



2023-2024

# UNDERGRADUATE HANDBOOK

UCD SCHOOL OF ECONOMICS





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UCD School of Economics

# 01 Introduction and Welcome from the Head of School



**Dr Kevin Denny**  
*Head of School*

The UCD School of Economics warmly welcomes you to UCD for the academic year 2023-24. As a UCD Economics student you are part of the largest University in Ireland and we hope that your time here is an enjoyable and rewarding one, both in academic achievement and personal development. Our School is a constituent school within the UCD College of Social Sciences and Law and participates in a wide range of programmes including undergraduate, taught Masters and PhD degrees.

At undergraduate level the School offers specialised programmes with economics as a single, joint major, or part of a pathway and participates in other programmes in the UCD Colleges of Arts and Humanities, and Business.

This handbook is primarily for the use of current students. While starting university is exciting, it is a major transition in your life so you may find it challenging. It is normal to feel overwhelmed when starting in Stage 1, trying to find your way around, understanding all the policies and regulations, following a complex timetable,

integrating into the University system and for some of you will be your first experience of living away from home. Remember that you are not the only one feeling this way, many of your peers will be feeling exactly the same. Don't panic, we are here to help you!

In this document we provide guidance around relevant policies and regulations as well as signposting you to support available. It has been prepared to guide you through your studies so that you can get the most out of your chosen academic programme. It should be read in conjunction with the following university documents:

- Prospectus (<http://www.myucd.ie/ucd-prospectus/>)
- Apply (<https://www.myucd.ie/applying-to-ucd/>)
- Current Students Website (<https://www.ucd.ie/students/>)

Like many large organisations, UCD can seem to have a language of its own and you may find that some of the terminology used in the literature and online is new to you. Please view the Jargon Buster on the [Jargon Buster link](#) which will help explain some of the more frequently used words. Also, the [UCD Student Guide](#) provides information on university services and resources to help you get the most out of your university experience.

Section 2 deals with the basics of teaching and learning, explains our assessment methods and our policy on issues such as attendance, illness and plagiarism. Section 3 provides details on the UCD credit system and explains how our modularised courses are graded. Section 4 explains the programme choices available.

We have attempted to make sure the information contained in the handbook is as accurate as possible. More information, including a list of academic staff and contact details, can be found on our website (<http://www.ucd.ie/economics/>) or you may contact the School Office at [economics@ucd.ie](mailto:economics@ucd.ie).

We hope that you enjoy your time at UCD.

Tá súil againn go mbainfidh sibh taitneamh agus tairbhe as bhúr dtréimhse i UCD.



## 02 Economics Staff Structure



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## 03 Teaching and Learning

### *Why will you communicate with me?*

Once you register, you will receive an e-mail account, a UCD Connect account and access to Brightspace. Brightspace is a Virtual Learning Environment (VLE) which is used in conjunction with more traditional teaching practices. It allows module coordinators to share course materials such as lecture notes and problem sets, post announcements for students, and run quizzes and surveys. Brightspace also includes a Virtual Classroom facility, discussion forums and other course tools.

The main methods for the School of communicating with you are:

- UCD e-mail
- Brightspace (Guide can be found [here](#))
- Notice boards outside the School office located on the second floor (G201) in the Newman Bldg.

The School will use your UCD e-mail address to communicate to you about important notices and instructions. Please note [UCD's Student E-mail Protocol](#)

Module coordinators frequently post important information regarding your modules via the announcement facility on Brightspace. It is your responsibility to check Brightspace for notices and updates on the modules you are registered to. Sometimes, lecturers may also e-mail the class or groups of students within the class via Brightspace; you will receive an e-mail on your UCD account.

The notice boards may include information such as upcoming seminars, career opportunities, external and internal postgraduate degrees opportunities.

If you wish to meet with an individual staff member, please email them to make an appointment.

