DEPARTMENT OF ECONOMICS
SCHOOL OF LAW AND SOCIAL SCIENCES

UNDERGRADUATE
STUDENT HANDBOOK

2020/2021
Disclaimer

This document was published in September 2020 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 courses of study, to discontinue courses, or merge or combine courses 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 should check both departmental handbooks.
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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.

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.

1.3 Map of the Egham campus
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: Dr Michael Naef
Michael.Naef@rhul.ac.uk
01784 414 016  Horton-306

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

Disability & Dyslexia Services
Network Member: 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 via email (LSS-School@rhul.ac.uk). Please note that due to the current coronavirus pandemic, the school office is currently closed to walk-in student enquiries. A booking system for online appointments will be put in place and advertised at the start of term, for any enquiries in the meantime, please email LSS-School@rhul.ac.uk

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 Support within your School

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. Due to the current outbreak of coronavirus, the office will not be open for walk-up appointments in Term 1. Instead, there will be a booking system established, which you will be emailed about prior to the start of term: if you need to speak to someone to resolve a query that cannot be answered by email, please do book an appointment via that system, and the Office will provide a one-to-one appointment session to try and resolve your problem. For the majority of queries, the best thing to do would be to email LSS-School@rhul.ac.uk directly, where one of the team will be able to pick up your query. In some cases it may be necessary to have a face-to-face appointment to resolve complex issues, in which case the Office will advise you further.
3 Communication

3.1 Post

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

3.2 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 Welcome Week. 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. Returning students should also see their Tutor during the first term to discuss their choice of options. Finalists will additionally have a meeting with their tutors in the autumn term to discuss their plans for post-graduate studies and or employment.

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

3.3 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.

3.4 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 Study weeks

Term dates for the year are as follows.

**Autumn term:** Monday 21 September to Friday 11 December 2020  
**Spring term:** Monday 11 January to Friday 26 March 2021  
**Summer term:** Monday 26 April to Friday 11 June 2021

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.

Please find your individual timetable here.

5 Degree structure

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

5.1 Department specific information about degree structure

Progression Requirements

**Year One**  
**Course Requirements**  
Pass 120 credits (all first stage modules)  
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, EC1107, EC1108 and EC1109 are mandatory non-condonable (MUST PASS)  
You need to pass all four modules (EC1101, EC1107, EC1108 and EC1109) to progress into Year 2.
Year Two

Course Requirements
Pass 240 credits over the first and second stage (all first stage and second stage modules)
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
EC2107, EC2201/EC2501, and EC2202 are mandatory and non-condonable (MUST PASS). You need to pass all three modules (EC2107, EC2201/EC2501 and EC2202) to progress into Year 3. EC2203/EC2503 is mandatory and condonable.

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

6 Degree Programme Structure

BSc Economics

Year 2:
Students must take:
• EC2107
• EC2201 or EC2501
• EC2202
• EC2203 or EC2503
• EC2324

Take exactly 15 credits from the following modules:
• EC2211
• EC2216

Year 3:
Students must take:
• EC3107- Employability 3

Options: Choose 120 credits

BSc Financial and Business Economics

Year 2:
Students must take:
• EC2107
• EC2201 or EC2501
• EC2202
• EC2203 or EC2503
• EC2211
• EC2212
Year 3:
Students must take:
- EC3107 - Employability 3
- EC3113
- EC3114
- EC3213
- EC3214
- EC3324

Options: Choose 45 credits

**BSc Economics and Econometrics**

Year 2:
Students must take:
- EC2107
- EC2501
- EC2202
- EC2503
- EC2324

Take exactly 15 credits from the following modules:
- EC2211
- EC2216

Year 3:
Students must take:
- EC3107 - Employability 3
- EC3133
- EC3233 or EC3335
- In Year 3 you must choose 30 credits worth of optional modules from the following:
  - EC3310 Coding and Programming for Economists 15 credits
  - EC3233 Econometrics 2 15 credits OR EC3335 Financial Econometrics 15 credits
  - EC3400 Dissertation 30 credits
  - EC3329 Advanced Economic Theory 15 credits
  - EC3344 Topics in Advanced Microeconomics 15 credits
  - EC3353 Advanced Topics in Game Theory 15 credits
  - EC3338 Topics in Macroeconomics 15 credits
  - EC3315 Understanding Financial Crisis 15 credits OR EC3001 The Economics of Banking 15 credits

Options: Choose 60 credits

**BSc Economics with French/German/Italian/Spanish/Music/Political Studies**

Year 2:
Students must take:
- EC2107
- EC2201
- EC2202
- EC2203

Year 3:
Students must take:
- EC3107 - Employability 3
Options: Choose 90 credits
**BSc Economics and Management**

**Year 2:**
Students must take:
- EC2107
- EC2201 or EC2501
- EC2202

**Year 3:**
Options: Choose 60 credits

**BSc Economics and Mathematics**

**Year 2:**
Students must take:
- EC2107
- EC2501
- EC2202

Take exactly 15 credits from the following modules:
- EC2211
- EC2212
- EC2216

**Year 3:**
Students must take:
- EC3107- Employability 3
- EC3324
Options: Choose 45 credits

**BSc Finance and Mathematics**

**Year 2:**
Students must take:
- EC2107
- EC2501
- EC2202
- EC2211

**Year 3:**
Students must take:
- EC3107- Employability 3
- EC3114
- EC3214
- EC3324
Options: Choose 15 credits
BSc Economics, Politics and International Relations

Year 2:
Students must take:

- EC2107
- EC2201
- EC2202

Year 3:
Options: Choose 60 credits

BA Politics, Philosophy and Economics

Year 2:
Take at least 30 credits from the following two modules*:

- EC2201 (30 credits)
- EC2202 (30 credits)

* Students intending to graduate with a BSc should take both EC2201 and EC2202.

