



SCHOOL OF LAW AND SOCIAL SCIENCES
DEPARTMENT OF ECONOMICS

**UNDERGRADUATE
STUDENT HANDBOOK**

2024/2025

Disclaimer

This document was published in August 2024 and was correct at that time. The Department* reserves the right to modify any statement, if necessary, make amendments to the content or methods of delivery of modules, to discontinue modules, or merge or combine modules 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.

* Throughout, the term 'Department' refers to either the 'Economics department' as a whole or, in some cases, the Admin office of the School of Law and Social Sciences. Students on joint or combined courses (degree programmes) should read the handbooks of all departments they are associated with.

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1 Introduction to the 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 across arts and humanities, social sciences and natural sciences. The Economics Department is part of the School of Law and Social Sciences.

We extend a warm welcome to all new and returning students to the Department. 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 around 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 technical comprehension of Economics and Statistics is vital 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 for a career advancement in public and private management, in government and non-governmental agencies, and the financial sector. In addition, they will 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 place emphasis on teaching in the undergraduate programme and to ensure that the top professors teach on the undergraduate programme. We have chosen to have a relatively small and selective postgraduate programme, with about 50 Masters and PhD students in residence.

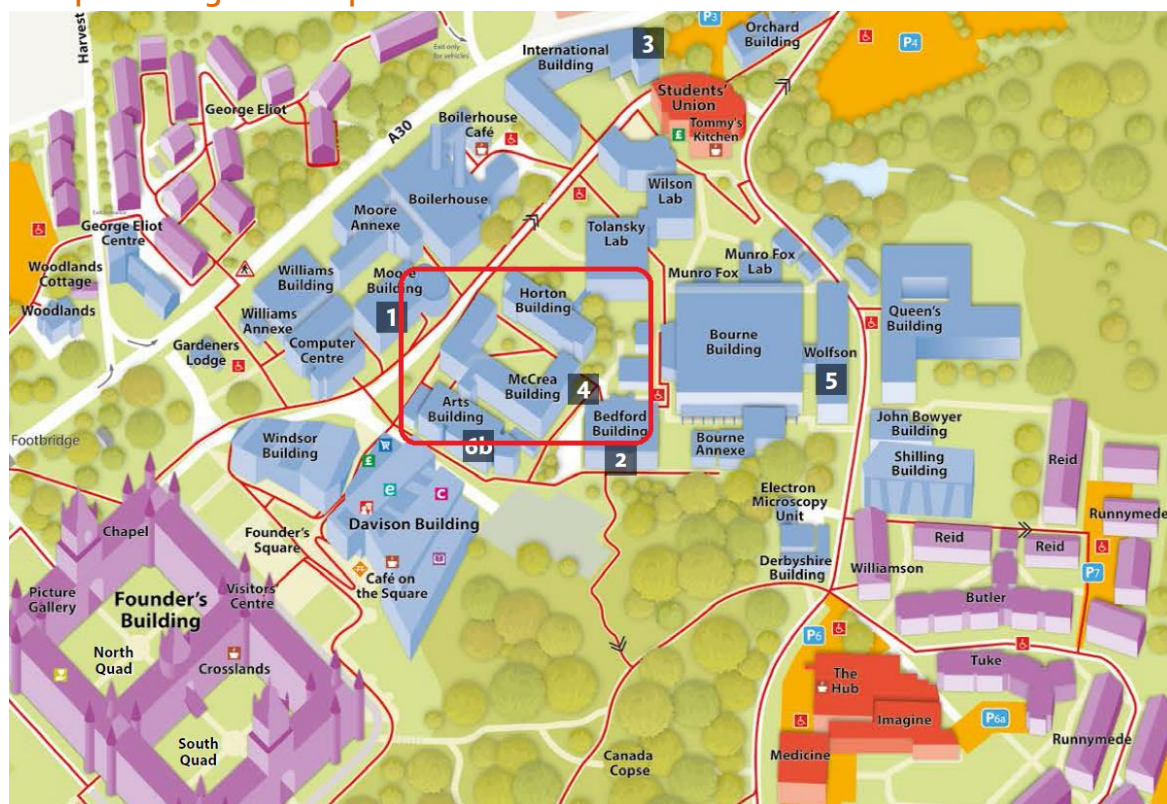
We encourage you to participate fully in the life of the Department and the College. We look forward to working with you during your time here.

Prof. Dan Anderberg
Head of Department

1.2 How to find us: the Department

Academic staff of the Department of Economics are working in Horton building. 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 below.

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: Staff

Head of School: Professor Mathew Humphreys

Email: Matthew.Humphreys@rhul.ac.uk; Tel. 01784 44 6482; Office: McCrea 1-01

Head of Department: Professor Dan Anderberg

Email: Dan.Anderberg@rhul.ac.uk; Tel. 01784 414,082; Office: Horton-317

Academic Staff: [A full list of staff can be found on the Departmental website.](#)

School Manager: Moya Watson

Email: Moya.Watson@rhul.ac.uk; Tel. 01784 44 3564; Office: McCrea 1-01

Help desk: James McEwan

Email: James.McEwan@rhul.ac.uk; Tel. 01784 44 3891; Office: McCrea 1-01

Disability and Dyslexia Services Network Member: James McEwan

Email: James.McEwan@rhul.ac.uk; Tel. 01784 44 3891; Office: 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). If you are on campus, please feel free to stop by the School office Monday – Friday, 09:00—16:30, in Mc-Crea 1-01.

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 Administrative support from the School

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is in McCrea 1-01. For most queries, the best would be to email LSS-School@rhul.ac.uk directly, where the Admin 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.

2.2 Student support within the School

- First-Generation Students Support Group: Janina.Beiser-McGrath@rhul.ac.uk
- Woman of Colour Students Support Group: Gauri.Wagle@rhul.ac.uk
- Muslim Students Support Group: Mohammadreza.Kalantari@rhul.ac.uk
- Black, African and Caribbean Students Support Group: Michael.Bankole@rhul.ac.uk

2.3 Support from the College

We stand resolute in our commitment to fostering a safe, equal, and inclusive learning environment and campus life. In that pursuit, we have a zero-tolerance approach to all forms of discrimination and unacceptable behaviour in our institution: bullying, harassment, unlawful discrimination or victimisation. We have implemented a comprehensive set of policies in which all allegations of discrimination: race, ethnicity, gender, sexual orientation, religion, disability, and socioeconomic status, will be investigated, and if appropriate, disciplinary action will be taken.

We also firmly believe that education and awareness are crucial for combating discrimination. So we have been providing mandatory diversity and inclusion training for all members of our community, so that they are equipped with the tools and knowledge needed to navigate the complexities of a diverse world with sensitivity and empathy.

While we take pride in our accomplishments, we recognise that the journey towards equality and inclusion is still long. We are aware that structural injustices outside our campus inevitably make their way in, particularly in social dynamics, access to resources and support, as well as the very knowledge that is being promoted and exchanged. So, we regularly assess our policies, initiatives, and practices to adapt and evolve in response to the ever-changing social and political landscape, and to identify areas of improvement based on feedback, experience, and research.

Our student-led support groups and organisations serve as vital platforms for feedback, advocacy, solidarity, empowerment, and community-building. We invite you to be part of this transformative journey, which is central to our collective prosperity and academic success.

Here's a list of relevant contact details and resources available to students in relation to our equality,

diversity, and inclusion pledge.

COLLEGE RESOURCES:

- **RH Be Heard** is a new way for you to report issues in one place, through one simple online form. Whether you have a concern, need to resolve complaint, or report misconduct that you experience or witness, RH Be Heard makes sure that we can help.
<https://intranet.royalholloway.ac.uk/students/help-support/wellbeing/rh-beheard.aspx>
- **Equality, Diversity, and Inclusion Hub:** <https://intranet.royalholloway.ac.uk/students/campus-life/equality-diversity-and-inclusion/equality-diversity-and-inclusion.aspx>
- **Security:** 01784 443888 or 444 from internal phone lines. securityrhul@royalholloway.ac.uk or drop into the Security Office on the ground floor of Founder's East, next to the Visitor's Centre
- **Health emergency services:** 101 (Surrey police), 111 (non-emergency), 119 (Covid-19 related), 999 (emergency)
- **Student Counselling:** 01784 443128 or <https://intranet.royalholloway.ac.uk/students/help-support/counselling/home.aspx>
- **Student Wellbeing:** wellbeing@royalholloway.ac.uk
- **Disability and Neurodiversity team:** 01784 414621 or disability-dyslexia@royalholloway.ac.uk, or <https://intranet.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx>
- **International Student Support:** internationaladvice@royalholloway.ac.uk
- **Multifaith Chaplaincy:** chaplaincy@royalholloway.ac.uk
- **Royal Holloway Students' Union Advice Centre:** advice@su.rhul.ac.uk
- **Accessibility:** www.accessable.co.uk/royal-holloway-university-of-london

2.4 Peer support

Because your Economics Department is a very supportive organisation, some students have generously offered their time to help and support the newcoming and progressing students in their transition from high school or along their academic journey to a higher programme stage. We are very thankful to those students and we call them Peer Guides. In 2024/25, your Peer Guides are:

- Nicole Phan (nicole.phan.2023@live.rhul.ac.uk),
- Daniella Csonka (daniella.csonka.2023@live.rhul.ac.uk),
- Shubham Shah (shubham.shah.2023@live.rhul.ac.uk),
- Toheed Ahmed (toheed.ahmed.2022@live.rhul.ac.uk),
- Abdullah Imran (abdullah.imran.2023@live.rhul.ac.uk),
- Muhammad Abdullah (muhammad.abdullah.3.2023@live.rhul.ac.uk).

Feel free to approach them by email to get invaluable peer help and support. Sometimes, it is your peers who know best!

