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Introduction

Welcome to the Department of Economics at University College London. This handbook has been compiled for the purpose of providing a handy reference book for students studying BSc Economics (L100) and BSc Economics with a Year Abroad (L101); and also the combined-studies degrees in Economics & Geography (LL17), Economics & Statistics (LG13) and Philosophy & Economics (VL51).

The Department is located in Drayton House, 30 Gordon Street. It is part of the [Faculty](#) of Social and Historical Sciences. (The Faculty is made up of the departments of Anthropology, Archaeology, Economics, Geography, History and History of Art, Institute of the Americas, Political Science, and the School of Slavonic and East European Studies). The Faculty offices are located in the Andrew Huxley Building ([map ref](#): D4).

The Chair of Political Economy at UCL was created in 1828 - establishing the first Department of Economics in England with the support of funds raised in memory of David Ricardo. The modern Department has an outstanding international reputation in key areas of current research including applied theory, microeconometrics, game theory, labour economics, development economics, macroeconomics, industrial economics and environmental economics. It is one of only two economics departments in the UK to achieve the 'double 5*' rating in the two most recent national Research Assessment Exercises.

The Department hosted the ninth Econometric Society World Congress in August 2005. The Econometric Society is the leading international learned society in the field of economics, and its quinquennial world congress is recognised as the most prestigious in economics. It was the first time the World Congress of the society had been held in London, and the first time that it had been hosted by a UK institution for 35 years.

This booklet aims to:

- outline the degree programme structures for the specialist degree in Economics and the combined-studies degrees with Geography, Statistical Science and Philosophy;
- explain the procedures regarding Registration in the Department;
- explain the way the Department operates, specifically with regard to the Tutorial Class system, including attendance and coursework requirements;
- provide you with a reference booklet that should help to answer some of the more common queries that you may have during the year;
- provide information on examinations, progression and degree classification¹;
- provide information about the Registry and other services within College that are available to students.

You should familiarise yourself with the contents of this booklet, specifically those regarding Registration, as this information is produced here in order for you to register in the Department smoothly as possible! Please keep this handbook on your person throughout the first few weeks

¹ Students in the Combined-Studies Degrees: please consult your home/partner department regarding degree classification and progression rules.

of term and thereafter in a safe place as it contains much useful information that you will require during your time here. Chapters further on in the booklet you may need solely for reference.

1. The Teaching of Economics at UCL

At UCL the academic year is divided into one 12-week and one 11-week teaching term (Autumn and Spring Terms respectively) and a 7-week revision and examination term after the Easter break (Summer Term). Reading Weeks are held mid-term during both teaching terms.

The BSc (Econ) degree programmes described here are arranged on the course-unit system. Students are required to take modules (sometimes known as courses) adding up to exactly 4.0 units in each year. These units can be 1.0 unit modules (which usually span both teaching terms) or 0.5 unit modules (which take place in either the Autumn or Spring term). All modules are separately examined in the Summer Term.

Teaching within the Department is by lectures and tutorial classes. In each module, there is usually one 2-hour lecture per week with accompanying tutorial classes. (For the core compulsory modules, there is also a 1-hour demonstration lecture in which the course lecturer works through some problems and examples based on the core concepts of the course). Tutorial classes are conducted in groups of around 15-18 students. In general, these usually meet 4 or 5 times a term, depending on whether the module is optional or compulsory. For all modules, students are required to submit written work in the form of exercises or essays. The purpose of the classes is to review this written work, and to enable students to discuss ideas arising from the course with their teacher and fellow students. Attendance at classes and submission of written work is compulsory and both are monitored - reports detailing such are completed at the end of the two teaching terms and are referred to by Personal Tutors when writing references. There is a written examination in each module at the end of the academic year in the Summer Term.

Each module has its own prerequisites for entry, and the combination of modules to be taken in any year must have the approval of the student's Personal Tutor, who will ensure the total combination constitutes a coherent academic programme - please see "Registration in the Economics Department" below. Broadly speaking, students specialising in Economics will take at least 6.0 units in Economics during their 2nd and 3rd years, whereas combined-studies students will take 4.0 units in Economics with 4.0 units in their other subject.

2. Degree Course Structure

The following section provides a detailed description of the structure of the specialist degrees in Economics and the combined-studies degrees with Geography, Statistics and Philosophy. (Details of the Mathematics with Economics and other degree programmes involving Statistics are obtainable from the Mathematics and Statistics departments at UCL respectively).

Specialist Degree in Economics (L100)

The Economics degree provides a thorough grounding in economic theory, along with technical tools, mainly mathematics and statistics, to assist in mastering the theory. Students then choose from a wide range of applications of economic theory to particular fields, such as development, finance or labour. They may also choose to pursue quantitative or theoretical studies to a high level.

In each academic year students take a **total of 4.0 units**. Up to 1.0 unit of which can be taken 'outside' the Department (these are commonly known as 'Electives' - see below).

First Year

Compulsory Modules

| | | |
|----------|--|------------|
| ECON1001 | Economics | (1.0 unit) |
| ECON1002 | Applied Economics | (0.5 unit) |
| ECON1003 | Statistical Methods in Economics | (0.5 unit) |
| ECON1004 | Introduction to Mathematics for Economics | (0.5 unit) |
| ECON1008 | Introduction to Mathematics for Economics II | (0.5 unit) |

Optional Modules

Students must choose a total of 1.0 unit, which can include the following Economics modules:

| | | |
|-----------|--------------------------------------|------------|
| ECON 1005 | The World Economy | (0.5 unit) |
| ECON 1006 | History of Economic Thought | (0.5 unit) |
| ECON 1009 | An Introduction to Economic Thinking | (0.5 unit) |

In addition to the above, students can choose up to a maximum of 1.0 unit from modules 'outside' the Economics department (see 'Electives' below) or a combination thereof.

Electives

Students may choose up to 1.0 unit 'outside' the Department - known as 'Electives' - subject to timetable constraints, available places and any pre-requisites / constraints placed by the department(s) concerned. See also **Section 4** below for further information regarding choosing optional modules and electives. N.B. in choosing electives, students need to be aware that there may be varying restrictions placed by the relevant department (e.g. a cap on numbers) - that may change from year to year - or certain pre-requisites that may also vary) so **it is the student's responsibility to obtain confirmation that s/he is given access to the module by contacting the relevant department before selection.**

If in any doubt, you should confirm as early as possible to see that your choice(s) will be permitted by contacting the BSc Programme Administrator: Viv Crockford (v.crockford@ucl.ac.uk).

It is your responsibility to ensure that the lecture and tutorial class times of any outside module(s) selected do not clash with Economics modules. Timetabling information can be found as part of the online module registration process in PORTICO - the UCL Student Information Service (more about this later!).

Second Year

Compulsory Modules

| | | |
|----------|---|------------|
| ECON2001 | Microeconomics | (1.0 unit) |
| ECON2004 | Macroeconomic Theory and Policy | (1.0 unit) |
| ECON2007 | Quantitative Economics and Econometrics | (1.0 unit) |

Optional Modules

Total of 1.0 unit from the list of Economics Second Year Modules prefixed ECON 7xxx (see the Economics website: <http://www.ucl.ac.uk/economics/undergraduate/module-list>). Or, timetabling permitting, you may take a total of 1.0 unit 'outside' Economics (known as 'Electives'). See **Section 4** below for further clarification and guidance (also online at: <http://www.ucl.ac.uk/economics/undergraduate/information-for-students> under: "Choosing and Registering for Modules (Optional and Electives)").

In brief, you must ensure that any Electives selected are appropriate to your year of study. *Modules that are available to 1st year students may not be taken by students in their 2nd (or 3rd) year.* Modules that are clearly of an introductory nature, offering an overview of a field but less intellectual challenge or discipline than intermediate modules, may not be taken by 2nd (or 3rd) year students. In general, but not always, these modules will contain the words "Introductory", "An Introduction to ...", "Elements of ..." in their title. (See also **Section 4.2.5 NO-GO Electives**).

Language modules cannot be taken in a language in which a student is already proficient. For 0.5 unit modules, students in the 2nd year may only take language modules at level 2 or above. For 1.0 unit modules students may take language modules at Level 2 (AB) in any year. N.B. for further details can be found via the website of the UCL Centre for Language and International Education (CLIE) here: <http://www.ucl.ac.uk/clie/CourseUnits/Information/Registration>.

If in any doubt, you should confirm as early as possible to see that your choice(s) will be permitted by contacting the Departmental Tutor, Dr Frank Witte (f.witte@ucl.ac.uk). **It is your responsibility to ensure that the lecture and tutorial class times of any outside module(s) selected do not clash with Economics modules.**

Third Year

Compulsory Modules

A total of at least 2.0 units from the list of Economics Third Year Modules prefixed ECON3xxx (see <http://www.ucl.ac.uk/economics/undergraduate/module-list>).

Optional Modules

Choice of 2.0 units of which 1.0 must be taken from the Economics Second or Third Year modules, i.e. prefixed either "ECON3xxx" or "ECON7xxx" (excluding any previously taken in Year 2). Timetabling permitting, you may take a total of 1.0 unit 'outside' Economics (known as 'Electives'). See **Section 4** below for further clarification and guidance (also online at: <http://www.ucl.ac.uk/economics/undergraduate/information-for-students> under: "Choosing and Registering for Modules (Optional and Electives)").

In brief, you must ensure that any Electives selected are appropriate to your year of study. Generally speaking these modules must be "Adv" = Advanced level modules, but there are exceptions – see **Section 4.2.5 NO-GO Electives**.

Language modules cannot be taken in a language in which a student is already proficient. For 0.5 unit modules, students in the 3rd year may only take language modules at level 3 or above. For 1.0 unit modules students may take language modules at Level 2 (AB) in any year. N.B. for further details can be found via the website of the UCL Centre for Language and International Education (CLIE) here: <http://www.ucl.ac.uk/clie/CourseUnits/Information/Registration>.

If in any doubt, you should confirm as early as possible to see that your choice(s) will be permitted by contacting the Departmental Tutor, Dr Frank Witte (f.witte@ucl.ac.uk). **It is your responsibility to ensure that the lecture and tutorial class times of any outside module(s) selected do not clash with Economics modules.**

Specialist Degree in Economics with a Year Abroad (L101)

First and Second Year

As for L100 including any compulsory modules.

Third Year (Abroad)

Study at an approved university overseas, through an exchange agreement, taking the equivalent of 4.0 course units; 2.0 course units in Economics at an appropriate level (i.e. requiring intermediate-level knowledge of Macro, Micro and Econometrics, or higher) or in Mathematics or Statistics, again to an appropriate level; and 2.0 course units of elective courses.

Fourth Year

As for L100 Third Year.

Economics and Geography (LL17)

This combined-studies degree programme is taught in conjunction with the department of Geography. Indeed, the Geography Department governs the combined-studies degree of Economics and Geography. As a result you should follow the Geography Department instructions for Registration which will be sent to you separately. **The Combined-Studies Degree Tutor** in Geography is Dr [Jurgen Essletzbichler](#) and you should contact him for any further information regarding the Geography Department's registration instructions (sent separately).

The teaching in Geography for this degree emphasises economic, social, urban, political and applied geography, although a wide range of optional subjects is offered in the second and third years. ***N.B. students should consult the Geography department literature for confirmed information regarding Geography modules. In addition, students wanting to keep their options open with respect to graduate study in Economics should choose their options carefully and in consultation with their Economics Personal Tutor.***

You will register for your modules with the Geography department; however, you will also meet with your personal tutor here in Economics - [Prof Ian Preston](#) - to discuss your options in the Economics Department.

1st Year students will meet with their Personal Tutor in Economics - [Prof Ian Preston](#) - on **Wednesday 25th September** from **12:00 – 1.00 pm** in the Ricardo Lecture Theatre, Drayton House.

2nd and 3rd Year students will meet with their Personal Tutor in Economics - [Prof Ian Preston](#) - on **Monday 24th or Tuesday 25th September** in Drayton House.*

*(please see e-mail for full details of your appointment time or contact Economics Reception, Drayton House).

First Year

Four units must be taken: two in Economics and two in Geography.

Economics:

| | | |
|-------------|---|------------|
| ECON1001 | Economics | (1.0 unit) |
| ECON1004 | Introduction to Mathematics for Economics | (0.5 unit) |
| and EITHER: | | |
| ECON1003 | Statistical Methods in Economics | (0.5 unit) |
| OR: | | |
| ECON1005 | The World Economy | (0.5 unit) |
| OR: | | |
| ECON 1006 | History of Economic Thought | (0.5 unit) |

N.B. ECON1003 should be taken in the first year if ECON1002: Applied Economics is to be taken in the second or third year.

Geography:

All students must take:

| | | |
|----------------------------|--------------------------------------|------------|
| GEOG1007 | International Problems and Geography | (0.5 unit) |
| GEOG1008 | Writing and Analysis in Geography | (0.5 unit) |
| plus TWO of the following: | | |
| GEOG1001 | London | (0.5 unit) |
| GEOG1002 | Environmental Systems and Processes | (0.5 unit) |
| GEOG1004 | Human Ecology | (0.5 unit) |
| GEOG1005 | Environmental Change | (0.5 unit) |
| GEOG1006 | Ideas in Geography | (0.5 unit) |

Second Year

Four units must be taken: normally two in Economics and two in Geography.

Economics:

There are two compulsory modules in the second year.

| | | |
|---|---------------------------------|------------|
| ECON 2001 | Microeconomics | (1.0 unit) |
| ECON 2004 | Macroeconomic Theory and Policy | (1.0 unit) |
| <i>but students have the option of taking one extra 0.5 unit:</i> | | |
| ECON 1002 | Applied Economics | (0.5 unit) |

ECON1002 must be taken as the extra 0.5 unit in the second year if ECON2007: Quantitative Economics and Econometrics is to be taken in the third year.

An extra 0.5 unit in Economics can only be taken if at least ONE AND A HALF units of Geography are taken in the final year. This guarantees that it is not possible to obtain a combined-studies degree without having done at least 3.0 units of Geography in the second and third years.

Geography:

Students must take a minimum of 1.5 units from all second year Geography options:

Normally, students will NOT take a dissertation in their final year but exceptions may be made if a reasonable case is put forward in writing to the Geography combined-studies degree tutor by the end of the first week of the second year. Students wishing to write a 1.0 unit final-year dissertation must take GEOG2001: The Practice of Geography and GEOG2003: Methods in Human Geography in the second year plus two other 0.5 units from the second year Geography options.

Third Year

4.0 units must be taken.

Economics:

At least 1.0 unit and not more than 3.0 units can be selected from any of the second/third year modules in Economics (see the Economics website:

<http://www.ucl.ac.uk/economics/undergraduate/module-list>) although ECON2007:

Quantitative Economics and Econometrics may also be taken if ECON1002: Applied Economics was taken in the second year.

Geography:

At least 1.0 unit and not more than 3.0 units must be chosen from all final year Human Geography options.

Modules Outside Geography

Given that this is a combined-studies degree and students are expected to reach a certain level of competence in both Economics and Geography, no one is permitted to take any module outside the disciplines of Economics and Geography. If non-UCL modules are selected a convincing case must be made in writing to the Geography combined-studies degree tutor by the end of the preceding academic year.

Economics and Statistics (LG13)

This combined-studies degree programme is taught in conjunction with the department of Statistical Science. Indeed, the Statistical Science department governs all aspects of the combined-studies degree within the Maths and Physical Sciences (MAPS) Faculty. As a result you should follow the Statistical Science department instructions for Registration. Your tutor will be [Dr Ricardo Silva](#) in Statistical Science and you should contact him for any further information. You will register for your modules with the Statistical Science department. However, you will also meet with your personal tutor here in Economics – [Dr Toru Kitagawa](#) - to discuss your options in the Economics Department.

1st Year students will meet with Dr Kitagawa on **Wednesday 25th September** at **14:00** in the **Ricardo Lecture Theatre**, Drayton House.

2nd & 3rd Year students will meet with [Dr Kitagawa](#) in **Room 202, Drayton** during **Registration Week - week beginning Monday 23rd September** - further details will be sent via email to all students in September.

A first year mixture of Economics, Mathematics and Statistics is followed by modules that make a roughly equal blend of Economics and Statistics over the three years. ***N.B. Students wanting to keep their options open with respect to graduate study in Economics should choose their options carefully - and in consultation with their Economics Personal Tutor - particularly with regard to any permitted Electives (modules in other departments).***

First Year

Compulsory Modules

| | | |
|-----------|--|------------|
| ECON1604 | Economics I (Combined Studies) | (1.0 unit) |
| MATH6401 | Maths for Students in Economics I | (0.5 unit) |
| MATH6402 | Maths for Students in Economics II | (0.5 unit) |
| STAT 1004 | Introduction to Probability & Statistics | (0.5 unit) |
| STAT 1005 | Further Probability & Statistics | (0.5 unit) |
| STAT 1006 | Introduction to Practical Statistics | (0.5 unit) |

Optional Modules

Choose one 0.5 unit from:

| | | |
|----------|-------------------|------------|
| ECON1002 | Applied Economics | (0.5 unit) |
| ECON1005 | The World Economy | (0.5 unit) |

Second Year

Compulsory Modules

| | | |
|-----------|--|------------|
| ECON2601 | Economics 2 (Combined Studies) | (1.0 unit) |
| ECON2007 | Quantitative Economics and Econometrics | (1.0 unit) |
| MATH6403 | Maths for Students in Economics III | (0.5 unit) |
| STAT 2001 | Probability and Inference | (0.5 unit) |
| STAT 2002 | Linear Models and the Analysis of Variance | (0.5 unit) |

Optional Modules

Choose one 0.5 unit in Statistics from:

| | | |
|-----------|-------------------------------------|------------|
| STAT 7002 | Social Statistics | (0.5 unit) |
| STAT 2003 | Introduction to Applied Probability | (0.5 unit) |

Third Year

Optional Modules

Group 1. Choose at least 1.5 units from the following, one 0.5 unit of which must be an ECON3xxx module:

| | | |
|----------|---|------------|
| ECON6003 | Money and Banking | (0.5 unit) |
| ECON7001 | Economics of Labour | (0.5 unit) |
| ECON7002 | Economics of Finance | (0.5 unit) |
| ECON3002 | Microeconometrics | (0.5 unit) |
| ECON3003 | Econometrics for Macroeconomics and Finance | (0.5 unit) |
| ECON3004 | International Trade | (0.5 unit) |
| ECON3014 | Game Theory | (0.5 unit) |
| ECON3020 | Experimental Economics | (0.5 unit) |
| ECON3030 | Behavioural Economics | (0.5 unit) |

(see the Economics website: <http://www.ucl.ac.uk/economics/undergraduate/module-list>) for full details concerning the above modules).

Group 2. Choose at least 1.0 unit from:

| | | |
|-----------|--|------------|
| STAT7002* | Social Statistics | (0.5 unit) |
| STAT2003* | Introduction to Applied Probability | (0.5 unit) |
| STAT7003 | Optimisation Algorithms in Operational Research | (0.5 unit) |
| STAT3001 | Statistical Inference | (0.5 unit) |
| STAT3002 | Stochastic Systems | (0.5 unit) |
| STAT3003 | Forecasting | (0.5 unit) |
| STAT3005 | Factorial Experimentation | (0.5 unit) |
| STAT3006 | Stochastic Methods in Finance | (0.5 unit) |
| STAT3019 | Selected Topics in Statistics | (0.5 unit) |
| STAT3020 | Stochastic Methods in Finance II | (0.5 unit) |
| STAT3021 | Further Modelling with Applications in Health Research | (0.5 unit) |

*If not already taken in the second year.

