similarly, the textbook recommended for each course unit should be seen as a helpful introduction to the course unit. Seminars and workshops provide you with an opportunity to discuss a topic, ask questions, and develop practical skills. They are invariably linked with the lecture course unit, and in order to benefit fully from them, you should have thoroughly studied any relevant lecture notes and textbook chapters. Frequently, you will be asked to undertake particular assignments as preparation for a forthcoming seminar or workshop.

At University you are exploring knowledge for yourself within frameworks of guidance offered by lecturers. You can expect a considerable number of lectures, seminars and workshops, all of which you must prepare for. Many students on first arriving at University to read Economics are surprised to discover how much work they must do by themselves. As a general rule, we expect you to study for at least eight hours per day during the week and up to three hours per day during the weekend. To benefit from your degree, you need to acquire the habits of research, reading, learning and library work. In addition to work specifically undertaken for a course unit, you should begin to read on a wider basis, including quality newspapers and journals such as The Financial Times and The Economist. Such reading will inform all aspects of your degree studies, bringing home the importance and contemporary relevance of the issues under review.
4 Degree Structure

Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, courses which make up the programme and any programme-specific regulations are set out in the programme specification available through the Programme Specification Repository.

4.1 Department Specific

DEGREES PRIMARILY TAUGHT IN THE DEPARTMENT OF ECONOMICS

There are three groups of Economics degrees: Single Honours, Joint degrees and Minor degrees. For information on how and when you can change between these degrees see the section “Change of Degree Programme”.

SINGLE HONOURS / MAJOR IN ECONOMICS

Single Honours Economics - BSc (Econ) Economics L101
Single Honours Economics - BSc (Econ) Financial & Business Economics L111
Major in Economics - BSc (Econ) Economics with (minor subject) (L1, various)

Course director: Academic Co-ordinator

These single honours degrees are designed to give students a rigorous training in all aspects of Economics, and serve as ideal preparation for careers in public and private management, in government and non-government organisations, and in the financial sector. The BSc (Econ) Economics gives the student greatest choice of courses. In comparison, the BSc (Econ) Financial & Business Economics entails core units in second and third year. Three courses in the first year are common to all single honours programmes and major programmes in economics.

The Major in Economics degree requires the student to take one course a year in their chosen minor field (i.e. in another department). You must keep in close touch with your other department to ensure that you have chosen the correct minor course for your year.

JOINT DEGREE WITH THE SCHOOL OF MANAGEMENT

BSc Economics & Management LN12

Course director: Academic Co-ordinator (Economics)

BSc Accounting Finance and Economics L117

Course director: Academic Co-ordinator (Management)

These degrees combine the core programme of the Economics degrees with that of the Management degree. The two parts of the degree, while looking at similar subjects, use different methods to understand them. Economics uses primarily quantitative and formal analysis, while Management emphasises the
case study approach.

Economics is the "home department" for Economics & Management “Joint Honours” students. This means that we will deal with issues of registration and student welfare, and you should approach us with any questions or problems. You must also keep in touch with the School of Management departmental office. The School of Management is the home department for the Accounting, Finance and Economics programme.

**JOINT DEGREE WITH THE DEPARTMENT OF MATHEMATICS**

BSc Economics & Mathematics LG11
BSc Finance & Mathematics NG31

**Course director: Academic Co-ordinator (Economics)**

This degree combines the core programme of the Economics degrees with that of the Mathematics degrees, that are the most frequently used in Economics. These degrees provide an excellent background for a career in business or finance, since they develop the quantitative skills that are in the greatest demand. Economics is the "home department" for these joint degrees, and you should contact the Course Director with any queries.

**JOINT DEGREES WITH THE DEPARTMENT OF POLITICS AND INTERNATIONAL RELATIONS**

BSc Economics, Politics and International Relations LL12

**Course director: Academic Co-ordinator (Economics)**

The Economics and PIR degree combines the core programme of the Economics degrees with foundation and option courses offered by Politics and International Relations. These disciplines have many natural affinities between them, and their synergies lend themselves well to students who are interested ultimately in pursuing careers in various policy fields as well as in the areas of politics/international relations and economics generally, in both the public and private sectors.

Economics is the "home department" for Economics, Politics and International Relations “Joint Honours” students. This means that we will deal with issues of registration and student welfare, and you should approach us with any questions or problems. You must also keep in touch with the Politics and International Relations Departmental Office.

**BA POLITICS, PHILOSOPHY AND ECONOMICS**

The Politics, Philosophy and Economics (PPE) degree is different to other degrees offered by the department. Each year you will take four course units in Philosophy, Politics and Economics.

Students will take a common first year consisting of introductory course units in the principles of economics, quantitative methods, politics and government, and fundamental questions in philosophy.

In the second and third years students will have the flexibility to focus their
course units towards one or two of the main disciplines, graduating with one of three possible degrees: a BSc Politics, Philosophy and Economics for students who take a sufficient number of advanced Economics course units; a BA Politics, Philosophy and Economics for students who take fewer advanced level Economics courses; and a BA Politics and Philosophy with Economics for students who do not proceed to advanced-level Economics.

All students take a final year advanced seminar unit in politics, philosophy and economics that culminates with a dissertation.

**ECONOMICS AS A MINOR SUBJECT**

Students already on this programme must take EC1101, EC1102, EC2201 and EC2202. See the College prospectus for details of programmes. You should contact your home (Major) department with any queries.

**Course Structure**

**The first year** courses that are common to all the degrees are Principles of Economics and Quantitative Methods in Economics I (QMI)*. These provide the analytical framework of Economics and the quantitative and statistical tools used in Economics. For QMI all students attend three hours of weekly lectures plus an additional seminar class hour. These lectures cover calculus in the Autumn term and statistics in the Spring term. During the Spring Term students also attend computer sessions. Single Honours and Major in Economics students also take the Post Crisis Economics EC1103. This course is unique to Royal Holloway and gives you a chance to explore the great breadth of issues that can be analysed by using Economics. It has tutorial groups which allow students to discuss issues of Economics more widely. This course will also provide you with research and writing skills. LG11 Economics & Mathematics students and NG31 Finance & Mathematics take EC1133 Post Crisis Economics for joint Economics & Mathematics Students, a half unit course exclusive to them in which they attend EC1103 in the Autumn Term.

