Disclaimer

This document was published in September 2018 and was correct at that time. The Department reserves the right to modify any statement if necessary. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.
Welcome to the Department of Economics

A very warm welcome to you!

The Department of Economics at Royal Holloway is one of the country’s leading universities for research with a reputation for excellence in teaching and strong industrial links. We are delighted that you have chosen to study with us and would like to welcome you to the department. Our aim here is to give you a valuable and satisfying experience.

The department is currently home to approximately 600 undergraduate students and 80 postgraduate students. Founded in 1995, the department focuses on high quality teaching given by specialist staff that are active in their research field. The Department’s track record is excellent, as it has established itself as one of the three major economics research and teaching departments in the London area. We pride ourselves on our location (providing the best of semi-rural Surrey and easy access to central London), our open-door education policy and our insistence on small group teaching. Our graduate employment rate currently stands at 90%.

Within the Economics Department you will find enthusiastic academic staff, friendly administrative staff and ambitious students. We also have a dedicated Economics social area known as the Economics Hub which we hope you find useful for working and socialising. Please also consider joining our student Economics Society, and keep in touch with your academic advisors and student mentors as they are some of the many ways we provide you with help throughout your studies.

We truly hope you have a fantastic welcome week, which we believe will be the start of one of the most important adventures of your life. It is my pleasure to welcome you, and we wish you the very best in your future studies and career.

Kindest Regards
Professor Arnaud Chevalier
Head of Department
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<td>09.00-11.00</td>
<td>1st Year Induction Talk</td>
<td>Shilling Auditorium (SHILLING-AUD)</td>
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<td>Welcome to Royal Holloway–Student Life (UG)</td>
<td>Boilerhouse BH (250)</td>
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<td>14.00-14.30: Surnames A-F</td>
<td>Departmental Registration</td>
<td>Horton 321</td>
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<td>14.30-15.00: Surnames G-L</td>
<td>All students must bring 1 Passport Sized Photograph with them to registration</td>
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<td>15.00-15.30: Surnames M-R</td>
<td>Departmental Registration</td>
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<td>15.30-16.00: Surnames S-Z</td>
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<td>10.00-11.00</td>
<td>Visiting Students</td>
<td>McCrea 201</td>
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<td>11.00-12.00</td>
<td>European Studies / Liberal</td>
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<tr>
<td>12.00-13.00</td>
<td>2nd Year Entry Students</td>
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<td>15.00-16.00</td>
<td>Library Induction</td>
<td>Windsor Auditorium (WINDSOR-AUD)</td>
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Find out what else is happening on Campus at: https://www.royalholloway.ac.uk/students/welcome-week/events.aspx
**Important Documents**

It is your responsibility to read and familiarise yourself with College and Departmental publications.

**Undergraduate Student Handbook**

The Economics Undergraduate Handbook will be handed to you during welcome week on your USB and is also available on the Departmental website under ‘Current students’. All students are requested to read and refer to the handbook for all course related information. The handbook contains useful information and links including assessment information, student support, attendance and FAQ’s.

The 2018-19 Economics UG Handbook can be found on Moodle and our Welcome Week page on the website.

**Course Outlines**

The course outlines will provide you with the overall plan of the course. You should read up on the outlines for the modules you are taking. The outlines include information such as aims, outcomes, reading lists, assessment information and a weekly schedule.

The course outlines are available online through Moodle or the Welcome Week page on the website.

**Code of Conduct**

Upon enrolling, each student at Royal Holloway is expected to follow university guidelines and regulations as outlined in the Undergraduate Student Handbook and College Regulations.

Additional to these, the Department of Economics issues a charter to all their students outlining the basic principles of academic life in the Department. The Department has set this charter in order to bring about a mutual understanding of what is expected of the student and what the student can expect of the Department. You will receive this charter during welcome week, which you should sign during your meeting with your personal advisor.

Most publications can be found on the College website which you should also familiarise yourself with.
Choosing Course Units

Department registration will take place on Monday 24th September. Please see the Welcome Week Timetable on page 5.

All students must sign and return the course registration form. You will be given your course registration form during the Departmental Registration.

Each year, you will take courses equivalent to four units, which amount to 120 credits. Full units are 30 credits and take place across two terms (Autumn and Spring), half units are 15 credits and take place in one term (Autumn OR Spring).

