Economics Department
Induction Talk
September 2018

Dr. Hui-Fai Shing
Academic Coordinator, Economics Department

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

https://intranet.royalholloway.ac.uk/economics/currentstudents/undergraduates/undergraduatevault.aspx
• Good News


2018 National Students Survey (NSS), Economics department scored above 85% for student satisfaction for the fourth year running.

78% of Economics Finalists graduated with First Class or Upper Second (2:1) honours, (compared to 77% for 16/17).
Schedule for this talk

• Registration Week
• Programme
  – Programme Structure
  – Courses
  – Teaching
  – Attendance Monitoring
  – Coursework
  – Personal Advisor System
  – Feedback
To do this week and next

- College Enrolment / Identity Check (All week)
- Student Life Talk/Peer Guides (12:00 today)
- Economics Department Registration (Today)
- Talk from Head of Department (Wednesday)
- IT Induction (done online)
- Careers Service Induction (Wednesday)
- Library Induction (Thursday)
- Treasure Hunt (Wednesday)
- Welcome Party (Wednesday)
- Meet your personal advisor (check email this week/early next week)

- **Attend Maths Boot Camp**
  + other department’s event for joint students.

- Lectures begin (next week), seminars (week after)
MATHS BOOTCAMP
SESSIONS
Taught by Alex Vickery

THE DEPARTMENT IS RUNNING THESE MATHS SESSIONS TO FURTHER SUPPORT YOUR LEARNING AND UNDERSTANDING..... DO MAKE USE OF THEM!

Monday 1st October 2018
Session 1 – Set Theory - 12:00 – 13:00 in WINDSOR-0-04
Session 2 – Fractions - 13:00 – 14:00 in WINDSOR-0-02
Session 3 – Intervals and Absolute Values - 14:00 – 15:00 in WINDSOR-0-02

Tuesday 2nd October 2018
Session 4 – Solving Equations - 12:00 – 13:00 in WINDSOR-1-02
Session 5 – Quadratic Equations - 13:00 – 14:00 in MCCREA-219
Session 6 – Summation Notation - 15:00 – 16:00 in MCCREA-201

Thursday 4th October 2018
Session 7 – Logic - 09:00 – 10:00 in MCCREA-201
Session 8 – Functions and Relations - 14:00 – 15:00 in MCCREA-219
Session 9 – Types of Functions - 15:00 – 16:00 in SHILLING-0-04

IF YOU ARE NOT CONFIDENT IN MATHS AND/OR WANT FURTHER HELP, YOU SHOULD ATTEND ALL OF THESE SESSIONS...

HELPING STUDENTS WITH OR WITHOUT AN A-LEVEL IN MATHS!
Handbook and Course Spec.

• Handbook – You will be provided with one on a USB stick when you register. Electronic copy available online via Economics Department Website (https://intranet.royalholloway.ac.uk/economics/currentstudents/undergraduates/undergraduatevault.aspx)

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

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

Final degree classification:

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

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

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

• Full units (30 Credits)

• Half units (15 Credits, one term)

• Some courses are mandatory condonable (must do).

• Some courses are mandatory non-condonable AND required for progression.

• The rest are optional.

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

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

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
<th>FINAL YEAR</th>
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</thead>
<tbody>
<tr>
<td>EC1101: Principles of Economics^</td>
<td><strong>Microeconomics^</strong>&lt;br&gt;<strong>Macroeconomics^</strong>&lt;br&gt;<strong>Quantitative Methods in Economics II</strong>&lt;br&gt;(To be available in two streams)</td>
<td>Either choose a total of FOUR units from Economics options&lt;br&gt;&lt;br&gt;OR&lt;br&gt;A total of THREE units from third year units&lt;br&gt;AND&lt;br&gt;ONE 2nd yr unit from another dept++</td>
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<td>EC1102: Quantitative Methods in Economics I^</td>
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<td>EC1103: Economics Workshop</td>
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<td>EC1111: International Economics Policy (Half Unit - Autumn)</td>
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<td><a href="https://intranet.royalholloway.ac.uk/economics/currentstudents/undergraduates/undergraduatevault.aspx">https://intranet.royalholloway.ac.uk/economics/currentstudents/undergraduates/undergraduatevault.aspx</a></td>
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<td>EC1114: Economic Philosophy (Half Unit - Spring)</td>
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<td>One Unit from another dept ++</td>
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^ required to take and pass for progression onto the next stage (MNC).<br>++ BSc Economics Students are allowed to take a maximum of two units from a particular ‘outside’ dept.
- THE MAJOR IN ECONOMICS DEGREE, BSc (Econ) Economics with (Minor Subject). Same as BSc Economics, but with fourth unit as unit in your minor dept.

