DEPARTMENT OF ECONOMICS

UNDERGRADUATE STUDENT HANDBOOK

2019/2020
Disclaimer

This document was published in September 2019 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 ‘departments’, ‘Centres and ‘Schools’. Students on joint or combined degree programmes will receive two departmental handbooks.

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

1.1 Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter ‘the College’) is one of the UK’s leading research-intensive universities, with six academic schools spanning the arts and humanities, social sciences and sciences.

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. 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

Academic staff in the Department of Economics are located in the Horton building and the School of Law and Social Sciences Administrative Office is located next door in McCrea Building, room 1-01. These can be found in the centre of the campus using the map on the next page.
Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you must also register the vehicle with College. Find more information about the Parking Permit portal [here](#).
1.4 How to find us: the staff

CONTACT DETAILS

Head of School: Professor Mathew Humphreys
Matthew.Humphreys@rhul.ac.uk
01784 44 6482 McCrea 1-01

Head of Department: Professor Arnaud Chevalier
Arnaud.chevalier@rhul.ac.uk
01784 41 3968 Horton 305

Academic Staff: A full list of staff can be found on the website.

School Manager: Moya Watson
Moya.Watson@rhul.ac.uk
01784 44 3564 McCrea 1-01

Help desk: James McEwan
James.McEwan@rhul.ac.uk
01784 44 3891 McCrea 1-01

1.5 How to find us: the School office

The department office is located in Room 1-01 in the McCrea building.

1.6 The Department: practical information

All Undergraduate enquiries should in the first instance be directed to the Helpdesk, located in the McCrea Building. The Office is open every day between Monday and Friday 08:30am to 17:30pm. The Helpdesk Officer will be available whenever the office 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 Support and advice

2.1 Student Charter

The College aims to bring all students into a close, harmonious relationship with each other and with the wider community. The Student Charter outlines how you can support the College in achieving these goals and also seeks to encourage you to act as an effective ambassador for the College, during your time as a student and later as part of the College's alumni.

This Charter is not intended to constitute a binding agreement but is offered as a framework of aspirations, designed to be of benefit primarily to you as a student and to underpin the College's aim of ensuring that you have a highly enjoyable and rewarding experience during the course of your degree.

2.2 UG Degree Regulations

The Undergraduate Regulations set out the various standards that shape the regulatory framework of your undergraduate degree with the College. These include a variety of essential information, ranging from admissions to academic progression and examination. Some frequently used elements of the regulations are
covered in this handbook.

### 2.3 Support within your school/department

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in McCrea 1-01. Opening hours are 8:30am to 5:30pm in term time and 10:00am to 4:00pm during vacation. The Helpdesk is staffed throughout these opening hours. You can call in person during opening hours, ring 01784 276883 or email to LSS-school@rhul.ac.uk. Depending on your query, the Helpdesk will answer your questions then and there, put you in touch with a colleague who can help, or find out the answer and get back to you. If you wish, you may also talk to them in private and they will make sure you receive the support you require.

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 School of Law and Social Sciences Helpdesk 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. Please note that many academic 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.

### 2.4 Students’ Union Royal Holloway University of London (SURHUL)

The Students’ Union Royal Holloway University of London (SURHUL) is a registered charity (Registered No: 1141998) and actively represents the students of Royal Holloway University of London. SURHUL promotes your needs and interests by offering employment, participation, entertainment, support and advice, your clubs and societies, catering, transport, volunteering, campaigning and advocacy.

The SU Advice Centre, situated on the first floor of the Students’ Union, is a free service that offers you the opportunity to discuss any concerns you may have and receive impartial advice and information from the team of experienced and professional advisers. 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.

Phone: 01784 24 6700
Email: helpdesk@su.rhul.ac.uk

Find out more about the Students’ Union

### 2.5 Staff-student committee

We want to hear your views on the way the department operates. There is a staff-student committee on which both taught and research students are represented. Course representatives are elected by you to represent your views and ultimately, to help improve the quality of education provided by the College.

The Students’ Unions take the lead in training and supporting course representatives, working with the department and professional services to help you make as many positive changes as possible.