Students may choose other second/third year modules from the Department of Economics instead of those in Group 1 and other third year modules from the Department of Statistical Science instead of those in Group 2 *subject to the approval of the Departmental Tutors in both Departments, the constraints shown above for choosing options from the two Departments, and the constraints of the timetable*. The timetable will NOT be changed to allow students to choose other options. However, third year students may usually take options that are scheduled for Friday afternoons even though these clash with occasional workshops for statistics courses: in this case, it is the student's responsibility to catch up on any missed work because of the clash.

Year 3 students must take at least 0.5 unit of Economics modules at “3xxx” level. If a student takes a Statistics project (subject to availability), this will not count towards the required 1.0 unit of final-year Statistics modules

Year 3 students who wish to take an outside option should note that they are not allowed to take: a first year Mathematics course, MSIN1004, MSIN7002 or similar modules offered by other departments. Students may not take both of MATH7502 and STAT7003, both of MATH3508 and STAT3006, both of MSIN1002 and PSYC6001, both of MSIN1001 and MSIN6001, both of MSIN7004 and COMP6005, and more than 0.5 unit of MSIN courses below Advanced level.

Philosophy and Economics (VL51)

This combined-studies degree is awarded by University College London and it leads to a BA degree. Indeed, the Philosophy department governs all aspects of the combined-studies degree within the Arts and Humanities Faculty. As a result you should follow the Philosophy department instructions for Registration. You will register for your modules with the Philosophy department. However, you will also meet with your personal tutor here in Economics – [Prof Martin Cripps](#) - to discuss your options in the Economics Department.

Here in Economics the arrangements are as follows:

1st Year students will meet with their Personal Tutor in Economics - [Prof Martin Cripps](#) - on **Monday 23rd September***

2nd and 3rd Year students will meet with their Personal Tutor in Economics - [Prof Martin Cripps](#) – during the week beginning **Monday 23rd September***.

*(please see e-mail for full details of your appointment time or contact Economics Reception, Drayton House).

A first year mixture of Economics, Mathematics and Philosophy is followed by modules that make a roughly equal blend of Economics and Philosophy over the three years. ***N.B. Students wanting to keep their options open with respect to graduate study in Economics should choose their options carefully - and in consultation with their Economics Personal Tutor - particularly with regard to any permitted Electives (modules in other departments).***

First Year

Students must choose modules to the sum of exactly 4.0 units.

First year combined-studies students take four Level 1 **Philosophy** modules over the year, two in each term (every module is worth 0.5 course unit). No module is compulsory. You must choose four from:

Term 1

PHIL1010 Introduction to the History of Philosophy 1

PHIL1012 Knowledge & reality

PHIL1014 Introduction to Logic 1

PHIL1016 Introduction to Political Philosophy

Term 2

PHIL1011 Introduction to the History of Philosophy 2

PHIL1013 Introduction to Logic 2

PHIL1015 Introduction to Moral Philosophy

PHIL1017 Philosophy tutorial: texts and debate

The only rule is: PHIL1014 is a pre-requisite for taking PHIL1013.

The compulsory **Economics** modules are as follows:

| | | |
|----------|---|------------|
| ECON1001 | Economics | (1.0 unit) |
| ECON1004 | Introduction to Mathematics for Economics | (0.5 unit) |

Optional Modules

| | | |
|----------|----------------------------------|------------|
| ECON1002 | Applied Economics | (0.5 unit) |
| ECON1003 | Statistical Methods in Economics | (0.5 unit) |
| ECON1005 | The World Economy | (0.5 unit) |

N.B. Whilst it is not compulsory to choose one of the above 0.5 units, it is advisable as being useful for studying some of the second/third year optional modules. Further advice on course selection will be provided by the Economics Personal Tutor at Registration.

Second Year

Students take four half-unit modules each year (two in each term) for the Philosophy component of their degree. All modules are worth 0.5 unit. No module is compulsory, but your choice must abide by the following rules:

- Over your second and third years you must pass modules from at least two distinct lists A, B or C (listed below).
- You can take at most one Level III course.
- Over the second and final year, you can take a total of two 0.5 unit approved modules in other UCL departments. This may be Economics. N.B. ESPS philosophy modules do not count as modules in another UCL department.

A list of Philosophy modules is available on the Philosophy Department website. Please visit: <http://www.ucl.ac.uk/philosophy/docs/BAcourses>

On the Economics side there are two **compulsory second-year** modules:

| | | |
|----------|---------------------------------|------------|
| ECON2001 | Microeconomics | (1.0 unit) |
| ECON2004 | Macroeconomic Theory and Policy | (1.0 unit) |

Third Year

Students take four 0.5 unit modules across the year (two in each term) for the Philosophy component of their degree. All modules are 0.5 unit. No module is compulsory, but your choice must abide by the following rules:

- In order to graduate, you must pass at least one module in each of the two distinct lists (A, B or C above). If you didn't achieve this in the second year, you must do it in the third year.
- In order to graduate, you must pass at least six Level III modules (from any department). If you have passed any in your second year, they will be counted towards this requirement.

- Over the second and final year, you can take a total of two 0.5 unit approved modules in other UCL departments. This may be Economics. ESPS philosophy modules do not count as modules in another UCL department.

3. Registration in the Economics Department

Registration here in the Department of Economics occurs during Registration Week – beginning **Monday 23rd** through to **Friday 27th September**.

The planned activities detailed below are for “Single-Honours Economics” students (L100) and for students of the “Economics with a Year Abroad” (L101). For students in the combined-studies degree programmes in Economics and Geography (LL17), Economics and Statistics (LG13) and Philosophy and Economics (VL51), the Economics department organises a meeting with your Personal Tutor in Economics during Registration Week (see Section 2. Degree Course Structure for further details).

The exact activities in which you are expected to take part will be different depending on whether you are a 1st year, a 2nd year or a final year undergraduate. In section 3.1 the 1st years will find the information relevant to them, in 3.2 the same for the returning 2nd year students and 3.3 is dedicated to final year students.

Please follow the link here <http://www.ucl.ac.uk/economics/undergraduate/information-for-students> to a table containing the details (as currently known) of the programme of Induction & Registration Week for all years, one column for each cohort. This table will be regularly updated.

Personal Tutor Appointment – all students are allocated a member of departmental academic staff who is their **Personal Tutor**. During Registration Week you will have a meeting with your Personal Tutor. The meeting will be with your Tutor Group (typically 7-10 per group) and you will be notified of the day and time of your appointment with him/her by members of the administrative staff in mid-September. If you do not know when your appointment is, please contact Reception (telephone: 44(0)20 7679 5888 or e-mail: reception.economics@ucl.ac.uk). For more information on the roles of tutors, see the section of this handbook entitled ‘**The Roles of Tutors and the Tutorial Class System**’.

All students will be required to attend the meeting with their personal tutor. These meetings at the start of the academic year will be scheduled as group meetings to be followed up in the first half of the first term with an individual meeting during office hours.

3.1 Induction & Registration Week Programme: Year 1.

On Monday the Induction programme for 1st year students starts with a welcome meeting (see : <http://www.ucl.ac.uk/economics/undergraduate/information-for-students> for details of exactly when and where) lasting 1 hour. This is followed, after lunch, by a meeting which focusses on your first-year modules and the choice of optional modules available to you. At the end of Monday afternoon you will have a clear idea of what you need to do in order to select your optional modules. The Monday session is also used to explain ‘The 1st Year Challenge’ to you. This is a mini-project that you work on with your tutor group during registration week. You are expected to submit your work at the end of the week. Following the economics department sessions you need to register with the college on Monday evening at 18:00. (N.B. Overseas students have the opportunity to register during the **International Student Orientation Programme (ISOP)**, which takes place on

Comment [CJ1]: This may need to be reworded as ‘from this year onwards’ applies to 2012 I think. I am not sure you need to repeat that it is a group meeting as this is in the previous para. Maybe just make clear that it is a requirement and that there is follow-up one-on-one meeting.

Comment [CJ2]: Frank or Christian may want to add something here.

Thursday 19 and Friday 20 September 2013 - see Section 12.8 International Students for further information).

You can devote your Tuesday and Wednesday to selecting your options and registering for them in [PORTICO](#). To assist you with the use of PORTICO we offer a “helpdesk” in Room B17, Drayton House. There you will get “hands-on” assistance and instruction from fellow students on how to register your choices if you run into difficulty doing so on your own or with friends.

Your Personal Tutor meeting will be scheduled some time on Tuesday or Wednesday. **Attending this meeting is mandatory!** You will be notified of the day and time of your appointment with him/her by members of the administrative staff in mid-September. If you do not know when your appointment is, please contact Reception (telephone: 44(0)20 7679 5888 or e-mail: reception.economics@ucl.ac.uk)

On Wednesday morning and Thursday afternoon, you will be able to attend a number of **voluntary** sessions. As the rooms booked for these sessions have a limited capacity it will be “first-come, first-served”; so be on time if you want to attend any of those. The following sessions will be on offer:

1. A Calculus Refresher (Wednesday morning): A 30-minute session on what kind of Mathematics from secondary school you can expect to need in your first term Economics modules. You can attend Session A or Session B.
2. An A-level Economics Session (Thursday afternoon): A 45-minute session where the A-levels Economics exam is used to give you some perspective on the Economics you can expect to learn in your first year.
3. A Central College Information Services Induction Session : A 30-minute presentation to find out about the IT services available to you at UCL – further information here: <http://www.ucl.ac.uk/isd/students/new-students/inductions>. Two slots have been booked for Economics students on Thursday 26th September from 14:00-14:30 **or** 14:30-15:00.

On **Wednesday** afternoon, at **14:00**, you can look forward to the “Meet Your Mentor” session where **you will be expected** to meet your student-mentor. Your student-mentor is a fellow Economics student (from either Year 2 or Year 3) who will be there to advise, help and guide you as you get used to being a student. The Meet Your Mentor session smoothly turns into the **Fresher’s Party** where you will also be joined by a few members of staff from the Department.

An important and **mandatory** activity on Thursday morning is the “**Transition Programme Information**” session. Here you will learn about the various services and support that UCL provides, receive information about [Moodle](#) and [studying at UCL](#), and other activities you can get involved in. (See Section 12 of the Handbook for further information).

On Friday there is a **Library Tour** which you can attend. As the library is a crucial resource during your studies you are well-advised to attend. See section 3.4 below for details of your allotted time. You can find all the activities mentioned here and some more

detail in the second column of the table, also on the web at <http://www.ucl.ac.uk/economics/undergraduate/information-for-students>.

3.2 Induction & Registration Week Programme: Year 2.

You are expected to attend university from the start of registration week. You will have various departmental registration events taking place **from Monday 23rd September** in the Department, including:

- **Welcome Back** session;
- **Optional Modules** information session;
- **Study Skills** session;
- **“What do Economics Graduates Do?”** session;
- **Meeting with your Personal Tutor.**

Please see the link above for further details.

The meeting with your Personal Tutor (on the Monday or Tuesday of Registration Week) **is mandatory!** You will be notified of the day and time of your appointment with him/her by members of the administrative staff in mid-September. If you do not know when your appointment is, please contact Reception (telephone: 44(0)20 7679 5888 or e-mail: reception.economics@ucl.ac.uk).

On Tuesday afternoon there will be a welcome meeting for 2nd year returning students. During this meeting you will receive some general advice about your second year programme. Many students report that Year 2 is the “hardest” in the 3-year degree. This welcome session will include suggestions and advice from the Departmental Tutor on the basis of his experiences with talking to 2nd year student. The session will also include departmental news and information about the 3rd year dissertation option. The welcome session will be followed by a session for 2nd and 3rd year students on ECON7xxx modules and “elective” modules that you can choose in Year 2. The session will include presentations from other departments.

On Wednesday and Thursday there are a few **voluntary** sessions for returning 2nd and final year students. The offering consists of:

1. A **reading and writing like an economist** session: in this two-part session you will get advice and hands-on experience on how best to approach the reading of economic literature (from newspaper articles to textbooks to journal articles) and how to write clear, interesting and concise economic essays.
2. A **Mathematica** session: in this two-part session you will be taught some basic Mathematica programming skills and encouraged to use the programme to solve common economic problems.
3. A **“What do Economics Graduates Do?”** session: we have invited a number of Economics Alumni back to explain how their career has developed since leaving UCL. There will be the opportunity to hear about different types of jobs and to ask

Comment [CJ3]: Frank may want to edit this

questions. Those presenting are discussing their personal experience and not representing their employers. This is, therefore, a 'no business cards, no suits' session. Just come along to listen and find out some more about the careers of our alumni.

As the rooms booked for the voluntary sessions have a limited capacity it will be "first-come, first-served"; so be on time when you want to attend any of those. You can find all the activities mentioned here and some more detail in the table on the web at <http://www.ucl.ac.uk/economics/undergraduate/information-for-students>

3.3 Induction & Registration Week Programme: Year 3.

You are expected to attend university from the start of registration week. You will have various departmental registration events taking place from **Monday 23rd September** in the Department, including:

- **Welcome Back** session;
- **Optional Modules** information session;
- **Study Skills** session;
- **"What do Economics Graduates Do?"** session;
- **Meeting with your Personal Tutor.**

Please see the link above for further details.

The meeting with your Personal Tutor (on the Monday or Tuesday of Registration Week) **is mandatory!** You will be notified of the day and time of your appointment with him/her by members of the administrative staff in mid-September. If you do not know when your appointment is, please contact Reception (telephone: 44(0)20 7679 5888 or e-mail: reception.economics@ucl.ac.uk).

On Tuesday afternoon there will be a welcome meeting for final year returning students. During this meeting you will receive some general advice about your 3rd year programme, including information on exams and graduation. The welcome session will be followed by a session for 2nd and 3rd year students on Econ 7xxx and Econ 3xxx modules and "elective" modules that you can choose in Year 3. The session will include presentations from other Departments.

On Wednesday and Thursday there are a few **voluntary** sessions for returning 2nd and final year students. The offering consists of:

1. A **reading and writing like an economist** session: in this two-part session you will get advice and hands-on experience on how best to approach the reading of economic literature (from newspaper articles to textbooks to journal articles) and how to write clear, interesting and concise economic essays.
2. A **Mathematica** session: in this two-part session you will be taught some basic Mathematica programming skills and encouraged to use the programme to solve common economic problems.

Comment [CJ4]: Frank may want to edit this

3. A “**What do Economics Graduates Do?**” session: we have invited a number of Economics Alumni back to explain how their career has developed since leaving UCL. There will be the opportunity to hear about different types of jobs and to ask questions. Those presenting are discussing their personal experience and not representing their employers. This is, therefore, a ‘no business cards, no suits’ session. Just come along to listen and find out some more about the careers of our alumni.

As the rooms booked for the voluntary sessions have a limited capacity it will be “first-come, first-served”; so be on time if you want to attend any of those. You can find all the activities mentioned here and some more detail in the table on the web at:

<http://www.ucl.ac.uk/economics/undergraduate/information-for-students>.

3.4 Library Tours for New Students

Mr Kieron Jones, the Subject Librarian for Economics, History and Public Policy, will give half-hour tours of the Library on Friday 27th September for Economics (L100 & L101) students. It is necessary to keep the size of the groups reasonably small so that everyone can see and hear what is being said. The tour will include an explanation of how to access electronic journals and databases, and how to search the Library's online catalogue. There will be ten groups at the following times:

| | | |
|----------|----------|---|
| 09:30 am | Group 1: | Last names lying alphabetically in the range A... to B... |
| 10:00 am | Group 2: | Last names lying alphabetically in the range C... to D... |
| 10:30 am | Group 3: | Last names lying alphabetically in the range E... to G... |
| 11:30 am | Group 4: | Last names lying alphabetically in the range H... to K... |
| 12:00 pm | Group 5: | Last names lying alphabetically in the range L... |
| 12:30 pm | Group 6: | Last names lying alphabetically in the range M... to N... |
| 2:00 pm | Group 7: | Last names lying alphabetically in the range O... to R... |
| 2:30 pm | Group 8: | Last names lying alphabetically in the range S... |
| 3:00 pm | Group 9: | Last names lying alphabetically in the range T... to W... |
| 3:30 pm | Group 9: | Last names lying alphabetically in the range X... to Z... |

Please assemble by the statue in the Flaxman Gallery in the Main Library (Wilkins Building) where you will be collected to begin the tours.

4. Choosing & Registering for Modules

Choosing your modules is a way of tailoring your curriculum to your needs and interests. It is also an opportunity to express yourself and what you find important. The Department encourages students to take challenging modules in Economics but also in other departments. Such modules outside of Economics can complement or fruitfully diversify your degree-course modules. You are encouraged to choose modules in such a way that those taken outside of the Department also add an academically coherent selection of subjects to your degree. In general 'outside' modules (or 'Electives') can be taken for up to 1.0 unit per year. Making a choice of external modules and incorporating them into a rewarding and personally flavoured addition to your curriculum is a shared responsibility of both the Department and the student.

Departmental responsibility:

The choice of Electives should respect the natural progression from introductory subjects in the first year to advanced modules in the last. Furthermore, electives should not unduly overlap with core Economics modules. For these reasons:

- the Department provides information and rules regarding the selection of Elective modules;
- the Personal Tutor will be able to advise the student on the suitability of the modules he/she wishes to take in view of future study and/or career plans;
- the Department will place any student that has failed to select a sufficient number of allowed modules that fit in the student's timetable into available slots of Economics modules by the end of the second week of Term 1.

Student responsibility:

It is the student's responsibility to select modules in such a way that:

- they do not clash with Economics modules and that participation in Elective modules do not infringe on the full attendance expected in Economics modules;
- they conform to the rules the Department has set out in this Handbook and explained during information sessions in Induction Week;
- the student has confirmed access to the module in the 'outside' department and satisfies the prerequisites for the corresponding module.

When you have registered your module choices, you can check whether or not your options/electives have been approved by logging on to PORTICO and clicking on the "View Module Selection Status" option in your Student Academic Details container. Selections are not confirmed until all modules have been approved.

In section 4.1 you will find information on the practicalities of module selection and requesting changes to your module selections. Section 4.2 details what kinds of modules you can select and the rules you need to follow when doing so. Section 4.3 presents a simple but efficient strategy to come to a satisfying choice of modules. Finally section 4.4 contains pointers to sources of advice on how and what to choose.

4.1 Practicalities of Choosing Modules

Each module is assigned a 'course unit' value that is either one (1.0) or a half (0.5). In each year you must choose modules with a sum total of 4.0 units. Provisional timetabling

information for all modules at UCL is available via [Portico](https://portico.ucl.ac.uk) or at: <http://www.ucl.ac.uk/timetable>

4.1.1 When to Choose?

Your module choices should be **completed by Thursday morning** in Registration Week. Making choices after that moment is still possible but modules may be full and no longer available. Returning students can choose and register for their modules online - typically from early August onwards - and choices will be confirmed as soon as possible but may be after Registration Week.