- ECONOMICS AND MANAGEMENT /AFE

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<td>EC1101: Principles of Economics**</td>
<td>EC2201: Microeconomics**</td>
<td><strong>Two Economics units</strong></td>
</tr>
<tr>
<td>EC1102: Quantitative Methods in Economics I**</td>
<td>EC2202: Macroeconomics**</td>
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</tr>
<tr>
<td>60 Management Credits – consult SoM (all half units)</td>
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</table>

** required to **pass for progression** and normally required to pass for the award of the relevant degree title**
<table>
<thead>
<tr>
<th>First Year</th>
<th>BSc Economics &amp; Mathematics</th>
<th>BSc Finance &amp; Mathematics</th>
</tr>
</thead>
</table>
| - **EC1101**<sup>▼</sup>  
- **EC1133**<sup>***</sup>  
- 2.5 Maths units | - **EC1101**<sup>▼</sup>  
- **EC1133**<sup>***</sup>  
- 2.5 Maths Units |

<table>
<thead>
<tr>
<th>Second Year</th>
<th>BSc Economics &amp; Mathematics</th>
<th>BSc Finance &amp; Mathematics</th>
</tr>
</thead>
</table>
| - **EC2201**<sup>▼</sup>  
- **EC2202**<sup>▼</sup>  
- one half unit from Economics 2<sup>nd</sup> year options  
- 1.5 Maths Units | - **EC2201**<sup>▼</sup>  
- **EC2202**<sup>▼</sup>  
- **EC2211**<sup>***</sup>  
- 1.5 Maths Units |

<table>
<thead>
<tr>
<th>Final Year</th>
<th>BSc Economics &amp; Mathematics</th>
<th>BSc Finance &amp; Mathematics</th>
</tr>
</thead>
</table>
| Choose 2 units from Economics final year optional units  
AND  
a total of 2 units from Maths options | - **EC3314**<sup>***</sup>  
Choose one unit (or two half units) from Economics final year optional units  
AND  
2 Maths Units |
COURSES FOR JOINT DEGREE ECONOMICS AND P.I.R.

<table>
<thead>
<tr>
<th></th>
<th>BSc Economics, Politics and International Relations</th>
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</thead>
<tbody>
<tr>
<td>first year</td>
<td>- EC1101(^\wedge)</td>
</tr>
<tr>
<td></td>
<td>- EC1102(^\wedge)</td>
</tr>
<tr>
<td></td>
<td>+ Two PIR options</td>
</tr>
<tr>
<td>second year</td>
<td>- EC2201(^\wedge)</td>
</tr>
<tr>
<td></td>
<td>- EC2202(^\wedge)</td>
</tr>
<tr>
<td></td>
<td>Choose TWO units from available courses in Politics and International Relations</td>
</tr>
<tr>
<td>final year</td>
<td>Choose TWO units from Economics final year options</td>
</tr>
<tr>
<td></td>
<td>Choose TWO units from Politics and International Relations final year options</td>
</tr>
</tbody>
</table>

\(^\wedge\)Pass Required for Progression

**PPE Programmes**  - First year, EC1101\(^\wedge\), EC1102, Politics\(^\wedge\), Philosophy\(^\wedge\) course.

\(^\wedge\)Pass Required for progression
How to register your courses

Make sure **optional non-economics courses are signed off** by the relevant department (*you will need EC1111/EC1114 removed*).