The Staff-Student Committee meets at least once a term and plays an important role in the department as a forum for airing student views. For more information see the Course Reps page on the SURHUL website.

You can use the Committee to raise any issues which concern students.
2.6 Student Services Centre

The Student Services Centre is located in the Davison Building and provides a single point of contact for all non-academic related queries including accommodation, fees, enrolment and graduation.

Phone: 01784 27 6641
Email: studentservices@royalholloway.ac.uk

Find out more about the Student Services Centre

2.7 Student Advisory & Wellbeing

The College offers a high level of student wellbeing support which includes triage and support through Student Wellbeing, a BACP accredited Counselling Service, dedicated disability & dyslexia support, financial and budgeting advice and support for international students. There is also access to an NHS run GP Surgery on campus.

Phone: 01784 44 3394
Email: wellbeing@royalholloway.ac.uk

Find out more about Student Advisory & Wellbeing

2.8 Student Wellbeing

Student Wellbeing provides advice and guidance to all students on personal and emotional wellbeing, to assist you in maintaining a healthy balanced lifestyle and to support you from transition to university and then in the continuation of your studies towards graduation. The Student Wellbeing team actively encourages all members of the campus community to alert them to concerns or signs of vulnerability to enable proactive engagement with intervention.

Phone: 01784 44 3395 / 44 3132 / 27 6757
Email: wellbeing@royalholloway.ac.uk

Find out more about Student Wellbeing

2.9 Disability & Dyslexia Services (D&DS)

If you have a disability, long standing medical condition or specific learning difficulty, it is important that you bring it to the College’s attention as soon as possible.

The College Disability & Dyslexia Services support dyslexic and disabled students and those with mental health or chronic medical conditions to demonstrate their academic abilities by arranging support packages, dyslexia assessments and study skills sessions.

Phone: 01784 27 6473
Email: disability-dyslexia@royalholloway.ac.uk

Find out more about Disability & Dyslexia Services

Your first point of contact for advice and guidance is your Disability & Dyslexia Services Network Member in your department:

Name: James McEwan
2.10   International Student Support Office (ISSO)

The International Student Support Office offers advice to international students on visa issues, working in the UK, opening a bank account, processing federal loans and police registration.

Phone: 01784 27 6168
Email: internationaladvice@royalholloway.ac.uk

Find out more about the International Student Support Office

2.11   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 CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: @cedasrhul.

2.12   IT Services Desk

The College IT Service Desk offers a range of support covering all aspects of IT services, such as email access, connecting to the College’s wireless network, connecting devices such as iPads and making use of College printing facilities. The IT Service Desk will also be able to provide expert advice and guidance on a range of more specific IT issues, should you experience any problems. They also offer a range of free software, including Microsoft Office 365, Sofos Antivirus, NVivo and SPSS.

Phone: 01784 41 4321
Email: itservicedesk@royalholloway.ac.uk
In person: Visit the IT support office in the Davison Library (ground floor)

Find out more about IT Services

3   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 contact you to inform you of changes to teaching arrangements, special preparations you may have to make for a class, or meetings you might be required to attend. You will need to contact members of the Department if, for example, you are unable to attend a class, or you wish to arrange a meeting with your Personal Tutor.
3.1 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 campus-wide portal, CampusNet or direct via Outlook.com.

We will routinely email you at your College address and you should therefore check your College email regularly (at least daily). We will not email you at a private or commercial address. Do not ignore emails from us. We will assume you have received an email within 48 hours, excluding Saturdays and Sundays.

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.

3.2 Your Contact Information

There can be occasions when the Department needs to contact you urgently by telephone or send you a letter by post. 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. Further information about maintaining your contact information is available here.

You can find out about how the College processes your personal data by reading the Student Data Collection notice.

3.3 Notice boards

The official student notice boards are on the walls in the Horton Building. Every effort is made to post notices relating to classes well in advance.

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, so, if in doubt, please ask!

3.4 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 an 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; there are four scheduled individual meetings in total along with a group meeting. Returning students should also see their Tutor during the first term to discuss their choice of options, there are three scheduled meetings. 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.
3.5 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.