If you are registered for BSc Economics or BSc Financial and Business Economics, you will have the option to pick two Economics half units in your first year or you can pick one unit from another department. If you would like to study one unit from another department you will need to go to your chosen department and see if they can accept you onto their course. You will need them to sign your course registration form and return it to the Economics admin office (H209).

Visit our Welcome Week page for more information on the Economics two half units available, as well as information on your compulsory units.

Please refer to the Undergraduate Student Handbook for full details on course structures.

Departmental Checklist

1. Attend Induction Talk
2. Collect, sign and return Course Registration Form and Student ID Forms
3. Collect USB and Exams Calculator
4. Find the Undergraduate Handbook, Personal Advisor, Course Outlines and other useful info through Moodle or on the Welcome Week page on the website.
5. Follow us on Facebook, Twitter and Instagram
   @RHULEcon
Progression Requirements

The following tables outline the new progression and award requirements. You are strongly advised to read the relevant sections in the Undergraduate Regulations for more details.

### Year One

**Course Requirements**

- Pass 120 credits (all first stage courses)
- or Pass 105 credits and achieve 30 – 39% in one 15 credit unit
- or Pass 90 credits and achieve 30 - 39% in one 30 credit unit or two 15 credit units
- AND achieve a Stage average of 40%

**Department Requirements**

EC1101 and EC1102 are Mandatory Non- Condonable (MUST PASS)

If you do not pass EC1101 and/or EC1102 you will not be permitted to progress into Year 2

### Year Two

**Course Requirements**

- Pass 240 credits over the first and second stage (all first stage and second stage courses)
- or Pass 210 – 225 credits over the first and second stage with condonable fails of 30 – 39% in 15 or 30 credits (from stage one or stage two)
- AND achieve a Stage average of 40% in Stage 2

**Department Requirements**

EC2201/EC2501 and EC2202 are Mandatory Non- Condonable (MUST PASS)

If you do not pass EC2201/EC2501 and/or EC2202 you will not be permitted to progress into Year 3

### Year Three

**Course Requirements**

To be eligible for an Honours Award students will be required to PASS at least 90 credits in the Final Stage (a cumulative total of at least 300 credits).

Condonable fails of 0 – 39% can be given in up to 30 credits in the Final Stage
Personal Advisors

A Personal Advisor will be allocated to you when you start your studies in the Department. If you are a joint student, you will be allocated a Personal Advisor from both Departments.

Personal Advisors are your first point of contact to discuss course choices, for general information, support and advice including pastoral/non-academic matters, help in general academic issues and career development and to provided references. You should be in contact with your Personal Advisor at least once per term, either in person or e-mail. Contact the Department Office if you are having difficulties in contacting your Personal Advisor.

In return students are expected to:

- Attend and prepare for all arranged meetings with their Advisor and respond promptly to any communication from him/her;
- Make appropriate use of all the support and guidance offered at Royal Holloway;
- Take the initiative in raising problems or difficulties (academic or personal) at the earliest possible opportunity;
- And to action any agreements made between yourself and your Personal Advisor.

To find out your personal advisor and other useful information such as office hours, go to Moodle for more information.

Communication

All important communications will be sent to your university email account which should be checked regularly. You must to use your university email account as your primary email account.

Failure to read University emails cannot be used in mitigation for non-compliance with University regulations and procedures.

Any questions, advice or just fancy a chat... pop in to see us or drop an email to the Economics administrative team.

Departmental Office Horton 209

Monday - Friday 9:00am - 12.30pm and 1.30pm - 4.00pm

Department Manager: Victoria Amoah - Victoria.Amoah@rhul.ac.uk

Administrator/Receptionist: Selena Ou - Selena.Ou@rhul.ac.uk

Administrator/Receptionist: Katrina Hart - Katrina.Hart@rhul.ac.uk

Undergraduate Administrator (Year One): Eliza Bailey - Eliza.Bailey@rhul.ac.uk

Undergraduate Administrator (Year Two): James McEwan - James.McEwan@rhul.ac.uk

Undergraduate Administrator (Year Three): Fathima Uddin - Fathima.Uddin@rhul.ac.uk

Postgraduate Administrator: Karen Windle - Karen.Windle@rhul.ac.uk
Your Future Career

Employers are interested in the skills you develop through student life as well as the academic knowledge you gain through your studies. The Economics Department, in partnership with the Careers Service, provides opportunities to develop transferable skills to enable you to market yourself effectively for graduate

Economics@Work

The Department maintains strong links with its alumni, who are often able to provide advice, contacts and networking opportunities to current students.