Year 3:
Options: Choose up to 75 credits*

Choices in Economics are subject to the following conditions:

1) You can take third year Economics courses ONLY if you have taken and passed both EC2201 and EC2202.
2) If you have taken only EC2201 or EC2202 in year 2 you may only take the other course in year 3.

* The number of Economics modules you choose will determine your degree title, please consult Dr Stankov if in doubt.

BSc Accounting, Finance and Economics

Year 2:
Students must take:

- EC2107
- EC2201
- EC2202

Year 3:
Students must take:

- EC3107 - Employability 3
- EC3114
- EC3214

Options: Choose 30 credits

Second Year Module List

EC2107 Employability 2

0 Credits

Term 1

Module Convenor: Pierre-Olivier Fortin

This second-year module will deepen the elements previously covered in Employability 1. To present 'what job exists' there will be two lectures of 2 hours each. Career services will provide a session on how to be ready to apply for an internship at the end of the second year. Students will prepare for a psychometric test. A series of
a mock interviews will be organised for students to improve their interview technique. Finally, students will have to attend at least one Econ@Work talk to be aware of professional life and challenges.

This module will be composed of the following sessions:
1. What jobs exist 1? (Lecture)
2. What jobs exist 2? (Lecture)
3. Psychometric test (workshop)
4. How to apply for an internship (workshop)
5. Video Interview (online assignment)
6. Apply for an internship (online assignment)
7. Mock Interview (workshop)
8. Econ@Work (lecture)

Assessment:
There are 8 items on the module list for this module, the assessment for lecture and workshop will be presence only. The way to validate the video interview is to submit to the online tool a video interview. The way to validate the internship application is to show a receipt for the submission. In order to pass this module, students need to validate 5 out of 8 items. This is a Pass or Fail module.

EC2201 Microeconomics

30 Credits
Term 1 & 2
Module Convenor: Sophie Bade, Bjoern Hartig

EC2201 is the second-year core module in microeconomic analysis and policy. The module introduces analytical tools for studying the behaviour of individuals and firms in a variety of economic settings. Topics include consumer and firm optimisation problems, strategic interactions between firms in different non-competitive environments, choice under uncertainty, intertemporal decisions and general equilibrium theory. For each topic, real world applications are used to show how models are used to examine complex issues, to make predictions and policy prescriptions. The features of economies that give rise to desirable market outcomes under different welfare criteria are studied in conjunction with situations that result in market failures.

Assessment:
Graded Homework-20%
Revision Quizzes-20% Midterm (60 Minutes)-20% Final Exam (120 Minutes)-40%

EC2202 Macroeconomics

30 Credits
Term 1 & 2
Module Convenor: Manolis Galenianos, Nicolas Roys

EC2202 is a second-year core, compulsory module in macroeconomic theory and policy. The module covers macroeconomics at the intermediate level and introduces an integrated framework for thinking about the determinants of aggregate variables like unemployment, investment, consumption, interest rates, inflation, exchange rates and the balance of trade (net exports). The Autumn Term covers the core theory, developing an integrated model of goods, financial and labour markets. We focus on the three central variables of macroeconomics - output, unemployment, and inflation - and examine what factors may cause changes in these variables. The module introduces a unified framework for understanding the role of macroeconomic policy. In the Spring Term, we examine the dynamic elements of the economy, focusing on growth, consumption and investment. We will first study the process of economic growth over the long run with a special emphasis on the recent economic catch-up of China and East Asia. Then, we will examine the saving decision of a household, which has applications on the effectiveness of tax cuts as economic stimulus and on the effect of housing prices on UK savings rates. Finally, we will study the firm's decision to invest and connect that decision to developments in the stock market. The topics include but are not limited to: The
goods and financial markets and the IS-LM model in the short run; Aggregate supply, the labour market and
the AS-AD model in the medium run; The Phillips curve, disinflation and Okun's law; Economic growth and
Solow model; Consumption and investment theory and the role of expectations in the IS-LM model; Open
economy, exchange rate regimes and Mundell-Fleming model; Fiscal and monetary policy, practice of policy
making.

Assessment:
Graded homework (2 hours per week) - 20%
Revision quizzes (2 hours per week) - 20%
Midterm test (60 Minutes) - 20%
Final exam (120 Minutes) - 40%

EC2203 Quantitative Methods in Economics II

30 Credits
Term 1 & 2
Module Convenor: Jesper Bagger, Hui-Fai Shing

Half of the module is devoted primarily to the mathematical theory of optimisation. Understanding
optimisation theory will require study of linear algebra and the theory of concave functions. The other half is
intended to provide students with a solid understanding of the essentials of empirical research techniques (i.e.
econometrics) used by applied economists.