3.6 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.

4 Teaching

4.1 Dates of terms

Term dates for the year are as follows.

**Autumn term**: Monday 23 September to Friday 13 December 2019  
**Spring term**: Monday 13 January to Friday 27 March 2020  
**Summer term**: Monday 27 April to Friday 12 June 2020

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/ practicals etc., you are expected to inform your department and fill in a Notification of Absence Form (explained further below). During the summer term, after the examination period, you are expected to attend all required academic activities organized by the department and to be available should you be required to meet with College staff for any reason.

4.2 Academic Timetable

Your individual student timetable will be available via the Your Timetable page on the Student Intranet. Log in with your College username and password and view your timetable via the system or download to a personal calendar. In September you will receive communications by email about exactly how to access and download your timetable, so keep any eye out for these. Timetables are subject to change during the course of the academic year, so you should check yours regularly, (as a minimum every two days) to ensure you are using the most up to date timetable. The college will endeavour to notify you via an e-mail to your RHUL account for late changes to your timetable that will affect teaching within the next two working days, so please also check your emails regularly. All classes start on the hour. They end ten minutes before the hour to allow you to move between classes.

4.3 Study weeks

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

Autumn Term Study Week - w/c Monday 4 November to Friday 8 November
Spring Term Study Week - w/c Monday 17 February to Friday 21 February

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

5 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending classes regularly and progressing with their studies. We also have legal obligations placed on us under the Equality Act (2010), UK Visa and Immigration (UKVI) and Student Finance to ensure we monitor your attendance and engagement with studies.

Your regular attendance in class and consistent engagement with your studies are essential to your learning experience with the College. If you encounter difficulties with this, do please tell your tutor or another member of staff as soon as you can. They will put you in contact with Disability and Dyslexia Services (D&DS) who will tell you what support can be offered. Failure to attend and/or absence without permission from the College can result in serious consequences and may lead to disciplinary action, including the termination of your registration.

5.1 Attendance requirements

Your classes are the learning activities deemed essential to your programme of study. These could include a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings with your Personal Tutor.

While you are expected to attend all the classes related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the attendance threshold is set at 80% of monitored activities as set by College. 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. You can find out more about attendance policy here.

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. The Undergraduate Regulations stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis must not exceed 20 hours per week during term time. You may not undertake paid work which may conflict with your responsibilities as a student of the College. International students must ensure that any working restrictions, as stated on their visa, are also adhered to.

### 5.2 Monitoring attendance

It is your responsibility to make sure that your attendance has been recorded. It is also essential that you arrive at your classes in good time, as you will be marked absent if you turn up late without good reason.

You will be contacted in the event that:

i. you display a **pattern of absence** that the department feel is affecting or is likely to affect your work, i.e. failure to attend for two weeks without providing a valid reason or your attendance percentage drops close to or below the threshold

ii. you display a pattern of absence that causes **concern over your wellbeing or which may point to an undisclosed disability**

### 5.3 Formal Warnings

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, you may be issued 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 in section 24 of the Undergraduate 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.

### 5.4 Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa, should your registration at the College be terminated for non-attendance, general lack of engagement with your studies or any other disciplinary matter you will be reported to UK Visa and Immigration (UKVI) and your Tier 4 (General) Student 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 (General) Student visa, including attendance and completion of assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations. This decision would not be open to appeal as it is part of the College’s obligations to the UKVI. Please see our Undergraduate Regulations. Visa advice can be provided by our International Student Support Team (internationaladvice@royalholloway.ac.uk).

### 5.5 Missing classes

If you face difficulty in attending any classes or undertaking an assessment it is very important that you
inform Student Administration as early as possible, giving the reasons for your non-attendance. Student Administration will decide whether or not to authorise your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Tutor and/or the Undergraduate Academic Coordinator. In addition, an extensive range of additional support, guidance and advice is available from the College’s Student Advisory & Wellbeing teams. As explained in section 2 above, the Students’ Union also operate an Advice Centre.