Staff contact details are on the School website: <http://www.ucd.ie/economics/about/ourstaff/>

**School Office:** Room G201 Newman Building  
The office is located on the second floor.  
**Telephone:** 01 716 8335/8188/8505/8272  
**Email:** [economics@ucd.ie](mailto:economics@ucd.ie)

Office opening times:  
10.00-13.00 and 14.00-16.00, Monday-Friday



### *Lectures, tutorials and drop-in centre*

The main components of teaching and learning in the School of Economics are lectures, tutorials, continuous assessments and examinations. Personalised timetables based on your module selection are available through the Student Web (SISWeb). In SISWeb you will be able to view your Autumn and Spring Trimester Timetables and your Examination Timetable (when published). To access SISWeb:

- Click on UCD Connect on the right side of the main UCD home page
- Select your service to access
- Enter your UCD Connect Username and Password
- Login

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### *How do lectures work?*

In most modules, lectures are two 50 minute sessions per week and start on the hour. The format of the lecture depends on the size of the class. Usually module coordinators give formal presentations of theoretical/conceptual material to students. Although many lecturers use PowerPoint and other electronic delivery methods, you are strongly recommended to take notes during lectures in order to help them retain the information. While some of the material may subsequently be available electronically, attendance at lectures is still vitally important as additional examples and information is typically provided. Unless otherwise noted, all lectures, tutorials and labs will take place on campus.

### *How do tutorials work?*

Some more technical modules have scheduled tutorials, where a tutor solves problem sets, moderates discussions and students' presentations on topics previously assigned, and answers students' questions. Although solutions to problem sheets are usually available via Brightspace, you are strongly advised to attend these tutorials when offered, as they are a good opportunity to raise questions and clarify doubts in a smaller and less intimidating classroom environment. Finally, some modules also involve computer lab attendance.

### *Do I have to attend lectures/tutorials?*

One of the biggest differences between secondary school and university is that the onus is on you, the student, to take control of your learning. While attendance at most lectures is not monitored, it is strongly recommended that you attend. University courses progress quickly making it easy to fall behind when you don't attend. It is our experience that non-attendance at lectures is the principal reason for poor performance in module assessments.

### *How much time will I spend on college work?*

Depending upon the modules and programme you choose, in-person lectures may take up less than fifteen hours per week. However, this time should also be supplemented by autonomous learning where you, the student, should attend to tasks such as revision of lecture material, completion of assignments and checking out references on your reading lists. Once again, the onus is on you to be responsible for your learning. While there is no hard and fast rule, and individuals will differ, every lecture hour should be supplemented by about two hours of autonomous learning. It is also crucially important to develop good habits early on and establish a regular study regime from the start. Don't worry, there will still be plenty of time left to enjoy all the social and sporting experiences available at UCD!

### *How will I be assessed?*

The form of assessment will depend on the lecturer and the level and subject matter of the module, but possibilities include multiple choice tests, essays and computer-based project work. Your final grade is usually a weighted average of your performance for midterm examinations, continuous assessments (when these apply) and a final examination.

The majority of final exams are written; however some comprise of multiple-choice questions. The lecturer will share assessment methods and the format of the final exam at the beginning of the trimester. Students may find more information on UCD regulation regarding assessment on <https://www.ucd.ie/students/exams/>.



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### ***What happens if I fail?***

If you fail a module you can either resit the exam (when possible), repeat the module, or substitute the module (if it is not a core for their degree). For more information please go to the following website: <https://www.ucd.ie/students/registration/repeatsresits/>

### ***What happens if I miss an assignment?***

We strongly encourage you to complete all essays, projects, mid-term tests, final exams, or other forms of continuous assessment you have been assigned. However, we also recognise that serious and unexpected difficulties such as illness and bereavement may prevent you from completing part of a module assessment.

If you miss a component of continuous assessment during the trimester, you should contact the module coordinator immediately and provide the module coordinator any documentation in support of your extenuating circumstances.

Please note that the School follows [the UCD's policy on extenuating circumstances](#) as to what we do and do not consider grounds for extenuating circumstances.

The module coordinator will then tell you how to make up for the missing component if they deem acceptable the documentation provided.

If you miss the final exam, you should follow the procedure outlined in the UCD's policy on extenuating circumstances and submit the necessary documentation online to the relevant College Office. For more information please go to this [page](#).

In the case of missing an exam, you should also contact the relevant module coordinator as soon as possible.

### ***What is your policy on late submission of coursework?***

Unless otherwise stated by the module coordinator, modules will follow [UCD's policy on late submission of essays and projects](#).