4.1.2 Changing your mind?

Sometimes it happens that after the Wednesday in Registration Week you want to change your module. In such an unfortunate case you need to adhere to the following deadlines and procedures. Any such request requires you to provide:

- a completed "[Module Amendment](#)" form and
- a **print out of your timetable** on which you have also indicated the times & dates of the new module you wish to choose.

Email requests, phone calls or other ways of submitting such requests, or incomplete requests will be ignored.

From the Monday that lectures start only module changes *into Economics modules* will be considered!

From Wednesday in Registration Week and through the first week of lectures, requests for module changes can be submitted to the Undergraduate Studies Administrator - Viv Crockford (Room G18c, Drayton House).

If there is still room for students in the module you wish to change into, and if there is no clash in your schedule resulting from the change, Viv Crockford will register your new choice in Portico by the end of the first week of lectures.

In the second week of lectures, requests for module changes can **only** be submitted to the Departmental Tutor – Dr Frank Witte (Room G25, Drayton) in the form of a completed "[Module Amendment](#)" form that you bring along to an appointment with him.

When the Departmental Tutor approves of your change - *and provided there is still room for students in the module you wish to change into* - Viv Crockford will register your new choice in Portico by the end of the second week of lectures.

Only in very exceptional circumstances beyond the student's control will a student be permitted to change after the 2nd week of lectures has been completed.

4.1.3 Practicalities of Tutorial Classes

You do not choose your tutorial classes!! This is done for you by the College.

- Tutorial classes are automatically assigned to all students via the central College system. Changing classes is **ONLY** possible in order to avoid clashes with optional

modules and only providing there are sufficient places. Any changes must be completed by the end of the first week of lectures.

- If you attend the wrong tutorial class you will be marked absent from your registered class.

4.2 What Modules can I choose?

A significant number of modules simply have to be taken; these are the so-called compulsory modules. Other modules can be chosen from a certain list specified under “Degree Course Structure” in this Handbook. These are typically called “optional modules”. Finally “Electives” are modules that can be chosen from the entire UCL offering.

4.2.1 Compulsory Modules (Year 1/2/3):

Many modules, especially in the 1st and 2nd year, are compulsory. For combined-studies degree students nearly all modules in the first and second year are compulsory.

You will find information on which modules are compulsory for your year and degree program in the earlier section entitled ‘**Degree Course Structure**’.

4.2.2 Optional Modules (Year 3):

Especially in your third year you will be able to choose a significant number of units of optional modules from a pre-defined list. You will find these lists, or the indication of which modules can be chosen, in the section entitled ‘**Degree Course Structure**’. For example, in the 3rd year of the L100 Single Honours Economics programme you must choose at least a minimal number of ECON3xxx modules.

How to choose Optional Modules?

This is usually very straightforward! Consult your degree course structure and check how many optional modules you can choose and what the restrictions on the choices are.

4.2.3 Elective Modules (Year 1/2/3):

Your programme may have a number of units that you can choose *almost* freely among the total offering of UCL. Of course you can use this freedom by choosing modules in Economics. However you can also use this to broaden your curriculum in several different fields, or to deepen your knowledge in one specific area outside of Economics.

In the L100/L101 programmes you can choose 1.0 units per year in Electives.

How to choose Electives?

The following is of relevance to students studying for the BSc L100 and L101 degrees in Economics only. Combined-studies degree students should consult their home/partner department for clarification regarding optional/elective modules:

Section 4.3 will provide an efficient strategy for making these choices. But in order to be able to choose you should have some idea of what is available.

In Economics:

Of course you can choose optional modules from the Economics department. In this case you will find all the necessary information in the departmental module list:

<http://www.ucl.ac.uk/economics/undergraduate/module-list>

A Language:

See the UCL Centre for Languages and International Curriculum website for further information: <http://www.ucl.ac.uk/clie/CourseUnits>.

Outside Economics (Electives):

If you want to choose outside modules (electives) you are welcome to do so. You can access information of module offerings from other departments either via departmental websites (see: <http://www.ucl.ac.uk/departments/a-z/>) or direct via PORTICO (see <http://www.ucl.ac.uk/portico>)

4.2.4 Rules for selecting Electives

- In any year you can choose only 0.5 unit of MSIN electives;
- Electives for 1st years can be any module, except the "No-Go" modules detailed below.
- Electives for 2nd years can only contain **one** 0.5 unit module at "introductory" level (i.e. without prerequisites), usually denoted with a departmental 6xxx code, except the "No-Go" modules detailed below. N.B. MATH6403 counts as an appropriate-level option for 2nd year students.
- Electives for 3rd years should be labelled "Advanced" and/or have prerequisites. One module at "intermediate" level (or without any prerequisites) may be allowed **only if the student chooses five or more 0.5 units from ECON3xxx**. MATH6403 counts as one such option.
- Language modules
 - o cannot be taken in a language in which a student is already proficient;
 - o For 0.5 unit modules: students in the 2nd/3rd year may only take language modules at level 2/3 or above respectively;
 - o For 1.0 unit modules: students may take modules at the 1st level (level "AB") in any year;
- The selection of options and electives does not involve timetable clashes.

Electives need to be authorised by both Economics and the department offering the module. Any selection that does not comply with the above rules will be rejected.

4.2.5 NO-GO Electives:

A very restricted number of electives will never be permitted in any year. These are electives that have too much overlap with modules offered by the department, or even with compulsory modules in the department. The No-Go list is the following:

- ECON1602, ECON1604, ECON2601 (aimed at other students)
- MATH6401 & MATH6402 (due to overlap with ECON1004/ECON1008);
- MSIN3002, MSIN7002 & MSIN7009 (due to overlap with core ECON modules);
- SESS2005 & SESS2006 (due to overlap with core ECON modules);
- TEFL (Teaching English as a Foreign Language) is not available as an option for Economics students.

4.2.6 Exceptional Situations

If you feel that an exception to these rules should be allowed in your case, on the basis of special circumstances beyond your control, then you should first discuss this with your personal tutor. If, after the advice of your personal tutor you should wish to request such an exception, you should submit a motivated request to the [Departmental Tutor](#) including:

1. A written motivation why you request the exception and which circumstances beyond your control evoked your situation.
2. A confirmation from the hosting department that you would be eligible and allowed access to the module.
3. A print-out of your tentative schedule from which it is clear that there will be no schedule clashes with your economics courses.

N.B. Requests for exceptions that are submitted after the first week of lectures will not be taken into consideration.

4.3 A strategy for choosing Electives

The task of finding Electives that satisfy the above rules from the wealth of modules offered by UCL may seem a daunting task. However, in a few fairly simple steps this problem can be broken down into a few key choices. It is important to do so before you seek advice! When you want your Personal Tutor or the Departmental Tutor to be able to give you sensible advice, you will need to give them a starting point! This strategy will, in the worst case, give you a good starting point to ask advice about. In the best case it will resolve “the module selection problem” for you.

4.3.1 Step 1: “Choose as you go” or “Plan ahead”?

Some students prefer to plan ahead. Typically these students will formulate some aim or goal they wish to achieve with choosing their options and electives. Other students will want to choose as they go. They have no specific goal in mind but they simply want to choose options that they enjoy from whatever it is there is on offer.

Because the rules for choosing electives say that there must be a natural progression to advanced modules in Year 3, this implies that you need to decide whether you “plan ahead” or “choose as you go”. In the latter case there is a risk that, by the time you reach your third year, you will basically be confined to Economics modules because your first & second year electives did not build you up towards an advanced elective.

If you want to avoid this situation it is good to ask yourself which subject field you would want to be able to study at an advanced level in Year 3. So you need to “plan ahead”.

4.3.2a Step 2: “Plan ahead”: Pick a subject field

If you decide to “plan ahead” then the idea is to choose advanced level modules that you would like to be able to take in your 3rd year. You carefully read the module descriptions and identify the prerequisites (if any). You then use your 2nd year elective slots to satisfy as many of these prerequisites as possible and you repeat the same to see whether you need to use any of your 1st year elective slots for the prerequisites of the 2nd year electives.

How to deal with prerequisites?

Sometimes prerequisites can be very vaguely specified with sentences like “the first two years of ...” Evidently you cannot satisfy this literally if you are studying a different subject. But feel free to closely study the content of modules and to see whether the following things can be true:

- You actually don't need the whole first two years of a programme, but just 1st and 2nd year modules on particular subject;
- You can argue that some of your ECON modules actually cover some of the prerequisite material.

If you think that this is the case then write that down in your plan and take your plan for advice to the departmental tutor of the department(s) offering the modules you want to take. If they advise you are eligible to take the modules you selected, maybe with some modifications they propose to your choice, then you proceed to step 3.

4.3.2b Step 2: “Choose as you go”: Pick a subject field

If you decide to go for “choose as you go” then pick one or more subject fields you are interested in and visit the departmental websites, in particular the module listings. Check out all the modules listed as “options for outside students” or modules whose code is prefixed by a 6xxx, or any modules that do not have prerequisites.

You will see from the rules that you can choose 3 such modules: 2 in your 1st year and 1 in your 2nd year.

If you are a 1st year student then you can select the two you would enjoy most and go to step 3.

If you are a 2nd year student then you probably have one half-unit of electives left. You can either choose an economics option or find an elective that is deemed “advanced” yet has no prerequisites, or an elective that you feel you are qualified to take despite the fact you don't have the prerequisites. In this case you should seek advice of the departmental tutor of the department offering the module! If they advise you are eligible to take the module proceed to step 3.

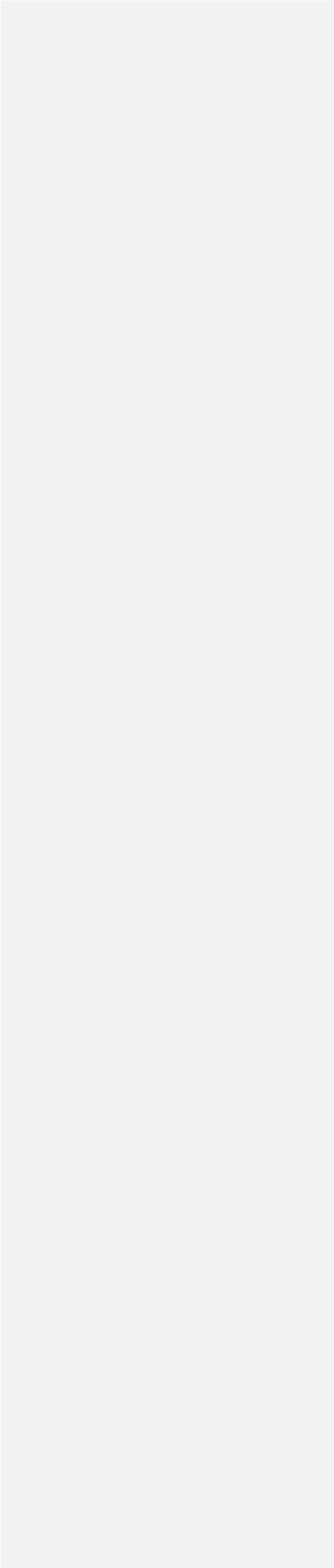
If you are a 3rd year student then you can either choose two economics options or find one or two electives that are deemed “advanced” yet have no prerequisites, or electives that you feel you are qualified to take despite the fact you don't have the prerequisites. In this case you should seek advice of the departmental tutor of the department offering the module! If they advise you are eligible to take the module proceed to step 3.

4.3.3 Step 3: Check whether your selection is “in the rules”

Check whether your selection satisfies the rules in section 4.2.4 and 4.2.5. If they do then you can register your choice in Portico and if you have done all correctly you should receive approval.

If your choice doesn't satisfy the rules 4.2.4 or 4.2.5 then you should consider changing your selection by essentially repeating some of the steps but for different choices. If your choice doesn't satisfy the rules but you believe that you have a very strong case for an

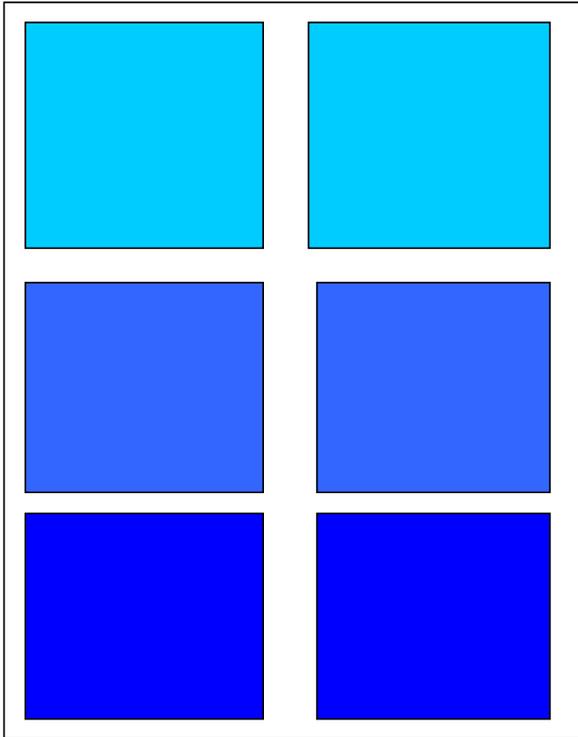
exception you should consult section 4.2.6 and make an appointment with the Departmental Tutor.



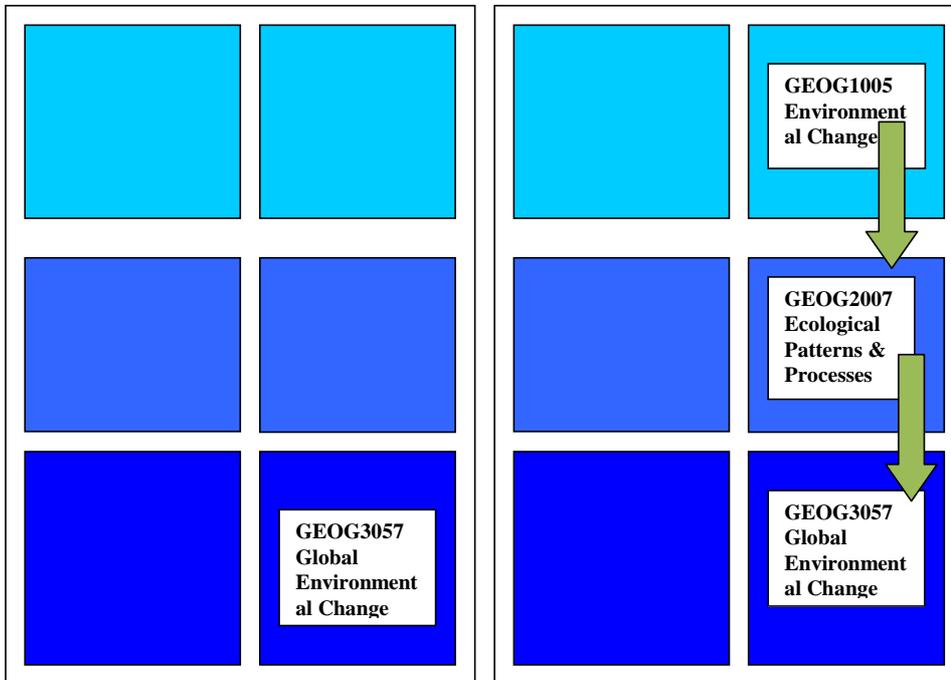
4.3.4 A Block Diagram

The strategy above becomes a little easier to visualize when you consider your 6 half-units to be six boxes in a block diagram that need to be “filled” with a module choice each. Instead of devoting many words we simply will give two examples here.

We start out with a clean sheet of 2 year 1 elective, 2 year 2 electives and 2 year 3 electives.



Now suppose this student decides she wants to study Environmental issues in depth in addition to her Economics modules. Then she might find the GEOG3057 as an interesting elective for year 3. So at the start of step 3 her “block diagram” will look like this:



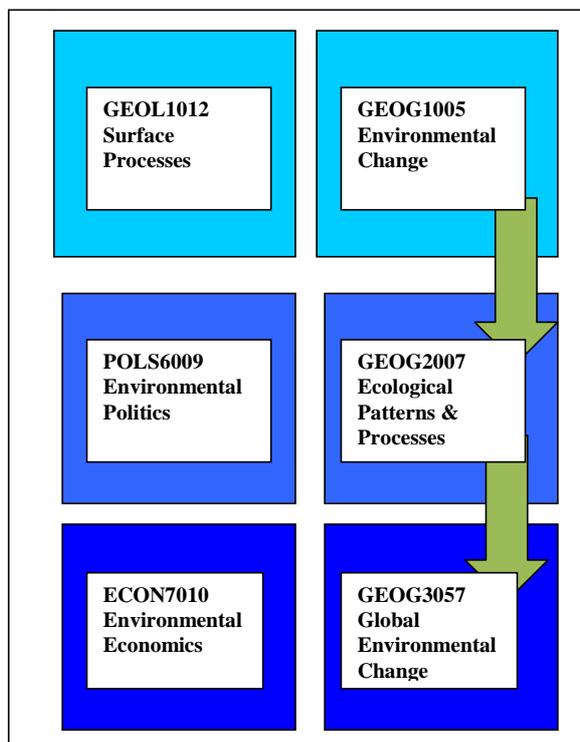
Then she looks up what the prerequisites for this 3rd year module are and she finds that all that is required is “a background in Environmental Geography”. So she returns to the module list and identifies a 2nd year module GEOG2007 as a module which would give her some background in Environmental Geography. So she adds it to her plan, on the right.

However the 2nd year module GEOG2007 does have a prerequisite: the 1st year module GEOG1005. So she adds that as a first year elective. Now she has constructed a selection of 3 electives that lead up to a 3rd year module in year 3 and that will give her Economics degree an additional personalized flavour. However she has three further electives left!

She could choose to now go to the GEOG departmental tutor to discuss her plan. Maybe she has overlooked something and possibly she needs a few more modules to add in order for her to properly get the most out of her “Environmental” electives. The block diagram that she has made will facilitate the discussion with any advisors, whether they are personal tutors or departmental tutors.

She could also decide to go and look for another set of 3 modules that she can nicely fit into another “track” of modules from an entirely different discipline. Or maybe she decides to choose the remaining three electives “on the go” rather than to do any planning on them.

However she could also decide to complete her whole list of electives herself before asking for advice. For example she could choose to supplement her choice with three more electives from three different departments. Maybe she would like to incorporate the Economic and Political aspects of the subject field as well as some of the geological. Then she might end up with a diagram like this:



It is important to realize you may need to go through this process a few times before you have a selection that really satisfies the rules. Modules may be full, the teaching department may advise you NOT to take these, or possibly you cannot make the prerequisites work within the number of electives you have.

However, if you present your choices and considerations in such a way, you will make it easier for those advising you to understand *what* you want and *why* you want certain modules.

4.4 Module Selection Advice

Students should discuss their module selections with their Personal Tutor. You can do so not just at the start of the academic year, but also during an academic year when you are thinking about the modules for a subsequent year on the basis of the feedback and marks you receive in your current modules.

Where the interpretation of the departmental rules is problematic, or an exception is sought, the case should be raised with the [Departmental Tutor](#).

4.4.1 Personal tutor advice

Your Personal Tutor will expect you to have followed something like the strategy outlined in section 4.3. So bring your block diagrams along to show your personal tutor what your considerations were. It is also useful to bring a timetable of your choices.