If you are unable to attend classes for whatever reason you must tell the department in which you are taking the course(s) in question and follow the Notification of Absence Procedure to notify Student Administration. You must submit a Notification of Absence Form together with any supporting documentation either before your absence begins or within five working days of the end of the period of absence. The exact form to submit depends on the reason for your absence, as explained in the online guidance.

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. If you are sponsored by Royal Holloway on a Tier-4 (General) Student visa please be aware that if you do not follow the process to submit a notification of absence or have an acceptable reason for absence you are putting your Tier 4 visa at risk of withdrawal. Therefore, it is very important that you continue to communicate with the College through your Department and the Advisory & Wellbeing teams if you are struggling to attend.

5.6 Missing an examination

If you are unable to attend an exam (e.g. through reasons of sudden illness) then there are two steps to follow.

Step 1
You must notify the Student Services Centre at the earliest possibility. Wherever possible, please e-mail them at studentservices@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 why you cannot attend the exam. The Student Services Centre will then forward this information to your department so that we are aware of your non-attendance.

Step 2
Read the Extenuating Circumstances Guidance and, if your circumstances meet the criteria outlined in the guidance, complete and submit the Extenuating Circumstances application form with your supporting evidence. Section 8 below provides further details about Extenuating Circumstances.

5.7 Seminar Attendance

All students are allocated a seminar group by the first week of lectures, these will be shown on their personalised timetable. 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.

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.

5.8 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 15 credit course). 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.

5.9 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;
• fulfil 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.

5.10 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 study 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.

6 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.

6.1 Department Specific information about degree structure

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

Course director: Dr Hui-Fai Shing

Course director for programmes with a Year in Business: Dr Pierre-Olivier Fortin

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. The BSc (Econ) Economics & Econometrics has an emphasis on Econometrics and is the recommended program for students who would like to go on to a MSc Economics programme. 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: Dr Hui-Fai Shing (Economics)

This 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.

JOINT DEGREE WITH THE DEPARTMENT OF MATHEMATICS

BSc Economics & Mathematics LG11
BSc Finance & Mathematics NG31

Course director: Dr Hui-Fai Shing (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: Dr Hui-Fai Shing (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 staff.

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, Data skills for Economists, 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.

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 EC1103 Applied Economics & Policy. 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 Applied Economics & Policy for joint Economics & Mathematics Students, a 15 credit 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 two 15 credits, 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 joint 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 EC2201 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 two 15 credits of optional courses in the department or in other departments. Students on the Financial & Business Economics degree must take the 15 credit courses, Financial Markets & Institutions and Industrial Growth & Competition. Students on the Finance & Mathematics degree must take the 15 credit course Financial Markets & Institutions. All other students with optional courses must take Game Theory.

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 15 credit courses and both Industrial Economics 15 credit courses in their final year, along with a further optional 60 credit courses. Their dissertation must be in a topic related to Financial and Business Economics. Finance & Mathematics students must take both Financial Economics 15 credit units in addition to a further 30 credits in economics. Students in the final year sometimes request an uneven balance of credits between the autumn and Spring Terms. Students are allowed to (but are not recommended to) take the equivalent of 45 credits during the autumn term and 75 credits during the spring term, or 75 credits during the autumn term and 45 credits 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.

Employability Module

Students in all years will be registered onto a non-credit bearing Employability module which provides students with many of the necessary skills required to help them to succeed in a competitive, global workplace. Passing the module involves completing many tasks, more details about these can be found on the module’s Moodle site.

6.2 Course registrations

You can only register for 120 credits’ worth of courses in each academic year (this excludes courses which are being re-sat). You will have the option of changing courses up to the end of the second weeks after the start of teaching (excluding Welcome week). Any courses that you wish to take on an extracurricular basis (that is, not counting towards your degree) must be identified at the start of the academic year.

6.3 Change of programme

You may transfer to another programme subject to the following conditions being met before the point of transfer:

(a) you must satisfy the normal conditions for admission to the new programme;
(b) you must satisfy the requirements in respect of mandatory courses and progression specified for each stage of the new programme up to the proposed point of entry;
(c) the transfer must be approved by both the department(s) responsible for teaching the new programme and that for which you are currently registered.