Students on a single honour economics degree need to take an additional 2 half-units, either in the department or in another department. Students failing to pass EC1101 or EC1102 will not be permitted to continue with their studies in Economics, these courses are non-condonable.

* Students on the programmes with mathematics do not take Quantitative Methods.
The second year courses build on the preliminary courses of the first year, and provide the full analytical framework for Economics. All students take Microeconomics and EC2202 Macroeconomics. For entrants embarking on the second year of an Economics Degree from September 2014, Microeconomics will be offered either in a more mathematical/formalised track (A) or more applied track (B).

Single Honours and Major in Economics students also take the second year course in Quantitative Methods II*. This course provides the more extensive knowledge of quantitative and statistical methods that is particularly important for careers as practising economists or financial analysts. This course will also offered at a more mathematical/formalised (track A) or applied level (track B) from September 2014 for entrants starting the second year of an Economics Degree from September 2014 onwards.

* Students on the programmes with mathematics do not take Quantitative Methods.

From September 2014 the choice of track A or B for Microeconomics and Quantitative Methods II will be based on individual students’ performance in EC1101 and EC1102, with the expectations that students need to have passed these courses with grades above 60 in order to join track A modules. The track A-courses open access to some specific optional modules in third year and are recommended for students expecting to apply for master programmes in Economics.

Single Honours Economics students may take another 2 half-units of optional courses in the department or in other departments. Students on the Financial & Business Economics degree must take the half-units, Financial Markets & Institutions and Industrial Growth & Competition. Students on the Finance & Mathematics degree must take the half unit Financial Markets & Institutions.

Students who started their degree before September 2015 that fail EC2201/EC2501 or EC2202 will lose Economics from their degree title and will instead be considered for the award of Social Studies in their degree title. Students who started their degree after September 2015 must pass these as they are non-condonable.

The final year applies the student's fundamental knowledge of Economics to specific fields of study. One of the optional courses is the EC3400 dissertation in Economics. Please read the section The Dissertation below and the dissertation handbook to find out about this course. Students on the Financial & Business Economics degree are required to take both Financial Economics half-units and both Industrial Economics half-units in their final year, along with two further optional units. Their dissertation must be in a topic related to Financial and Business Economics. Finance & Mathematics students must take both Financial Economics half-units in addition to a further economics optional unit. Students in the final year sometimes request an uneven balance of half
units between the Autumn and Spring Terms. Students are allowed to (but are not recommended to) take the equivalent of three half units during the autumn term and five half units during the spring term, or five half units during the autumn term and three half units during the spring term. Please note that this policy does not apply to students registered on EC3400 (Dissertation), who must register for an even balance of courses each term; please consult the EC3400 Rules and Guidelines for further information.

4.2 Course registrations

You can only register for four course units in each academic year (this excludes courses which are being resat). While you have the option of changing courses within the first two/three weeks after the start of teaching (excluding Welcome week) subject to agreement from the department, once you have submitted assessment for the course, you may not replace it with another either in that term or in a subsequent term (e.g. Spring term). Any courses that you wish to take on an extracurricular basis (that is, as extra and not counting towards your degree) must be identified at the start of the academic year or before any assessment has been completed for the course.

4.3 Change of programme

You are only permitted to change programmes up to a maximum of three weeks after the start of teaching (excluding Welcome Week) with the following exceptions:

- if the change is only in degree pathway title, which does not affect the course units taken and you are still taking the correct course units (worth 120 credits in total) as detailed in the relevant programme specification;
- if the change does affect the course units taken and you have to pick up an extra half unit in the Spring term but you would be taking the correct course units as detailed in the relevant programme specification and would have no less than 120 credits.

Changing your degree programme is a very serious decision. You must think carefully and take advice before deciding if this option is best for you. If this option is available you must collect a “Change of Degree Programme form” (COD) from the Department Administration Office. You will also need to consult the Academic Coordinator about a Change of Degree. Forms must be signed by the Department Manager and the Academic Coordinator as well as relevant staff in other departments if applicable.

Frequently asked Questions

Can I transfer to an Economics degree from another department’s degree programme?

This is treated as a new admission to the Economics Department and
candidates will therefore be expected to meet the normal entry requirements. Furthermore, we can only admit students if there is space on the programme.

Can I transfer from an Economics degree to another department’s degree programme?
The Economics Department will always allow students to transfer to another department’s degree programme. Note, however, that this can only be with the consent of the department you are transferring to.

Can I transfer from a joint Economics degree programme to a single honours Economics degree programme?
This depends on which stage you are at in your studies. If you are just starting your first year, we will allow this until the end of week 2 of the Autumn Term. If you have progressed from year 1 to year 2 (with >50% passes in your Economics units) we will also allow this up until the end of week 2 of the Autumn Term. After this we will not allow you transfer from a joint programme to a single honours programme.

Can I transfer from one single Economics honours degree to another?
This is usually straightforward provided the student has taken the required courses for the degree programme they wish to join.

4.4 Exchange Programmes

The College offers students the opportunity to study abroad for a year through the International Exchange programme and the Erasmus programme. Students are able to apply to study abroad in Europe or International institutions in the USA, Canada, New Zealand, Hong Kong, Korea and Japan, either as an integral part of their degree programme or as an additional year of study. Further details on participating in such programmes and restrictions placed on students in different departments are available at:

https://www.royalholloway.ac.uk/studying-here/studying-abroad/royal-holloway-students-studying-abroad/what-are-my-options
5 Facilities

5.1 The Library

The Library is housed in the Emily Wilding Davison Building.