2.5 Academic support

All module convenors have feedback and office hours during term time (late September to mid-December, and mid-January to early April). You can ask and receive support from your module convenors during the feedback and office hours. You do not need to pre-book your attendance – just stop by. However, make sure you stop by during those dedicated hours to receive the most effective support. To find the office hours of your module convenors, please see the Moodle page of the module you have a question about. It would be helpful to send a short note by email to your module convenor that you are coming to a certain office hour.

Another way to receive academic support is by email. Please note that your module convenors do not normally know all administrative details around your module – those would be within the remit of the LSS Admin office. Your module convenors will be able to address substantive questions about module content or ways to prepare yourself for assessments. When you drop an email to them, please allow at least 2 working

days before sending another email. See additional advice on emailing academics in section 3.2. *How to email academics*.

If you encounter lack of support, or you want to discuss any concerns regarding the support you get by an academic, please feel free to escalate to your Programme Lead.

3 Communication

3.1 Post / Email

If you live on campus, please use your Halls address for any incoming post. If you live away from campus, please direct any incoming post to your home address.

You will normally receive official information from the Department and College by email. It is in your best interest to check your College email once a day, as emails may feature policy updates, calls to action and important deadlines. It is your responsibility to act on the information contained in the emails sent to you. Any inaction may lead to adverse effects on your academic performance, and you will be responsible for those effects.

Note that, when using email, you need to address the recipient of your email as if you are writing an official letter. Email correspondence through your College email address is official correspondence.

3.2 How to email academics

You should remember that your lecturer is likely to have several hundred students over more than one course. They will have other work responsibilities beyond teaching. Therefore, they do not have the time to reply to questions they have already answered, to recap what was covered in the lectures and seminars in an email, to provide extended replies to very brief e-mails, or to guess which course or assessment you are writing about. The simple rules below will make e-mail exchanges easier and help resolve your questions more quickly.

- 1) Be organised! Check the Admin panel of your Moodle page and previous e-mails from the lecturer before e-mailing. Your lecturer is not obligated to personally answer a question they have already answered elsewhere.
- 2) E-mail style should be appropriate. This is a professional interaction, not a text to friend!
 - a. An e-mail should contain a specific subject header, e.g. "Economics 1101 Exam".
 - b. You should begin with an appropriate greeting, e.g. "Dear Professor Jones", not "hi".
 - c. Use a professional tone and proper English, not text speak.
 - d. Proofread your e-mail before you send. Bad spelling/grammar impedes an adequate understanding of your issue. Without such understanding, a proper solution may not be found.
 - e. Sign your full name at the end of the e-mail.
 - f. There are several good guides to e-mail format on the internet. See:
<https://www.unr.edu/writing-speaking-center/student-resources/writing-speaking-resources/email-etiquette-for-students> and
<https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay>
- 3) A good e-mail will briefly describe the problem you are having, what you have done to try to solve it, and ask a specific question or call for a specific action. A well-written email will never 'vent' about an issue without asking for a specific measure to be taken or a specific question at the end.
- 4) If you follow the above, you can expect a reply within two working days. The two-day turn-around means you need to be organised – do not wait until the day before an assignment is due to e-mail. Do not expect replies to your e-mail on weekends or bank holidays. Remember: No staff member sits on their email 24/7!

Longer or more complicated questions are likely to require that you attend office hours/online feedback sessions.

3.3 Personal Tutors (Advisers)

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 by the middle of October, please e-mail the LSS School office. 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 to. 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 an adviser; 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 have specific academic queries then you should make arrangements to see either the course lecturer or your seminar 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.

All office hours may operate on MS Teams – the platform College has adopted for online and hybrid teaching. Please note that online queues during office hours are normal: You may be allocated a place in an online lobby and your module leader or personal tutor will let you in shortly. Office hours are held during term-time only.

3.4 Questionnaires

Towards the middle and end of each course module, you will be asked to complete a short questionnaire that is designed to assess reactions to courses and lecturers. The objective is to highlight good practices in view of spreading their impact across other modules, and pick up issues that may require attention and action going forward. Your co-operation in completing these questionnaires is very 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 30 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.

3.5 Space

The Hub in Horton 223 provides 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:

1. **Autumn term:** 23/09/2024 – 13/12/2024.
2. **January assessment week:** 13/01/2025 – 17/01/2025. Do not make travel plans for this week and plan to be on campus for face-to-face exams.
3. **Spring term:** 20/01/2025 – 04/04/2025.
4. **Summer term:** 05/05/2025 – 13/06/2025.

Please find your individual [timetable here](#). Your timetable will include the exact dates and times of your classes. For any changes in term dates, please see your term dates [here](#).

4.2 Changes in your timetable

Your timetable sets expectations about teaching sessions you need to attend, as a minimum, to succeed in your studies. Once the timetable is announced, changes are typically not possible. Changes to seminar schedules are granted only if there are unavoidable clashes between scheduled teaching sessions (not between teaching and your activities outside College), or if there are specific or imperative reasons for doing so, such as medical appointments or caring responsibilities. In the latter case, students must provide evidence. To request a change to your seminar schedule, get your evidence ready and send it to the LSS Admin office. College may change your timetable without prior announcement, so check your timetable regularly in the first 3 weeks of classes in each term.

4.3 Attendance and engagement



Both attendance and engagement are monitored by College. You are expected to attend all scheduled teaching sessions. Attendance in the School of Law and Social Science is tracked in most teaching sessions, typically seminars, labs, and workshops. Attendance in lectures is expected and highly recommended to success in your studies, but is not tracked. You need to act after each monitored session to record your attendance: You can log your attendance by following this [link](#), or scanning the QR code on your left. You may wish to bookmark the link for easier use in the future! If the system shows that a session is 'Not Monitored', attendance in that week is not tracked.

As a student you are expected to:

- Attend scheduled learning sessions (online or in person), for example but not limited to, lectures, seminars, workshops, tutorials, field trips, orals, laboratory session, PC Labs and practicals;
- Arrive punctually to all teaching activities, completing any preparation required for the teaching session (e.g. reading or research);
- Record your attendance at scheduled teaching activities;
- Attend meetings and other activities as required by your department(s);
- Undertake all assessments;
- Use Moodle and the other learning resources available to you;
- If you are absent, follow the [notification of absence process](#);
- You should also advise your School of any absence if your assessments have been affected by the absence;
- Manage your time effectively, so that any paid employment, voluntary work, extracurricular activities

or social commitments do not conflict with your responsibilities for attendance and engagement with your studies, as a student of the College;

- Students enrolled with the College on a full-time basis must not exceed 20 hours per week paid work during term time. International students must ensure that any working restrictions, as stated on their visa, are also adhered to.

In addition, College monitors your Moodle logins and assignment submissions. You can find further details of the attendance and engagement policy link below:

<https://intranet.royalholloway.ac.uk/students/study/engagement/engagement.aspx>

5 Course structure and requirements for progression

Full details about your course of study including, among others, the aims, learning outcomes, 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 course structure

Progression requirements: How do you progress along your degree?

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 at least 40%.

Department Requirements

EC1101, EC1107, EC1108 and EC1109 are mandatory non-condonable (MUST PASS). EC1103 is mandatory and condonable (You can achieve 30 - 39% and still progress). You need to pass all four MNC 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, and EC2202 are mandatory and non-condonable (MUST PASS). You need to pass all three modules (EC2107, EC2201 and EC2202) to progress into Year 3. EC2208 and EC2209 are mandatory and condonable (You may fail them with an overall result between 30 - 39% and progress into Year 3) for some courses, and mandatory and non-condonable for others. Please check your Course Specification in the [degree course library](#) using the year in which you were admitted for definitive information on the MCs and MNCs on your course. Further, students on the BSc Economics and Data Science course need to pass EC2401.

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 (with a cumulative total of at least 300 credits from Year 1, Year 2 and Year 3).

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

6 Courses offered by the Economics Department

BSc Economics

Year 2:

Students must take:

- EC2107
- EC2201
- EC2202
- EC2208
- EC2209, and
- Choose further 2 modules from the following list: EC2401 (Autumn), EC2211 (Autumn), EC2212 (Spring), EC2402 (Spring), EC2324 (Spring).

Note: *EC2401 Introduction to Data Science* is a pre-requisite for the following 3rd year modules: EC3364 Web-Scraping and Internet-Based Data Collection, EC3365 Data Presentation and Visualisation, EC3366 Machine Learning and Data Mining, EC3367 Time Series for Macroeconomics with Data Science, and EC3401 Advanced Project. If you plan to take those modules in your 3rd year, you must choose EC2401 in your 2nd year.

Year 3:

Students must take:

- EC3107- Employability 3
- Options: Choose modules worth 120 credits from the 3rd year options below.

Note: *EC2401 Introduction to Data Science* is a pre-requisite for the following 3rd year modules: EC3364 Web-Scraping and Internet-Based Data Collection, EC3365 Data Presentation and Visualisation, EC3366 Machine Learning and Data Mining, EC3367 Time Series for Macroeconomics with Data Science, and EC3401 Advanced Project. If you plan to take those modules in your 3rd year, you must choose EC2401 in your 2nd year.

BSc Financial and Business Economics

Year 2:

Students must take:

- EC2107
- EC2201
- EC2202
- EC2208
- EC2324
- EC2211
- EC2212

Year 3:

Students must take:

- EC3107- Employability 3
- EC3113
- EC3114
- EC3213
- EC3214

Options: Choose further modules worth 60 credits from the 3rd year options below.

Note: *EC2401 Introduction to Data Science* is a pre-requisite for the following 3rd year modules: EC3364 Web-Scraping and Internet-Based Data Collection, EC3365 Data Presentation and Visualisation, EC3366 Machine Learning and Data Mining, EC3367 Time Series for Macroeconomics with Data Science, and EC3401 Advanced Project. If you plan to take those modules in your 3rd year, you must choose EC2401 in your 2nd year.