Assessment:
Graded homework (2 hours per week) - 20%
Revision quizzes (2 hours per week) - 20%
Midterm test (60 Minutes) - 20%
Final exam (120 Minutes) - 40%

EC2211 Financial Markets and Institutions

15 Credits
Term 1
Module Convenor: Hui-Fai Shing

This is an introductory module in the Economics of Money, Banking and Finance. The module aims to cover
the basic theory and operation of financial systems. It will consider the economic principles underlying
domestic and international institutions, and address the regulatory environment. It provides an introduction to
financial markets; Intermediaries; UK institutions; Portfolio theory; Determination of interest rates; Money
markets; Bond markets; Equities and the stock market; Foreign Exchange market; Derivatives.

Assessment:
Grading Exercise – 10%
Tests – 10%
Quizzes – 20%
Midterm – 20%
Examination (2 Hours) - 40%

EC2212 Industrial Growth and Competition

15 Credits
Term 2
Module Convenor: Michael Richter
EC2212 is a half-year second-year undergraduate module which studies the role of the firm, transaction costs and organization, corporate governance, as well as industrial expansion and competition. Emphasis is placed on the historical and international perspective.

**Assessment:**
Quizzes - 20%
Tests – 40%
Examination (120 minutes) - 40%

**EC2216 Economic Growth**

15 Credits
Term 1
Module Convenor: Petar Stankov

This module offers an introduction to the theories and models of economic growth. It will use these models to shed light both on the process of economic growth at the world level and on sources of income and growth differences across countries. Topics covered include income distribution and economic growth, where Piketty’s recent work will be mentioned, population and economic growth where Malthus’ work will be discussed, as well of module, the standard economic growth model of Solow, and its contemporary empirical implications. Macroeconomic questions addressed include: Why are some countries rich and some poor? What differences among countries can explain economic success and failures? This module is aimed at 2nd year Economics students on the Mathematical Pathway and homework questions will typically involve solving problem sets.

**Assessment:**
Quizzes – 20%
Homework – 20%
Midterm (60 Minutes) – 20%
Final exam (2 Hours) – 40%

**EC2324 Game Theory and Behaviour**

15 Credits
Term 1
Module Convenor: Francesco Feri

This module uses more advanced mathematical models to study and analyse strategic interactions between agents. This module is designed to provide an understanding of more advanced concepts in game theory as applied to economics in general and microeconomics in particular. This module introduces students to the main deviations from, so called, rational behaviour. Topics covered typically include (but may vary slightly) mixed strategies, repeated games, Bayesian Nash equilibrium, prospect theory, hyperbolic discounting, social preferences, and games of incomplete information.

**Assessment:**
Quizzes – 20%
Tests – 40%
Final exam (2 Hours) – 40%

**EC2501 Microeconomics A**

30 Credits
Term 1 & 2
Module Convenor: Ahu Gemici, Evan Piermont
EC2501 is the second-year core module in microeconomic analysis and policy. The module employs advanced analytical tools for studying the behaviour of individuals and firms in different economic settings. Topics include optimisation of consumer and firm problems, strategic interactions between firms in different non-competitive environments, choice under uncertainty, intertemporal decisions and general equilibrium theory. For each topic, real world applications are used to show how models are used to examine complex issues, to make predictions and policy prescriptions. The features of economies that give rise to desirable market outcomes under different welfare criteria are studied in conjunction with situations that result in market failures. This module, unlike the other second year microeconomics module (EC2201) offered in the department, makes extensive use of calculus as well as statistics. The module emphasizes abstract analytical thinking in formulating models to understand behaviour and using these models to understand the role of policy-making in alleviating market inefficiencies.

**Assessment:**
- Quizzes – 20%
- Graded Homework (2 hours/week) – 20%
- Midterm test (60 minutes) – 20%
- Final exam (120 minutes) – 40%

**EC2503 Quantitative Methods A**

30 Credits
Term 1 & 2
Module Convenor: Jonathan Wadsworth, Francesco Feri

Half of the module is devoted primarily to the mathematics used in economics. This includes the theory of optimisation, concave functions, Bayesian decision theory and proofs by deduction counterexample and induction. The other half is intended to provide students with a solid understanding of the essentials of empirical research techniques (i.e. econometrics) used by applied economists.

**Assessment:**
- Quizzes – 20%
- Graded Homework (2 hours/week) – 20%
- Project – 20%
- Final exam (120 minutes) – 40%
Third Year Module List

**EC3001 Economics of Banking**

*15 Credits*
*Term 1*
*Module Convenor: Andrew Mountford*

This module equips students with the fundamental theoretical tools for the analysis of the banking sector and will be useful for anyone considering further study or a career in this area. Topics covered include perfectly competitive and oligopolistic models of banking, moral hazard and adverse selection in the loan market, the macroeconomic implications of the credit market, the money multiplier, fractional reserve banking, bank runs, financial fragility and contagion. The module’s textbook will be Freixas and Rochet “Microeconomics of Banking”, but will also use "Understanding Financial Crises", Clarendon Lectures in Finance by Franklin Allen and Douglas Gale.