(d) if you are a student with Tier 4 sponsorship a transfer may not be permitted by Tier 4 Immigration rules.

(e) you may not attend a new programme of study until their transfer request has been approved.

Further information about changing programmes is available in Section 8 of the Undergraduate Regulations. If you hold a Tier 4 (General) student visa, there may be further restrictions in line with UKVI regulations.

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:

1. 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.

2. If the change does affect the course units taken and you have to pick up an extra 15 credits 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, the college imposes a time limit for such changes (three teaching weeks of the autumn term) and 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 3 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 3 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.

7 Facilities

7.1 Facilities and resources within your department

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. See point 3.7 for further details.
7.2 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.

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for undergraduate courses. 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 on the ground floor to use in other study areas.

The Information Consultant for Economics is Greg Leurs who can be contacted at Greg.Leurs@rhul.ac.uk

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.

7.3 Photocopying and Printing

The departmental printers and photocopier are reserved for staff use. Copier-printers (MFDs) for students are 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 here:

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. 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.

7.4 Computing

There are ten open access PC Labs available on campus which you can use, including three in the Computer Centre. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card.

How to find an available PC

8 Assessment Information

8.1 Anonymous marking and cover sheets
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.

8.2 Submission of work

Unless otherwise stated, ALL deadlines are 12 noon for formative and assessed submissions. The procedure for submitting assessed and non-assessed work differs; see the Coursework Deadlines in the Undergraduate Vault 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 Moodle, staple the submission sheet to the coursework and submit it to the departmental office McCrea 1-01. Please see Penalties for late Submission of Work for further information.

If the course tutor wishes to use an alternative submission method (for example, submitting a paper copy), 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.

8.3 Stepped Marking

Work submitted for assessment will be graded by using a set of marks with the pattern X2, X5 or X8. This means that an upper second class piece of work would be awarded 62%, 65% or 68%. This approach, which is called stepped marking, has been found to help in better aligning grades with marking criteria and for providing greater clarity to students about the standard of their work and how close they are to lower and upper grade boundaries. For example, a 62% represents a low 2:1, while a 68% indicates a high 2:1.

Assessed work which is quantitative (e.g. numerical or multiple-choice tests), where there are ‘right or wrong’ answers, e.g. language tests/ exercises and/or where there is a detailed mark scheme under which each question is allocated a specific number of marks will be exempt from stepped marking.
# Marking Scheme for essays and dissertations in the Department of Economics

<table>
<thead>
<tr>
<th>Marking Scale</th>
<th>Writing Style</th>
<th>Content</th>
<th>Structure</th>
<th>Understanding the Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Excellent academic writing style. Excellent spelling and punctuation. Correct grammar.</td>
<td>Excellent comprehensive knowledge of relevant ideas and concepts. Can interpret ambiguities and nuances in the literature.</td>
<td>Easy to read and follow. Excellent balance and clarity in arguments.</td>
<td>Excellent critical analysis of the issues. Excellent use of relevant theory and or empirical results. Good knowledge of the literature.</td>
</tr>
<tr>
<td>3</td>
<td>Good academic writing style. Very good spelling and punctuation. Correct grammar.</td>
<td>Good knowledge and familiarity with relevant ideas and concepts. Can discern some of the ambiguities and nuances in the literature.</td>
<td>Easy to read and follow. Good balance and clarity in arguments.</td>
<td>Good analysis of the issues. Good use of the relevant theory and or empirical results. Good knowledge of the literature.</td>
</tr>
<tr>
<td>2</td>
<td>Satisfactory academic writing style. Good spelling and punctuation. Weak grammar.</td>
<td>Knowledge of relevant ideas and concepts is satisfactory. Demonstrates weak awareness of ambiguities and nuances in the literature.</td>
<td>Satisfactory balance and clarity in arguments. Not always easy to read</td>
<td>Satisfactory analysis of issues. Weak use of the relevant theory and or empirical results. Satisfactory knowledge of the literature.</td>
</tr>
<tr>
<td>1</td>
<td>Outstanding writing style. Fluent and easy to read. Particular attention to spelling, punctuation, format and grammar.</td>
<td>Demonstrates outstanding knowledge of relevant ideas and concepts. Correct interpretation of models and concepts, as well as relevant empirical results. Clarity in deconstructing concepts and ability to steer through conflicting theories, and explain reasons behind conflicting results.</td>
<td>Easy to read and follow. Demonstrates outstanding balance, clarity and logic in formulating arguments. The essay or dissertation is within the word limit.</td>
<td>Outstanding critical analysis and evaluation of the question asked. Outstanding use of relevant model, and/or empirical results. Use of extant literature to suggest and create alternative models.</td>
</tr>
</tbody>
</table>