Details, including Library Search, dedicated subject guides and opening times can be found online from the Library home page: http://www.royalholloway.ac.uk/library/home.aspx

The Ground Floor of the Library contains a High Use Collection bringing together much of the course reading into one area. The rest of the Library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work as well as many areas to work on your own. The Library contains a large number of PCs and has laptops to borrow to use in other study areas.

If you cannot find the specific items that you require in the Library, it is possible to gain access to the online resources of Senate House Library as well as access to use the Library’s physical collections or other university libraries. You can obtain further information on this here: https://intranet.royalholloway.ac.uk/staff/tools-and-links/library/using-our-libraries/using-other-libraries/using-other-libraries.aspx. The Information Consultant for Emma Burnett, who can be contacted at emma.burnett@rhul.ac.uk.

The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, go to:

https://intranet.royalholloway.ac.uk/students/campus-life/library/explore-our-collections.aspx

5.1.1 Books:

Library books tend to be heavily in demand at certain times (notably at essay deadlines and in the run-up to examinations) and to be under-used at others. Careful timing in your use of them (e.g. during the Summer and Christmas Vacations, or early in each term) will pay dividends. The Library has multiple copies of many of the most frequently-used works as well as a large collection of eBooks.
Books heavily in demand may be on short loan. Please consult the course tutor in good time if there are particular works which you would like to see on short loan.

We are always happy to consider students’ suggestions for more books. If you think that the Library does not have a book useful for a course you are following, or for a dissertation you are writing, or if you feel more copies of a book are required, please contact the library’s Information Consultant for your subject (and let your course tutor know). Be aware, however, that not all requests can be satisfied and that there is sometimes a delay between ordering and receipt depending on our supplier’s stock.

5.1.2 Online resources:

The Library provides access to an extensive online collection of journal titles in electronic, full-text format (e-journals), eBooks, online databases and an online library of multi-media material (texts, images, audio, films and mixed-media). All of these ‘e-resources’ are available via an extensive suite of student PCs in the libraries and around the campus (all connected to printers), laptops & most mobile devices (via the Campus Net Wi-Fi), as well as from off-campus (see below).

You will need to get used to consulting the key e-resources (such as our collections of primary sources, research material & online databases), eBooks, online reference material and electronic journal collections relevant to your subject area. These can be accessed on-line using the E-resources A-Z lists & the ‘Library Search’ service via links on the Library’s homepage. http://www.royalholloway.ac.uk/library

OR via the dedicated Library Subject Guides: http://libguides.rhul.ac.uk

In order to access the Library’s extensive and growing collection of e-resources off campus (e.g. from home) you will need to use the College’s Campus Anywhere (VPN) service (in some cases you may need to login direct to the e-resource). Details of how to use these services can be found on the Library Subject Guides or the Library’s ‘Help & Support’ webpages.

Ask the Library’s Information Consultant for your subject for details of how to use these e-resources (there is also plenty of help information on the Library Subject Guides).

5.1.3 Past exam papers:

Past exam papers can be useful as a guide to focusing your study as well as being an essential part of revision for your exams. The library provides online versions and you can search using Library Search or from the Exam Papers service on the Library home page.
5.1.4 Study space:

There are large silent study areas, group study areas & bookable group study rooms available in Bedford & Founder’s Libraries (some group study rooms maybe equipped with projectors, smart boards, white boards and / or flip charts).

5.1.5 Training:

All First Year Undergraduates receive an induction session about Library Services, but you will also have a training session scheduled in Autumn Term covering how to find and use the Library’s online resources for your subject area and also how to quickly and easily create effective searches that will help you find the information you need for your essays, projects & dissertations. You may also receive training on referencing and creating bibliographies using online tools & software.

It is essential that you attend these timetabled sessions as they will help you navigate through the wide array of resources available to you and be able to use the right ones for your study & research.

The Library also provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, see the ‘Training’ section of your Library Subject Guide:

http://libguides.rhul.ac.uk/

5.1.6 Help and advice:

If you have any questions about the Library’s services and collections or need help using the information and online services that we provide (including one-to-one training), please phone or email us, contact us via the ‘Ask a Librarian’ live chat service, or call in person at the library helpdesks.

If you have a query specific to your subject, the contact details for the Library’s Information Consultant for your subject can be found on the dedicated Library Subject pages:

http://libguides.rhul.ac.uk/

5.1.7 Using other libraries:

**Senate House Library** (University of London), Senate House, Malet Street, London, WC1E 7HU (020 7862 8462) [http://www.shl.lon.ac.uk](http://www.shl.lon.ac.uk).
As a student of the University of London, you have access to the University of London Library (Senate House Library), which is situated in Senate House, Malet Street, in Central London. This central Library has large reference collections and facilities for borrowing and is an important resource for print and online material for the Arts & Humanities and Social Sciences (with limited Science coverage). In order to obtain a Senate House Library card you must present your College ID card at the Senate House Library and complete a short application form. You also have access to SHL’s online resources and these can be accessed via the Library Subject Guides.

The British Library, 96 Euston Road, London, NW1 2DB (020 7412 7000)  
http://www.bl.uk.
Please check the BL’s web pages for registration and access regulations, or contact the Royal Holloway Library for advice.

Other libraries
You may also be able to register as a reader at the libraries of other Colleges if you can demonstrate that you need to use their collections. Please check the respective College Library’s web pages before visiting. More information about using other libraries can be found on the ‘Beyond RHUL’ section of the Library Subject Guides:

http://libguides.rhul.ac.uk/

5.2 Photocopying, printing and computing

5.2.1 Photocopying

The departmental photocopier is in constant use by office staff and lecturers. For this reason, we are unable to allow undergraduate students to use it. Instead you can use copier-printers (MFDs) located in the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available online: https://www.royalholloway.ac.uk/about-us/the-library/our-archives/copying-documents

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time.