BSc Economics and Data Science (BSc Economics and Econometrics)

Year 2:

Students must take:

- EC2107
- EC2201
- EC2202
- EC2208
- EC2209
- EC2401
- EC2402

Year 3:

Students must take:

- EC3107- Employability 3,
- At least 30 credits from the *Statistical Inference* basket below:

Statistical Inference
<ul style="list-style-type: none">• EC3133 Advanced Econometrics 1 (15 credits)• EC3335 Financial Econometrics with Data Science (15 credits),• EC3367 Time Series for Macroeconomics with Data Science (15 credits, EC2401 is a pre-requisite),• EC3401 Advanced Project (15 credits, EC2401 is a pre-requisite).

AND

- at least 30 credits from the *Data Science* basket below:

Data science
<ul style="list-style-type: none">• EC3364 Web-Scraping and Internet-Based Data Collection (15 credits, EC2401 is a pre-requisite),• EC3365 Data Presentation and Visualisation (15 credits, EC2401 is a pre-requisite),• EC3366 Machine Learning and Data Mining (15 credits, EC2401 is a pre-requisite),• EC3367 Time Series for Macroeconomics with Data Science (15 credits, EC2401 is a pre-requisite),• EC3401 Advanced Project (15 credits, EC2401 is a pre-requisite).

- Choose further modules from the 3rd year options below, so your total 3rd-year credits sum up to 120. If your choices above sum up to 120 credits, you do not need to choose further modules.

Note: EC2401 *Introduction to Data Science* is a pre-requisite for the following 3rd year modules: EC3364 Web-Scraping and Internet-Based Data Collection, EC3365 Data Presentation and Visualisation, EC3366 Machine Learning and Data Mining, EC3367 Time Series for Macroeconomics with Data Science, and EC3401 Advanced Project. If you plan to take those modules in your 3rd year, you must choose EC2401 in your 2nd year.

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

Year 2:

Students must take:

- EC2107
- EC2201
- EC2202
- EC2208
- EC2209
- Further 30 credits from your Language / Music / PIR Department as per your [course specification](#).

Year 3:

Students must take:

- EC3107- Employability 3

- 90 credits of optional modules from the 3rd year options below and further 30 credits from your Language / Music / PIR Department as per your [course specification](#).

Note: EC2401 *Introduction to Data Science* is a pre-requisite for the following 3rd year modules: EC3364 Web-Scraping and Internet-Based Data Collection, EC3365 Data Presentation and Visualisation, EC3366 Machine Learning and Data Mining, EC3367 Time Series for Macroeconomics with Data Science, and EC3401 Advanced Project. If you plan to take those modules in your 3rd year, you must choose EC2401 in your 2nd year.

BSc Economics and Management

Year 2:

Students must take:

- EC2107
- EC2201
- EC2202
- 60 credits from your Management department as per your [course specification](#).

Year 3:

Students must take:

- EC3107
- 60 credits from the 3rd year options below and 60 credits from your Management department as per your [course specification](#).

BSc Economics and Mathematics

Year 2:

Students must take:

- EC2107
- EC2201
- EC2202
- EC2208
- Further 45 credits from your Mathematics department as per your [course specification](#).

Year 3:

Students must take:

- EC3107
- 60 credits from the 3rd year options below and 60 credits from your Mathematics department as per your [course specification](#).

BSc Finance and Mathematics

Year 2:

Students must take:

- EC2107
- EC2201
- EC2202
- EC2211
- Further 45 credits from your Mathematics department as per your [course specification](#).

Year 3:

Students must take:

- EC3107
- EC3114
- EC3214
- 30 credits from the 3rd year options below and further 60 credits from your Mathematics department as per your [course specification](#).

BSc Economics, Politics and International Relations

Year 2:

Students must take:

- EC2107

- EC2201
- EC2202
- 60 credits from your PIR department as per your [course specification](#).

Year 3:

Students must take:

- EC3107
- 60 credits from the 3rd year options below and 60 credits from your PIR department as per your [course specification](#).

BSc/BA Politics, Philosophy and Economics

Year 2:

Please consult your [course specification](#) and PPE Handbook (issued separately by the Department of PIRP) for details.

Year 3:

Please consult your [course specification](#) and PPE Handbook (issued separately by the Department of PIRP) for details.

Note that the Department of PIRP is the lead department for this course. Any administrative questions should be referred to them in the first instance, and their programme lead(s). If you need more information about the Economics side of the PPE course and the available pathways, please contact Dr. Shing who coordinates the delivery of the course on the Economics side with the Department of PIRP.

MSci Economics

Year 2:

Students must take:

- EC2107
- EC2201
- EC2202
- EC2208
- EC2209, and
- Choose 2 modules from the following list: EC2401 (Autumn), EC2211 (Autumn), EC2212 (Spring), EC2402 (Spring), EC2324 (Spring).

Note: *EC2401 Introduction to Data Science* is a pre-requisite for the following 3rd year modules: EC3364 Web-Scraping and Internet-Based Data Collection, EC3365 Data Presentation and Visualisation, EC3366 Machine Learning and Data Mining, EC3367 Time Series for Macroeconomics with Data Science, and EC3401 Advanced Project. If you plan to take those modules in your 3rd year, you must choose EC2401 in your 2nd year.

Year 3:

Students must take:

- EC3107 Employability 3
- Options: In year 3 you must take optional modules to a total value of 120 credits. These may be selected entirely from available Economics third year options (as listed in this UG Handbook). You **cannot take** the Dissertation in Economics (EC34.00) module. You will do an MSci Dissertation in the fourth year.

Note: *EC2401 Introduction to Data Science* is a pre-requisite for the following 3rd year modules: EC3364 Web-Scraping and Internet-Based Data Collection, EC3365 Data Presentation and Visualisation, EC3366 Machine Learning and Data Mining, EC3367 Time Series for Macroeconomics with Data Science, and EC3401 Advanced Project. If you plan to take those modules in your 3rd year, you must choose EC2401 in your 2nd year.

Year 4:

Students must take:

- EC4000 MSci Dissertation in Economics (45 credits)
- EC4110 Microeconomics (15 credits)
- EC4111 Advanced Topics in Microeconomics (15 credits)
- EC4120 Macroeconomics (15 credits)
- Options: In year 4 you must take optional modules to a total value of 30 credits. These may be selected entirely from the available fourth-year options (they will appear in this Handbook in April 2025).

MSci Finance

Year 2:

Students must take:

- EC2107
- EC2201
- EC2202
- EC2208
- EC2209
- EC2324, and
- Choose 1 module from the following list: EC2401 Introduction to Data Science, EC2211 Financial Markets and Institutions.

Note: *EC2401 Introduction to Data Science* is a pre-requisite for the following 3rd year modules: EC3364 Web-Scraping and Internet-Based Data Collection, EC3365 Data Presentation and Visualisation, EC3366 Machine Learning and Data Mining, EC3367 Time Series for Macroeconomics with Data Science, and EC3401 Advanced Project. If you plan to take those modules in your 3rd year, you must choose EC2401 in your 2nd year.

Year 3:

Students must take:

- EC3107 Employability 3
- EC3114 Financial Economics 1
- EC3214 Financial Economics 2
- Options: In year 3 you must take optional modules to a total value of 90 credits. These may be selected entirely from available Economics third year options (as listed in this UG Handbook). You **cannot take** the Dissertation in Economics (EC3400) module. You will do an MSci Dissertation in the fourth year.

Note: *EC2401 Introduction to Data Science* is a pre-requisite for the following 3rd year modules: EC3364 Web-Scraping and Internet-Based Data Collection, EC3365 Data Presentation and Visualisation, EC3366 Machine Learning and Data Mining, EC3367 Time Series for Macroeconomics with Data Science, and EC3401 Advanced Project. If you plan to take those modules in your 3rd year, you must choose EC2401 in your 2nd year.

Year 4:

Students must take:

- EC4001 MSci Dissertation in Finance (45 credits)
- EC4310 Corporate Finance (15 credits)
- EC4320 Foundations of Finance (15 credits)
- EC4333 Macro and Financial Econometrics (15 credits)
- Options: In year 4 you must take optional modules to a total value of 30 credits. These may be selected entirely from the available fourth-year options (they will appear in this Handbook in April 2025).

MSci Corporate Finance

Year 2:

Students must take:

- EC2107
- EC2201
- EC2202
- EC2208
- EC2209
- EC2324, and
- Choose 1 module from the following list: EC2401 Introduction to Data Science, EC2211 Financial Markets and Institutions.

Note: *EC2401 Introduction to Data Science* is a pre-requisite for the following 3rd year modules: EC3364 Web-Scraping and Internet-Based Data Collection, EC3365 Data Presentation and Visualisation, EC3366 Machine Learning and Data Mining, EC3367 Time Series for Macroeconomics with Data Science, and EC3401 Advanced Project. If you plan to take those modules in your 3rd year, you must choose EC2401 in your 2nd year.

Year 3:

Students must take:

- EC3107 Employability 3
- EC3113 Industrial Economics 1
- EC3213 Industrial Economics 2
- EC3114 Financial Economics 1
- EC3214 Financial Economics 2
- Options: In year 3 you must take optional modules to a total value of 60 credits. These may be selected entirely from available Economics third year options (as listed in this UG Handbook). You **cannot take** the Dissertation in Economics (EC3400) module. You will do an MSci Dissertation in the fourth year.

Note: *EC2401 Introduction to Data Science* is a pre-requisite for the following 3rd year modules: EC3364 Web-Scraping and Internet-Based Data Collection, EC3365 Data Presentation and Visualisation, EC3366 Machine Learning and Data Mining, EC3367 Time Series for Macroeconomics with Data Science, and EC3401 Advanced Project. If you plan to take those modules in your 3rd year, you must choose EC2401 in your 2nd year.