#### ***The policy requires:***

1. The due date for each item of coursework must be clearly indicated to students.
2. Coursework must be submitted electronically via Brightspace no later than 3 pm on the due date.
3. Coursework received at any time within the two weeks following the due date will be graded but a penalty will apply. Coursework submitted at any time up to one week after the due date will have the grade awarded reduced by one grade point (or the percentage mark reduced by 5%). Coursework submitted more than one week but up to two weeks after the due date will have the grade reduced by two grade points (or the percentage mark reduced by 10%).
4. Coursework received more than two weeks after the due date will not be accepted.
5. Where coursework is submitted late due to unanticipated exceptional or extenuating circumstances, students must follow the appropriate procedures for extenuating circumstances (see previous section).

## What do I need to know about Plagiarism?

Plagiarism is academic theft and is taken very seriously by the School of Economics and UCD in general. The School's policy on plagiarism can be found at [https://www.ucd.ie/economics/t4media/school\\_plag\\_pol21.pdf](https://www.ucd.ie/economics/t4media/school_plag_pol21.pdf), while UCD comprehensive regulations and procedures can be found at [https://www.ucd.ie/secca/t4media/plagiarism\\_studentguide.pdf](https://www.ucd.ie/secca/t4media/plagiarism_studentguide.pdf). For more information on how to avoid plagiarism please consult the library guide at <http://libguides.ucd.ie/academicintegrity>.

## Who should I contact if I have questions about specific modules?

If you have any queries or issues with a module you should address them firstly with the relevant member of staff (usually the module coordinator or tutor). In the vast majority of cases they will be able to address the problem. Failing that, you should approach the stage coordinator (listed below). Finally, if the issues remain unresolved after you meet with the stage coordinator, then you should approach the Head of Teaching and Learning.

Contact details are as follows:

Stage 1 Coordinator:	Dr Ciara Whelan ( <a href="mailto:ciara.whelan@ucd.ie">ciara.whelan@ucd.ie</a> )
Stage 2 Coordinator:	Dr Ivan Pastine ( <a href="mailto:ivan.pastine@ucd.ie">ivan.pastine@ucd.ie</a> )
Stage 3 Coordinator:	Prof Karl Whelan ( <a href="mailto:karl.whelan@ucd.ie">karl.whelan@ucd.ie</a> )
Stage 4 Coordinator: )	Prof Morgan Kelly ( <a href="mailto:morgan.kelly@ucd.ie">morgan.kelly@ucd.ie</a> )
Head of Teaching and Learning:	Prof Orla Doyle ( <a href="mailto:econteaching@ucd.ie">econteaching@ucd.ie</a> )

## What supports are available to me for my academic work?

### Economics Resource Centre

The School of Economics provides academic support for some core modules via a student resource centre, where you attending those modules may seek help with any problems you may have with those modules. The problems may be specific, i.e. relating to a particular tutorial or exam question, or may be of a more general nature where you would like help in understanding a particular topic. The resource centre is run by some of our PhD students.

See <http://www.ucd.ie/economics/studentsupport/> for details.

The resource centre is available at [econresource@ucd.ie](mailto:econresource@ucd.ie) and can be contacted at any time. Typical response time within 24hrs. Zoom and in person meetings are bookable via this support address too.

## What other supports are available?

Students who require ongoing support and accommodation on the grounds of a verifiable disability are encouraged to register with the [UCD Access & Lifelong Learning](#) at their earliest convenience. We also have [student advisors](#) who provide a confidential service to all students who are seeking other types of support for example around student wellness, financial support, academic challenges.





## 04 The ECTS Credit System

Each assessment component of all courses taught by the School of Economics will be assessed by means of letter grades. If a particular component of a module generates a numerical score or mark (for example in a MCQ examination), the School of Economics adopts the following scheme to convert marks to letter grades:

### *Grading for Modularised Courses*

The modularised degree programmes at UCD use the European Credit Transfer System (ECTS). A credit is a way of measuring the amount of learning undertaken by a student. Under this system a module size of five ECTS credits is standard across the university. Using ECTS credits helps to ensure that all modules are similar in terms of the volume of learning covered and the academic demands placed on students.

Alternative Linear Conversion Grade Scale\* 40% Pass (85% = A-)

Grades	Lower %	Upper %
A+	≥ 95	100
A	≥ 90	< 95
A-	≥ 85	< 90
B+	≥ 80	< 85
B	≥ 75	< 80
B-	≥ 70	< 75
C+	≥ 65	< 70
C	≥ 60	< 65
C-	≥ 55	< 60
D+	≥ 50	< 55
D	≥ 45	< 50
D-	≥ 40	< 45
E+	≥ 35	< 40
E	≥ 30	< 35
E-	≥ 25	< 30
F+	≥ 20	< 25
F	≥ 15	< 20
F-	≥ 10	< 15
G+	≥ 5	< 10
G	≥ 0.02	< 5
G-	≥ 0.01	< 0.02
NM	≥ 0	< 0.01
ABS	No work was submitted by the student or the student was absent from assessment	

The letter grades achieved in each assessment component are then uploaded onto UCD's grading system. The aggregate result for the module is calculated by using the relative contribution of each component element to the final grade. Your final letter grade for a module is used to calculate your GPA for each trimester and year of study.