5.2.2 Printing

Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the Library, and Computer Centre.
Departmental staff are unable, in any circumstances, to print anything out on your behalf. Copier-printers (MFDs) are located across the campus in the PC labs, the Library and Computer Centre. Further information on printing is available online:
https://www.royalholloway.ac.uk/it/printing/home.aspx

5.2.3 Computing

The Computer Centre provides a range of IT training sessions designed to enhance your current IT skills. These are available in both class-based and self-study formats and successful completion of the course is rewarded by a College IT Skills certificate. To participate in these sessions, go to:
http://www.royalholloway.ac.uk/it/training/home.aspx

6 Coursework Essays and Dissertation

If you choose to do a dissertation, you will be assigned a dissertation supervisor who will oversee your work. In most cases students are happy with the supervisory relationship. However, there are occasions where for some reason the supervisory relationship does not work and breaks down. If this happens, you should speak as soon as possible with the Academic Coordinator/Director of Undergraduate Studies or your Personal Tutor to see whether the problem can be resolved informally, e.g. through mediation, changing supervisor. You should not wait until after you have received your final degree results to raise the matter as it is very difficult for the College to resolve such matters or take remedial action at that point.

6.1 Coursework essay

Most Economics courses contain elements where students must sit an unassessed (formative) or assessed (summative) test and submit unassessed or assessed coursework. These elements must be attempted in order to obtain course credit. Details on how to submit these pieces of coursework can be found in section 7.2 of this handbook. All Economics modules have continuous assessment representing at least 25% of the final mark. The remaining marks are given in final examinations.

6.2 The Dissertation

The dissertation is an excellent opportunity for many students. It gives a chance to think independently about economics, to work one-to-one with a member of staff and to think about how economics is applied to real world problems. It also gives a specific talking point at job interviews and important practice in
research skills if you are thinking about doing an MSc.

However, this dissertation is not suitable for all students. Some students are better at solving set problems than independently thinking through a new question and thus struggle with their dissertations, taking too little initiative with their own work and expecting too much of their supervisors. A poor dissertation is not a productive use of your time. Thus you should give careful thought to whether taking the dissertation is the right option for you.

6.3 Choice of dissertation topic

Students will have to decide whether they want to do a dissertation by submitting a dissertation preference form by the fifth week of the summer term following their second year. Those that do opt to do a dissertation will be allocated a title and supervisor and are expected to meet with their supervisor once before the end of the summer term. Every effort is made to give students one of their first six preferences but no guarantees can be made.

Students should begin their dissertation over the summer, and failure to submit a satisfactory preliminary report (as judged by your supervisor in conjunction with the course coordinator) will result in you being taken off the course. Under these circumstances, you will be required to choose two half units during the Spring term of your third year to make up for the dissertation. For this reason students doing the dissertation must begin the year with an even balance of courses each term.

If you are in doubt about whether to sign up for EC3400, please speak to your personal advisor.

Details of deadlines regarding the dissertation can be found in the dissertation handbook.

6.4 The dissertation supervisor

Medical or exceptional circumstances may prevent you from submitting a piece of work on time. If so, you must obtain before the deadline WRITTEN PERMISSION to give your work in late from the Programme Director. The Programme Director will confirm the extension by email, print this out and take it to the Department office. This must be attached to your work when you submit it, or late penalties may apply.

Please note that extensions are only granted in highly exceptional circumstances.

6.5 Addressing the question set
You are reminded of the need to answer the question set by the course leader, using the prescribed techniques. If you neglect to answer the question or parts of your submission are not applicable to the work set, your assignment will only receive a mark for the areas the tutor has determined to be relevant. If your answer does not address the question at all or use the prescribed methods your assignment may receive a mark of zero.

6.6 Referencing

The department expects students to reference their work using the Harvard referencing system, the department will provide skills sessions to help students with this. Students should also acknowledge any help they have received for their written work.

6.7 Marking criteria

Department of Economics - Criteria for UG Degree Classes:

<table>
<thead>
<tr>
<th>MARKING SCALE</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>90 - 100 % Outstanding work showing an exceptional degree of knowledge and exceptional critical, analytical and problem-solving ability for a student at this stage of his or her studies.</td>
</tr>
<tr>
<td></td>
<td>80 - 89 % Excellent work showing a very high level of knowledge and excellent critical, analytical and problem-solving ability for a student at this stage of his or her studies.</td>
</tr>
<tr>
<td></td>
<td>70 - 79 % Excellent work displaying a very good knowledge and understanding of the subject together with an ability to critically evaluate selected aspects of current knowledge. Ability to suggest original solutions to problems which are complex but not entirely novel.</td>
</tr>
<tr>
<td>2.1</td>
<td>60 - 69 % Shows a good to very good knowledge and understanding of the subject. Displays ability to analyze, interpret and organize information to produce coherent accounts or solve relatively complex problems.</td>
</tr>
<tr>
<td>2.2</td>
<td>50 - 59 % Shows a satisfactory to good knowledge and understanding of the subject, but lacking in breadth and/or depth, or with some significant aspects omitted. Demonstrates an ability to solve limited, defined problems.</td>
</tr>
<tr>
<td>3</td>
<td>40 - 49 % Shows a general knowledge and understanding of the subject but very limited in breadth and/or depth. Demonstrates some ability to solve basic, familiar types of problems.</td>
</tr>
</tbody>
</table>
Knowledge and understanding of the subject are fragmentary, some aspects showing a basic level of understanding but other aspects displaying fundamental errors and/or omissions.

Knowledge and understanding of the subject are very limited, most aspects displaying fundamental errors and/or omissions.

Very limited evidence of knowledge or understanding.

Virtually devoid of knowledge or understanding.