**Assessment:**
- Quizzes – 20%
- Graded Homework (2 hours/week) – 40%
- Final exam (120 minutes) – 40%

**EC3107 Employability 3**

*6 Credits*
*Term 1*
*Module Convenor: Pierre-Olivier Fortin*

This third-year module will deepen the elements covered previously in Employability 1 and 2. To present what jobs exist and how to apply, two lectures of 2 hours each will be given. Career services will provide a session on how to be ready for employment at the end of the year. Students will prepare for a psychometric test. A series of a mock interviews will be organised for students to improve their interview technique. Finally, students will have to attend at least one Econ@Work talk to be aware of professional life and challenges.

This module will include the following elements:
1. What jobs exist? (Lecture)
2. What jobs exist? (Lecture)
3. Psychometric test (workshop)
4. How to apply for a job (workshop)
5. Video Interview (online assignment)
6. Apply for a job or postgraduate studies (online assignment)
7. Mock Interview (workshop)
8. Econ@Work (lecture)

**Assessment:**
There are 8 items on the module list for this module, the assessment for lecture and workshop will be presence only. The way to validate the video interview is to submit to the online tool a video interview. The way to validate the internship application is to show a receipt for the submission. In order to pass this module, students need to validate 5 out of 8 items. This is a Pass or Fail module.
**EC3113 Industrial Economics 1**

15 Credits  
Term 1  
Module Convenor: Philip Neary

EC3113 is a one-term third year undergraduate module in industrial economics. Its aim is to familiarize students with a broad range of the methods and models applied by economists in the analysis of firms and industries. A broader goal is that students who take the module will, by working extensively with theoretical models, acquire analytical skills that are transferable to other kinds of intellectual problems. Students should have a grounding in microeconomics and mathematics, including calculus. A large part of the module will consist of analyses of formal economic models. Therefore, it is important that students who intend to take this module, and who feel that they might have forgotten key elements from their previous mathematics studies, revise the material from Quantitative Methods I and II.

**Assessment:**  
Quizzes – 20%  
Graded Homework (2 hours/week) – 40%  
Final exam (120 minutes) – 40%

**EC3114 Financial Economics 1**

15 Credits  
Term 1  
Module Convenor: Vinay Nundlall

Financial Economics is designed to analyse the nature of financial markets, with emphasis on the equity market. It gives an insight into how markets and financial assets are used by investors and corporations, which ultimately have a significant impact on the economy and modern society. Further, the module investigates a number of theories and models of investment and asset pricing. Students will acquire a number of analytical skills that can be applied to resolving issues that arise in the investment process.

**Assessment:**  
Quizzes – 20%  
Graded Homework (2 hours/week) – 40%  
Final exam (120 minutes) – 40%

**EC3133 Advanced Econometrics 1**

15 Credits  
Term 1  
Module Convenor: Jesper Bagger

The main goal of the module is to deepen students’ understanding of econometric theory and its applications, so they can appreciate and undertake applied economic work. The module will include theoretical core methods and a variety of models used to investigate economic phenomena and techniques to deal with different econometric problems.

**Assessment:**  
Quizzes – 20%  
Graded Homework (2 hours/week) – 40%  
Final exam (120 minutes) – 40%
EC3213 Industrial Economics 2

15 Credits
Term 2
Module Convener: Philip Neary

EC3213 is a one-term third year undergraduate module in industrial economics. Its aim is to familiarize students with a broad range of the methods and models applied by economists in the analysis of firms and industries. A broader goal is that students who take the module will, by working extensively with theoretical models, acquire analytical skills that are transferable to other kinds of intellectual problems. Students must have taken EC3113 before taking EC3213.

Assessment:
Quizzes – 20%
Graded Homework (2 hours/week) – 40%
Final exam (120 minutes) – 40%

EC3214 Financial Economics 2

15 Credits
Term 2
Module Convener: Vinay Nundlall

Financial Economics 2 focuses on the bond and the derivatives markets. These markets have grown exponentially over the past decades and with that, so have their effects on the economy. In this module, we analyse how bonds are rated and priced and how bond yields are an effective for both investors and economists. We also evaluate the use of bonds in immunizing portfolios based on bond duration. Further, the features and uses of the most popular types of derivatives available today are explored. These include options, futures and forwards which are used to hedge risk, and swaps which are used to convert one type of liability into another. Various models and approaches to valuing derivatives will be covered and their use in implementing trading strategies will be demonstrated. Students must have taken EC3114 before taking EC3214.

Assessment:
Quizzes – 20%
Graded Homework (2 hours/week) – 40%
Final exam (120 minutes) – 40%

EC3233 Advanced Econometrics 2

15 Credits
Term 2
Module Convener: Jonathan Wadsworth

The main goal of the module is to deepen students' understanding of econometric theory and its applications, so they can appreciate and undertake applied economic work. The module will include theoretical core methods and a variety of models used to investigate economic phenomena and techniques to deal with different econometric problems. Students must have taken EC3133 before taking EC3233.