Note that it can be very useful to discuss such things also in a group meeting with your personal tutor and fellow students. Many of your fellow students will be facing similar choices and similar problems.

4.4.2 Departmental Tutor advice

You need to make sure that the department offering the modules will actually allow you to take them! So it is highly recommendable to either seek an appointment with the departmental tutor of that department or to settle the issue by Email.

If you have the “okay” from the teaching department and if your choices are in line with the regulations in this Handbook in 4.2.4 and 4.2.5 and if you feel you have had enough advice from your personal tutor than you can see what to do in section 4.4.3.

If you want more advice or if your selection needs any exceptions you should consult with the [Economics Departmental Tutor](#).

4.4.3 After the Advice: registering your choice!

After you have collected the advice you need to:

1. Submit your selection online via [PORTICO](#).
2. Check the approval status for each of your modules on [PORTICO](#). You will be able to do so via the “Student Academic Details” container.
3. You need to check *regularly* until all your modules are signed off as approved. However, please note that this is a very busy time for staff so approvals may not take place until after the first week of lectures.

You will be sent an e-mail if an optional module or elective module is *rejected*. If this happens you need to see Viv Crockford to amend your selection(s).

4.4.4 Intercollegiate Teaching: Modules at Colleges Which Do Not Charge UCL

If you wish to take a module in another College that you think does *not* charge UCL, then you need to follow the instructions below. N.B. even where no charge is levied, taking a module outside UCL will only be permitted if no similar module exists internally.

- Check with the Fees Section of UCL Registry that the institution does not charge UCL a fee for you to take the module. (If they do then please see the section entitled ‘*Intercollegiate Teaching: Modules Taken at Colleges Which Charge*’ below).
- The module you desire to take must be officially offered under the course-unit system. No exceptions to this rule are possible.

- It is your responsibility to ensure that the module does not involve timetable clashes with UCL lectures or tutorial classes which you are required to attend. Don't forget to take account of travelling time between colleges.
- Obtain the details of the module in question, including the module outline, code, title and unit value.
- Request approval of the Economics Departmental Tutor ([Dr Witte](#)) by submitting the full course outline from which the course units are evident, a confirmation there is no charge to UCL, and a copy of your timetable including the times and dates of the proposed outside module, to him.
- If approval is given and the other criteria above are satisfied, then submit the elective together with your other module selections.

4.4.5 Intercollegiate Teaching: Modules Taken at Colleges Which Charge UCL

- Students will only be permitted to take intercollegiate modules at other colleges of the University of London which operate a charging policy in respect of such modules if it is a required element of the student's programme of study or if there is some exceptionally strong academic reason for the student to take the module.
- Approval for students to take modules which attract a charge must be obtained from the Senior Tutor and the Registrar (or an officer designated by him). Applications should be sent to the Examinations Section for onward transmission to the Registrar.
- A student who takes a module for which a charge is made without having first obtained the appropriate approval will be personally liable for the charge.

As a result, please note that modules at the LSE and at SOAS will not be permitted options to be taken by Economics students.

5. The Roles of Tutors and the Tutorial Class System

5.1 Course/Module Tutors

The person (or persons) who actually delivers the lectures in a given module (1.0 or 0.5 unit) is referred to as the **Module (or Course) Tutor** or **Lecturer**. In the Economics Department, there is usually one 2-hour lecture each week for each module (1.0 or 0.5 unit).

5.2 The Tutorial Class System

Students taking a given module (1.0 or 0.5 unit) are organised into groups called **tutorial classes** which meet 4 - 6 times per term (in some cases up to 8 times per term) to discuss the subject matter of the module. Each group usually consists of about 15-18 students and is led by a **Tutorial/Class Tutor**. The Tutorial/Class Tutor marks and provides feedback on coursework (essays and exercises) and chairs the discussion in the tutorial class sessions. Any problem in the subject matter of the module should be taken up in the first instance with the Tutorial/Class Tutor to whom you are allocated or, if necessary, with the course lecturer. If it remains unresolved then students may address queries to the **coordinating (or Lead) Teaching Assistant (TA)**; for details of the coordinating TA for the current academic year, including office hours for all TAs, please see the Departmental Website: http://www.ucl.ac.uk/economics/people/phd_ta.

Most 1st year modules have **tutorial classes** that take place weekly. For 2nd and 3rd year modules (and some 1st year modules), the majority of tutorial classes take place fortnightly. Information is displayed on the Departmental Website and relevant Moodle pages regarding general details of tutorial class dates and times and **exact details are accessed via the Personal Timetabling facility at: <http://www.ucl.ac.uk/timetable/>**. (N.B. tutorial class times are allocated by the central College timetabling facility - to ensure clashes are avoided - and so are not finalised until early October when all online module selections have been completed). In both teaching terms there is a **Reading Week** (held in the middle of Terms 1 and 2) **when there are no lectures or tutorial classes**. The purpose of Reading Week is for you to consolidate your knowledge to date and to provide time for you to read ahead and research your subject matter. During each term, for the majority of modules, students are required to complete a *minimum* of either 4 problem sets/exercises or 2 essays per module. Full details will be provided at the start of each module. **N.B. attendance at, and submission of coursework in, tutorial classes is compulsory and full details of such are kept online and referred to by Personal Tutors when writing references**. In addition, attendance is monitored regularly in order to provide information to other bodies within College (see also the section entitled 'Coursework' below).

5.3 Personal Tutors

At the start of each academic year, each undergraduate student is assigned a member of the academic staff as their **Personal Tutor**. Where possible, this member of staff will remain your personal tutor throughout your years here in the Department. However, due to staff turnover, it may not always be possible to keep the same member of staff as your

tutor and thus your personal tutor may change. If you find you do not get along with your personal tutor you may approach another member of staff to see if they would be willing to agree to be your tutor. Failing this, you should discuss your concerns with the BSc Programme Administrator, Viv Crockford.

The **role of the Personal Tutor** is as follows:

- ◆ to advise you on academic issues concerning your overall programme of study, including your choice of modules and to assist you in registering for your modules;
- ◆ to provide feedback on your overall academic performance, based on information supplied by individual tutorial class teachers;
- ◆ to provide you with the opportunity to discuss general academic or personal problems and give advice and guidance where appropriate.

To this end, **2 formal appointments are made each year for you with your Personal Tutor - at the beginning of Terms 1 and 2 - which you are required to attend.** N.B. you will also need to arrange to see your personal tutor *during* the terms yourself (see below).

The **1st appointment** occurs during **Registration Week**, the **2nd occurs** at the beginning of **Term 2**. In addition, members of staff have a designated "Office Hour" each week when they are available to students - including their Personal Tutees - without appointment (details available via the [Departmental Website](#)).

One-to-one appointments:

You will also be required to make a formal appointment to meet with your Personal Tutor on a one-to-one basis during the course of both teaching terms to discuss your performance to date. You will be provided with details on how to do this via the [Economics Undergraduate Administration Moodle](#) page.

If you need to see your tutor outside of the above times, the best way is to contact them is via e-mail (see the website) in order to make an appointment. If you wish to have a **reference** written for you, you should approach your personal tutor in the first instance (see below).

Finally, if you find you have any **problems** of any sort affecting your study you should inform your Personal Tutor, the Departmental Tutor, [Dr Witte](#), or the BSc Programme Administrator, [Viv Crockford](#) (see below) **as soon as possible**. It is important that they are aware of your difficulties as they can provide you with useful information and, even if they cannot help you directly, they can guide you to sources of further assistance.

5.4 References

At different moments during their studies students will need different types of references or letters of support. For all such letters your first port of call is the departmental tutor. Your personal tutor and the departmental tutor are the most likely authors of your references, so be sure to keep your personal tutor informed about your academic

progress as well as your post-graduate plans. **Failing to do so may result in the personal tutor not being able to supply you with a reference!**

Personal tutors will be encouraged to store and regularly update a “living” reference about you. As a result, the department should usually be able to provide you with two references. Nevertheless, make sure that, if you request an up to date reference from your personal tutor, you allow for about 3 weeks processing time.

In recent times, demands for references for all kinds of non-academic purposes have been increasing. Unfortunately we cannot consider such reference requests! Below you will find the kind of references that staff are able to provide.

5.4a. References for Graduating / Year 3 students:

As a graduating student, if you need 2 references for applications to graduate programmes or employment after graduating, then

- **Your first academic reference** comes from your [personal tutor](#) (who may consult one or more module teachers that have agreed to this) provided he/she is given enough notice in advance (3 weeks);
- You are free to ask a module teacher for a reference if you feel that person is better able to assess your academic qualities. This staff member is however under no obligation to provide you with reference.
- **Your second academic reference** comes from the [departmental tutor](#);
- The department *does not guarantee nor encourage* 3rd references being written by members of staff. Students that would need those should explore options elsewhere in their networks.

If you need a single reference for job or internship applications or confirmations of degree-status,

- **Your first reference** comes from the [departmental tutor](#);
- The department *does not guarantee nor encourage* 2nd references being written by members of staff, students that would need those should explore options elsewhere in their networks.

5.4b. References for Year 1 & 2 students:

As a first or second year student, if you need a reference for an internship, a summer job related to your studies, scholarships, grants or academic meetings, conferences or summer schools that you are taking part in, then take note of the following:

- Your 1st reference comes from the [departmental tutor](#);
- The department *does not guarantee nor encourage* 2nd references being written, but students that would need those are of course free to ask their personal tutors.
- A 3rd reference is not provided.

5.4c. Employers requesting a name & contact details of a referee

If an employer requests you to provide a referee you may give the name of departmental tutor. As a courtesy you should inform the departmental tutor in advance. **(N.B. you should not give the name of the BSc Programme Administrator - Viv Crockford - as your referee).**

5.4d. References for Alumni

If you are an alumni you may give the name of the departmental tutor as a referee, as long as the date of your graduation is not more than 5 years ago. You should inform the departmental tutor and the undergraduate studies administrator in advance.

5.4e. If you require a letter stating that you are a student studying at UCL

You should contact Student Records in the [Student Centre](#) of the Registry (Ground Floor, Chadwick Building, Main Campus, South Wing - [grid reference C2](#)) or e-mail studentstatus@ucl.ac.uk. See also http://www.ucl.ac.uk/current-students/essentials_benefits for further information.

5.5 Departmental Tutor

The **Departmental Tutor** is **Dr Frank Witte** and his contact details can be found here: <http://www.ucl.ac.uk/economics/people/teaching-fellows>. His office is **Room G25**, Ground floor, **Drayton House** and he has overall responsibility for undergraduates and makes final decisions as appropriate. This is particularly true as regards continuation into the 2nd and 3rd year of the degree programme. If you experience medical or personal problems or face circumstances which could affect your attendance, coursework or likely exam performance, **you should inform your [Personal Tutor](#), the [Departmental Tutor](#), or the [BSc Programme Administrator - Viv Crockford](#), as soon as possible.** A **medical certificate** is required in cases of illness lasting more than **one week**. The Departmental Tutor can direct you to support services and personnel outside the Department, where appropriate.

5.6 BSc Programme Administrator

The BSc Programme Administrator is **Viv Crockford** and her contact details can be found here: <http://www.ucl.ac.uk/economics/people/admin>. Her office is **Room G18c**, Ground Floor, Drayton House and her designated office hours for personal callers can be found via the link above. Her email address is: v.crockford@ucl.ac.uk

She is the person who you need to see for the following reasons:

At Registration:

- ◆ If you wish to change a module (after discussing with your Personal Tutor first).
- ◆ You have a problem registering for your modules.

During the Year:

- ◆ You are unable to fulfil your degree course requirements for any reason.
- ◆ You have been absent from College for any reason.
- ◆ You have medical documentation to hand in.
- ◆ You require non-academic advice pertaining to your studies.

6. Coursework

6.1 Tutorial Class Requirements

Students are expected to attend **all** tutorial classes to which they are assigned and to hand in **all** required coursework as a requirement of 'satisfactory attendance/submission of coursework'. **Registers are taken at each tutorial class and anyone who does not attend 70 per cent of tutorial classes without adequate explanation will be reported to the Faculty Tutor. If you miss a tutorial class you should provide an explanation to your tutorial class tutor AND [Viv Crockford](#) (via e-mail) as soon as possible.** The Economics Department sends e-mails to contact students who have been absent without explanation. Students that are contacted are invited to provide certifiable documentation or attend for an appointment to explain their absences. Uncertified or unjustifiable absences may make you ineligible to sit examinations. Under College Regulations, being ineligible from sitting an exam due to failure to meet course requirements means you are deemed "incomplete", and this can have serious consequences; in some cases a year may need to be repeated, as without passing the exam in question a student may not have sufficient units to progress to the following year. In the final year, failure to pass a module could harm a student's degree classification; and being deemed "incomplete" on a module will prevent graduation (since all students must be deemed "complete" in all 12.0 units undertaken throughout the degree programme – see **Section 10. "Rules for Year-to-Year Progression"** for further information about this). Students are allowed to enter for an examination only if their teacher or tutor certifies that they have attended the appropriate course and pursued it to his/her satisfaction.

End of term reports (containing details of attendance, tutorial class participation and coursework marks) are completed by tutorial/class tutors at the end of terms 1 and 2. **These are kept and are referred to by tutors when writing references.** In all departments, tutors regard regular attendance and satisfactory performance at tutorial classes as essential. Evidence has shown that students who attend tutorial classes regularly perform better in examinations.

6.2 Deadlines and (Late) Coursework Submission

All coursework must be submitted as stipulated by the lecturer or tutorial/class tutor. **From 2013/14 onwards, coursework should be submitted electronically via [Moodle](#) –** further details available via the relevant [Moodle](#) page. **It is your responsibility** to ensure that your coursework is submitted **on time**. Failure to do so will result in your coursework being marked as LATE and tutorial class teachers are under no obligation to mark coursework submitted late. As a result your coursework may not be graded. Extensions are normally granted *only* for documented illness or some other *serious* reason.

Where you cannot meet a deadline for good reason your **tutorial/class teacher must receive written documentation before or on the date of the deadline.** Excuses and explanations submitted after the deadline has passed will not be accepted except in the rare case where earlier action was impossible due to the nature of the circumstances, e.g. hospitalisation. **If you are having difficulties, which may interfere with your ability to meet course requirements, you must *immediately* inform [Viv Crockford](#), the BSc**

Programme Administrator. You should also inform your tutorial/class teacher and Personal Tutor to see if you can come to an arrangement to get you back on track. Note: if you leave this until deadlines have been passed or the course is over it will be too late.

N.B. **It is always advisable to keep back-up copies of your coursework**, and in more than one electronic location, *just in case*.

6.3 Attendance and Illness

See also the section entitled 'Extenuating Circumstances / Illness during the Examination Period'

Students are reminded that UCL expects its students to be in attendance from the beginning of the first day of term until the end of the last day. Any student who wishes to be absent for reasons not covered by a medical certificate **must apply to the Departmental Tutor, [Dr Witte](#)**. Such permission is only granted in exceptional circumstances.

UCL has a duty to keep the attendance, conduct and progress of students under continuous review and report on such to any relevant authorities. **At specific points in the academic year, the BSc Programme Administrator has to confirm that each student is engaging with their degree programme in a satisfactory manner.** Furthermore, each term the Departmental Tutor has to comment upon the work and attendance of every student and notify the Faculty Tutor when this has not been satisfactory. **Full records of attendance (and coursework submission) are kept and are referred to by Personal Tutors and the Departmental Tutor when writing student references.**

If you are **absent from College, for illness or any other reason, for more than 2 consecutive days, you are required to communicate immediately the reason for your absence to [Viv Crockford](#)**, the BSc Programme Administrator. You should do this via e-mail (or telephone message if you do not have access to e-mail at the time). Wherever possible you should back this up by providing medical documentation. You can self-certificate for illnesses lasting up to one week (i.e. you do not need to provide a specific medical note); but, **If your absence extends to one week or more, you must report to the Departmental Tutor, Dr Witte, on your return to College, bringing with you a medical certificate.** If you plan to be absent for *good reason* you should seek prior permission from [Dr Witte](#).

Under UCL Regulations, you are allowed to enter for examinations or assessments only if your teachers can confirm that you have attended the appropriate module and pursued it to their satisfaction. You may not be permitted to take examinations if your attendance is unsatisfactory.

6.4 Learning Agreements

It is in all students' interests that they maintain an active engagement in the mandatory learning activities in their programme of study, as this is essential both for the academic formation of the student as well as for the quality of those activities, since fellow students benefit from the active engagement of their peers also. Thus, in the interests of all

students, where it becomes apparent that there is a continued lack of engagement in the mandatory learning activities - or lack of communication by a student in general - after discussion with the Departmental Tutor, Dr Witte, a student can be required to sign a specific "Learning Agreement" to prevent future damage to the students' academic prospects. The "Learning Agreement" will be tailored to the specific requirements of the student. An example can be found via the "Departmental Tutor" tab at the Economics Admin Moodle site: <https://moodle.ucl.ac.uk/course/view.php?id=6519> (direct link: <https://moodle.ucl.ac.uk/course/view.php?id=6519§ion=9>).

6.5 Grade Descriptors for Coursework and Examination Scripts

The Economics Department works to the following marking scheme:

| Degree Class | Percentage Mark | Grade |
|--------------|-----------------|-------|
| I | 70% + | A |
| II.1 | 60% - 69% | B |
| II.2 | 50% - 59% | C |
| III | 40% - 49% | D |
| Fail | 0% - 39% | F |

The following Grade Descriptors explain the criteria by which marks are awarded to individual exam answers and to answers for coursework:

| Class and mark range | Characteristics of answers | |
|-----------------------------------|---|--|
| | Style of question: Essay/argument | Style of question: Problem/mathematical |
| First (A) 70-100% | <p>Clear and thorough analysis, responding directly to the questions set, with rigorous arguments based (as appropriate) on extensive knowledge of relevant concepts, theory and empirical evidence.</p> <p>Marks above 80 should be used to signify novel and/or distinctive discussion, showing unusually clear insight and/or exceptional sophistication in approach.</p> | <p>Accurate derivation of answers to all parts of question, including parts requiring significant independent thought. Clear explanation and evidence of thorough understanding of the reasons for the method employed, and the intuition behind results obtained.</p> <p>Marks above 80 should be used to signify unusually clear insight and/or exceptional sophistication in approach.</p> |
| Upper second (B) 60-69% | <p>Well organised, clearly-expressed, and a direct response to the question. Evidence of good analytical skills and appropriate reading. Effective grasp of concepts. Use of relevant examples. Appropriate and well-explained use of relevant algebra or diagrams, integrated into the structure of the</p> | <p>Accurate answer to most parts of question, with incomplete answers only to sections requiring significant independent solution. Clear explanation of methods, results and intuition.</p> |

| | | |
|---------------------------------|---|--|
| Lower second (D) 59% | Shows a general understanding of the question, with more limited relevant reading and use of examples. Competent reproduction of ideas and concepts from lectures and textbooks with little evidence of independent thought. | Accurate answer to all part of question requiring standard or routine approaches, with some explanation and intuition, reproducing lecture or textbook material on the reasons for methods employed and their interpretation. Errors should not betray significant misunderstanding of standard material. |
| Third (D) 40-49% | Answer shows some understanding of the question and the broader subject area, but shows little evidence of detailed knowledge or reading. Contains some mistakes, misunderstandings or irrelevant material. Relatively poor organisation and expression, and non-analytical approach. | Answer displays some surface knowledge of the subject matter of the question, but there are errors in some routine parts of the question <i>and/or</i> inadequate or inaccurate explanations. |
| Fail (F) 20-39% | Muddled, though may show some awareness of the general field. <i>or</i> Incorrect notes of limited relevance, but indicating some evidence of understanding in relation to the field in general. | Significant errors in most routine parts of the question and inadequate or inaccurate explanations, <i>or</i> Incomplete notes indicating some evidence of understanding appropriate methods. |
| Fail (F) 0-19% | Little or nothing of relevance in answer to question. <i>Or</i> Comprehensive mistakes, failures and misunderstandings, showing that little or nothing of value has been understood from module material. | Little or nothing of relevance in answer to question. <i>Or</i> Comprehensive mistakes, failures and misunderstandings, showing that little or nothing of value has been understood from module material. |

Note: In answers where successive stages of a multi-part question depend on the results to earlier stages, appropriate credit should be given for intelligent and well-explained attempts to answer subsequent stages, albeit that an error made in an earlier stage invalidates the answer.