Year 4:

Students must take:

- EC4001 MSci Dissertation in Finance (45 credits)
- EC4310 Corporate Finance (15 credits)
- EC4002 Corporate Governance (15 credits)
- Options: In year 4 you must take optional modules to a total value of 45 credits. These may be selected entirely from the available fourth-year options (they will appear in this Handbook in April 2025).

7 Module and Assessment Information

Below is a list of modules offered by the Department in the second and third years of study across all courses listed in Section 6. The list contains a brief description of the module content and its assessment. If you require specific information about module assessment, please consult the [Economics Vault](#) and the module-specific Moodle page which list the applicable assessment deadlines.

All economics exams are conducted in person on campus. It is essential to adhere to the guidance provided by your module convenors, program leads, and the LSS School administration office for a successful examination process. Neglecting communications from the Department will adversely affect your exam performance and may lead to failure to progress on your course or to graduate. On the day of your Economics exam, you will need your College ID and/or a government-issued ID, two pens, and an EC-approved calculator (either the one that was given to you in Year 1 by the Admin office staff, or purchased from the College shop). All other necessary exam materials will be supplied.

Unless specifically mentioned otherwise, **all Economics exams are closed-book exams**, regardless of practices in other departments or universities. If your module convenor has informed you that your exam is *not* closed book, then your exam will be **open-notes**, i.e., you may bring and consult up to a maximum of ONE folder of printed or handwritten material (notes, printouts of slides, copies from textbook, etc.). You CANNOT use any internet sources to solve the questions, irrespective of your exam format. Your module convenor will explain whether your exam is closed-book or open-notes. However, note that open-note exams are not the norm in the Department – they are a rare exception, so your safe bet lies with closed-book exams, unless stated otherwise.

7.1 Second-Year Modules and Assessment

EC2107 Employability 2

0 Credits

Term 1

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 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)

Summative 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. 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

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.

Summative assessment:

- Quizzes - 20 hours - 20%
- Graded homework - 20 hours - 20%
- Midterm Exam (60 Minutes) - 20%
- Final Exam (120 Minutes) - 40%

EC2202 Macroeconomics

30 Credits

Term 1 & 2

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.

Summative assessment:

- Quizzes - 20 hours - 20%
- Graded homework (20 hours) - 20%
- Midterm test (60 Minutes) - 20%
- Final examination (120 minutes) - 40%

EC2208 Econometrics 1

15 Credits

Term 1

The aim of this course is to provide students with a solid understanding of the essentials of empirical research techniques (i.e. econometrics) used by applied economists. EC2208 will cover core econometric topics that are

needed by all wishing to undertake econometric analysis, with a particular focus on topics in both time-series and cross-section econometrics that can be used by students aiming for a career in business and finance. EC2209 extends the analysis to a further range of topics.

Summative assessment:

- Graded homework 1 20% 2 hours/week
- Graded homework 2 20% 2 hours/week
- Final Exam 60% - 120 minutes

EC2209 Econometrics 2

15 Credits

Term 2

The aim of this course is to extend the knowledge of the essentials of empirical research techniques (i.e. econometrics) used by applied economists. EC2209 will build on the topics covered in EC2208 looking at extensions of techniques and estimation methods covered in EC2208.

Summative assessment:

- Graded homework 1 (2 hours/week) - 20%
- Graded homework 2 (2 hours/week) - 20%
- Data project (6 hours/week) - 60%

EC2211 Financial Markets and Institutions

15 Credits

Term 1

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.

Summative assessment:

- Quizzes 20% - 2 hours/week
- Midterm Exam 20% - 60 minutes
- Final Exam 60% - 120 minutes

EC2212 Industrial Growth and Competition

15 Credits

Term 2

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.

Summative assessment:

- Quizzes 20% - 4 x 5%
- Essay 20% - 1500 words
- Final Exam 60% - 120 minutes

EC2324 Game Theory and Behaviour

15 Credits

Term 2

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.

Summative assessment:

- Quizzes 1 20% - 2 hours/week
- Quizzes 2 20% - 2 tests
- Final Exam 60% - 120 minutes

EC2401 Introduction to Data Science

15 Credits

Term 1

The aim of the module is for students to understand how to use data to draw relevant conclusions, and how to present those conclusions. This aim includes both how to abstractly think about data and data analysis, and how to concretely implement techniques using the Python programming language. As the module serves as an introduction to the language, the first part of the module provides students with general programming tools and, as the course progresses, these tools will become more and more focused on data science applications. These applications will take the form of economic and financial investigations.

As a lab class, students will have significant hands-on experience with material and will investigate problems on their own, under the continued guidance of course leaders. By the end of the term, students will have the tools to be able to conduct their own research projects. As a final project, students will be provided with a dataset, asked to draw insights into it, and to present their findings both visually and narratively.

Summative assessment:

- Graded Problem Set (3 Hour/week) - 10%
- Graded Problem Set (3 Hour/week) - 10%
- Graded Problem Set (3 Hour/week) - 10%
- Graded Problem Set (3 Hour/week) - 10%
- Midterm (1 Week - take home) - 20%
- Final Project (1 Week - take home) - 40%

EC2402 Economic Modelling and Data Science

15 Credits

Term 2

This module emphasizes and illustrates the complementarity between economic analysis and data science skills, builds coding skills in Python and R, and prepares students for more specialized modules available in the third year. The ability to carry out quantitative economic analysis will enhance students employability, and also gives the opportunity for students to undertake a significant piece of independent research, such as writing a 3rd year dissertation. The aim of the module is to advance the quantitative skills of the students and familiarize them with the use of Python and R in empirical work in economics. This includes collection, manipulation, and presentation of data on economic phenomena, as well as the use of regression-based econometric techniques to draw causal inference and perform prediction and forecasting.

Summative assessment:

- Graded homework (4 Hrs/week) - 40%
- Final project (1 Week - take home) - 60%

7.2 Third-Year Modules and Assessment

EC3001 Economics of Banking

15 Credits

Term 2

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.

Summative assessment:

- Final Exam (120 mins) - 60%
- Midterm (20 mins) - 20%
- Quizzes (2 hours/week) - 20%

EC3107 Employability 3

0 Credits

Term 1 & 2

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 3? (Lecture)
2. What jobs exist 4? (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)

Summative 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

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.

Summative assessment:

- Quizzes -20 hours -20%
- Graded homework 1 - 20 hours -20%
- Graded homework 2 - 20 hours -20%
- Final Exam - 2 hours -40%

EC3114 Financial Economics 1

15 Credits

Term 1

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.

Summative assessment:

- Quizzes 20% - 20 hours/week
- Project 20% - 1500 words
- Final Exam 60% - 2 hours

EC3133 Advanced Econometrics 1

15 Credits

Term 1

This module helps students:

1. Understand the theoretical properties of different econometric estimation and testing procedures under various modelling assumptions;
2. Formulate, estimate, test and interpret suitable models for the empirical study of economic phenomena;
3. Apply regression techniques;
4. Reading and interpret applied economic journal articles.

To do so, 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. Topics may include, but are not limited to:

1. Review of Probability, Statistics and linear algebra;
2. Introduction to STATA;
3. Linear Models: Finite-Sample Properties of Ordinary Least Squares;
4. Large-Sample Theory: Limit Theorems, Large Sample Distribution of OLS;
5. Identification strategy and causality;
6. Extremum Estimators I: Maximum Likelihood Estimation and Computation, MLE Asymptotic

Theory, MLE Statistical Inference;

7. Extremum Estimators II: Generalized Method of Moments, Specification Tests and Model Selection.

Summative assessment:

- Project 20% - 1500 words
- Graded homework 1 20% - 2 hours/week
- Graded homework 2 20% - 2 hours/week
- Final Exam 40% - 2 hours

EC3213 Industrial Economics 2

15 Credits

Term 2

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.

Summative assessment:

- Quizzes - 20 hours - 20%
- Graded homework 1 - 20 hours - 20%
- Graded homework 2 - 20 hours - 20%
- Final Exam - 2 hours - 40%

EC3214 Financial Economics 2

15 Credits

Term 2

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.

Summative assessment:

- Quizzes 20% - 2 hours/week
- Project 20% - 1500 words
- Final Exam 60% - 2 hours

EC3324 Topics in Game Theory

(Note: only available if you have not taken EC2324)

15 Credits

Term 2

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.

Summative assessment:

- Quizzes 1 20% - 2 hours/week
- Quizzes 2 20% - 2 hours/week
- Final Exam 60% - 120 minutes

EC3329 Advanced Economic Theory

15 Credits

Term 1

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

Summative Assessment:

- Graded homework 1 20% - Assessed problem set
- Graded homework 2 20% - Assessed problem set
- Final Exam 60% - 120 minutes

EC3331 Political Economy

15 Credits

Term 1

The module applies the methodology of economics to the analysis of political behaviour and institutions. Articles on social choice, constitutional theory, and public economics are studied alongside ones on voters, parties and pressure groups, macroeconomics and politics, capitalism and democracy. Emphasis is placed on the rise of populism in Western democracies, economic strategies to mitigate it, as well as on political decisions around lockdowns in pandemics. Students are exposed to advanced formal models of political behaviour and data techniques to explain recent political events.

Summative assessment:

- Coursework (2 hours / week) – 2*20% + 1*0% (formative)
- Homework (2 hours / week) – 2*20%
- Coursework (in-class exam, to be held face-to-face on campus, under usual exam conditions, likely during January 2025 assessment week or during the last lecture in December) – 20%.

EC3335 Financial Econometrics

15 Credits

Term 1

The module aims to familiarise students with the principal techniques used in Financial Econometrics. Some in depth discussion of the key technical concepts needed to understand the Financial Econometrics literature. Furthermore, the course makes a real effort to facilitate awareness in students of how these techniques can be used and applied on real data and provides the necessary background to understand and critically assess empirical findings reported in the financial literature, as well as to carry out their own empirical research in the future.