Assessment:
Quizzes – 20%
Graded Homework (2 hours/week) – 20%
EC3310 Coding and Programming for Economics

15 Credits
Term 2
Module Convenor: Evan Piermont

This module aims to acquaint students with the basics of the Python programming language and its application to data collection, manipulation, visualization, and analysis. During the module, the students will learn how to write code, gather data from web sources using modern scraping techniques, organize data into a usable format, and to analyse data collections to answer questions about the world. We will begin with an introduction to general purpose programming: data types, conditionals, loops, functions, and classes. We will investigate how to write succinct and efficient code. We will then see how to represent and manipulate data using the Python NumPy and Pandas packages for numerical methods and the representation of data structures. We will gather data from the web by using application programming interfaces (APIs) and web scraping python library Beautiful Soup. This will require a brief foray into the structure of websites (i.e., HTML). Finally, we will investigate how programming can help us clean and present the data in an informative and elegant manner. Focus will be on using data to answer real economic questions.

Assessment:
Coding Project - 65%
Midterm - 1 hour - 20%
Graded Homework 15%

EC3316 Personnel Economics

15 Credits
Term 1
Module Convenor: Andrew Seltzer

This is a half-year course examining contracts between firms and their workers. It will focus on hiring, training, pay, job assignments, promotion, quits and dismissals, and pensions. The course will use economic theory to outline the nature of labour contracts, and use statistical analysis to examine the empirical relevance of different types of contracts.

Assessment:
Exam – 50%
Midterm - 20%
Presentation – 20%
Quizzes - 10%
**EC3317 Environmental Economics**

15 Credits  
Term 2  
Module Convenor: Maris Goldmanis

The module aims to familiarise students with the theoretical and empirical tools used in environmental economics. Main concepts in this module include externalities, public goods, property rights, non-market valuation and social cost-benefit analysis. These tools and concepts will be used to evaluate a series of current policy questions such as: Should air and water pollution regulations be tightened or loosened? What are the costs of climate change? Should we be more energy efficient? The module will also familiarise students with recent academic papers in the field.

**Assessment:**  
Quizzes – 20%  
Graded Homework (2 hours/week) – 40%  
Final exam (120 minutes) – 40%

**EC3319 Economics of Warfare 1**

15 Credits  
Term 2  
Module Convenor: Michael Spagat

The module introduces students to the main facts about conflict. Students will apply theoretical and empirical economic tools to the study of conflict. The module will give students an appreciation of the main questions at the research frontier in the economic analysis of conflict. In addition, it will draw some policy conclusions on how the international community should deal with conflict. Finally, students will study data issues that arise when analysing conflict.

**Assessment:**  
Quizzes – 20%  
Essay (1200 words) – 20%  
Graded Homework – 20%  
Final Exam (2 Hours) – 40%
EC3322 Behavioural Economics

15 Credits
Term 1
Module Convenor: Ines Vilela

The goal of the module is to provide the students with critical awareness as regards to applying theoretical economic models. Content: The traditional model of the homo oeconomicus is still standard in microeconomic theory. Economic agents are assumed to be rational utility maximisers with self-regarding preferences and unlimited processing capacities. Common sense and the results of economic experiments have shown that this is not always the case. Often people behave differently than predicted by standard theory. In this module, we will deal with the following problem statements: 1) when does microeconomic theory apply and when does it lose its predictive power? 2) If it does not apply, what concepts and models can be used to either extend or to substitute the current theory in order to describe human behaviour? Topics might include but are not limited to: -Non-expected utility theory, Intertemporal choice, Social preferences, Reciprocity, Levels of analytical reasoning, Mental accounting, Heuristics, Neuroeconomics.

Assessment:
Examination (2 Hours) - 40%
Group project (2000 words) - 20%
Group Presentation (45 Minutes) - 20%
Contribution in 7 tutorial group meetings (20 Hours) - 20%

EC3323 Monetary Economics

15 Credits
Term 2
Module Convenor: Petar Stankov

EC3323 is a half-year third year undergraduate module in monetary economics. Its aim is to gain insight into more recent approaches to monetary policy, and to developments in understanding and applying such policy. The main objectives of the module will be to understand the role of money in the economy; identify the links between central bank decision making and commercial bank behaviour; know the basic theoretical underpinnings of monetary policy, monetary policy operating procedures and the transmission mechanisms of monetary policy to the real economy. A significant part of the class discussions is focused on how the political forces affecting monetary policy making may affect inflation, which has important implications for contemporary policy making.

Assessment:
Quizzes – 20%
Graded Homework – 40%
Final Exam (2 Hours) – 40%
EC3324 Topics in Game Theory (only available if you have not taken EC2324)

15 Credits
Term 2
Module Convenor: Francesco Feri

This module uses more advanced mathematical models to study and analyse strategic interactions between agents. This module is designed to provide an understanding of more advanced concepts in game theory as applied to economics in general and microeconomics in particular. This module introduces students to the main deviations from, so called, rational behaviour. Topics covered typically include (but may vary slightly) mixed strategies, repeated games, Bayesian Nash equilibrium, prospect theory, hyperbolic discounting, social preferences, and games of incomplete information.