<table>
<thead>
<tr>
<th>Fail</th>
<th>30 - 39 %</th>
<th>Knowledge and understanding of the subject are fragmentary, some aspects showing a basic level of understanding but other aspects displaying fundamental errors and/or omissions.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20 - 29 %</td>
<td>Knowledge and understanding of the subject are very limited, most aspects displaying fundamental errors and/or omissions.</td>
</tr>
<tr>
<td></td>
<td>10 - 19 %</td>
<td>Very limited evidence of knowledge or understanding.</td>
</tr>
<tr>
<td></td>
<td>0 - 9 %</td>
<td>Virtually devoid of knowledge or understanding.</td>
</tr>
</tbody>
</table>

7 Assessment Information

7.1 Illness or other extenuating circumstances

If you are taken ill or there are other extenuating circumstances that you believe have adversely affected your performance in relation to any aspect of your course/programme (for example, your attendance, submission of work, or examination performance) at any point during the academic year, you must inform your department(s)/school(s) in writing, and provide the appropriate evidence. Students are advised to carefully read the Instructions to candidates as well as the Extenuating circumstances – Guidance for students.

Extenuating circumstances are defined as unforeseen circumstances which are outside a student's control and which may temporarily prevent a student from undertaking an assessment or have a marked/ significant detrimental/adverse impact on their ability to undertake assessment by coursework or examination to the standard normally expected.

This means that such circumstances rarely occur. They are outside your control as they are:

- Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee that you will be involved in a car accident);
- Unpreventable – you could not reasonably do anything in your power to prevent such an event (e.g. you cannot reasonably prevent a burst appendix.)

It is these short-term (temporary) circumstances that the College normally regards as extenuating circumstances.

Inability to submit coursework

If you are unable to submit coursework through unexpected illness or other
acceptable cause (i.e. events which are unpreventable and unforeseeable) it is assumed that you will request an extension to the submission deadline from your department via the College’s online extension application portal. In order for an extension to be granted you will need to upload provide the department with adequate documentation in accordance with the guidance in Extenuating Circumstances – Guidance for Students. The decision on whether to grant an extension rests with your department.

Absence from an examination

The Sub-Board of Examiners may take the following into account when considering your results: if you miss an examination through unexpected illness, or other acceptable cause (events which are unpreventable and unforeseeable), if you commence an examination and have to leave due to acute illness or if you believe your performance on the day was seriously compromised by an unexpected and acute illness that you could not reasonably have be expected to have managed otherwise. You will, however, need to submit an Extenuating Circumstances form and have adequate supporting documentation in accordance with Extenuating Circumstances – Guidance for Students. You should also read the section Illness & absences from an examination and departmental assessments and extenuating circumstances in the Instructions to Candidates issued by Student Administration http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx for full details on how to inform your department about extenuating circumstances relating to missed examinations as well as the deadline for submission of such information.

Ongoing circumstances

If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College’s Welfare & Wellbeing Services (Academic Services Directorate) as soon as possible so that strategies to help you manage the situation can be considered e.g. you have an illness that does not constitute a disability, a family member is ill and needs your support or you have suffered an adverse life event.

It may be that the circumstances are severely impacting on your ability to study by causing you to repeatedly miss scheduled teaching and/ or impacting on your ability to complete assessments at the designated time. If this is the case and there is not a reasonable method available to enable you to manage the situation, you may need to consider, in consultation with your department and Welfare (Academic Services Directorate), whether it would not be in your best interests to interrupt until the issues have been resolved and you are able to fully commit to and benefit from your academic studies.
Ongoing adverse circumstances do not normally constitute extenuating circumstances as they are not unforeseen and in some cases may be preventable. As such, it is unlikely that the Sub-board will be able to take action to mitigate such circumstances. For further information, please read the Extenuating circumstances – Guidance for students.

Support and exam access arrangements for disabled students and those in need of support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, “a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities”. It is for such conditions and SpLDs that Disability and Dyslexia Services can put in place support and exam access arrangements. Please note that a “long-term” impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the Disability and Dyslexia Services Office for an assessment of your needs before support and exam access arrangements (‘reasonable adjustments’) can be put in place. There is a process to apply for special arrangements for your examinations. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see the section Students in need of support (including disabled students) for further guidance about registering with the Disability and Dyslexia Services Office.

Please note that if reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the Sub-board will not normally make further allowance in relation to your disability or SpLD.

7.2 Submission of written work

ALL deadlines are 12 noon for formative and assessed submissions.

The procedure for submitting assessed and non-assessed work differs; see the Coursework Deadlines on the Economics Page for Current Students for the submission dates. Please do not submit written work to individual course tutors or send written work by fax or email.

Assessed coursework must be submitted to Turnitin via Moodle, unless instructed otherwise by the course leader. In line with college rules, assessed work will be marked anonymously. Feedback will be then made available via the Turnitin link via Moodle once they have been marked.

For non-assessed coursework, students will also need to submit their work to
Turnitin via Moodle, they should make a note of their submission reference number, print off a non-assessed coursework submission sheet from the Economics Page for Current Students, staple the submission sheet to the coursework and submit it to the departmental office H209. Please see Penalties for late Submission of Work for further information.

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

You are also reminded of the need to follow instructions from tutors. If a course leader or TA asks for submitted work to be word processed and not hand written then it should be typed and all course leaders and seminar tutors reserve the right to refuse to mark hand written work if they have instructed you to do otherwise.