## Grades and Grade Points

Each letter module grade can be converted into a grade point. Your Grade Point Average (GPA) is a numerical representation of your overall academic standing at any point in your studies. GPA is most commonly calculated at the end of each trimester, stage and at the end of your degree.

The chart below shows the correspondence between letter grades, honour classifications and grade points:

A+, A, A-	First Class Honours	A+ = 4.2	A = 4.0	A- = 3.8
B+, B, B-	Second Class Honours, Grade 1	B+ = 3.6	B = 3.4	B- = 3.2
C+, C, C-	Second Class Honours, Grade 2	C+ = 3.0	C = 2.8	C- = 2.6
D+, D, D-	Pass	D+ = 2.4	D = 2.2	D- = 2.0
FM (+/-), NM	Fail	FM = 0	NM = 0	
ABS	Absent	ABS = 0		

## How Do I Calculate My GPA?

For each module, multiply the number of credits for the course module by the grade points awarded (for example, a grade of B+ in a 5-credit module is equal to  $3.6 \times 5$  for a total of 18 grade points). Add up the total grade points you have received, and the total number of credits attempted in your classes. Divide the total number of grade points by the total number of credits; this is your GPA. Your overall GPA is also calculated each trimester and posted on your transcript.

## A GPA Calculation Example

A grade of B+ is 3.6 grade points.

An undergraduate module is 5 credits in UCD  $5 \times 3.6 = 18$  grade points for that module

If the student takes 4 modules and receives a B+, C-, A, and D, and each module is worth 5 credits, then the student has earned 62 grade points in total:

$$(5 \times 3.6) + (5 \times 2.6) + (5 \times 4.0) + (5 \times 2.2) = 62$$

$$18 + 13 + 20 + 11 = 62$$

4 modules worth 5 credits each equates to 20 credits in total.

62 grade points divided by 20 credits results in a 3.1 Grade Point Average (GPA).

Degree GPA calculations can be found here:

[DN700](#)

[DN710](#)





## 05 Your Programme Choices

This section guides you through the programme choices available over the stages of the BSc Single Honours and Joint Major programmes.

Please note that programme structures are subject to change; students enrolled in stage 1 in 2023-24, for example, may have a different programme structure in their stage 2 in 2024-25 from the ones outlined below. Changes may be due to programme reforms and/or availability of option modules due to staff sabbatical leave, leave of absence, etc.

Typically, you will register for 60 credits in each of the stages. The amount of credits that must come from economic modules, the core modules to be taken and option choices, will depend on the degree chosen.



### 05.01 BSc in Economics

If you have entered UCD via the DN710 entry code (BSc in Economics), then in Stage 1 you must complete the following eight core modules (40 credits):

ECON 10770	Introduction to Economics
ECON 10010	Principles of Microeconomics
ECON 10020	Principles of Macroeconomics
ECON 10790	Mathematics for Economists
ECON 10730	Data Analysis for Economists
ECON 10740	Exploring Economics
ECON 10800	Statistical Methods for Economists
ECON 20130	Economic History

You must also take three modules (15 credits) from one of the following subjects:

Mathematical Studies
Politics
Sociology
Geography
Statistics

Students can also pick one elective module in the spring trimester. Please note that if students wish to have the option at the end of stage 1 of transferring out of the Economics Single Honours programme and pursue instead a BSc in Social Science, students are strongly recommended to use their elective module to pick a second subject/stream offered in the BSc and register to 15 credits of core modules in that subject.