Assessment:
Quizzes – 20%
Tests – 40%
Final exam (120 minutes) – 40%

EC3329 Advanced Economic Theory

15 Credits
Term 1
Module Convenor: Michael Mandler

The module teaches advanced microeconomic theory at a level beyond 2nd year or ‘intermediate’ microeconomics and can serve to prepare students for postgraduate study. The module will begin with the mathematics of constrained optimisation, and then turn to the general equilibrium model with both exchange and production, the welfare theorems of general equilibrium theory, and cooperative game theory. Finally the module will treat a selection of topics in implementation theory with a specific emphasis on auctions to illustrate the theory. The module will spend the time necessary to teach the mathematics that is required for a proper understanding of the theoretical topics considered. The topics include but are not limited to:

Constrained optimization and economic applications
Theory of the firm Preferences, utility, and demand
Partial equilibrium: competition
Partial equilibrium: monopoly
General equilibrium with exchange
The welfare theorems of general equilibrium theory
The general equilibrium model with production
Cooperative game theory: the core of an exchange economy

Assessment:
Quizzes – 20%
Graded Homework – 40%
Final Exam (2 Hours) – 40%
EC3336 Economics of Development

15 Credits
Term 1
Module Convenor: Juan-Pablo Rud

The module provides an overview of the literature in development economics. The overarching interest is what creates and what reduces poverty and how poor people live their economic lives. Students will be introduced to theoretical and empirical approaches to the understanding of binding constraints to development, household decisions and organisation, effectiveness of public policy and alternative arrangements that arise when markets and institutions fail.

Assessment:
Quiz-based assessment – 20%
Graded Homework – 40% Final
Exam (2 Hours) – 40%

EC3337 Labour Economics

15 Credits
Term 1
Module Convenor: Ahu Gemici

This module will analyse the economic issues of behaviour and outcomes in labour markets. It will focus on topics relating to labour supply and demand, wage formation and earnings inequalities, e.g.:
1. Labour Demand
2. Labour Supply
3. Human Capital and Compensating Wage Differentials
4. Inequality in Earnings
5. Labour Mobility
6. Discrimination
7. Unemployment.

Assessment:
Quizzes – 20%
Graded Homework – 20%
Coursework – 20%
Examination (120 Minutes) - 40%

EC3338 Topics in Macroeconomics

5.1.1 15 Credits
Term 2
Module Convenor: Tomohiro Hirano

Areas covered will include some, but not all, of
• The Ramsey Model, Cass-Koopmans Model
• The Stochastic Growth Model
• Overlapping generation’s model
• Dynamic Inefficiency
• Monetary Policy in Dynamic Models
• Fiscal Policy in Dynamic Models
• Income Distribution
• Dynamic New Keynesian Models
Assessment:
Quizzes – 20%
Graded Homework – 40%
Examination (120 Minutes) - 40%

EC3339 Information and Finance Economics

15 Credits
Term 1
Module Convenor: Tomohiro Hirano

The module aims to give students an advanced-level training in the economics of Finance and Information, focussing on the role of incomplete and asymmetric information and information aggregation in several areas of finance and financial markets. The module will cover models of information economics in finance including applications in some of the following areas: Financial Herding; Financial Frenzies; Bubbles; Booms and Crashes; Speculative Attacks; Information Avalanches.

Assessment:
Quizzes – 20%
Graded Homework – 40%
Examination (120 Minutes) - 40%

EC3340 Philosophy of Economics

15 Credits
Term 2
Module Convenor: Jeff Frank

An investigation into globalization and the different approaches to national economic policy, including applications in some of the following areas: the effects of tax-cutting, deregulation, privatization, mixed economy, efficiency and income distribution.

Assessment:
Quizzes – 20%
Essay 1 (1500 Words) - 20%
 Essay 2 (1500 Words) - 20%
Examination (2 Hours) - 40%
EC3341 Topics in Public Economics

15 Credits  
Term 2  
Module Convenor: Dan Anderberg

Public Economics is concerned with the study of the effects of government policy upon the economy and the design of optimal policies. The module begins with a review of empirical methods for policy evaluation. A number of recent research areas in public economics are then discussed including income taxation, welfare support, behavioural responses, and social security. Throughout the module, the emphasis is placed upon analytical techniques, policy applications, and empirical evidence.

Assessment:  
Quizzes – 20%  
Graded Homework – 20%  
Presentation – 20%  
Examination (120 Minutes) – 40%

EC3342 Topics in Economic History

15 Credits  
Term 2  
Module Convenor: Andrew Seltzer

This is a survey course offered in the second term of the 2020-21 academic year. The course covers several important topics in economic history. It is designed to be within the mainstream economics tradition in that the focus is on topics and methodology rather than time periods or countries. The major topics covered are economic growth and wellbeing, agricultural and urban development, globalisation and migration, banking and monetary systems, and the Great Depression and recovery.

Assessment:  
Exam – 50%  
Midterm – 20 %  
Presentation – 20%  
Quizzes – 10%

EC3344 Topics in Advanced Microeconomics

15 Credits  
Term 2  
Module Convenor: Maris Goldmanis

This is an honours level module in Microeconomic theory covering the important topics of consumer theory, producer theory and general equilibrium theory.