Summative Assessment:

- Graded homework 1 20% - Problem set
- Graded homework 2 20% - Problem set
- Final Exam 60% - 120 minutes

EC3337 Labour Economics

15 Credits

Term 2

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.

Summative assessment:

- Quizzes 1 20% - 2 hours/week
- Quizzes 2 20% - 2 hours/week
- Final Exam 60% - 120 minutes

EC3339 Information and Finance Economics

15 Credits

Term 1

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.

Summative assessment:

- Graded homework 1 20% - 2 hours/week
- Graded homework 2 20% - 2 hours/week
- Final Exam 60% - 120 minutes

EC3341 Topics in Public Economics

15 Credits

Term 2

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.

Summative assessment:

- Essay 20% - 1500 words
- Presentation 20% - In class
- Final Exam 60% - 120 minutes

EC3342 Topics in Economic History

15 Credits

Term 2

This module 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 aim is to teach students how economists have analysed important and ongoing historical events and trends. The module will focus on two topics – long-term economic growth and globalisation. Both are important topics for contemporary economies.

Summative assessment:

- Presentation 20% - 30-minute group presentation
- Midterm Exam 20% - 1 hour
- Final Exam 60% - 120 minutes

EC3346 Family Economics

15 Credits

Term 1

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

Summative assessment:

- Graded homework 1 (2 Hours / week) - 20%
- Coursework (2 Hours / week) - 20%
- Graded Homework 2 (1 Hour / week) - 10%
- Portfolio (5 Hours / week) - 50%

EC3348 Corporate Finance 1

15 Credits

Term 1

EC3348 is an optional third year course in Corporate Finance. The course aims to introduce the student to what factors affect corporate financial decisions. Particular emphasis is given to the concepts of Net Present Value and Risk. The learning outcomes include: Understand what the goals of a firm are; Understand how investments are valued (Internal rate of returns) in order to help with good financial planning;) Understand the concepts of risk, agency costs and how they feed into financial decision making; Understand the process of price formation in financial markets; understanding venture capital and different types of debt finance and debt valuation, including leverage.

Summative assessment:

- Report (1000-2000 words) - 20%
- Exam (2 hours written un-seen final exam) - 40%
- Weekly Online Test (5 hours) - 20%
- Group presentation (30 minutes) - 20%

EC3349 Topics in Development Economics

15 Credits

Term 2

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.

Summative assessment:

- Mid-term test (Written mid-term test of 50-60 mins) - 20%
- Impact Evaluation proposal (2500 words essay) - 40%
- Online quizzes (Bi-weekly short quizzes) - 20%
- Group presentation - 20%

EC3350 Corporate Finance 2

15 Credits

Term 2

This is a course on how firms make financial decisions. We consider investment decisions, borrowing decisions and how firms can mitigate the various risks that they face using options and futures. We also look at some topics in Behavioural Finance.

- Weeks 1-2: Valuing options
- Week 3: Real options
- Week 4: Credit risk and the valuation of corporate debt
- Week 5: The different kinds of debt
- Weeks 6-8: Risk management
- Weeks 9-10: Efficient markets and topics in Behavioural Finance

Students must have taken EC3348 Corporate Finance 1 before taking EC3350 Corporate Finance 2.

Summative assessment:

- Online Quizzes (6 Hours) - 20%
- Graded Homework (6 Hours) - 20%
- Final Exam (2 Hours) - 60%

EC3353 Advanced Topics in Game Theory

15 Credits

Term 1

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.

Summative assessment:

- Graded homework 1 (20 hours) - 20%
- Graded homework 2 (20 hours) - 20%
- Graded homework 3 (20 hours) - 20%
- Final Exam (2 hours) - 40%

EC3354 Economics of Inequality

15 Credits

Term 1

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.

Summative assessment:

- Presentation 20% - 20 minutes
- Quizzes 20% - 2 hours/week
- Final Exam 60% - 120 minutes

EC3359 International Macroeconomics

15 Credits

Term 2

In our globalised world, economies are heavily interdependent. This interdependence means that many variables that describe the state of a country's macroeconomy are affected by and interact with what happens in other countries. For example, the domestic rate of inflation depends on global energy prices, the exchange rate depends on the relation between domestic and foreign interest rates while the domestic interest rate, in turn, depends on international flows of funds. International macroeconomics studies this interaction between interdependent economies and the challenges and opportunities that it creates for economic policy.

This course will examine some of the key decisions a country needs to make about its international macroeconomic relations and how some of the key questions in economic policy are affected by these international interactions. The determination of the exchange rate is a key question: is it better to have a floating rate or is it preferable to fix the value of one's currency? And what are the implications of either choice on the conduct of domestic monetary policy? A further set of issues has to do with the balance of payment. Are current account deficits, in effect borrowing from abroad, a reason for concern or is the inflow of funds something to be encouraged? Finally, are there circumstances when restrictions to capital flows are beneficial to the economy even if they disrupt individual choices?

This course will provide a coherent way to answer questions such as the above and, also, to understand the

interactions between the economies of our globalised world, as well as the challenges that these interactions create.

Summative assessment:

- Coursework (2 hours/week) - 40%
- Exam-final (2 hours un-seen exam) - 60%

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

15 Credits

Term 1

The module will consider the general issue of how public social and economic policy can be impacted by experts and pressure groups, as well as political parties and individuals. It will consider discrimination in the labour market and effective mechanisms for limiting discrimination. While the primary focus will be on sexual orientation and gender, the principles will be transferable to other areas. In addition, there are broader implications for labour markets when the markets do not have perfect and fully flexible market characteristics. The learning outcomes include: 1. Evaluate the development of social and public policy; 2. Analyse the nature of the labour market for LGBTQI+ individuals; 3. Determine policies to limit discrimination in the labour and other markets; 4. Appraise the role of social institutions such as marriage in achieving equality; 5. Evaluate the role for national and international mobility of marginalised groups; 6. Analyse the stress and other impacts on 'hidden' groups.

Summative assessment:

- Essay 1 20% - 1500 words
- Essay 2 20% - 1500 words
- Final Exam 60% - 120 minutes

EC3364 Web-Scraping and Internet-Based Data Collection

15 Credits

Term 1

Note: EC2401 is a pre-requisite for this module – you cannot register if you have not passed EC2401.

Empirical work requires obtaining the correct data for the question at hand, and nowhere has more data than the internet. Nonetheless, the data created by our modern internet driven economy is not always structured or easily available. The aim of the module is to provide students with the tools to be able to collect the right data to answer important economic questions. These techniques include using APIs, static web scraping, and browser emulation for scraping dynamic webpages, all facilitated by the Python programming language. As a lab class, students will have significant hands-on experience with material and will investigate problems on their own, under the continued guidance of course leaders. By the end of the term, students will have the tools to be able to conduct their own research projects, collecting data themselves from internet sources, and using the data to draw relevant conclusions.

Summative assessment:

- Graded Problem Sets (3 Hours/week) - 30%
- Midterm - 30%
- Final Project - 40%

EC3365 Data Presentation and Visualisation

15 Credits

Term 2

Note: EC2401 is a pre-requisite for this module – you cannot register if you have not passed EC2401. Data

visualization techniques are central to both for revealing structure and patterns in the data at hand and for conveying these patterns to relevant audiences – it forms an integral part of the "data journey" from data acquisition, through analysis to product. The aim of the module is to provide students with the tools to be able tackle data of various structures and natures and select and implement appropriate and efficient tools data visualization and presentation in current standard software, including R. The content will introduce the notion of the psychology of data visualisation, outline key development tools and methods, describe how to achieve analytics storytelling for impact, distinguish between univariate- and multivariate analysis, and other forms of data – e.g., geographical and time-series data – and structures including groups, hierarchies, networks and high-dimensional data. Students will have significant hands-on experience with material and will investigate problems on their own, under the continued guidance of module leaders. By the end of the module, students will have the tools to be able to conduct their own presentation and visualization choices and create a portfolio of high-quality presentations of complex data structures.

Summative assessment:

- Graded problem sets (2 Hrs/week) - 20%
- Final Project (2 Months) - 80%

EC3366 Machine-Learning and Data Mining

15 Credits

Term 2

Note: EC2401 is a pre-requisite for this module – you cannot register if you have not passed EC2401. This module provides students on the BSc Economics, BSc Economics and Data Science, BSc Financial and Business Economics, BSc Finance and Mathematics courses with an optional module on modern techniques in machine learning. The module is designed to broaden the economist's statistical toolkit beyond the standard regression analysis. Topics covered will include k-Nearest Neighbours, decision trees, Linear Regression, Logistic Regression, Neural Networks, comparing prediction algorithms and Model Selection, Ensemble Methods, Unsupervised Learning including Clustering and Density Estimation. Weekly lab sessions where weekly assignments are covered will complement the theoretical material presented in lecture. The module should prove useful for students aiming to begin a MSc in Economics or interested in careers as a data scientist.

Summative assessment:

- Final Exam (120 mins) - 40%
- Midterm (60 mins) - 20%
- Quizzes / Graded Work (2 Hours/week) - 20%
- Project / Report (2 Hours/week) - 20%

EC3367 Time Series for Macroeconomics with Data Science

15 Credits

Term 2

Note: EC2401 is a pre-requisite for this module – you cannot register if you have not passed EC2401. This module provides students on the BSc Economics, BSc Economics and Data Science, BSc Financial and Business Economics, BSc Finance and Mathematics courses with an optional course in macroeconomic time series analysis. The module material will focus on Bayesian time series analysis and will include examples of how to use Python via Jupyter Notebooks to implement the analysis in the course. The content will be useful for any student aiming to begin a MSc in Economics or macroeconomics. Upon completion of the module, students will be able to draw random samples from important distributions, estimate Bayesian regression models (including time-series Bayesian models), produce economic forecasts using Bayesian Time Series Models and communicate the results to others.