6.6 Guide to Essay Writing – Notes for Economics Students

The best way to write a good economics essay is to read around a topic, plan your ideas, write a draft, review and revise. A 1st class piece of written work will have a clear structure and tell a concise story that is a direct answer to the question asked. The discussion should convince the reader that the student is familiar and comfortable with the relevant economic tools and literature related to the topic. To help you here are some top tips to remember.

1. Answer the question asked.

The most common mistake that students make is to write everything they know on a broad topic rather than focusing on the specifics of the question and linking arguments and analysis to that question. Practice writing a short direct answer to the question asked and build your essay around this.

2. Structure the essay so your story flows, being clear on why each paragraph follows from the preceding paragraph.

Every essay should have an introduction, a discussion of the arguments (main body) and a conclusion. It may be helpful to remember the mantra: '*Say what you are going to say, say it, say what you have said*'. Each point made should relate to your over-arching story and each paragraph should flow into the next.

3. Make your essay clear and easily readable

There are a few writing tips that are reasonably well recognised in professional economic writing that you might want to consider when writing your essays.

- Make a good impression with your handwriting, spelling and grammar.
- Avoid repetition.
- Write like you talk.
- Use plain English.
- Explain your notation (including hieroglyphics).
- Use short words, short sentences and short paragraphs.

The more you read, and the more varied the material, the better you will write.

4. Assume that the reader is intelligent, but ignorant of the material taught in your course.

You should not presume that the reader is familiar with all of the analysis and literature in the area. Pretend that you are writing for an A-level student or an undergraduate of another course. Explain what you are doing and why. Be explicit and do not presume too much of the reader. This does not necessarily mean that you write a lot of words or provide lengthy derivations of results; often the best essays take the reader through the relevant elements in a couple of sentences.

5. Support your arguments with clear and relevant evidence

Avoid making personal claims and instead use the economics that you have studied to develop your answer. Supporting evidence will come from a number of sources including the following: mathematical proofs, diagrammatic proofs (well labelled), analytical or logical thought processes, literature references, data analysis or empirical evidence (well labelled) and real world examples. Aim to use a mix of these to present a balanced

answer to the question. Be selective about what you use, avoiding in particular irrelevant diagrams or data that you do not refer to.

6. Show what you know.

In an essay the reader is interested in your knowledge, not your ignorance (this may differ from how you would answer a problem-set). Your job is to provide confidence to the reader that you are very familiar with the topic being discussed and that you can make effective use of economic models to answer the question asked. Avoid phrases such as “I don’t know how to derive the next bit”. If you aren’t sure how to get from one step of your argument to the next, either re-arrange the essay, or seek help from your class teacher or classmates.

7. Prepare before you write, distinguishing note taking from essay writing.

For a 1st class essay you need to have a 1st class understanding of the economics relating to the question asked. You should review your lecture notes, read a mix of recommended literature references and any additional relevant sources before putting ‘pen to paper’. Making a good set of notes on a topic will prove invaluable when it comes to exam preparation. Once you are on top of the material plan your essay. Check back to your notes to see if you have missed anything but remember you are unlikely to be using all the information in your notes. Once you are happy with your plan you can write your answer to the question asked. You should spend only a limited amount of time writing the actual essay – a good guideline is about one hour and a half per 1,000 words. If you have typed the essay it is relatively easy to review what you have written and revise where you think this is necessary.

8. Meet and stick to the word limit or time limit.

Do not imagine you will get higher marks by over-shooting the word limit with extensive irrelevant material. Within the word limit, write as much as necessary to make the point clearly. Use the allotted time per question in an exam to plan, write, review and revise your essay. Practice writing essays under exam conditions.

9. Use references correctly.

Reference anything that originated from another author, taking account of the university rules on [plagiarism](#). You can do this in the body of the text by putting the surname and the year of the text that you are referring to (e.g. Smith (2012) said or According to Smith (2012)...). If you say that ‘Jones found that ...’, explain clearly whether what Jones found was a piece of raw data, an econometric inference or a purely theoretical result. If you don’t know, omit the reference. The list of references or bibliography at the end of your essay is a list of all works you have referred to in the text. When writing your references use consistent formatting. You can find examples of referencing in your readings or look at style guides such as that from the American Economics Association (http://www.aeaweb.org/sample_references.pdf).

10. If you are concerned with your essay writing skills seek help.

Ask you tutor for feedback and keep practising. Read essays by other students if your classmates are willing to share and keep reading a range of economics literature. You may also find these sources helpful:

- Paul Dudenhefer (2009), Department of Economics, Duke University, *A guide to writing in economics*. <http://lupus.econ.duke.edu/ecoteach/undergrad/manual.pdf>

- Economics Network, Essay Writing Guidance, http://www.economicnetwork.ac.uk/archive/lse_writing/page_11.htm
- Economist Style Guide: <http://www.economist.com/styleguide/introduction>
- Greg Mankiw (2006), Writing advice, <http://gregmankiw.blogspot.co.uk/2006/10/how-to-write-well.html>
- Plain English Society website: <http://www.plainenglish.co.uk/free-guides.html>
- St Andrews University, Essay Writing in Economics: <http://www.st-andrews.ac.uk/~wwwecon/pdf/essaywriting.pdf>

6.7 Study Skills References

You may find the following books useful for information on how to study at University:

Barnes, R., *Successful Study for Degrees*, Routledge.

Birch, Ann, *Essay Writing Made Easy*, Pembroke.

Fairburn and Fairburn, *Reading at University*, OUP.

Fry, Ron, *How to Study*, Career Press.

How to Succeed Students' Guide, Collins.

Moran, A.P., *Managing your own Learning at University*, University College Dublin Press.

O'Hara, Suzanne, *Studying at University and College*, Kogan Page, London.

Trzeciak, J. & Mackay, S.E., *Study Skills for Academic Writing*, Prentice Hall.

6.8 Plagiarism

The College takes very seriously the offence of Plagiarism. Any cases detected in the Department must be reported to the College authorities and can have **very serious consequences**. **You can be excluded from examinations of the College and even of the College itself.**

The current UCL **definition of plagiarism** is as follows (as published on the UCL webpages and elsewhere). **You are strongly advised to refer to the websites:** <http://www.ucl.ac.uk/isd/students/e-learning/tools/turnitin> and <http://www.ucl.ac.uk/current-students/guidelines/plagiarism> for further information regarding plagiarism.

“Plagiarism is defined as the presentation of another person's thoughts or words or artefacts or software as though they were a student's own. Any quotation from the published or unpublished works of other persons must, therefore, be clearly identified as such by being placed inside quotation marks, and students should identify their sources as accurately and fully as possible. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if a student summarises another person's ideas, judgments, figures, software or diagrams, a reference to that person in the text must be made and the work referred to must be included in the bibliography.

Recourse to the services of 'ghost-writing' agencies (for example in the preparation of essays or reports) or of outside word-processing agencies which offer correction/improvement of English is

strictly forbidden, and students who make use of the services of such agencies render themselves liable for an academic penalty.

Use of unacknowledged information downloaded from the internet also constitutes plagiarism.

Where part of an examination consists of 'take away' papers, essays or other work written in a student's own time, or a coursework assessment, the work submitted must be the candidate's own.

It is also illicit to reproduce material which a student has used in other work/assessment for the course or programmes concerned. Students should be aware of this 'self-plagiarism'. If in doubt, students should consult their Personal Tutor or another appropriate teacher.

Failure to observe any of the provisions of this policy or of approved departmental guidelines constitutes an examination offence under UCL and University Regulations. Examination offences will normally be treated as cheating or irregularities under the Regulations in respect of Examination Irregularities. Under these Regulations students found to have committed an offence may be excluded from all further examinations of UCL or the University or of both.

The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

What is considered plagiarism

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

UCL uses a sophisticated detection system (Turnitin®) to scan work for evidence of plagiarism. This system has access to billions of sources worldwide (websites, journals etc.) as well as work previously submitted to UCL and other universities".

7. Communication within the Department

7.1 E-mails / Moodle / Departmental Website

When you register with UCL you are allocated a UCL e-mail address (see also the section entitled 'Computer Facilities'). E-mail is used for communication throughout the College.

Within the Department, we use e-mail (and Moodle) to contact you - much important information will be dispatched to you in this way, particularly with regard to urgent information (for example last minute changes to module or tutorial class scheduling).

Moodle is a virtual learning environment (VLE) used in many educational establishments, and [UCL Moodle](#) is used in over 2000 of UCL's courses and programmes to support and enhance teaching, learning and research. The Department uses the [Economics Undergraduate Administration Moodle](#) site

(<https://moodle.ucl.ac.uk/course/view.php?id=6519>) to communicate the large majority of information to undergraduate students, so it is important to check-in regularly. You will also find a wealth of helpful information pertaining to your studies in Economics, including the facility to book appointments with the Departmental Tutor, information regarding Module Registration and links to some Frequently Asked Questions (FAQs).

N.B. If you use another e-mail address more regularly **you should arrange for your UCL messages to be forwarded to that account** but this is at your own risk as the Department will not accept responsibility for these going astray or the information included in them being lost (see: <https://myaccount.ucl.ac.uk/> for further information on this).

Information is also available on the [Departmental Website](#): <http://www.ucl.ac.uk/economics>. This includes last minute notices posted on the electronic Departmental Noticeboard which can also be viewed on the plasma screen in the foyer of Drayton House.

Therefore, **you need to check your e-mail account, the relevant Moodle sites, and the departmental website frequently.**

7.2 Addresses

Your contact details are maintained by you via [PORTICO](#) - the **UCL Student Information Service**. As a UCL student you own your personal data held by UCL on your central record. Thus you are responsible for maintaining your addresses and other personal details via the PORTICO website; if you do not do this you will not receive any mail from UCL. To access PORTICO (either at UCL or from around the world), please use the link www.ucl.ac.uk/portico/. You will need to enter your main UCL userid and your password to gain access to PORTICO. If you do not know your UCL ID you should contact Information Services Division: <https://myaccount.ucl.ac.uk/>. If you have any problems with - or questions about - PORTICO please use the feedback link you will find at the bottom of each page on the website.

N.B. **you are strongly advised to register for the User Authentication Service, particularly if you live overseas** so that you can re-set your password instead of having to visit the Helpdesk in person. See: <http://www.ucl.ac.uk/isd/> for further information.

You should note that information will be sent to the contact address held on your record in PORTICO at that time so always make sure it is up to date!

7.3 Notices

There is a general notice board in the Student Common Room for student use (e.g. advertisements etc.) and there is also an Economists Society and Economics & Finance Society noticeboard alongside. It is your responsibility to check the noticeboards.

8. Student Feedback

8.1 Course Evaluations

Towards the end of the first and second terms, you will be asked to complete an online **Course Evaluation questionnaire** for each of the Economics modules you have been taught, assessing their effectiveness. This exercise helps lecturers to improve their modules. You are asked to fill in these questionnaires in a *constructive* manner, as constructive criticisms are helpful and welcome. If you have anything you wish to be made known *during* the module, you are encouraged to approach your lecturer or tutorial class teacher in the first instance during office hour(s) if you feel it could be resolved then. If the matter remains unresolved then please contact your Staff-Student Consultative Committee representative (see below) or make an appointment to discuss the matter with the Departmental Tutor, [Dr Witte](#).

8.2 Staff-Student Consultative Committee (SSCC)

The SSCC meets twice a year to discuss the undergraduate programme and academic life in the Department. It provides an opportunity for members of staff to discuss prospective changes with student representatives and for students to propose changes that can be forwarded to the next staff meeting.

There are usually 3 Student Academic Representatives (StARs) in each year on the committee, with representation across the degree options, including the combined studies degrees. There is also space for an Affiliate representative. StARs receive support and training from the UCL Union. <http://ucl.ac.uk/services/representation/student-academic-representatives-stars>

The Economist's Society will hold elections for first year representatives and any other StARs positions that become vacant. If you are interested in becoming involved, please contact either the [SSCC Secretary](#): paula.moore@ucl.ac.uk or the [Economist's Society](#) direct at: <http://www.economistsociety.org/contact-us.html>.

9. Examinations

9.1 General Information

- The Departmental contacts for Examination information are the **Undergraduate Admissions/Examinations Officers - Jane Cleeve** (j.cleeve@ucl.ac.uk) and **Julie Everett** (j.everett@ucl.ac.uk) (job-share).
- Assessment of the Economics and related degrees is by examination. When you register for your modules at the start of session you are by default entered for the examinations. Therefore, failure to register correctly will result in you being entered for the wrong exam(s).
- **Your personal examination timetable is usually available to download via PORTICO at the end of Term 2 (normally the end of March).** It will show the date, time and place of the written and practical tests (if appropriate) and will contain information about the College Regulations including those governing the use of calculators (see below). It is important, therefore, that you have your timetable before the start of your examinations. Your timetable is an important and confidential document, which you should therefore keep safely for the entire duration of the examination session.
- **The main examination period runs from late April through to early June.** Students with disabilities, or suffering from medical conditions or who believe they may have dyslexia, should consult the [Disability Office](#) for support as soon as possible. See also the section entitled 'Dyslexia' in this handbook.
- **Timetabling** is the responsibility of the Examinations Section (Registry) not the Department. It frequently happens that two or more examinations are scheduled consecutively.
- In the event of a tube or rail **strike**, examinations will go ahead as planned (as scheduled on your examination timetable). You should, therefore, make every effort to reach the examination hall.
- **You should not make holiday or travel arrangements for the first few days of the summer vacation**, without first confirming that you will not be expected to attend for examinations on those days. In the event of an emergency it MAY be necessary to re-schedule some examinations and, although every effort will be made to ensure that they take place during term-time, you should be aware that they may need to take place after term.
- **Referred Assessment** will be offered to first and second year students who achieve a failing mark of between 35-39%. Referred assessment is marked on a pass/fail basis, i.e. the maximum mark that can be earned is 40%. If a referred assessment paper is failed, a candidate is still entitled to re-sit the examination in that course in the following year during the normal examination period. On the other hand, if it is passed then the chance to re-sit the full examination (the following year) is relinquished and the mark will be set permanently at 40%.

Referred assessments typically take place during August and it should be noted that no special allowance can be made for students who are eligible for Referral but who are unable to return to UCL to attend at the scheduled time. N.B. College rules state that Referred assessment cannot be offered to final year students.

- **Absence** - If you absent yourself without prior approval you will be marked absent but be deemed to have made an attempt at the examination; you will therefore be **deemed incomplete** for this module. The same applies to students who make so little an attempt at the examination that the script cannot be academically assessed. (See sections 9.3 and 9.4 below).
- **Re-entry** - Any student who is absent from the first examination attempt must re-sit at the next normal occasion - i.e. April/May the following year - in order to be **complete** in that module. If you attend the examination but fail the first attempt, you do not need to re-sit in order to be complete in that module. N.B. the higher of the marks achieved at the first attempt and the re-sit attempt will apply.
- **Non-registered re-sit candidates** (i.e. students re-sitting without attending lectures and tutorial classes) - will be examined according to the syllabus and pattern of assessment in place at the time of their original registration. In most cases this will mean sitting the same examination as the current cohort. Where there are substantial changes to the course content a separate re-sit exam will typically be prepared which will be appropriate to the material you were taught and which may or may not use questions from the main paper.
- **Repeating students** - (i.e. those attending lectures and tutorial classes in the module concerned) will be examined according to the current syllabus and pattern of assessment.

9.2 Calculators in Examinations

In all Economics examinations, and in some examinations for other modules, you are permitted to use electronic calculators. You should note that you are permitted to use **only the College approved calculator for examinations**, except where a Board of Examiners has taken a decision to allow other models to be used for its examinations only. Invigilators will conduct checks in Examination Halls and it will constitute an Examination Irregularity if you are found with a model not permitted for that examination. **It is your responsibility to ensure that you purchase the approved model which is available from the College Shop.**

The two current models of UCL-approved calculator are:

Casio FX83GT+ - battery operated
Casio FX85GT+ - solar powered

If candidates already own one of the following older, discontinued models of the same calculator, they are still permitted to use it:

CASIO FX83WA / FX83MS / FX83ES / FX-83GT+: battery powered;

CASIO FX85WA / FX85MS / FX85ES / FX-85GT+: solar powered.

Detailed regulations concerning the use of calculators are given in the 'Examinations Programme Guide for Candidates' available via Portico. You must note that **the use of unauthorised electronic calculators in any examination is banned and will be treated as an examination irregularity.**

9.3 Withdrawal from Examination

You may withdraw your entry to an examination **ONLY** with the **approval of the Departmental and Faculty Tutors**. This withdrawal must be made using the official College form (available from the BSc Programme Administrator, Viv Crockford), and **Faculty approval must have been obtained by the end of the 1st week of the 3rd term.** *If you absent yourself without prior approval, you will be marked **absent** and be **deemed to have made an attempt** at the examination; but you will be deemed **incomplete**. Any student who is absent from the first examination attempt, **must re-sit at the next normal occasion - i.e. the following April/May - in order to be complete** in that module.* The only exception will be for a candidate who wishes to withdraw his/her entry on medical grounds or following a bereavement, providing certification is produced and (s)he has not entered the Examination Hall. Candidates must complete the 'Exceptional Withdrawal from Examinations' form available from the Registry website:

http://www.ucl.ac.uk/current-students/exams_and_awards/GI/withdrawal_exams

9.4 Extenuating Circumstances / Illness during the Examination Period

See also Section 6.3 'Attendance and Illness'

Any circumstances prior to - or during - the examination period which you believe to have affected your examination performance should be notified to the Departmental Tutor, Dr Witte, or the BSc Programme Administrator, Viv Crockford. **N.B. only submissions on the appropriate College "[Extenuating Circumstances](#)" form will be considered.** (Copies of the form are available from Reception, Viv Crockford and also available to download from the Departmental website here:

<http://www.ucl.ac.uk/economics/undergraduate/information-for-students>). **Medical (or other relevant) documentation must be attached to the form** *which should state the nature of your circumstance, the impact it has had on your performance and your expected recovery time.* These circumstances will be considered in strict confidence.

You must submit the "Extenuating Circumstances" form and all relevant documentation **within one week of the examination(s) in question** or, exceptionally, no later than **1st June**.