Assessment:  
Quizzes – 20%  
Graded Homework – 40%  
Examination (120 Minutes) – 40%
EC3346 Family Economics

15 Credits
Term 1
Module Convenor: Dan Anderberg

The module aim is to familiarise students with key theoretical analysis and empirical evidence in relation to family structure and behaviour. The module will also strongly link to public policy in related areas, including welfare, health care, education and childcare. Some of the following topics will be covered:

Topic 1: Empirical stylized facts motivating the module
Topic 2: Modelling multi-person households
Topic 3: Intra-household pooling and efficiency
Topic 4: Fertility: quantity v. quality and the role of shocks
Topic 5: Assortative mating: empirical modelling and implications
Topic 6: Household Production: Nutrition and health
Topic 7: Intergenerational transmission: human capital, child development
Topic 8: Family dysfunction: Domestic abuse, parent-child interaction
Topic 9: Divorce: Modelling approaches and long-run effects
Topic 10: Applications to policy: child safeguarding, parental information

Assessment:
Quizzes – 20%
Graded Homework – 20%
Presentation – 20%
Examination (120 Minutes) – 40%

EC3348 Corporate Finance

15 Credits
Term 1
Module Convenor: Hui-Fai Shing, Pierre-Olivier Fortin

EC3348 is an optional third year module in Corporate Finance. The module aims to introduce the student to what factors affect corporate financial decisions. Particular emphasis is given to project appraisal and financing.

Assessment:
Quizzes – 20%
Graded Homework – 20%
Presentation – 20%
Examination (120 Minutes) – 40%

EC3349 Topics in Development Economics

15 Credits
Term 2
Module Convenor: Ines Vilela

The aim of the course is to familiarise students with important issues both theoretical and empirical in Development Economics such as the behaviour of credit and insurance markets in developing economies, the existence of poverty traps and the role of income, ethnicity, gender and caste in the development process.

Assessment:
Quizzes – 20%
Graded Homework – 40%
Examination (120 Minutes) – 40%
EC3353 Advanced Topics in Game Theory
15 Credits
Term 1
Module Convenor: Sophie Bade
This module is an optional one-term sequel to the introductory game theory module, EC2324/EC3324. It aims to both broaden and deepen the students’ knowledge and understanding of game theory. This module is intended for students who thrive on mathematical puzzles and formal reasoning; a higher level of mathematical rigour will be employed here than in the introductory module.

Assessment:
Quizzes – 20%
Graded Homework – 40%
Examination (120 Minutes) – 40%

EC3354 Economics of Inequality
15 Credits
Term 2
Module Convenor: Ija Trapeznikova
This module introduces the notion of and reasons for economic inequality. In particular, we examine various factors that determine wage differentials among workers from a theoretical and empirical point of view. The module briefly covers human capital and compensating differentials theories of wage determination. Our main goal, however, is to answer the question of why similar workers are paid differently. We study a number of empirical facts related to the above question and introduce an analytical framework, the search and matching model, in which to understand these facts. Within this framework, we show that labour mobility can improve the allocation of workers to firms, enhance aggregate productivity, and reduce inequality.

Assessment:
Quizzes – 20%
Presentation (20 Minutes) – 20%
Essay (1500 Words) – 20%
Final Examination (120 Minutes) – 40%

EC3355 International Trade
15 Credits
Term 1
Module Convenor: Manolis Galenianos
EC3355 is a one term module in international trade suitable for students with basic knowledge in microeconomics. This module aims to further develop the student's analytical skills and to illustrate how these skills can be fruitfully applied to a variety of economic situations. The primary objective of the module is to teach the theory of comparative advantage and the factor proportions theory of international trade and to critically discuss these theories and their relevance in understanding real world issues. Topics Covered include some but not necessarily all of the following:
1 Introduction to the Ricardian Model and description of competitive equilibrium of the closed economy 2 Description of behaviour of an open economy in a Ricardian world.
3 Solving for the equilibrium of a two-country world economy. Demonstrating the principle of comparative advantage. Working through a numerical example.
4 The Heckscher-Ohlin Model. The definition of the concepts and proof of the Stolper-Samuelson and Rybczynski Theorems.
5 The Heckscher-Ohlin Model Continued. The Heckscher-Ohlin Theorem and the relationship between income
distribution and trade.
6 The Specific Factors Model.
7 Empirical tests of the Heckscher-Ohlin model and the Specific Factors Model. 8 Policy Intervention: Tariffs and Quotas. Trade wars and retaliation.
9 Product Differentiation and International Trade
10 The effect of increasing returns to scale and a Cournot model of imperfect competition. 11
Brander and Spencer Model of International Trade

Assessment:
Quizzes – 20%
Presentation (20 Minutes) – 20%
Midterm (1 hour) – 20%
Final Examination (120 Minutes) – 40%

EC3358 Economics of the European Union

15 Credits
Term 2
Module Convenor: Petar Stankov
European integration spearheaded by the European Union and its predecessors represents one of the most important economic and political developments in Europe since the Second World War. This module aims to introduce students to the economic rationale behind the process of European integration, covering both microeconomic and macroeconomic aspects, including the creation of the single market, the creation of the euro and the recent crisis in the Eurozone. Students will learn about the most important European institutions and policies with a focus on their economic functions. The module is taught at an advanced undergraduate level.