Summative Assessment:

- Final Exam (2 Hours) - 40%
- Mid-Term (1 Hour) - 20%
- Quizzes/Graded Work (2 Hours / week) - 20%
- Project Report (2 Hours / week) - 20%

EC3400 Dissertation in Economics

30 Credits

Summer term of Year 2 + Term 1 & Term 2 in Year 3

An Economics dissertation typically examines a current policy issue and explores it with economic analysis. Most students are expected to use actual data to provide an econometric examination of the problem; it is also possible to address a more theoretical problem, but note that the dissertation cannot be just a review of the literature or an extended essay; it needs to provide either original theory or empirical work. In preparation, students will receive seven hours of lectures in Research Methods, including interventions by CEDAS and the library team. These will cover elements of writing an economics dissertation. The content of the actual dissertation is not predetermined. This is largely an exercise in independent work with some supervision. Details of the content are expected to be agreed between the student and a supervisor. You can expect to have at least monthly meetings with your supervisor (and more if your supervisor is available).

The structure of the Dissertation is described in the Dissertation Handbook which you will find in the [Economics Vault](#). The following **tentative timeline** indicates an optimal progress along the EC3400 module. Note that it starts before the Academic year starts, and deviating from it will affect your performance on the module:

- **April-June:** Register for the dissertation module after the Department announces that students can choose 3rd-year options. Then, choose a field of interest. Browse the research interests of staff members in the Department. Get in touch with them and signal your desire to do a Dissertation in their field. Ask them for some associated reading in your field.
- **28 June 2024, 10.00 AM:** Provide a one-page summary of the reading associated with your area of interest. Upon completion of the summary, you will be officially allocated a dissertation supervisor, with whom you will meet to define in more details the topic of your dissertation. Failure to submit the literature summary may result in students being dropped from the dissertation module, and having to choose an additional module in the Autumn and in the Spring term.
- **July-September:** Consult your supervisor on the proposal. Note: They will not be available throughout the summer. It is important to engage early with them. Engaging with them in early September may be too late as this is a very busy time. In addition, August is a time when most people are on summer holidays. Therefore, the best time to begin talks with your dissertation adviser is in June.
- **27 September 2024, 10.00 AM:** Submit your dissertation proposal. Failure to submit the proposal may result in students being excluded from the dissertation module, and having to choose an additional module in the Autumn and in the Spring term.
- **6 December 2024, 10.00 AM:** Submit the complete literature review and detail plans for the empirical or theoretical contribution. Failure to do so, or to do so at the appropriate level will result in students being asked to drop the dissertation module and pick two additional modules in the Spring term.
- **21 March 2025, 10.00 AM:** Dissertation submission.

There is no final exam in EC3400, and the complete dissertation counts for 100% of the final grade. Therefore, it is crucial to engage with your supervisor early to avoid being dropped from the module.

Before you choose your year 3- modules, there will be a dissertation talk where you will have an opportunity to ask any questions. Time and date will be confirmed. Please refer to the Dissertation Handbook for all the information that you will need to carry out a dissertation.

Further important details on EC3400 Dissertation in Economics:

- 1) If you register for EC3400, you may be dropped from the module *without your consent* if your adviser deems you will not be able to complete the dissertation or you fail to meet the deadlines set out in the EC3400 Economics Dissertation Handbook (see [the Vault](#) for details). In case you are dropped from the module, you will be registered to two Spring modules of your choice where places are still available, mandating that you take 5 EC modules in the Spring term. This mechanism is in place as a backstop in case your performance on the course is in jeopardy and is designed with your best interest in mind.
- 2) If you successfully pass EC3400, you will not be allowed to continue onto a 4-year MSci course at the Department. An MSci is a course option where you pay UG fees in your 4th year but exit with a Master degree. You will not be allowed to register onto a 4-year MSci course because Dissertation is a mandatory module in all MSci degrees offered by the Department in the 4th year on a MSci course. Do not take EC3400 if you plan to continue onto an MSci course with us – you will have the chance to do it in your final year of your MSci course. Naturally, if you choose to do EC3400, you are more than welcome to continue on an MSc course with us. The MSc courses the Department offers are typical 1-year courses exiting with an MSc degree. Please see the [Postgraduate Degree Course catalogue](#) for details.
- 3) If you choose to do EC3400, you will NOT be able allowed to do EC3401 at the same time!

Summative Assessment:

- Dissertation (10000 Words) - 100%

EC3401 Advanced Project

15 Credits

Term 1, with some major deadlines falling in Term 2

Note: EC2401 is a pre-requisite for this module – you cannot register if you have not passed EC2401.

There is no final exam in EC3401, and the complete dissertation counts for 100% of the final grade. Therefore, it is crucial to engage with your supervisor early to avoid being dropped from the module.

Further important details on EC3401 Advanced Project:

- 1) If you register for EC3401, you may be dropped from the module *without your consent* if your EC3401 adviser deems you will not be able to complete the work set out in the EC3401 Advanced Project Handbook (see [the Vault](#) for details and deadlines!).
- 2) In case you are dropped from the module, you will be registered to a Spring module of your choice where places are still available, mandating that you take 5 EC modules in the Spring term. This mechanism is in place as a backstop in case your performance on the course is in jeopardy and is designed with your best interest in mind: You will simply have a chance to score better in another module.
- 3) You are NOT allowed to take both EC3401 Advanced Project and EC3400 Economics Dissertation.
- 4) EC2401 is a pre-requisite for taking this module as it is part of the Data Science basket. As such, you may be required to perform a variety of data science work, including working with R Studio, R Markdown or Python, just like you would in a typical data science module like EC3364, EC3365, EC3366, or EC3367.

Summative assessment:

Project (5000 words) - 100%

7.3 Module Summary: Content, Career Opportunities and Pre-Requisites

See footnotes	Term	Content			Opportunities		Required prior knowledge			
		1	2	3	4	5	6	7	8	9
		Micro-oriented	Macro-oriented	Theoretical/Quantitative	Useful for MSc Economics	Useful for Finance Career	EC 2401 Req	EM1 + EM2 Req	Good EM1, Maths knowledge required	Good EM1, Stats knowledge required
EC3001 Economics of Banking	2	X				X			X	
EC3113 Industrial Economics 1	1	X			X				X	
EC3213 Industrial Economics 2	2	X			X				X	
EC3133 Advanced Econometrics 1	1			X	X					X
EC3114 Financial Economics 1	1		X			X				X
EC3214 Financial Economics 2	2		X			X				X
EC3324 Topics in Game Theory	2	X		X	X				X	
EC3329 Advanced Economic Theory	1	X		X	X				X	
EC3331 Political Economy	1	X		X					X	X
EC3335 Financial Econometrics	1			X	X	X				X
EC3337 Labour Economics	2	X			X					X
EC3339 Information and Finance Economics	1		X			X			X	
EC3341 Topics in Public Economics	2	X								X
EC3342 Topics in Economic History	2		X							X
EC3346 Family Economics	1	X			X					X
EC3348 Corporate Finance 1	1	X				X				
EC3349 Topics in Development Economics	2	X							X	
EC3350 Corporate Finance 2	2			X		X				
EC3353 Advanced Topics in Game Theory	1	X		X					X	
EC3354 Economics of Inequality	1	X							X	
EC3359 International Macroeconomics	2		X						X	
EC3362 Sexual Orientation, Gender Identity and Gender: The Role of Public Policy	1	X								
EC3364 Web-Scraping and Internet-Based Data Collection	1				X		X			X
EC3365 Data Presentation and Visualisation	2				X		X			X
EC3366 Machine-Learning and Data Mining	2					X	X			X
EC3367 Time Series for Macroeconomics with DS	2		X	X			X		X	X
EC3400 Dissertation in Economics	1&2			X	X			X	X	X
EC3401 Advanced Project	1*			X	X		X	X	X	X

Footnotes

- Oriented towards the use of microeconomic theory.
 - Oriented towards the use of macroeconomic theory.
 - Emphasis on theory, derivation of proofs, and/or extensive use of data analysis.
 - Students aiming for the top MSc Economics programmes, for example at LSE, UCL or Oxbridge, are recommended to take these modules.
 - Provides students with skills and knowledge that are useful in the financial sector.
 - Passing *EC2401 Introduction to Data Science* is a pre-requisite for taking this module. In addition, passing *EC2402* is advised.
 - Requires students to be competent in the Econometric techniques and R/STATA commands taught in *EC2208 Econometrics 1 (EM1)* and *EC2209 Econometrics 2 (EM2)*. Students who have not studied *Econometrics 1* or *Econometrics 2 (EM1+2)* will be required to learn the material independently before starting the module. They may find other modules easier and, therefore, have better chances for a higher degree classification if they do not take these modules.
 - Requires competent application of mathematical techniques learnt in *EC1109 Mathematics for Economics*, as well as econometric techniques from *EC2208 Econometrics 1*. Students who have not studied *Econometrics 1* will be required to learn the material independently before starting the module. They may find other modules easier.
 - Requires competent application of statistical techniques learnt in *EC1108 Data Skills* and both *EC2208* and *EC2209*. Joint students are generally not encouraged to take these modules, as they can find other modules suit their interests better.
- * The module starts in the Autumn but some major deadlines come in the Spring. Check the *EC3401 Handbook* for details.

8 Administrative Information

8.1 Change of Degree Course (Programme)

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* degree course;
- You must satisfy the requirements in respect of mandatory modules and progression specified for each stage of the *new* degree course 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.

All mandatory modules of your *new* course are specified in the [Degree Course Library](#). If you do not meet the progression criteria of your *new* course, you will need to pass its mandatory modules before you are allowed to progress to the next stage on your course. This could mean you need to take Year 1 or Year 2 twice, which will have financial consequences for you. The fees will be determined pro rata according to the number of credits you take relative to the full credits at a course stage, typically 120. Meanwhile, you will also have to pay accommodation fees. This is why we kindly ask you to consider change of course very carefully before filling out an application for such change.