N.B. Circumstances which have **already** been brought to the attention of the Board of Examiners and for which allowance has already been made (e.g. extra time allowed because of dyslexia) should **not** be notified in this way. The examiners will be aware of these circumstances. Any circumstances, which might affect your examination performance, can be taken into account only **once** for each diet of examinations.

(However, please note that any documentation submitted referring to *first* or *second* year examinations will automatically be carried forward to the final year when degree classification is considered).

If you are **absent** from an examination for any reason, you must inform the Departmental Tutor ([Dr Frank Witte](#)), and the BSc Programme Administrator ([Viv Crockford](#)), **as soon as possible**. If you are absent from an examination because of illness or accident, **you must submit medical documentation together with the appropriate form** as detailed above.

If you fall ill during the Examination Period itself, but you still feel able to sit your examination(s), you should visit the Gower Place Practice (2nd floor, 3 Gower Place or call: 020 7387 6306). They should be able to arrange for you to take your examinations in a separate room designated for this purpose, known as the Special Facility. If in doubt, contact the Admissions/Examinations Officers: Jane Cleeve (j.cleeve@ucl.ac.uk) / Julie Everett (j.everett@ucl.ac.uk) on 020 7679 5819) or the BSc Programme Administrator, Viv Crockford (v.crockford@ucl.ac.uk 020 7679 5890).

9.5 Publication of Results

A provisional pass list of finalists and provisional marks for all Economics L100 and L101 students are displayed on the Departmental website after the meeting of the Economics Board of Examiners (normally in late June). These results are subject to approval by the relevant College authorities. N.B. **Confirmed** results will be available via the Portico website: <http://www.ucl.ac.uk/portico> at the end of **July** and confirmed awards will be published on 1 August (see also the section “Transcripts” below). To access this you will need your Username and Password. Please contact the IS Helpdesk if you have forgotten your password or need any further information about access at: <http://www.ucl.ac.uk/is/helpdesk>

9.6 Examination Marking

The marking process for examination scripts associated with any course taken by students at UCL in the Economics Department comprises two stages of marking involving internal academic staff, and a third stage involving an examiner external to the college. Responsibility for deciding the mark for an examination script rests always with a member of academic staff (sometimes working with the assistance of opinions from teaching assistants), the consistency and accuracy of whose marking is moderated by a second member of academic staff. At all stages examiners know only the candidate number and not the identity of the student. Particular attention is given to any script given a failing mark, a mark close to a borderline, or a mark which might have particular significance for overall classification. This leads to a final mark that is then entered into the College database as the internal and externally approved mark confirmed at the Economics Board of Examiners meeting in June.

It is not possible for scripts to be re-marked.

In cases where a student answers more questions than requested by the examination rubric, the policy of the Economics Department is that the student’s

first set of answers up to the required number will be the ones that count (not the best answers). All remaining answers will be ignored.

9.7 Degree Classification Rules

The following is of **relevance to students studying for the BSc L100 degree in Economics only**. Combined-studies degree students should consult their home/partner department for clarification regarding degree classification rules:

9.7a Rules for BSc (Econ) Economics Students (L100)

Percentage Marks and Class

All individual scripts are given a percentage mark. Percentage marks and classes are related as follows:

| Degree Class | Percentage Mark | Grade |
|---------------------|------------------------|--------------|
| I | 70% + | A |
| II.1 | 60% - 69% | B |
| II.2 | 50% - 59% | C |
| III | 40% - 49% | D |
| Fail | 0% - 39% | F |

1. Programme Requirements

Students registered for the degree are required to undertake a programme of study comprising modules to the value of 4.0 course units (sometimes known as modules) in each year; local departmental rules place some restrictions on the choice of courses; some of these rules can be found in this Handbook and others will be explained at the time of registration.

In order to proceed to the 2nd year of the programme, all students must have passed a minimum of 3.0 course units (and must also have satisfied UCL's [foreign language requirements](#)). In order to proceed to the 3rd and final year of the programme, all students must be complete² in the 4.0 units from Year 1 and have passed a minimum of 7.0 course units.

The pass mark for each course unit is 40%.

2. Award of Degree

To be awarded an Honours degree, a student must have completed modules to the value of 12.0 course units (i.e. entered for all examinations), and passed a minimum of 11.0 course units, fulfilling all attendance and coursework requirements, submitting all written work prescribed for assessment purposes and taking all parts of any examination in those modules.

If you fail to meet the criteria for an **Honours** degree, you may be offered the award of an **Ordinary** degree, providing you have completed at least 11.0 course units and passed at

² To be complete in a module a student must have met course requirements in order to be deemed eligible to sit the examination, and to have sat the said examination.

least 10.0 course units, including 2.0 course units at advanced level. You are not required to accept an Ordinary degree, however, and may be permitted to return to re-sit any failed modules - once only - to give yourself a chance of achieving a full Honours degree. N.B. Re-sits take place in April/May the following year; and the College Examinations Section will write to you to ask whether you wish to accept the offer of an Ordinary degree or not, if applicable.

3. Classification of Honours

The class of honours degree shall be determined by the relevant Board of Examiners on the basis of the results obtained in 9.0 course units, to be selected as follows:

- a) The result from ECON1001
- b) The 4.0 course units taken in Year 2
- c) The 4.0 course units taken in Year 3

Classification will be based in the first instance on a consideration of the median of the marks from the 9.0 units of assessment. The units are to be weighted 1 : 3 : 5, as follows:

- a) Year 1: 1
- b) Year 2: 3
- c) Year 3: 5

Marks for retaken or substitute course units will be included in the calculation for the mark of the year in which that course unit was first attempted, rather than in the year it was actually taken, if that is different.

4. Consideration of Borderlines

Candidates whose median mark falls within 1% of a class boundary may be considered for raising to the higher class. Such consideration will be at the discretion of the Board of Examiners and will take account of one or more of the following:

- i. the mean of class marks across the units selected;
- ii. the distribution and preponderance of class marks across the units selected;
- iii. the results achieved in the final year of study.

Reports of academic performance may be taken into account.

Reference may be made to medical gradings agreed in an appropriate pre-meeting of a special committee in cases where there are good reasons for supposing a candidate's performance may have been adversely affected by illness, bereavement or similar circumstances. The committee's decisions will be based on available medical certificates and related documentation. **Full details of any such circumstances MUST be submitted by candidates well IN ADVANCE of the final Board of Examiners Meeting and AS SOON AS POSSIBLE after the examination(s) in question - the final date for submission being 1st June** - in order for them to be considered and MUST be attached to an "Extenuating Circumstances" form (available from the BSc Programme Administrator, Viv Crockford (v.crockford@ucl.ac.uk) or for download from the [Departmental website](#)).

5. Local Rules

Classification of marginal cases

When exercising discretion in the classification of marginal cases, the Board shall be guided by the following table showing the typical unweighted average mark required across the nine units selected for classification by a candidate with the specified number of units falling in the given class or better and for whom there are no other grounds for the exercise of discretion in the candidate's favour.

| Class Awarded | No. of units in class or better | Required minimum average | Required minimum aggregate |
|---------------|---------------------------------|--------------------------|----------------------------|
| I | 3.00 | 70.33 | 633.00 |
| | 3.50 | 69.00 | 621.00 |
| | 4.00 | 67.56 | 608.00 |
| | 4.50 | 66.11 | 595.00 |
| | 5.00 | 64.78 | 583.00 |
| | 5.50 | 63.33 | 570.00 |
| | 6.00 | 62.00 | 558.00 |
| | 6.50 | 60.67 | 546.00 |
| | 7.00 | 59.22 | 533.00 |
| II.1 | 3.00 | 60.11 | 541.00 |
| | 3.50 | 59.00 | 531.00 |
| | 4.00 | 57.89 | 521.00 |
| | 4.50 | 56.78 | 511.00 |
| | 5.00 | 55.67 | 501.00 |
| | 5.50 | 54.56 | 491.00 |
| | 6.00 | 53.44 | 481.00 |
| | 6.50 | 52.33 | 471.00 |
| | 7.00 | 51.22 | 461.00 |
| II.2 | 3.00 | 50.33 | 453.00 |
| | 3.50 | 49.00 | 441.00 |
| | 4.00 | 47.89 | 431.00 |
| | 4.50 | 46.89 | 422.00 |
| | 5.00 | 45.89 | 413.00 |
| | 5.50 | 45.11 | 406.00 |
| | 6.00 | 44.44 | 400.00 |
| | 6.50 | 43.89 | 395.00 |
| | 7.00 | 43.56 | 392.00 |
| III | 3.00 | 42.22 | 380.00 |
| | 3.50 | 40.89 | 368.00 |
| | 4.00 | 39.78 | 358.00 |
| | 4.50 | 38.67 | 348.00 |
| | 5.00 | 37.78 | 340.00 |
| | 5.50 | 37.00 | 333.00 |
| | 6.00 | 36.33 | 327.00 |
| | 6.50 | 35.78 | 322.00 |
| | 7.00 | 35.44 | 319.00 |

6. How to calculate your degree class

The calculation described below assumes that you have satisfied all course requirements, have entered for all examinations, and passed at least the 11 course units required to be awarded an Honours degree. To calculate your degree class, proceed as follows:

- Take the first year course ECON1001 and all courses taken in the second and third year and sort them into order by the mark achieved.
- Give ECON1001 a weight of 1, second year full units a weight of 3, second year half units a weight of 1.5, third year full units a weight of 5 and third year half units a weight of 2.5.
- Add up these weights, starting from your worst course, until you reach or pass 16.5.
- If you have gone past 16.5 then the mark for the course on which you did so is your weighted median mark. If you have just reached 16.5 then your weighted median is the average of the mark for the course at which you did so and the mark for the next course.
- The class in which your weighted median falls is your degree class unless your case is borderline, as defined below.
- If the weighted median falls within 1 mark of a class boundary (in other words it is between 40 and 70 and ends in a 9) then your case is borderline and the Board of Examiners has discretion to raise you to the higher class. To decide how to treat your case it will take account of the distribution of marks across classes, your mean mark and any extenuating circumstances that you have notified to the department. There is no presumption that it will raise your class. It will do so only if it is convinced that there is evidence in your marks to justify it.

Note that over half of your weighted marks come in the final year. No degree class is therefore ruled out for you as you begin that year.

If you want to work out what you need to achieve in the final year to achieve a particular class then simply tot up how many weighted units you have already achieved in that class and work out how many are needed to take you beyond the necessary 16.5.

EXAMPLE

Individual C has the following marks:

First Year: ECON1001 57

Second Year: ECON2001 55; ECON2004 62; ECON2007 72; ECON7003 40;
COMP6005 59

Third Year: ECON3002 63; ECON3003 42; ECON3012 55; ECON3013 57; ECON3023
61; ECON7005 56; ECON7007 70; ECON7008 71

Place the courses in order of mark achieved and allocate weights:

ECON7003 (Wt=1.5) 40; ECON3003 (Wt=2.5) 42; ECON2001 (Wt=3) 55; ECON3012
(Wt=2.5) 55; ECON7005 (Wt=2.5) 56; ECON3013 (Wt=2.5) 57; ECON1001 (Wt=1) 57;

COMP6005 (Wt=1.5) 59; ECON3023 (Wt=2.5) 61; ECON2004 (Wt=3) 62; ECON3002 (Wt=2.5) 63; ECON7007(Wt=2.5) 70; ECON7008 (Wt=2.5) 71; ECON2007 (Wt=3) 72

Now cumulate the weights:

ECON7003 (CumWt=1.5) 40; ECON3003 (CumWt=4) 42; ECON2001 (CumWt=7) 55; ECON3012 (CumWt=9.5) 55; ECON7005 (CumWt=12) 56; ECON3013 (CumWt=14.5) 57; ECON1001 (CumWt=15.5) 57; COMP6005 (CumWt=17) 59; ECON3023 (CumWt=19.5) 61; ECON2004 (CumWt=22.5) 62; ECON3002 (CumWt=25) 63; ECON7007(CumWt=27.5) 70; ECON7008 (CumWt=30) 71; ECON2007 (CumWt=33) 72;

We pass 16.5 on COMP6005 which has a mark of 59. This individual is classified in the first instance as a II.2 but, since 59 lies within 1 mark of the lower II.1 boundary at 60, the case is borderline and the Board of Examiners has discretion to raise the individual to a II.1 but only if it is convinced that a case can be made for doing so.

In such a case the Board would, in the first instance, consult the Local Rules which give guidance as to what sort of average mark would typically be expected of a borderline candidate having passed only 4 units at II.1 standard or better in order for them to be awarded a II.1. Those Local Rules state that a candidate in this position would typically be expected to have achieved an unweighted average of at least 57.89 across the nine units to justify the award of a II.1. This candidate has an unweighted average of 59.22 and would therefore typically be awarded a II.1. If the candidate had not met the required average then the Board would still have discretion to award a II.1 on grounds, for example, of documented medical circumstances if a case could be made that these might plausibly have affected the student in a way that was adversely affecting the calculation of degree class.

Combined-studies degree students should consult their home/partner department for clarification regarding degree classification rules.

9.7b Rules for BSc (Econ) Economics with a Year Abroad Students (L101)

Percentage Marks and Class

As for L100.

1. Programme Requirements

Students are required to undertake a programme of study comprising modules to the value of 4.0 course units in each year over the four years.

In order to proceed to the 2nd year of the programme, students would normally be expected to pass all 4.0 units in year 1. UK domicile students must also have satisfied UCL's GCSE [foreign language requirements](#).

To proceed to the 3rd year abroad, students would normally be expected to have met year 1 progression requirements and have passed 4.0 units in year 2. In addition students will also be required to pass the 1st and 2nd year examinations to an approved standard to progress to the 3rd year.

Students should have qualified for progression prior to their year abroad. If the student is eligible for referred assessment this must take place, and be passed, prior to the student leaving for the year abroad. Students who fail to achieve the required standard may be eligible to transfer back to the L100 Economics BSc.

In year 3 (the year abroad) students must normally pass a minimum of the equivalent of 3.0 course units at the host institution to proceed to the 4th year.

To proceed to the 4th and final year students must be complete in 12.0 course units (i.e. entered for all examinations), have passed at least 11.0 course units, and have met all Year 2 progression requirements. Students who do not progress from the year abroad to year 4 are eligible to transfer **to year 3** of the L100 BSc Economics, but only if they have passed 8.0 units of year 1 and year 2 modules. Any modules passed during the year abroad cannot count towards the L100 degree.

Please see section 10.2 below for specific requirements regarding all of the above.

2. Award of Degree

To be awarded an Honours degree, students must have completed courses to the value of 16.0 course units (i.e. entered for all examinations), and passed a minimum of 14.5 course units. Students who fail to meet these criteria but pass a minimum of 13.5 or 14.0 units (including 2.0 in the final year) may be eligible for the award of an Ordinary degree.

3. Classification of Honours

As for L100 (year 3 is not weighted for classification).

9.8 Transcripts

An official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students by the Examinations Section of the Registry by special delivery to your contact address on Portico.

Transcripts may be obtained at other times of the year from the Examinations Section (Room G6, South Wing, Main Campus) for which a charge will be made.

See: http://www.ucl.ac.uk/current-students/exams_and_awards/qualifications/transcripts for further information.

You can view your examination results to date by accessing the PORTICO website: <http://www.ucl.ac.uk/portico> using your main UCL ID and password. (N.B. if you have forgotten your password or need any further information about access you need to contact the IS Helpdesk at <http://www.ucl.ac.uk/is/helpdesk>).

9.9 Withholding of Examination Results

In the case of any student who is in debt to UCL or the University for any payment due, including tuition and examination fees, fees for residential accommodation and fees to the Library, no official report will be made on the student's candidature until the debt has been settled in full and attendance at a Graduation Ceremony will not be permitted unless the whole debt has been cleared by the due date. Results will also be withheld if a deemed examination irregularity has occurred.

9.10 Re-entry to Failed Modules

N.B. Under University Regulations, it is **NOT POSSIBLE** for students to **re-sit/re-enter** for any **papers** they have **already passed**.

Under University Regulations all students have the right to re-enter any papers **failed** (or for which they were absent) on the next available occasion, i.e. **April/May the following year**.

Repeat Status:

A student who has **failed to progress may retake the modules s/he has failed once more, either as a part-time repeat** (revision) student - which allows you to study for courses up to the value of 2.0 units - or as a **full-time repeat** (revision) student - which permits you to study up to 4.0 course units again - assuming you failed all (or virtually all) of the courses for that year of study. Repeat (revision) students are allowed to have repeat teaching in the relevant course units and need to pay the appropriate (pro-rata) fees. (See: <http://www.ucl.ac.uk/current-students/money> for further information regarding fees). This is the default position on your PORTICO student record and we will assume that you wish to retake courses you have failed once, unless you tell us otherwise. Students admitted under the Faculty Scheme of Award of Honours have an **automatic right** to be allowed to retake courses on this basis, but may still choose to re-sit only (without attendance) - see "Re-sit Status" below. You will be charged a tuition fee at the level appropriate to the number of course units you are retaking (or re-sitting).

N.B. All students receiving **repeat** tuition are permitted to attend lectures and tutorial classes and are **required to meet course requirements again**.

Re-sit Status:

Students electing to **re-sit** only (without attendance) should note that **re-sits take place in April/May the following year** and that there is no tuition provided in this instance (and no access to UCL facilities). However, it is possible to arrange to have access to the UCL Main and Science Libraries (see: <http://www.ucl.ac.uk/Library/ftv.shtml> for further information). See: http://www.ucl.ac.uk/current-students/exams_and_awards/GI/exam_reentry_fees for examination re-entry fees.

9.11 Past Examination Papers

Past copies of all College-based examination papers are available for reference in the College Libraries and on the web at: <http://www.ucl.ac.uk/Library/Exams.html>.

9.12 Grievances with the Examination Process

Any grievances with the examination process should be addressed in the first instance to the Departmental Tutor, Dr Witte. Formal representations to the College are considered only if there appear to be genuine grounds for review of the result of the examination concerned. The University will consider representations made on the grounds of *administrative error* or where there is concern that the examination may not have been conducted in accordance with the relevant Instructions and/or Regulations. **There is no procedure for the consideration of appeals against the results of examinations on the grounds that the Examiner's assessment of the performance was incorrect** (see the section entitled 'Examination Marking' above).

10. Rules for Year-to-Year Progression

The Department follows College regulations with regard to year-to-year progression. Exceptions are extremely rare and are at the discretion of the Departmental Tutor in the first instance (requiring confirmation via the Faculty Tutor).

10.1 Progression for L100 Students

Year 1 to Year 2 Progression:

To progress into the 2nd year you would normally be expected to pass the April/May examinations in at least 3.0 out of your 4.0 first year units. Students must also have satisfied UCL's [foreign language requirements](#).

At the discretion of the Faculty Tutor, upon the recommendation of the relevant Board of Examiners, students may progress if they have failed to meet the progression threshold by 0.5 Course Units and, therefore, have passed 2.5 Course Units.

10.1a. Requests for Progression to Year 2 with 2.5 units:

Such requests will only be supported by the Departmental Tutor if all of the following conditions are met:

- the student is complete* on all units of the first year;
- there is no record of unexcused absence from tutorials or failure to submit coursework from Year 1 modules;
- there is no option for offering a referred exam in a sufficient number of units;
- there are sufficiently severe extenuating circumstances, and these have been reported in the usual way BEFORE the start of the Exams.