## Stage 2 (60 credits, of which 50 in Economics)

Students progressing to stage 2 in the academic year 2023-24 after having taken all prescribed modules in their Single Honours stage 1, must complete the following five core modules (25 credits) in stage 2:

ECON 20010	Intermediate Microeconomics I
ECON 20020	Intermediate Macroeconomics
ECON 20180	Intermediate Microeconomics II
MATH 20330	Optimisation for Economics
ECON 30130	Econometrics

Students must also take five option modules from the following list of modules offered by the School in 2023-24 (25 credits):

ECON 20060	Irish Economy
ECON 20080	Policy Analysis
ECON 20100	Game Theory
ECON 20120	European Economy
ECON 20230	Economics, Organization & Management
ECON 20190	Introduction to Financial Economics
ECON 20160	Economics of the Environment

Note that it is also possible to take an additional 2 modules from this list or from another subject. If electives are taken from the above list you can take up to seven economics options (35 credits total).

## Stage 3 (60 credits, of which 50 in Economics)

Students progressing to stage 3 must complete the following four core modules (25 credits):

ECON 30290	Advanced Microeconomics
ECON 30120	Advanced Macroeconomics
ECON 30250	Economic Research Project 1
ECON 30310	Economics Research Project 2

Students must also take a minimum one of the following options offered by the School:

ECON 30530	Advanced Econometrics: Microeconometrics
ECON 30540	Advanced Econometrics: Time Series



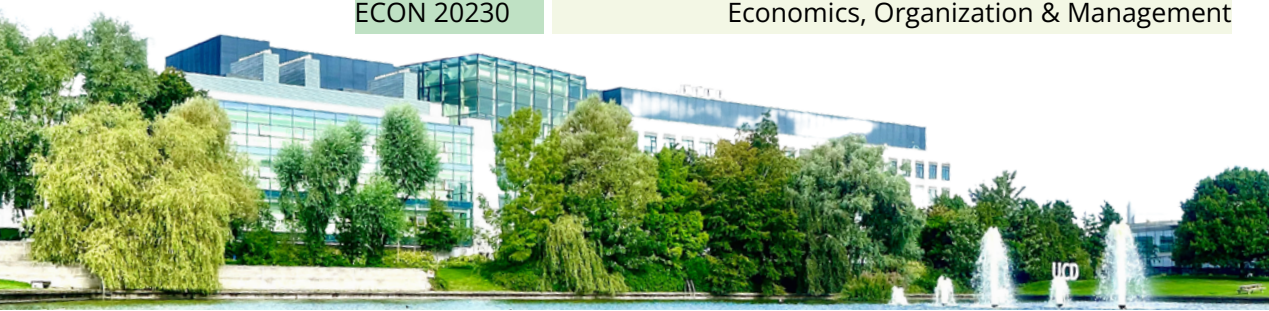


Students must also take four option modules offered by the School. Of these, students are required to take a minimum of three Level 3 modules (total 15 credits) from the following list of options:

CHN 30060	Chinese Economy
ECON 30100	Health Economics
ECON 30150	International Money and Banking
ECON 30180	Industrial Economics
ECON 30270	Behavioural Economics
ECON 30360	Labour Economics
ECON 30400	Political Economy
ECON 30410	Development Economics
ECON 30520	R for Economists
ECON 30530	Advanced Metrics: Microeconometrics
ECON 30570	Economic Growth
ECON 30590	Economics of Gender & Diversity
ECON 30610	Economics of Natural Resources
FIN 30200	Econometrics of Financial Markets
ECON 30160	International Trade Economics
ECON 30170	Financial Economics
ECON 30190	Public Economics
ECON 30260	Transport Economics
ECON 30390	Experimental Economics: Laboratory Experiments
ECON 30430	Economics of International Finance
ECON 30500	Field Experiments Social Science
ECON 30540	Advanced Econometrics: Time Series
ECON 30550	Philosophy of Economics
ECON 30580	Economics of Betting Markets
ECON 30600	Economics of Climate Change