**Note:** Each of the four marking criteria will be assessed independently of the other three and the course leader will decide on how to arrive at an aggregate grade.
### Marking Scheme for presentations in the Department of Economics

<table>
<thead>
<tr>
<th>Marking Scale</th>
<th>Delivery:</th>
<th>Content:</th>
<th>Structure and use of visual aids</th>
<th>Response to questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Outstanding confidence, clarity and ability to communicate.</td>
<td>Outstanding exceptional degree of knowledge and understanding of the subject together.</td>
<td>State of the art presentation. Impeccable logic with all the level of the presentation.</td>
<td>Answer every aspect of questions and showing a deep understanding of the underlying issues.</td>
</tr>
<tr>
<td>2.1</td>
<td>Shows a good to very good level of confidence, clarity and ability to communicate</td>
<td>Shows a good to very good level knowledge and understanding of the subject</td>
<td>Shows a good to very good level of the structure and visual aids.</td>
<td>Shows a good ability to answer questions asked.</td>
</tr>
<tr>
<td>2.2</td>
<td>Satisfactory level of confidence, clarity and ability to communicate</td>
<td>Shows a satisfactory level of knowledge and understanding of the subject but lacking in breadth and/or depth</td>
<td>Shows a satisfactory structure and visual aids.</td>
<td>Shows a satisfactory ability to answer questions asked.</td>
</tr>
<tr>
<td>3</td>
<td>Lower than average level of confidence, clarity and ability to communicate.</td>
<td>Shows a general knowledge and understanding of the subject but very limited in breadth and/or depth</td>
<td>The structure is understandable but not clear. Presentation is not clear.</td>
<td>Shows a satisfactory ability to answer questions asked but limited in breadth and/or depth.</td>
</tr>
<tr>
<td>Fail</td>
<td>Lack of clarity and/or poor ability to communicate.</td>
<td>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.</td>
<td>Unclear structure and sloppy presentation.</td>
<td>Some answer showing a basic level of understanding but other answers displaying fundamental errors and/or omissions.</td>
</tr>
</tbody>
</table>

Note: Each of the four marking criteria will be assessed independently of the other three and the course leader will decide on how to arrive at an aggregate grade.

### 8.4 Policy on the return of marked student work and feedback

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 will 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, the revised deadline will be communicated to students as soon as possible.

### 8.5 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification [Programme Specification Repository](#) (and also more generally in the [Undergraduate Regulations](#)).
8.6 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.

8.7 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.

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 believe that you will be unable to submit coursework on time because of illness or other acceptable causes then you should apply for an extension to allow you to submit the work late without suffering a penalty. If you did not request an extension but then miss a deadline due to factors which have affected your ability to submit work on time, then you may submit a request for extenuating circumstances to be considered. Please note however that if you do so, you will have to provide convincing reasons why you had been unable to request an extension.

8.8 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.
8.9 What to do if things go wrong – Extensions to deadlines

You are expected to manage your time appropriately and hand in your coursework assessments on time. However, occasionally unforeseeable or unpreventable circumstances arise which prevent you from submitting your work on time. If this is the case you may be able to apply for an extension to your submission deadline without suffering a penalty.

Please refer to the Extensions Policy and guidance on the College’s webpage about Applying for an Extension.

Please note: Not every assessment is eligible for an extension.

Assessments for which extensions cannot be granted (i.e. are exempt) can be found in the Undergraduate Vault.