Year 2 to Year 3 Progression:

To progress to the 3rd year you would normally be expected to be complete* in the 4.0 course units from Year 1 and have passed at least 7.0 units by the end of Year 2.

10.1b. Requests for progression to Year 3 without being complete in 4 units of year 1:

Such requests will only be supported by the Departmental tutor in case each of the following conditions is met:

- there is no record of unexcused absence from tutorials or failure to submit coursework in year 2;
- and there are sufficiently severe extenuating circumstances relating to the resits/retakes of the Year 1 modules, and these have been reported in the usual way BEFORE the start of the Exams.

10.1c. Requests for progression to Year 3 with 6.5 units and at least 3.0 passed units of Year 1:

Such requests will only be supported by the Departmental tutor if all of the following conditions are met:

- there is no record of unexcused absence from tutorials or failure to submit coursework in Year 2;

- and there are sufficiently severe extenuating circumstances relating to the resits/retakes of the Year 1 modules, and these have been reported in the usual way BEFORE the start of the Exams.

Getting a Degree:

You cannot obtain an **Honours degree** until you have:

- **completed 12.0 units** (i.e. met course requirements in order to be eligible to sit the examinations and have **sat all examinations***);
- **passed** the examinations in a minimum of **11.0 units**.

N.B. If you fail to pass 11.0 units then you cannot get an Honours degree but can still be awarded an Ordinary degree if you have *completed* at least 11.0 units and *passed* 10.0 or 10.5 units and 2.0 of those are at advanced level (i.e. ECON3xxx modules or ECON7xxx modules).

*It is worth noting that **students absenting themselves from examinations without prior approval** will be deemed to have made an attempt at the examination, as explained above. However, the attempt will be given a result of "Absent" which means that you would be **deemed incomplete** in that module. The same applies to students who attempt so little that the examination script cannot be academically assessed (and do not provide evidence of extenuating circumstances). In these cases *a mark of zero would be counted in any average, it would be treated as an attempt, but the overall result for the course unit would be recorded by the Examinations Section as absent or **incomplete**, as appropriate with the consequence that an Honours degree will not be awarded.*

10.2 Progression for L101 Students

Students in the L101 programme will be required to pass the 1st and 2nd year examinations, including any compulsory course units, to an approved standard to be able to progress to the 3rd year. In particular this means that the weighted mean of marks across the modules relevant for classification must exceed 59%. This includes the ECON1001 with a weight of 1 per half-unit and all second year modules with a weight of 3 per half-unit.

Course marks will be reviewed by the Departmental Tutor, whose explicit written approval will be required for progression prior to study abroad. Students who fail to achieve the required standard may be eligible to transfer back to the L100 Economics BSc. The subsections below will specify in detail what this means.

Year 1 to Year 2 Progression:

To progress into the 2nd year you would normally be expected to pass **all** the April/May examinations in 4.0 first year units. (UK domicile students must also have satisfied UCL's GSCE [foreign language requirements](#)). If this criterion is not met then the following rules apply:

- Students that pass less than 4.0 but at least 3.0 units of year 1 will be recommended to consider progressing to year 2 of the L100 programme instead of year 2 of L101.
- If a student nevertheless wishes to progress to year 2 of L101 with less than 4.0 but at least 3.0 units then this is possible upon signing a learning agreement for year 2 that will detail exactly what the necessary conditions are in order to progress to progress from year 2 to 3 (the year abroad).

Year 2 to Year 3 Progression:

To progress to the 3rd year you would normally be expected to have passed 4.0 units from Year 1 and have passed 4.0 units from year 2. If this criterion is not met then the following rules apply:

- A year 2 student who has not passed 4.0 units from year 1 (possibly after resits) will be required to progress to year 3 of the L100 programme;
- A year 2 student who has passed 4.0 units from year 1 (possibly after resits), has passed a minimum of 7.0 units by the end of Year 2, *but has failed one of the mandatory core units of year 2* will be required to progress to year 3 of the L100 programme;
- A year 2 student who has passed 4.0 units from year 1 (possibly after resits), has passed a minimum of 7.0 units by the end of Year 2, and *has not failed any* of the mandatory core units of year 2 will be recommended to progress to year 3 of the L100 programme. However if this student nevertheless wishes to progress to year 3 of L101 this is possible upon signing a learning agreement for year 3 that will detail exactly what the necessary conditions are in order to progress to progress from year 3 (the year abroad) to year 4;

Year 3 to Year 4 Progression:

To proceed to the 4th and final year students are normally expected to be complete in and have passed 12.0 course units (i.e. entered for all examinations). If this is not the case the following rules apply:

- If a student has not passed 12.0 course units but has passed at least 11.0 course units, and has met all Year 2 progression requirements the student can progress to year 4 of the L101 programme but they will have to sign a learning agreement that will details the exact requirements for graduation.
- Students who do not progress from the year abroad to year 4 are eligible to transfer **to year 3** of the L100 BSc Economics, but only if they have passed 8,0 units of year 1 and year 2 modules. Any modules passed during the year abroad cannot count towards the L100 degree.

Getting a Degree (L101):

You cannot obtain an **Honours degree** until you have:

- **completed 16.0 units** (i.e. met course requirements in order to be eligible to sit the examinations and have **sat all examinations***);
- **passed** the examinations in a minimum of **14.5 units**.

N.B. Students who fail to meet these criteria but pass a minimum of 13.5 or 14.0 units (including 2.0 in the final year) may be eligible for the award of an Ordinary degree.

It is worth noting that **students absenting themselves from examinations without prior approval will be deemed to have made an attempt at the examination, as explained above. However, the attempt will be given a result of "Absent" which means that you would be **deemed incomplete** in that module. The same applies to students who attempt so little that the examination script cannot be academically assessed (and do not provide evidence of extenuating circumstances). In these cases a *mark of zero would be counted in any average, it would be treated as an attempt, but the overall result for the course unit would be recorded by the Examinations Section as absent or **incomplete**, as appropriate with the consequence that an Honours degree will not be awarded.**

11. The Registry / Student Centre

(<http://www.ucl.ac.uk/ras> and
(http://www.ucl.ac.uk/current-students/student_centre_folder)

The offices of The Registry are **located mainly on the ground and first floors of the South Wing** of the main campus, telephone: Tel +44 (0)20 7679 3000. The **Student Centre** is located in the **Chadwick** Building (on the ground floor to the right of the Main Entrance to the College on Gower Street). You may find it helpful to visit the website first before calling at the Registry offices in person, as you may be able to access the information you need via the web (see above).

The **Student Centre** is responsible for the administration and enquiry management for:

- [Graduation Ceremonies](#)
- [Opening of Session](#)
- [Student Records](#)
- [Student Welfare and Support](#)
- [Study Abroad](#)
- [Transition](#)

11.1 Statement of Student Status

(https://www.ucl.ac.uk/current-students/essentials_benefits/SOSS)

If you need a document confirming your registration and student status at UCL you may collect a 'Statement of Student Status' in person at the [Student Centre](#). If you are unable to come in person please send an email request to studentstatus@ucl.ac.uk. Please note that they will not be able to issue you with a 'Statement of Student Status' if you have a UCL debt on your record.

A 'Statement of Student Status' can be used for any of the following requirements:

- Council Tax Exemption (full-time students only)
- Opening a Bank Account (International Students only)
- DOATAP
- Transcripts for Research Students

11.1a Council Tax exemption (full-time students only):

(http://www.ucl.ac.uk/current-students/essentials_benefits/council_tax_exemption)

Please see the above website for full information. You are exempt from council tax if you are registered as a full-time student and living in a University hall of residence or living in a household where everyone is a full-time student. If you are living in a household with part-time students you will get a Council Tax bill but you may be exempt for a council tax

discount. More information on can be found on the [UK government](https://www.gov.uk/council-tax/full-time-students) website:
<https://www.gov.uk/council-tax/full-time-students>.

To apply for an exemption you will need to obtain a [Statement of Student Status](#) and submit this to your local council. Before requesting this document you must ensure that your term-time address on PORTICO is the address for which you will want the council tax exemption.

11.1b Opening a Bank Account (international students only):

(<http://www.ucl.ac.uk/iss/before-you-arrive/bank-account>)

As a student in the UK you will need to open a UK bank account. Where possible, you are advised to open a UK account from your home country before arriving here. If you have been unable to do this, you can approach banks when you arrive in the UK to commence your studies

Some banks will charge a monthly subscription fee and as part of the contract they may require you to keep the account open for a certain period of time. Other banks may offer you a basic account free of charge.

To open an account, most banks will require your passport and proof of your address in the UK and back in your home country. You may use the *Statement of Student Status* that is issued to you when you enrol in person at UCL as proof of address

Essential information on Opening a Bank account can be found at the above website.

Please note that **the Department cannot provide official documentation** in this regard as this information can only be provided by the Registry at UCL. Please contact the [Student Centre](#).

11.2 Confirmation of Acceptance of Studies (CAS) for Tier 4 (General) visa students

<http://www.ucl.ac.uk/prospective-students/international-students/after-you-apply/immigration/obtain-cas>

General information on Immigration and Visas can be found at <http://www.ucl.ac.uk/iss/immigration-visa> and also at the above web addresses.

If you require a Certificate of Acceptance of Studies (CAS) for the purpose of extending your visa, it can be found here: <http://www.ucl.ac.uk/iss/immigration-visa/extending-your-visa>

The form must be approved by the Departmental Tutor, [Dr Witte](#), before returning it to the [Student Centre](#), Registry and Academic Services.

For specialist advice concerning visas (and many other aspects of student life) please contact the UCL Union Rights and Advice Centre: <http://uclu.org/services/advice-welfare>. (See also Section 12.12 below).

11.3 Fees

(<http://www.ucl.ac.uk/current-students/money/>)

The Registry deals with all aspects of fees. Please contact the Student Finance Department directly - Room G19 in the Registry - open Monday - Friday 10.00am - 4.00pm (3.00pm during October) for personal callers, telephone: 020 7679 4125/8, e-mail: fees@ucl.ac.uk or visit: http://www.ucl.ac.uk/current-students/money/2013-2014_fees. Information about how to pay can be found here: <http://www.ucl.ac.uk/new-students/pay-your-fees> and here: <http://www.ucl.ac.uk/current-students/money/fees-payment/invoices>

11.4 Graduation Ceremonies

(<http://www.ucl.ac.uk/graduation/>)

Graduation Ceremonies take place in Bedford Square Garden, and are followed by a reception at UCL on the Gower Street site.

Details of forthcoming ceremonies should be available to final year students in February 2014. Graduation Ceremonies will contact all eligible students, inviting you to attend the ceremonies. Attendance is not automatic and, if you wish to be presented at your Graduation Ceremony, you **must return your ticket application form to them by the designated deadline**. Ticket requests received after the deadline are subject to availability. Please contact the Graduation Ceremonies Office, Student Centre, Ground Floor, South Wing, Main Campus, telephone: 020 7679 2051/3568 (internal extension: 32051/33568) or e-mail: grad_ceremonies@ucl.ac.uk if you have any queries about any aspect of the ceremonies. See: <http://www.ucl.ac.uk/graduation/> for further information. N.B. **If you are still in debt to the College or University** by the due date, you will not be eligible to attend your Graduation Ceremony. You should contact the Graduation Ceremonies Office (see above) if in any doubt.

12. General Information

12.1 Careers Service

(<http://ucl.ac.uk/careers/>)

The UCL Careers Service can be found on the 4th floor, ULU Building, Malet Street, London WC1E 7HY. Opening hours: Monday to Thursday 09:30 - 17:00
Friday 11:00 - 17:00, telephone: 020 7866 3600 or e-mail: careers@ucl.ac.uk.

It offers a comprehensive careers information and advice/guidance service plus varied Recruitment Events and Employer Led Skills Development Programmes to the UCL community – current students, staff and GradClub members. It is part of the Careers Group, University of London, the largest in the country (see also: <http://www.careers.lon.ac.uk/>).

For further information see the Careers Service website: <http://ucl.ac.uk/careers/>

12.2 Student Common Room

The Student Common Room is in the basement of Drayton House. It is the open plan area on the north side of the basement (on the right as you come down the stairs). Here you will find the Departmental and Student noticeboards; a water fountain and a cold drinks machine; and a bank of computers for short-term use.

12.3 Computer Facilities

(<http://www.ucl.ac.uk/isd/> and <http://www.ucl.ac.uk/isd/students/new-students>)

The Department has no computer facilities for students at present, although it hopes to be able to make provision in the future. However, the College has extensive computer facilities available to students all over campus. Please see the above sites for further information on the wide range of UCL IT services available to you.

New Students

To use all central IT services at UCL you need a UCL userid and password. All students enrolled at UCL are allocated a **userid** and **password** which gives access to a range of IT services including **UCL Email** and **Portico**. Your userid is assigned to you when you enrol as a student. You cannot choose your userid. You are also allocated an initial password. You should change this the first time you log onto a central IT service. You will be required to change it additionally every 4 months.

If you have any difficulties then please contact the **Helpdesk** (email: helpdesk@ucl.ac.uk, telephone 020 7679 5000 (or ext: 25000 within UCL) or visit the ground floor of the DMS Watson Library, Malet Place).

Passwords

Please remember that passwords automatically expire after 4 months, unless they have been changed. Warnings are sent to your UCL email address during a 30 day period, prior to your password being reset. You can change your password on the web, at any

time, at: <https://myaccount.ucl.ac.uk/pw/>. Please see: <http://www.ucl.ac.uk/isd/common/registration/passwords> for further information; and please see below re the User Authentication Service (UAS)!

User Authentication Service

Passwords cannot be issued over the phone unless you are registered for the User Authentication Service, see <https://myaccount.ucl.ac.uk/> (specifically: <https://myaccount.ucl.ac.uk/uas-register/>). **We strongly advise that you register for this service.** If you have not registered for the UAS you will need to visit the IS Helpdesk in person or ask them to post a new password to your registered home or term-time address. More information can be found at <http://www.ucl.ac.uk/is/helpdesk/>.

For further information regarding computer facilities, including information on how to connect your own machine from halls of residence, for example, please visit the Information Systems home page on the web: <http://www.ucl.ac.uk/isd/> N.B. if you misuse the facilities your access to them will be suspended. Sending abusive, discriminatory and harassing e-mail is taken very seriously, as is posting material that could bring the College into disrepute, and College disciplinary procedures are used to deal with people who indulge in such behaviour. If you become a victim of offensive e-mail, you should notify the [Helpdesk](#) immediately.

12.4 DEOLO (Departmental Equal Opportunity Liaison Officer)

<http://www.ucl.ac.uk/hr/equalities/>

The Committee for Equal Opportunity (CEO) has, with the support of the Provost, created a College-wide network of Departmental Equal Opportunity Liaison/Information Officers (DEOLOs). DEOLOs are nominated members of staff in departments whose basic function it is to:

- Help the Head of Department with the implementation of UCL's Equal Opportunities policies and practice at a departmental level.
- Act as a point of contact within the department to whom staff and students can come for information and advice.
- Provide valuable feedback about equal opportunity implementation at a departmental level, on any specific issues, problems or successes.

Our DEOLO is:

Nirusha Vigi – Admin Office, Drayton House, email: n.vigi@ucl.ac.uk, tel: 020 7679 5400 (internal ext: 25400).

12.5 The Economist's Society

<http://www.economistsociety.org/>

The Economist's Society

As the official student society for the UCL department of Economics, we are here for all students of the department.

We play an active role in organizing academic and social events for Economics students, overseeing student representation and providing various other opportunities to those who wish to get more involved with their department.

Only in our third year, we have already gained momentum and some successes for our work. Going forward, we will continue to bring in top-quality speakers to UCL to share expert knowledge on some of the most important economic issues of the day. Last year, we brought in the likes of Vince Cable, Stephanie Flanders and Sir John Gieve and we have a fantastic schedule lined up for the coming year.

A further goal of the society this year is to improve the relationship between alumni and current students. We seek to open up more avenues for communication between the two groups through our alumni events. We are also taking a more active role in the university's mentoring scheme and we will also continue our involvement in the StARs (Student Academic Representatives) programme. Even though, more often than not, an instant fix is difficult, the department is genuinely keen to hear what its students have to say and issues raised by StARs do make a real difference over time.

Of course, being a student is also about meeting new people, trying new things and generally having a great time. We are the only society on campus that can put on events exclusively for Economics students and we see this as a vital step to creating a more relaxed community feel in the department. A true highlight of the year is our society's annual David Ricardo Easter Ball, a black-tie dinner / party at a top London club. The attendance of over three hundred students, high demand for tickets and the enthusiasm shown on the night support our vision for a more complete schedule of socials for economists. Therefore, in addition to the ball this year, we are running an ambitious freshers programme for new students, consisting of events in London, as well as an overnight trip to Brighton to start the year with a bang. On top of this, we are planning a Christmas party and several smaller events throughout the year, working with the university and other societies to get the best possible experience at the lowest possible cost for students of the department.

This year's committee is exceedingly strong and we are always looking for new people to get involved. We are very keen to continue to keep the society open to all Economics students and will be looking to fill key roles throughout the year. Whether your interest is in marketing, academic events or socials, our society seeks to provide support for any students who want to take a more active role in the department. Not only this, but it is also a great way to make friends, meet fellow students and engage with members of staff outside class.

For further information, comments and suggestions email us at info@economistsociety.org.



12.6 Economics and Finance Society

www.ucefs.com

The largest and oldest society at UCL, the Economics and Finance Society, EFS for short, is here to make your time at uni the most enjoying and fulfilling it can be.

Academic life is extremely important; however, university is also the time to explore other passions, learn about what being at one of the world's best universities can bring you, and build unforgettable friendships. The EFS has three pillars that make all of these things possible.

- 1) **Interest.** The Society hosts tons of events that bring you out of the lecture theatre and into the world of economics. From journalists and politicians to economic consultancies and chief economists, we deliver access to the frontier of economics in all its forms!
- 2) **Career.** It is never too early to begin thinking about what you might want to do after your studies. Be it investment banking, consulting, trading, research, or any other path, we have you covered. The EFS has very strong relationships with an extensive range of companies from all industries and is here to help you figure out what you want to do and then provide you the best opportunities available to enter your industry of choice. Through networking events, CV and interviewing workshops, and interactive presentations from leading professionals, the EFS is well equipped to help you get that spring/summer internship and job you want.
- 3) **Socials.** Friendships are what make university unforgettable. We host the biggest and best socials at UCL. Our Freshers' socials line-up includes a legendary pub-crawl and pub quiz, as well as a crazy trip to Prague during the first Reading Week!

To make sure you're up to date with all the opportunities, shoot a quick email over to interest@ucefs.com with your full name, UCL or personal email address, and telephone number. Check out our website and Facebook page at ucefs.com and <https://www.facebook.com/groups/33759030188/>.

Looking forward to meeting you. All the best for your time at UCL!

N.B. the Department welcomes the initiative of the Economics & Finance Society in the wide range of activities it organises for students. Nevertheless, the Department and the Society are completely separate entities and the Department is not able to accept formal responsibility or liability for any activities organised by the Society.