Assessment:
Quizzes – 20%
Graded Homework – 40%
Final Examination (120 Minutes) – 40%

EC3362 Sexual Orientation, Gender Identity and Gender: The Role for Public Policy

15 Credits
Term 1
Module Convenor: Jeff Frank
This module is based upon highly successful modules taught at the University of Massachusetts and Vanderbilt University. UK legislation has moved at a solid pace with the Equal Pay Act 1970, the decriminalisation of male homosexuality in the Sexual Offences Act 1967, the Equality Act 2010 to cover broad protected characteristics, and the legalisation of same-sex marriage in Great Britain in 2014, extended to Northern Ireland in 2020. Yet the reality remains problematic – for example the gender pay gap for full-time workers is about 9% and including part-time workers is about 18%. Empirical evidence is that there is considerable intersectionality in numerous aspects of the labour market – BAME LGBTIQ+, trans and female individuals often suffer from a total penalty greater than the sum of the ethnicity and sexuality/gender gaps. This module uses models, data and qualitative analysis to look at the causes of these effects. We also look at how public policy has developed and can be influenced.

The module will be taught through lectures and seminars, with the intention of having external speakers from the policy sphere as well as lecturers from different departments in the College and other universities.
Assessment will be by one long essay and by unseen examination.
The module is inter-disciplinary and will be accessible to students across a wide range of disciplines including Liberal Arts, Mathematics, Geography, Psychology, and Management, as well as all the subjects within the LSS Faculty.
Students are advised that this module is likely to have an unusually high positive impact on their employability. This is partially because of the development of their ability to analyse and discuss important policy issues from an inter-disciplinary approach. In addition, top employers in the finance, business, government and non-profit sectors are placing a high premium on candidates with demonstrated interests in the area of equalities.

Assessment:
Quizzes – 20%
Essay 1 (1500 Words) - 20%
Essay 2 (1500 Words) - 20%
Examination (2 Hours) - 40%

EC3400 Research Methods- Economics Dissertation

30 Credits
Term 1 & 2
Module Convenor: Dan Anderberg

An Economics dissertation typically examines a current policy issue and explores it with economic analysis. Students are expected to use actual data to provide an econometric examination of the problem. To prepare the students, they will receive eight hours of lecture in Research Methods. These will cover:
How to write an economics dissertation
Data sources
Basic Stata
Additional Stata

The content of the actual dissertation is not predetermined. This is largely an exercise in independent work with some supervision. Details of content are expected to be agreed between student and supervisor.

Please refer to the Dissertation Handbook for all the information that you will need to carry out a dissertation. Students cannot change to dissertation in September. You can opt out in the September if you change your mind about doing it, but you cannot opt in after the deadline for submitting module choices.
There will be a dissertation talk where you will have an opportunity to ask any questions. Time and date to be confirmed.

Assessment:
Dissertation Proposal
Preliminary Report
Dissertation (10000 Words) - 100%
## 4.1 Module Summary

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1. Oriented towards the use of microeconomic theory.
2. Oriented towards the use of macroeconomic theory.
3. Emphasis on theory and derivation of proofs.
4. Students aiming for the top MSc Economics programmes, for example at LSE and UCL are recommended to take these modules.
5. Provide students with skills and knowledge that are useful in the financial sector.
6. Require students to be competent in the Econometric techniques and STATA commands taught in QM2. Students who have not studied QM2 will be required to learn the material independently before starting the module.
7. Require competent application of mathematical techniques learnt in QM1; joint students with Management and PIR are urged to refresh the QM1 material before taking these modules.
8. Require competent application of statistical techniques learnt in QM2; joint students with Management and PIR are urged to refresh the QM1 material before taking these modules.

Change of course

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

- You must satisfy the normal conditions for admission to the new programme;
- 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;
- The transfer must be approved by both the department(s) responsible for teaching the new programme and that for which you are currently registered.
- If you are a student with Tier 4 sponsorship a transfer may not be permitted by Tier 4 Immigration rules.
- 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:

If the change is only in degree pathway title, which does not affect the course units taken and you are still taking the correct course units (worth 120 credits in total) as detailed in the relevant programme specification.

if the change does affect the course units taken and you have to pick up an extra 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.

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.

6 Facilities

6.1 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.

6.2 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.

6.3 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.

6.4 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

7 Assessment Information

7.1 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.

7.2 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.

7.3 Penalties for over-length work

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

Section 13 (5)

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

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

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

(c) for work which exceeds the upper limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.

The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations or films.

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

7.4 What to do if things go wrong – Extensions to deadlines

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.

7.5 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 (1) 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.

7.6 Academic misconduct - Plagiarism

The College regulations on academic misconduct (also known as assessment offences) can 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.
8 Health and safety information

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

8.1 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.

8.2 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.

9 FAQ 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:

- Arrange to see the Programme Director and following that the Head of Department;
- Or
- 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.

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.