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

Sign the form, **return as soon as possible** and by the end of next week.

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

(Need 120 credits)

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

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

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

- All classes commence on the hour.

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

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

Absence Recording

- Standard college form to fill in (included on USB stick).

https://intranet.royalholloway.ac.uk/english/informationforcurrentstudents/undergraduate/absenceandreporting.aspx
Personalised Timetables, accessible via https://webtimetables.royalholloway.ac.uk/SWS/SDB1819SWS/Login.aspx


Teaching takes place via lectures and seminars.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>08:00</td>
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<td>15:30</td>
<td>16:00</td>
<td>16:30</td>
<td>17:00</td>
<td>08:00</td>
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Weeks: 2

**Note:** Lectures in Orange, Seminars in Blue (attend the seminar you are allocated. Optional courses have been registered by default, you can change these.)

**PROVISIONAL. Your timetable is subject to change.**
See Handbook Section 7.2 and deadlines document in the UG vault
https://intranet.royalholloway.ac.uk/economics/currentstudents/undergraduates/undergraduatevault.aspx

COURSEWORK DEADLINES AND IN-COURSE TEST DATES

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

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

If you have extenuating circumstances, can apply for an extension via “Campus Connect” BEFORE the deadline.
Student Visa Legislation

UK Border Agency/UKVI has made it a **legal requirement for colleges to report students admitted to the college on a student visa who do not appear to be in attendance.**

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

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

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

EC1101, EC1102 (+ bootcamp),
EC2201, EC2202 and EC2203.

+ Student tutoring programme
Requirements to progress onto the second year

• Pass ALL courses OR

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

What if you fail to progress?

• Retake failed courses next academic year.

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

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

• ~ 15-20% fail to progress into the second year.
Extenuating Circumstances

- Important to provide evidence if you have suffered medical or personal problems that has affected your academic work (particularly exams).
- Please note that we promise only to consider your requests. Please do not assume that a request is automatically granted.
- If you require an extension for your written work, you should apply for a deadline extension using the College’s online extension application portal on Campus Connect. You must do this before the original deadline, and you will need to submit appropriate evidence to support your application.

NOTIFICATION OF ABSENCE/EXTENUATING CIRCUMSTANCES – DEADLINES:
As Soon as Possible – within 5 days of returning for absences
See section 3.4 and 7 of student handbook for procedures.
College policy on Calculators in Exams

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

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

• Pick yours up during department/course registration.
Plagiarism

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

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

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

• Roles:
  (i) To build a relationship with a member of staff who will guide you during your time with us.
  (ii) To receive feedback from students about the College and Department in general or about particular aspects of their course.
  (iii) To inform students of the various services and facilities available at Royal Holloway for dealing with particular problems

• First Years: → Meeting next week. Keep an eye out on your email from your personal advisor.
• Allocations online.
• 1 group meeting (Wed) and 4 individual meetings.
Feedback

Feedback to students is given in a variety of ways.

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

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

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

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

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

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

• Join various societies via the SU

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

What is a Course Rep?
• A voice for peers
• Attend SSLC meetings
• Trained by the Union
• Collect feedback from Peers
• Consult with Staff
Feedback to Students and the Union
Why be a course rep?

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

– Course reps elected through the student union.
– Student union induction/training for reps.

Nominations open this week and close early October.
Upcoming events:

**Economics Treasure Hunt**
Wednesday 26th September
16:00 Outside the Students' Union, Free to Take Part, Great Prizes to be Won!

**Undergraduate Welcome Party**
Wednesday 26th September
Horton Building H321 17:00-19:00
Come and join fellow students, academics and support staff for an informal social in the Horton Building.
Free to all UG Econ students, food and drinks will be provided.

**Bloomberg terminal training sessions.**

Keep an eye out for announcements.