12.7 Employment (Part-Time)

Your academic progress will, at all times, take priority over any employment commitments, and the latter will not be acceptable as an excuse for unsatisfactory academic performance or for absence from lectures, tutorial classes, seminars, practicals etc. The regulations of the College, the Department, some sponsors and Local Education Authorities in reference to student support require first-degree students to be in full-time attendance. Further information can be found here: http://www.ucl.ac.uk/current-students/guidelines/part_time_employment; and for information about part-time work regulations please contact the UCL Union Rights and Advice Centre: <http://www.uclunion.org/get-advice/>

12.8 UCL Global Citizenship Programme

(<http://www.ucl.ac.uk/global-citizenship/programme>)

The UCL Global Citizenship Programme offers undergraduate students the chance to put their studies in a global context, learn new skills and see the world differently. From tackling the same global issues as UCL's Grand Challenges to volunteering and enterprise opportunities, there is something different on offer across all years of your degree.

The Programme takes place at the end of the summer term, after undergraduate exams have finished, and is focused on small-group project work. You will be working with students from across UCL, and previous students have really valued the opportunity to see how those from other disciplines tackle the same complex issues. It's a great way to pick up new skills, make new friends and to broaden your knowledge beyond your degree programme.

It is optional for all undergraduates, and there are different choices for first-year and second, third and final year students. You can find out more at www.ucl.ac.uk/global-citizenship/programme, including details of how to register for this year's Programme. As this is not run by your Department, questions should be directed to globalcitizenshipprogramme@ucl.ac.uk, rather than departmental staff.

12.9 International Students

(<http://www.ucl.ac.uk/prospective-students/international-students/>)

UCL's International Office is a centre of expertise and advice for students from overseas, and provides information on matters such as immigration, visas, employment, sources of funding and liaison with overseas institutions.

It is open from 10:00am to 4:00pm Monday to Friday and is located in Room 21, 1st floor, South Wing, Main Building. Telephone: 020 7679 7765 or e-mail via the above website.

It organises a comprehensive orientation programme for new students and you will hear from them separately regarding this. Known as **the International Student Orientation Programme (ISOP)**, it will take place on **Thursday 19 and Friday 20 September 2013**. It is strongly recommended that you attend ISOP as it is designed to provide you with the essential information about studying at UCL and living in London. It will introduce you to the various support services available, e.g. IT provision and the Library; welfare and

medical services; and advice on how to study successfully at UCL. The programme also provides an opportunity for students to get to know each other, make new friends and enjoy social activities. During the programme you will have the opportunity to enrol when it is quieter than the following week when UK students are also enrolling; and for you to be issued with your UCL student identity card.

For further information visit: <http://www.ucl.ac.uk/iss/orientation>.

12.10 Library Facilities

(<http://www.ucl.ac.uk/Library/>
<http://www.ucl.ac.uk/library/getting-started/>)

All students of UCL are entitled to use and borrow books from the various Library sites but you must **bring your UCL ID card each time you visit**.

The Subject Librarian for Economics is Kieron Jones, who will conduct the Library Tours for new 1st year students (see the section "*Library Tours for New Economics Students*").

For further information including opening hours for the various library sites; borrowing, renewing and reserving items; electronic journals and other online resources; information regarding access to past examination papers and much more see their website (as above).

Online Reading Lists

The online reading lists service provides a version of your course reading list that includes:

- Direct links to any available full-text (e-journal articles, digital readings, or websites).
- Direct links to the Library catalogue to check where a book is and if it is available to borrow.

The link is: <http://readinglists.ucl.ac.uk/index.html> (and for Economics: http://readinglists.ucl.ac.uk/departments/econs_shs.html).

12.11 Photocopying

(<http://www.ucl.ac.uk/Library/photocopy.shtml>)

There are no photocopying facilities within the Department. However, all the Library's staffed sites have self-service photocopying facilities, operated by cards. There is also a dedicated 'PHOTOCOPY HELP CENTRE' in the Main Library, Room 107.

Your Copycard

Rechargeable cards are required to use the photocopiers. You need only buy one card and then keep it for the whole of your time at UCL. See the website above for further information.

N.B. It is always advisable to keep copies of your coursework - electronically and in hard copy - in the unfortunate event of e.g. computer malfunction or of it going missing.

12.12 UCL Union [Rights and Advice Centre](http://uclu.org/services/advice-welfare)

<http://uclu.org/services/advice-welfare>

The UCL Union Rights & Advice Centre is a support service run by the Students Union and is a source of specialist information and advice on the following topics:

Academic, Consumer, Employment, Finance, Housing and Immigration, including Tier 4 Visa applications.

They are located on the 1st floor, 15 Gordon Street, and you can contact them via telephone: 020 7679 2998 or email: uclu-rights.advice@ucl.ac.uk,

12.13 Health and [Safety / Security](http://www.ucl.ac.uk/efd/safety_services_www/)

(http://www.ucl.ac.uk/efd/safety_services_www/ and <http://www.ucl.ac.uk/estates/security/>)

The Departmental safety officer is **Noel Thomas**, who is also **our building attendant**, located at the front desk of Drayton House during the hours of 8:00 am to 4:30 pm (there is cover provided during term-time until 7:00pm). He can be contacted on ext: 25449 or tel: 020 7679 5449. If you have any safety concerns please inform him immediately, particularly in the case of intruders or persons you consider may not belong to the College or may not be present on College business. You should **have your UCL identity card** with you **at all times** when on UCL premises and be prepared to show it when requested to produce evidence of identity. You will also **need your UCL ID card in order to access the corridors in Drayton House** (to see your Personal Tutor for example) so ensure you always have it with you.

You are reminded that you have a personal responsibility for the security of other members of UCL as well as yourself (see the Registry website: <http://www.ucl.ac.uk/silva/current-students/support> and the UCL Safety Services website: http://www.ucl.ac.uk/efd/safety_services_www/). You must note your legal responsibilities, under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care of yourself and all others who may be affected by your acts and omissions, and to co-operate in enabling UCL to discharge its legal duties with regard to health and safety, including implementation of the Policy. **It is a condition of registration that you co-operate with UCL in this respect.**

You must also note your legal responsibility, under Section 8 of the Health and Safety at Work Act 1974, not to interfere with - or misuse - anything provided by UCL in the interests of health and safety. It is UCL policy to encourage all students to report to an official of the Students' Union, their Departmental Safety Officer (see above), the UCL Safety Adviser or the UCL Occupational Health Service, as appropriate, any situation which involves a risk of injury or a health hazard and particularly accidents on UCL premises.

It is important that any incident occurring on UCL premises, however small, is reported to Security. This could prevent a more serious incident occurring.

In the event of a serious accident or medical emergency on campus, at any time of day or night, you should use the **UCL emergency telephone number (222)** on any telephone in UCL buildings or any telephone on the UCH or Middlesex switchboard. In case of emergencies away from UCL premises, students who are registered with the NHS Practice in the UCL Health Centre should initially contact the duty doctor who provides 24-hour cover. If you are not registered with the Practice, you should seek assistance from the Accident and Emergency Department of any general hospital.

If you consider you have a particular problem regarding your **personal security** you should approach the **UCL Security Manager** for 24/7 advice, telephone: 020 7679 5994 (or internal ext: 45994); or the main UCL telephone number: 020 7679 2000 (internal ext: 100) if you do not know exactly which person or department you need to speak to. **In an emergency dial 222 from any UCL phone.**

If there is a **fire** you should dial **222**, give the building name and the Fire Zone number (for **Drayton House** it is **107**) *and* sound the fire alarm. Details regarding fire procedures are displayed throughout the Department. If you hear the fire alarm, evacuate the building **immediately**, closing all doors and windows and only taking your bag with you *if it is to hand*. **Do not stop to find belongings. Do not use the lift.** The **Departmental assembly point** is the **corner of Gordon Street and Endsleigh Gardens (opposite the Union building)**. Remain there and **do not re-enter the building until instructed to do so by the Senior Fire Officer present**. See: <http://www.ucl.ac.uk/estates/security/> for further information.

12.14 UCL Student Mediator

(<http://www.ucl.ac.uk/support-pages/>)

Dr Ruth Siddall (previously the Dean of Students (Welfare) has been appointed to the role of UCL Student Mediator - a 'student ombudsman' position, the role holder has "the authority to mediate, act relatively informally and speedily, and propose practical solutions to resolve justifiable student complaints on a 'without prejudice' basis". Further information should be available from 1 October 2013 via the above website.

12.15 UCL Student Psychological Service

(http://www.ucl.ac.uk/student-psychological-services/index_home)

The UCL Student Psychological Service is based at 3 & 4 Taviton Street (just round the corner from the Department). It provides an accessible and effective professional resource for students who are facing emotional and psychological problems.

For general enquiries and appointments: Telephone (& Voicemail): **020 7679 1487** (UCL internal extension **21487**) or e-mail: maxine.wilson@ucl.ac.uk

(See also: <http://www.ucl.ac.uk/support-pages/>)

12.16 Transition Programme and Transition Mentors

[\(http://www.ucl.ac.uk/transition/\)](http://www.ucl.ac.uk/transition/)

The Transition Programme is specifically designed for each of the undergraduate programmes at UCL, and is run by members of Departmental staff and the Transition Team. It supports new 1st Year students ensuring that they settle in quickly and adapt to university life. Whether you have come directly from school, taken a gap year or are returning to study after a break, your first few months at UCL will be a time of transition with many new challenges and opportunities. The above website has lots of useful and important information in order to help you settle in to University life and enjoy it to the full.

Transition Mentors are second year (and above) students who have been recruited to provide help and advice to first year students during their first term of the academic year.

There will be a “**Meet Your Mentor**” session on **Wednesday 25th September** at **14:00** for all new 1st year students (location details will be sent to via email).

A mentor is expected to meet their first years regularly and be available to discuss any relevant issues that come up, be they social, academic or personal. Towards the second half of the first term, mentor groups are encouraged to become Peer Assisted Learning (PAL) groups where the focus is on discussion of academic assignments and [study skills](#).

There will be a **Transition Programme Information Session** on **Thursday 26th September** from **10:30-11:45** in the Bloomsbury Theatre (15 Gordon St). Here you will learn about the various services and support that UCL provides, receive information about [Moodle](#) and [studying at UCL](#) and other activities you can get involved in.

12.17 UCL Union

<http://uclu.org/>

UCL Union exists to provide a wide range of services – all in the interests of UCL students. It is run by elected student officers, and supports a range of opportunities and services, including: [Representation](#), [Help & Advice](#), [Jobs & Skills](#), [Social Life](#), [Facilities](#) and [Volunteering](#) (see below).

12.18 Vacations

You should continue your private study during the vacations as well as during term time to ensure that you are keeping up with the course or, if it has finished, to consolidate your work and spend adequate time in revision. Except for the published dates of closure for national holidays (see <http://www.ucl.ac.uk/staff/term-dates/2013-2014>), the College remains open during the vacations and the libraries are available to students. However, if you wish to consult with your teachers or Personal Tutor during vacations, you should arrange an appointment well in advance. Many staff attend conferences or are involved in their research during vacations. However, in some instances, it may be possible to discuss matters via e-mail. For academic staff e-mail addresses consult: <http://www.ucl.ac.uk/economics/people>.

12.19 Volunteering Services Unit

[\(http://www.uclu.org/volunteers/\)](http://www.uclu.org/volunteers/)

The Volunteering Services Unit (VSU) is UCLU's dedicated facility for students who want to get involved with volunteering projects in the local community. You can give as much or as little time as you can spare; learning new skills, making friends, and contributing to other peoples' lives.

The VSU has a number of opportunities that are particularly suited to Economics students, such as helping community organisations with business planning or teaching young people about financial literacy. They have lots of other options too, with over 250 projects - ranging from sports, culture or campaigning charities to work with older people, refugees or children - and lots more besides.

By volunteering, you'll make new friends and improve your chances of getting decent paid work too. But most of all, you'll be making a difference right here in this exciting city.

Also, if you've got your own bright idea for a project that could benefit others, they can provide funding, training and support to get it off the ground.

And if you can't make a regular commitment, they have a busy programme of one-off events to pick and chose from.

UCL has the one of the biggest volunteering departments in the UK - so make the most of it whilst you're here!

To find out more:

- Visit the website (<http://www.uclu.org/volunteers/>)
- Email at volunteering@ucl.ac.uk
- Visit the 1st floor of the Lewis Building, 136 Gower Street (<http://uclu.org/services/volunteering-at-uclu/about-volunteering-services-unit/find-vsua>).

12.20 Student Welfare and Support

(<http://www.ucl.ac.uk/iss/welfare/support-services>
<http://www.ucl.ac.uk/support-pages/>
http://www.ucl.ac.uk/student-psychological-services/index_home)

Everyone needs help and support from time to time and we understand that there will be a wide variety of issues that you may encounter during your time with us. Some can be dealt with locally; and, to this end in the Economics Department, every student is allocated a Personal Tutor whom they can turn to for help and advice (see section 5 above for more detail on this). In addition the Departmental Tutor, [Dr Witte](#), and BSc Programme Administrator, [Viv Crockford](#), can provide you with further assistance. Furthermore, UCL also provides a support network for students, and you can contact any of the services listed here: <http://www.ucl.ac.uk/iss/welfare/support-services> or here: <http://www.ucl.ac.uk/support-pages/> if you find yourself in need of specialist support. Please also consult the information provided by the Department Tutor, Dr Witte, in Section 14 below.

13. Data Protection Act 1998

(<http://www.ucl.ac.uk/estates/recordsoffice/data-protection/>)

University College London is required by law to comply with the Data Protection Act 1998. It is the commitment of UCL to ensure that every employee and student complies with this Act to ensure the confidentiality of any personal data held by the College, in whatever medium.

Personal information on students is held by various UCL support services. Most of the information is obtained initially from application forms, either received directly at UCL or, if you are a first degree student, via UCAS, and is supplemented throughout the period of your academic career. The data are held for the purposes of operating the admissions procedure and maintaining your academic records after admission.

The **Departmental Data Protection Co-ordinator in Economics** is [Rebecca Burns](#) (Room G18c, Drayton House). If you have any data protection concerns you should contact them in the first instance. Any other queries relating to Data Protection should be made directly to the [College Data Protection Officer](#).

See: <http://www.ucl.ac.uk/estates/recordsoffice/data-protection/> for further information regarding College policy.

In the Economics Department we will be keeping records of your progress during your career at UCL. The Department will be disseminating information to you in the following way:

- Via e-mail, Moodle, the Departmental Website and electronic departmental noticeboards for both general and urgent information. (N.B. If you wish to re-route e-mail communications to an alternative address - which we do not advise - this must be at your risk. The Department will not accept responsibility for these going astray or the information included in them being published).
- The usual way for returning written Coursework is via tutorial classes or, if submitted online, direct via Moodle.
- End of Term Reports - which document attendance, class participation and coursework in each module taken - are kept and will usually be referred to by staff when writing references.
- Student photographs (for staff reference) are accessible via Portico.
- Provisional Examination and Degree Results will be posted on the Departmental Website (L100 and L101 students only) by Candidate Number.
- The Department maintains its own website; we may wish to publish student names and College contact addresses here (e.g. UCL e-mail addresses).

If you do not agree to the Department administering your career in this way please discuss this matter with the Departmental Data Protection Coordinator (Rebecca Burns – Admin Office, Drayton House) and alternative arrangements can be made.

14. Just A Few Final Words...

Now you have come at the end of this booklet, this guide, I would like to take the opportunity to write you a few words of encouragement and advice.

The students around you have all come through a tough admissions process. They are a very valuable resource for you, and each one of them could contribute something unique to your education. This department's student community is incredibly diverse and ideally, your circle of friends will be, or become, at least as diverse as that. If you come from outside the European Union, you will find it greatly beneficial to your study - and your stay in the UK - if you not only work alongside the European students but also actively *with* them. If you come from within the European Union you will find that working together with students from abroad tremendously enriches the way you perceive the world, as well as the way you see your subject: Economics. Taking full advantage of your "international classroom" takes effort and does not always come by itself, but the return on investment is large.

The lecturers, tutors and tutorial tutors around you have all deserved their marks in academia and/or are in the process of doing so. All of them will be able to supply you with insights and observations that will be nearly impossible to get just from reading books. Research at UCL Economics is excellent, and the research staff are dedicated at analysing and resolving tough questions about the world. Some of the answers may prove vital for both our immediate future as well as for our long-term survival on this planet. Studying here without using the opportunity to interact with these people and about these subjects would be a waste. Whether you seek a professional or an academic career after UCL, I strongly recommend you to interact with all staff about their work just as much as with your fellow students about your shared studies. Whether that is through interesting questions during lectures and tutorials, by attending events where academics discuss their research work, or by booking yourself an appointment or attending an office hour to ask your questions.

In the coming months and years, many of you will experience some form of trial. Whether it be personal or family circumstances that seem to interfere with your ability to study or subject-matter that suddenly seems daunting and so much harder than you ever thought it was going to be. You may experience lectures and assignments where at times you feel lost for comprehension, and you might find books and people that use language that, although familiar, seems to mean something completely different to what you have been taught before. The world is a complex place and there are no correct and easy answers to all the questions you can ask about the world. University *does not* try to hide this fact from you nor does it try to serve you the knowledge about this world in deceptively easily digestible bites. You will find that many things in Economics are more complicated, more subtle and less obvious than you might have thought before coming here. As world citizens, UCL encourages you to embrace that rather than shy away from it. If you find things hard or difficult, do not consider this a weakness or a sign of lacking skills or knowledge. Often it is a sign that you are asking yourself the right kind of questions! Make sure you ask others these questions as well! Make an effort to find the answers!

There are many things that you can do to ease your transition into this new and bewildering world. Most importantly of all is to stay alert and talk to people. Keep an eye

on your academic progress, on your quality of understanding of your subject material, and on your rhythm of daily life. We set mandatory tutorials and lectures in order to assist you in finding a healthy balance between leisure and work. We assign personal tutors to you and provide tutorial tutors so that you may find many opportunities to communicate formally and informally about your work and your life. Studying is as much about books and lectures as it is about interacting with the community you have now entered. Successful studying is obtaining good marks but also making use of the wonderful opportunities that UCL offers you. If at any point you find that things are not working out the way you would have wanted them to, make sure that your personal tutor, the BSc Programme Administrator, Viv Crockford, and/or the departmental tutor, me, know! Don't hesitate to communicate!!

Finally, I will end this piece by addressing a subject that sooner or later will press most students: your career! Please acknowledge that a career is something that spans a lifetime. It is completely impossible for you (or anyone else) to oversee all the options you have or might have in the future. It is utterly unlikely that anyone can fully assess the implications that a choice you make now will have many years from now. However, be assured, there is no need for such omniscient abilities. Careers are neither made nor broken by any individual module choices, coursework, exams, marks, or degree classifications. There will never be a guaranteed ticket to a first-class degree or a successful professional or academic life. I do think, however, that there are some ingredients that will allow you to be happy with what you are doing: Set your own goals, take responsibility for your own life, follow what you find interesting, make your own choices AND your own mistakes and learn from them. These are no easy things, but your time as an undergraduate is a wonderful opportunity to practice all of them in the assured knowledge that there will always be a second chance.

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<http://xkcd.com/687/>

<http://apod.nasa.gov/apod/ap110307.html>