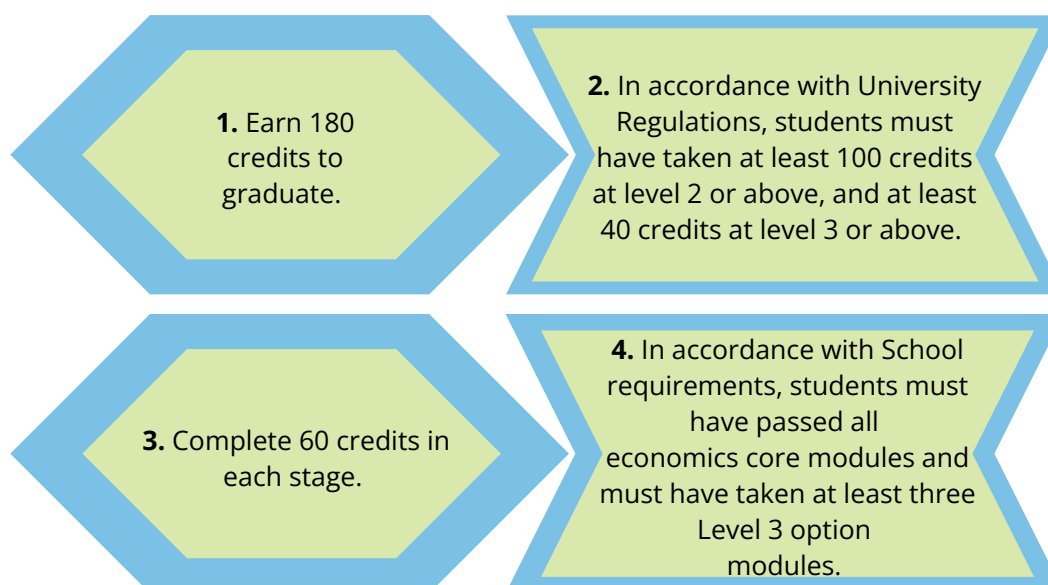
The remaining option may be either from the above list of Level 3 option modules or may be a Level 2 option from the following list:

ECON 20060	Irish Economy
ECON 20080	Economic Policy Analysis
ECON 20190	Introduction to Financial Econ
DEV 20130	Sustainable Development Goals
ECON 20100	Game Theory
ECON 20120	European Economy
ECON 20160	Economics of the Environment
ECON 20230	Economics, Organization & Management



## Degree Compliance Information

Students should be aware that to be able to graduate at the end of the academic year 2023-24 they must comply with the following requirements:



## 05.02 DN700 BSc in Social Science (Joint Majors)

### Stage 1 (20 ECTS in Economics)

Students who are admitted to UCD via entry route DN700 (UCD Social Sciences) must take and pass the following modules:

ECON 10770	Introduction to Economics
ECON 10010	Principles of Microeconomics
ECON 10020	Principles of Macroeconomics
ECON 10030	Introduction to Quantitative Economics

Please note that students who have achieved at least a grade of O3/H7 in Leaving cert Math or equivalent are recommended to take ECON10770 and ECON10030 in the Autumn trimester, and ECON10010 and ECON10020 in the Spring trimester.

At the end of stage 1, provided they have passed all core Economics modules, students can progress to stage 2.

## Stage 2 (60 credits, of which 20 in Economics)

In stage two, students must complete the following four core modules (20 credits):

ECON 20010	Intermediate Microeconomics I
ECON 20020	Intermediate Macroeconomics
ECON 20040	Statistics for Economists
ECON 20180	Intermediate Microeconomics II

It is possible to take additional economics modules as electives from the following list of other Level 2 modules offered by the School in 2023-24:

ECON 20060	Irish Economy
ECON 20080	Economic Policy Analysis
ECON 20100	Game Theory
ECON 20120	European Economy
ECON 20130	Economic History
ECON 20160	Economics of the Environment
ECON 20190	Introduction to Financial Economics
ECON 20230	Economics, Organization, & Management
DEV 20130	Sustainable Development Goals
MATH 20330	Optimization for Economics

### Transferring to Single Major in Economics in years 3 and 4.

If you would like to transfer to single major economics in years 3 and 4, students must be studying Economics in DN700 as a Joint Major, Major/Minor, PPE or EMS. For up to the date information about the requirements for switching, please check our website. Note, there is no limit on the number of students who can switch. The information on GPA requirements can be found [here](#).





### Stage 3 (60 credits, of which 25 in Economics)

Students must select a minimum of 15 credits (3 modules) from the option list below. Students on internship or studying abroad for one trimester need 15 credits worth of level 3 modules, students remaining in UCD for the full academic year need 25 credits.

Additional information about internship and study abroad can be found [here](#).