Economics@Work is a series of talks about jobs in Economics with

- Practitioner insights
- Case studies
- Careers advice
- Q&A

Attendance at these talks will contribute towards the RHUL Passport Scheme.

Economics Career Skills Certificate

The aim of this course is to help you enhance your employability skills. This will include tips on how to fill out job application forms, information on psychometric tests and how to perform well on interviews. You will receive a certificate after successful completion which will count towards the RHUL Passport scheme as well as serving as a demonstration of skill on your CV.

Session 1: Jump Start Your Career
All about work experience, Spring insight days, volunteering, societies and more! (1 hour)
Date TBC - Careers Centre, Ground Floor, Emily Wilding Davidson Building

Session 2: Securing Experience
CVs, cover letters, application forms and interviews for work experience, part-time & vacation jobs (1 hour)
Date TBC - Careers Centre, Ground Floor, Emily Wilding Davidson Building
Student Ambassador Programme

Role of Ambassadors

- To represent the Economics Department during the regular Applicant Visit Days and Open Days
- Assist academic staff with the work prior and post Open Days
- Provide prospective students and parents with information and take them on campus tours and talks

Benefits

- Enhance your CV and employability
- Develop your people, team working, presentation and time management skills
- Receive payment for open days and Applicant Visit Days
- Flexible working which fits in well with studies

How to Apply

Do you have good time management skills and consider yourself reliable?

Are you someone who is approachable and adopts a friendly stance with strangers?

Do you enjoy working as a team?

Then get involved!

The SA recruitment team will email students as soon as work opportunities are available. If selected, you will be invited to attend a group interview, after which appointments will be made. For every 30 hours of work you do for us you will receive 20 Passport points. Once you have collected 100 points you will receive the Royal Holloway Passport Award which recognises achievements beyond the classroom.
Undergraduate Student Representatives

Who are Student Reps?

Each Economics year group will have two student representative’s who are elected by students in October. The role of the student rep is:

- To communicate matters of student concerns to members of the academic body through regular committee meetings
- Establishing yourself as a point of contact for current students to comfortably raise issues and concerns to the Department
- To communicate the outcomes of the meetings to students

Why be a Student Rep?

- Prove your passion and determination for making a change within your department
- Develop and learn communication skills
- Raise confidence in public speaking
- Work as a team with other representatives for the betterment of your university experience
- Transfer these skills into the employment market after graduating

Past achievement by Reps

- In January 2013, we opened up an Economics undergraduate hub. Specifically for Economics students, the hub can be used as both a social and study space–it has recently been redecorated
- Increase in the number of core Economics textbooks available in the library
- Introduction of the Undergraduates events programme with regular events taking place

Students are elected in mid October each year. The Economics Department Undergraduate Office coordinate the nomination & election procedures. If you are interested in becoming a student representative, then email H.Shing@rhul.ac.uk for further information.
Royal Holloway Passport Award

The Royal Holloway Passport Award Scheme recognises student achievement beyond the classroom. The scheme enables students to collect points for a range of co-curricular activities on offer at the College. These include volunteering, tutoring or being a member of the Student Union Committee. Visit the website for more information on the activities available, the point system and how to keep track of your points.

Student Mentoring Programme

We understand that being a fresher in a new environment surrounded by many different people can be a daunting aspect. That’s why the Economics department have created a student mentoring programme where current 2nd and 3rd year Economics students will be acting as a mentor to fresher students.

Mentors are there for academic and non-academic issues, support and guidance and for sharing their experience with you…as they were fresher’s once too! Also they will get the chance to learn things from you… this is a mutually beneficial scheme.

You will be assigned with a mentor during welcome week who will be contacting you regularly through email and meetings.

Who knows…maybe next year, it will be you who is the mentor!