### 7.2.1 Term Dates

<table>
<thead>
<tr>
<th>AUTUMN TERM (AUT)</th>
<th>SPRING TERM (SPT)</th>
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<tbody>
<tr>
<td>Week Number</td>
<td>Week Commencing</td>
</tr>
<tr>
<td>Week 1</td>
<td>24 September 2018</td>
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<tr>
<td>Week 2</td>
<td>01 October</td>
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<td>Week 3</td>
<td>08 October</td>
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<td>Week 4</td>
<td>15 October</td>
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<td>Week 5</td>
<td>22 October</td>
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<td>Week 6</td>
<td>29 October</td>
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<td>Week 7</td>
<td>Reading Week 05 November</td>
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<td>Week 8</td>
<td>12 November</td>
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<td>Week 9</td>
<td>19 November</td>
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<td>Week 10</td>
<td>26 November</td>
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<td>Week 11</td>
<td>03 December</td>
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<td>Week 12</td>
<td>10 December</td>
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<tr>
<td>Week 13 - 16 Winter Break</td>
<td>17 December - 13 January</td>
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**SUMMER TERM (SUM)**

<table>
<thead>
<tr>
<th>Week Number</th>
<th>Week Commencing</th>
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<tbody>
<tr>
<td>Week 32</td>
<td>29 April</td>
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<td>Week 33</td>
<td>06 May</td>
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<td>Week 34</td>
<td>13 May</td>
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<td>Week 35</td>
<td>20 May</td>
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<td>Week 36</td>
<td>27 May</td>
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<tr>
<td>Week 37</td>
<td>03 June</td>
</tr>
<tr>
<td>Week 38</td>
<td>10 June</td>
</tr>
</tbody>
</table>

**Exam Period**

Graduation: 15-19th July 2019
7.3 Extensions to deadlines

You are expected to hand in your coursework assessments on time. However, unforeseeable or unpreventable circumstances may occasionally arise which prevent you from doing so. In this case you should apply for a deadline extension using the College’s online extension application portal. You must do this before the original deadline, and you will need to submit appropriate evidence to support your application. This will be considered by your department. If your application is approved then you will be sent an email confirming this, along with your new deadline for the assessment. If your application is rejected, you will be sent an email confirming the rejection and stating that the original deadline stands. If the application is pended then you may be asked to attend an interview in your department to discuss your application, and to bring in your supporting evidence in hard copy. If you submit too many extension applications then you will be required to meet your Personal Tutor, who may direct you to support services to help you meet your deadlines.

When you log into Campus Connect you can apply for an extension under the ‘Extensions’ heading in the My Studies Tab.

The link to Campus Connect is: https://campus-connect.royalholloway.ac.uk/web/portal/home

The link to the My Studies Tab is: https://campus-connect.royalholloway.ac.uk/web/portal/study

7.4 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section (13), paragraph (4) of the College’s Undergraduate Regulations.

Please ensure that you are aware of the deadlines set by your department(s) and also the requirements to meet this deadline, e.g. whether you need to submit electronic and/ or paper copies for your submission to be deemed complete (see submission of written work above).

Section (13) (4)

In the absence of acceptable extenuating cause, late submission of work will be penalised as follows:

- for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks:*
• for work submitted more than 24 hours late, the mark will be zero.’

*eg. an awarded mark of 65% would be reduced to 55% and a mark of 42% would be reduced to 32%.

If you have had extenuating circumstances which have affected your ability to submit work by the deadline these should be submitted in writing, accompanied by any relevant documentary evidence, to your department(s). As with all extenuating circumstances it is the discretion of the examiners whether to accept these as a reason for having not submitted work on time. Please see the section for details on submitting requests for extenuating circumstances to be considered.

7.5 Anonymous marking

In line with college regulations, all written assessed (summative) assessment is graded anonymously. Assessed work submitted to Turnitin will remain anonymous to graders until scripts are graded, so please do not include your name in your assignments.

Any assessed work handed into the office will have a frontispiece that is provided by the departmental office which you will then attach. Please make sure you include your candidate number and not your name for such pieces of work.

7.6 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section (13), paragraph (5) of the College’s Undergraduate Regulations:

Section 13 (5)

Any work (written, oral presentation, film, performance) which exceeds the upper limit set will be penalised as follows:

(a) For work which exceeds the upper limit by up to and including 10%, the mark will be reduced by ten percent of the mark initially awarded;

(b) For work which exceeds the upper limit by more than 10% and up to and including 20%, the mark will be reduced by twenty percent of the mark initially awarded;

(c) For work which exceeds the upper limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.
The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations or films.

In addition to the text, the word count should include quotations and footnotes. Please note that the following are excluded from the word count: candidate number, title, course title, preliminary pages, bibliography and appendices.

7.7 Return of written coursework

The full policy on the return of marked student work and feedback is available here.

Return of marked student work and feedback

All assessed work (other than formal examinations) should be returned with feedback within 20 working days* of the submission deadline, except in cases where it is not appropriate to do so for exceptional and/or pedagogic reasons. These may include the assessment of dissertations, final year projects, taped case studies, audio visual submissions, where the marking has been delayed due to staff illness and/or where an extension to the submission deadline has been granted.

The deadline for the return of the marked work with feedback should be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met for reasons such as those listed above, the revised deadline must be communicated to students as soon as possible.

*Working days are Mondays to Fridays inclusive when the College is open for normal business. This includes periods outside of College term dates (vacation periods), Weekends, Bank holidays and College closure days around Easter and Christmas/New Year are not regarded as working days (even if the Library is open on some of these days for study purposes).

Please note that even if annual leave is being taken the requirement to return assessed work with feedback within 20 working days of the submission deadline applies. This will mean that when taking annual leave, colleagues may have to manage return of assessments with feedback within a shorter period than 20 days.

Forms of feedback

Feedback should be available for all assessments/assignments, including dissertations, projects and examinations (see guidance below).

Feedback can be provided in a variety of formats. In addition to

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written/typed/on-line feedback on assignments, feedback can be audio/video recorded, provided verbally in classes/tutorials, etc. Feedback is typically provided by teachers on individual assignments, but can be an overview of the attainment of a group of students, for dissemination to students and possibly to Personal Tutors. Feedback can take the form of both comments relating to specific issues (e.g. marginal comments on written work), and general comments bringing the main points together.