Further information about changing courses 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 two weeks after the start of teaching (excluding Welcome Week). The following exceptions apply:

- 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. In other words, you need to remain registered for the same modules even after changing your Course, if you request a Course change after the first two weeks of Term 1.
- 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.

To initiate a change in your Course, you need to fill out a [Change of Course Request](#). Requests are reviewed on a first-come-first-serve basis. The entire process takes about 2-3 weeks. If you start sending email requests around about the status of your request, you may slow down the process. You may not change your Course in the Summer term.

It is very important to check if you have received a confirmation email after filling out the Change of Programme Request. Your confirmation email will contain a *reference number* in the following format: ABC123456. If you have not received a confirmation email you need to fill out the form again, as it is likely that your form was not submitted correctly. As a result, College will not review your application. Failure to correctly submit a request will constitute valid grounds for its rejection. Please use your reference number in any subsequent correspondence with the College.

The deadlines for submitting student movement requests, as well as the forms to fill out, are listed in the student-facing [Update My UG Details page](#).

8.2 Frequently Asked Administrative Questions

Can I transfer to a course offered by the Economics Department from a course at another department?

This is treated as a new admission to the Economics Department and candidates will therefore be expected to meet the normal entry and progression requirements. Furthermore, the College imposes a time limit for such changes (see the deadlines in the previous section) and we can only admit students if there is space on the new programme.

Can I transfer from an Economics course to another department's course?

The Economics Department will always allow students to transfer to another department's course. Note, however, that this can only be with the consent of your *new* department, and will be subject to the usual entry and progression requirements at your *target* course. Please get in touch with your target department **before** you submit an application for a change of course to avoid disappointment. Some departments are strictly rejecting anyone who has not got in touch with them in advance, so do not ignore this advice!

Can I transfer from a joint Economics course to a single-honours Economics course?

This depends on the stage of your studies. If you are just starting your first year, we will allow this until the end of week 3 of the Autumn Term, provided you meet the entry requirements of your *new* course. If you have progressed from year 1 to year 2 on your old course, we will also allow this up until the end of week 3 of the Autumn Term *only if* you meet the progression requirements of your *new* course. Specifically, you need to have passed the mandatory and non-condonable modules (MNCs) of your *new* course. If this condition is not met, you will likely need to be registered back to Year 1 and pass all the MNCs on your new course before you can progress. This will also have financial implications for you. For example, if your set of modules is entirely new on your new course, you will owe the full annual tuition fees. If some modules overlap, you will owe the part of your annual fees proportional to the share of credits of new modules you are registered only. Details can be consulted with the Student Administration in the central library building. Note further that we will be unable to approve your transfer from a joint course to a single-honours course after the first 3 weeks of the Autumn term.

Can I transfer from one single Economics honours degree to another?

This is usually straightforward provided the student has taken and passed the required courses for the degree course they wish to join, and meet the entry requirement of their *new* course. Note that if you do not meet the entry requirements of your new course, your application for a change of degree course will unfortunately be rejected.

Where can I learn more about the entry and progression requirements of courses at the College?

You can find more information about the variety of College courses in the [Degree Course Library](#). To find your desired course, scroll to the relevant year of your admissions. Then, use the first letter of your desired course to find its course specification. The course specification will detail the modules you are required to take in each course in each year of study, whether the modules are mandatory and non-condonable, as well as the progression and graduation requirements. The Degree Course Library is the definitive source of administrative information regarding progression criteria of all College courses.

How can I initiate the Change of Course process?

First, you need to be aware that changing your course is a serious decision, and you need to consider it carefully. The process normally takes 2-3 weeks to complete. Meanwhile, you may experience issues related to module registrations, your timetable will not be updated, and may miss important assignments which will affect your ability to progress in your new course. Second, note that sending emails to various parties involved in the process will not speed the process up, and may even slow it down. Naturally, if you have a concern

about the process, please do not hesitate to get in touch with your personal tutor at the first instance. Third, if you are certain that changing your course fits your long-term goals, please fill out the following [Change of Programme Request](#).

How can I change my module registrations?

If you find out that the modules you are registered on do not fit your career goals or interests, you may want to drop them and register to new modules. This decision is generally not reversible, and you need to be certain you want it. You may initiate the process by sending an email to the Admin office at lss-school@rhul.ac.uk, clearly specifying:

- i) Drop option: the module code(s) and the name(s) of the module(s) you would like *to drop*;
- ii) Add option: the module code(s) and the name(s) of the module(s) you would like *to add*;
- iii) Reserve option: your reserve option in case your add option is at full capacity and we cannot register you to your Add option.

Note: You may drop EC3400 (or EC3401) up to, and including, the first week of Term 2 for two (or one, if you are dropping EC3401) Spring-term module(s) only. Failing to drop EC3400/EC3401 within this deadline and failing to submit a satisfactory dissertation will lead to failing EC3400 / EC3401.

Further instructions, including deadlines, will be communicated by the LSS School Admin office by email, so please watch out for those emails. Failure to act on this communication will result in your inability to register for modules you want. The responsibility to act on this communication is entirely yours.

Can I drop an Autumn module and add a Spring module in the first week of Term 2?

No. The deadline for changing your Term 1 module registration is Week 1 of Term 1, not Week 1 of Term 2! Such requests will not be granted. The one exception we are ready to make is with EC3401 Advanced project. If you are on course to fail EC3401, you could drop it before Week 1 or term 2, and add a Spring-term module which has not filled its capacity yet.

Where can I find all the administrative info about my course?

You can find all the info you need on how to progress in your degree – handbooks, course information, assessment information, deadlines, exam dates, contacts and much more, in the Economics Vault:

<https://moodle.royalholloway.ac.uk/course/view.php?id=8517>

How will my degree classification be determined?

The RHUL Academic Regulations (sec. 19, Classification of Candidates) are clear on the awards classification:

- 1) Marks counting in the first stage of courses leading to the award of BA, BSc, BSc (Econ), and MSci will not be taken into account when classifying candidates.
- 2) For candidates for the award of BA, BSc, BSc (Econ), **the Final Average** will be calculated to one decimal place as follows: $[2\text{nd Stage Average} + 2 \times (\text{final Stage Average})] / 3$.
- 3) For candidates for the award of MSci, **the Final Average** will be calculated to one decimal place as follows: $[2\text{nd Stage Average} + 2 \times (3\text{rd} + 4\text{th Stage Averages})] / 5$.
- 4) The classification of candidates for the award of BA, BSc, BSc (Econ), and MSci will be determined **from the Final Average** as follows:
 - a. 70.0% or above First Class Honours
 - b. 60.0%–69.9% Upper Second Class Honours
 - c. 50.0%–59.9% Lower Second Class Honours
 - d. 40.0%–49.9% Third Class Honours
 - e. 35.0%–39.9% Pass

8.3 Facilities

8.3.1 Facilities and resources within your department

The Data Lab in Horton Building was opened in January 2023 to provide study space for undergraduate students associated with the Economics Department. The room can be accessed using your college card in working hours.

8.3.2 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 in high demand at certain times (notably around essay deadlines and examinations) and to be under-used at others. Careful timing in your use of them (e.g. during the Summer and Christmas breaks, 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 in high demand may be on short loan. Please consult the Information Consultant in good time if there are 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 module convenor know). Note, 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.

Multi-Factor Authentication (MFA) for using library resources and other College systems

In 2023, College started [using MFA](#) to login to our virtual private network (VPN). You will need VPN access on your device to use the library services remotely, e.g. for downloading a paper which is part of your mandatory module readings but is sitting behind a paywall:

- To access the VPN, students will now need to use MFA ;
- Students will need to use their university email address ([username@live.rhul.ac.uk](#) format, e.g. [abcd123@live.rhul.ac.uk](#)) to access the university's virtual private network (VPN).

If you use the push notification method of MFA, you will now receive a two-digit number on the device you are working on, which you will be prompted to enter into your phone.

8.3.3 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.

8.3.4 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](#)

9 Assessment and Engagement: Important Information

9.1 Engagement Requirements

It is important that you attend as many teaching activities as physically possible, either online or in person. We will be in contact with any students who regularly miss teaching activities over an extended period. We may also be in contact with you if we have other reasons to suspect that you are not fully engaging with your studies. These interventions are designed to be supportive and to ensure that all students can participate in their learning: poor attendance may be an indicator of a wider wellbeing situation. We will approach absence in the first instance as an issue for support and we are keen to help you with issues that prevent you progressing with your studies. However, if your pattern of attendance continues to suggest that you are not engaging appropriately in your studies, then we may look to send you a first, and then potentially a second formal warning, with the final possible outcome being termination of your studies at Royal Holloway.

9.2 Anonymous marking and coversheets

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.

9.3 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 Assessment Deadlines in the [Economics Vault](#) for the submission dates. Please do not submit written work to individual course tutors or send written work by fax or email: They will not be reviewed. Please remember that it is your responsibility to ensure that you upload the correct document to the correct Turnitin/Submission inbox. We strongly recommend that you upload your essay well before the deadline and check all submissions to avoid late penalties being applied. Once the deadline has passed work cannot be re-uploaded and any incorrect work cannot be replaced.

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.

9.4 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](#):

Any work (written, oral presentation, film, performance) may not be marked beyond the upper limit set. 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, films or performance. In the case of presentations, films or performance these may be stopped once they exceed the upper time limit.

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

9.5 Late submission of work

The Economics Department uses a variety of assessment methods. Under College regulations (Section 13, paragraph (4) of the College's [Undergraduate Regulations](#)), written assessment will be marked down with a 10-mark penalty if submitted within 24 hours after the deadline (as extended by College if an extension has been granted), and will receive a mark of 0 if submitted more than 24 hours after the deadline (as extended by College if an extension has been granted).