ECON 30100	Health Economics
ECON 30150	International Money and Banking
ECON 30180	Industrial Economics
ECON 30270	Behavioural Economics
ECON 30360	Labour Economics
ECON 30400	Political Economy
ECON 30410	Development Economics
ECON 30520	R for Economists
ECON 30570	Economic Growth
ECON 30590	Economics of Gender & Diversity
ECON 30610	Economics of Natural Resources
FIN 30200	Econometrics of Financial Markets
ECON 30130	Econometrics
ECON 30160	International Trade Economics
ECON 30170	Financial Economics
ECON 30190	Public Economics
ECON 30260	Transport Economics
ECON 30390	Experimental Economics: Laboratory Experiments
ECON 30430	Economics of International Finance
ECON 30500	Field Experiments Social Science
ECON 30550	Philosophy of Economics
ECON 30580	Economics of Betting Markets
ECON 30600	Economics of Climate Change



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Students may select modules from the following level 2 options list to fulfil their 25 credit requirement:

ECON 20060	Irish Economy
ECON 20080	Economic Policy Analysis
ECON 20100	Game Theory
ECON 20120	European Economy
ECON 20130	Economic History
ECON 20160	Economics of the Environment
ECON 20190	Introduction to Financial Economics
DEV 20130	Sustainable Development Goals
MATH 20330	Optimization for Economics
ECON 20230	Economics, Organization, & Management

#### ***Stage 4 (60 credits, of which 25 in Economics)***

In order to complete your undergraduate degree, you have to earn at least 40 ECTS credits at level 3 or above. It is your responsibility to make sure you meet this requirement. Note: you might have taken some level 3's in stage 3 already.

To support your research degree requirement please select a minimum of 10 credits (2 modules) from this list:

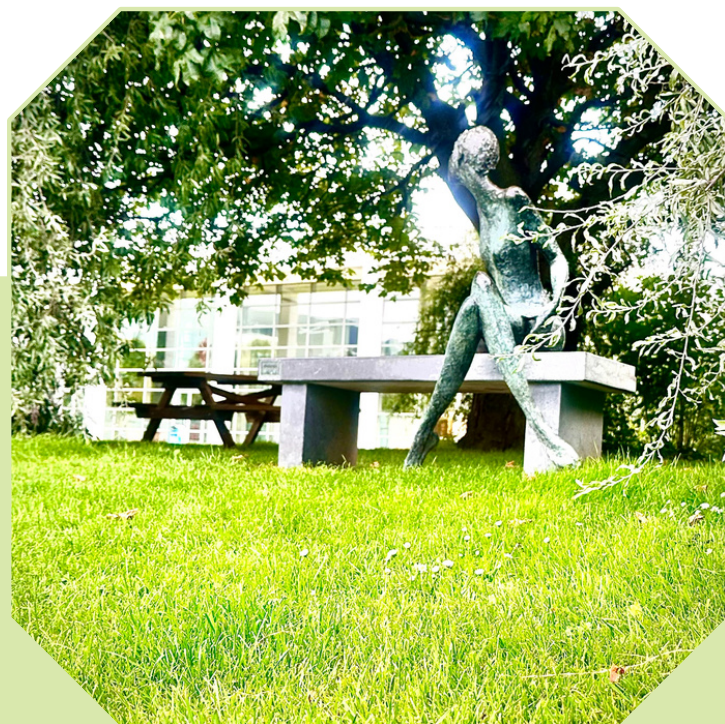
ECON 30270	Behavioural Economics
ECON 30290	Advanced Microeconomics
ECON 30360	Labour Economics
ECON 30410	Development Economics
ECON 30520	R for Economists
ECON 30530	Adv Metrics: Microeconometrics
ECON 30570	Economic Growth
ECON 30590	Economics of Gender & Diversity
ECON 30610	Economics of Natural Resources
ECON 30130	Econometrics
ECON 30120	Advanced Macroeconomics
ECON 30160	International Trade Economics
ECON 30190	Public Economics
ECON 30390	Experimental Economics: Laboratory Experiments
ECON 30500	Field Experiments Social Science
ECON 30540	Adv Econometrics: Time Series
ECON 30580	Economics of Betting Markets
ECON 30600	Economics of Climate Change

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Students must select a minimum 10 credits from the research list above. The remaining 15 credits (3 modules) can be from either the following list or the research list above:

ECON 30100	Health Economics
ECON 30150	International Money and Banking
ECON 30180	Industrial Economics
ECON 30400	Political Economy
FIN 30200	Econometrics of Financial Markets
ECON 30170	Financial Economics
ECON 30260	Transport Economics
ECON 30430	Economics of International Finance
ECON 30550	Philosophy of Economics

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## 06 Contact Information

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🌐 <https://www.ucd.ie/economics/>

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