Peer feedback can be a valuable activity for both provider and recipient in developing reflection and understanding.

Opportunities to compare feedback across a number of assessments should be provided to students periodically, e.g. through the Personal Tutor system.

**Feedback should be clear about academic performance**

The language used in feedback should explicitly match the assessment/marking criteria and attainment level descriptors, which should be provided to the students in advance of completing the assignment. Marking ‘rubrics’ can be helpful in many circumstances, while also recognising that it will not always be appropriate to deduce a mark mathematically from performance in each of the criteria.

Activities that help students to understand the assessment criteria in advance of being assessed can be extremely helpful. This might include self-assessment, peer-assessment, or assessing ‘model’ work.

Activities that help students to understand the feedback, for example group discussions, can also be extremely valuable.

**Feedback should be constructive**

Feedback should carry a respectful tone, and contain a balance of both affirmative and developmental comments. Affirmative comments foster confidence and identify good practices that should be continued. Developmental (feed-forward) comments should always be provided, and clearly identify attainable goals to improve performance in future assignments.

Feedback proformas etc. should be designed to ensure that ‘feed-forward’ comments, and other good practices, are included. The structure of the feedback might constitute a ‘feedback sandwich’. Potentially negative feedback can be framed in a constructive way, for example by commenting on the merits of features that nonetheless warrant further development.

There should be careful consideration of the number of developmental comments in a piece of feedback, avoiding over-long lists, and identifying an
attainable number of targeted actions to raise attainment from the current level in a structured feedback section. Comments on less central issues could be made elsewhere (e.g. marginal comments on written work).

Where an assignment has multiple markers, there should be explicit mechanisms to promote consistency in academic expectations, and in feedback approaches/volume.

Feedback timing

Assessment/feedback timings should be planned such that students receive feedback soon enough after the task for it to retain its relevance, and sufficiently in advance of upcoming related assignments to allow students to act upon the feedback.

Feedback should be returned within the College’s stipulated maximum feedback deadline (with the exception of specifically exempted assignments), see first section above.

Students’ use of feedback

Students should engage with the feedback provided on their assignments at the earliest possible opportunity, to ensure that they understand its relevance to their work, and that they can apply it to their subsequent assignments. Students should take all of the opportunities provided to obtain and benefit from feedback on their work, and be aware that it may take many forms (e.g. written, verbal, recorded, on line, from peers).

7.8 Assessment offences

The College has regulations governing assessment offences which can be found on the following webpage:

http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

Assessment offences include, but are not limited to, plagiarism (see 7.8.1 below), duplication of work, that is, submitting work for assessment which has already been submitted for assessment in the same or another course, falsification, collusion, for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work, failure to comply with the rules governing assessment (including those set out in the ‘Instructions to candidates’). The Regulations set out some of the types of assessment offences in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their
Personal Tutors or other members of staff in their department should they have any queries about what constitutes an assessment offence. The College treats assessment offences very seriously and misunderstanding about what constitutes an assessment offence will not be accepted as an excuse. Similarly extenuating circumstances cannot excuse an assessment offence.

### 7.8.1 Plagiarism

**Definition of plagiarism**

'Plagiarism' means the presentation of another person’s work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet.

Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student’s work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student’s work alone, without reference to further evidence.

### 7.9 Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact Disability and Dyslexia Services. Please note the deadline for making an application for Examination Access Arrangements is in January each year. Therefore it is in your interest to contact DDS as soon as you are able in the Autumn Term in order that you have time to get any necessary evidence required for the application.

### 7.10 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification and also more generally in the Undergraduate Regulations.

For details on the requirements for degree classification please see the section on the Consideration for the Award in the Undergraduate Regulations:
7.10.1 First Year Summer Resits

A Summer resit counts as an ‘attempt’ and therefore it will be the second and final attempt at the course assessment.

If you fail the Summer resit in EC1101 or EC1102 or fail to pass sufficient course units you cannot progress and you will have to leave. If you are doubtful about your ability to pass the Summer resit (given the short study time available and without access to lecturers and tutors) you should consider repeating the course, although this will prolong your studies for a further year. If you do not qualify to progress to the second year and you do not qualify for Summer resits (or you do not wish to avail yourself of this facility) you will need to resit or repeat failed courses the following year, or leave.

7.11 Examination results

Please see the Examinations & Assessments website for details of how you will be issued with your results.

The Examinations & Assessments website is the place where you can access the “Instructions to Candidates” and details of the examinations appeals procedures.

7.12 Calculators

The department provides all new students with an approved calculator (Casio fx-83GT PLUS); this calculator MUST be used for all Economics tests and examinations. Note that if you are a joint student, you may not be allowed to use this calculator for examinations in your other department, but the calculator from your other department cannot be used in Economics examinations. If you lose your calculator please replace it with a Casio fx-83GT PLUS and bring it to H209 where admin staff will apply the correct EC calculator label to the back of the calculator and the cover.

8 Student Support

8.1 Non-academic related enquiries & support

The Student Services Centre is located in the Emily Wilding Davison Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding, enrolment and graduation. For further details please visit http://www.royalholloway.ac.uk/ssc.

8.2 Students in need of support (including disabled students)

Your first point of reference for advice within the Department is the
Academic Co-ordinator, Dr Hui-Fai Shing. Inevitably, problems will sometimes arise that the Academic Co-ordinator is not qualified to deal with. The College offers a high level of student welfare support which includes a, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of student wellbeing financial, career and other advice. There is also an NHS GP practice (the Health Centre) on campus located in Founder’s East. Further details of each service can be found on the College web on the Student Welfare page.

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Disability and Dyslexia Services Office (DDS) representative is Dr Hui-Fai Shing. You must also contact the DDS (Founder’s West 143; Tel: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.ac.uk who will advise on appropriate sources of help. Further information is available on the College web on the DDS Support, health and welfare page.