However, note that midterms and other written assignments where feedback is provided within 24 hours of the submission date are exempt from the above College policy on late submissions. As a result, some assessments will receive a mark of zero (0) if they are submitted late but within the 24-hour window. Those assessments include, but are not limited to, weekly problem sets, weekly homeworks, some graded homeworks, as well as weekly quizzes. If you cannot self-extend an assignment deadline on Campus Connect and are certain that you have a positive number of self-extensions available to you within the same academic year, it is likely that such assignment has been exempt from the College extensions policy.

Note also that Economics Department lecturers or seminar leaders **cannot** change any deadline for any student under any circumstances. If a student is unable to meet a deadline, they should further consult the College [Extensions Policy](#) rather than contact their module leaders.

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

Not every assessment is eligible for extension. Assignments exempt from the Extensions Policy include, but are not limited to, weekly problem sets, weekly homeworks, and weekly quizzes. You may not be granted extenuating circumstances and extensions for assessments exempt from the Extensions Policy. For example, an essay or a project requires time to mark and produce feedback, and then a 10% late submission penalty is reasonable for a student who submitted within a 24-hour window after the deadline, as the student cannot take advantage of immediate feedback for their own submission purposes. In other cases, however, i.e. graded homework or others, feedback may be available much sooner, e.g. on the seminar right after the submission deadline. Then the said assignment falls under the exemption from the 24-hour rule, and a 100% penalty would be applicable immediately after the submission deadline. The table below sets out the department's extension and late submission policy by assessment types:

Assessment	2/5 days Extension allowed	Exempt from College late submission policy
Quiz	No	Yes
Graded homework	No	Yes
Midterm	No	Yes
Live presentation	No	Yes
Video presentation	Yes	No
Essay/Dissertation	Yes	No
Project	Yes	No

Students who are unable to submit written assignments should explore [the Extensions and the separate Extenuating circumstances processes](#). Please refer to the Extensions Policy and guidance on the College's webpage about [Applying for an Extension](#).

9.7 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 Neurodiversity 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.

9.8 Academic misconduct

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.

Generative Artificial Intelligence (AI) tools include ChatGPT and Google Bard, among others, and they are changing the way we produce text, images, or other media in response to prompts.

Whilst they hold the prospect of significantly increasing productivity levels, the currently available AI tools have been shown to also produce incorrect or misleading material and may not have access to the most recent developments in your field of knowledge to include in their outputs. AI tools may be unable to correctly reference their statements and may replicate the biases, prejudices, discrimination, and inaccuracies inherent in the internet source material they use.

We recognise the importance of you developing your understanding and skills in using AI for your future careers, so we are currently reviewing our curricula to provide opportunities for you to engage with the use of generative AI in a constructive and critical way.

The use of AI in assignments

Assignments are designed to assess high-level skills, such as critical thinking and application of knowledge. Using AI to complete an assignment could undermine your learning as you prepare the assignment. Therefore, unless using generative AI is specified in the assignment instructions, the use of AI tools is a serious academic offense.

If use of an AI tool is permitted and/or required in the description of the assignment, you should clearly state in your submission which AI tool has been used and how it has been used. If there is no specific permission to use AI to generate part of an assignment, you should never use it.

We have updated our academic misconduct regulations to extend the definition of the offence of **commissioning**:

*'Requesting or engaging another **person or artificial intelligence tool** (whether paid or unpaid) to write or rewrite work in order to obtain an unfair advantage for oneself. This would include the **use of software designed to generate responses**, third parties such as family, friends, students, providers of essay writing services or providers of proofreading services not authorised by the institution.'*

Note that commissioning is a very serious academic offence and will be referred to the SVP Education for further resolution. The resolution may involve a termination of your registration with the College.

Further information on the variety of academic misconduct regulations and provisions is available [here](#).

10 Health and safety information

The [Health and Safety webpage](#) provides general information about our health and safety policies.

10.1 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](#).

10.2 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.

11 FAQ

What to do if...

You have a problem with a specific module?

See your workshop/seminar tutor or lecturer first. If you do not receive a reply from them within 48 hours, 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. In addition, please see the [Extensions Policy](#) above.

You have a problem with your course?

If you are not sure if the choices you made on your course units were entirely appropriate, get in touch with your Programme Lead.

You have a general problem with your studies (I want to change course/university)?

See your Programme Lead. If you cannot find them, try your personal tutor.

You have a general personal/social/academic problem?

You could be studying for too long, or want to take up that part-time job, or you don't get on with your 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 with your Senior Tutor about who is replacing your tutor.

You have experienced sexual harassment, assault, discrimination or a hate crime?

Please get in touch with Wellbeing@rhul.ac.uk as soon as you physically can, copying your personal tutor. If you require medical attention, please call, or attend the on-campus medical facilities. If you think any unlawful activity has been committed, call the Police on 999 as soon as you can.

If you would like to report an incident anonymously, please use the [RH BeHeard form](#) to do so.

What if an incident is taking place right now?

If you are on campus, College Security operates, and is contactable, 24 hours a day, 7 days a week for your protection. If there is an emergency on campus please call the Security Control Centre located in Founder's East reception:

Emergency number: 01784 443888

securityrhul@royalholloway.ac.uk

Non-emergency number: 01784 443063

Store these numbers in your phone now – you might need them quickly at some point. If you are not on campus and are still at risk, call the Police immediately on 999.

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 Lead and, if that does not help, the Head of Department; Or
- Contact your student representatives sitting on the Student-Staff 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).

12 Glossary

We understand that many of the concepts used in your everyday university life will be new to you. To make your life easier, please familiarise yourself with the following concepts.

Degree Course Specification: The only definitive document guiding you through your student journey. You can find your degree course specification (a.k.a *course spec*) on the [degree course library](#) using your year of entry.

Extenuating circumstances: Circumstances beyond your control that have materialised before you submitted an assignment and where you have evidence of such circumstances taking place. More about ECs [here](#).

Module Tutor/Convenor: A member of academic staff who is responsible for the running of a module – also known as Course Co-Ordinator, Course Convenor, Lecturer, Instructor or Professor.

Module: Also called *course units* or *courses*. These are the specific credit-bearing units taken during an academic year. They are either “whole” modules taken over two terms (typically bearing 30 credits) or “half” modules taken within one term only (typically bearing 15 credits). Within an academic year, you will be typically taking modules adding up to 120 credits.

Mandatory modules: Mandatory modules are modules you are registered for automatically as part of your degree course specification.

Mandatory non-condonable (MNC) module: You are not allowed to progress to the next stage on your course before passing an MNC module. In essence, this is a MUST-PASS module.

Mandatory condonable (MC) module: In essence, you can fail an MC module (with a grade of 30 or above) and still progress and graduate, subject to the rest of the graduation and award requirements (see your course specification in the degree course library for details).

Optional modules: Also known as *Options*. Modules suiting your research interests or career aspirations. These are modules you need to opt into to be registered on. Registering for options is a separate process starting in the Spring of an academic year t and taking effect in the Autumn of academic year $t+1$.

Lecture: usually a one- or two-hour session in which the most important points of a topic will be discussed by the lecturer. Students are required to attend, participate, and do any upfront or follow-up activity to prepare for the Lecture and the subsequent Seminar/Workshop.

Peer guide: A student who is there to help you with any informal advice. See Section 2 Support and Advice for more information.

Personal Tutor/Adviser: A lecturer allocated to several students to give advice on academic and personal matters. Your Personal Tutor is the first person to whom reference requests should be directed. They are typically well aware of the support structure available to you across the College.

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).

Pre-requisite: A requirement, usually to pass a module before you can take a subsequent module. Pre-requisites exist to ensure you take certain modules in the right sequence and you do not struggle academically in advanced modules.

Programme Lead: A lecturer who is responsible for the Undergraduate Programme and the students on it. Sometimes Programme Leads are referred to as the Academic Coordinators or Undergraduate Programme Leads (UG PLs). UG PLs are the ones who advise on and approve or reject your Change of Degree Course applications. They can also be a point of contact if there is a specific issue related to all, or most, students on a certain UG course.

Registration: notice of intent to register for and take one of the course units available in that academic year. This is a School-level activity and is handled by the LSS School office (available at lss-school@rhul.ac.uk).

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 year's fees for whole modules (30 credits) and 12.5% for half modules (15 credits). A Repeat is the second and final attempt to pass a course. Exact amounts should be available from the Student Administration Centre and/or LSS School Admin office.

Resit: Where a module 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 and/or resit the examination. Attendance to classes is not required. For *summer resits*, eligible students will typically take a single piece of alternative assessment, a final exam if it exists on the module. Components of the module which were passed will have their marks brought forward and the newly achieved resit assessment grades will be incorporated into the new final mark. Resit marks for the module are capped at a maximum of 40%. There is an administrative fee for resits. Exact amounts should be available from the Student Administration Centre and/or LSS Admin office. A resit is the second and final attempt to pass a course.

Seminar / Tutorial: A smaller class than a lecture which forms an integral part of the module you are registered on. Seminars are separate to the lecture but will act as a follow up and discussion on the topics covered in the lecture. As they can be instrumental in passing assessments, seminars are also mandatory to attend. To demonstrate attendance, you need to register it after each attended seminar using your Campus Connect app.

Seminar Tutor/Leader: This is a Teaching Assistant (TA) who assists the Module Tutor by leading seminars/workshops as a part of the course unit.

Senior Tutor: A lecturer with a significant knowledge of the administrative policies and practices across College, especially those around final exams and academic misconduct.

Year Tutor: A dedicated lecturer who advises on cohort-specific issues. They can triage an issue (for example, —liaise with a certain module convenor) if you cannot or would not approach the convenor directly,

while preserving your anonymity. Year tutors are also points of contact who would like to hear more about your experiences across College and, in particular, on your course. They can escalate your concerns to the UG PL and, if necessary, to the Head of Department.