RHUL Economics Society

Economics students have their own society which you are more than welcome to join. The Economics society is a student led society which holds regular Economics themed debates, talks and events such as movie night and social outings and is a great way to meet your peers with interests similar to you! The society aims to:

- Create a platform for students to optimise their economic interests.
- Help utilise links amongst students and lecturers.
- Provide the ability to have an edge in the job market.
- Most importantly create an equilibrium between work and fun.

Membership to the society is £7 per year. Members can pay this either on the SU Website, or in the Student Activities Office.

Contacts:
economicssociety@su.rhul.ac.uk
Student Facilities

Economics Hub
The Department have recently set up an Economics Hub (Horton 223), a space specifically for undergraduate Economics students. The Hub is used as both a social and study space. Here, you will be able to make the most of group meetings through use of a projector and white boards and revision sessions with the vast range of Economics textbooks available. The Hub is regularly used for group work, socialising, events and tutor meetings. The Hub is also equipped with network ports for easy connectivity.

Experimental Lab
The Royal Holloway Laboratory for Decision Making and Economic Research (EconLab HTL3) is a state of the art facility for experimental economic research. It is equipped with 32 computer workstations for participants, monitors that allow subliminal priming and headsets, webcam kits and a beamer for audio-visual studies. It allows the Department to teach modern experimental and behavioural economics in a realistic environment that allows students to comprehend and reproduce results of seminal studies or develop their own research ideas. Additionally students may be invited to attend to take part in an experiment conducted by researchers and academics (paid, of course).

Library
The Royal Holloway library is housed in the new Emily Wilding Davison Building, in the centre of the RUHL main campus. These library is open throughout the year to students and provides a number of large study spaces, access to PC’s, low cost photocopying and printing, a reputable collection of books and journals and the ability to book rooms for group working. There is increasing provision of electronic resources: e-journals, databases, datasets, e-books, all of which are accessible remotely 24 hours a day, seven days a week through the library webpage: www.rhul.ac.uk/library.

There are plenty more facilities on Campus for students including the Student Union, College Shop, Bank, six catering outlets, and a huge range of sporting facilities.

www.rhul.ac.uk/studentlife
Student Facilities

Careers Service

The Economics Department along with Careers services are here to help you on your journey to employment. We offer advice and guidance on all employability matters and offer help and support during your studies and after you have graduated. Whether it's a part time job during your studies a placement or a job for after you graduate, the university have a dedicated careers service which can help you along the way. The university's careers center is based in the Emily Wilding Davison Building. Keep a look out on the careers website (www.rhul.ac.uk/careers) for details on their regular careers events including CV workshops and Mock assessment days, careers fairs, and visits from industry experts and renowned organization's. You could alternatively visit the careers service for a quick query and CV/application check. The Economics Department also has a dedicated careers advisor.

Royal Holloway International

Studying in a foreign country can offer students new and interesting challenges, and Royal Holloway offers specialized support to international students to help you meet these challenges positively. Based in the International Building, Royal Holloway International offers in-sessional English language support courses, and one-to-one consultations throughout the year designed to develop your academic writing, understanding and presenting skills in English. Royal Holloway International also have a dedicated support team providing international students with support and advice throughout your studies at Royal Holloway. www.rhul.ac.uk/international

Support, Health and Welfare

The university has a friendly and caring community, with a network of dedicated support and advisory services to help you get the most out of your time here. The student-orientated Support & Advisory Services team seeks to support diversity and enhance the student experience. They can help you with issues regarding childcare support, residential support, accommodation, financial advice, faith support and educational support. The university also has a health clinic and a student counselling center both located in the Founders Building. www.rhul.ac.uk/studentlife/supportthehealthandwelfare
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

**Postgraduate Welcome Party**

Friday 28th September
Horton Building H321
16:00-18:00
Come and join fellow students, academics and support staff for an informal social in the Horton Building.

Free to all PG Econ students, food and drinks will be provided

**Mardi Gras Autumn Ball 2018**

Friday 19th October
20:30 Founders Dining Hall
Dress code: Smart, Theme: Black & Gold
Econ students £15 and Non-Econ £20. Tickets are available from the departmental office and includes music, buffet, dancing, photo-booth, chocolate fountain and welcome drink.