8.3 Academic Skills Support

The Centre for the Development of Academic Skills (CeDAS) offers a variety of courses, workshops, 1:1 tutorials, online resources that aim to ensure all students at Royal Holloway reach their full academic potential in a range of areas, including academic writing, oral communication skills and maths and statistics.

Whatever your needs, CeDAS is there to ensure that you can perform to the best of your ability, whether it be through a workshop that introduces you to a crucial academic skill, a session within your department that focuses on writing in the discipline, a course that develops your confidence and competence in academic English language, or a 1:1 tutorial with a specialist to help you master a maths technique or sharpen your essay skills.

The Centre also oversees the Royal Holloway Proofreading Scheme, which enables students to pay for an approved third-party proofreader to identify surface error in final drafts. Please note that Royal Holloway does not permit the use of paid third-party proofreaders who are not part of this scheme.

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: @cedasrhul. Further details can be found on the CeDAS webpages: www.royalholloway.ac.uk/cedas.

8.4 Student-staff committee

There are separate student-staff committees in the department on which undergraduate and postgraduate students are represented. The Committees meet three times each year and plays an important role in the Department as a forum for airing student views. For constitution see committee’s handbook.
under Compliance/Governance.
http://www.rhul.ac.uk/iquad/collegepolicies/home.aspx

You can use the Committee to raise any issues which concern students. Notices will appear on the notice board to the left of the entrance to the UG Hub giving details of forthcoming elections or the names of current representatives.

8.5 Students’ Union

The Students’ Union offers a wide range of services and support, from entertainment and clubs/societies to advise on housing and academic issues. The Advice and Support Centre, situated on the first floor of the Students’ Union, runs a confidential service that is independent from the College. Open 9.30am - 5pm, Monday – Friday, it operates an open door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment. Full details can be found at:
https://www.su.rhul.ac.uk/advice

8.6 Careers information

The College has a Careers & Employability Service, housed in the Emily Wilding Davison Building, is open to any student during normal College hours.

The department also has a dedicated Employability Coordinator (Dr Pierre-Olivier Fortin) who has put in place of program of events specific to economic students, designed to engage students in planning their future careers. More details about this can be found at the following webpage: https://www.royalholloway.ac.uk/economics/yourfuturecareer/home.aspx

8.7 Non-academic policies

Please see the College Regulations and Procedures webpage which includes information on non-academic policies, regulations, and codes of practice as well as the Student Charter. This can also be found on the following webpage https://www.royalholloway.ac.uk/aboutus/governancematters/studentchart er.aspx.

8.8 Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Personal Tutor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the College Complaints Procedures for students.
You should raise your complaint **as soon as possible**.

If the complaint concerns an academic decision, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the appeals procedures and permitted grounds for appeal can be found on the following [webpage](#).

9 Health and Safety Information

9.1 Code of practice on harassment for students

This can be found on the student home pages under the **Your Responsibilities as a Student** section of the webpage.

9.2 Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found at [http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx](http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx).

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours. The Department and the type of work conducted by students is classified as a low risk activity and as such the following advice is relevant.

The Department of Economics strongly discourages lone working and although the Hub is open 24 hours we suggest, in the interests of your personal safety, that you do not work alone in the Hub from the late evening. Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator or the College Health and Safety Office.

It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to students undertaking duties off campus.

10 Equal Opportunities Statement and College Codes of Practice

10.1 Equal opportunities statement

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.
Royal Holloway, University of London (hereafter ‘the College’) is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that;

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins

- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential

- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity

- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity

- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material

- it creates a positive, inclusive atmosphere, based on respect for diversity within the College

- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

11 Glossary of University and Departmental Terms

Course Tutor – A member of academic staff who is responsible for the running of a course unit – also known as Course Co-Ordinator or Course Convenor

Courses – also called modules or course units. These are the specific courses taken during one academic year. They are either “whole” courses taken over two terms or “half” courses taken within one term only.

Enrolment – notice of intent to return to the College for the next academic year. This is a College level activity.

Induction – a week in which students return to the College and register for their
course units. This is a Departmental level activity.

**Lectures** – usually a one-hour session in which the most important points of a topic will be talked about by the lecturer. Students are required to take notes and do any follow up reading which is required in preparation for the Seminar/Workshop

**Personal Tutor** – A lecturer allocated to a number of students to give advice on academic matters. Your Personal Tutor is the first person to whom reference requests should be directed.

**Plagiarism** – The passing off the thoughts and ideas of someone else without referencing them properly and claiming them to be your own. (See EC1103 study skills classes)

**Programme Director** – A lecturer who is responsible for the Undergraduate Programme and the students on it. Sometimes Programme Directors are referred to as the Academic Coordinator.

**Registration** – notice of intent to register for and take one of the course units available in that academic year. This is a Department level activity.

**Repeat** – Where a course unit has been failed a student may be offered the opportunity to Repeat. This means that all lectures and workshops are attended, all required coursework is submitted and the final examination sat. A repeat course will be charged at 25% of full fees for whole courses and 12.5% for half courses. A Repeat is the second and final attempt to pass a course. Exact amounts should be available from the Student Administration Centre.

**Resit** – Where a course has been failed a student may be offered the opportunity to resit. This means that the student is only required to re-submit failed coursework or resit the examination. Components of the course which were passed will have their marks brought forward and the resubmitted or resit exam grades will be incorporated into the new final mark. All resit marks are capped at a maximum of 40%. There is an administrative fee for resits. Exact amounts should be available from the Student Administration Centre. A resit is the second and final attempt to pass a course.

**Seminars** – small groups which form a part of the course unit. Separate to the lecture but will act as a follow up and discussion on the topics covered in the lecture. Sometimes these are called Seminars.

**Seminar Tutor** – This is a Teaching Assistant who assists the Course Tutor by taking seminars/workshops as a part of the course unit. They can also be called Seminar tutors.