8.10 What to do if things go wrong – the “Extenuating Circumstances” process.

If you are unable to submit coursework because of unforeseeable or unpreventable circumstances please refer to section 8.9 ‘What to do if things go wrong – Extensions to Deadlines’. If an extension is not possible, you may be able to apply for extenuating circumstances.

The policy is explained in full in the Extenuating circumstances – Guidance for students.

What is an Extenuating Circumstance?

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. You can read more about them here.

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

- Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee whether 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. The policy is explained in full in the Extenuating circumstances – Guidance for students.

Absence from an examination

Section 5 above explains what to do on the day you miss an examination if it was due to extenuating circumstances.

Applying for extenuating circumstances

Before going ahead, you should check that your circumstances meet the criteria. These are explained in full in the 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.

If you apply for extenuating circumstances, you will need to supply a full explanation of your situation together with any supporting documentation.

Deadlines for submission of extenuating circumstances
Extenuating circumstances applications should be submitted as close to the affected piece of assessment/exam as possible.

The deadlines for submitting extenuating circumstances are listed in the Instructions to Candidates and the College webpages for Exams, Assessments and Results

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 Student Advisory & Wellbeing teams as soon as possible. This will allow us to consider strategies that will help you manage the situation. Examples might be that you have an illness that does not constitute a disability, a close family member is ill and needs your support, or you have suffered an adverse life event.

It may be that the circumstances are severely affecting your ability to study by causing you to repeatedly miss scheduled teaching and/or affecting your ability to complete assessments. If this is the case and there is no reasonable way to help you to manage the situation, then you may need to consider, in consultation with your department and Student Advisory & Wellbeing, if it would 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 Extenuating Circumstances Committee will be able to take action to mitigate such circumstances. For further information, please read the Extenuating circumstances – Guidance for students.

8.11 Support and exam access arrangements for students requiring 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 (DDS) can put in place adjustments, 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 adjustments, support and exam access arrangements (*) can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place – and there is a deadline in term 2 for these to be arranged. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see section 2 above 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 make further allowance in relation to your disability or SpLD.

8.12 What to do if you have difficulty writing legibly

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in writing by hand 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.

8.13 Academic Misconduct
The College regulations on academic misconduct (also known as assessment offences) can be found on the Attendance and Academic Regulations page of the student intranet.

Academic misconduct includes, but is not limited to plagiarism (see below), commissioning, duplication of work, (that is, submitting work for assessment which has already been submitted for assessment for the same or another course), falsification, impersonation, deception, 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 academic misconduct 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 academic misconduct. The College treats academic misconduct very seriously and misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.

**What is 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.

The College provides an avoiding plagiarism course via Moodle. The course is designed to ensure that students across all discipline areas follow best practice in referencing, paraphrasing and using citations.

**9 Careers information**

The College’s Careers & Employability Service is based in the Davison Building. The careers service run a number of industry themed weeks and a range of standalone events during the academic year including a careers fair in October. Our events are open to all students. One to one appointments are available all through the year where you can talk over your career ideas or get your CV, cover letter or application checked. You can also book a practice, in person or video interview.

Our website and Careers Moodle has a wide range of help and information including interview skills, writing CVs and applications, assessment centres & psychometric tests.

For more information about all Careers events and appointments visit their website or come along and speak to their friendly and helpful staff.

**10 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 procedure and permitted grounds for appeal can be found on the Academic Appeals webpage.

11 Health and Safety Information

The Health and Safety webpage provides general information about our health and safety policies.

11.1 Code of practice on harassment for students
The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College’s Code of Practice on personal harassment for students should be read in conjunction with the Student Disciplinary regulations and the Complaints procedure.

11.2 Lone working policy and procedures
The College has a ‘Lone Working Policy and Procedure’ that can be found here.

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.

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.

12 Equal Opportunities Statement and College Codes of Practice

12.1 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.

13. FAQs and Glossary

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).
**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 (TA) who assists the Course Tutor by taking seminars/workshops as a part of the course unit. They can also be called Seminar tutors.